

SHOW TIMETABLE

BUILD UP:

Saturday 28 th November	09:00 – 18:00	Space Only exhibitors
Sunday 29 th November	09:00 – 20:00	Space Only exhibitors
Sunday 29 th November	12:00 – 20:00	Shell Scheme Stand Dressing
Monday 30 th November	08:00 – 20:00	All Exhibitors

Please note:

SHELL SCHEME STANDS: Please do not arrive before Noon on Sunday 29th November as your stand will not be built

If you need to work later than the specified time, please contact the Organisers Office no later than 3pm on the day. **PLEASE NOTE THAT THE VENUE LEVIES VERY HIGH CHARGES FOR LATE WORKING WHICH MUST BE BORNE BY THE EXHIBITOR**

OPENING TIMES:

	Visitors	Hall Open to Exhibitors
Tuesday 1 st December	09:45-18:00	08:30-18:30
Wednesday 2 nd December	09:45-18:00	08:30-18:30
Thursday 3 rd December	09:45-18:00	08:30-18:30
Friday 4 th December	09:45-16:00	08:30-22:00

Please note:

Electricity to supplies to stands will be turned off 30 minutes after the show closes each night. If you require 24 hour power, please specify this when ordering your electrics.

BREAKDOWN:

Friday 4 th December	16:30–22:00	All Exhibitors
Saturday 5 th December	09:00-16:00	All Exhibitors

Please note:

Electricity & compressed air supplies to the stands will be terminated at **16:30 on Friday 4th December**. If you require a temporary supply following that time, please contact PICO for further details.

GENERAL INFORMATION

Accommodation

C-Trip has been appointed as the official hotel reservations agent.

Hotel information, a booking form and maps will be available shortly as well as an online link.

Approval of Stand Design

If you intend to build your own stand (other than shell scheme or package stand), you must submit plans to the Organiser for approval of the design **no later than 16th October 2009**. Please send two (2) copies of the design and specifications to:

Claire Farrugia
Operations Manager

Tel: +44 208 846 2706

Fax: +44 208 846 2801

Tarsus
Metro Building
1 Butterwick
Hammersmith
London W6 8DL

Email: cfarrugia@tarsus.co.uk

Stand Plans **must** be accompanied by a signed **Health & Safety Declaration** (see Section 5) and a detailed **Risk Assessment**.

Audio Visual

Audio-visual presentations must be totally contained within the stand area. Sound and noise levels must be kept to a level that does not disturb neighbouring exhibitors. The Organisers reserve the right to turn down volume and move attendees to prevent the gangways from getting obstructed.

PICO is the recommended supplier of Audio Visual equipment. The order form is in **Section 6 of this manual** and needs to be completed and **returned by 30th October 2009**.

PICO IES Group (China) Co Ltd
No 188 Xinchun Road, Beicai Town
Pudong Area, Shanghai, 201204
China

☎: +44 86 215 196 0990 ext 8278

Fax: +44 86 215 190 8290

E: tony.gu@cn.pico.com

W: www.pico.com

Badges & Visa Requirements

Exhibitor Badges are valid during the build-up, open and breakdown periods of the show. Badges should be ordered online using the weblink that will be emailed directly to you 8 weeks before the event. Exhibitor badges are not for contractors. Your contractors will need to obtain contractor badges on arrival. Contractor badges can only be issued if your stand design has been approved therefore please ensure you submit all requested information to us in plenty of time (See Space Only Stand Section)

IMPORTANT NOTE RE VISAS: Foreign visitors to China may be required to obtain a faxed **Visa Notification** from the Chinese Authority for Visa application to your local Chinese Embassy. Each person is required to complete the Visa Application form in the Order Form section of this manual and return it via fax no later than **30th October 2009**. Please provide your personal data in TYPEWRITTEN form to avoid possible errors and fax before the deadline. Please make copies of this form as required. It is strongly

recommended that each person carries a copy of this form with them along with their passport with Visa once obtained.

The application fee for each person is **US\$30** which should be transferred to **Intex Shanghai Co., Ltd**, by T/T (Wire Transfer) 7 days after the date of faxing the form. Payment details are shown on the form. The order form can be found in **Section 6** of this manual. Applications will only be made once proof of payment is faxed and the monies received.

If there is no problem, the government will issue the approval to Intex who will then forward confirmation to you. The faxed approval needs to be taken to your local Chinese Embassy who will issue you with your visa

Exhibitor badges will need to be collected on site from the main entrance at SNIEC.

Balloons

Exhibitors using gas filled balloons on their stands must adequately secure them to their stand. A charge will be made to the exhibitor for retrieving balloons and repairing any damage to vents.

Balloons must be positioned at a height no more than 6m from the hall floor to the top of the balloon and hang only over your own stand. Helium gas cylinders must be removed from the halls once the balloons are filled. The use of flammable gases is not permitted.

Breakdown Instructions

Refer to the exhibition timetable in the front of this section.

The exhibition closes at **16.00hrs** on **4th December 2009**. Under no circumstances may breakdown commence before this time due to health and safety regulations, and as a courtesy to visitors and fellow exhibitors.

Overtime space charges will be applied. Please contact **Claire Farrugia**, Operations Manager, (cfarrugia@labelexpo.com) if you have a difficulty regarding this.

Build-Up Period

Refer to the exhibition timetable in the front of this section.

Business Centre

There is a Business Centre at SNIEC where fax and photocopy services will be available. It will be open during the build-up period and opening times of the exhibition

Carpet

The official contractor for carpet is **PICO**

All stands are required to have carpet or floor covering.

Shell Scheme and Package Stand exhibitors, your stand will automatically be carpeted with **BEIGE** carpet.

The gangways will be carpeted in **DEEP RED**

Catering

There is a Snack Bar & Coffee Bar at SNIEC. Packed lunches & drinks are available on site. SNIEC do not offer a "stand catering" service but drinks and snacks can be purchased from the shop and restaurant onsite.

Children

We regret that no one under the age of 16 will be permitted access to this Exhibition. This rule applies to Exhibitors' and Contractors' children during the build-up, open and breakdown periods.

Compressed Air

PICO are the official contractor for providing compressed air and water & waste to the hall. Please refer to the order form in Section 6 of the manual and return no later than **30th October 2009** to the contact details given on the form.

IMPORTANT: Please note that portable compressors are not permitted in the venue for health & safety reasons. You must order mains air connections. **SNIEC officials will make inspections onsite and any portable compressors will be removed.**

In order to maintain the ambient noise level within the hall, air compressors up to 1 HP (electronically driven) may be placed on the exhibitor's stand however full details of the proposed installation are required by the Organiser no later than **16th October 2009**.

Only electronic compressors may be used provided that the air vessel is fitted with a pressure-gauge, approved type safety valve and a certificate of pressure test by a recognised authority is available on the stand.

PLEASE NOTE THAT ALL CONNECTIONS MUST BE MADE BY THE OFFICIAL CONTRACTOR

Contractors

A list of 'Official Contractors' is contained in **Section 1** of this manual and Exhibitors are requested to utilise their services wherever possible. Do not engage the services of individuals working in the hall who are usually unreliable and not trustworthy. Please use the official service desk for any queries or issues.

PLEASE NOTE:

Hall Management Fee

SNIEC levy an **18RMB per m²** charge on all space only stands as a Hall Management Fee. This is not refundable and is payable onsite at the Customer Service Department counter at the South Entry lobby at SNIEC before contractor passes can be issued. This fee applies even if you are not using a stand fitting contractor and constructing the booth yourself.

Contractor Deposit

Contractors/exhibitors are also required to pay a refundable "Contractor Deposit" to PICO of **150 RMB per m²**, the show General Contractor of Labelexpo Asia at the Contractor Service Counter in the South Lobby. This deposit is to ensure that all regulations are abided by, all services are paid in full and all stand fitting removed at the end of the event. **PICO will issue a Contractor Badge once both payments above have been made.**

Vehicle Passes

In order to be issued a Vehicle Pass at the parking area, the contractor/exhibitor is required to bring the Hall Management Certificate and the receipt of Contractor Deposit to the parking area and pay the vehicle pass fee of RMB 30 for 90 minutes.

Customs Clearance

I.L.S. in cooperation with **Exhibitstrans Logistics Ltd.** has been appointed as the official customs brokers for the exhibition. Shipping, Lifting and Handling information and documentation is in **Section 4**.

Please refer to the Shipping Information, which specifically outlines what you need to do and the applicable deadlines. Please ensure you allow plenty of time, to avoid problems on site. The deadlines are final dates. Ideally you should aim to ship your items before these deadlines.

For further information, please contact them on:

I.L.S.
International House
Colonnade Point, Central Blvd
Prologis Park
Coventry CV6 4BU
UK

☎: +44 (0) 24 76 33 7955
Fax: +44 (0) 24 76 33 6795
Email: pgf@i-l-s.co.uk
Contact: Paul Flannery

EXHIBITSTRANS LOGISTICS LTD
Block A, 6/F No 1898 Tian Shan Road
Shanghai, 20005
P.R. China

☎: + 86 21 6228 0082
Fax: + 86 21 6241 6392
Email: jameswu@exhibitstrans.com
Contact: James Wu

Damage to Halls

Please ensure that you and your contractors take care not to cause any damage to the fabric of the building whilst setting up your stand. Exhibitors will be required to pay for any damage caused.

Delivery of Exhibits

Details relating to delivery of exhibits are also outlined in the Shipping Information.

For information the address details of the venue are:

Labelexpo Asia 2009
Halls E1 & E2
Shanghai New International Expo Centre (SNIEC)
2345 Longyang Road,
Pudong New Area
Shanghai 201204
P.R. China
Web: <http://en.sniec.net>

Dilapidations

Exhibitors are responsible for all panels, walls, columns, flooring, shell scheme stands and hired accessories within their stand area and any damages will be repaired at the exhibitor's own expense.

IMPORTANT NOTE: All exhibits and stand fitting materials must be cleared from the exhibition hall after the show and charges will be levied for the removal of any abandoned.

Dismantling

Breakdown will commence 30 mins after the exhibition closes on **Friday 4th December 2009**

UNDER NO CIRCUMSTANCES may dismantling take place before this time. In

addition to being a discourtesy to visitors, it is contra to the local authority regulations. Goods will not be allowed out of the exhibition building during the exhibition without a pass signed by the Organisers.

Double Decker Stands

Please note that SNIEC have introduced new regulations regarding Double Decker Stand builds, which involves submission of structural calculations and approval by an engineer before build can commence. It is important that you read the stand building section and complete the form **Double Decker Stand Build form** in **Section 3** of this manual if you intend to build a double decker stand. A space fee also applies to all upper levels on double decker stands.

Drop Wires

It is possible to ring banners/lighting rigs. Please see the order form in Section 6 for further information.

Electrical Services

PICO has been appointed as the official electrical contractor and you can order their services by completing the order forms in **Section 6**. Orders should be returned **no later than 30th October 2009**.

If you have ordered a **Package Stand** from the Organiser, you will automatically receive the following:

3 x spotlights

1 x 13amp socket

Space Only Exhibitors should use the order form in Section 6 of the manual for their electrical requirements. Please specify with PICO if you require a power supply at a specific time (aside from the open hours of the show) i.e. **24 hours** or during the build up or breakdown period. On the breakdown day (Friday 4th December) power to all stands will be switched off 30 minutes after the close of the show. SNIEC regulations declare that power is turned on between 09:00 and 18:00 there any additional requirements need to be pre-ordered. There will be a difference in price.

Power supplied from the standard electrical mains outlets are 220V SP 50Hz AC and 380V TPN 50 Hz AC. You should bring with you any transformer/regulator necessary if your machines cannot cope with these fluctuations.

Employment of Labour

Please note that whilst security is present in the hall, unofficial contractors sometimes enter and offer their services. Please do not contract their services. They are not reliable or honest. It may seem that their services are cheap but this is because they are substandard or dishonest – they may sell you an item and then later steal it to sell to another exhibitor. Please ignore them and report their presence to the Organiser's office so we can have them removed.

Emissions, Exhaust & Fumes

Any exhibit or process which generates blows out or otherwise emits fumes, exhaust or smoke is subject to inspection by the venue. All such processes must be arranged to have an effective destructor and filter system and/or an effective exhaust to the outside atmosphere.

The venue reserves the right to shut down any machine that is not emissions compliant at any time. In any case machine exhaust outlets should be arranged not to discharge filtered fumes below 4 metres in height and where possible these should be ducted outside the building.

Exhibits	Exhibitors are responsible for the installation and safety of their exhibits. Where exhibits are demonstrated in operation, exhibitors must ensure that visitors are protected from danger and guardrails of adequate strength must be erected.
Films/Video Tapes/DVD's	<p>Any films and video tapes to be shown at the exhibition must be cleared by the Chinese Customs Authority. Please refer to the Shipping & Lifting section of this manual (Section 4).</p> <p>We would advise you against hand-carrying these items into China as they may be detained by Customs and considerable time and effort may be required to clear them in time for the exhibition.</p>
Fixing to the Building	As stated in the Rules & Conditions, exhibitors may not fix or attach anything to the structure of the building, including the floor.
Floral Decorations	Floral decorations and plants are available to hire onsite at SNIEC.
Force Majeure	The exhibition may be postponed, shortened or extended due to any cause whatsoever outside the control of the Organisers or Manager. The Organisers and Manager shall not be responsible for any loss sustained by the Exhibitor, directly or indirectly, attributable to the elements of nature, force majeure or orders and directives imposed by any governmental authority. In the event of such circumstances, the money paid by the Exhibitors, or any part thereof, is refundable at the sole discretion of the Organisers and/or Manager.
Furniture Hire	PICO have been appointed as the Official Furniture contractor. Please refer to the Order Form in Section 6 of the manual, and return it no later than 30th October 2009 .
Gangways	<p>For health & safety reasons and to aid the access of other exhibitors, please keep gangways clear of all stand fitting materials and exhibits during build-up and breakdown. Anything left in the gangways may be deemed as rubbish by the cleaners and disposed of.</p> <p>Emergency gangways MUST be kept clear at all times.</p>
Gratuities	Appointed contractors will carry out all work in good time and you should not be asked for any sort of gratuity to obtain priority service. If monies are solicited, please inform the Organisers immediately.
Health & Safety	<p>As an exhibitor, it is your legal and moral responsibility as far as is reasonably practicable to ensure the health, safety and welfare of everyone sharing your work site at the exhibition.</p> <p>Information regarding Health & Safety is in Section 5 and includes key recommendations and outlines your responsibilities and those of your contractors. Please read it carefully!</p> <p>All exhibitors are asked to complete and return the Health & Safety Declaration in Section 5 of the manual and return it to the Organiser no later than 16th October 2009.</p>

If you are a Space Only stand please ensure you read the Space Only section carefully, and note & comply with SNIEC regulations.

Height Restrictions

Maximum height for stands is as follows:

Island stands (open on 4-sides)	6m
Stands 18 sq. m. or larger	5m
Stands under 18 sq. m.	4m

Refer also to **Section 3** for stand construction rules and regulations. Please note that the **back** of all stands above 2.5 metres **MUST** be dressed and finished in a neutral colour. Please note all space only stands above 2.5 m require approval from the Organiser. Refer to "Approval of Stand design".

Hotels

Refer to "Accommodation".

Insurance

Exhibitors are reminded that it is a condition of exhibiting that you have in place **All Risks** cover on your exhibits and Public/Products Liability Insurance.

Internet

Please complete the PICO order form in **Section 6** to place your order for Internet connection. This needs to be returned no later than **30th October 2009**.

Lifting & Handling

I.L.S. in cooperation with **Exhibitstrans Logistics Ltd.** has been appointed as the official customs brokers for the exhibition. Shipping, Lifting and Handling information and documentation is in **Section 4**.

Please refer to the Shipping Information, which specifically outlines what you need to do and the applicable deadlines. Please ensure you allow plenty of time, to avoid problems on site. The deadlines are final dates. Ideally you should aim to ship your items before these deadlines.

For further information, please contact them on:

I.L.S.	☎:	+44 (0) 24 76 33 7955
International House	Fax:	+44 (0) 24 76 33 6795
Colonnade Point, Central Blvd	Email:	pgf@i-l-s.co.uk
Prologis Park	Contact:	Paul Flannery
Coventry CV6 4BU		
UK		

EXHIBITSTRANS LOGISTICS LTD	☎:	+ 8621 6228 0082
Block A, 6/F No 1898 Tian Shan Road	Fax:	+ 8621 6241 6392
Shanghai, 20005	Email:	jameswu@exhibitstrans.com
P.R. China	Contact:	James Wu

Location/Map

For an interactive map showing the location of the venue please follow this link <http://www.sniec.net/e/place.htm>

Name Board

All shell scheme package stands automatically receive a Name Board above the stand with their company name displayed on it. Please complete the order form in **Section 6** of the manual stating how you wish your name to appear and return it directly to **PICO** at the address given on the form. If you do not complete and return the form we will use your name as shown on your contract. Any

amendments on site will be chargeable unless they are the mistake of the contractor. Space Only stands do not receive a Name Board.

Noise Levels

Noise levels must not be set to a level that causes annoyance or nuisance to neighbouring exhibitors. The Organisers reserve the right to stop, control or reduce noise emissions in the case of dispute.

Opening Hours

The Exhibition will be open to visitors as follows: -

09:45-18:00 1st December

09:45-18:00 2nd December

09:45-18:00 3rd December

09:45-16:00 4th December

Refer to the “**Exhibition Timetable**” in the front of this section for further details.

Photography

A photographer will be available on site. If you wish to book the photographer, please advise the Press Office on site.

Public Address

A public address service will be operative throughout the Exhibition. Please note that this is for official announcements only and is not available to visitors or exhibitors (**except in cases of emergency**).

Security

Security Officers will patrol the halls throughout the build up, open days and breakdown of the exhibition both day and night.

Exhibitors are advised that exhibitions tend to be relatively insecure environments and that security guards cannot solely watch your stand.

It is advisable to lock any tools, computers, portable & valuable equipment etc. in a secure area overnight or if this is not possible, to hire a security guard specifically for your stand.

If you wish to hire additional security or have any particular concerns, please contact Claire Farrugia or ☎ +44 (0) 20 8846 2706 or Email: cfarrugia@tarsus.co.uk

“Shell Scheme” Stands

Please refer Section 3 and the Shell Scheme Package Stand Information

“Space Only” Stands

Please refer to the Space Only Stand document in Section 3 of this manual for full details. If you have booked a **Space Only** stand you will need to order your own carpet, electrics, furniture, utilities and services using the order forms provided.

Stand Cleaning

Shell Scheme Package stand exhibitors will have **basic stand cleaning** included as part of their package.

All other exhibitors are responsible for arranging their own stand cleaning and may employ the services of the official cleaning company or their stand contractor. **Note that it is the exhibitors’ responsibility to remove all stand material at the close of the event.**

Cleaning services can be ordered directly through our contractor **PICO** by

completing the form to be found in **Section 6** of this manual. Please ensure the form is returned by **30th October 2009**.

Exhibitors who abandon stand material or excess trash at the close of the expo will be charged for removal.

Suspensions & Rigging

Rigging is permissible at SNIEC however plans will need to be approved by the Organiser and Venue.

Rigging can be ordered directly through **PICO** using the Order Form in **Section 6** of this manual. Orders must be received by **30th October 2009**.

Storage Facilities

SNIEC has no storage facilities. If you require storage for non-valuable items such as empty crates, boxes or cartons, please contact I.L.S. (see Lifting & Handling) who will be able to help you.

Telephones Lines & Internet Access

This service can be ordered directly through **PICO**. Please see the order forms in **Section 6** of this manual. All orders need to be returned by **30th October 2009**.

Visa Requirements

Foreign visitors to China may be required to obtain a faxed **Visa Notification** from the Chinese Authority for Visa application to your local Chinese Embassy. Each person is required to complete the Visa Application form in the Order Form section of this manual and return it via fax no later than **30th October 2009**. Please provide your personal data in TYPEWRITTEN form to avoid possible errors and fax before the deadline. Please make copies of this form as required. It is strongly recommended that each person carries a copy of this form with them along with their passport with Visa once obtained.

The application fee for each person is **US\$30** which should be transferred to Intex Shanghai Co., Ltd, by T/T (Wire Transfer) 7 days after the date of faxing the form. Payment details are shown on the form. The order form can be found in **Section 6** of this manual. Applications will only be made once proof of payment is faxed and the monies received.

If there is no problem, the government will issue the approval to Intex who will then forward confirmation to you. The faxed approval needs to be taken to your local Chinese Embassy who will issue you with your visa

Temporary Staff/Translators

Many of the visitors to the show will not speak sufficient English to conduct business. If you do not have any Chinese speaking staff, we strongly recommend you book a translator in order to get the most out of your participation. Our partners, Intex, can provide interpreters and hostesses for your stand. Please complete and return the form in **Section 6** of the manual no later than **10th November 2009**.

Visitor Data Capture

Expotec can offer devices for lead capture, to help you to manage your leads onsite. Further information will be available shortly.

Water & Waste

PICO has been appointed to provide water & drainage to the stands. Please refer to the Order Form in **Section 6** and return it directly to PICO no later than **30th October 2009**.

Workmen/Contractor Passes

Any contractors requiring a visa should complete the visa invitation form in **Section 6** of this manual. An invitation letter will then be sent which can be used to help obtain a visa from the embassy. Please ensure you apply for a visa in plenty of time to avoid difficulties.

Contractor badges will be issued by PICO on presentation of the appropriate information, and providing that your stand plans have been approved. Please ensure stand plans are submitted in time to avoid any delay on site (see the space only stand section for more information).

PLEASE NOTE:

Hall Management Fee

SNIEC levy an **18RMB per m²** charge on all space only stands as a Hall Management Fee. This is not refundable and is payable onsite at the Customer Service Department counter at the South Entry lobby at SNIEC before contractor passes can be issued. This fee applies even if you are not using a stand fitting contractor and constructing the booth yourself.

Contractor Deposit

Contractors/exhibitors are also required to pay a refundable "Contractor Deposit" to PICO the show General Contractor of Labelexpo Asia, **of 150 RMB per m²**, at the Contractor Service Counter in the South Lobby. This deposit is to ensure that all regulations are abided by, all services are paid in full and all stand fittings removed at the end of the event. **PICO will issue a Contractor Badge once both payments above have been made.**

Vehicle Passes

In order to be issued a Vehicle Pass at the parking area, the contractor/exhibitor is required to bring the Hall Management Certificate and the receipt of Contractor Deposit to the parking area and pay the vehicle pass fee of RMB 30 for 90 minutes.