



1-4 December, Shanghai  
**LABELEXPO**  
**Asia 2009**  
 www.labelexpo-asia.com

SPACE ONLY PLANS

RETURN: 16 October 2009

<b>Exhibiting Company name</b>		<b>RETURN TO:</b>  <b>Claire Farrugia</b> <b>Tarsus Exhibitions &amp; Publishing Ltd.</b> <b>Metro Building, 1 Butterwick</b>  <b>Hammersmith</b> <b>London W6 8DL</b> <b>Tel: +44 (0) 20 8846 2706</b> <b>Fax: +44 (0) 20 8846 2801</b> <b>e: <a href="mailto:cfarrugia@labelexpo.com">cfarrugia@labelexpo.com</a></b>
<b>Address:</b>		
<b>Email:</b>		
<b>Tel:</b>	<b>Fax:</b>	
<b>Contact name:</b>	<b>STAND NO:</b>	

**THIS FORM MUST BE COMPLETED & RETURNED WITH COPIES OF YOUR STAND PLANS (FOR FURTHER INFORMATION ON STAND PLANS AND BUILD REGS, PLEASE SEE "STAND INFORMATION" SECTION) PLEASE READ THIS VITAL INFORMATION CAREFULLY:**

This form is applicable to all exhibitors who have contracted for space only and will be engaging their own stand fitting contractor or are building their own stand.  
 In adherence to safety regulations, only the organiser's official contractor may carry out electrical and pipe installations. Exhibitors may appoint their own contractor for stand design/construction. **All CONTRACTORS must lodge a REFUNDABLE deposit, 150 RMB per m<sup>2</sup> based on contracted space.** This is to ensure that the rules and regulations are abided by and to cover any damages arising directly or indirectly from any infringement. This is without prejudice to any additional claim the organiser may have on the contractor and/or exhibitor if the damages exceed the deposit. Note that the official contractors, PICO, can not provide any contractor badges or any services (electricians etc) until this deposit has been lodged. Providing there is no damage to the stand area, all bills have been settled and all standfitting removed from the stand area, this deposit will be returned in full at the end of the event. Payments or bank guarantees need to be made to PICO, onsite at the Contractor Desk at the exhibition. This is a regulation imposed by SNIEC on all space only exhibitors. **PLEASE ALSO NOTE THAT SNIEC levy a 18RMB per square metre charge on all space only stands. This is not refundable. This must be paid onsite at the SNIEC Customer Service Department before contractor passes can be issued.** **Note:** This fee applies even if you are not using a stand fitting contractor and are constructing the booth yourself. If you or your contractors have any questions about these fees, or about obtaining contractor passes, please speak directly with PICO (contact: Tony Gu, + 86 215 196 0990 x 8278 email: [tony.gu@pico.com](mailto:tony.gu@pico.com))

NOTE: IF YOU ARE BUILDING A DOUBLE DECKER/MULTI-LEVEL STAND, YOU MUST ALSO COMPLETE FORM THE DOUBLE DECKER STAND APPLICATION FORM, AND RETURN IT DIRECTLY TO SNIEC, WITH SUPPORTING INFORMATION, FOR APPROVAL BY THEIR STRUCTURAL ENGINEERS. FAILURE TO GAIN APPROVAL FOR DOUBLE DECKERS WILL RESULT IN SEVERE DELAYS ONSITE, AND EXTRA COSTS. SNIEC MAY REFUSE TO PERMIT STAND BUILD TO COMMENCE. IT IS YOUR RESPONSIBILITY TO SUBMIT PLANS USING THIS APPLICATION FORM, AND ENSURE APPROVAL BEFORE THE EVENT.

**APPOINTED CONTRACTOR DETAILS**

**NAME OF CONTRACTOR:** \_\_\_\_\_  
**CONTACT NAME:** \_\_\_\_\_  
**Email** \_\_\_\_\_  
**Mobile no** \_\_\_\_\_ **FAX:** \_\_\_\_\_  
**No of contractor passes required** \_\_\_\_\_

**BUILD SCHEDULE**

**PREDICTED TIME OF ARRIVAL TO BUILD STAND:** \_\_\_\_\_

**PREDICTED BUILD COMPLETION TIME:** \_\_\_\_\_

**BREAKDOWN SCHEDULE**

**PREDICTED TIME TO BREAKDOWN STAND:** \_\_\_\_\_

**PREDICTED COMPLETION TIME:** \_\_\_\_\_

Please see the show timetable for access and operational hours. All debris and carpets must be cleared by 16:00hrs on 5<sup>th</sup> December 2009. Failure to do so will result in fines being levied/refundable deposit not returned