

# TECHNICAL GUIDELINES

## Table of contents

<b>1.</b>	<b>Opening Hours</b>	<b>4.9.</b>	<b>Two-Storey Constructions</b>
1.1.	During installation and dismantling	4.9.1.	Construction request
1.2.	During events	4.9.2.	Conditions concerning stand area safety distances, height of stand interior rooms
<b>2.</b>	<b>Traffic on the Trade Fair Grounds, Escape Ways, Safety Installations</b>	4.9.3.	Live loads/assumed loads
2.1.	Traffic regulations	4.9.4.	Escape ways/stairs
2.2.	Escape Ways	4.9.5.	Construction materials
2.2.1.	Fire department zone, hydrants	4.9.6.	Upper storey
2.2.2.	Emergency exits, escape hatches, hall aisles	<b>4.10.</b>	<b>Dismantling Stands</b>
2.3.	Safety installations	<b>5.</b>	<b>Technical Safety Regulations, Technical Regulations, Supply of Technical Features</b>
2.4.	Stand Numbering	<b>5.1.</b>	<b>General regulations</b>
2.5.	Guarding	5.1.1.	Damage compensations
<b>3.</b>	<b>Technical Data</b>	5.1.2.	Safety operations
3.1.	Hall data	<b>5.2.</b>	<b>Use of tools</b>
3.2.	Outdoor area data	<b>5.3.</b>	<b>Electrical Installations</b>
3.3.	Ground loading capacity	5.3.1.	Connections
<b>4.</b>	<b>Stand Construction Regulations</b>	5.3.2.	Stand installation
4.1.	Stand safety	5.3.3.	Assembly and operating regulations
4.2.	Approval of Stand Construction	5.3.4.	Safety measures
4.2.1.	Checking and Approving Constructions Requiring Official Approval	5.3.5.	Safety lighting
4.2.2.	Vehicles and Containers	<b>5.4.</b>	<b>Water and sewage installations</b>
4.2.3.	Removal of non-approved stand constructions	5.4.1.	Connections
4.2.4.	Scope of liability	5.4.2.	Stand installation
4.3.	Height of Construction	<b>5.5.</b>	<b>Compressed air installations</b>
4.4.	Fire Protection	5.5.1.	Connections
4.4.1.	Fire protection and safety regulations	5.5.2.	Stand installation
4.4.2.	Stand location	<b>5.6.</b>	<b>Exhaust gas / Exhaust systems</b>
4.4.3.	Vehicles	5.6.1.	Exhaust gases and fumes
4.4.4.	Hazardous Materials	5.6.2.	Exhaust systems
4.4.5.	Smoking	<b>5.7.</b>	<b>Hazardous materials and facilities</b>
4.4.6.	Use of air balloons	<b>5.8.</b>	<b>High-frequency equipment, radio installations, electromagnetic fields</b>
4.4.7.	Recyclable material and waste product containers	<b>5.9.</b>	<b>Cranes, forklifts, exhibition materials, packaging materials, trade samples</b>
4.4.8.	Abrasive cutting and all work with open flames	<b>5.10.</b>	<b>Annoyances from exhibition materials</b>
4.4.9.	Empties	<b>5.11.</b>	<b>Information and communication services</b>
4.4.10.	Glass and acrylic glass	<b>6.</b>	<b>Waste Management</b>
4.5.	Exits, escape routes, doors	6.1.	Storage and waste disposal
4.5.1.	Exits, escape routes	6.2.	Waste requiring special monitoring
4.5.2.	Doors	6.3.	Waste brought to the site
4.6.	Platforms, ladders, ascents, footbridges	<b>7.</b>	<b>Water, sewage, soil conservation</b>
4.7.	Stand Design	7.1.	Oil and grease traps
4.7.1.	Appearance and boundary	7.2.	Cleaning/detergents
4.7.2.	Checking the rented area	7.3.	Damage to the environment
4.7.3.	Protection of the public facilities in the hall	7.4.	Sewage disposal
4.7.4.	Hall floors	<b>8.</b>	<b>Painting work</b>
4.7.5.	Objects hung from the hall ceiling	<b>9.</b>	<b>Sand, soil and similar materials</b>
4.7.6.	Separating Walls		
4.7.7.	Presentations, Demonstrations of Exhibits and Onsite Activities		
4.8.	Outdoor Exhibition Grounds		
4.8.1.	Checking the rented area		
4.8.2.	Setup		
4.8.2.1.	Stand Setup		
4.8.2.2.	Anchoring and Work in the Fair		
4.8.2.3.	Cranes and Exhibits		
4.8.3.	Dismantling		
4.8.4.	Public aisles between the blocks of stand areas		
4.8.5.	Other regulations		

# TECHNICAL GUIDELINES

## 1. Opening Hours

### 1.1. During installation and dismantling

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

These hours are subject to change. For reasons of general security in the trade fair grounds, the halls and the trade fair grounds remain closed completely outside of these hours.

### 1.2. During events

During an event, the halls are opened an hour before the trade fair starts in the morning and closed an hour after closing time in the evening. MM-SH reserves the right to apply special regulations. Exhibitors, who need to work at their stand in substantiated individual cases beyond these hours, they need to apply for the overtime work from the venue.

## 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. MM-SH can make exceptions to this and grant corresponding parking permits or permission for driving in. MM-SH is authorized to make the granting of parking permits or permission to drive in which depends 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 MM-SH or the security guards at any time. A parking permit or permit to drive in is only valid for the vehicle, for which it was issued.

MM-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 MM-SH permits to drive 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 based on a written confirmation. Attention must be paid to the 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 MM-SH has designated as campgrounds for an event, are not subject to this regulation. Parking is absolutely prohibited in the complete trade fair grounds, except at areas specially designated for such. MM-SH reserves the right to tow away or remove any vehicles, trailers, containers or empties in the no-stopping zones which are otherwise illegally parked at the costs and own risk of the person who did this or the owner.

MM-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. MM-SH especially reserves the right to regulate access to 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 MM-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 MM-SH are subject to the 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 are not allowed to be obstructed by parked vehicles or storage of exhibition material, construction or packaging material, etc., even during the setup and dismantling times. Those areas need to be clear all the time. If exhibitors use those areas to pile up their building materials or exhibits and do not cooperate after receiving warning from MM-SH, MM-SH has the right to charge for a penalty from the general management deposit.

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. If any damages occur during the process, no claim of reimbursement for the damage should be put towards MM-SH.

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

A passage of at least 1.2 metres (4 ft) wide between any temporary structure and the fire hydrant, equipment room door and fire-alarm bell contact must be guaranteed.

Any behavior which could hamper the normal operation of the fire protection system and central supervising system, including the fire-alarm bell contact, the fire hydrant, fire extinguisher and fire escape is forbidden.

### 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 shall 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 shall not be covered by structures, blocked or otherwise be rendered unrecognizable. Information stands, tables and other furniture shall 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 shall 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 shall not be blocked or obstructed.

### 2.4. Stand Numbering

The organizer will mark all stands with stand numbers, which may not be removed without prior consent of the organizer.

### 2.5. Guarding

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

MM-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 MM-SH. If required, exhibitors must arrange for guarding of their stands themselves. Stand guards may only be contracted from the security companies authorized by MM-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 borne by MM-SH if there is any loss of exhibition goods or other objects at a stand or in other areas, whether guarded or not by MM-SH.

## 3. Technical Data

### 3.1. Hall data

Floor area per hall (gross):

W1-W5, E1-E7: 11,500sqm

N1-N5: 12,340sqm

Admissible floor load: 3,300kg/sqm (33 kN/sqm, for a single space of up to 50sqm (3,3t/sqm))

If there is any vertically vibrating part in the exhibit operation, the floor load bearing capacity mentioned above should be reduced at least by 50%.

Flooring: Concrete floor with hardener

Access: Please refer to "Technical Specifications" in Section I of Exhibitor Manual

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

### 3.2. Outdoor area data

Outdoor area has 3 types of floor conditions: 1 Heavy load area with loading capacity of 15tons/sqm; 2 Normal load area with loading capacity of 5tons/sqm and; 3 Light load area with loading capacity of 2tons/sqm. Due to this condition, the booth construction scheme provided by the exhibitors shall also include the loading capacity of the booth. In special cases, relevant info, such as floor material and etc., will be required from the exhibitors as well. The exhibitor has to observe the limits conveyed to him.

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

### 3.3 Floor loading capacity

Exhibitors are obligated to check the floor loading capacity and it's also the exhibitors' duty to inform the loading capacity to all the relevant personnel, such as its construction contractors, freight forwarder and etc.

The loading capacity should be considered during the exhibit installation and equipment operation. All the damages to the floor or other facilities due to the negligence of the loading capacity should be borne by the exhibitor itself.

It is strictly forbidden to pile up heavy construction materials or to build up booth structures on top of the two main electricity wire-tunnels in the hall, drainage cover and facility well at the outdoor area.

If exhibitors want to showcase heavy weight exhibits, it is mandatory to discuss details, such as move-in plan, display locations, and etc., with MM-SH and the official freight forwarder for the show.

Any exhibits that exceed the loading capacity of the floor need to have special treatment, such as laying thick steel plate and etc., to prevent the potential damage to the floor.

The exhibitors with heavy weight exhibits have to strictly follow the over-size / overweight exhibit schedule assigned by MM-SH and its official freight forwarder.

## 4. Stand Construction Regulations

The promotional materials in the booth should correspond to brand image of the company, or the co-exhibitors, who handed in the application at the first place. If not, MM-SH has the right to ask the exhibitor to change the promotion material and reserves the right to charge the exhibitor a penalty for violating this regulation.

During move-in/show/move out period, blocking the public aisle using construction materials, promotional materials, exhibits and causing human traffic are strictly forbidden. MM-SH has the right to charge a penalty from the general management deposit of the exhibitor at fault if no improvement is made after receiving oral/written warnings from MM-SH.

### 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 safety 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, MM-SH's Operations Department and the appointed service partners will check stand construction plans submitted (in two copies) for exhibitors. No specific approval will be issued.

All stand constructions, two-storey stands (see item 4.9), mobile stands, stands with bridges, stairs, cantilevered roofs, galleries, etc. and constructions on the outdoor exhibition grounds (see item 4.8) require approval.

**\*\* A new regulation is issued by SNIIEC. From 1<sup>st</sup> September, 2011 onwards besides double-decker and outdoor stands, the indoor booths exceeding 4.5m (including 4.5m) in height shall get the approval from the local authority as well.**

##### 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 outdoor exhibition grounds. Dimensioned stand plans for one-storey stand constructions 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 Exhibitor Manual of MM-SH. No specific approval will be issued to the indoor booth below 4.5m. The indoor booth of height 4.5m and upwards shall get the further approval from the local authority.

Two-storey stand constructions must be applied for at the latest by the deadline cited in the Exhibitor Manual using the form "Building approval for outdoor stand and two-storey stand design". The form must be submitted in bilingual (Chinese and English) with the documents, also in bilingual (Chinese and English), requested in the form, in the required number of copies to MM-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 static have been sent back to the exhibitor/stand constructor.

The costs of the above building approval procedures shall be charged from the exhibitor who has the booths 4.5m and upwards in height, has two storeys or the booth is in the outdoor area. (see Section II.A of Exhibitor's 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, or 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, MM-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 MM-SH from any and all claims of third parties, which are enforced resulting from violation of the stand construction provisions stated above.

The organizer is exempt from the liability of any dispute between exhibitors and their own suppliers.

The organizer is exempt from the liability of any dispute between exhibitors and the organizer's appointed service partners.

#### 4.3. Height of construction

The maximum booth construction and advertising height for one-storey booth is 6,00 m.

The maximum booth construction and advertising height for two-storey booth is 8,50 m.

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 MM-SH's Operations Department responsible for this.

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

#### 4.4. Fire Protection

Exhibitors and booth construction contractors shall obey the fire protection rule and regulation from the venue and the organizer. Other than the safe operation protocols, fire protection facilities shall not be damaged during the whole show period and the fire protection exits can not be occupied by booth construction materials.

##### 4.4.1. Fire protection and safety regulations

4.4.1.1. Materials used for stand construction and decoration or other building structures must accord with the national and local fire protection regulations that all of them must be non-combustible with a burning diffusion rate not lower than Class B1. Easily flammable materials, materials that drip when burning or materials that create toxic gases such as bengaline, 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 if it is flame proof and its burning diffusion rate is up to Class B1. The contractor is required to carry the material fire proof documents on site. 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.

The carpet paved must be non-combustible with a burning diffusion rate not lower than Class B1. The contractor must hold on site the flame retardant test report and marking for the carpet.

4.4.1.2. The building material for temporary tent should be noncombustible with a burning diffusion rate not lower than Class B1. The size of the tent should be no bigger than 2,000 sqm and the distance between tents should be kept at 9 meters. If the automatic sprinkler system is installed in the tent, the size of the tent could be doubled. Smoke discharge facilities that cover 2% of the building area must be installed when the booth area is above 2000 sqm.

4.4.1.3. All the indoor booths can not have roof constructions, no matter how small the covering area is. For indoor two-storey booths, one set of automatic alarm and ceiling sprinkler system should be installed for each 8sqm of 1st floor and one annually eligible fire extinguisher for each 12sqm of upper and lower layers. For outdoor booths, one set of automatic alarm and ceiling sprinkler system should be installed for each 8sqm and one annually eligible fire extinguisher for each 12sqm of upper and lower layers.

4.4.1.4. The upper storey area above 200sqm, at least two stairways must be arranged, the stair width is not less than 0.9m, and distance between 2 evacuation exits must be 5m at least. Do not store any frames or other stuff at the bottom of the stair. Spiral stairs are not allowed to be used as evacuation stairs.

4.4.1.5 When the 1st floor area of a two-storey booth is semi or fully enclosed with the range of above 120 sqm, 2 or more evacuation doors wider than 0.9m should be set up.

##### 4.4.2. Stand location

a) The stand decoration can not be in obstruction with the fire prevention facilities in the halls. Stand construction or material piling is not allowed at the fire protection emergency pathways and safety exits.

b) The distance of the pathway between the stand and the wall of the exhibition hall shall be 60 cm at the least and piling up materials in this pathway is forbidden.

c) The area of the stand construction or building at the outdoor area can not exceed 1200 sqm and the height of the stand construction or building must be lower than or equal to two-storey buildings.

##### 4.4.3. 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 hall; fuel may not be stored at stands. Combustible engines shall not be demonstrated in operation in the halls or in the structures of the exhibitors. They must be equipped with mufflers for demonstrations in outdoor grounds. Fuel may not be stored at stands.

##### 4.4.4. Hazardous Materials

a) Pyrotechnics, open fires and combustible gases are not permitted at the fairground during build-up/show/dismantling period.

b) The exhibitors/contractors shall clean up the flammable materials in time during build-up/dismantling period. The flammable packaging materials of exhibits is prohibited to be kept at the fairground.

c) Weapons, firearms, cutlery, explosive materials, oil, easy combustible materials, toxic materials and caustic materials may not be exhibited at trade fairs or exhibitions. Radio-active substance is not allowed to be brought into the exhibition venue.

##### 4.4.5. Smoking

Smoking is forbidden in the halls.

##### 4.4.6. Use of air balloons

The use of airships and balloons is not permitted in the halls and on the outdoor exhibition grounds.

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

No recyclable material or waste product containers made of flammable materials shall 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.

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

Chainsawing, electric planning, electric welding and cutting work shall be carried out at the outdoor area during build-up period. All workers for specific-type work, such as electric welding and other tasks that might be in link with fire hazard and etc, must possess Specific-type Operator Certificate and strictly accord with fire prevention operation rules.

Only after receiving written approval from SNIIEC, any welding, cutting, defrosting and milling work can be operated onsite. Meanwhile, notices should be made to the surrounding stands and working staff within the stands before any of above mentioned tasks are operated.

At the place where the electric welding is carried out, the flammable materials must be cleaned up at the surrounding area. A safety manager must be assigned onsite for supervision.

Precautions must be taken against possible flying sparks in the area. Grooves and cracks must be sealed with suitable, non-flammable materials.

The welding and cutting are prohibited to the pipelines in operation or to the containers with flammable and explosive materials inside. The onsite safety manager shall inspect and make sure there's no remnant tinder or unburned material after the work.

##### 4.4.9. Empties

Storage of empties of any kind (e.g., packaging materials) is prohibited in the stands and outside of stands. 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 MM-SH. This service is subject to charges.

MM-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.

#### 4.4.10 Glass and acrylic glass

Only safety glass may be used for structures made of glass. Installations of glasses need to be fixed properly and eye-catching signs need to be put on the glasses to avoid any potential danger to the workers and employees. 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 100 sqm, 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.

##### 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. The floor-carrying load must be designed for at least 2.0 kN/sqm. An upper chord, middle chord and lower chord must at least be provided.

One-level platforms, on which you can walk, may have a maximum height of 0.20 m, and need to arrange ascents.

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

#### 4.7. Stand Design

##### 4.7.1. Appearance and boundary

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. MM-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 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.

A back wall or partition must be installed that is not lower than 2.5m for each raw space stand structure, except island stand and national pavilion structure, to separate from neighbouring booth. The side of back wall facing neighbouring booth must be kept white, neutral and clean. In addition, plate or construction paper must be underlaid under the back wall to protect the floor surface. The exhibitor should not use the back wall or partition of neighboring booth for his own use or for displaying his company name, logo, etc. MM-SH has the right to deduct a penalty charge from the general management deposit of the exhibitor at fault if no improvement is made after receiving oral/written warnings from MM-SH in case the above mentioned violation happens.

No part of any structure or logo or exhibit may extend beyond the boundaries of the contracted area. This includes exhibitor's name, logo, light fitting or posters. All stands in the exhibition, irrespective of height, must have at least half of any frontage facing an aisle open.

Exhibitors are not permitted to display, hang, or distribute any exhibit, material, furniture or product, nor extend their stand structures and fittings, beyond their contracted boundaries. MM-SH has the right to ask the exhibitor modify the stand structure within time limit in case the above mentioned violation happens. Stand constructions must not obstruct the normal operation of the fire protections system, air conditioning, mechanical ventilation vents. MM-SH has the right to ask the exhibitor modify the stand structure in case the above mentioned violation happens.

##### 4.7.2. Checking the rented area

MM-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.

##### 4.7.3. Protection of the public facilities in the hall

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.

Exhibitors need to be responsible for any damages they have caused on the public facilities and pay the penalty based on the quotations provided by SNIIEC (please find the detailed quotation at 5.1.1). If the penalty is not fulfilled by the deadline assigned, MM-SH has the right to deduct the charged penalty from the general management deposit paid by exhibitors / contractors directly. SNIIEC and the organizer reserve the right to sequentially claim the damage if the deposit fails to fully compensate

##### 4.7.4. Hall floors

Carpets and other flooring are to be laid accident-proof and may not extend beyond the rented area. Inferior carpets containing CaCO<sub>3</sub> are forbidden.

Only tape, which can be removed without leaving any residue, such as double-faced cloth adhesive tape, may be used for attaching. Double-faced blown-sponge or any other materials difficult to clean up are forbidden.

Otherwise, nothing shall be stuck on the hall floors nor shall 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

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. During the operation, jacks can not carry overload.

Exhibitors need to fill the form for Hanging points and banners and follow all the regulations indicated in the form closely.

##### 4.7.6. Separating Walls

Separating walls can be ordered using the Exhibitors' Manual.

Exhibitors shall 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. Presentations, Demonstrations of Exhibits and Onsite Activities

The following regulations need to be observed and followed if the exhibitors require onsite demonstration / presentation of their products and services:

a) Only exhibits / products uninvolved in any intellectual property rights dispute for which they are agent, distributor or dealer could be displayed. Should there be any intellectual property rights dispute between/ among exhibitors in the exhibition, MM-SH reserves the right to stop them from exhibiting and hand them over to intellectual property rights office.

b) All exhibits, goods, products, posters, documents or services presented by the exhibitor shall be relevant to the exhibition theme and be part of the exhibits profile. MM-SH reserves the right to remove any exhibit, article or item complementary to an exhibit which violates the above regulation. Any cost incurred will be borne by the exhibitors.

c) Retailing is forbidden.

d) The loudness level may not exceed 70 dB(A) at stand borders. The presentation / demonstration shall not in any way effect the neighbouring stands. If exhibitors receive warnings of noise pollution for 2 or more times, MM-SH has the right to cut off the electricity power supply within the booth. If there are any direct or indirect damages towards the power cut off, exhibitors will not receive any compensation and will not bear all the damage by themselves.

e) MM-SH is authorized to restrict or prohibit 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.

f) All machines for onsite demonstration must be equipped with safety devices and running signs, which may be removed only when the machines are disconnected from power without any latent danger.

g) Working machines must be placed at a relatively safe distance from visitors, and safety operation device is needed.

h) Any machine or apparatus can only be demonstrated within the booth, and operated and supervised by qualified persons. No motors, engines or power driven machines are allowed to be used without adequate fire-protection measures taken by the exhibitors.

i) Blinking, rotating or fast-moving advertising materials as well as moving letters at stand borders are not permitted. The hanging of advertising material or other loads from cranes, platforms and exhibits is prohibited for safety reasons.

j) The distribution of printed materials, samples, gifts and etc is only permitted within your own stand area. MM-SH reserves the right to determine whether it's safe to distribute the materials or not.

k) Toxic fume, exhaust or other irritants caused by the exhibits / products are not released into the exhibition hall.

l) All relevant local government authorized licenses and / or permits must be obtained and its stipulated regulations and conditions observed and abided with for the demonstration and / or use of electronics, radio and / or satellite transmitting equipment.

m) Should the exhibitor intends to launch activities, including performance, press conference or gift and material distribution onsite, the specific plan shall be submitted to MM-SH in written in advance. It's principally forbidden for the exhibitor to run an on-site patrolling advertising team. The activities are allowed only with MM-SH's approval. The exhibitors shall guarantee that such activities do not violate the political and spiritual civilization and ensure the safety during the activities. The neighboring booths within the same hall shall plan staggered periods for their activities. Should there is any problem caused by the activities, MM-SH reserves the right to tune down the sound volume, shut down the equipment or stop the activities.

n) It is strictly prohibited to demonstrate or operate heating, barbecue stoves, or make heating or open fire apparatus, candles, lanterns, torches, welding equipment or other smoke creating material.

o) It is strictly prohibited to demonstrate or operate any electric power, mechanism or chemistry apparatus which are recognized dangerous.

p) The exhibitors/contractors are not allowed to bring diesel, diesel air compressors or engines into the trade fair grounds. If necessary, the application must be submitted in advance to the organizer and the venue for approval, together with the data (such as diesel fuel, storage, diesel boiling point and flash point, fueling link, fueling safety operating procedures, etc.). With the consent of the organizer, the special item can be carried into the trade fair grounds and used within the prescribed area.

MM-SH reserves the right to make further restrictions for special cases. MM-SH is authorized to enter stands to check if the stand compliances with the above regulations.

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

#### 4.8. Outdoor Exhibition Grounds

##### 4.8.1. Checking the rented area

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

Every exhibitor is obligated to obtain information on the assigned stand's position and dimension, especially the dimension of any built-in parts, such as supply pipes, foundations, electricity box, telecommunication box, 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. MM-SH Operations Department, can grant exceptions for rotary tower cranes for safety reasons; MM-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.

Exhibitors are not permitted to display, hang, or distribute any exhibit, material, furniture or product, nor extend their stand structures and fittings, beyond the rented area. In that case, MM-SH is authorized to require the modifications within the time limit.

#### 4.8.2. Setup

##### 4.8.2.1. Stand Setup

All structures, which should be set up on the open-area exhibition grounds, require the prior consent of MM-SH and SNIIEC.

The required application forms as well as—booth schematics, elevations, cross-sections, electricity layout and static calculations or test reports must be submitted to MM-SH's Operations Department and the appointed service partners in due time, but at least nine weeks before setup begins.

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.

The outdoor stand itself needs to be safe and secure and all the construction materials need to meet the standard in the relevant national regulations for the temporary building constructions. It is forbidden to use onsite permanent buildings, its decorations, fencing, walls to secure the stand construction. Operations that will cause damages to the onsite ground and buildings, such as drilling in the grounds, using wallplugs, are strictly forbidden. Protections for the grounds and onsite buildings need to be applied during the booth construction. Spraying, painting material, and glue on the ground or onsite building surface is forbidden. Exhibitors are bound to pay for any facility damages they cause during the whole show period. If any exhibitors fail to fulfil such duty, MM-SH and SNIIEC have the right to deduct the damage amount from the general management deposit. If the general management deposit is not enough to cover the damages, MM-SH and SNIIEC reserve the right to pursue the rest damage compensation from the exhibitors.

Factors, such as rain, strong wind and such natural conditions that may bring unsafe elements to the booth, need to be considered during booth design and prevention work needs to be fully prepared.

For outdoor booth, lightings, plugs, electric switch box and such electricity related equipments need to be water resistant. Equipments connected to electricity power need to have efficient protection against rain and potential electric leaking. Cables laying on the ground need to be protected by the cable bridge and no connection should be exposed on the ground directly. Metal structures needs to have a ground connection.

Stand structures on the outdoor exhibition grounds may not be built narrower than 0.5 m to the border of neighboring stands unless MM-SH gives written permission for this.

Booth construction and material storage is strictly forbidden at the loading area, drainage and facility well at the outdoor area. Forklift and crane are not allowed to operate at above areas as well.

If the outdoor booth needs to be equipped with air-conditioning for construction purpose, a declaration is required in advance. The exhibitor/contractor should fill in the special item entry form (on which it must be stated the air-conditioning is installed with leakage protection device) for stamp confirmation of the organizer, with showing the original of special operation type certificate of the installer and the copy of air-conditioning certificate.

##### 4.8.2.2. Anchoring and work in the fair

Precise site plans must be submitted to MM-SH and written permission obtained for anchoring tents, cables, flagpoles and other work in the ground of the outdoor 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 outdoor exhibition grounds and are higher than 20m, require prior consent of the Operations Department of MM-SH and must be registered using the appropriate forms of the Exhibitor Manual of MM-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, MM-SH will set the binding maximum setup height available for these exhibits for safety reasons. MM-SH is the authorized to limit or prohibit setup to maintain the prescribed height, if necessary.

MM-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 MM-SH in their original condition by the set dismantling deadline. All wastes in the booth need to be cleared out and construction will be returned if and only if the following 2 conditions are fulfilled:

- 1) All facility damages caused during the show are fully compensated.
- 2) SNIIEC approval for accepting the booth condition

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, MM-SH is authorized to do this or contract a third party to do this at the expense of the exhibitor.

##### 4.8.4. Public aisles between the blocks of stand areas

Exhibitors who are allocated in more than one block with public aisles in between the blocks of the booth are not allowed to build booth construction or

advertising construction or any other building component or exhibit across these aisles. Aisles are not part of the rented raw space area. No promotion measures are allowed on these aisles.

##### 4.8.5. 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 from cranes, platforms and exhibits is prohibited for safety reasons, apart from flags. The exhibitor takes full responsibility to ensure that the flags are fastened in a very safe way. If the display of special exhibit exceeds the range of the booth, its extension direction and location needs the permit of MM-SH, and the exhibitor needs to rectify with the requirement of MM-SH according to the actual situation.

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

#### 4.9. Two-storey Constructions

##### 4.9.1. Construction request

The booth within 24 sqm and above is allowed to build 2<sup>nd</sup> storey. Both storeys can only presents the products and services from the same exhibitor and its co-exhibitors.

Two-storey stands can only be built with the prior consent of MM-SH's Operations Department and the appointed service partners.

However, approval is dependent on the projected location in the hall and the area belonging to it. Hall facilities, direction signs and visual effect to the neighbouring stands need to be considered during the booth designing stage.

The number of two-storey booths will be limited and MM-SH has the right to forbid the exhibitor to build a two-storey booth.

Another decisive factor for approval is how the two-storey stand affects the design and clear structure of the hall as well as the neighbouring stands.

All the indoor booths can not have roof constructions, no matter how small the covering area is. Upper storey of the two storey booth can not cross the aisles in the hall.

A fire distinguishing is required in any rooms within the booth. When the 1<sup>st</sup> floor area of a two-storey booth is semi or fully enclosed and above 120 sqm, 2 or more evacuation doors wider than 0.9m should be set up.

For outdoor booths, one set of automatic alarm and ceiling sprinkler system should be installed for each 8sqm and one annually eligible fire extinguisher for each 12sqm of upper and lower layers. For indoor two-storey booths, one set of automatic alarm and ceiling sprinkler system should be installed for each 8sqm of 1<sup>st</sup> floor and one annually eligible fire extinguisher for each 12sqm of upper and lower layers.

##### 4.9.2. Conditions concerning stand area 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).

The distance between the public pathway and stairs, open exhibition areas and client meeting areas should be more than 1.0 meter.

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

The following should be estimated for the storey ceiling of a two-storey stand in a trade fair hall:

- 1) When the upper storey is used for general visitor traffic, meetings, presentations and/or as storage space, the storey ceiling must be designed for a live load of 5.0 kN/sqm.
- 2) When the upper storey is used for show case room, sales area, conference room or with a great number of chairs, the storey ceiling must be designed for a live load of 5.0 kN/sqm.
- 3) When the upper storey is used for the rest for employers, offices, corridors and no permanent staff is positioned while no stairs towards the upper storey has a clear sign of no public access, the storey ceiling could be lowered to a live load of 3.0 kN/sqm.

The use should be clearly recognizable in the plans, which are submitted for approval.

Stairs must always be designed for a live load of 5.0 kN/sqm. Balustrades and railings should be designed for 1 kN/sqm 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

The upper storey area above 200sqm, at least two stairways must be arranged, and width are not less than 0.9m, while distance between 2 evacuation exits must be 5m at least. Do not store any frames or other stuff at the bottom of the stair. Spiral stairs are not allowed to be used as evacuation stairs.

##### 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. MM-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. A closed ceiling is not allowed for the upper storey.

#### 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 booth and its nearby pathway by the end of the dismantling time announced for each event (see the Special Terms of Participation). MM-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. MM-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.

##### 5.1.1 Damage compensations

Exhibitors need to protect the exhibition hall, ground, wall and related facilities. In case of damages occurred, exhibitors need to compensate the damage according to the quotation from SNIEC.

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 MM-SH at the expense of the exhibitor in question after the end of the event. MM-SH has the right to deduct expense mentioned above from the general management deposit from the exhibitor. If the general management deposit is not enough to cover the damages, MM-SH and SNIEC reserve the right to pursue the rest damage compensation from the exhibitors.

For shell scheme exhibitors, fees related to repairs and replacements for the damaged items, such as flooring, lighting, rental equipments, no matter the damage is done by exhibitor itself, its representatives, its partners, service providers hired by exhibitor, its representatives and partners or by individuals, should be borne by the exhibitor.

##### 5.1.2 Safety operations

During set-up and dismantling period in the exhibition area (halls and outdoor) wearing a safety helmet is compulsory. It is necessary to wear safety helmets and safety belts and to carry out other safety measures against injuries that might be caused by falling objects in overhead work (height all of 2m). Herring bone ladder up to 2m is prohibited. Moveable scaffolding without guardrail on the top or with guardrail lower than 1.2m is prohibited. The four wheel break of climbing ladder must be justly braked in place when high-altitude is needed.

Only qualified overhead operation tools may be used. Unqualified ones are strictly prohibited. When passing tools or objects, throwing is forbidden.

Overhead work after drinking alcohol is also strictly forbidden. It is prohibited to use hanging basket.

#### 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 MM-SH responsible for this. An agreement about this must be reached with MM-SH in special cases.

#### 5.3. Electrical Installations

##### 5.3.1. Connections

Only MM-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 MM-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 MM-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 MM-SH. Individual regulations have to be made. The use of generators at the stands is not permitted without the prior written consent of MM-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 MM-SH determines that the electric installation ordered by the exhibitor does not permit simultaneous operation of all current consumers at a stand, MM-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.

MM-SH is authorized to run electric power lines and connections, which serve neighboring stands, through the stand of an exhibitor, unless MM-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.

Exhibitors shall not have any objection towards all the required facility layouts, such as electrical cables, Internet cables, water pipelines and etc., at the fairground. If the exhibitor wants to re-allocate the cables lay across / around the stand, or wants to lay cables that cross traffic paths or other stands, the exhibitor must pay for the cost of changes after having the written consent from MM-SH. The cables must be laid road-worthy.

Facility cables needs to be protected by the cable bridge during the whole show period.

Exhibitors will cover the cost of the facilities they ordered and the necessary damage prevention treatment for those facilities. Costs will be calculated based on the actual consumption.

Electricity power consumption will be calculated based on the quotation in the Exhibitor Manual.

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 observance of the regulations applicable at the event site and according to the current state of technology. The installation personnel must hold valid electrician operation certificate.

Electric installations within a stand can be carried out by MM-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 MM-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).

Double-sheath copper wires and cable lines must be used, and the section of the conducting wires must be  $\geq 1.5$  mm. Electrical materials must be equipped with enough safe loading capacity. Fire resistant cables with insulate casings must be used. It is strictly forbidden to use single wires with no sheath, twist pairs or aluminum wires. As to the configuration of wires, three-phase five-wire system shall be applied for the line voltage (L1, L2, L3, N, PE) and single-phase three-wire system for the phase voltage (L, N, PE). 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.

All metallic structures and shells shall have a reliable grounding. Any electrical terminal switches should be installed with 30mA leakage protectors. The conducting wires should be fixed in a cellular or other form instead of being randomly installed on roads, grounds or doorways. Electric lines crossing passageway shall be protected by a cable bridge. When sub-circuits are connected, insulating porcelain and plastic joints must be used instead of being wrapped directly by insulating adhesive tape before any insulation protection measures are taken.

The electric and gas connections should be fixed and isolated from constructions. The electric and gas connections should be installed in pipe or protected by a cable bridge if those connections are on the ground. Double-sheath insulated conductor must be used but may not be directly connected with each other, only can be connected by insulating porcelain instead.

##### 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. The heat-generating and heat build-up electric equipment are not allowed to be focused on nor be stationed near the fire sprinklers.

Lighting fixtures may not be attached to flammable decorations, among other things. Heat insulation measures must be taken when electrical appliances is close to non-flammable materials

The safe distance between lighting fixture and flammable exhibits must be kept more than 50cm.

High-temperature lighting and neon lights could not be installed without permission and examination from the relevant authority. The installation height of neon lights should not be less than 2.5 m.

Outdoor lighting fixtures should be water-proof and save measure toward rain, wind should be considered. Cables must be protected by water-proof bridge plates. Irrelevant electrical devices are not allowed to be used. Raw space booths should be installed with a master electrical switch.

All the booths must switch off the electrical power supply every day after the exhibition closes. Otherwise, the venue will cut off the main power. An application must to be submitted to the venue next day morning to get the electricity re-supplied.

MM-SH has the right to cut off the power supply if any electrical fitting or equipment is considered to be dangerous or might bring potential safety hazards to other exhibitors or visitors.

The multinomial sockets are not allowed to use so as to avoid the short circuit due to the overload.

##### 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 MM-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 MM-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 MM-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 MM-SH determines that the water and sewage installation ordered by the exhibitor does not permit simultaneous operation of all water consumers at a stand, MM-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.

MM-SH is authorized to run water and sewage pipes and connections, which serve neighboring stands, through the stand of an exhibitor, unless MM-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 MM-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 cubic meter 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 may be carried out by MM-SH or its suppliers on request.

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 MM-SH or its suppliers, the exhibitor must inform MM-SH in due time before the beginning of the work, at the latest 4 weeks before work begins, which special companies or skilled workers will carry out the plumbing installation work. If MM-SH does not receive this information in due time, MM-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 MM-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 on the open-air exhibition grounds. Supply in the halls is generally via a connection to a compressor station. MM-SH reserves the right to install a compressor for compressed air supply at a stand, for example where there is little need for compressed air. The compressed air provided by exhibitors is forbidden to be used. The exhibitor is not allowed to obtain compressed air for his stand from such persons who have not been authorized to supply compressed air by MM-SH.

Exhibitors are expressly forbidden to obtain compressed air from neighboring stands. Only MM-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 MM-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 MM-SH determines that the compressed air installation ordered by the exhibitor does not permit simultaneous operation of all compressed air consumers at a stand, MM-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.

MM-SH is authorized to run compressed air lines and connections, which serve neighboring stands, through the stand of an exhibitor, unless MM-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 MM-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 observation 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 MM-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 MM-SH or its suppliers, the exhibitor must inform MM-SH in due time before the beginning of the work, at the latest 4 weeks before work begins, which special companies or skilled workers will carry out the compressed air

installation work. If MM-SH does not receive this information in due time, MM-SH will connect the consumers at the expense of the renter at the prices valid at the event time. All vessels and equipment for compressed air brought into the trade fair grounds must be in accordance with all relevant safety standards and regulations. The safe pressure of the materials and tubes for compressed air should not be less than 15 kg/cm<sup>2</sup>. And the pipe joint must be fixed by hoop instead of iron wires or any other materials.

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 MM-SH at the expense and own risk of the exhibitor and be stored for safekeeping.

### 5.6. Exhaust Gas and Exhaust Systems

#### 5.6.1. 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.

#### 5.6.2. 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 MM-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.) requires the prior written consent of MM-SH. An application for this must be submitted to MM-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 requires approval and must be agreed upon with MM-SH.

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

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

The forwarding agents contracted by MM-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 MM-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 MM-SH as recipient of goods shipments (exhibition materials, stand construction materials, information material and the like) or other shipments, which are not intended for MM-SH but instead for the exhibitor or a third party. MM-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 MM-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 MM-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, MM-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 MM-SH or the respective MM-SH. MM-SH shall set the dismantling time for the closed stand.

With no written confirmation from SNIIEC, the following items are not allowed to enter the trade fair ground: weapon, guns, swords, bullet, explosives, combustible substances, radioactive materials, any types of dangerous materials, objects which are forbidden to import, objects which have IPR issues, objects which might cause the normal operation of SNIIEC and objects that are banned by relevant government departments.

### 5.11. Information and communication services

All wire connections for information and communication served to a stand are provided solely by MM-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.

In case exhibitors do not comply with this regulation, MM-SH has the right to deduct the services fees of waste management from the general management deposit directly.

#### 6.1. Storage and waste disposal

There is no storage area onsite officially. Exhibitors need to remove all packing materials, especially paper box, wooden box and cargos, from the exhibition site

or contact the official freight forwarder appointed by MM-SH to arrange the storage of such materials. All costs related to this service should be borne by the exhibitors. MM-SH reserve the right to remove and process the materials and objects onsite. All fees occurred during these process will be borne by the exhibitors.

Starting from the build-up period, exhibitors and their stand construction contractors have to clear up the waste material in the booth and on the surrounding public pathway in order to avoid blockage. If such occurrence happens with no immediate cooperation from the relevant exhibitor, MM-SH has the right to deduct a penalty charge from the general management deposit.

Before the opening ceremony, MM-SH will deal with all the materials left at the non-booth area, such as Opening ceremony area, aisles, empty area in the open area, and etc) and service fees occur with this procedure will be borne by the relevant exhibitors.

Exhibitors or their contractors have to remove all the construction materials and wastes, such as scraps of construction materials, wooden boxes, pallet, paper boxes, wrapping materials, promotional materials and etc., before the end of the dismantling time.

After the end of the dismantling time, any of remaining material will be removed by MM-SH. No prior notification of the removal will be issued to the exhibitor. Cost occurs for this removal will be borne by the exhibitor along with a penalty charge to leaving wastes onsite.

During build-up and dismantling period, the paint buckets must be recycled after use. The scrap, liquid waste or other abandoned items should be dumped at designated place. Oil and grease waste should be collected and disposed by a special grease waste collection container provided by the exhibitor/contractor. It is strictly forbidden to dump in ordinary waste container. In addition, the carpets, KT boards, low-pressure plastic paper (bubble plastic paper) and so on shall not be discarded after use but must be recycled by the exhibitor/contractor or disposed of by the clearing company appointed by the exhibitor/contractor. Otherwise, MM-SH has the right to deduct the general management deposit accordingly.

### 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 MM-SH and to have such disposed of properly by the supplier of MM-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 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

MM-SH is responsible for cleaning the grounds and aisles in the halls. Exhibitors are responsible for cleaning stands and exhibits, or they would order cleaning service through MM-SH. The cleaning must be completed daily before the trade fair or event starts. If an exhibitor does not have cleaning done by its own staff, only those companies approved by MM-SH may be contracted for this.

Cleaning companies not approved by MM-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 MM-SH immediately.

### 7.4. Sewage disposal

The sewage should be disposed at designated place. Indoor and outdoor ditches, washing basins and water closets in the toilets in the trade fair grounds shall not be used for disposal of sewage, food or waste. Otherwise, the exhibitor should take all responsibilities and corresponding consequences.

The exhibitor should properly use the ditches for utility services in the halls while setting up and dismantling the booth and ensure that the sewage will be discharged into the designated areas fitted with proper plumbing instead of into the ditches.

## 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
- If outdoor exhibitors/contractors carry the amount of paint into the trade fair grounds for machine-up painting, the application (e.g. "Confirmation of safety production notification for large-scale facilities and equipment refinishing operation", "Admission form for paint into outdoor area", etc.) should be submitted in advance to the organizer and the venue for approval. One annually eligible fire extinguisher is also required for each 8sqm of refinishing area. The exhibitors/contractors may bring such special items into the trade fair grounds with the consent of the organizer and shall use them within the prescribed area. The amount of paint and thinner brought in should be strictly controlled, and the remaining must be taken away from the trade fair grounds after the day's work.

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

During build-up and dismantling period, the paint buckets must be recycled after use. The scrap, liquid waste or other abandoned items should be dumped at designated place. Oil and grease waste should be collected and disposed by a special grease waste collection container provided by the exhibitor/contractor. It is strictly forbidden to dump in ordinary waste container. In addition, the carpets, KT boards, low-pressure plastic paper (bubble plastic paper) and so on shall not be discarded after use but must be recycled by the exhibitor/contractor or disposed of by the clearing company appointed by the exhibitor/contractor. Otherwise, MM-SH has the right to deduct the general management deposit accordingly.

## 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. After the show, exhibitors have to remove all the materials mentioned above from the booth and return the booth to SNIEC with its original status or a penalty charge will be invoiced to the relevant exhibitors. (please refer to 5.1.1 for more info)

Messe Muenchen Shanghai Co., Ltd.  
April 2019