

# FORM BUILDING APPROVAL FOR SPECIAL STAND DESIGN

**DEADLINE: 16<sup>TH</sup> OCTOBER 2009**

**-Submit in duplicate-**

<b>Please return form to:</b>  Shanghai New International Expo Centre Customer Service Dept. 2345 Longyang Road Pudong New Area Shanghai 201204 P.R.C  Tel.: +86 (0)21 28906666 Fax: +86 (0)21 28906777 Contact Person:	Company:
	Address:
	Tel:
	Fax:
	Email:
	Authorised by:
	Signature:
	Date:
	Exhibition Name:
	Hall / Booth No.:

According to the listed conditions enclosed in the form, we hereby apply for building the following facility during the exhibition (brief description on construction materials).

Total Booth Area:	Primary Material:	Material Model:
2 <sup>nd</sup> Floor Area:	Primary Material:	Material Model:
Ground Floor Area:	Primary Material:	Material Model:

**Other Material Details:**

Applicable Area:						
Name/Model:						
Applicable Area:						
Name/Model:						

Accessible 2<sup>nd</sup> floor area: \_\_\_\_SQM Estimated maximum load capacity of 2<sup>nd</sup> floor: \_\_\_\_\_ persons

**Booth Builder:**

Company:					
Address:					
Tel:		Fax:			
Contact:					
Name of Grade A Registered National Structural Engineer:		No.:			
Tel:		Mailing Add.:			
Remark:	If the exhibitor/builder submit the drawings to re-inspection, please clearly fill in the field of "Name of Grade A National Registered Structural Engineer". The above step can be ignored if the drawings are submitted to the organizer for inspection.				

## Regulations on Booth Construction & Design Drawing Review :

**All double-floor booths must be reviewed and approved by Grade A National Registered Structural Engineer.** Upon request for drawing inspector by our recommendation, the review is charged as RMB 50/SQM for exhibitors. For all booths approved by Grade A National Registered Structural Engineer, a drawing re-inspection fee shall be charged as RMB 25/SQM.

If you need the services offered by assigned drawing inspector, please submit the following drawings:

- a. Booth perspective drawing (1 front-side and 2 sides), in quadruplicate
- b. Ground floor plan, in quadruplicate
- c. 2<sup>nd</sup> floor plan, in quadruplicate
- d. Cutaway view, in quadruplicate
- e. Elevation, in quadruplicate
- f. Section (Side elevation), in quadruplicate
- g. Detailed booth material checklist, in quadruplicate
- h. Structural drawing, in quadruplicate
- i. Structural calculation drawing Stamped by Grade A registered National structural engineer, in quadruplicate ( **re-inspection booths need** )
- j. Static test report or static load calculation Stamped by Grade A registered National structural engineer, in quadruplicate ( **re-inspection booths need** )
- k. Certification of Grade A National registered structural engineer ( **re-inspection booths need** )

**Note** All drawings submitted to the assigned drawing inspector for review shall be dimensioned in Arabic numbers. *DO NOT only specify by grid, in which case, the drawings may be returned without approval.* The builder shall be responsible for any delay thus caused.

**All drawings must be specified in detailed dimensions (m).**

For construction and design drawings for double-floor booths, if neither reviewed by registered structural engineer nor re-inspected by HAH Consulting & Exhibition Co., Ltd. Shanghai, the organizer, the exhibition center and HAH Consulting & Exhibition Co., Ltd. Shanghai are authorized to prevent the construction by such exhibitor in the scope of the exhibition center.

**Please T/T the inspection charge to the following bank account, and fax the T/T voucher to HAH (the reviewed area is calculated upon the actual area of special booth design)**

**Account Name:** HAH Consulting & Exhibition Co., Ltd. Shanghai

**Bank Name:** Huaihai Office, Shanghai Branch, China Merchants Bank

**Account No.:** 096770-20818171001

HAH will start inspection upon receipt of both T/T voucher and drawings.

**Declaration by the Project Manager, Foreman or Site Manager responsible  
for implement of the special stand design**

**I, the responsible**  Project Manager  Site Manager (tick as application)

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Tel: \_\_\_\_\_

Hereby declare that the above exhibition stand complies with the statutory regulation and the terms of participation.