



Exhibitor Manual

Routes Asia 2015

15th – 17th March 2015

Hai Geng Convention Centre,
Kunming, Yunnan, China

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EXHIBITION CHECKLIST

We have put together this checklist to help you with your planning for Routes Asia 2015, to record your progress and to remind yourself what needs to be done!

BASIC PLANNING	SECTION	DONE (Tick)
READ EXHIBITOR MANUAL		<input type="checkbox"/>
Work Out a Timetable to Prepare for the Event		<input type="checkbox"/>
Initial Deposit Paid		<input type="checkbox"/>
Balance(s) Due		<input type="checkbox"/>
Book Hotel Rooms	4-7	<input type="checkbox"/>
Make Travel Arrangements		<input type="checkbox"/>
Arrange Delivery/Collection/Storage of Stand Materials	2-11	<input type="checkbox"/>
 THE STAND		
Brief Stand Contractor		<input type="checkbox"/>
Order Carpet	4-6	<input type="checkbox"/>
Order Floral Displays	4-5	<input type="checkbox"/>
Order Audio Visual	4-1	<input type="checkbox"/>
Order Furniture	4-5	<input type="checkbox"/>
Order Catering	4-2	<input type="checkbox"/>
Arrange Stand Staffing	4-10	<input type="checkbox"/>
Return Shell Scheme Name Board Form		<input type="checkbox"/>
Arrange Insurance	4-8	<input type="checkbox"/>
Order Hosted Networking Stand (for HNS holders only)	4	<input type="checkbox"/>
 PUBLICITY		
Send Exhibitor Profile – Delegate Directory	6	<input type="checkbox"/>
Arrange Prize Draw / Incentives		<input type="checkbox"/>
Organise Stand Literature		<input type="checkbox"/>
Organise Extra Advertising		<input type="checkbox"/>
Plan Post-show Activity and Follow Up		<input type="checkbox"/>

ROUTES ASIA 2015 - EVENT TIMETABLE

The Routes Asia 2015 event will take place in the Hai Geng Convention Centre

Event Build-Up Days	Halls Open	Details of Schedule
Saturday 14 th March	10:00 – 20:00	Build-up of Hosted Networking Stands and Shell Scheme build commences
	16:00 – 20:00	Dressing of Shell Scheme stands commences
Sunday 15 th March	08:00 – 09:00	Final dressing of Shell Scheme stands
Event Open Days		
Sunday 15 th March	09:00 – 18:00	Event Open
Monday 16 th March	07:30 – 17:45	Event Open
Tuesday 17 th March	08:00 – 17:45	Event Open
Event Breakdown Days		
Tuesday 17 th March	18:45 – 00:00	Dismantling of Stands

All stand dressing and construction MUST be removed from the venue by 23:59 on Tuesday 17th March 2015. Any items left in the venue after this time will be deemed abandoned and disposed of as rubbish.

There will be a charge for the removal of any stand fitting or other goods which are abandoned in the venue.

1. GENERAL INFORMATION

This manual has been created to aid exhibitors in all aspects of their planning for Routes Asia 2015. It contains many details for your information as well as a number of items which will need your attention in the lead up to the event.

Please take note of the forms and deadlines at the back of this manual in order to make the process of exhibiting at Routes Asia 2015 hassle free.

If you do not find the information you require in this manual please feel free to contact the Routes Operations Team directly by email at joanna.bao@ubm.com , or by phone + 86 21 6157 3946

In addition, this manual is available to download via our website www.routesonline.com

1-1 ORGANISERS OFFICE

Routes will have a dedicated Organisers Office to deal with any queries you may have on site. A member of the Routes team will be available to assist you with your queries.

The Organisers Office will be open at the following times:

Saturday 14 th March	10:00 – 18:00
Sunday 15 th March	07:00 – 18:00
Monday 16 th March	07:30 – 18:00
Tuesday 17 ^h March	08:00 – 20:00

The Organisers office is located in Room 105 in the Convention Centre.

If you have any queries regarding your participation at Routes Asia 2015 prior to these dates please do not hesitate to contact any member of the Routes Operations Team. Contact details can be found above.

First Aid:

First Aid is available on-site.

Please contact a member of Routes Staff in an emergency. Tong Ren Hospital is located 6.3 KM away from the convention centre which is 10 – 15 minutes' drive away.

Registration Desk:

The Routes Asia 2015 Registration desk will be in operation from 09:00 on Sunday 15th March 2015 until 16:30 on Tuesday 17th March 2015. All delegates can collect their badge and delegate bag from 09:00 on Sunday 15th March 2015 onwards.

The Routes Registration Team will be on hand to answer any of your queries. If you have any registration queries prior to the event please email eventregistration@routesonline.com

1-2 VENUE FACILITIES

Business Centre

The Business Centre is part of the Convention Centre. It is equipped with general devices to offer administrative support for you to stay connected. Services available include: Copying, E-mail & Internet, Facsimile, PC and Printer.

1-3 LOST & FOUND

All lost and found items should be handed in or reported to the Organisers Office. Any enquiries regarding lost and found items should be directed to the Organisers Office or on-site security.

1-4 SMOKING

The Hai Geng Convention Centre is a **Non-Smoking** venue.

1-5 NOISE LEVELS

If you intend to use any form of music or entertainment (dancing, singing and live performances) for your stand promotion you must notify the organisers in advance of Routes Asia 2015.

There will be a prescribed maximum noise level of **50db** for all stands. Entertainment should be scheduled outside the formal one-to-one meetings sessions and only during the periods below:

Monday 16 th March	10:55 – 11:25
	15:35 – 16:05
Tuesday 17 th March	10:55 – 11:25
	15:35 – 16:05

Routes would also ask that all exhibitors minimise noise and show appropriate respect to the formal speeches during the Welcome Reception and Lunches. If any noise levels are raised to an unacceptable level, you may be asked to suspend activities until a more appropriate time. ***During meetings & speeches no sound, performances or entertainment should be played from any stand.***

Those exhibitors who plan to have Audio Visual equipment on their stand should ensure that all audio speakers are facing inwards towards the stand and **NOT** facing the gangways or any other stands.

1-6 PUBLIC ADDRESS SYSTEM

The public address system is for official announcements by the organisers only. It is not available to exhibitors for publicity purposes or individual messages during Routes Asia open hours.

If you wish to make an announcement please contact a member of the Routes Marketing team via the Organisers Office.

1-7 HEIGHT LIMITS FOR STANDS

Shell Schemes may **not** exceed a height of 2.5 metres.
Your Hosted Networking Stand may **not** exceed a height of 4 metres and should be single storey only.

1-8 HANGING BANNERS

Under **no** circumstances are exhibitors permitted to hang banners/signs/truss from drop wires above their stands.

All banners/signs/truss must be attached to the top of the stand itself and must not exceed a total height of 4 metres for Hosted Networking Stands and 2.5 metres for Shell Schemes.

1-9 HOTEL ACCOMMODATION & BUSINESS CENTRE

To book hotel accommodation please visit:
www.routesonline.com

2. SECURITY, ACCESS & DELIVERY

This section covers areas such as security, access during the build-up and breakdown period of Routes Asia 2015, parking, lifting, deliveries, customs and storage. Please read carefully and do all that you can to ensure the relevant forms are submitted in good time.

2-1. SECURITY

Security is an area we all take seriously and we ask you to read the sections below carefully and ensure that all your staff fully cooperate with these systems. Please call our Operations Team if you have any queries.

While Routes will make all reasonable arrangements for security coverage, they are not responsible for any loss or damage, which may occur, and it will be the exhibitor's responsibility for the security of their stand, its exhibits and contents including personal property. Appropriate insurance cover should be arranged. See Section 4-8 for details of a provider.

There will be security staff from the Convention Centre onsite, but their duties will not include special attention to individual stands. Under no circumstances should a stand be unmanned during the open periods of the event and items of value should not be left on your exhibition stand overnight.

2-2 GETTING TO THE VENUE

Please click the link below for the location of the Intercontinental Hotel. The Hai Geng Convention Centre is located next door.

<http://www.ihg.com/intercontinental/hotels/gb/en/kunming/kmgvr/hoteldetail>

2-3 CAR PARKING

Free parking is available at the Intercontinental Hotel.

2-4 LIFTING

The use of cranes, forklift trucks and working platforms is restricted exclusively to our Official Contractor, CEVA. The use of a company's own cranes, forklift trucks and working platforms is **not** permitted for safety reasons.

2-5 FREIGHT FORWARDING

CEVA Showfreight is the official freight forwarding agent and can, through their worldwide logistics operation, arrange for your consignment to be collected from your premises and delivered to Routes Asia 2015.

If you contact **CEVA Showfreight** they will organise for their local agent to contact you and make the necessary arrangements. This way you can deal with someone in your own country and in your own language.

Contact: Martyn White
CEVA Showfreight
martyn.white@cevalogistics.com
Tel: +44 1322 312 058 - Fax: +44 121 782 2875

Deliveries should be arranged via CEVA Showfreight, as neither Routes nor the Convention Centre will accept responsibility for any deliveries on your behalf.

2-6 DELIVERY ADDRESS

All Shipments should be sent to:

APT Showfreight Shanghai Co. Ltd
Rm 501-503, Building D South Int'l Plaza
Futian District
Shenzhen
China

Please ensure the package has the following information on the label:

Notify: Routes Asia 2015
Exhibitor: [Exhibitor Name]
Booth: [Booth Number]

Please note: No shipments should be sent directly to the Hai Geng Convention Centre or the Intercontinental Hotel.

Deliveries should be clearly marked identifying the sender and receiver and an accessible packing slip should be available.

Please contact CEVA Showfreight to arrange delivery to the venue:

Contact: Martyn White
CEVA Showfreight
martyn.white@cevalogistics.com
Tel: +44 1322 312 058 - Fax: +44 121 782 2875

2-7 CUSTOMS

Due to stringent customs regulations in China, we do not recommend hand carrying any items. As such, we recommend that all shipments are sent via CEVA Showfreight, the Official Freight Forwarding agent for Routes Asia 2015. Please note that CEVA Showfreight is recommended by Routes for freight forwarding requirements, however Routes cannot accept responsibility for delivery of any exhibitor goods.

Please note that due to stringent customs procedures in China, no foodstuffs or liquid products are permitted to be brought in to the country as part of your shipment. Any gifts or giveaway products will need to be declared to customs and should be listed on a commercial invoice. Please anticipate a long lead time for giveaway gifts to clear customs.

CEVA Showfreight will assist in arranging this clearance as part of their service. Please contact them directly to discuss any questions you may have regarding customs formalities.

Martyn White
CEVA Showfreight
martyn.white@cevalogistics.com
Tel: +44 1322 312 058 - Fax: +44 121 782 2875

2-8 DELIVERY & COLLECTIONS

Deliveries should not be made before Saturday 14th March as there is no storage available at the venue.

Deliveries during Build-Up

Routes will **not** accept delivery of any goods and also cannot accept responsibility for any goods delivered to unstaffed stands. We regret we have no storage facilities available within the Organisers Office.

We strongly advise you to check your courier's local office open days and hours if you arrange for a courier other than CEVA to deliver items to the venue. Some courier companies have restricted opening hours especially at weekends.

Any couriered items not sent with CEVA Showfreight will be subject to local courier taxes and customs charges due on delivery, therefore, **please ensure a representative from your company is at the venue to accept delivery and settle the necessary charges.**

Deliveries during Event

Vehicles delivering stock during the open period may arrive 1 hour prior to the show opening each open day.

All goods entrances and loading areas must be clear of vehicles prior to the event opening. No deliveries are permitted once the event is open.

The breakdown of stands is not permitted during any part of the open period of the event under any circumstances.

Collections

If you are arranging for goods to be collected after Routes Asia 2015 closes, we strongly advise you do not leave goods unattended at any time before they are collected.

Routes cannot accept responsibility for damage to stands or goods or the loss or theft of any property on any stand or anywhere else in the event.

2-9 STORAGE

There are no facilities within the venue for storage of literature, exhibits, packing cases or boxes. All items must be stored within the confines of your stand. Fire regulations require that any items found outside or behind a stand must be removed for safety reasons.

Empty packaging material left at the stand is classed as waste and the exhibitor will be invoiced for its disposal.

3. STAND CONSTRUCTION & DRESSING

There are a number of regulations within this section that are essential for an orderly event. Please be aware of, and comply with them. If you have any questions or require advice please contact our Operations Team who will be ready to offer you assistance.

3-1 BUILD-UP SCHEDULE

Event Build-Up Days	Halls Open	Details of Schedule
Saturday 14 th March 2015	10:00 – 20:00	Stand build commences
Sunday 15 th March 2015	08:00 – 09:00	Finishing touches to all stands

3-2 EVENT OPEN DAYS

Event Open Days	
Sunday 15 th March 2015	09:00 – 18:00
Monday 16 th March 2015	07:30 – 17:45
Tuesday 17 th March 2015	08:00 – 17:45

Any maintenance work required during the open days of Routes Asia 2015 must be pre-arranged with the organisers before 14:00 on the day you want to work. Maintenance can only be undertaken during the closed hours of the show.

3-3 BREAKDOWN SCHEDULE

The Networking Area at Routes Asia 2015 will close at 17:45 on Tuesday 17th March 2015.

Removal of exhibits and displays commences at 18:45. Under no circumstances may any goods be removed or packed away from your stand before this time.

We strongly advise you **NOT** to leave items unattended on your stand at any time.

Dismantling of stands and removal of all material must be completed by 23:59 on Tuesday 17th March 2015. Please ensure that you arrange for **ALL** of your stand materials to be removed from the halls.

Any goods/stand fitting left in the halls after this time will be deemed abandoned and disposed of as rubbish.

There will be a charge for the removal of any stand fitting or other goods that are abandoned and this will be passed on to the exhibitor.

3-4 CARPET / FLOOR COVERING

Hosted Networking Stands

If you are building your own stand you must supply your own floor covering.

3-5 DISCREPANCIES

If you experience any problems with your stand please inform the Organisers Office immediately. Discrepancies regarding your stand will only be recognised by the Organisers if notification is made to them in writing before the close of Routes Asia 2015 on Tuesday 17th March 2015.

3-6 SHELL SCHEME STANDS

Routes have appointed Milton for all shell scheme construction and as such they must carry out all shell scheme work in the halls.



The Shell Scheme specification is as follows:

Fascia: Red fascia – 26 characters max

Walling: 3 sets of partition panels (one back wall and two side walls). For specific measurements for graphics please contact Milton – Mr. Lori Qi, loriqi@milton-sh.com

Carpet: Grey

Power: 1 x socket - Please bear in mind that you may need to bring a plug adaptor with you.

Lighting: 3 x spotlights

Fascia Name Board

All Shell Scheme stands come complete with a fascia name board with your company name on.

It is important that you complete and return the Shell Scheme Name Board Order Form with the company name you wish to appear on your fascia name board by **5th Feb 2015** to Lori Qi at Milton by email on loriqi@milton-sh.com

Please note that your name must not exceed 26 characters.

If you do not submit your company name details by the deadline then we will use the name as detailed in your stand contract.

On-site changes will incur an extra charge.

Additional Branding/Enhancements

Any Shell Scheme stand holders wishing to brand their stand or make adjustments to the above specification should ensure that they have their designs approved by Routes before going ahead.

Please send visuals of branding or enhancements to Joanna Bao, Event Operations Director at joanna.bao@ubm.com before **5th Feb 2015**.

3-7 HOSTED NETWORKING STANDS

When the exhibitor signs his/her Hosted Networking Stand he/she agrees to abide to all the clauses contained in the Exhibitor Manual and to ensure that all Exhibitor Appointed Contractors (EAC's) abide by them. In order to avoid any dispute, you must submit the layout of your stand to our technical advisor, **Chris Simpson** from **Abraxys Global Limited**. The definitive set up of your stand must be in strict conformity with the approved submission and Abraxys Limited will check all stand installations and will reject those that do not conform to the exhibition regulations.

IMPORTANT:

- Please make sure you receive your stand approval **before 5th February 2015**
- Hosted Networking Stands (Self Builds) do not receive carpet and walls.
- Please return the Health & Safety form to Abraxys Limited.

Key Concepts:

Stand Plan Inspections – SPI's

Why do plans and documentation need to be submitted and inspected?

UBM have a legal and moral duty of care to ensure the health and safety of everyone in the halls. Events in general have previously had a relatively poor record of health and safety and therefore plans must be submitted so that their proposed structural integrity may be assessed and issues raised dealt-with prior to arrival at site. Therefore, Stand Plan Inspections (also known as **SPIs**) are required for each stand at the event and it is mandatory for these checks to be completed before construction starts.

Please note that there is a fee for this service – please see below for more details.

Licence to start the construction process is indicated by you receiving a '**Permission to Commence Build**' certificate or **PCB**, dedicated to the stand in question. You should be aware that the required 'Permission to Commence Build' authorisation cannot be issued until all plans have been inspected for conformity and full payment of the SPI fee has been made (see below). Please also note that receipt of a PCB is only an authorisation to *start* building the stand – regular checks will be made on each stand to ensure the appropriate use of materials, structural integrity, etc. If our safety advisors are concerned about the above in any way, we reserve absolute right to terminate any stand construction.

What do we need to submit?

You will need to submit stand plans in the required format.

Please remember that as well as plans and details of stand construction, you will also need to submit:

- The Health & Safety form.
- Risk Assessment
- Method statement
- Public Liability Insurance certificates from all contractors and other individuals working on your stand(s).
- Details of any exhibits with moving parts, together with how they are to be guarded against causing injury.

Complex and Non-Complex stand construction

Space only stands are categorised in 2 ways – 'Non-Complex' and 'Complex'. Most stands will fall into the non-complex category, however more substantial designs will often fall into the 'Complex' category.

How do I know if my stand is complex or not complex?

When AbraxysGlobal Limited inspect your plans they will confirm whether the design is complex or non-complex. Many different elements may make it complex, however these are the most common reasons:

Non-Complex

- o Under 4000mm or less in height

Complex

- o Over 4000mm (Build height must be approved by Routes before submission of plans)

- o Single storey
 - o More than one storey (Build height must be approved by Routes before submission of plans)
- o No platform or stage
 - o Includes platform or performance stage
- o Does not include 'raked' or 'tiered' seating
 - o Includes 'raked' or 'tiered' seating
- o Lightweight exhibits
 - o Heavy exhibits (e.g. substantial or potentially hazardous working machinery)

If my stand is deemed 'Complex', what does this mean?

Due to the more substantial nature of the stand, further checks will need to be made, including a separate structural engineers' report and inspection. AbraxysGlobal Limited will inform you of the process on submission of your plans, however if your proposed stand build contains elements shown in the Complex category above, you can be certain that it will be defined as complex for the SPI process.

What Rules and Regulations must I comply with?

All 'Hosted Networking Stand' exhibitors must comply with the conditions set out by the:

- Health & Safety regulations
- Fire regulations
- Organiser regulations
- General information

As part of your contract to take a 'Hosted Networking Stand' at the event, you are required to submit the following documents before you will be allowed to commence build up. Proposed stands will fall into one of two categories: 'Non-complex' and 'Complex'.

Deadlines

Drawings of your stand in either .pdf or .dwg format must be submitted by:

Non-complex/ Single storey stands:

5th February 2015

Complex/ Double-storey stands (Approved by Routes):

5th February 2015

Who do we submit them to?

Digital: routes@abraxysglobal.com

Please submit all documentation in .pdf or .dwg format. Should you have difficulty with this, please contact AbraxysGlobal Limited as soon as possible to discuss alternatives.

By Post:

Please note that we strongly encourage you to submit all documentation *digitally* as above, as postal delays may mean that deadlines are missed. Plans submitted electronically will be processed more swiftly and in addition, AbraxysGlobal Limited and UBM are committed to sustainable practices wherever practical. With this in mind, we aim to avoid and discourage printing of documents unless absolutely necessary. For postal submissions, please use:

Abraxys Global Limited

Barley Mow Centre
Barley Mow Passage
LONDON
W4 4PH
United Kingdom
Tel.: +44 (0) 208 747 2045
Fax: +44 (0) 208 747 2046

IMPORTANT: Please make sure you have received your stand approval from Abraxys Global Limited before the 5th February 2015.

Fees for Stand Plan Inspections (SPI):

Please note that there is a **mandatory** fee for submitting plans for inspection:

Prior to the Approval Deadline:

- Fast Track Rate: **145.00 GBP** (plus 20% VAT or the prevailing rate in the UK at the time).

After the Approval Deadline:

- Standard Rate: **250.00 GBP** (plus 20% VAT or the prevailing rate in the UK at the time).

Making Payments:

Please follow the link below to make payment of the SPI fee. Please note that payment will only be accepted at the rate in force at the time (see above) and must accompany submission of drawings etc.

<http://www.abraxysretail.com>

Please then follow the links to the show you are exhibiting at.

Alterations to plans submitted.

So long as there is not a substantial change to proposed plans (i.e. a complete re-design once it has been inspected and PCB issued), AbraxysGlobal Limited will re-assess changes at no additional charge and re-issue a PCB if appropriate.

All changes to stand designs of a material nature must be submitted to AbraxysGlobal Limited for assessment. Generally this will refer to changes to walling, supporting structures and other construction elements, but not to paint or colour finishes – if you are at all unsure, please email details to AbraxysGlobal Limited. Whether the changes are significant enough to warrant additional SPI fees shall be entirely at the discretion of AbraxysGlobal Limited.

You should be aware that stands which have changed in the nature of their build and do not conform to the plans submitted and assessed, will be treated as if they had not submitted plans. This is likely to mean that the stand/chalet will not be allowed to be built.

The venue reserves the right to inspect any complex stand/chalet on site during the build phase, and ask to look at designs and supporting structural paperwork.

Please ensure your appointed contractor is made aware of all building regulations and has received an up-to-date copy of the floor plan, Routes will not do this for you.

In addition to the above, you should ensure you have completed the HNS Order Form detailed within this Manual.

Please ensure you complete the Hosted Networking Stand form and send to Lori Qi at Milton by email on loriqi@milton-sh.com by the **5th February 2015**.

3-8 STAND FITTING - GENERAL INFORMATION

Gangways

Exhibitors must ensure that the gangways adjoining the stands are not blocked, during build-up and breakdown, in such a way which inhibits the movement of other exhibitors and freight. Exhibitors not adhering to this rule may be asked to move.

Heights

Shell Scheme displays may not exceed a height of **2.5 metres**.

Hosted Networking Stands may **not** exceed a height of **4 metres** and should be single storey only.

Stand Incentives

Please note exhibitors are **not** permitted to sell any items from their stands at Routes Asia 2015.

4. ADDITIONAL SERVICES

Under this section you will find information on electrics and all appointed suppliers. Where return dates are shown it is essential these particular services are ordered in advance as late orders may cause delays at Routes and can be subject to surcharges. Please contact the Routes Operations Team or the supplier involved for any advice or assistance you may require.

4-1 AUDIO VISUAL EQUIPMENT

Audio visual equipment on your stand is available at an additional cost. AV equipment can be ordered directly with Milton. Please contact Lori Qi at Milton by email on loriqi@milton-sh.com or by phone +8621 6183 0677 or +8621 6183 0577 to discuss your requirements **before 05 Feb 2015**

4-2 CATERING

Limited catering can be provided by the Intercontinental Hotel. Please contact Joanna Bao, joanna.bao@ubm.com to make a request prior to the **5th February 2015**.

Exhibitors/Sponsors are not permitted to supply their own food and drink without a prior, written declaration of acceptance from the venue. Please complete the attached Indemnification Form and submit to the Routes Operations team by **25th Feb 2015** if you wish to offer samples of food and beverages not readily available through the venues catering services.

All external catering must be pre-prepared before the event as it is not permitted to prepare this onsite.

4-3 CLEANING

Overnight cleaning of all gangways and event common areas is provided by the venue. This will include emptying stand rubbish bins.

Should you require additional cleaning, please contact Lori Qi at Milton by email on loriqi@milton-sh.com or by phone +8621 6183 0677 to discuss your requirements.

4-4 ELECTRICITY

The stands are powered only during open hours. For safety reasons power is switched off during the night. Please contact the Routes Operations Team if you require power to your stand during the night: joanna.bao@ubm.com

4-5 FLORAL

Floral decoration can be ordered directly with Milton. Please contact Lori Qi at Milton by email on loriqi@milton-sh.com or by phone +8621 6183 0677 to discuss your requirements **before 05 Feb 2015**.

4-6 FURNITURE, CARPET & STAND GRAPHICS

Furniture

Please note there is no furniture included in the standard shell scheme package.

Furniture items (chairs, tables, brochure racks, etc) are available at an additional cost. Furniture can be ordered directly with Milton. There is a catalogue and order form attached with this Exhibitor Manual. Please contact Lori Qi at Milton by email on loriqi@milton-sh.com or by phone +8621 6183 0677 to discuss your requirements **before 05 Feb 2015**.

Carpet

The shell scheme booth standard package comes with a grey carpet. If you wish to change the colour of your carpet then please contact Lori Qi at Milton by email at loriqi@milton-sh.com or by phone +91-9820482231 or +8621 6183 0677 to discuss your requirements. Any colour changes will incur a cost for which you will be liable.

Graphics

Graphics are **not** included in your stand design. Should you wish to have graphics added to your stand at an additional cost please contact Lori Qi at Milton by email at loriqi@milton-sh.com or by phone +8621 6183 0677 to discuss your requirements.

4-7 INSURANCE

Whilst we take every precaution to protect your property during the event, we are not responsible for any loss, consequential loss, or damage to your products whilst at Routes events. All exhibitors must have full indemnity insurance against public liability and all other usual risks in respect of loss, damage, injury to goods and person, and in particular against theft.

Exhibitors are also responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties. In addition to this, you will be liable to pay any expenditure incurred should the event be cancelled. Please be aware that there is insurance cover available to protect you against this risk, but it is optional.

The UK Financial Services Authority regulations do not permit us to advise you on any insurance matter. However we would like to draw your attention to the services offered by Event Assured. Please contact them on Tel +44 (0)1376 330624, Fax +44 (0)1376 330004

You are under no obligation to purchase insurance from Event Assured and may therefore choose to seek insurance from other providers.

5. VENUE RULES & REGULATIONS

Please read this section carefully and pass on all information to your stand contractor should you have one. It is an exhibitor's responsibility to ensure a copy of this Manual is passed on to all non-official stand contractors.

Please contact the Routes Operations Team for an up-to-date floor plan should you require one.

5-1 GENERAL RULES

The below rules and regulations are that of the Intercontinental Hotel and are not fully inclusive of all Health and Safety Guidelines. For a more comprehensive guide to the Health and Safety Standards that all Routes exhibitors and contractors should adhere to please click on the link below and download a copy of 'The g-Guide': <http://theg-guide.net/>

Alcohol Consumption

Alcohol consumption is prohibited during move-in and move-out of all shows.

Building Safety

Hosted Networking Stands must not be attached to the building in any way and must not rely on the building as a form of support. They must also adhere to local building and fire codes. For further information please contact the Routes Operations Team: joanna.bao@ubm.com

Construction Management / Registration

Hosted Networking Stands may use either the Official Standfitting Contractor or any other contractors as you wish. But this is subject to the approval by the Organiser / Convention Centre based on the submitted design drawings and other necessary qualification.

Exhibitors must make sure the appointed contractor is qualified and capable of the stand construction within the move-in and move-out timeline provided by the Organiser.

Exhibitors must ensure a proper construction agreement has been signed with the appointed contractor to guarantee that the contractor will obey all the exhibition's rules and regulations. Should there be any breach, the Organiser should forfeit the **damage & performance deposit** (lodged with the Official Standfitting Contractor) and reserve the right to claim any extra fees caused, if the deposit paid is not enough to make up the loss caused by the conduct of the contractor. The deposit is charged at RMB 5000/9sqm, which will be refunded when the stand debris is all cleaned and removed and checked by the venue staff.

Exhibitors must alert the appointed standfitting contractor to complete all the formalities at least two weeks before move-in. Exhibitors and their contractors should be aware that, for safety reasons, all staff/workers on site must wear Contractor Badges. If anyone is found without a valid badge, the organiser/venue's security guard has the right to send them out of the hall. Please contact the Routes Operations Team regarding obtaining your badges (joanna.bao@ubm.com).

A full set of approved technical drawings by AbraxysGlobal Limited of your stand construction (item 3.7 referes) must be submitted to the Official Standfitting Contractor together with the completed Order Form of Electricity **by 5 Feb 2015**. No construction is allowed to be carried out, if the stand design drawings are not approved in advance.

Contractors are requested to take out and maintain adequate insurance coverage as below:

Contractor's Liability:

All standfitting contractors are required to take out and maintain public liability insurance in respect of the standfitting contractor's liability for death or injury to any person, or loss or damage to property arising out of the performance of the Services in a sum not less than RMB 4 million (US\$ 0.66 million) for any single claim, unlimited in aggregate. In addition, a standfitting contractor shall take out and maintain valid and adequate insurance cover against theft, fire, damage to property, accidents, natural calamities, acts of God and such other risks normally insured against by a reasonable person in the position of the standfitting contractor, or as UBM Global Trade may require, in connection with, inter alia, the standfitting contractors property (including all equipment, fittings, furniture, materials and other facilities used or provided by the standfitting contractor in the performance of the Services) and the performance of the Services. The insurance shall be maintained in force at all times during the Move-in Period, Exhibition Period and Move-out Period.

Each standfitting contractor MUST HAVE valid and adequate insurance cover of not less than RMB 4 million (US\$ 0.66 million) against public liability. **Outside standfitting contractors are required to present the certificate to the Organisers prior to move-in. The Organisers will not allow any work and refuse entry to the venue to those Stand Contractors that fail to do so.**

Booth Construction and Decoration

Hosted Networking Stands are responsible for appointing their own contractors for stand design and construction. It is the Hosted Networking Stands' responsibility to carpet and furnish their contracted space.

Hosted Networking Stands are also responsible for the dismantling of the stand at the end of the show and removing all material used. Failure to do so will result in the automatic forfeit of the total deposit. In addition, the contractor involved will not be permitted to work at future UBM events.

The order forms for electricity and furniture are included in this Manual. All exhibitors with raw space must complete and submit by the deadline.

Hosted Networking Stand exhibitors may construct and decorate their own booths as long as they strictly respect the technical and security rules in force, namely:

- Walls, columns and general infrastructure of the exhibition hall may not bear loads
- It is forbidden to change the natural state of the structure / installation (painting, drilling holes into the wall panels, using double sided tape on the walls, other than 3M tape, gluing carpets or any other construction material, etc.)
- The reparation charges will always be for the exclusive account of the exhibitor
- It is forbidden to obstruct passages and restrict access to emergency exits
- The use of paint or glue or double-sided tape on the floor of the exhibition hall is strictly forbidden.

Should any damage occur to the convention centre or any other stands due to exhibitor/appointed contractor performance, it is the exhibitors/appointed contractor's responsibility to cover the costs involved.

Disposal of Material

It is obligatory to collect and dispose of all material during the breakdown of the event. When the dismantling period is over, the exhibitor loses any right to claim for losses or damage to property left behind and any costs incurred by the venue in removing this property will be charged to the exhibitor.

Payment Policy

Payment for the products/services requested should be settled directly with the subcontractors or other official suppliers. All payments should be effected before the start of the build-up.

Routes do not allow exhibitors to move-in unless all financial obligations have been fulfilled. If onsite payments cannot be avoided then please ensure that a member of your crew has the authority to make the payment. Orders placed during build-up or during the exhibition are to be paid immediately onsite.

Prohibited Goods

The Organiser reserves the absolute right to remove any dangerous equipment which releases disagreeable, harmful or disturbing odours, as well as installations likely to detract from the general appearance of the exhibition.

- Raw material processing for structures (cutting pieces to size, planning, polishing, varnishing, etc.) as well as the use of wood working machinery, welding equipment, any type of naked flame or internal combustion engines (e.g. compressors).
- Propane-butane gas, nail pistols, spray guns and current-generating equipment
- Highly inflammable or explosive compounds, gases, dangerous materials, radiation materials and inflammable chemicals
- Goods causing nuisance by their odour, noise or light
- Goods not listed in the application form submitted by the exhibitor.

Security

We advise you to observe the following

- We recommend that you take out adequate insurance to cover your property
- Always keep your personal property locked away. Please do not leave handbags, briefcases, mobile phones, laptops, etc. on the stand unattended
- Do not leave your booth unmanned until the last visitor has left the exhibition area.

Special Effects

Special effects, lighting, live music, smoke and laser projection may not be used in the stands.

5-2 FLAMMABLE & EXPLOSIVE GOODS, HOT WORK & SMOKE FORMATION

The venue will not allow for any Hot Works to be undertaken on stands. This can include cooking demonstrations, lighting, heating systems and laser technology. This is not an exhaustive list and should be used as a guide only.

Lit candles or other naked flames are also not permitted.

5-3 ELECTRICAL INSTALLATIONS

Appropriate temporary supplies for build-up and breakdown should be ordered through Milton by email. Please contact Lori Qi at Milton by email loriqi@milton-sh.com or by phone +8621 6183 0677 to discuss your requirements.

Cables may not be plugged into venue sockets and / or trailed across gangways.

It is important to note that once a show has ended, stand power will be turned off half an hour after the show closes and will not be turned back on. This is to ensure the safety of all persons working in the halls.

Routes has a legal responsibility to ensure the integrity of electrical installations at the venue. This includes monitoring contractors' installations and connections made by exhibitors. Any electrical installation considered unsafe will not be energized until the appropriate remedial action is completed.

5-4 FIRE & ACCIDENT REGULATIONS

The purpose of this requirement is to maintain an acceptable level of fire safety within the venue.

The following will apply

1. The aisles, passageways, emergency routes, doors and exists must be secured and must remain unobstructed at all times.
2. The total weight of fire hazardous materials stored in the booths cannot exceed 650 MJ/m².
3. Smoking and the usage of open flames in the entire hall is prohibited.
4. Fire hazardous materials are prohibited in the area of fuses or switchboards of electrical appliances.
5. Coffee machines must be stored on fire resistant plates only. After usage they must be switched off and unplugged from the circuit. Use of electric ovens and portable heating equipment is strictly prohibited.
6. The usage of flammable and explosive liquids and propane/butane cylinders is strictly prohibited.
7. Fire extinguishers are placed next to exits and cannot be blocked.
8. After the event and during dismantling, the booths and exhibit space must be thoroughly checked to ensure that no flammable or explosive incidences have occurred.
9. In case of fire/emergency please contact a member of the Routes Team and a venue staff member immediately.

In the event of a power cut there is Emergency lighting installed throughout the convention centre which would provide basic minimum lighting.

6.

MARKETING

6-1 STAND DESIGN

The design of your stand is crucial to attract delegates and increase footfall at Routes Asia 2015. Below are some design and promotional ideas you may wish to consider as part of the effort to make your company stand out:

- Your company tagline
- Visuals of your company/location
- Information counter for your marketing literature
- Plasma screens with promotional DVD's
- The latest technology for visual & digital imagery
- Colour, motion and bold graphics
- Seating area
- Music, entertainment and refreshment facilities
- Giveaways & unique prizes
- Welcoming & smiling promotional staff
- 'At Event' offers and promotions

6-2 STAND PROMOTION

Extra Seating

To enable you to accommodate delegates we strongly advise you to incorporate seating areas within your stand design. Remember comfortable lounge seating can be very appealing to exhausted Routes delegates visiting your stand whether informally or formally.

Coffee and Dessert

Specialty coffee/cold drinks and desserts are especially popular with delegates at Routes Asia 2015 and we would encourage you to offer this sort of hospitality to entice delegates to your stand as well as offering this service to delegates who are formally visiting you during the event. Please see Section 4-2 for details on stand catering/hospitality.

6-3 PROMOTIONAL STAFF & ENTERTAINMENT

Promotional staff will often add to the welcome and inviting experience. Smiles, eye contact and 'fluent' body language will help entice delegates onto your stand. Promotional staff can attend the event at no extra cost and are not included in your exhibitor places.

Should you wish to order any staff/hostesses for your stand please contact the Routes Operations Team for assistance.

Also offering live entertainment* on your stand attracts attention. Please ensure you contact Thomas Atkinson by email at thomas.atkinson@ubm.com should you wish to do this, so that such activity can be promoted appropriately and so that we can check that it meets the event regulations.

***Due to the meetings and briefings taking place at Routes Asia there are sound volume and timing restrictions in the venue, please refer to Section 1-5.**

Please note you will be required to register these staff with Routes in order for them to gain access to the event. Please send details of your stand staff to our Registration Team at eventregistration@routesonline.com

6-4 ROUTES DIRECTORY

The Routes Asia Delegate Directory is an invaluable tool for the event. Not only will it provide delegates attending the event with important logistical information but it will also provide an important reference tool in sourcing delegate contacts throughout the following year.

As a consequence of this, the Routes Asia Delegate Directory is extremely popular with all exhibitors as it is an opportunity to advertise your stand location, company and region, thereby drawing key delegate traffic to your stand.

6-5 EXHIBITOR PROFILE

Exhibitors are entitled to a logo and '100 word' profile in the Routes Delegate Directory. To guarantee your inclusion please send a copy of your company logo in both an **EPS and JPEG** format and your 100 word profile to Anna Cooper at anna.cooper@ubm.com by **19th January 2015**.

6-6 ROUTES DAILY NEWS & ADVERTISEMENT OPPORTUNITIES

To advertise and add stories to the official publications at Routes Asia 2015, please contact: thomas.atkinson@ubm.com

If you are interested in advertising online to enhance your marketing message at Routes you can contribute to Routesonline. Please contact Joshua Alexander at Joshua.alexander@ubm.com

6-7 SPONSORSHIP OPPORTUNITIES

Routes Asia 2015 is offering an exciting range of sponsorship opportunities designed to increase your company profile and key marketing message to over 600 key decision-makers.

From meeting hall sponsorship to literature distribution there are packages to suit every budget, all of which can be tailored to suit your desired requirements and objectives.

For further information on how we can help you with sponsorship opportunities, please contact David Todd, Regional Sales Manager, Asia and The Middle East, david.todd@ubm.com

6-8 PHOTOGRAPHY

Routes will ensure all exhibits will be photographed during the event and this may be reproduced in post event material. For any special requests, please contact thomas.atkinson@ubm.com

6-9 PRE & POST MARKETING OPPORTUNITIES

If you have any questions, please contact Thomas Atkinson on thomas.atkinson@ubm.com or +44 161 234 2773

For any logistical information not covered by this document then please do not hesitate to contact the Routes Operations Team directly.

We look forward to seeing you at Routes Asia 2015.

Joanna Bao
Event Operations Director
T: (86-21) 6157 3946(dir)
F: (86-21) 6157 7299
E: joanna.bao@ubm.com
w: www.routesonline.com

7. FREQUENTLY ASKED QUESTIONS

Below we have listed some frequently asked questions, please take time to read them as it may just save you a telephone call!

Q: How high can I build my stand?

A: Hosted Networking Stands may **not** exceed a height of 4 metres and should be single storey only.

Shell Scheme displays may **not** exceed a height of 2.5 metres.

Q: Can I hang banners/truss/signage from the ceiling?

A: Under **no** circumstances are exhibitors permitted to hang banners/signs/truss from drop wires above their stands. All banners/signs/truss must be attached to the structure of the stand itself and must **not** exceed a height of 2.5 metres for shell scheme stands and 4 metres for Hosted Networking stands.

Q: Who can take delivery of my package?

A: The Organisers and the venue **will not** accept responsibility for the delivery of any goods for your stand. It is important that you arrange for a representative from your company to be at your stand to receive them, especially during the build-up period.

Q: Where can I store my boxes?

A: There are no facilities within the halls for storage of literature, exhibits, packing cases or boxes. All items must be stored within the confines of your stand. Fire regulations require that any items found outside or behind a stand must be removed for safety reasons.

Q: When do Exhibitors have access to build/dress their stand?

A: Hosted Networking Stand exhibitors have access from 08:00 on Saturday 14th March 2015. Shell Scheme exhibitors have access from 16:00 on Saturday 14th March and between 08:00 and 09:00 on Sunday 15th March 2015.

Event Build-Up Days	Halls Open	Details of Schedule
Saturday 14 th March 2015	10:00 – 20:00	Build-up of Hosted Networking Stands and Shell Scheme build commences
	16:00 – 20:00	Dressing of Shell Scheme stands commences
Sunday 15 th March 2015	08:00 – 09:00	Final dressing of Shell Scheme stands

Q: What time can I break down my stand?

A: Removal of exhibits and displays commences at 18:45 on Tuesday 17th March 2015. Under no circumstances may any goods be removed or packed away from your stand before this time.

Q: What comes with my Shell Scheme stand?

A: Fascia name board with company name, wall panelling, carpet, lighting and power point. See full specification in section 3-6

Q: What if I have a problem with my Shell Scheme stand?

A: Milton is the Official Shell Scheme stand contractor and will be on-hand throughout the event to answer any of your queries and to assist you in your build-up.

Q: How do I attach posters to my Shell Scheme stand?

A: Lightweight exhibits or displays can be attached to the walls by the use of double sided tape, pads or Velcro.

Q: I would like to serve food from my stand, who do I contact?

A: Limited catering can be provided by the Intercontinental Hotel. Please contact Joanna Bao, joanna.bao@ubm.com to make a request prior to the 5th February 2015.

Q: How do I book hotel accommodation?

A: All hotel details and rates are listed on www.routesonline.com

Q: How do I order an Internet connection?

A: WiFi is provided at Routes Asia 2015 for general email checking and website browsing, but not for downloading video or graphics.

Q: Will my stand get cleaned?

A: All gangways, event common areas and stand rubbish bins will be cleaned during the event.

Q: Can I play music and/or DVD's on my stand?

A: Yes music/DVD's can be played on your stand during the times specified in Section 1-5 of the event.

8.**ORDER FORMS**

We have compiled this checklist as a quick reference guide for returning essential forms to the relevant supplier.

DETAILS	EXHIBITOR TYPE	DEADLINE	SENT
Shell Scheme Name Board Order Form	Shell Schemes	05/02/15	<input type="checkbox"/>
Shell Scheme Extras, Stand Fittings & Furniture Order Form	Shell Schemes & Hosted Networking Stands	05/02/15	<input type="checkbox"/>
Electrical Order Form	Hosted Networking Stands (Space Only)	05/02/15	<input type="checkbox"/>
AV Order Form	All	05/02/15	<input type="checkbox"/>
External Food Approval Form	All	25/02/15	<input type="checkbox"/>