

## Application Form

**Start of space allocation:  
01 October, 2010**

Company \_\_\_\_\_  
 Street, P.O. Box \_\_\_\_\_  
 City, Postal Code \_\_\_\_\_  
 Country \_\_\_\_\_  
 Area Code Telephone Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Contact:  Mr.  Ms. Position \_\_\_\_\_  
 \_\_\_\_\_

Member of the following trade associations: \_\_\_\_\_  
 Website \_\_\_\_\_  
 www. \_\_\_\_\_  
 Legal Representative (President, Chairman, General Manager, etc.) \_\_\_\_\_

(1)Manufacturer  (2)Dealer  (3)Importer  (4)Distributor  (5)Service Company (multiple entries possible)

Headquarter of the parent company with full address and country:

Under which country would you like to be included in the statistics:  Headquarters  Branch Country: \_\_\_\_\_

BILLING ADDRESS (only if address differs from above)

Company \_\_\_\_\_  
 \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_

Telephone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Contact \_\_\_\_\_

### PARTICIPATION FEES:

Raw space	Onsite	Early bird	Full price
	Until 18 March	Until 31 July	After 31 July
9-35 sqm*	175 EUR/sqm	185 EUR/sqm	195 EUR/sqm
36-71 sqm	158 EUR/sqm	167 EUR/sqm	176 EUR/sqm
72-107 sqm	149 EUR/sqm	157 EUR/sqm	166 EUR/sqm
> 108 sqm	140 EUR/sqm	148 EUR/sqm	156 EUR/sqm

There is a wide variety of IMAG shell scheme packages on offer, please see separate application form.

\* For space applications smaller than 36 sqm, shell scheme packages provided by IMAG are mandatory.

#### Promotion Packages

Basic promotion package:	Professional promotion package:
1. Company logo on the Chinese website 2. Company profile entry in electronic direct mailing and LASER World of PHOTONICS CHINA NEWS 3. Company logo in exhibitor list in Visitor Guide	1. Basic promotion package + 2. One advertisement in biweekly electronic direct mailing (3 editions) 3. 1/2 page company profile entry in LASER World of PHOTONICS CHINA NEWS
<input type="checkbox"/> EUR 250	<input type="checkbox"/> EUR 540

We wish to participate and apply for:

Hall sqm	Front x Depth m x m

#### Co-exhibitors:

A charge of 135 EUR will be applicable for each co-exhibitor or additionally represented company. Please contact the organizer for the co-exhibitors' application form.

This application form is only valid in conjunction with :

A down-payment of 35% of the participation fee upon receipt of the corresponding invoice

**Please complete and submit the attachment together with this application form.**

**Please take notice of the Participation Terms A and B as well as the Technical Guidelines.**

**The attached Participation Terms A and B as well as the Technical Guidelines are recognized as legally binding in all parts.**

**Each applicant acting on behalf of a third party shall be directly liable for meeting the demands of MMI-SH in respect of the above fair.**

Place and Date

Company stamp and legally binding signature.

**Index of Products and Services (Attachment to LASER World of PHOTONICS CHINA 2011 application form)**

**Important: Completion of this form is mandatory**

Company

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Street, P.O. Box

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Country, Town, Postal Code

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**We shall be presenting exhibits and/or services which come under the following product group(s) in the LASER World of PHOTONICS CHINA 2011 product index:**

**Photonics Components**

- 1. Laser and optronics
- 2. Optics
- 3. Manufacturing technology for optics
- 4. Sensors, test and measurement
- 5. Services

**Photonics Applications**

- 6. Optical systems by sectors
- 7. Laser systems for production engineering
- 8. Optical measurement systems
- 9. Optical information technology
- 10. Biophotonics and life sciences
- 11. Imaging
- 12. Illumination

If you have specified more than one main group, please state here where your principal emphasis lies:

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**Trademarks** (As a dealer, please fill in which brands you will exhibit at LASER World of PHOTONICS CHINA 2011)

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**Company profile:**

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## Photonics Components

- 1 Laser and optronics**
  - 1.01 Solid-state lasers
  - 1.02 Gas lasers
  - 1.03 Diode lasers
  - 1.04 Fibre lasers
  - 1.05 Other lasers
  - 1.06 Laser system components
  - 1.07 Laser components
  - 1.08 Safety/protection against laser radiation
  - 1.09 Light-emitting diodes (LEDs)
  - 1.10 OLEDs
  - 1.11 Non-coherent light and radiation sources
  - 1.12 Electro-optics
  - 1.13 Acousto-optics
  - 1.14 Opto-electronic tubes
  - 1.15 Opto-electronic components
  - 1.16 Optical systems
  - 1.17 Opto-mechanics
  - 1.18 Software for laser and optics
- 2 Optics**
  - 2.01 Raw materials
  - 2.02 Crystals
  - 2.03 Processed components
  - 2.04 Optical lenses
  - 2.05 Diffractive optics
    - 2.05.1 Defraction gratings
    - 2.05.2 Fresnel lenses
  - 2.06 Optical transmission components
  - 2.07 Optical components, miscellaneous
  - 2.08 Design software for passive optical components
- 3 Manufacturing technology for optics**
  - 3.01 Optical manufacturing equipment for optical systems
  - 3.02 Optical manufacturing processes for optical systems
  - 3.03 Manufacturing materials for optical systems
  - 3.04 Optical coating materials
  - 3.05 Manufacturing technology for optical systems, miscellaneous
  - 3.06 Adhesives for optical systems
- 4 Sensors, test and measurement**
  - 4.01 Measurement systems for laser characterization
  - 4.02 Measurement and analysis systems for optical parameters
  - 4.03 Systems for measuring optical parameters of devices and and systems
  - 4.04 Optical measurement systems
  - 4.05 Optical sensors
    - 4.05.1 Sensors for geometric parameters
    - 4.05.2 Sensors for dynamic parameters
    - 4.05.3 Sensors for optical parameters
    - 4.05.4 Sensors for other physical parameters
- 5 Services**
  - 5.01 Application development and application labs
  - 5.02 Optical design and engineering services
  - 5.03 Processing centers
  - 5.04 Contract production
  - 5.05 System consultants
  - 5.06 Maintenance and service for laser systems
  - 5.07 Optics and illumination design
  - 5.08 Second-hand equipment
  - 5.09 Education and advanced training
  - 5.10 Authorities, institutes, organizations, associations
  - 5.11 Special information, databases
  - 5.12 Technical literature, trade journals
  - 5.13 Research and development
  - 5.14 Customer-specific solutions
  - 5.15 Technical consultants and agencies
  - 5.16 Services, miscellaneous
  - 5.17 Professional financing services

## Photonics Applications

- 6 Optical systems by sectors**
  - 6.01 Optical systems for the automotive industry and OEMs
  - 6.02 Optical systems for the machine tool manufacturing
  - 6.03 Optical systems for printing technology and graphics
  - 6.04 Optical systems for data processing
  - 6.05 Optical systems for electronics
  - 6.06 Optical systems for electrical engineering
  - 6.07 Optical systems for the semiconductor industry
  - 6.08 Optical systems for plastics processing
  - 6.09 Optical systems for biophotonics, life sciences and pharma
  - 6.10 Optical systems for research and science
  - 6.11 Optical systems for show technology, advertising, art
  - 6.12 Optical systems for sensor technology
  - 6.13 Optical systems for illumination technology
  - 6.14 Optical systems for solar production
  - 6.15 Optical systems for others sectors
- 7 Laser systems for production engineering**
  - 7.01 Material processing systems
    - 7.01.1 Welding systems
    - 7.01.2 Soldering installations
    - 7.01.3 Cutting systems
    - 7.01.4 Drilling systems
    - 7.01.5 Scribing systems
    - 7.01.6 Marking and lettering systems
    - 7.01.7 Trimming systems
    - 7.01.8 Surface processing systems
    - 7.01.9 Micro processing systems
    - 7.01.10 Laser build-up welding
    - 7.01.11 Material processing systems, miscellaneous
  - 7.02 System components of laser production engineering
  - 7.03 Laser-aided product design and development systems
  - 7.04 Laser systems for various materials
  - 7.05 Laser systems for various applications
  - 7.06 Raw materials for material processing
- 8 Optical measurement systems**
  - 8.01 Laser-aided test and measurement systems
  - 8.02 Holographic systems and components
- 9 Optical information technology**
  - 9.01 Fibers, cabling, connectors and distribution
  - 9.02 Active optical components and subsystems
  - 9.03 Passive optical components and subsystems
  - 9.04 Fibre optical test and measurement
  - 9.05 Process and assembly equipment for fibre optical applications
- 10 Biophotonics and life sciences**
  - 10.01 Applications
    - 10.01.01 Medicine
    - 10.01.02 Biotechnology
    - 10.01.03 Environment and nutrition
  - 10.02 Methods and techniques
    - 10.02.01 Spectroscopy
    - 10.02.02 Microscopy and imaging
    - 10.02.03 Therapies
    - 10.02.04 Manipulation techniques
    - 10.02.05 Methods and techniques, other
- 11 Imaging**
  - 11.01 Components
  - 11.02 Applications
  - 11.03 Image processing
  - 11.04 Displays
  - 11.05 Monitor assemblies
  - 11.06 Display assemblies
  - 11.07 Display elements
- 12 Illumination**
  - 12.01 Adaptive illumination systems
  - 12.02 New lamp systems for general illumination
  - 12.03 Intelligent illumination control systems
  - 12.04 Intelligent light and illumination systems for automotive applications
  - 12.05 Illumination design software

**Title of trade fair**  
**LASER World of PHOTONICS CHINA 2011**

**Venue**  
**Shanghai New International Expo Centre**  
**Shanghai, China**

**Duration and Opening hours**  
**15-17 March 2011**  
**15-16 March, 9 am to 5 pm**  
**17 March, 9 am to 4 pm**

**CONTACT:**  
**Messe München GmbH (MMG), Messegelände**  
**81823 München, Germany**

**Organizer:**  
**MMI (Shanghai) Co., Ltd.**  
 11th floor, GC Tower, 1088 Yuanshen Road,  
 Pudong New Area, Shanghai 200122  
 Tel: +86-21-2020-5500  
 Fax: +86-21-2020-5699  
 E-mail: laser@mmi-shanghai.com  
 Website: www.laserchina.net or www.world-of-photonics.net

**Special Terms of Participation (B)**

All prices indicated below are net and are subject to Chinese Business Tax. No value-added tax is required.

**B 1 Application (see A 1)**

Applications are to be made on the enclosed form, which should be returned to MMG at the earliest opportunity, filled in and signed with a legally binding signature. One copy is retained by the applicant. Start of space allocation is October 01, 2010.

**B 2 Permitted exhibits and exhibitors (see A 2)**

All domestic and foreign manufacturers or their Chinese subsidiaries, general importers and specialist dealers authorized by the manufacturers are admitted as exhibitors. General importers and authorized specialist dealers may only exhibit machines and plants whose manufacturers are not represented at LASER World of PHOTONICS CHINA 2011.

All exhibits must correspond to the relevant range of exhibits for this trade fair and be designated by name and category on the application form. Articles other than those permitted and registered, as well as used or leased machinery, may not be exhibited. MMI-SH has the final decision.  
 Organisers of joint stands are not exhibitors as defined by the Special Terms of Participation.

**B 3 Co-exhibitors and additionally represented companies (see A 1/2/4)**

Permission for co-exhibitors and additionally represented companies must be requested in writing. The registration fee is EUR 135 for each co-exhibitor or additionally represented company admitted.

**B 4 Participation fees (see A 7)**

The net participation fees per sqm of floor space are:

a) In the halls (minimum stand size 9 sqm for shell scheme and 36 sqm for raw space)

Raw space	Onsite	Early bird	Full price
	Until 18 March	Until 31 July	After 31 July
9-35 sqm	175 EUR/sqm	185 EUR/sqm	195 EUR/sqm
36-71 sqm	158 EUR/sqm	167 EUR/sqm	176 EUR/sqm
72-107 sqm	149 EUR/sqm	157 EUR/sqm	166 EUR/sqm
> 108 sqm	140 EUR/sqm	148 EUR/sqm	156 EUR/sqm

\*There is a wide variety of IMAG shell schemes on offer. Please see separate application form. Upper-storey stand space will not cost any of the price of the respective ground-floor space.

b) Besides the rent of the stand area, the participation fees include extensive services provided by MMI-SH, such as consultation and planning advice, publicity work, organization and technical assistance.

**B 5 Terms of payment (see A 7)**

The deadlines for payment given in the invoices must be observed. This application form is only valid in conjunction with a down payment of 35% of the participation fee upon receipt of the corresponding invoice; and the balance payable should be paid before 45 days before the show. Prior payment in full of the amount invoiced is a condition for access to the exhibition area, an entry in the catalogue, and provision of workers' and exhibitors' passes.

The applicant or exhibitor will receive invoices for all additional charges (e.g. technical services, advertising material) with the confirmation of the order; they are to be paid immediately on receipt. All invoiced amounts in all MMI-SH invoices, which are connected with the event, are to be paid in EUR, without deductions and free of all charges, by credit transfer to the account specified in the invoices, mentioning the exhibitor's company name and invoice number.

**B 6 Dates of setting up and dismantling (see A 14)**

a) In the halls:

Beginning of set-up on 13 March 2011, 9 am. Dismantling must be completed by 6 pm on 17 March 2011.

An extension is possible only in exceptional cases with the written permission of MMI-SH's Operations Department.

**B 7 Stand design and equipment (see Technical Guidelines)**

a) In the halls

Stand height:

The maximum construction and advertising height for stand construction is 7.50 m.

Assuming that the Technical Guidelines are observed in designing and constructing a stand, drawings need to be submitted for one-storey stand construction in the halls insofar as they are built by the exhibitor. On request, MMI-SH will check submitted stand construction plans (submitted in two copies) for exhibitors. No specific approval will be issued.

All other stand constructions which are higher than 3 meters, multi-storey stands (see item 4.9 Technical Guidelines), mobile stands, stands with bridges, stairs, cantilevered roofs, galleries, etc.) and constructions on the open-air exhibition grounds require approval.

Two-storey stand construction is permitted in the halls with the approval of a top-level certified structural engineer, who is employed by the exhibitor or recommended by MMI-SH. Approval for the two-storey stand depends on the position of the stand within the hall and the area it occupies. Stand drawings containing elevations and cross-sections, cutaway view, electricity layout, static test report or static load calculation, specification of construction must be submitted in duplicate to MMI-SH's Operations Department for approval by the deadline specified, at the latest 8 weeks before stand assembly is to start.

For two-storey structures covering more than 30 sqm, exhibitors need to install sprinkler system on the ceilings of each storey. The structures of the stand cannot hang on the structures of the hall. In the case of infringement of any of the conditions specified here, MMI-SH is entitled to take action in accordance with the General Terms of Participation.

MMI-SH will erect partition walls only upon request and at the exhibitor's expense. Exhibitors will receive, in good time, the order form for these walls and further stand walls (height 2.50 m) with the Exhibitors' Manual.

b) On the open-air site

All structures to be set up in the open-air area exhibition grounds require the prior consent of MMI-SH. Permission from the construction supervising authority must be obtained for building facilities, which exceed a roofed area of 50 m<sup>2</sup> or a height of 3.00 m.

Two-storey stand construction is permitted in the open-air site with the approval of a top-level certified structural engineer, who is employed by the exhibitor or recommended by MMI-SH. Approval for the two-storey stand depends on the position of the stand and the area it occupies.

The required application forms as well as plans of ground and upper floor, elevations, cross-sections, electricity layout and static calculations or test reports, specification of construction and material must be submitted to MMI-SH's Operations Department in due time, but at least 8 weeks before setup begins. At the setup of facilities, especially buildings, all applicable regulations at the event site must be observed.

Attention must be paid to all existing supply pipes, foundations, distribution boxes, etc. during all setup work. Insofar as they are within individual stand areas, they must be accessible at all times. Stand structures may not be built nearer than 0.5 m to the border of neighboring stands unless MMI-SH gives written permission for this.

Construction elements, stand signboards and banners must be arranged so that there is no unreasonable nuisance to neighbours. Misleading company signs must be removed at the request of the trade fair management. For all construction work, allowance must be made for existing supply lines, distribution boxes, etc. Where these are located within individual stand areas, they must be accessible at all times. Any underground work may only be commenced after approval by MMI-SH's Operations Department. Exhibitors whose stands adjoin the enclosing fence of the trade fair grounds may not use the fence for their construction purposes. Use of the outside of the fence to carry advertising material is not permitted. Publicity balloons are not permitted on the trade fair grounds. In the case of infringement of any of the conditions specified here, MMI-SH is entitled to take action in accordance with the General Terms of Participation.

**B 8 Other regulations**

All building structures on the trade fair grounds shall be executed in accordance with the legal requirements for construction materials. Revolving tower cranes, etc. must be secured according to regulations. Suspending advertising media or other loads (apart from flags) from cranes is prohibited for safety reasons.

**B 9 Technical installations**

Applications for electrical installation, water, drainage, and telecommunications can be considered only if submitted in due time on the order forms available from MMI-SH. The precise terms of delivery and the connection fees are stated on these forms.

**B 10 Restoration of the exhibition areas**

All exhibition areas must be handed over to MMI-SH's Operations Department in their original condition by the stipulated date for completion of dismantling. At the end of the exhibition, exhibitors must remove from the site all the materials especially the double-sided carpet tape used from their stands by the respective timings stated in the "Operations Schedule".

MMI-SH is entitled to charge the exhibitor concerned for the removal of excessive waste (stand construction debris, crates/pallets, cartons, packing materials or literature) by a contracting firm at exhibitor's cost.

**B 11 Use of equipment**

Only cranes, fork-lift trucks and working platforms may be used that have been provided by the MMI-SH service partners responsible. In special cases, the consent of MMI-SH's Operations Department is required.

**B 12 Transport of track-laying vehicles**

Only track-laying vehicles with smooth track plates, that are also approved for public roadways, may be driven on the roads of the trade fair grounds. The transport of track-laying vehicles into the exhibition halls is permitted only with the express approval of MMI-SH's Operations Department. The exhibitor is fully responsible for any damage to road surfaces and hall floors.

**B 13 Sales regulations**

Direct sales and other services or deliveries made from the stand are not permitted.

Exhibited goods must not be delivered to purchasers until after the trade fair closes. Sales are permitted only to wholesalers, retail or trade customers.

**B 14 Catalogue, Internet, Visitor Information**

An official trade-fair catalogue, an Internet database and visitor information will be compiled for the trade fair. All exhibitors (including co-exhibitors, companies at joint stands and additionally represented companies) are included, with the name indicated in the application, in the alphabetical list of exhibitors in these media. The minimum entry contains the exhibitor's company name, hall and stand number in the alphabetical list of exhibitors. Exhibitors (including co-exhibitors and companies at joint stands) will be offered other entries, eg. in the Product Index, and other forms of presentation in these media on a separate order form. The forms will be sent to applicants in good time. MMI-SH assumes no responsibility for the correctness and completeness of the catalogue, Internet database and visitor information. The exhibitor is solely responsible for the permissibility under law – and particularly the law on competition – of any advertisement placed in the trade fair catalogue, the Internet database or the visitor information of MMI-SH at the instigation of the advertiser. Should third parties assert claims against MMI-SH on account of the impermissibility of the advertisement under law in general or the law on competition, the advertiser shall hold MMI-SH fully safeguarded against all claims asserted including all costs of any necessary defence in court on the part of MMI-SH. The same applies to exhibitor entries actuated by exhibitors in the trade fair catalogue, the Internet database or the visitor information of MMI-SH.

**B 15 Workers' and exhibitors' passes (see A 13)**

For the time in which the trade fair is held, each exhibitor receives the following number of exhibitors' passes free of charge:

Registered sqm:	Passes :	Registered sqm:	Passes :
9 to 17	5	55 to 100	35
18 to 26	10	101 to 400	50
27 to 54	25	more than 400	maximum 50

The number of exhibitor's passes is not increased for co-exhibitors or additionally represented organisations. Additional exhibitors' passes are obtainable from the trade fair management and will be charged for. Exhibitors' passes are intended solely for stand personnel and must not be passed on to third parties.

Workers' passes for setting up and dismantling of stands are available in the numbers required and will be charged for. These passes are valid only during the time of setting up and dismantling and do not authorise the holder to enter the trade fair centre during the event. Workers' passes must not be passed on to unauthorised third parties, i.e. to any third party not in a relationship of permanent or temporary employment with the exhibitor.

**B 16 Circular letters**

Once the stands have been allocated, exhibitors will be informed by circular of further details concerning preparation and organization of the trade fair.

**B 17 Alterations**

MMI-SH reserves the right to make alterations and additions in matters affecting technical arrangements and safety.

As of March, 2010



# Application for registration of co-exhibitors or represented companies (to be filled in by main exhibitor)

## MAIN EXHIBITOR

STAND NO. (if already known) COMPANY \_\_\_\_\_

CONTACT \_\_\_\_\_ Tel \_\_\_\_\_

We hereby authorize the company below as co-exhibitor or additionally represented company at our stand at LASER World of PHOTONICS CHINA 2011. The company has all technical and commercial documents necessary for the information of visitors concerning the exhibits on display. The exhibits correspond with the Index of Products and Services of LASER World of PHOTONICS CHINA 2011.

**CO-EXHIBITOR**

**ADDITIONALLY REPRESENTED COMPANY**

Company \_\_\_\_\_  
 Street, P.O. Box \_\_\_\_\_  
 City, Postal Code \_\_\_\_\_  
 Country \_\_\_\_\_  
 Area Code Telephone Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Contact:  Mr.  Ms. \_\_\_\_\_ Position \_\_\_\_\_

**(see overleaf, A4 and B3  
Terms of Participation)**

Website \_\_\_\_\_  
 www. \_\_\_\_\_  
 Legal Representative (President, Chairman, General Manager, etc.) \_\_\_\_\_

(1)Manufacturer  (2)Dealer  (3)Importer  (4)Distributor  (5)Service Company (multiple entries possible)

Headquarter of the parent company with full address and country:

Under which country would you like to be included in the statistics:  Headquarters  Branch Country: \_\_\_\_\_

## INDEX OF PRODUCTS AND SERVICES

### Photonics Components

### Photonics Applications

- 1. Laser and optronics
- 2. Optics
- 3. Manufacturing technology for optics
- 4. Sensors, test and measurement
- 5. Services

- 6. Optical systems by sectors
- 7. Laser systems for production engineering
- 8. Optical measurement systems
- 9. OpticsI information technology
- 10. Biophotonics and life sciences
- 11. Imaging
- 12. Illumination

The application fee is EUR 135 net for each co-exhibitor or additionally represented company admitted and will be charged to the main exhibitor. The minimum catalogue/Internet entry free of charge includes the company name, hall and stand number. Further services will be offered on a separate order form in the Exhibitors' Manual.

## **Extract from the Terms of Participation A and B**

### **A 4 Co-exhibitors and additionally represented companies**

A co-exhibitor is one who presents his own goods or services, using his own staff, at the stand of another exhibitor (the main exhibitor). This definition includes group companies and subsidiaries. Agents and representatives are not admitted as co-exhibitors.

In the case of an exhibitor who is also a manufacturer, an additionally represented company is any other company whose goods or services are offered by the exhibitor.

If an exhibitor who is a distributor displays not only the products of one manufacturer but also goods and services of other companies, then these count as additionally represented companies. Admission of the exhibitor does not mean that a contract exists between MMI-SH and the co-exhibitors or other companies he represents. Co-exhibitors are admitted against payment. This also applies to additionally represented companies if specified in the Special Terms of Participation B. The exhibitor must make this payment.

The amount can also be invoiced subsequently by MMI-SH.

The exhibitor is responsible for ensuring that his co-exhibitors and other companies he represents comply with the Terms of Participation A and B, the Technical Guidelines as well as the instructions of the Trade Fair Management. The exhibitor is liable for the debts and negligence of his co-exhibitors or additionally represented companies as if they were his own. If co-exhibitors make direct use of MMI-SH services, MMI-SH is entitled to invoice the exhibitor for these services. He is jointly and severally liable. The exhibitor may not move, exchange or share his stand, nor surrender it either in part or in whole to third parties, without MMI-SH's prior written consent.

### **B 3 Co-exhibitors and additionally represented companies (see A 1/2/4)**

Permission for co-exhibitors and additionally represented companies must be requested in writing. The registration fee is EUR 135 for each co-exhibitor or additionally represented company admitted.

# General Terms of Participation (A)

## TECHNICAL GUIDELINES

### (SHANGHAI)

#### A 1 Application

All potential exhibitors wishing to take part in the event must express their wish to do so by fully completing and signing the "Application" form and submitting it to Messe München GmbH (MMG), Messe München GmbH (MMG) is entitled and authorized by MMI (Shanghai) Co., Ltd. (MMI-SH) to act and invoice on behalf of MMI-SH. With the application, exhibitors express to MMI-SH their serious interest in taking part in the event as exhibitors. All exhibits must be described precisely on the application form. Co-exhibitors and additionally represented companies must be named on the application form. The same particulars must be specified as for the exhibitor. Incomplete applications cannot be considered.

This application procedure does not apply to organizers of joint stands. They are not exhibitors as defined by the Terms of Participation.

#### A 2 Eligible exhibits and exhibitors

The Participation Conditions A and B as well as the Technical Guidelines are accepted as legally binding with submission of application documents. The application of the exhibitor represents the contractual offer. The admission or rejection will be confirmed to the exhibitor in writing in due time. Admission cannot be transferred.

The contract between MMI-SH and the exhibitor is concluded with the admission. According to this contract, MMI-SH is authorized to assign a stand area to an exhibitor, which might deviate from the information in the registration unless these deviations are unacceptable for the exhibitor. A deviation is considered acceptable if MMI-SH does not receive the exhibitor's rejection of the assignment of the stand area within one week. If an exhibitor rejects a stand area before the deadline and the assigned stand area is unacceptable for the exhibitor, the exhibitor can demand that MMI-SH assign him an acceptable stand area. If MMI-SH does not comply with the demand within an appropriate time period, the exhibitor can withdraw from the contract. The exhibitor does not have any more far-reaching rights. Exhibitors do not have a legal claim to admission unless such a claim results from the law. Exhibitors who have not fulfilled their financial obligations to MMI-SH, e.g., in respect of previous events, or have infringed the regulations governing the use of the event grounds, or the terms of participation, may be excluded from admission. MMI-SH is entitled to withdraw from the contract or to terminate the contractual relationship without notice if admission was based on incorrect or incomplete statements by the exhibitor, or if, at a later date, the exhibitor no longer fulfils the conditions for admission. Only declared and admitted articles shall be exhibited. MMI-SH has the right to remove any other exhibits at the exhibitor's risk and expense.

Hired or leased articles shall not be exhibited. MMI-SH is entitled to remove such objects at the exhibitor's risk and expense. An exception is made in the case of objects which are not part of the exhibitor's range of goods, but which are required for their display (e.g. for demonstration purposes). Co-exhibitors shall not be admitted, nor additional organizations represented, unless expressly specified in the notice of admission. MMI-SH may exclude specific exhibition objects from the admission and link the admission with conditions. The exhibitor's reservations, conditions, and particular wishes (e.g. regarding location, exclusion of competitors, stand construction or design) will be taken into account only if expressly confirmed in the notice of admission. Space will be allocated according to MMI-SH's requirements and the prevailing conditions, and in accordance with the classification system for the trade fair as applied by MMI-SH at its own discretion, and not according to the order in which applications are received.

#### A 3 Rental contract

The rental contract comes into force when MMI-SH has notified the exhibitor in writing that he is admitted. This generally occurs when layout planning has been completed.

The allocation of the other stands, in particular of neighbouring stands, can change by the time the trade fair opens. MMI-SH is also entitled to relocate or close entrances to and exits from the trade fair grounds and halls, and to make other structural alterations.

Exhibitors cannot make claims against MMI-SH because of such changes.

MMI-SH may also subsequently, ie, after the rental contract and the stand assignment have come into force, change space allocations, and in particular change the location, type, dimensions and size of the exhibition area rented by the exhibitor, insofar as this is necessary for reasons of safety or public order, or because the trade fair is oversubscribed and further exhibitors must be admitted or because changes in assignments of exhibition space ensure that the facilities and space required for the trade fair are used more efficiently. However, such subsequent changes may not exceed the scope which the exhibitor can reasonably be expected to accept. Should such subsequent changes result in a lower participation fee, the difference in amount will be refunded to the exhibitor. Further claims against MMI-SH are excluded.

If exhibitors cannot use their stand space or are impaired in the use of their stand because they have infringed legal or official regulations or the Terms of Participation A and B or the Technical Guidelines, they are nevertheless obliged to pay the participation fee in full and to pay MMI-SH compensation for all damage caused by themselves, their legal representatives or employees; exhibitors are not entitled to cancel or terminate the contract unless the law specifically entitles them to do so.

#### A 4 Co-exhibitors and additionally represented companies

A co-exhibitor is one who presents his own goods or services, using his own staff, at the stand of another exhibitor (the main exhibitor). This definition includes group companies and subsidiaries. Agents and representatives are not admitted as co-exhibitors.

In the case of an exhibitor who is also a manufacturer, an additionally represented company is any other company whose goods or services are offered by the exhibitor.

If an exhibitor who is a distributor displays not only the products of one manufacturer but also goods and services of other companies, then these count as additionally represented companies. Admission of the exhibitor does not mean that a contract exists between MMI-SH and the co-exhibitors or other companies he represents. Co-exhibitors are admitted against payment. This also applies to additionally represented companies if specified in the Special Terms of Participation B. The exhibitor must make this payment.

The amount can also be invoiced subsequently by MMI-SH.

The exhibitor is responsible for ensuring that his co-exhibitors and other companies he represents comply with the Terms of Participation A and B, the Technical Guidelines as well as the instructions of the Trade Fair Management. The exhibitor is liable for the debts and negligence of his co-exhibitors or additionally represented companies as if they were his own. If co-exhibitors make direct use of MMI-SH services, MMI-SH is entitled to invoice the exhibitor for these services. He is jointly and severally liable. The exhibitor may not move, exchange or share his stand, nor surrender it either in part or in whole to third parties, without MMI-SH's prior written consent.

#### A 5 Cancelling the contract

If the location, type, dimensions or size of the exhibition area rented by the exhibitor are subsequently changed so much that the exhibitor can no longer be reasonably expected to accept the exhibition area, the exhibitor is entitled to withdraw from the rental contract within one week of receiving written notification by MMI-SH. Otherwise, apart from the statutory rights to withdraw from the contract, the exhibitor has no right to withdraw from this contract. If the exhibitor states that he is withdrawing from the contract, this means – regardless whether he has the right to withdraw from the contract or not – that he is renouncing once and for all his intention to take part in the trade fair. If the exhibitor states that he is withdrawing from the contract and thus renounces once and for all his intention to take part in the trade fair, MMI-SH is entitled to re-let the stand area or use it itself without being obliged to do so, even if the exhibitor has no right to withdraw from the contract. If the exhibitor has stated that he is withdrawing from the contract, although he has no right to do so, the exhibitor is obliged to pay the participation fee. However, MMI-SH must allow as a credit the value of the expenses saved and the advantages it has gained by re-letting or otherwise using the exhibition area; the exhibitor shall not have more far-reaching rights due to the fact that the exhibition space is rented to others or used in another way. In addition, the exhibitor must pay 35% of the agreed participation fee as flat-rate compensation for expenses incurred by MMI-SH because the exhibitor has withdrawn from the contract without being entitled to do so and has thus, contrary to his duty, cancelled his participation in the trade fair. MMI-SH's right to claim further damages remains unaffected. The exhibitor can demand that the flat-rate compensation be reduced if he proves that MMI-SH has sustained less damage.

MMI-SH is entitled to withdraw from the contract if the exhibitor fails to meet his financial obligations to MMI-SH on time. MMI-SH has extended the deadline by 5 days and this deadline for payment has not been met. This applies especially if the exhibitor is in default of payments for the down payment of 30% for the projected participation price. MMI-SH is also entitled to withdraw from the contract if the exhibitor neglects his duty arising from this contract to respect MMI-SH's rights, objects of legal protection and interests and MMI-SH can no longer reasonably be expected to adhere to the contract. In the aforementioned cases MMI-SH is entitled not only to withdraw from the contract but also to demand from the exhibitor the agreed participation fee as flat-rate compensation. MMI-SH's right to claim further damages remains unaffected. The exhibitor can demand that the flat-rate compensation be reduced if he proves that MMI-SH has sustained less damage.

Following issued acknowledgement, a compensation shall be charged when the exhibitor withdraws from the contract:

Earlier than 8 weeks before the show – 35% of the participation fee

Within 8 weeks before the show – 50% of the participation fee

Within 4 weeks before the show – 100% of the participation fee

#### A 6 Force majeure, cancellation of the event

If MMI-SH is compelled, as a result of force majeure or other circumstances beyond its control (eg, failure of the power supply), to vacate one or more exhibition areas, temporarily or for longer periods, or to postpone or curtail the trade fair, the exhibitors do not thereby acquire the right to withdraw or cancel, nor do they have any other claims against MMI-SH, in particular claims for damages. If MMI-SH cancels the event because it cannot hold the event as a result of force majeure or other circumstances beyond its control, or because it has become unreasonable for MMI-SH to hold the event, MMI-SH is not liable for damages and disadvantages to exhibitors arising from the cancellation of the event.

#### A 7 Participation fees

The participation fees are calculated in accordance with the rates specified in the Special Terms of Participation (see Part B "Participation fees"). Each square metre or part thereof will be included in full in the calculation, the floor area always being considered rectangular, without taking account of projections, supports, service connections and the like.

The applicant shall be invoiced for 35% of the projected participation price shortly after his application. This first payment will be refunded if the applicant is not admitted to the trade fair, but will be forfeited if unilaterally the applicant withdraws totally from the undertaking. The exhibitor shall receive an invoice for the remainder of the participation price after stand assignment. Payment of the invoices is due immediately unless other payment deadlines are stated in the invoices. Payment of the participation price as well as payment for admitting co-exhibitors is a prerequisite for occupation of the exhibition area.

If exhibitors have ordered MMI-SH services, MMI-SH is entitled to withhold such services, including the supply of electricity, water, compressed air, etc., until the exhibitor has fulfilled his financial obligations to MMI-SH. This applies in particular to obligations arising from previous events. Terms and conditions of payment are in accordance with the Special Terms of Participation (see Part B "Terms and conditions of payment"). MMI-SH reserves the right to enforce the lessor's lien, as permitted by law, in order to secure MMI-SH's claims arising from the rental. The exhibitor must inform MMI-SH at any time about the ownership of articles, which are exhibited or to be exhibited. If an exhibitor does not meet his financial obligations, MMI-SH can detain the exhibits and stand fittings and, at the exhibitor's expense, sell them at public auction or privately. The legal provisions on the realization of the pledge are – as far as permitted by law – excluded. MMI-SH does not accept liability for damage to exhibits and stand fittings detained under this clause, unless MMI-SH is guilty of intent or gross negligence.

Upon special application by the exhibitor, the participation price and/or the payment for the admittance of co-exhibitors can be invoiced to a third party. As prerequisites, the third party must declare acceptance of the obligation or promise to pay the amount owed to MMI-SH, and MMI-SH must declare its agreement with such.

#### A 8 Warranty

Complaints about any defects in the stand or exhibition area are to be made in writing to MMI-SH immediately on occupying the exhibition area, and at the latest on the last day for stand assembly, so that MMI-SH can remedy such defects. Later complaints cannot be considered and cannot give rise to claims against MMI-SH.

#### A 9 Liability and insurance

MMI-SH is liable for personal injury (damage arising from injury to life, body or health) caused by neglect of duty for which MMI-SH, its legal representatives or employees are responsible, as well as for other damage caused by intentional or grave breach of duty by MMI-SH, its legal representatives or employees. MMI-SH is also liable for any damage caused by grave breach of cardinal duties by MMI-SH, its legal representatives or employees. In these cases MMI-SH is liable only if the damage is typical damage and not consequential damage and then only up to 5 times the net participation fee, at most, however, EUR 65,000 per claim. This limitation of liability applies only to entrepreneurs, legal persons under public law or special fund under public law. If the exhibitors are entrepreneurs, legal persons under public law or special funds under public law, MMI-SH is under no circumstances liable for damage to or loss of goods brought to the trade fair by the exhibitor or the stand fittings or furnishings. In this case, it is immaterial whether such damage or loss occurs before, during or after the trade fair. The same applies to vehicles left on the trade fair grounds by exhibitors, their employees or representatives.

For his part, the exhibitor is liable for any culpable damage to persons or property caused by him, his employees, representatives and exhibitors and their exhibition articles or exhibition installations and equipment. Each exhibitor is obligated to take out suitable insurance with sufficient insurance coverage with an insurer registered in the European Union and to pay the premiums incurred (including insurance tax) in good time.

#### **A 10 Photography, filming, video recording, and sketching**

Only persons authorised by MMI-SH and in possession of a valid MMI-SH pass may film, photograph, or make sketches or video recordings in the exhibition halls. Under no circumstances may photographic or other images or recordings be made of other exhibitors' stands. If this rule is infringed, MMI-SH can demand that the recorded material be surrendered and take legal steps to achieve this end. Photographs of stands which are to be taken outside normal opening hours and need special lighting require MMI-SH's prior consent. Such photographs require the main ring circuit to be switched on by the hall electrician. The exhibitor will be charged the costs incurred, insofar as they are not borne by the photographer.

MMI-SH is entitled to have photographs, drawings, films and video recordings made of events at the trade fair, of stands and exhibits, and to use them for advertising or general press publications.

#### **A 11 Catering, deliveries to stands**

Only companies approved for the event grounds may supply exhibition stands with food, beverages and/or flowers. Deliveries to exhibition stands are only permitted with restrictions. MMI-SH is authorized to allow deliveries to stands only at certain times.

#### **A 12 Intellectual property rights**

MMI-SH expects exhibitors to respect the intellectual property rights of other exhibitors. For this end, MMI-SH is entitled but not obliged to set up an Intellectual Property Complaint Office (IP Office) for each trade fair, whose purpose shall be to support exhibitors in cases of infringement of their IP rights by other exhibitors. If it is proved to MMI-SH, by presentation of a court decision, that an exhibitor has infringed the intellectual property rights of another exhibitor with the articles on display, printed papers, advertising materials, or otherwise, then MMI-SH is entitled, although not obliged, to remove from the offender's stand the exhibits, printed matter, or advertising material causing such infringement and to impound them until the end of the trade fair, to close the offender's stand, and/or to expel him and his staff from the trade fair grounds. MMI-SH is also entitled to exclude the offender from future trade fairs. If such measures prove unjustified, no claim for damages can be made against MMI-SH, unless the latter is guilty of gross negligence or wrongful intent.

#### **A 13 Exhibitors' passes**

For the time in which the trade fair is held, the exhibitor receives a number of free exhibitors' passes as specified in the Special Terms of Participation. Any additional exhibitors' passes requested are charged for. All exhibitors' passes are numbered and the passes are not transferable. Exhibitors' passes must not be given away or sold to unauthorised third parties, e.g. to persons or companies who wish to offer goods for sale or to render services at the trade fair centre without corresponding authorisation from MMI-SH. Exhibitors' passes are issued only after payment of the participation fee, and the remuneration for the admission of any co-exhibitors.

#### **A 14 Assembly, staffing and dismantling of stand**

The dates for assembly and dismantling, specified in the Special Terms of Participation, must be observed. Stands not occupied by the last day for assembly may be disposed of as MMI-SH sees fit.

Exhibitors admitted to the fair undertake to participate in the event. The stand must be properly equipped and staffed by qualified personnel throughout the trade fair during the prescribed opening hours. Particular attention should be paid to ensuring that the stand is already fully staffed when the trade fair opens. Exhibitors are not permitted to remove trade fair goods or dismantle their stands before the trade fair closes. If they break this rule, MMI-SH is entitled to demand a penalty of EUR 325.00.

MMI-SH is entitled to exclude from future trade fairs any exhibitor whose stand is staffed by insufficiently qualified personnel during the trade fair's opening hours, who exhibits an incomplete range of goods or goods not admitted to the trade fair, who vacates or clears his stand before the end of the trade fair, or who otherwise infringes the Terms of Participation, without prejudice to MMI-SH's right to cancel the contract in accordance with Section A 5 or to a claim for all costs thereby incurred by MMI-SH.

#### **A 15 Verbal agreements**

All verbal agreements, individual and special arrangements are valid only with MMI-SH's written confirmation.

#### **A 16 Regulations for use**

Exhibitors must comply strictly with the building and use rules for the event grounds. Exhibitors are not permitted to spend the night in the halls or on the open-air grounds. Exhibitors must take the other participants in the event into consideration, must not act contrary to public policy and must not misuse their participation in the event for ideological, political or other purposes which have nothing to do with the event.

#### **A 17 Period of limitation, period of exclusion**

All the exhibitor's claims against MMI-SH arising from the stand rental, and all legal proceedings in connection therewith lapse after a period of six months. This period of limitation starts at the end of the month in which the closing date of the fair falls. Notwithstanding the provisions set out in Clause A 8, any complaints about invoices are to be made in writing within a period of exclusion amounting to 14 days following receipt of the invoice concerned.

#### **A 18 Place of performance, applicable law**

Shanghai shall be the place of performance, also for all financial obligations. Only the law of the People's Republic of China shall apply.

#### **A 19 Jurisdiction, arbitration agreement**

The following shall apply to exhibitors incorporated in the PR of China:

In the event of any dispute, controversy or claim (collectively, "dispute") arising out of or relating to this rental contract, or the breach, termination or invalidity of this rental contract, both parties shall attempt in the first instance to resolve such dispute through friendly consultations. If any dispute is not resolved by friendly consultations, then any party may bring an action at the court which has jurisdiction at the registered address of MMI-SH.

The following shall apply to exhibitors incorporated or with their principal place of business outside the PR of China:

In the event of any dispute, controversy or claim (collectively, "dispute") arising out of or relating to this rental contract, or the breach, termination or invalidity of this rental contract, the both parties shall attempt in the first instance to resolve such dispute through friendly consultations. If any dispute is not resolved by friendly consultations, then any party may submit the dispute to the China International Economic and Trade Arbitration Commission Shanghai Sub-Commission for arbitration in Shanghai in accordance with its rules of arbitration procedure.

#### **A 20 Data protection**

In compliance with data protection legislation, the person-related data of the exhibitor is processed and used for fulfilling the business purposes of MMI-SH as well as being forwarded to third parties in order to above all fulfil the purpose of the contract concerned.

#### **A 21 Severability Clause**

Should the provisions set out in the Terms of Participation or Technical Guidelines be or become legally invalid or incomplete, the validity of the other provisions or the contract concerned remains unaffected. In such a case, the contracting parties undertake to replace the invalid provision and/or fill the gap with a provision with which the contracting parties are most likely to achieve the economic purpose they pursue. In case of divergence between the English and the Chinese text, the English shall prevail. –

# TECHNICAL GUIDELINES

## VENUE: SHANGHAI NEW INTERNATIONAL EXPO CENTRE

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# TECHNICAL GUIDELINES

## VENUE: SHANGHAI NEW INTERNATIONAL EXPO CENTRE

### 1. Opening Times

#### 1.1. Setup and dismantling times

Work is permitted in the halls and open-area exhibition grounds during general setup and dismantling times from 9:00 a.m. till 6:00 p.m., insofar as other times specific to a trade fair are not stipulated.

For reasons of general security in the trade fair grounds, the halls and the trade fair grounds remain closed completely outside of these times. An extension is only possible in exceptional cases with written permission from Munich Trade Fairs (Shanghai) Co. Ltd, hereafter referred to as "MMI-SH".

#### 1.2. During events

During an event, the halls are opened half an hour before the trade fair starts in the morning and closed half an hour after closing time in the evening. MMI-SH reserves the right to apply special regulations. Exhibitors, who need to be active at their stand in substantiated individual cases beyond these times, require the express written consent of MMI-SH.

### 2. Traffic on the Trade Fair Grounds, Escape Ways, Safety Installations

#### 2.1. Traffic regulations

Driving vehicles of any type on the trade fair grounds is at your own risk and is only allowed with corresponding permission, valid entry authorization or a valid parking permit. Driving on the trade fair grounds or parking vehicles in the trade fair grounds is prohibited on principle during an event. MMI-SH can make exceptions to this and grant corresponding parking permits or permission for driving in. MMI-SH is authorized to make the granting of parking permits or permission to drive in dependent on payment of a fee.

The parking permits or entry permits should be placed clearly visible behind the windshield of the corresponding vehicle. The regulations, which are connected with permits for parking or driving in, must be observed strictly. Permits for parking or driving in must be returned upon request by the staff delegated to handle traffic regulations and routing by MMI-SH or the security guards at any time. A parking permit or permit for permission to drive in is only valid for the vehicle, for which it was issued.

MMI-SH is authorized to demand a deposit for driving into the trade fair grounds and to limit the maximum time allowed on the grounds. If the maximum time is exceeded, the deposit shall not be returned. This regulation shall apply during setup and dismantling times in those cases, in which MMI-SH permits driving on the trade fair grounds during an event.

The speed limit on the trade fair grounds is 5 km/h.

Only driving at a walking pace is permitted in the halls at all times; this regulation also applies to the complete trade fair grounds during an event. Optimum courtesy should be shown to pedestrians. Driving is not permitted on blocked paths and planted areas.

Driving in the halls is only permitted for loading and unloading. Attention must be paid to the set load-carrying capacity of the hall floors as well as the height and width of the gates. Engines should be turned off during loading and unloading. Parking vehicles in the halls is prohibited on principle. Mobile homes and caravans may not be driven into the trade fair grounds for the purpose of overnight stays. Areas, which MMI-SH has designated as campgrounds for an event, are not subject to this regulation.

Stopping is absolutely prohibited in the complete trade fair grounds, except at areas specially designated for such. MMI-SH reserves the right to tow away or remove any vehicles, trailers, containers or empties in the no-stopping zones or which are otherwise illegally parked at the costs and own risk of the person who did this or the owner.

MMI-SH is authorized to issue more far-reaching traffic regulations and traffic-routing measures, especially to ensure smooth flow of traffic during setup and dismantling times as well as during an event; every person on the trade fair grounds is obligated to comply with such. MMI-SH especially reserves the right to regulate access of exhibitors or their stand construction or other suppliers to the individual stands.

We recommend using the complete setup time during trade fairs and events, because the trade fair grounds are usually overcrowded on the last two setup days in our experience. No claims may be made against MMI-SH if the trade fair grounds are overcrowded or if delays occur for exhibitors, their stand construction or other suppliers in accessing the individual stands due to directives of MMI-SH concerning regulation of traffic on the trade fair grounds.

#### 2.2. Escape Ways

##### 2.2.1. Fire department zone, hydrants

The designated fire department zones, escape ways and safety zones may not be obstructed by parked vehicles or storage of exhibition material, construction or packaging material, etc., even during the setup and dismantling times.

Vehicles and objects, which are in fire department zones, escape ways and safety zones, will be towed away or removed and a charge shall be levied for this.

Hydrants in the halls and the open-air exhibition grounds may not be obstructed by constructions, made difficult to locate or inaccessible.

##### 2.2.2. Emergency exits, escape hatches, hall aisles

All designated exits and aisles in the hall layouts shall be kept completely free of obstructions. They serve as escape ways in emergencies and consequently may not be made narrower by objects put down or protruding objects. It must be possible to open the doors of the escape ways to their complete extent from the inside. The exit doors and escape hatches and their identification may not be covered by structures, blocked or otherwise be rendered unrecognizable. Information stands, tables and other furniture may only be set up at sufficient safety distances from access and exit doors or stairwell accesses.

If hall exits are located within a stand, these areas designated as hall exits may not be made narrower.

#### 2.3. Safety installations

Sprinkler systems, fire alarms, fire extinguisher installations, smoke detectors, closing devices of the hall gates and other safety installations, their indication signs as well as the green emergency exit signs must be accessible and visible at all times; they may not be blocked or obstructed.

#### 2.4. Stand Numbering

The organizer will mark all stands with stand numbers, which may not be removed with prior consent of the organizer.

#### 2.5. Guarding

MMI-SH or the security company contracted by it and approved for the trade fair grounds shall provide guards at the gates and in the halls. MMI-SH does not guarantee complete guarding and surveillance of the trade fair grounds.

MMI-SH is authorized to take required measures for guarding and surveillance.

Guarding stands, exhibition goods and other objects at a stand is not the responsibility of MMI-SH. If required, exhibitors must arrange for guarding of their stands themselves. Stand guards may only be contracted from the security companies authorized by MMI-SH for the trade fair grounds. Exhibitors are expressly warned that there are increased risks for exhibition goods and other objects brought in by exhibitors during setup and dismantling times. Valuable and easy-to-move objects should be guarded continually or kept under lock and key at night.

No obligation or liability should be born by MMI-SH if there is any loss of exhibition goods or other objects at a stand or in other areas, whether guarded or not by MMI-SH.

### 3. Technical Data

#### 3.1. Hall data

Floor area per hall (gross): 11,500 sqm

Admissible floor load: 5,000 kg/sqm (50 kN/sqm, for a single space of up to 50sqm (5/sqm))

Flooring: Concrete floor with hardener

Access: 10 doors / openings of approx. 5.000 w x 4.000h per hall

Power supply: 5 wire, 3 phase 380V / 220V, 50HZ

#### 3.2 Open-air area data

The nature of the surface and its maximum load-bearing capacity of the open-air area are varying. The stand proposal will contain the information about load bearing capacity and flooring individually. The exhibitor has to observe the limits conveyed to him.

Power supply: 5 wire, 3 phase 380V / 220V, 50HZ

### 4. Stand Construction Regulations

#### 4.1 Stand safety

Exhibition stands including furnishing and exhibits as well as advertising material should set up sufficiently stably, so that public safety and order are not endangered, especially with respect to life and health.

Exhibitors are responsible for the static security of the stands and must provide proof of such if necessary.

Securing stand constructions via connections to the hall ceiling is not permitted (see item 4.7.5.2 for information about attaching objects to fastening points).

All building structures on the trade fair grounds shall be executed in accordance with the legal requirements of planning, construction and fairs of the administrative authorities. Exhibitors shall complete all the related procedures for which they are responsible in compliance with the relevant laws, rules and regulations.

#### 4.2. Approval of Stand Construction

Assuming that the Technical Guidelines are observed in designing and constructing a stand, drawings need to be submitted for approval for one-storey stand constructions in the halls insofar as they are built by the exhibitor and its constructor. On request, MMI-SH will check submitted stand construction plans (submitted in two copies) for exhibitors. No specific approval will be issued.

All other stand constructions which are higher than 3 meters, multi-storey stands (see item 4.9), mobile stands, stands with bridges, stairs, cantilevered roofs, galleries, etc. and constructions on the open-air exhibition grounds (see item 4.8) require approval.

##### 4.2.1. Checking and Approving Constructions Requiring Official Approval

Each organizer, exhibitor, renter, service partner or other service provider is obligated to check whether the provisional built-in parts or constructions require approval, regardless of whether in the halls or the open-air exhibition grounds.

Dimensioned stand plans for one-storey stand constructions starting from raw space stand higher than 3.00 m must be submitted in two copies (ground plan and view drawing and electricity layout at least in a scale of 1:100) at the latest by the deadline cited in the Exhibitors' Manual of MMI-SH. Insofar as approval is granted, exhibitors or contractors will be informed accordingly. Construction approval is thereby granted.

Two-storey stand constructions must be applied for at the latest by the deadline cited in the Exhibitors' Manual using the form "Building approval for multi-storey stand design". The form must be submitted in bilingual (English and Chinese) with the documents, also in bilingual (English and Chinese), requested in the form, in the required number of copies to MMI-SH. Insofar as approval is granted, stand construction shall only be authorized after the approval letter has been presented to the exhibitor/stand constructor and the documents with the statistics have been sent back to the exhibitor/stand constructor.

The costs of the building approval procedure shall be charged to the exhibitor (see the reverse side of the form "Building approval for multi-storey stand design" of Exhibitors' Manual).

##### 4.2.2. Vehicles and Containers

Vehicles and containers as exhibition objects in the halls require approval.

##### 4.2.3. Removal of non-approved stand constructions

Stand constructions, which have not been approved, do not comply with the Technical Guidelines or laws, must be changed or removed according to the case.

If this is not done within a set time limit, MMI-SH is authorized to make the changes at the expense of the exhibitor or – insofar as required – to remove such stand constructions.

##### 4.2.4. Scope of liability

Insofar as an exhibitor or a stand constructor contracted by him does not comply with the stand construction provisions stated above, he is liable for all damages resulting from violation of the stand construction provisions.

In addition, an exhibitor or a stand constructor contracted by him shall exempt MMI-SH from any and all claims of third parties, which are enforced resulting from violation of the stand construction provisions stated above.

### 4.3. Height of construction

The normal height for stand constructions and advertising objects is 3.00m. Shell scheme stands are forbidden to change its original height limit.

The structure height is set specific to events and can be seen either in the special participation conditions or an inquiry can be sent to MMI-SH's Operations Department responsible for this. The height limit set by MMI-SH may only be exceeded during stand construction with the prior written consent of MMI-SH.

Exhibits are not subject to this limitation on principle, but MMI-SH should be informed of them in advance.

### 4.4. Fire Protection

#### 4.4.1. Fire protection and safety regulations

##### 4.4.1.1. Stand construction and decoration materials

Easily flammable materials, materials that drip when burning or materials that create toxic gases such as polystyrene rigid foam (Styrofoam) or similar materials may not be used. Decoration materials must be at least flame-proof.

Normal flammable decoration materials may be used in partial areas. A test certificate of the building material class of the materials used can be requested.

Special requirements can be set for load-bearing construction parts in individual cases for reasons of safety (e.g., non-combustible).

Stand flooring must be laid joint-tight.

Trees and plants may only be used for decoration purposes if they have been freshly cut and the leaves or needles must be green and sappy. If it is determined during an exhibition that trees and plants dry out and consequently become more easily flammable, they must be removed. Trees must be free of branches to at least 50 cm above the floor. Peat should always be kept moist (as it can catch fire from tobacco products!).

Bamboo, reeds, hay, straw, bark mulch, peat or similar materials do not normally fulfill the requirements stated above and are prohibited on principle. Exceptions require the prior consent of MMI-SH.

There are appointed flower suppliers in the centre. Any other suppliers are not allowed to run similar business in the centre.

#### 4.4.1.2. Exhibiting vehicles

Vehicles with combustible engines may only be exhibited in the halls with almost empty tanks. The battery should be disconnected, and the fuel tank must be locked.

Combustible engines may not be demonstrated in operation in the halls or in the structures of the exhibitors. They must be equipped with mufflers for demonstrations in open-air grounds. Fuel may not be stored at stands.

#### 4.4.1.3. Explosive materials

Explosive materials may not be exhibited at trade fairs or exhibitions. This also applies to munition.

#### 4.4.1.4. Pyrotechnics

Pyrotechnic demonstrations require approval and must be agreed upon with MMI-SH.

#### 4.4.1.5. Use of air balloons

The use of airships and balloons is not permitted in the halls and in the open-air exhibition grounds on principle. Exceptions require the prior written consent of MMI-SH. If permission is granted, the balloons and airships may only be filled with non-flammable and non-toxic gases. Balloons and airships must be within the stand limits; the maximum stand construction height and height for advertising materials must be observed.

#### 4.4.1.6. Fog machines

The use of fog machines must be agreed upon with MMI-SH.

#### 4.4.1.7. Ash containers, ashtrays

If smoking is not expressly prohibited at the exhibition stand or parts of it, a sufficient number of ashtrays or ash containers made of non-flammable material must be provided. There must also be provisions for their emptying at regular intervals into non-flammable, tightly closing containers.

#### 4.4.1.8. Recyclable material and waste product containers

No recyclable material or waste product containers made of flammable materials may be used at the stands. Any recyclable materials or waste products at the stands are to be disposed by the exhibitor. Easily flammable materials such as wood chips, wood residue, sawdust and the like are to be placed in closed containers and removed daily or - if substantial quantities of such collected - several times daily.

#### 4.4.1.9. Spray guns, nitrocellulose lacquer

The use of spray guns or nitrocellulose lacquer is prohibited.

#### 4.4.1.10. Abrasive cutting and all work with open flames

Welding, cutting, soldering, thawing and abrasive cutting work must be announced before work begins, and permission must be requested in writing from MMI-SH. Precautions must be taken against possible flying sparks in the area. Grooves and cracks must be sealed with suitable, non-flammable materials. Open fires and actions with danger of causing fire are not permitted and require approval of MMI-SH and the authority responsible (the fire-protection department) in each individual case. Fumes must be drawn off using perfectly functioning vent systems. An officially approved fire extinguisher should be kept ready for use at the stands.

#### 4.4.1.11. Empties

Storage of empties of any kind (e.g., packaging materials) is prohibited in the stands and outside of stands in the hall. Any empties should be removed without delay.

Storage of empties on the trade fair grounds is only permitted by the forwarding company contracted to do this by MMI-SH. This service is subject to charges.

MMI-SH is authorized to have materials removed at the cost and own risk of an exhibitor if an exhibitor does not comply with a request to remove prohibited stored materials.

#### 4.4.2. Stand roofing

Stand roofing should generally be made of fireproof materials. A sprinkler system has to be installed for any single covered area exceeding 30 sq. m.

In this case, a sprinkler head should be installed for each 12 sq. m. of covered/roofed area; any rooms or cabins covered by the stand roofing should also be included in the sprinkler protection.

A sprinkler system for stand roofing with more than 30 sq. m. is not required if one of the following prerequisites is met:

- The roofing is a grid ceiling with opening dimensions of 1 x 1 cm. The horizontal opening area is at least 50% with consideration of the light fixtures and similar built-in parts.

- The roofing is fireproof and approved for horizontal installation below sprinkler levels.

- The roofing opens over a large area at a temperature of max. 70° C due to safety fuses.

(See item 4.9.6 for information about roofing in the upper storey of two-storey stands.)

#### 4.4.3. Glass and acrylic glass

Only glass suitable for the respective purpose may be used. Only safety glass may be used for structures made of glass.

Edges of glass panes must be worked or protected in such a way that danger of injury is excluded. All-glass construction components must be marked at eye height.

#### 4.5. Exits, escape routes, doors

##### 4.5.1. Exits, escape routes

Stands with a base area of more than 150 sq. m, and an escape route length of more than 10 m or stand layout, in which the exit/escape route is not visible from every spot on the stand, must have at least two separate exits/escape routes, which should be at opposite ends of the stand.

Stand layouts should be designed in such a way that there are no difficult-to-access rooms, corners or niches created. Each separate room must be equipped with sufficient visual contact to the exhibition area or to the hall.

Rooms that are only accessible via another separate room (so-called trapped rooms) are prohibited.

##### 4.5.2. Doors

The use of swing doors, revolving doors, coded doors or sliding doors is not permitted in escape routes.

The minimum width should be 0.90m.

#### 4.6. Platforms, ladders, ascents, footbridges

In general, areas where you can walk and also borders directly to areas, which are more than 0.20 m lower, must be provided with railing. These must be at least 1.00 m high. An upper chord, middle chord and lower chord must at least be provided.

A certificate of statics must be provided for a platform. The floor-carrying load must be designed for at least 2.0 kN/sq. m.

One-level platforms, on which you can walk, may have a maximum height of 0.20 m.

Ladders, ascents and footbridges must be in compliance with current safety regulations.

#### 4.7. Stand Design

##### 4.7.1. Appearance

The furnishing and design of a stand and the associated required setup is the responsibility of the exhibitor. However, exhibitors must take into consideration the character and image of each trade fair. MMI-SH is authorized to prescribe changes in stand design in this context. It also reserves the right to prescribe the frame setup for individual trade fairs in the special participation conditions. Walls, which border visitor aisles, should be brightened up via the building in of display cases, niches, displays, etc.

The name and main office of an exhibitor must be clearly visible on a stand.

The stand sides bordering neighboring stand should be kept neutral, white and clear above a construction height of 2.50 m, so that they do not interfere with the design of the neighboring stand.

##### 4.7.2. Checking the rented area

MMI-SH measures the rented area on the hall floor and marks it at the corners.

Every exhibitor is obligated to obtain information about stand allocation about the location and dimensions of any installations, especially fire alarms, layout of service tunnels, ventilation systems, etc. and to inform the stand constructor if applicable.

It is imperative that stands remain within the borders of the rented area.

(Also refer to item 4.7.4. Hall floors)

#### 4.7.3. Intervention in the substance of a building

Hall components and technical facilities may not be damaged, soiled or in any way changed (e.g. by drilling holes, use of nails or screws, etc.).

Painting, applying wallpaper and pasting are not permitted.

Hall components and technical facilities may not be subject to loads, for which they are not designed, by stand structures or exhibits.

Grooves on hall walls, ceilings and floors may not be damaged under any circumstances by chiseling, foundation or similar work. Installation of bolts or anchoring is not permitted either.

#### 4.7.4. Hall floors

Carpets and other flooring are to be laid accident-proof and may not extend beyond the rented area.

Only tape, which can be removed without leaving any residue, may be used for attaching. Otherwise, nothing may be stuck on the hall floors nor may they be painted.

All materials used must be removed without leaving any residue. Substances such as oil, grease, paint and similar things must be removed from the floor immediately.

#### 4.7.5. Objects hung from the hall ceiling

##### 4.7.5.1. Availability of fastening points

MMI-SH shall be solely responsible for hanging objects from the hall ceiling and makes fastening points available for such. Only MMI-SH may make changes to these suspension structures. MMI-SH will subcontract specialist companies to handle this.

The structures to be hung may only be located in the air space above the stand area. Building and advertising heights should be observed. MMI-SH shall check the feasibility of the requested fastening points based on the submitted documents.

Each projected fastening point on the ceiling structure of the halls can handle a maximum load of 200 kg plumb.

##### 4.7.5.2. Attaching objects to the fastening points

The objects to be suspended (lighting fixtures, spotlights, etc.) at the ordered fastening points may only be attached by hall owner's appointed staff under observance of the regulations applicable at the event site and in accordance with the current state of technology.

With respect to attaching the objects to be suspended, the appropriate safety regulations must be observed. Wire rope clamps may not be used.

For safety reasons, the provisions below must also be observed. The following **are not permitted** on principle.

- Hanging stand components or exhibits

- Securing stand components or exhibits (stand components and exhibits must stand securely independently)

- Suspended structures with a rigid or power-grip connection to the hall floor

Exceptions require the prior written consent of MMI-SH.

#### 4.7.6. Stand limitation walls

Separating walls can be ordered using the Exhibitors' Manual.

Exhibitors may neither change nor work separating walls and supports. Exhibitors are liable in the case of a violation of these provisions for all consequent damages to persons and property.

#### 4.7.7. Advertising Materials / Presentations

Stand and exhibit labeling as well as company and brand trademarks may not exceed the prescribed construction height. A distance to the stand border of 2 m to neighboring stands should be kept for advertising materials.

All types of demonstrations and presentations as well as all kinds of visual, moving or acoustic advertising require the prior written consent of MMI-SH. Such materials may not annoy other event participants, create crowds of visitors consequently causing congestion in the aisles, or drown out the trade fair's own loudspeakers in the halls. The loudness level may not exceed 70 dB(A) at stand borders.

MMI-SH is authorized to restrict or prohibit those presentations (despite previously granted permission), which cause noise, visual annoyance, dirt, dust, vibrations or any other emissions or result in substantial negative effects on the event or event participants for any other reasons. Blinking, rotating or fast-moving advertising materials as well as moving letters at stand borders are not permitted.

The distribution of printed materials and the use of advertising materials is only permitted within your own stand area.

MMI-SH reserves the right to make further restrictions for special cases. MMI-SH is authorized to enter stands to check compliance with the above regulations.

MMI-SH is authorized to remove, cover or otherwise prevent advertising, which violates the regulations cited above.

#### 4.8. Open-Air Exhibition Grounds

##### 4.8.1. Checking the rented area

MMI-SH measures the rented area on the ground of the open-air exhibition grounds and marks it at the corners.

Every exhibitor is obligated to obtain information about stand allocation about the location and dimensions of any built-in parts, especially supply pipes, foundations, tracks, distribution boxes, etc. and to inform the stand constructor if applicable.

It is imperative that stands remain within the borders of the rented area. No objects on the rented area may protrude beyond the rented area. MMI-SH Operations Department, can grant exceptions for rotary tower cranes for safety reasons; MMI-SH can make the exceptional permission dependent on whether all affected exhibitors have granted permission for the fact that a rotary tower crane protrudes over their stand. If an exhibitor refuses to grant this permission, this refusal is insignificant if the affected rotary tower crane must protrude over his stand area for safety reasons.

##### 4.8.2. Setup

###### 4.8.2.1. Stand Setup

All structures, which should be set up in the open-area exhibition grounds, require the prior consent of MMI-SH.

Permission from the construction supervising authority must be obtained for building facilities, which exceed a roofed area of 50 m<sup>2</sup> or a height of 3.00 m. The required application forms as well as plans of ground and upper floor, elevations, cross-sections, electricity layout and static calculations or test reports must be submitted to the Operations Department of MMI-SH in due time, but at least six weeks before setup begins.

At the setup of facilities, especially buildings, all applicable regulations at the event site must be observed.

Attention must be paid to all existing supply pipes, foundations, distribution boxes, etc. during all setup work. Insofar as they are within individual stand areas, they must be accessible at all times. Stand structures may not be built nearer than 0.5 m to the border of neighboring stands unless MMI-SH gives written permission for this.

###### 4.8.2.2. Anchoring and Work in the Fair

Precise site plans must be submitted to MMI-SH and written permission obtained for anchoring tents, cables, flagpoles and other work in the ground of the open-area exhibition ground. Any work in the area grounds is prohibited without written permission.

###### 4.8.2.3. Cranes and Exhibits

All cranes and exhibits, which are to be placed in the open-air exhibition grounds and are higher than 20m, require prior consent of the Operations Department of MMI-SH and must be registered using the appropriate forms of the Exhibitors' Manual of MMI-SH, at least 12 weeks before the trade fair begins. If the required documents are submitted later than 12 weeks before the trade fair begins, MMI-SH will set the binding maximum setup height available for these exhibits for safety reasons. MMI-SH is the authorized to limit or prohibit setup to maintain the prescribed height, if necessary.

MMI-SH reserves the right to have experts check or inspect exhibits even if these have dimensions which are not within those cited in the framework data requirements of the form.

#### 4.8.3. Dismantling

All exhibition areas must be entrusted back to MMI-SH in their original condition by the set dismantling deadline.

Attention must be paid to all existing supply pipes, foundations, distribution boxes, etc. during all dismantling work.

If the required reconditioning work has not been completed by the set dismantling deadline, MMI-SH is authorized to do this or contract a third party to do this at the expense of the exhibitor.

#### 4.8.4. Other regulations

Exhibitors, whose stands border on the edge of the trade fair grounds, may not use the fence for their purposes. The fence outer side may not be used as advertising space. This also applies to setup and dismantling times.

Building components, stand signs and flags must be installed in such a way that they do not interfere unreasonably with others, especially not with other exhibitors or with visitors. Misleading company signs must be removed at the request of the trade fair management.

Rotary tower cranes and similar objects must be secured in line with regulations. The hanging of advertising material or other loads (with the exception of flags) from cranes, platforms and exhibits is prohibited for safety reasons.

The general regulations and the regulations for the hall area, insofar as they can be applied to the open-air exhibition grounds in the sense they are intended, also apply to the open-air exhibition grounds.

#### 4.9. Two-Storey Constructions

##### 4.9.1. Construction request

Two-storey trade fair stands can only be built with the prior consent of MMI-SH. However, approval is dependent on the projected location in the hall and the area belonging to it. Another decisive factor for approval is how the two-storey stand affects the design and clear structure of the hall as well as the neighboring stands.

##### 4.9.2. Conditions concerning stand area roofing, safety distances, height of stand interior rooms

The maximum structure height is set separately for each event and stated in the participation conditions. The height clearance of interior rooms in two-storey structures must be at least 2.40 m in the ground (first floor) as in the upper floor (second floor).

If the covered area exceeds 30 sq. m., a sprinkler system must be installed. A sprinkler head should be installed for each 12 sq. m. of covered/roofed area, and sprinkler protection must be provided for each room.

##### 4.9.3. Live loads/assumed loads

The following should be estimated for the storey ceiling of a two-storey trade fair stand in a trade fair hall: When used for meetings and customer support, i.e., furnishing with tables and chairs arranged freely or in meeting cabins, the storey ceiling must be designed for a live load of 3.5 kN/m<sup>2</sup>. If there is unrestricted use as exhibition or sales room, as meeting room or a great number of chairs, the storey ceiling must be designed for a live load of 5.0 kN/m<sup>2</sup>. The use should be entered clearly recognizable in the plans, which are submitted for approval.

Stairs must always be designed for a live load of 5:0 kN/m<sup>2</sup>. Balustrades and railings should be designed for 1 kN/m at railing height. Proof must be submitted that the bearing load of the supports does not exceed the permissible bearing load of the hall floor.

##### 4.9.4. Escape ways/stairs

Two-storey stands up to 100 sq. m. of built-over area require only one stairway (min. width 0.90m), which must end outside of the built-over structure. The maximum escape way length from the upper storey to reaching of the hall aisle in the ground floor may not exceed 25 m. Spiral staircases as required staircases are not permitted.

If the upper storey area exceeds 100 sq. m., at least two stairways arranged opposite each other are required.

At least one of the two stairways must end in an area, which is not built-over. Nothing may be stored and no shelves may be built in the area from and below flights of stairs without stair risers. Handrails must be easy to grab hold of and run without interruptions.

##### 4.9.5. Construction materials

In two-storey stands, the load-carrying construction components, ceiling of the ground floor and the floor of the upper floor must be composed of at least fireproof construction materials.

Construction materials normally used in trade fair structures are permitted for flooring and wall covering in the ground and upper floors. Anchoring in the hall floor is not permitted.

Two-storey trade fair stands should be designed in such a way that they can be set up and dismantled within the time period projected for the event for setup and dismantling.

General construction law regulations must be observed. MMI-SH reserves the right to apply any additional technical safety or fire safety requirements, which might become necessary.

##### 4.9.6. Upper storey

All common rooms of the stand must have visual contact to the hall.

In the upper storey, rolling safeguards in a height of at least 0.05m must be installed on the floor in the area of railings in the upper storey, if required.

Railings should be installed in line with items 4.6 and 4.9.3.

None of the areas in the upper storey may have a closed ceiling/sail. Metal grating with a grid dimension of 1 cm x 1 cm is permitted. The open area above must be at least 80% of the floor area, including the light fixtures.

#### 4.10. Dismantling Stands

Exhibitors must remove all stand construction material, all exhibition pieces and objects and all other exhibition material without exception and restore the original state of the exhibition area by the end of the dismantling time announced for each event (see the Special Participation Conditions).

MMI-SH is authorized but not obligated to transport away and store exhibition goods, which is still at the stands after the end of the dismantling time at the expense and own risk of the exhibitor as well as charge an appropriate handling fee from trade fair forwarding companies. MMI-SH is authorized to dispose of exhibition material and all other objects, which an exhibitor has left behind after the end of the dismantling time.

#### 5. Technical Safety Regulations, Technical Regulations, Supply of Technical Features

##### 5.1. General regulations

Setup and dismantling work may only be carried out within the framework of the respectively valid labor and commercial laws.

Any damage caused by an exhibitor or a party contracted by an exhibitor on the trade fair grounds, buildings or facilities will be repaired by MMI-SH at the expense of the exhibitor in question after the end of the event.

##### 5.2. Use of tools

The use of cartridge-powered tools is prohibited.

The use of woodworking machines without chip suction-off is not permitted.

Only cranes, forklifts and platforms may be used, which are made available by the service partners of MMI-SH responsible for this. An agreement about this must be reached with MMI-SH in special cases.

##### 5.3. Electrical Installations

###### 5.3.1. Connections

Only MMI-SH or its suppliers may carry out electrical installations from the areas to the stands. The electrical installations, which are only to be carried out by MMI-SH or its suppliers, include the main connection with electric power lines, main power fuse and – if applicable – main switch/electric supply meter. The exhibitor is not allowed to obtain electricity for his stand from such persons as have not been authorized to supply electricity by MMI-SH. Exhibitors are expressly forbidden to obtain electricity from neighboring stands.

In the case of stands which require an extended use of power supply, exhibitors shall apply for permission in advance through MMI-SH. Individual regulations have to be made.

The use of generators at the stands is not permitted without the prior written consent of MMI-SH. A layout drawing should be sent with an order, which make the desired placement of the connections clear.

Exhibitors must ensure that the electric installation is designed in such a way that all current consumers at a stand can be operated simultaneously. If MMI-SH determines that the electric installation ordered by the exhibitor does not permit simultaneous operation of all current consumers at a stand, MMI-SH is authorized to upgrade the electric installation at the expense of the exhibitor even without an order from the exhibitor.

Electric installations are laid in the area channels insofar as possible, but possibly above ground if the location of the connection point requires this.

MMI-SH is authorized to run electric power lines and connections, which serve neighboring stands, through the stand of an exhibitor, unless MMI-SH can make the electric connection to the neighboring stand at the same or lower costs without running cables and connections through the stand of the exhibitor.

If the exhibitor wants to lay cables that cross traffic paths or other stands, prior consent of MMI-SH is required. The cables must be laid road-worthy. The exhibitor pays the costs for this.

If current consumption cannot be charged at a flat rate, it is charged at the prices stated in the Exhibitors' Manual and via the determined consumption per kW/h using the built-in meter. The power supply will be switched off in accordance with the terms or rules for the closing of the trade fair on the last trade fair day for safety reasons.

###### 5.3.2. Stand installation

Within stands, installations may only be carried out by the exhibitor's own skilled workers or by authorized specialist companies under observation of the regulations applicable at the event site and according to the current state of technology.

Electric installations within a stand can be carried out by MMI-SH or its suppliers on order. Connections, machines and equipment, which do not comply with the regulations or which have higher consumption than registered, are not permitted. They can be removed from the stand by MMI-SH at the expense and own risk of the exhibitor and be stored for safekeeping.

###### 5.3.3. Assembly and operating regulations

The complete electric installation must be carried out according to the latest applicable safety regulations valid at the event site.

Conductive construction components are to be included in the measures for protection against indirect contact (stand earthing).

In addition, only cables with a minimum diameter of 1.5 sq. mm. Cu may be used. Flat conductors of all types are not permitted. Uninsulated electric cables and terminals are not permitted in low-voltage systems. Secondary cables must be protected against short-circuits and overloading.

###### 5.3.4. Safety measures

All heat-generating and heat build-up electric equipment (hotplates, spotlights, transformers, etc.) must be installed on non-combustible, heat-resistant, asbestos-free supports and monitored adequately during operation.

Sufficient distance must be maintained to flammable materials in line with the heat generation. Lighting fixtures may not be attached to flammable decorations, among other things.

###### 5.3.5. Safety lighting

Stands, in which the generally existing safety lighting is not effective due to special feature of their construction, require their own safety lighting additionally. It is to be designed in such a way that it ensures reliable finding of the general escape ways.

###### 5.4. Water and sewage installations

###### 5.4.1. Connections

Only MMI-SH or its suppliers may carry out water and sewage installations from the areas to the stands. The water and sewage installations include the main water connection (water supply and drainage) with feed and outlet pipes as well as water meter if required. The exhibitor is not allowed to obtain water for his stand from such persons as have not been authorized to supply water by MMI-SH. Exhibitors are expressly forbidden to obtain water from neighboring stands. In the case of stands which require an extended supply of water and sewage, exhibitors shall apply for permission in advance through MMI-SH. Individual regulations have to be made. Orders should be sent with connection plans (form in the Exhibitors' Manual), which make the desired placement of these connections clear.

Exhibitors must ensure that the water and sewage installations are designed in such a way that all water consumers at a stand can be operated simultaneously. If MMI-SH determines that the water and sewage installation ordered by the exhibitor does not permit simultaneous operation of all water consumers at a stand, MMI-SH is authorized to upgrade the water and sewage installations at the expense of the exhibitor even without an order from the exhibitor. Water and sewage installations are laid in the area channels in the halls insofar as possible, but possibly above ground if the location of the connection point requires this. Water and sewage connections are possible in principle in the open-air exhibition grounds; pipes can be laid above or below ground. In exceptional cases when there is an unfavorable location, it might not be possible to install an ordered connection or extra costs can be expected.

MMI-SH is authorized to run water and sewage pipes and connections, which serve neighboring stands, through the stand of an exhibitor, unless MMI-SH can make the water and sewage connection to the neighboring stand at the same or lower costs without running pipes and connections through the stand of the exhibitor.

If the exhibitor wants to lay pipes that cross traffic paths or other stands, prior consent of MMI-SH is required. The pipes must be laid road-worthy. The exhibitor pays the costs for this.

If water consumption cannot be charged at a flat rate, it is charged at the prices stated in the Exhibitors' Manual and via the determined consumption per m<sup>2</sup> using the built-in meter. Chemically polluted sewage may not be fed into the canal system.

The water supply and sewage disposal will be switched off in accordance with the terms or rules for the closing of the trade fair on the last trade fair day for safety reasons.

###### 5.4.2. Stand installation

Within stands, plumbing installations (water and sewage installations) may only be carried out by the exhibitor's own skilled workers or by authorized specialist companies under observation of the regulations applicable at the event site and according to the current state of technology. Plumbing installations within a stand can be carried out by MMI-SH or its suppliers on order.

If the plumbing installation work within a stand, which includes the connections of consumers (equipment with water or sewage connection such as sinks), is not carried out by MMI-SH or its suppliers, the exhibitor must inform MMI-SH in due time before the beginning of the work, at the latest 14 days before work begin, which special companies or skilled workers will carry out the plumbing installation work. If MMI-SH does not receive this information in due time, MMI-SH will connect the consumers at the expense of the exhibitor at the prices valid at the event time.

Connections, machines and equipment, which do not comply with the regulations or which have higher consumption than registered, are not permitted. They can be removed from the stand by MMI-SH at the expense and own risk of the exhibitor and be stored for safekeeping.

###### 5.5. Compressed air installations

###### 5.5.1. Connections

Compressed air can be supplied to exhibition stands in the halls and in the open-air exhibition grounds. Supply in the halls is generally via a connection to a compressor station. MMI-SH reserves the right to install a compressor for compressed air supply at a stand, for example when there is little need for compressed air. The use of a compressor provided by an exhibitor must be indicated to MMI-SH's Operations Department at least four weeks before setup at the respective event. The exhibitor is not allowed to obtain compressed air for his stand from such persons as have not been authorized to supply compressed air by MMI-SH. Exhibitors are expressly forbidden to obtain compressed air from neighboring stands.

Only MMI-SH or its suppliers may carry out compressed air installations from the trade fair compressed air network to the stands. The main compressed air connection with compressed air lines are part of compressed air installations.

In the case of stands which require an extended supply of compressed air, exhibitors shall apply for permission in advance through MMI-SH. Individual regulations have to be made.

Exhibitors must ensure that the compressed air installation is designed in such a way that all compressed air consumers at a stand can be operated simultaneously. If MMI-SH determines that the compressed air installation ordered by the exhibitor does not permit simultaneous operation of all compressed air consumers at a stand, MMI-SH is authorized to upgrade the compressed air installation at the expense of the exhibitor even without an order from the exhibitor.

Lines are laid in the area channels insofar as possible, but possibly above ground if the location of the connection point requires this.

MMI-SH is authorized to run compressed air lines and connections, which serve neighboring stands, through the stand of an exhibitor, unless MMI-SH can make the compressed air connection to the neighboring stand at the same or lower costs without running lines and connections through the stand of the exhibitor.

If the exhibitor wants to lay pipes that cross traffic paths or other stands, prior consent of MMI-SH is required. The pipes must be laid road-worthy. The exhibitor pays the costs for this.

A layout drawing should be sent with an order, which make the desired placement of the connections clear.

The compressed air supply will be switched off in accordance with the terms or rules for the closing of the trade fair for safety reasons.

#### **5.5.2. Stand installation**

Within stands, compressed air installations may only be carried out by the exhibitor's own skilled workers or by authorized specialist companies under observance of the regulations applicable at the event site and according to the current state of technology.

Compressed air installations within a stand can be carried out by MMI-SH or its suppliers on order. If the compressed air installation work within a stand, which includes the connections of consumers (equipment with compressed air connection), is not carried out by MMI-SH or its suppliers, the exhibitor must inform MMI-SH in due time before the beginning of the work, at the latest 14 days before work begin, which special companies or skilled workers will carry out the compressed air installation work. If MMI-SH does not receive this information in due time, MMI-SH will connect the consumers at the expense of the renter at the prices valid at the event time.

Connections, machines and equipment, which are not permitted, which do not comply with the regulations or which have higher consumption than registered, are not permitted. They can be removed from the stand by MMI-SH at the expense and own risk of the exhibitor and be stored for safekeeping.

#### **5.6. Machine, Pressure Container and Exhaust Systems**

##### **5.6.1. Machine noise**

The operation of machines and equipment causing noise require the prior written consent of MMI-SH. Such may not annoy other event participants, create crowds of visitors consequently causing congestion in the aisles, or drown out the trade fair's own loudspeakers in the halls. Machines and equipment causing noise may only be operated for brief intervals and only as long and often as demonstration purposes require. The loudness level may not exceed 70 dB(A) at stand borders. MMI-SH is authorized to restrict or prohibit those presentations (despite previously granted permission), which cause noise or visual annoyance or result in substantial negative effects on the event or event participants for any other reasons.

##### **5.6.2. Exhaust gases and fumes**

Combustible, unhealthy fumes and gases or those that annoy event participants may not be introduced into the halls. They must be drawn off to the outside using appropriate piping.

##### **5.6.3. Exhaust systems**

Combustible, unhealthy fumes and gases or those that annoy event participants must be drawn off via exhaust pipes.

The outlets may only be installed by MMI-SH or a company contracted by it. A layout drawing should be sent with an order, which make the desired placement of the outlets clear.

#### **5.7. Hazardous materials and facilities**

The use of hazardous goods and facilities (e.g., compressed gases, liquid gas, combustible liquids, radioactive materials, X-ray systems and stray radiation devices, laser systems, etc.) require the prior written consent of MMI-SH. An application for this must be submitted to MMI-SH at least six weeks before the beginning of the event.

#### **5.8. High-frequency equipment, radio installations, electromagnetic fields**

Operation of high-frequency equipment, radio installations and electromagnetic fields require approval and must be agreed upon with MMI-SH.

Furthermore, operation of high-frequency and radio installations is only permitted if they have a demonstrably sufficiently large frequency distance to the already used frequencies/applications on the trade fair grounds. Proof of this must be provided to MMI-SH. Information about the frequencies/applications used on the trade fair grounds can be obtained from MMI-SH.

#### **5.9. Cranes, forklifts, exhibition materials, packaging materials, trade samples**

The forwarding agents contracted by MMI-SH, hereafter referred to as "trade fair forwarders", have sole forwarding rights on the trade fair grounds, e.g., taking exhibits, stand constructions, etc. into stands including providing any required auxiliary equipment as well as customs clearance for temporary or definitive import. Only trade fair forwarders may be contracted for forwarding services within the trade fair grounds.

Liability of MMI-SH for all risks arising from the activity of trade fair forwarders is excluded. Storage of empties of any kind at the stands is prohibited.

Exhibitors are not authorized to designate MMI-SH as recipient of goods shipments (exhibition materials, stand construction materials, information material and the like) or other shipments, which are not intended for MMI-SH but instead for the exhibitor or a third party. MMI-SH is authorized, but not obligated, to accept and store these shipments at the expense and own risk of the exhibitor or to contract the appropriate trade fair forwarder with the storage of such shipments, especially with the storage of exhibition and packaging materials. No claims against MMI-SH can be derived from this if such shipments are accepted without checking their appropriateness or completeness, freight and forwarding invoices are not checked, or goods are not stored or put away appropriately or safely.

#### **5.10. Annoyances from exhibition materials**

Exhibition materials, which cause substantial disturbance of event operations due to their appearance, smell, noises, vibrations or similar properties, especially those that result in substantial danger to or interference with event participants or objects of third parties, must be removed immediately upon request by MMI-SH. This obligation of an exhibitor also exists if he pointed out such properties in the registration and received permission for them in spite of this. If an exhibitor does not comply without undue delay with his obligation to remove exhibition material, MMI-SH is authorized to remove the exhibition goods at the expense and own risk of the exhibitor or to close his trade fair stand without the exhibitor having any right to assert claims from this against MMI-SH or the respective organizer. MMI-SH shall set the dismantling time for the closed stand.

#### **5.11 Information and communication services**

All wire connections for information and communication serves to a stand are provided solely by MMI-SH.

Orders should be sent with connection plans (form in the Exhibitors' Manual), which make the desired placement of these connections clear.

#### **6. Waste Management**

Exhibitors are responsible for appropriate and environmentally compatible disposal of waste, which occurs during setup, service period and dismantling of their stands. Technical handling of disposal for recycling and discarding is the sole responsibility of MMI-SH or the suppliers named by MMI-SH. Exhibitors must comply with all official and legal regulations.

##### **6.1. Waste disposal**

Exhibitors and their suppliers are obligated to attempt to avoid waste when possible during each phase of an event. This objective must be already set in the planning and coordination of all those involved. In general, recyclable materials that harm the environment as little as possible should be used for stand construction and operation.

#### **6.2. Waste requiring special monitoring**

Exhibitors are obligated to report special waste and other waste, which is especially hazardous to health or the environment, explosive or combustible in its type, properties or quantity, to MMI-SH and to have such disposed of properly by the supplier of MMI-SH responsible for this. It is especially a question of the following waste materials:

Oil, detergents, spray cans with contents, impregnating agents, chemicals, salts, mercury (e.g., contained in switches and thermometers), emulsions, acids, alkaline solutions, varnish, glue, wax, solvents (e.g., gasoline, ethyl alcohol, tri-acetone, paint thinner and glycerin), batteries, accumulators, electric switches, fluorescent tubes, PVC residues (e.g., floor and wall plates), television and radio equipment, motors/engines and refrigerators

The exhibitor pays the costs for disposing of these wastes. These charges are not included in the participation price. The same applies to disposing of construction waste, bulky refuse and carpets.

#### **6.3. Waste brought to the site**

Materials and waste, which are not created in connection with the event duration, setup or dismantling, may not be brought onto the trade fair grounds.

#### **7. Water, sewage, soil conservation**

##### **7.1 Oil and grease traps**

Nothing may be introduced into the water network, which exceeds the general hazardous material quantities for households.

If sewage containing oil or fat is to be introduced into the water network, which exceeds these quantities, grease/fat traps must be used.

If mobile restaurant services are in use, fats and oils must be collected separately and disposed of separately.

Whoever produces, processes or exhibits oily or fatty goods at his stand or whoever uses a dishwasher at his stand, which washes for more than two minutes, must dispose of the sewage created via a grease trap.

##### **7.2. Cleaning/detergents**

MMI-SH is responsible for cleaning the grounds and aisles in the halls. Exhibitors are responsible for cleaning stands, and this must be complete daily before the trade fair or event start. If an exhibitor does not have cleaning done by its own staff, only those companies approved by MMI-SH may be contracted for this. Cleaning companies not approved by MMI-SH are expelled from the exhibition areas. Cleaning must only be done using biologically degradable products on principle. Liquids, substances or other materials, which are absolutely necessary for cleaning a stand or for cleaning, operating or maintaining exhibits, must be used professionally and appropriately, so that the environment is not polluted. Residues including any auxiliary materials used (e.g., soaked cleaning wool) must be disposed of properly as special waste. Detergents, which contain solvents hazardous to health, may only be used in exceptional cases in line with the regulations.

##### **7.3. Damage to the environment**

Damage to the environment/soiling (e.g., due to gas, oil, solvents or paint) must be reported to MMI-SH immediately.

##### **8. Painting work**

Large-scale painting is not permitted in the trade fair grounds. However, small-scale "touch-up" painting of the exhibits and stand constructions is allowed during the set-up period with all necessary safety precautions in place as follows:

a. Painting in an area properly ventilated

b. Use of nontoxic paints

c. Covering all the floor involved within the trade grounds with dry paper or plastic film

d. No painting near the vertical structures (i.e. walls) of the trade fair grounds

e. No washing of paint material within or surrounding the trade fair grounds

The exhibitor is responsible for any damage resulting from painting and is liable for the cost of restoring the damaged and polluted parts.

##### **9. Sand, soil and similar materials**

If sand, soil, garden-use turf, moss, and other similar materials are required for the stand construction and exhibit presentation, an anti-leak protective layer should be put on the floor. The exhibitor should take all necessary precautions to prevent any part of the trade fair grounds from being damaged by the above-mentioned material, and ensure no water leakage. The exhibitor is responsible for any damage.

MMI (Shanghai) Co., Ltd.  
March, 2010