



7 - 10 December • Shanghai

LABELEXPO
ASIA 2022

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EXHIBITOR MANUAL
GENERAL INFORMATION
A - Z Guide



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CONTACT US

OPERATIONS & TECHNICAL MANAGEMENT

Claire Comery +44 (0) 20 8846 2706 ccomery@labelexpo.com

MARKETING/PRESS & MEDIA UK

Yvonne Nartey +44 (0) 20 8846 2718 ynartey@tarsus.global

CHINA

Phoebe Lu + 86 21 6439 7264 plu@tarsus.co.uk

SALES & SPONSORSHIP

UK

Jade Grace + 44 (0) 20 8846 2700 jgrace@labelexpo.com
Alexa Rode-Hilbert + 44 (0) 20 8846 2753 arodehilbert@labelexpo.com

CHINA

Kevin Liu + 86 21 6439 3501 kliu@tarsus.com
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Dio Zhao + 86 21 6439 3706 diozhao@tarsus.co.uk
Cathy Sun + 86 21 6439 8261 csun@tarsus.co.uk

The address for the event is:

LABELXPO ASIA 2022

Your company name/hall/stand number
Shanghai New International Expo Centre (SNIEC)
2345 Longyang Road, Pudong New Area
Shanghai 201204, P.R. China

Please do not arrange for deliveries to be sent directly to this address. All deliveries should be arranged via our official freight forwarding partners – see the shipping section for further information



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IMPORTANT DEADLINES CHECKLIST

PLEASE NOTE: Surcharges apply on many services so please ensure you order requirements as soon as possible and before the deadlines to avoid delay or extra costs

ORDER FORM	DEADLINE	✓when completed
Hotels	ASAP	<input type="checkbox"/> notes:
Health & Safety Declaration * compulsory for ALL exhibitors	14 October	<input type="checkbox"/> notes:
Space Only Plans* compulsory for all Space Only exhibitors . Plan Submission Form	14 October	<input type="checkbox"/> notes:
Compulsory Insurance Requirements * compulsory for ALL exhibitors	18 November	<input type="checkbox"/> notes:
Audio Visual	7 November	<input type="checkbox"/> notes:
Cleaning & Waste Disposal (Space Only Stands)	7 November	<input type="checkbox"/> notes:
Compressed Air Note: Portable compressors are NOT permitted for safety reasons. The venue will prohibit the use of portable compressors. Please order your compressed air through ChanYeer using the form in Section 6 of the manual	7 November	<input type="checkbox"/> notes:
Electrics & Lighting	7 November	<input type="checkbox"/> notes:
Furniture	7 November	<input type="checkbox"/> notes:
Internet Access	7 November	<input type="checkbox"/> notes:
Nameboard * compulsory for all shell package stands	7 November	<input type="checkbox"/> notes:
Suspensions & Rigging	7 November	<input type="checkbox"/> notes:
Telecommunications/Internet	7 November	<input type="checkbox"/> notes:
Visa Application	7 November	<input type="checkbox"/> notes:
Lead Retrieval Rental Form	18 November	<input type="checkbox"/> notes:
Water & Waste	7 November	<input type="checkbox"/> notes:
Stand Personnel/ Translators	18 November	<input type="checkbox"/> notes:



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SHOW TIMETABLE

BUILD UP:

Sunday 4th December	09:00 – 18:00	Space Only Exhibitors
Monday 5th December	09:00 – 20:00	Space Only Exhibitors
Tuesday 6th December	09:00 – 22:00	All Exhibitors

PLEASE NOTE:

SHELL SCHEME STANDS: Please do not arrive **before 09:00** on **Tuesday 6th December** 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
Wednesday 7th December	09:30-17:30	08:00-18:00
Thursday 8th December	09:30-17:30	08:00-18:00
Friday 9th December	09:30-17:30	08:00-18:00
Saturday 10th December	09:30-15:30	08:00-22:00

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:

Saturday 10th December	15:30–22:00	All Exhibitors
Sunday 11th December	09:00-15:00	All Exhibitors

PLEASE NOTE:

Electricity & compressed air supplies to the stands will be terminated at 16:30 on Saturday 10th December. If you require a temporary supply following that time, please contact ChanYeer for further details.



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LIST OF CONTRACTORS

Audio Visual	ChanYeer Group (China) Co Ltd Room 303, Bld 1, Block A, Lane 707 Wuxing Rd, Pudong District, Shanghai 201204, P.R. China	☎: +86 21 6048 7372 Email: tony.gu@chanyeer.com Contact: Tony Gu http://e.chanyeer.com/exhibitor
Carpet	ChanYeer Group (China) Co Ltd Room 303, Bld 1, Block A, Lane 707 Wuxing Rd, Pudong District, Shanghai 201204, P.R. China	☎: +86 21 6048 7372 Email: tony.gu@chanyeer.com Contact: Tony Gu http://e.chanyeer.com/exhibitor
Cleaning	ChanYeer Group (China) Co Ltd Room 303, Bld 1, Block A, Lane 707 Wuxing Rd, Pudong District, Shanghai 201204, P.R. China	☎: +86 21 6048 7372 Email: tony.gu@chanyeer.com Contact: Tony Gu http://e.chanyeer.com/exhibitor
Compressed Air	ChanYeer Group (China) Co Ltd Room 303, Bld 1, Block A, Lane 707 Wuxing Rd, Pudong District, Shanghai 201204, P.R. China	☎: +86 21 6048 7372 Email: tony.gu@chanyeer.com Contact: Tony Gu http://e.chanyeer.com/exhibitor
Electrics	ChanYeer Group (China) Co Ltd Room 303, Bld 1, Block A, Lane 707 Wuxing Rd, Pudong District, Shanghai 201204, P.R. China	☎: +86 21 6048 7372 Email: tony.gu@chanyeer.com Contact: Tony Gu http://e.chanyeer.com/exhibitor
Furniture	ChanYeer Group (China) Co Ltd Room 303, Bld 1, Block A, Lane 707 Wuxing Rd, Pudong District, Shanghai 201204, P.R. China	☎: +86 21 6048 7372 Email: tony.gu@chanyeer.com Contact: Tony Gu http://e.chanyeer.com/exhibitor
Internet Access	ChanYeer Group (China) Co Ltd Room 303, Bld 1, Block A, Lane 707 Wuxing Rd, Pudong District, Shanghai 201204, P.R. China	☎: +86 21 6048 7372 Email: tony.gu@chanyeer.com Contact: Tony Gu http://e.chanyeer.com/exhibitor
Lifting/ Forwarding & Customs	EXPOTRANS WORLD HONG KONG OFFICE Room 706-707 7 th Floor Star House 3 Sailsbury Road, Tsimshatsui Hong Kong	☎: +852 2730 1868 Fax: +852 2730 1878 Email: andy.chan@expotransworld.com Email: annie.wong@expotransworld.com Contact: Andy Chan/Annie Wong



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EXPOTRANS WORLD SHANGHAI OFFICE

Room 606-607, Office Tower B,
NECC, No. 181 Lai Gang Road,
Qing Pu District, Shanghai
200127, China

☎: +86 21 5870 8717
Fax: +86 21 5870 8719
Email: james.wu@expotransworld.com
ivy.zhu@expotransworld.com
Frank.qian@expotransworld.com
Contact: James Wu /Ivy Zhu/Frank Qian

EXPOTRANS WORLD GUANGZHOU OFFICE

Room 633, The Garden Tower
The Garden Hotel
#368 Huanshi Dong Lu
Guangzhou 510064, China

☎: +86 20 8365 2984
Fax: + 86 20 8365 2654
Email: marco.liu@expotransworld.com
Contact: Marco Liu

EXPOTRANS WORLD BEIJING OFFICE

Room 1705, No 17 Building,
No 39 Jian Wai SOHO
East 3rd – Ring Road
Chao Yang District, Beijing
100022

☎: +86 10 5869 5300
Fax: +86 10 5869 0067
Email: tony.li@expotransworld.com
Contact: Tony Li

Shell Scheme & Space Only Design

ChanYeer Group (China) Co Ltd
Room 303, Bld 1, Block A, Lane 707
Wuxing Rd, Pudong District,
Shanghai 201204,
P.R. China

☎: +86 21 6048 7372
Email: tony.gu@chanyeer.com
Contact: Tony Gu
<http://e.chanyeer.com/exhibitor>

Telecoms

ChanYeer Group (China) Co Ltd
Room 303, Bld 1, Block A, Lane 707
Wuxing Rd, Pudong District,
Shanghai 201204,
P.R. China

☎: +86 21 6048 7372
Email: tony.gu@chanyeer.com
Contact: Tony Gu
<http://e.chanyeer.com/exhibitor>

Water & Waste

ChanYeer Group (China) Co Ltd
Room 303, Bld 1, Block A, Lane 707
Wuxing Rd, Pudong District,
Shanghai 201204,
P.R. China

☎: +86 21 6048 7372
Email: tony.gu@chanyeer.com
Contact: Tony Gu
<http://e.chanyeer.com/exhibitor>



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A-Z GUIDE

ACCOMMODATION

Please use the link below to book your hotel accommodation through our competitive hotel booking agency for the show

<https://www.labelexpo-asia.com/travel-information>

APPROVAL OF STAND DESIGN

All space only exhibitors are required to submit full dimensional stand design drawings. If you intend to build your own stand (other than shell scheme or package stand), you must upload the plans on the ChanYeer's e-system platform for approval of the design **no later than 14th October 2022**.

Please visit <http://e.chanyeer.com/exhibitor>

You will be sent the log in details to log in on the platform. If you need different log in details or if you have any questions regarding the e-system platform, please contact:

Tony Gu

ChanYeer Group (China) Co Ltd
Room 303, Bld 1, Block A, Lane 707
Wuxing Rd, Pudong District,
Shanghai 201204, China

Tel: + 86 21 6048 7372
Fax: +86 21 5156 4085
Email: tony.gu@chanyeer.com

For any other enquiries regarding Stand Designs, you can contact:

Claire Comery
Operations Director
Labelexpo London Team

Tel: +44 208 846 2706
Fax: +44 208 846 2801
Email: comery@labelexpo.com

Stand Plans **must** be accompanied by a signed **Health & Safety Declaration** and a detailed **Risk Assessment**. Both documents can also be found on the e-system platform.

AUDIOVISUAL

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 (maximum is 80 decibels). The Organisers reserve the right to turn down volume and move attendees to prevent the gangways from getting obstructed.

ChanYeer are the official contractor for providing Audio-Visual equipment. Please process the order through **the ChanYeer e-system platform by 7th November 2022**

Please visit <http://e.chanyeer.com/exhibitor>

Tony Gu

ChanYeer Group (China) Co Ltd
Room 303, Bld 1, Block A, Lane 707

Tel: + 86 21 6048 7372
Fax: +86 21 5156 4085



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Wuxing Rd, Pudong District,
Shanghai 201204, China

Email: tony.gu@chanyeer.com

BADGES – VISA

Exhibitor Badges are valid during the build-up, open and breakdown periods of the show. Badges should be ordered online using the web link that will be emailed directly to you 8 weeks before the event. Exhibitor badges are not for contractors. Your contractors will need to obtain 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 **Section 3** for more information on Space Only stands)

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

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 **Invitation Letter** form in **Section 6** of this manual and return it via email no later than **11th November 2022**. Please provide your personal data in TYPEWRITTEN form to avoid possible errors and email to Catherine Zhang czhang@tarsus.co.uk 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. If there is no problem, the government will issue the approval to Jing 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

BREAKDOWN INSTRUCTIONS

Refer to the “Show Timetable”.

The exhibition closes at **15:30** on **Saturday 10th December 2022**. 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 Comery, (ccomery@labelexpo.com) if you have a difficulty regarding this.

BUILD UP PERIOD

Refer to the “Show Timetable”.

BUSINESS CENTRE

There is a Business Centre at SNIEC located in the lobby 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 **ChanYeer Group (China) Co Ltd**

All stands are required to have carpet or floor covering.

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



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The gangways will be carpeted in **DARK GREY**

Please note: Inflammation capability grade of all the material which is used for booth construction or decorations must NOT be lower than grade B1 (nonflammable) and must have approval from the government department of security and fire-control.

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.

COMPRESSED AIR

ChanYeer are the official contractor for providing compressed air and water & waste to the hall. Please process the order through **the ChanYeer e-system platform by 7th November 2022**

Please visit <http://e.chanyeer.com/exhibitor>

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 **14th October 2022**

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 page 6 and 7 above. 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

ChanYeer levy a **30 RMB per m²** charge on all space only stands as a Hall Management Fee. This is not refundable and is payable either at ChanYeer’s onsite service counter in the entrance lobby or bank transferring to ChanYeer before contractor passes can be issued. This fee applies even if you are not using a stand fitting contractor and constructing the booth yourself.



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Contractor Deposit

Contractors/exhibitors are also required to pay a refundable “Contractor Deposit” to ChanYeer Group, (RMB 10,000 for all booth 54 sq.m. or under 54 sqm, RMB 20,000 for all booth larger than 54 sq.m.), at ChanYeer’s Contractor Service Counter in the South Lobby of SNIEC. 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.

Contractor Badges

The cost per contractor badge is 50 RMB which includes 20 RMB insurance fee. This cost is non-refundable and is valid for the build-up and breakdown period of the show.

The cost per contractor badge is 50 RMB which includes 20 RMB insurance fee. This cost is non-refundable and is valid for the build-up and breakdown period of the show.

PLEASE ACCESS

http://www.sniec.net/organize_contractor.php?#breadcrumbs and click “Go to SNIEC Card Center”.

Contractors have to upload their on-site workers’ ID (or passport) full names & numbers anytime **between 14th November and 4th December 2022**

The person in charge needs bring his(her) ID Card/Passport to the SNIEC badge office at the main entrance of SNIEC. (see the contractor badge application form & note etc.)

http://www.sniec.net/organize_contractor.php?#breadcrumbs (ENG)

http://www.sniec.net/cn/organize_contractor.php (CHINESE)

Please ensure stand plans are submitted in time to avoid any delay on site (see **Section 3** for more information).

SNIEC will issue a Contractor Badge once both payments and approval of the stand plans above have been made

SNIEC Freight Vehicle Information Management System

In order to alleviate the traffic congestion caused by the flow of freight vehicles into SNIEC during the period of build and breakdown, SNIEC implements the policy of waiting license for the freight vehicles under the guidance of the Pudong Commercial Committee Exhibitions and the Pudong Traffic Police Detachment. In order to ensure the effectiveness of the waiting license, SNIEC has compiled the “Shanghai New International Expo Centre Freight Vehicle Information Management System”. The System consists of online vehicle license management system and Shenjiang Road parking lot.

INSTRUCTIONS:

The online freight vehicles waiting management system is applicable to all exhibition freight vehicles to SNIEC. The system login channel is: WeChat public account of SNIEC (**wechat: SNIEC_SH**).

All freight vehicles shall enter the centre in advance according to the admission batch specified by exhibition and the applicants need to print the “Waiting License” and enter the parking lot in



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turns. Vehicles without the Waiting License should not be able to enter SNIEC. Each vehicle is required to pay 20 RMB as license fee which can be paid online ONLY.

If you need the instructions in Chinese, you can download the document on **Section 2**

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 50** for single entry for 90 minutes & RMB 300.00 as the vehicle pass deposit. (The deposit will be deducted 100RMB for every 30 minutes exceeding.)

CUSTOMS CLEARANCE

Expotransworld 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.

ExpoTrans World	☎: + 86 21 5870 8717
Room 606-607, Office Tower B	Fax: + 86 21 5870 8719
NECC, No. 181 Lai Gang Road,	Contact: James Wu /Ivy Zhu/Frank Qian
Qing Pu District, Shanghai, China	Email: james.wu@expotransworld.com
P.R. China	Ivy.zhu@expotransworld.com
	Frank.qian@expotransworld.com

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:

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Halls E6/E7

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.



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DISMANTLING

Breakdown will commence 30 mins after the exhibition closes on **Saturday 10th December 2022**

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

Double decker/level stands **are not permitted** at Labelexpo Asia.

ELECTRICAL SERVICES

ChanYeer has been appointed as the official electrical contractor. Please process the order through the **ChanYeer e-system platform** by **7th November 2022**

Please visit <http://e.chanyeer.com/exhibitor>

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

1 x13 Amp/220V socket, not for lighting (max 500W)

Space Only Exhibitors should use the order form in **Section 6** of the manual for their electrical requirements. Please specify with ChanYeer 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 10th 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. This will NOT be provided by the Organiser nor Contractor (ChanYeer Group)**

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 distributor 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.



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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 / VIDEOS / TAPES / DVD'S

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**).

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.

FIXING TO THE BUILDING

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

ChanYeer have been appointed as the Official Furniture contractor. Please process the order through **the ChanYeer e-system platform by 7th November 2022**

Please visit <http://e.chanyeer.com/exhibitor>

GANGWAYS

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.

Emergency gangways **MUST** be kept clear at all times.

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.



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HEALTH & SAFETY

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.

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!**

Space Only Exhibitors must complete and return the Health & Safety Declaration in **Section 6** of the manual and return it to the Organiser no later than **14th October 2022**

If you are a Space Only stand, please ensure you read the **Section 3** carefully and note & comply with SNIEC regulations.

HEIGHT RESTRICTIONS

Maximum build height for stands is as follows:

Stands 24 sq. m. or larger	4.4m
Stands Under 24 sq. m.	4m

Please contact the Organiser if you have any questions regarding restrictions for stand heights

PLEASE NOTE THAT THE MAXIMUM BUILD HEIGHT FOR SINGLE STOREY STANDS AT SNIEC IS 4.4 METRES. THIS HEIGHT LIMIT MUST BE ADHERED TO

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

While every precaution is taken, Labelexpo Asia cannot accept responsibility for damage to stands/booths or loss of property on any stand or anywhere else at the exhibition, or during its delivery / removal from the building for any reason whatsoever.

The organisers are not responsible for any loss sustained by exhibitors from fire, theft, damage for any reason, or for personal injury or loss to or by any person employed by the exhibitor or third parties.

Exhibitors are required to provide a valid certificate of insurance to the organizer no later than 18th November 2022

The coverage must include the following:

Public Liability:

Standard Cover £2,000,000 (or local currency equivalent amount) any one occurrence; Legal liability of the exhibitor to pay compensation, legal costs and expenses as a result of accidental death or injury to a third party or damage to their property at the venue.

Exhibitors are also advised to obtain insurance coverage for their exhibit and display materials while in transit to and from and for the duration of the expo.



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Please send copies of your certificate of insurance to Rebecca Holister

Email: help@labelexpo.com

Tel: +44 (0) 20 8846 2717

Please let us know if your company does not have a Public Liability Insurance. We will issue an invoice for our policy that is valid from **4th – 11th December 2022**

The cost of the policy is

RMB 1,500 + VAT

The insurance is available to exhibiting companies only; contractors must obtain their own insurance to the required level of cover.

Please note Exhibitors are only covered from the day payment is received.

PAYMENT INSTRUCTIONS: please email Rebecca Woodhouse if you need us to provide you with an insurance and we will send you an invoice for it.

PROVIDING AN INSURANCE CERTIFICATE IS COMPULSORY FOR ALL EXHIBITORS. WE WON'T ISSUE EXHIBITOR BADGES TO ANY COMPANIES WHO HAVE NOT PROVIDED THEIR INSURANCE.

INTERNET

Please process the order through the ChanYeer e-system platform by **7th November 2022**

Please visit <http://e.chanyeer.com/exhibitor>

LIFTING & HANDLING

Expotransworld has been appointed as the official handling agent, shipping agent and 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.

ExpoTrans World

Room 606-607, Office Tower B
NECC, No. 181 Lai Gang Road,
Qing Pu District, Shanghai, China
P.R. China

☎: + 86 21 5870 8717

Fax: + 86 21 5870 8719

Contact: James Wu/ Ivy Zhu/Frank Qian

Email: james.wu@expotransworld.com

ivy.zhu@expotransworld.com

Frank.qian@expotransworld.com

LOCATION / MAP (SNIEC)

For an interactive map showing the location of the venue please follow this link http://www.sniec.net/visit_gettosniec.php



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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 the ChanYeer e-system platform. Make sure you complete it and upload it by **7th November 2022**

Please visit <http://e.chanyeer.com/exhibitor>

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

	Visitors	Hall Open to Exhibitors
Wednesday 7th December	09:30-17:30	08:00-18:00
Thursday 8th December	09:30-17:30	08:00-18:00
Friday 9th December	09:30-17:30	08:00-18:00
Saturday 10th December	09:30-15:30	08:00-22:00

Refer to the “**Show 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 Organisers Office on site.

PUBLIC ADDRESS / ANNOUNCEMENTS

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 on ccomery@labelexpo.com

SHELL SCHEME STANDS

Please refer **Section 3** and the Shell Scheme Package Stand Information



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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 **ChanYeer**. Please process the order through **the ChanYeer e-system platform by 7th November 2022**

Please visit <http://e.chanyeer.com/exhibitor>

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.

Please process the rigging order through **the ChanYeer e-system platform by 7th November 2022**

Please visit <http://e.chanyeer.com/exhibitor>

STORAGE FACILITIES

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

TELEPHONE LINES & INTERNET ACCESS

This service can be ordered directly through **ChanYeer**. Please process the order through **the ChanYeer e-system platform by 7th November 2022**

Please visit <http://e.chanyeer.com/exhibitor>

TEMPORARY STAFF / INTERPRETERS

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 an interpreter/translator in order to get the most out of your participation. Our partners, SHLP, can provide interpreters and hostesses / staff attendants for your stand. Please complete and return the form in **Section 6** of the manual no later than **18th November 2022**.



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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 an **Invitation Letter**.

Please email Catherine Zhang to get your invitation letter at czhang@tarsus.co.uk

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

If there is no problem, the government will issue the approval to Phoebe 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

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

ChanYeer Group has been appointed to provide water & drainage to the stands. Please process the order through **the ChanYeer e-system platform by 7th November 2022**

Please visit <http://e.chanyeer.com/exhibitor>

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.

PLEASE NOTE:

Hall Management Fee

ChanYeer levy a **30 RMB per m²** charge on all space only stands as a Hall Management Fee. This is not refundable and is payable either at ChanYeer's onsite service counter in the entrance lobby or bank transferring to ChanYeer 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 ChanYeer, **(RMB 10,000.00 for all booth 54 sq.m. or under 54 sqm, RMB 20,000.00 for all booth larger than 54 sq.m.)**, at ChanYeer's Contractor Service Counter in the South Lobby of SNIEC or through bank transferring to ChanYeer. 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.

Contractor Badges

The cost per contractor badge is 50 RMB which includes 20 RMB insurance fee. This cost is non-refundable and is valid for the build-up and breakdown period of the show. **Please access <http://en.sniec.net> and click "Contractors Passes Register". Contractors have to upload their on-site workers' ID (or passport) full names & numbers between 14th November 2022 to 4th December 2022. The person in charge needs bring his(her) ID Card/Passport to the SNIEC badge office at the main entrance of SNIEC. (see the contractor badge application form & note, etc.)**



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Contractors are reminded that they need to finish the real-name authentication in advance otherwise it will not be possible to upload any additional worker's information. More information can be found and documents downloaded at http://www.sniec.net:8080/Login_EN.aspx (English) or <http://www.sniec.net:8080> (Chinese)

Please ensure stand plans are submitted in time to avoid any delay on site (see Section 3 for more information).

SNIEC will issue a Contractor Badge once both payments and approval of the stand plans 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 50 for single entry for 90 minutes & RMB 300.00 as the vehicle pass deposit. (The deposit will be deducted 100RMB for every 30 minutes exceeding.).