



Chengdu 2016  
WORLD ROUTES

# WORLD ROUTES



THE 22ND WORLD ROUTE  
DEVELOPMENT FORUM

## EXHIBITOR MANUAL

**24-27 September 2016**

Century City New International  
Convention & Exhibition Centre

Chengdu, Sichuan Province, China



Host of World Routes 2016



A STAR ALLIANCE MEMBER

Official Carrier

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## EXHIBITORS CHECKLIST

We have put together this checklist to help you with your planning for World Routes 2016, to record your progress and to remind yourself what needs to be done!

BASIC PLANNING	SECTION	TICK
<b>READ EXHIBITOR MANUAL</b>		<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	2-4	<input type="checkbox"/>
<b>THE STAND</b>		
Brief Stand Contractor		<input type="checkbox"/>
Order Communications/IT	4-11	<input type="checkbox"/>
Order Floor Covering	4-6	<input type="checkbox"/>
Order Floral Displays	4-5	<input type="checkbox"/>
Order Audio Visual	4-1	<input type="checkbox"/>
Order Furniture	4-6	<input type="checkbox"/>
Order Catering	4-2	<input type="checkbox"/>
Order Electrics	4-4	<input type="checkbox"/>
Arrange Stand Staffing		<input type="checkbox"/>
Return Shell Scheme Nameboard Form	3-6	<input type="checkbox"/>
Arrange Insurance	4-8	<input type="checkbox"/>
<b>PUBLICITY</b>		
Arrange Prize Draw / Incentives	6-2	<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"/>

**WORLD ROUTES 2016 EVENT SCHEDULE**

Event Build-Up Days	Halls Open	Details of Schedule
Thursday 22 <sup>nd</sup> September	08:00 – 17:00	Build up of Hosted Networking Stands & Self Build Chalets Commences
Friday 23 <sup>rd</sup> September	08:00 – 17:00	Build up of Hosted Networking Stand & Self Build Chalets continues
Saturday 24 <sup>th</sup> September	08:00 – 17:00	Build up of Hosted Networking Stand & Self Build Chalets Continues
	14:00 – 17:30	Shell Scheme, Premier Shell Scheme, Standard & Exclusive Meeting Chalet Exhibitors Access
Event Open Days		
Sunday 25 <sup>th</sup> September	09:00 – 17:30	Event Open
Monday 26 <sup>th</sup> September	07:30 – 17:30	Event Open
Tuesday 27 <sup>th</sup> September	07:30 – 20:00	Event Open
Event Breakdown Days		
Tuesday 27 <sup>th</sup> September	21:00 – 00:00	Dismantling of Stands
Wednesday 28 <sup>th</sup> September	06:00 – 17:00	Dismantling of Stands

All stand dressing and construction **MUST** be removed from the venue by 17:00 on Wednesday 28<sup>th</sup> September 2016. Any items 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 which are abandoned in the halls**

## 1. GENERAL INFORMATION

This manual has been created to aid exhibitors in all aspects of their planning for World Routes 2016. It contains many details for your information as well as a number of items which will need your attention in the lead up to World Routes 2016.

Please take note of the forms and deadlines at the back of this manual in order to make the process of exhibiting at World Routes 2016 hassle free.

If you do not find the information you require in this manual please feel free to contact the Routes Operations Team directly.

In addition, this manual is available to download via our website [www.routesonline.com](http://www.routesonline.com) or if you require a hard copy to be sent to you please contact Fiona Ma, Operations Executive at [operations-china-routes@ubm.com](mailto:operations-china-routes@ubm.com)

### 1-1 ORGANISERS OFFICE

Routes will have a dedicated Organisers Office to deal with any queries you may have on site. The Organisers Office is located within the exhibition hall and will be open at the following times:

Wednesday 21 September	12:00 – 17:00
Thursday 22 September	08:00 – 17:00
Friday 23 September	08:00 – 17:00
Saturday 24 September	08:00 – 17:30
Sunday 25 September	08:00 – 20:00
Monday 26 September	08:00 – 18:30
Tuesday 27 September	08:00 – 20:00
Wednesday 28 September	08:00 – 17:00

If you have any queries regarding your participation at Routes prior to these dates please do not hesitate to contact any member of the Routes Operations Team. Contact details can be found on the inside back cover of this manual.

## 1-2 VENUE FACILITIES

### First Aid:

The first aid point is located outside of Hall 4 at the CHENGDU NEW CENTURY EXHIBITION & CONVENTION CENTRE. The Routes Operations Team and Venue Security are also able to assist in matters of First Aid and should be contacted in an emergency. On-Site contact details will be provided prior to the event.

## 1-3 LOST & FOUND

All lost and found items should be handed in or reported to the Organisers Office or a member of Venue security. All items are catalogued and stored for 10 days; after that period all items are disposed of at the sole discretion of CHENGDU NEW CENTURY EXHIBITION & CONVENTION CENTRE. Any inquiries regarding lost and found items should be directed to the Organisers Office or on-site security.

## 1-4 SMOKING

The CHENGDU NEW CENTURY EXHIBITION & 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 by completing and returning the form at the rear of this Manual.

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

Sunday 25 <sup>th</sup> September:	13:00 – 13:50
	15:50 – 16:05
Monday 26 <sup>th</sup> September:	10:50 – 11:00
	13:00 – 13:35
	15:30 – 15:40
Tuesday 27 <sup>th</sup> September:	10:50 – 11:00
	13:30 – 13:40
	15:30 – 15:40

Routes would also ask that all exhibitors minimize noise and show appropriate respect to the formal speeches during the Welcome Reception, Lunches and Farewell Reception.

If any noise levels are raised to an unacceptable level, you may be asked to suspend activities until a more appropriate time.

Those exhibitors who plan to have Audio Visual equipment on their stand should ensure that all audio speakers must be facing inwards towards the stand and **NOT** facing the gangways or any other stands. Stands with speakers/stage facing externally will not be approved.

Any exhibitors who intend to have music on their stands should ensure they have the right to perform live or recorded music (radio, television, video player, record player, DVD player, etc.)

### 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 World Routes 2016 open hours.

### 1-7 HEIGHT LIMITS FOR HOSTED NETWORKING STANDS AND SELF BUILD MEETING CHALETS

Your Hosted Networking Stand or Self Build Meeting Chalets may **not** exceed a height of 4 metres and should be single storey only. Shell Scheme decorations may **not** exceed a height of 2.5 metres.

Exceptions for double decker/multi-storey stands or chalets may be considered upon application to the Organiser but will be subject to a surcharge and additional approval from both Routes and CHENGDU NEW CENTURY EXHIBITION & CONVENTION CENTRE. Structural Calculations may also be required.

Please contact Fiona Ma, Operations Executive at [operations-china-routes@ubm.com](mailto:operations-china-routes@ubm.com) before Monday 20<sup>th</sup> June 2016 should you wish to apply for approval.

### 1-8 HANGING BANNERS

World Routes directional signage, which includes hanging banners, will be situated

around the halls. 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.

## 1-9 STRATEGIC MEETINGS

### Hosted Networking Stands

As a Hosted Networking Stand holder at World Routes 2016, we are this year offering you the chance to enhance your package by holding pre-scheduled strategic meetings on your stand at no extra cost. Details are as follows:

You will be allocated up to 4 strategic meetings (double slots, 50 minute duration) at your stand. You will also be able to request up to 5 x 20 minutes meetings that will take place on your stand on the Sunday of the event.

You may request to meet with carriers who, at the time you submit your requests, are not registered to attend the event. This will enable Routes to advise the likelihood of their attending and ensure that you are well placed to achieve the meeting once the airline registers.

Meetings should be requested in priority order to Simon Baxendale, Scheduling Manager ([simon.baxendale@ubm.com](mailto:simon.baxendale@ubm.com)).

Requested airlines will then be contacted by our Scheduling Team and your designated contact will be advised directly when a meeting has been accepted or declined. The meetings will take place over Sunday 25<sup>th</sup> September to Tuesday 27<sup>th</sup> September 2016.

The Routes Runners Team will assist in coordinating and accompanying, whenever possible, the airline delegate(s) to your stand in time for the meeting.

The meetings should be requested as soon as possible after scheduling opens on the **4<sup>th</sup> July 2016** in order to secure the best chances of diary availability. Deadline for requests: **Friday 9<sup>th</sup> September 2016**

These meetings will be scheduled independently of any one-to-one meetings diary held by any members of your company's delegation. You should therefore advise us at point of request if any specific delegate needs to attend these meetings in order



that we can attempt to co-ordinate with any affected one-to-one diary. Whilst we will do our utmost to accommodate your wishes we cannot guarantee that this will always be possible and you should therefore make provision to cover any meeting clashes.

If you intend to request meetings at your stand you may wish to design your stand with this in mind and perhaps add a private meeting room.

## **Chalets**

As part of your Chalet Package at World Routes 2016, you are entitled to hold pre-scheduled strategic meetings in your chalet. Details are as follows:

8 strategic meetings (double slots, 50 minute duration) in your chalet. You should make as many requests as possible (in priority order) to enable us to accurately schedule your chalet diary.

You are required to submit a minimum of 12 requests in order to provide us with at least 4 reserve options. You will also be able to request up to 5 x 20 minutes meetings that will take place in your chalet on the Sunday of the event.

You may request to meet with carriers who, at the time you submit your requests, are not registered to attend the event. This will enable Routes to advise the likelihood of their attending and ensure that you are well placed to achieve the meeting once the airline registers.

Meetings should be requested in priority order to Simon Baxendale, Scheduling Manager ([simon.baxendale@ubm.com](mailto:simon.baxendale@ubm.com)).

Requested airlines will then be contacted by our Scheduling Team and your designated contact will be advised directly when a meeting has been accepted or declined. The meetings will take place over Sunday 25<sup>th</sup> September to Tuesday 27<sup>th</sup> September 2016.

The Routes Runners Team will assist in coordinating and accompanying, whenever possible, the airline delegate(s) to your chalet in time for the meeting.

The meetings should be requested as soon as possible in order to secure the best chances of diary availability. Deadline for requests: **Friday 9<sup>th</sup> September 2016.**

These meetings will be scheduled independently of any one-to-one meetings diary held by any members of your company's delegation. You should therefore advise us

at point of request if any specific delegate needs to attend these meetings in order that we can attempt to co-ordinate with any affected one-to-one diary. Whilst we will do our utmost to accommodate your wishes we cannot guarantee that this will always be possible and you should therefore make provision to cover any meeting clashes.

## 1-10 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: Who is the Official Contractor for World Routes 2016?**

**A:** Milton Exhibits Co., Ltd. is the Main Official Contractor for World Routes 2016 and will supply the following services:

\* Exclusive Milton Exhibits Services:

- Electricals/Water/Furniture/Basic AV

\* Registration of Exhibitor's Appointed Contractor (on behalf of venue's Construction & Management Dept.)

Milton Contact Details:

Ms. Yang Yue / Mr. Lori Qi,

Tel: +86 21 61830637/61830677, Fax: +86 21 61830688,

Email: [csc@milton-sh.com](mailto:csc@milton-sh.com)

**Q: How high can I build my stand?**

**A:** Your Hosted Networking Stand or Self Build Meeting Chalet may not exceed a height of 4 metres and should be single storey only.

Shell Schemes may **not** exceed a height of 2.5 metres.

Exceptions for double decker/multi-storey stands may be considered upon application to the Organiser but will be subject to a surcharge and additional approval from both Routes and Chengdu New Century Exhibition & Convention Centre. Structural Calculations will also be required. Please contact Fiona Ma, Operations Executive at [operations-china-routes@ubm.com](mailto:operations-china-routes@ubm.com) before **Monday 20<sup>th</sup> June 2016** should you wish to apply for approval.

**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 4 metres.

There may be an opportunity for exhibitors to purchase a Hanging Banner site as a World Routes Sponsor. For more information please contact Mark Bassarab, [mark.bassarab@ubm.com](mailto:mark.bassarab@ubm.com) for further information.

**Q: Who can take delivery of my packages?**

**A:** Routes have appointed CEVA as the official freight lifting and forwarding contractor for the event. Neither the Organisers or the venue will accept 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. CEVA Showfreight can also receive goods on your behalf. Please see the form at the rear of this manual for CEVA's cost for this service and contact details.

**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. If you require storage facilities please contact CEVA who will be able to quote you for storing packaging, and other materials on your behalf. Please see the order form at the back of this manual for CEVA's cost for this service and contact details.

**Q: When do I have access to build/dress my stand?**

**A:** Hosted Networking Stand & Self Build Meeting Chalet Exhibitor Appointed Contractors and Exhibitors can have access at the following times:

<b>Event Build-Up Days</b>	<b>Halls Open</b>	<b>Details of Schedule</b>
Thursday 22 <sup>nd</sup> September	08:00 – 17:00	Build up of Hosted Networking Stand & Self Build Chalets Continues
Friday 23 <sup>rd</sup> September	08:00 – 17:00	Build up of Hosted Networking Stand & Self Build Chalets Continues
Saturday 24 <sup>th</sup> September	08:00 – 17:00	Build up of Hosted Networking Stand & Self Build Chalets Continues

Shell Scheme, Premier Shell Scheme, Standard & Exclusive Meeting Chalet Holders can have access from:

Event Build-Up Days	Halls Open	Details of Schedule
Saturday 24th September	14:00 – 17:00	Shell Scheme, Premier Shell Scheme, Standard & Exclusive Meeting Chalet Exhibitors Access

**Q: What time can I break down my stand?**

**A:** Removal of exhibits and displays commences at 21:00 on Tuesday 27<sup>th</sup> September. Under no circumstances may any goods be removed or packed away from your stand before this time. Loading bay doors will not be open prior to this time.

**Q: What comes with my Shell Scheme?**

**A:** Fascia name board with company name, wall paneling, carpet, lighting, power point and basic pre-event cleaning. See full specification in section 3-6.

**Q: What comes with my Premier Shell Scheme?**

**A:** Fascia name board with company name, wall paneling, carpet, lighting, power point, TV Screen, Counter, Stool and basic pre-event cleaning. See full specification in section 3-6.

**Q: What comes with my Meeting Chalet?**

**A:** Fascia name board with company name, wall paneling, carpet, lighting, power point and basic pre-event cleaning. See full specification in section 3-6.

**Q: What if I have a problem with my Shell Scheme stand or Meeting Chalet?**

**A:** Milton Exhibits is the Shell Scheme and Meeting Chalet stand contractor and will be on-hand at a dedicated service desk to answer any of your queries and to assist you in your build-up. If you have an issue that cannot be solved by Milton Exhibits, please contact the Organisers Office on-site or a member of the Routes Operations Team prior to the event.

**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:** For catering orders to your stand, the organiser will confirm the details later on

Should you wish to bring small items of foods to represent your local culture to World Routes you will need to apply for approval from the venue management in advance. Please send your application to Fiona Ma, Operations Executive at [operations-china-routes@ubm.com](mailto:operations-china-routes@ubm.com)

**Q: How do I book hotel accommodation?**

**A:** All hotel details and rates are listed on:  
<http://www.routesonline.com/events/182/world-routes-2016/official-hotels/#mainContent>

Hotel bookings are managed by Events in Focus, the official World Routes booking agent. Book online or contact Aimee Stevens  
[aimee@eventsinfocus.net](mailto:aimee@eventsinfocus.net)

**Q: How do I order an Internet connection? Is Wi-Fi available?**

**A:** Internet connections can be ordered using the **Form 10** in the manual.

Wi-Fi will be available in the venue free of charge but is meant for the reading of emails or the sending of small files only. If you need to download files larger than 1 MB or display presentations, you should order a wired Internet connection directly from Chengdu New Century Exhibition & Convention Centre. We do not recommend the use of Wi-Fi on stands or for presentation purposes and Routes cannot be liable for the functionality of this service.

**Q: Will my stand get cleaned?**

**A:** Shell Scheme, Premier Shell Scheme and Meeting Chalets (not including Self Build) will have their stand cleaned prior to and overnight during the event. All other exhibitors should order cleaning directly from their appointed contractor.

**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 of the event specified in Section 1-5. Any exhibitors who intend to have music on their stands should ensure they have the right to perform live or recorded music (radio, television, video player, record player, DVD player, etc.)

**Q: What can I hand-carry into the halls/venue?**

**A:** Hand carried items are permitted to be brought into the halls via the loading dock and main entrance. Items are to be brought in by one company and one employee without assistance such as skids or trolleys, however 'pop-up' stands on wheels may be wheeled in.

**Q: Where can I find the latest World Routes 2016 Floor Plan?**

**A:** Routes regularly updates the floor plan for World Routes. The latest version can be found online at: <http://www.routesonline.com/events/182/world-routes-2016/exhibition-options-new/#mainContent> Please ensure you or your Exhibitor Appointed Contractor checks back regularly to ensure you are working to the most up-to-date plan.

## 11 SUSTAINABILITY

UBM EMEA sees it as fundamental that we are conscious of the impact that our actions have on the environment and the communities in which we operate.

At World Routes 2016 we have been concentrating on three main areas; reducing the carbon impact of the show, reducing our waste, and increasing the shows positive impact on the community. Our overarching aim is to ensure that World Routes 2016 leaves a positive legacy behind.

As an exhibitor your actions play a key part in the sustainability of the show. Below are some key things to keep in mind:

- Design your stand so it can be used again at other exhibitions. Design out waste, and try to ensure what waste you do have is recyclable.
- Promote your own corporate social responsibility initiatives and your company's sustainability credentials at the show.

- Think about the methods of transport you and your materials use to get to and from the event. Choose public transport, and logistic companies with sustainable credentials.

If you would like to work together with us towards sustainability, have any relevant projects or you simply have a question about sustainability please don't hesitate to contact us: [ubmlivesustainability@ubm.com](mailto:ubmlivesustainability@ubm.com)

Please see our **sustainability policy** for more details:

<http://live.ubm.com/EUSustainabilityPolicy.pdf>



## 2. SECURITY, ACCESS & DELIVERY

This section covers areas such as security, access during the build-up and breakdown period of World Routes 2016, 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 read the sections below carefully and ensure that all your staff fully cooperates with these systems. Please call our Routes 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.

Security personnel will patrol the exhibition halls in general, 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.

Official Routes badges are an essential part of the event security and you will only be allowed access to the halls wearing the appropriate badge. Badges and passes should be worn at all times and individual company badges will not be accepted by security.

### 2-2 EXHIBITOR APPOINTED CONTRACTORS (EAC) & EXHIBITOR ACCESS

All exhibitors will need to complete and return the **Form 1 & 2** in the manual to acknowledge the awareness of all the rules & regulations of the exhibition, including the insurance policy. Please return the signed copies of the form to: [operations-china-routes@ubm.com](mailto:operations-china-routes@ubm.com) by **Monday 8<sup>th</sup> August 2016**.

Legislation and CHENGDU NEW CENTURY EXHIBITION & CONVENTION CENTRE Rules & Regulations requires that all contractors, suppliers and service providers delivering

a service at the Chengdu New Century Exhibition & Convention Centre, whether it be for the venue or any of its clients, are required to registered with the Construction & Management Dept. of Chengdu New Century Exhibition & Convention Centre and wear a valid badge or a colour-coded wristband to identify himself.

**The badges and wristbands are to be displayed visibly at all times when on site for the duration of the event from build up to breakdown and anyone who fails to comply will be asked to leave the site immediately.**

## **1. Registration - TEMPORARY CONTRACTOR BADGES**

- 1.1. For contractors, sub-contractors, suppliers and service providers who work at the Centers infrequently, temporary badges will be issued **at the onsite service counter of the Official Contractor**, provided all the documents and payments/deposits as below are submitted or paid.
- 1.2. The venue's management has authorised the Official Contractor, Milton, to collect all the documents and payments/deposits on behalf of them.
- 1.3. Please submit the documents and make the payment/deposits to Milton by **Monday 8<sup>th</sup> August**

## **2. Documents**

- 2.1. Company business license (and certificate on decoration/construction works if any)
- 2.2. Contract between the EAC and Exhibitor with company chop(incl. authorization letter from the exhibitor)
- 2.3. Declaration of safety & security – return Form 6 & 7 in the manual
- 2.4. A full set of stand design drawings, including perspectives, elevations, layouts, lighting & electricity plan, etc. all with dimensions and heights
- 2.5. Registration form – return Form 4 in the manual
- 2.6. Stand Plan Inspection (SPI) Approval – Refer to 3-9 for details
- 2.7. Noise Control Form – return Form 8

## **3. Payments/Performance Deposit**

- 3.1. Hall Management Fee – Form 5 refers
- 3.2. Contractor Badge Fee- Form 5 refers
- 3.3. Vehicle Pass Fee - Form 5 refers
- 3.4. Refundable Deposit – Form 5 refers
- 3.5. SPI Fee - Refer to 3-9 and Form 4
- 3.6. Fire Extinguisher Rental – Form 5 refers

#### 4. Exhibitors

Exhibitors are also required to collect a Wristband on a daily basis during build-up from the Security Desk located at the entrance to the Chengdu New Century Exhibition & Convention Centre. Only registered exhibitors may obtain these wristbands. Delegate badges for the event will only be valid from **Sunday 25<sup>th</sup> September** onwards.

#### 2-3 FREIGHT FORWARDING & MATERIAL HANDLING

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 your stand at World Routes 2016.

If you contact CEVA Showfreight they will organise with 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  
T: + 44 (0)3305 877776  
M +44 (0)7786 671448  
Email: [martyn.white@cevalogistics.com](mailto:martyn.white@cevalogistics.com)

If you wish to order freight forwarding with CEVA please complete the form at the rear of this manual before the 4<sup>th</sup> September 2016.

#### 2-4 DELIVERY ADDRESS

Deliveries should be clearly marked identifying the sender and receiver and an accessible packing slip should be available. Deliveries should be arranged via CEVA Showfreight, as neither Routes nor CHENGDU NEW CENTURY EXHIBITION & CONVENTION CENTRE will accept any deliveries.

Please contact CEVA Showfreight to arrange delivery to the venue:  
Contact: Martyn White  
T: + 44 (0)3305 877776  
M +44 (0)7786 671448  
Email: [martyn.white@cevalogistics.com](mailto:martyn.white@cevalogistics.com)

**Deliveries cannot be sent directly to the venue.**

## 2-5 CUSTOMS

Any goods being sent to World Routes 2016 will be subject to Customs Clearance.

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.

## 2-6 DELIVERY & COLLECTION

### **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. Some courier companies have restricted opening hours especially at weekends.**

### **Deliveries during Event**

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

Vehicles delivering stock during the open period must get prior approval with the venue's management. Please send your request to Fiona Ma, Operations Executive at [operations-china-routes@ubm.com](mailto:operations-china-routes@ubm.com) by **8th August 2016**

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 World Routes 2016 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.

Dismantling of stands and removal of all material must be completed by 17:00 on Wednesday 28<sup>th</sup> September. 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 EAC or exhibitor through the deposit lodged before move-in.**

## 2-7 STORAGE

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.

If you require storage facilities please contact CEVA Showfreight who will quote for storing, packaging, and other materials on your behalf. Empty packaging material left at the stand is classed as waste and the exhibitor will be invoiced for its disposal.

Contact: Martyn White

T: + 44 (0)3305 877776

M +44 (0)7786 671448

Email: [martyn.white@cevalogistics.com](mailto:martyn.white@cevalogistics.com)

### 3. STAND CONSTRUCTION & DRESSING

There are a number of regulations within this section that are essential for an orderly event. Please be aware of them 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 EVENT BUILD-UP DAYS

Event Build-Up Days	Halls Open	Details of Schedule
Thursday 22 <sup>nd</sup> September	08:00 – 17:00	Build up of Hosted Networking Stand & Self Build Chalets Continues
Friday 23 <sup>rd</sup> September	08:00 – 17:00	Build up of Hosted Networking Stand & Self Build Chalets Continues
Saturday 24 <sup>th</sup> September	08:00 – 17:00 14:00 – 17:30	Build up of Hosted Networking Stand & Self Build Chalets Continues  Shell Scheme, Premier Shell Scheme, Standard & Exclusive Meeting Chalet Exhibitors Access

**All exhibitors must clear the floor space surrounding their stands by 17:00 on Saturday 24<sup>th</sup> September for carpet laying.**

### 3-2 EVENT OPEN DAYS

Event Open Days		
Sunday 25 <sup>th</sup> September	09:00 – 20:00	Event Open
Monday 26 <sup>th</sup> September	07:30 – 17:30	Event Open
Tuesday 27 <sup>th</sup> September	07:30 – 20:30	Event Open

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

### 3-3 BREAKDOWN SCHEDULE

The Exhibition Halls at World Routes 2016 close at 20:30 on Tuesday 27<sup>th</sup> September 2016. Removal of exhibits and displays commences at 21:00. Under no circumstances may any goods be removed or packed away from your stand before this time.

Electrical power to stands will be switched off 30 minutes after the event closes (21:00 hrs). 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 Wednesday 28<sup>th</sup> September 2016 by 17:00. 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.

Exhibitors with adjoining blocks of stands will not be permitted to place their own carpet in the gangways.

### Carpet Tape

Please ensure that all carpet, including stand carpets and carpet tape are removed completely after the event.

Exhibitors will be charged for the non removal of carpet and tape, or if any damage is caused to the fabric of the building because of its removal.

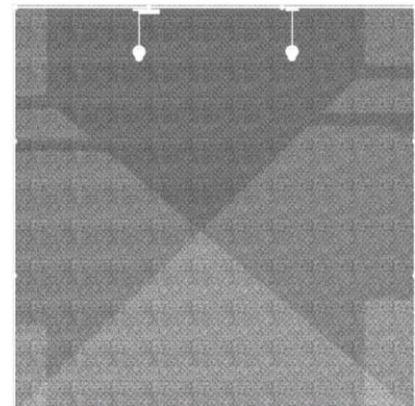
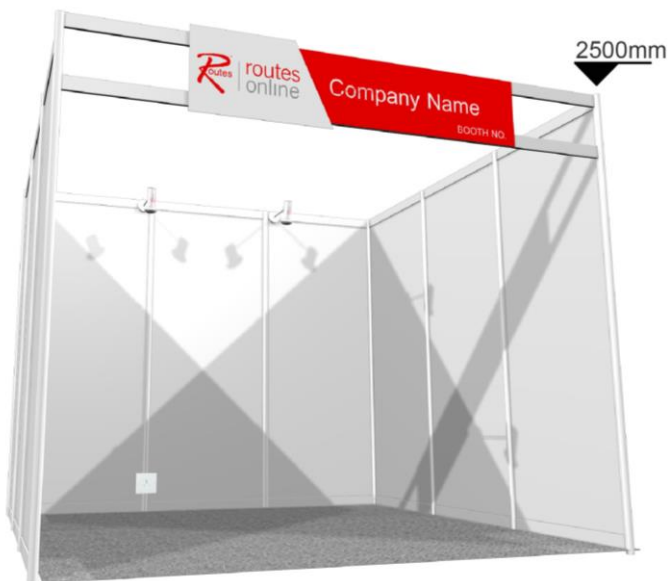
The use of carpet spray adhesive or glue is not permitted.

### 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 World Routes 2016 on Tuesday 27th September 2016.

### 3-6 SHELL SCHEME STANDS

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



SIZE:3000x3000x2500(H) mm



**The Shell Scheme specification is as follows:**

Fascia: Red fascia with white lettering – including Routes logo

Walling: 3 sets of partition panels (one back wall and two side walls). The dimensions of each panel are 1m wide and 2.5m high. For specific graphic sizes please contact Milton Exhibits at Ms. Yang Yue / Mr. Lori Qi, Tel: +86 21 61830637/61830677, Fax: +86 21 61830688, Email: [csc@milton-sh.com](mailto:csc@milton-sh.com)

Carpet: Grey Carpet

Power: 1 x Socket, 5 amp

Lighting: 2 x Spotlights

It is important that you complete and return the Fascia board Order Form 3 with the company name you wish to appear on your fascia board by **Monday 15<sup>th</sup> August 2016**.

On-site changes will incur an extra charge.

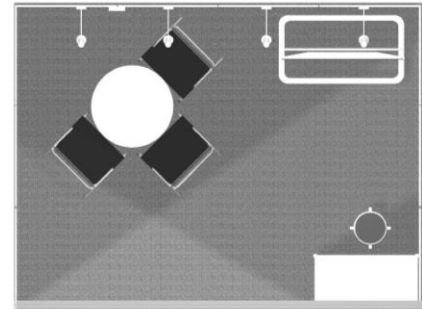
Please note none of the items listed above are exchangeable.

**Additional Branding/Enhancements**

Any Shell Scheme 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 Fiona Ma, Operations Executive at [operations-china-routes@ubm.com](mailto:operations-china-routes@ubm.com) by **15<sup>th</sup> August 2016**.

**The Premier Shell Scheme specification is as follows:**



SIZE:4000x3000x3500(H) mm

- Fascia: Red fascia with white lettering – including Routes logo
- Walling: Flush wall construction – White. 3 sets of partition panels (one back wall and two side walls). For specific graphic sizes please contact Milton Exhibits at Ms. Yang Yue / Mr. Lori Qi, Tel: +86 21 61830637/61830677, Fax: +86 21 61830688, Email: [csc@milton-sh.com](mailto:csc@milton-sh.com)
- Carpet: Grey Carpet
- Power: 1 x Socket – 5amp
- Lighting: 4 x Spotlights located on the back wall
- Furniture: 1 x 42" Plasma TV (compatible with USB)  
1 x high stools  
1 x 1mH lockable counter with Routes Logo  
1 x round table  
3 x leather arm chairs

It is important that you complete and return the Fascia board Order Form 3 with the company name you wish to appear on your fascia board by **Monday 15<sup>th</sup> August 2016**.

On-site changes will incur an extra charge.  
Please note none of the items listed above are exchangeable.

**Additional Branding/Enhancements**

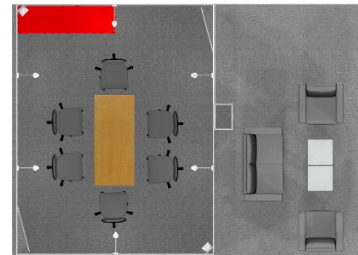
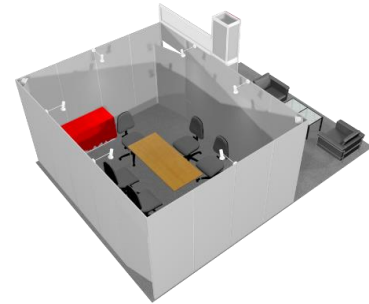
Any Premier Shell Scheme holders wishing to brand their stand or make adjustments to the above specification should ensure that they have their designs approved by Routes before going ahead.

Please send visuals of branding or enhancements to Fiona Ma, Operations Executive at [operations-china-routes@ubm.com](mailto:operations-china-routes@ubm.com) by **15<sup>th</sup> August 2016**.

**3-7 STANDARD, EXCLUSIVE & AIRLINE MEETING CHALETs**

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

**The Standard Meeting Chalet specification is as follows:**



Walling: 2.5m self-supporting hard wall panels

Doors: 1 lockable door

Height: 250cm

Carpet: Grey Carpet

Furniture: 2 x Single Sofas  
1 x Double Sofa  
1x Double Coffee Table

Power: 3 x Sockets – 5amp

Lighting: 6 x Spotlights  
2 x 150W Metal lights

**Private Meeting Room Furniture:**

1 x Meeting Table  
6 x Executive Chairs  
1 x Long table with apron

### **Additional Branding/Enhancements**

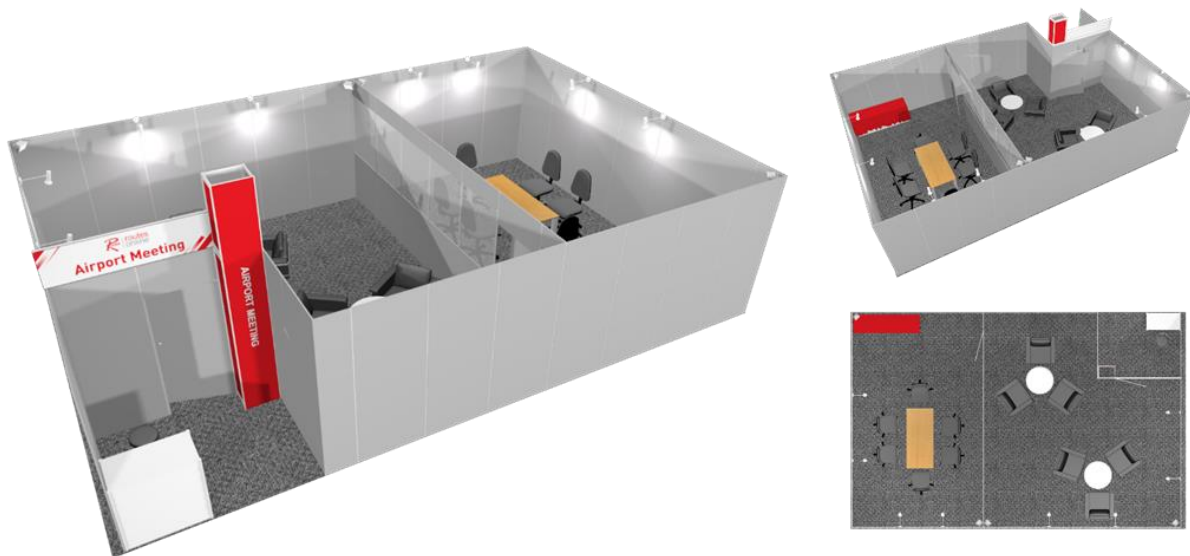
Any Meeting Chalet holders wishing to brand their chalet or make adjustments to the above specification should ensure that they have their designs approved by Routes before going ahead.

Please send visuals of branding or enhancements to Fiona Ma, Operations Executive at [operations-china-routes@ubm.com](mailto:operations-china-routes@ubm.com) by **15<sup>th</sup> August 2016**.

Adjustments/Enhancements are only permitted to be made by the official contractor, Milton Exhibits, please contact with Milton at: Ms. Yang Yue / Mr. Lori Qi, Tel: +86 21 61830637/61830677, Fax: +86 21 61830688, Email: [csc@milton-sh.com](mailto:csc@milton-sh.com)

### **The Exclusive Meeting Chalet specification is as follows:**

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



**6.5m×10m= 65 sqm**

Walling: 2.5m self-supporting wall panels

Doors: 2 lockable doors

Height: 250cm

Carpet: Grey Carpet

Furniture: 1 x barstool  
1 x 1mH Lockable counter  
2 x Round coffee tables  
6 x Single sofas

Power: 3 x Sockets – 5amp

Lighting: 8 x Spotlights  
4 x 150W Metal lights

**Private Meeting Room:**

Doors: 1 x lockable door  
Furniture: 1 x meeting table with apron  
6 x office chairs with wheels

**Additional Branding/Enhancements**

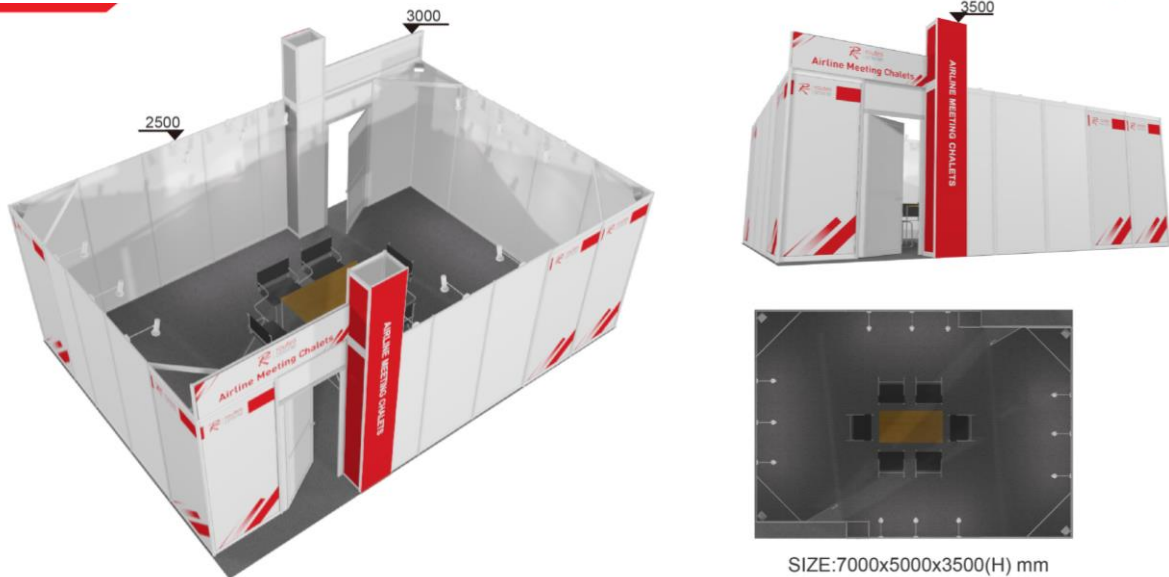
Any Meeting Chalet holders wishing to brand their chalet or make adjustments to the above specification should ensure that they have their designs approved by Routes before going ahead.

Please send visuals of branding or enhancements to Fiona Ma, Operations Executive at [operations-china-routes@ubm.com](mailto:operations-china-routes@ubm.com) by **15<sup>th</sup> August 2016**.

Adjustments/Enhancements are only permitted to be made by the official contractor, Milton Exhibits, please contact with Milton at: Ms. Yang Yue / Mr. Lori Qi, Tel: +86 21 61830637/61830677, Fax: +86 21 61830688, Email: [csc@milton-sh.com](mailto:csc@milton-sh.com)

**The Airline Meeting Chalet specification is as follows:**

**1) 5M X 7M = 35SQM**



Walling: 2.5m self-supporting hard wall panels

Doors: 2 lockable doors

Height: 250cm

Carpet: Grey Carpet

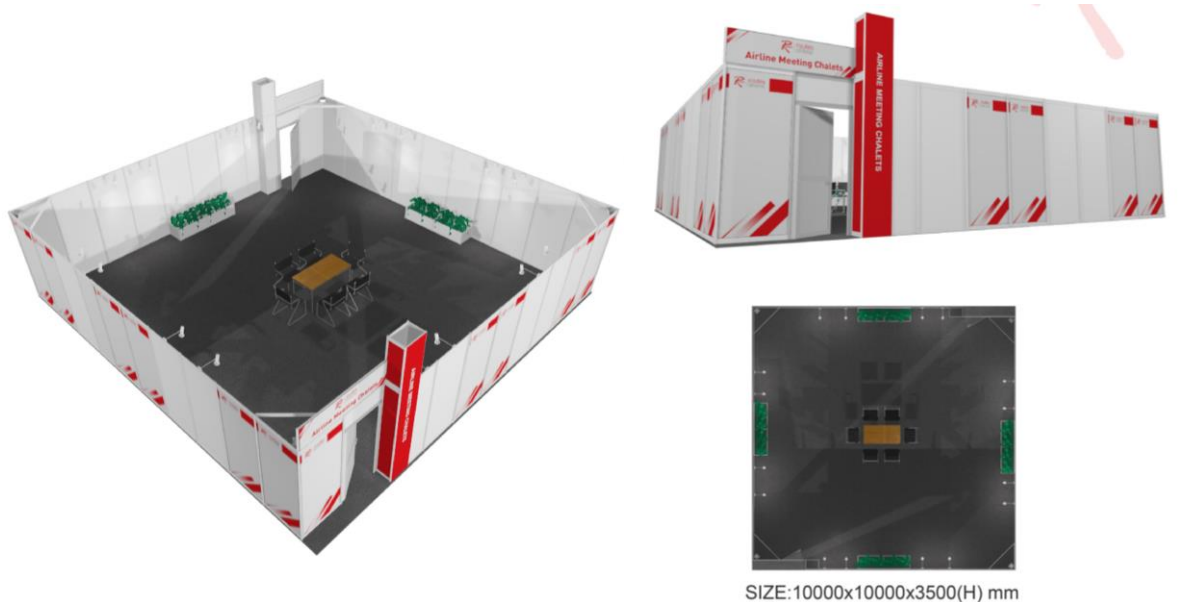
Power: 2 x Sockets – 5amp

Lighting: 10 x Spotlights  
2x 150W Metal lights

**Private Meeting Room**

Furniture: 1 x meeting table  
6 x office chairs with wheels

**2) 10M X 10M = 100SQM**



Walling: 2.5m self-supporting hard wall panels

Doors: 2 lockable doors Height:250cm

Carpet: Grey Carpet

Power: 2 x Sockets – 5amp

Lighting: 16 x Spotlights  
4 x 150W Metal lights

**Private Meeting Room**

Furniture: 1 x meeting table  
6 x office chairs with wheels

**Additional Branding/Enhancements**

Any Meeting Chalet holders wishing to brand their chalet 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 Fiona Ma, Operations Executive at [operations-china-routes@ubm.com](mailto:operations-china-routes@ubm.com) by **15<sup>th</sup> August 2016**.

Adjustments/Enhancements are only permitted to be made by the official contractor, Milton Exhibits, please contact with Milton at: Ms. Yang Yue / Mr. Lori Qi, Tel: +86 21 61830637/61830677, Fax: +86 21 61830688, Email: [csc@milton-sh.com](mailto:csc@milton-sh.com)



## 3-8 SELF BUILD MEETING CHALET FITTING

### **Self Build Meeting Chalet Regulations**

Self Build Meeting Chalets should be closed on a minimum of 3 sides (side facing Networking Village can be open) however the closed sides can include a window or door.

Chalet construction should be from a solid wall system only – shell scheme will not be approved for Meeting Chalets.

Entrance into meeting hall is permissible via single door and the wall can contain a window. This side of your chalet should not be open.

No music or entertainment is permitted due to the proximity to meeting hall.

No overhead rigging is permitted.

A private meeting room must be incorporated into all chalet designs for use during strategic meetings.

Chalet owners will be subject to the same rules and regulations as any other free build stands and should refer to Section 5 of this manual for items such as flame retardant paints, ceiling coverings, fire extinguishers and/or sprinkler systems, and enclosed space restrictions. This also includes the supply and installation of their own carpet.

Chalet owners should be aware they are responsible for all utilities installations: water, electrical, waste should they require it.

### **Gangways**

Exhibitors must ensure that the gangways adjoining the stands/chalets are not blocked during build-up and breakdown which inhibits the movement of other exhibitors and freight.

### **Heights**

Meeting Chalets must not exceed a height of 4 metres.

Exceptions may be considered upon application to the organiser and will be subject to a surcharge.

### **Chalet Design**

Meeting Chalets should not be more than 1 storey high or incorporate any platforms or stage over 0.6m in height. Those exhibitors who plan to have Audio Visual equipment on their stand should ensure that all audio speakers must be facing inwards towards the stand and **NOT** facing the gangways or any other stands. Stands with speakers/stage facing externally will not be approved.

### **Incentives**

Please note exhibitors are not permitted to sell any items from their chalets at World Routes 2016.

### **3-9 APPROVALS FOR HOSTED NETWORKING STANDS & SELF BUILD MEETING CHALETs**

When the exhibitor signs his/her Hosted Networking Stand/Meeting Chalet contract, 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 AbraxysGlobal Limited at [routes@abraxysglobal.com](mailto:routes@abraxysglobal.com).

The definitive set up of your stand/chalet must be in strict conformity with the approved submission and AbraxysGlobal Limited will check all stand/chalet installations and will reject those that do not conform to the exhibition regulations.

### **IMPORTANT:**

Please make sure you have received your stand/chalet **approval from AbraxysGlobal Limited before the 15th August 2016.**

Hosted Networking Stands/ Chalet (Self Builds) do not receive carpet and walls. Please return the Health & Safety form to AbraxysGlobal Limited.

### **Key Concepts:**

#### **Stand Plan Inspections – SPI's**

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

UBM EMEA has 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 on 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 note also, that receipt of a PCB is only an authorisation to *start* building the stand/chalet – 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/chalets plans in the required format.

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

- Risk Assessment (refer to the back of the manual)
- Method Statement (refer to the back of the manual)
- A plan showing the orientation of your stand on the World Routes 2016 floor plan
- 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	Complex
Under 4000mm or less in height	Over 4000mm (Build height must be approved by Routes prior to submission of plans)
Single Storey	More than one Storey (Build height must be approved by Routes prior to submission of plans)
No platform or stage	Includes platform or stage
Does not include 'raked' or 'tiered' seating	Includes 'raked' or 'tiered' seating
Lightweight exhibits	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 & Meeting Chalet (Self Build)' 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 & Meeting Chalet (Self Build)**' 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: Non-complex/ Single storey stands: 8<sup>th</sup> August 2016**

**Complex/ Double-storey stands (Approved by Routes): 1<sup>st</sup> August 2016**

- Drawings of your stand in either .pdf or .dwg format
- Risk Assessment (refer to the back of manual)
- Method Statement (refer to the back of manual)
- A plan showing the orientation of your stand on the World Routes 2016 floor plan
- 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

**Who do we submit them to? Digital: [routes@abraxysglobal.com](mailto:routes@abraxysglobal.com)**

*Please submit all documentation in .pdf or .dwg format. Should you have difficulty with this, please make contact as soon as is practical 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 EMEA 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:

**AbraxysGlobal Limited**

Barley Mow Centre

Barley Mow Passage

LONDON

W4 4PH

United Kingdom

Tel.: +44 (0) 208 747 2045

Fax: +44 (0) 208 747 2046

**Fees for Stand Plan Inspections (SPI)**

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

**Prior to the Approval Deadline:**

Standard rate: **145.00 GBP** (plus 20% VAT or the prevailing rate in the UK at the time).

**After the Approval Deadline:**

Fast Track' service: **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 across for consideration. 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 and the local safety officer 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 Note:** If you have purchased a Hosted Networking Stand at World Routes 2016 that is adjoining another (back-to-back), it will be your responsibility to ensure a partition wall is built between yourself and your neighbouring stand.

In cases where partition wall heights differ it will also be your responsibility to ensure the back of your wall is painted a neutral colour and is free from any exposed wiring. For further information please contact the Routes Operations Team.

Please ensure your appointed contractor is made aware of all building regulations in Section 5 and has received an up-to-date copy of the floor plan.

### 3-10 STAND FITTING – GENERAL INFORMATION

#### **Gangways**

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

#### **Heights**

If you are building your own stand you must not exceed a height of 4 metres.

Exceptions for double decker stands may be considered upon application to the organiser but will be subject to a surcharge and additional approval from both Routes and CHENGDU NEW CENTURY EXHIBITION & CONVENTION CENTRE.

Please contact Fiona Ma, Operations Executive before **Monday 20<sup>th</sup> June 2016** at [operations-china-routes@ubm.com](mailto:operations-china-routes@ubm.com), should you wish to apply for approval.

#### **Stand Incentives**

Please note exhibitors are **not** permitted to sell any items from their stands at Routes 2016.

#### **Vehicles on Stands**

If vehicles are to be displayed on your stand please advise the Routes Operations Team at least 6 weeks prior to the start of the event. Details should be sent to Fiona Ma, Operations Executive at [operations-china-routes@ubm.com](mailto:operations-china-routes@ubm.com)

#### **Stand Design**

Hosted Networking Stands should not be more than 1 storey high or incorporate any platforms or stage over 0.6m in height. Those exhibitors who plan to have Audio Visual equipment on their stand should ensure that all audio speakers must be facing inwards towards the stand and **NOT** facing the gangways or any other stands. Stands with speakers/stage facing externally will not be approved.

## 4. ADDITIONAL SERVICES

Under this section you will find information on electrics, piped services 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 surcharge. Please contact our Operations Team or the supplier involved for any advice or assistance you may require.

### 4-1 AUDIO VISUAL EQUIPMENT

AV equipment can be ordered using the Order Form 11. Should you require any specialist AV equipment then please contact the Routes Operations Team for assistance.

### 4-2 CATERING

Please note **NO** outside food or alcohol may be brought into World Routes 2016 without permission from CHENGDU NEW CENTURY EXHIBITION & CONVENTION CENTRE. Routes reserves the right to suspend any on-site activities of exhibitors who do not comply.

The organiser will provide details on catering orders to your stand later on.

### 4-3 CLEANING

Shell Scheme, Premier Shell Scheme and Meeting Chalets (not including Self Build) will have their stand cleaned prior to the event. All other exhibitors should order cleaning directly from the Exhibitor Appointed Contractor.

### 4-4 ELECTRICITY

Electrical Services can be ordered using the Electrical Order Form 9 contained in the rear of this manual.

### 4-5 FLORAL

Floral arrangements can be ordered using the Order Form 11 in this manual



#### 4-6 FURNITURE & CARPET

Milton Exhibits are the official supplier of all furniture and carpet. Orders can be placed using the order Form 11 in this manual

#### 4-7 ACCOMMODATION

To book hotel accommodation please visit:

<http://www.routesonline.com/events/182/world-routes-2016/official-hotels/#mainContent>

Hotel bookings are managed by Events in Focus, the official World Routes booking agent. Book online or contact Aimee Stevens: [aimee@eventsinfocus.net](mailto:aimee@eventsinfocus.net)

#### 4-8 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. All exhibitors must have full indemnity insurance up to £2 million GBP 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 Event Assured 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.

#### 4-9 WATER & PLUMBING

Water and plumbing are supplied exclusively through the official contractor, Milton,

orders can be placed using the order form 9 in this manual

#### **4-10 STAND STAFF/HOSTESSES**

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

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 [eventregistration@routesonline.com](mailto:eventregistration@routesonline.com)

#### **4-11 COMMUNICATIONS & IT SERVICES**

Communications and IT Services are supplied through the official contractor, Milton, orders can be placed using the order form 10 in this manual

## 5. CHENGDU NEW CENTURY EXHIBITION & CONVENTION CENTRE RULES & REGULATIONS

Please read this section carefully and pass on all information to your Exhibitor Appointed Contractor (EAC) should you have one. Routes will not do this for you.

Routes regularly updates the floor plan for World Routes. The latest version can be found online at: <http://www.routesonline.com/events/182/world-routes-2016/exhibition-options-new/#mainContent>

Please ensure you or your EAC checks back regularly to ensure you are working to the most up-to-date plan.

### 5-1 GENERAL RULES

The below rules and regulations are of Chengdu New Century Exhibition & Convention Centre and are not fully inclusive of all Health and Safety Guidelines. For a more comprehensive guide to the Health and Safety Standards that World Routes Exhibitors should adhere to please click on the link below and download a copy of 'The g-Guide'.

<http://www.theg-guide.org/>

Alcohol consumption is prohibited during move-in and move-out of all shows. Children under the age of 18 are not allowed into World Routes 2016 at any time.

Contractors and sub-contractors will be allowed to work **ONLY** in their designated work areas.

#### **Fire Precautions**

All work that could result in a fire must be discussed with the Chengdu New Century Exhibition & Convention Centre Health & Safety Officer prior to commencement so that the necessary precautions may be instated.

#### **CONTRACTOR PROHIBITED ACTIONS**

To comply with Health & Safety standards the following will not be tolerated:

- Operating a vehicle or equipment without proper training, qualification, without license or certification.

- Improper use of vehicles or lifting equipment without proper training and authority.
- Failure to use Personal Protective Equipment.
- Running and horseplay is strictly prohibited on site.
- Hooking up to utilities without permission or payment.
- Fighting or endangering the physical welfare of other people.
- Possession or use of alcoholic drinks or non-prescription drugs.
- Bringing weapons or firearms into Chengdu New Century Exhibition & Convention Centre facilities.
- Theft and gambling behaviour would obligate an immediate dismissal.
- Obscene or reckless behaviour or speech.

### **Hot Work**

No welding, grinding, cutting or the use of open flame equipment is permitted on site without the authority of the Chengdu New Century Exhibition & Convention Centre Health & Safety Officer and the appropriate hazardous work permit must be completed.

### **Emergency Exits**

Emergency exit doors, escape routes, walkways, stairways and stair landings must be maintained and remain free from obstruction at all times.

### **Firefighting Equipment**

Firefighting equipment must be easily accessible at all times.

All self-build stands must be equipped with qualified and effective fire extinguisher (minimum pack 2kg) . These extinguishers should be placed at easy-to-find locations within the stand in proportion to its area before 12:00 on the last build-up day, so that the officers from the Fire Protection Bureau can inspect and approve. Stands below 50sqm should be equipped with 4 extinguishers, and for every additional 50sqm, 2 more extinguishers must be added.

### **Emergency Evacuation**

The Contractor must be responsible in ensuring that he/she is familiar with the Chengdu New Century Exhibition & Convention Centre evacuation procedure and that this has been explained to all his/her employees.

### **Loading and Off-Loading of Materials**

Vehicles must be parked in a safe manner and not create obstructions or danger to passing vehicles/pedestrians.

Proper lifting equipment must be utilized when hoisting heavy items.

The appropriate protective wear and equipment must be used.

Items are to be securely lashed to the vehicle prior to departure.

### **Parking on Site**

The loading dock may be used to load and off load items for events and may **NOT** be used as a parking area.

### **Reporting of Unsafe Acts and Conditions**

Unsafe acts and conditions identified on site are to be reported immediately to the Chengdu New Century Exhibition & Convention Centre Health & Safety Officer.

### **Security**

Chengdu New Century Exhibition & Convention Centre Security reserves the right to validate accreditation and proof of ID must be available at anytime.

Contractors and their employees are required to co-operate with Security personnel at all times and recognize that "Restricted" or "Unauthorised Entry" areas are strictly out of bounds.

### **Overhead Working**

The following measures must be undertaken prior to and during all overhead works:

- A hazardous work permit is to be obtained before overhead work may commence
- The area must be cordoned off
- The appropriate signs are to be displayed
- The necessary personal protective clothing and equipment must be used
- Tools and other material may not be thrown to the ground

### **Floor Loading**

Contractors are to consult with the Chengdu New Century Exhibition & Convention Centre Health & Safety Officer in order to ensure that floor loading is not exceeded.

### **Tools, Equipment & Vehicles**

Under no circumstances should Contractor's employees or sub-contractors:

- Operate tools, equipment or machinery unless they have received training and have been certified as competent.
- Utilise defective and/or damaged tools and equipment.

All tools for the job at hand must be supplied by the Contractor / sub-contractors and must be logged with Security on arrival.

### **Housekeeping**

All tools and other items are to be stowed away in their designated storage place and work areas are to be maintained in a neat and clean condition at all times. Waste material is to be disposed of in the proper manner.

### **Personal Protective Equipment**

The appropriate protective clothing and equipment must be issued to each of the Contractor's employees and worn during all operations. Failure or disregard of this requirement will result in the employees being escorted off site.

### **Draping at Chengdu New Century Exhibition & Convention Centre Exhibition Centre**

No draping is permitted to cover any air conditioning vents in any of the Exhibition Centre Halls. This applies to all stands under any circumstances.

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

The Routes Operations Team must be informed at least 3 months prior to the start of the event should exhibitors wish to do any form of hot working. 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. Please email details of this work including a risk assessment to Fiona Ma, Operations Executive, [operations-china-routes@ubm.com](mailto:operations-china-routes@ubm.com) before **Monday 20<sup>th</sup> June 2016**.

The Routes Operations Team must be informed at least 3 months prior to the start of the event should exhibitors wish to use any special effects (lasers, smoke machines, pyrotechnics, etc) Please email details of these items including manufactures' details, operators details and risk assessment to Fiona Ma, Operations Executive, [operations-china-routes@ubm.com](mailto:operations-china-routes@ubm.com) before **Monday 20<sup>th</sup>**

**June 2016.**

In some instances, an on-site inspection may be carried out and certification from an independent specialist may be required. Any costs associated with this will be passed on to the exhibitor.

Lit candles or other naked flames are not permitted within the Chengdu New Century Exhibition & Convention Centre.

### **5.3 ELECTRICAL, WATER & GAS INSTALLATIONS**

For safety reasons Milton Exhibits must carry out all “first fix” or below floor mains connections. Appropriate temporary supplies for build-up and breakdown should be ordered.

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.

Milton Exhibits & Routes have 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**

#### **Fire**

In the event of an emergency please dial 119 and advise the Control Room Operator of the details.

#### **Accident**

Chengdu New Century Exhibition & Convention Centre Security staffs are trained to handle emergency situations. Please contact Security or a member of the Routes Team who will be able to assist.

**5-5 CHENGDU NEW CENTURY EXHIBITION & CONVENTION CENTRE FOOD & BEVERAGE REGULATIONS**

No outside food is allowed in Chengdu New Century Exhibition & Convention Centre without prior approval from the management of the exhibition centre. For ordering catering to your stand, the organiser will confirm the details later on.

Should you wish to bring small items of foods to represent your local culture to World Routes you will need to apply for approval from Chengdu New Century Exhibition & Convention Centre. Please send your request to Fiona Ma, Operations Executive, [operations-china-routes@ubm.com](mailto:operations-china-routes@ubm.com). Routes reserves the right to suspend any on-site activities of exhibitors who do not comply.



## 6.

## MARKETING

### 6-1 STAND DESIGN

The design of your stand is crucial to attract delegates and increase footfall whilst at World Routes. Below are some 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
- Seating area
- Music, entertainment and refreshment facilities
- Give-aways
- Unique Prizes
- Plasma screens with promotional DVD's
- Colour, motion and bold graphics
- The latest technology for visual imagery
- Welcoming and smiling promotional staff
- 'At Event' offers and promotions

### 6-2 STAND PROMOTION

#### **Private Meeting Area**

With the pre-scheduled face-to-face meetings that can now take place on your Hosted Networking Stand, we advise you to enhance your package and incorporate a private meeting area in your stand design that can be used for the pre-scheduled meetings and any other face- to-face meetings you have organised by informal networking.

#### **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 World Routes 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 THE VISIT ME GUIDE

All delegates will be given a '**Visit Me**' Guide at the event. This guide will highlight all the activities and/or promotions taking place on your stand. Your activities and/or promotions may include giveaways, a unique prize, refreshments, entertainment, games, seating and any other incentives that you choose to offer. We will contact you very soon with more detailed information on how you can promote your stand pre, during and post event.

In the meantime please contact [Catherine Makrandreou](mailto:Catherine.Makrandreou@ubm.com), [Catherine.makrandreou@ubm.com](mailto:Catherine.makrandreou@ubm.com) , +44 161 234 2777 for more information about how we can help you promote your stand this year.

### 6-4 PROMOTIONAL STAFF & ENTERTAINMENT

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

Also offering live entertainment on your stand attracts attention. Please ensure you contact [Catherine Makrandreou](mailto:Catherine.Makrandreou@ubm.com), [Catherine.makrandreou@ubm.com](mailto:Catherine.makrandreou@ubm.com) , +44 161 234 2777 should you wish to do this, so that such activity can be promoted appropriately via the '**Visit Me**' communication channels and also to ensure that it meets the event regulations.

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

### 6-5 ROUTES DIRECTORY

The World Routes Delegate Directory is **THE** official day-to-day guide for the World Route Development Forum. 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.

This makes The World Routes Delegate Directory an extremely popular publication with all exhibitors, as it is an opportunity to advertise your stand location, company, and region thereby drawing key delegate traffic to your stand.

#### 6-6 EXHIBITOR PROFILE

Hosted Networking Stands are entitled to a logo and '150 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 150 word profile to Anna Cooper, [anna.cooper@ubm.com](mailto:anna.cooper@ubm.com) by 29<sup>th</sup> July 2016.

It is important that you update your Route Exchange profile and connect with all other airports and airlines who are attending World Routes. Please visit [www.routesonline.com](http://www.routesonline.com) and join the route development industry online.

#### 6-7 PROMOTIONAL & SPONSORSHIP OPPORTUNITIES

To advertise and add stories to the official publications at World Routes, please contact Karen Reeves, [Karen.reeves@ubm.com](mailto:Karen.reeves@ubm.com)

If you are interested in advertising online to enhance your marketing message at Routes you can contribute to Routesonline. Please contact Kirsty Studholme [Kirsty.studholme@ubm.com](mailto:Kirsty.studholme@ubm.com)

**7. ORDER FORMS**

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

FORM NO.	DETAILS	RETURN TO	EXHIBITOR TYPE	DEADLINE	SENT
1	Acknowledgement of Rules & Regulations	UBM China	All	08/08/16	<input type="checkbox"/>
2	Insurance Policy Acknowledge	UBM China	ALL	08/08/16	<input type="checkbox"/>
3	Fascia Name	Milton	Shell Scheme, Meeting Chalets	15/08/16	<input type="checkbox"/>
3A	Standfitting Layout	Milton	ALL	15/08/16	<input type="checkbox"/>
4	EAC Registration	Milton	Hosted Networking Stands & Self Build Chalets	08/08/16	<input type="checkbox"/>
5	Construction Management Fees	Milton			<input type="checkbox"/>
6	Declaration of Safety and Security - Exhibitor	Milton			<input type="checkbox"/>
7	Declaration of Safety and Security- Contractor	Milton			<input type="checkbox"/>
8	Noise Control Commitment Form	Milton	ALL	08/08/16	
9	Electricity/Water Application	Milton	ALL	15/08/16	<input type="checkbox"/>
10	Telephone/Internet Line Application	Milton	ALL	15/08/16	<input type="checkbox"/>

<b>11</b>	Furniture/Lighting/AV/ Rental	Milton	All	15/08/16	<input type="checkbox"/>
<b>12</b>	Beverage & Catering Order	TBA	All	15/08/16	<input type="checkbox"/>
<b>13</b>	Exhibit Shipping	CEVA Showfreight	All	04/09/16	<input type="checkbox"/>

**8.**

**APPENDICES**

- A. Shipping Instruction and Tariff
- B. Risk Assessment Form
- C. Method Statement Form
- D. Insurance Purchase Application Form
- E. Furniture Catalogue

**Deadline: 08 Aug 2016**

**ACKNOWLEDGEMENT OF RULES**

**MUST BE RETURNED BY ALL EXHIBITORS**

WE HEREBY ACKNOWLEDGE OUR RECEIPT OF ALL THE RULES AND REGULATIONS OF WORLD ROUTES 2016 IN THE EXHIBITION MANUAL & WILL OBEY ALL THE TERMS AND DEADLINES.

IMPORTANT NOTICE: PLEASE COMPLETE THIS FORM IMMEDIATELY IF YOUR BOOTH CONTRACT RECEIVED AFTER THIS DEADLINE.

<b>Authorised by:</b>	<b>Please make a copy for your own file &amp; return this form to the following :</b>
Exhibiting Company: ..... Stand No: .....	<b>UBM China – Operations Dept.</b>
Contact: ..... Position: .....	9/F, CIROS Plaza,
Tel: ..... Fax: .....	No.338 West Nanjing Road,
Email:.....	Shanghai 200003, China
Signature: ..... Date: .....	Miss Fiona Ma
	Tel: +86(21) 6157 7244
	Fax: +86(21) 6157 7299
	E-Mail: operations-china-routes@ubm.com

**Deadline: 08 Aug 2016****Insurance Policy Acknowledge****The Instruction on Exhibition Insurance**

Exhibitors are responsible for taking out public liability insurance against injury to persons and property of others on their stand, along with their exhibits and merchandise moving to and from the show and during the show. Each exhibitor should have a valid and adequate insurance cover of no less than **RMB 20 million (GBP 2 million)** against public liability. Exhibitors should contact their insurance broker to cover their exhibits and exhibit materials. The Organizers will not be held responsible for any loss of, or damage to, exhibits and personal items.

**All the exhibitors should sign and return this form to confirm their acknowledgement of the related insurance policy.**

**Exhibitor Liability:**

Participation by the Exhibitor in the Exhibition is solely at the Exhibitor's own risk.

The Exhibitor agrees to indemnify and hold the Organisers harmless, on demand, against all claims, liabilities, losses, suits, proceedings, damages, judgments, expenses, costs (including legal fees) and charges of any kind howsoever incurred by or on behalf of or made against the Organisers arising out of any breach of any of this Contract or the Exhibitor's Manual or any other default or negligence of, or any damage or loss caused by, the Exhibitor and/or any of its Representatives.

**All exhibits are brought to, displayed at and removed from the Exhibition Centre at the Exhibitor's own risk and shall be safeguarded by the Exhibitor at all times.**

The Organiser shall not be liable for any losses (including consequential losses), damages, demands, costs, claims, charges or other expenses of any kind suffered or incurred by the Exhibitor or any other person arising in connection with the Exhibition including, without limitation, (a) any theft, fire, (b) use of the Security Room Service, (c) defect in the Exhibition Centre howsoever caused, (d) cancellation or early closure of, or delay in the opening or closing of, the Exhibition for whatever reason outside the control of the Organizer, (e) any matter referred to in paragraph 3 & 4 of these Terms and Conditions, (f) any natural calamity or any act of God, howsoever arising. The Exhibitor shall be liable to any third party for, inter alia, any claims, injury or damage arising from its booths and its portion of the shell scheme. Subject as below, the Organizers accept no responsibility and shall not incur any liability to the Exhibitor or any other person for (a) any error or omission in any information relating to it, its equipment, products or services in any promotional material, information or thing provided to the Organizers or any other person by the Exhibitor, (b) any error or omission relating to it, its equipment, products or services in the Exhibition's Official Directory or in any promotional material, information or thing produced or commissioned by the Organisers or that Exhibitor, (c) products displayed or sold by any exhibitor at the Exhibition, (d) the Organisers carrying out any of their obligations under this Contract or the Exhibitors' Manual, or (e) any loss or damage or any indirect or consequential loss caused by or arising from any of the equipment and computer systems (inclusive of hardware and software) of and services provided by the Organisers, by any supplier to the Organisers or by the Exhibition Centre Operator failing or being defective.

Nothing in this clause shall have the effect of limiting or excluding the Organisers' liability for fraud, or for death or personal injury caused by negligence of the Organisers to the extent it cannot be excluded or



restricted at law in the relevant jurisdiction, but any liability shall be limited to the minimum liability imposed at law, and not beyond such minimum liability.

**Contractor’s Liability:**

All exhibitor appointed contractors (EAC) are required to take out and maintain public liability insurance in respect of the EAC’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 20 million (GBP 2 million)** for any single claim, unlimited in aggregate. In addition, an EAC 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 EAC, or as UBM Global Trade may require, in connection with, inter alia, the EAC’s property (including all equipment, fittings, furniture, materials and other facilities used or provided by the EAC 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 EAC MUST HAVE valid and adequate insurance cover of not less than **RMB 20 million (GBP 2 million)** against public liability. **EAC 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.**

Shanghai Renxin Insurance Broker Co., Ltd. Is a qualified insurance company recommended by Shanghai Exhibition Industry Association and will provide the most preferential condition and service for the exhibition, including the scene for insurance procedures, Safety supervise, insured event and claim payment etc. Please contact with the below in advance:

Shanghai Renxin Insurance Broker Co., Ltd.  
Suite 20C, Jiali Mansion, 2/1228 Yan An Rd(W), Shanghai 200052, China  
Customer Service Tel: 021-51870607\*1007, Ms. Jin Zongling  
E-mail: lix@rxig.com

**[Please refer to the application form at the back of the manual](#)**

<b>Authorised by:</b> Exhibiting Company: ..... Stand No: ..... Contact: ..... Position: ..... Tel: ..... Fax: ..... Email: ..... Signature: ..... Date: .....	<b>Please make a copy for your own file &amp; return this form to the following :</b>  <b>UBM China – Operations Dept.</b> 9/F, CIROS Plaza, No.338 West Nanjing Road, Shanghai 200003, China Miss Fiona Ma Tel: +86(21) 6157 7244 Fax: +86(21) 6157 7299 E-Mail: operations-china-routes@ubm.com
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# FORM 3

FASCIA NAME

**Deadline: 15 August 2016**

**(Organiser's standard packaged stand ONLY)**

## FASCIA BOARD NAME

- 1) Please tick the package you've contracted with Routes
- Shell Scheme
  - Premier Shell Scheme
  - Standard Meeting Chalet
  - Exclusive Meeting Chalet
  - Airline Meeting Chalet: a)  35m<sup>2</sup>                      b)  100m<sup>2</sup>

*Refer to the pictures on the back of this form for all the above packages*

- 2) Please indicate the English & Chinese company names to appear on your stand in the below boxes..  
3) No logo-types or house-styles permitted.  
4) This service is NOT applicable to Raw Space Exhibitors

ENGLISH Fasciae Name (No more than 24 letters)


CHINESE Fascia Name (the Contractor WILL NOT do the translation) (No more than 12 words)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

- **Please be reminded that the above items cannot be interchanged with other items. If exhibitors do not require any of the items, no refund will be given.**
- No logo production is provided in Organiser's Standard Packaged Stands. If exhibitor would like to have logo on the fascia, please contact the Official Standfitting Contractor directly for quotation.
- Please read "Terms & Conditions" of rental and late order policy.
- Please **use Form 3A** to indicate the **locations** of your furniture, sockets, etc.

<b>Authorised by:</b>	<b>Please make a copy for your own file &amp; return this form to the following :</b>
Exhibiting Company: .....	<b>MILTON EXHIBITS &amp; ENGINEERING</b>
Stand No: .....	<b>(SHANGHAI) Ltd</b>
Contact: .....	Contact: <b>Ms. Yang Yue / Mr. Lori Qi</b>
Position: .....	Tel: +86 21 61830637/61830677
Tel: .....	Fax: +86 21 61830688
Fax: .....	Email: <b>csc@milton-sh.com</b>
Email: .....	Website: <b>www.milton-exhibits.com</b>
Signature: .....	
Date: .....	

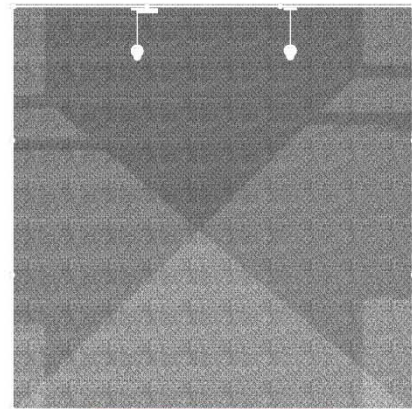
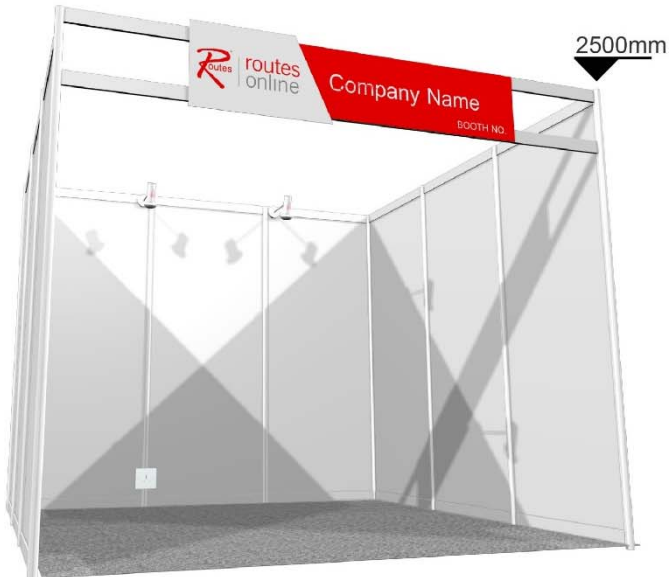
(continued) **FORM 3**

**FASCIA NAME**

**Deadline: 15 August 2016**

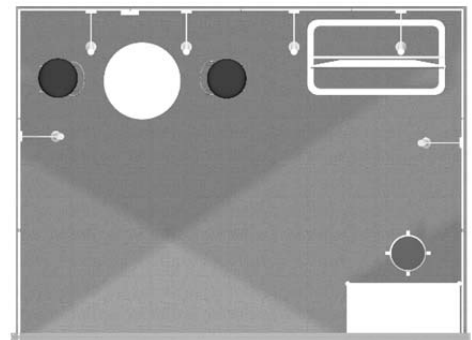
**Organiser's standard packaged stand ONLY)**

**Shell Scheme**



SIZE:3000x3000x2500(H) mm

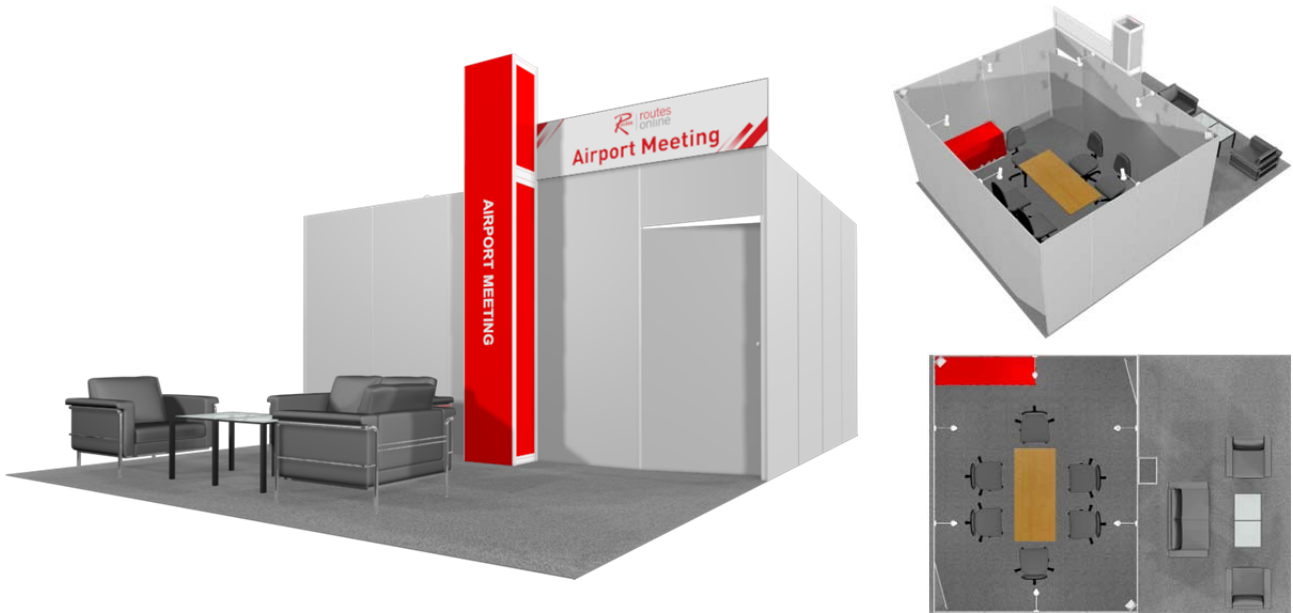
**Premier Shell Scheme**



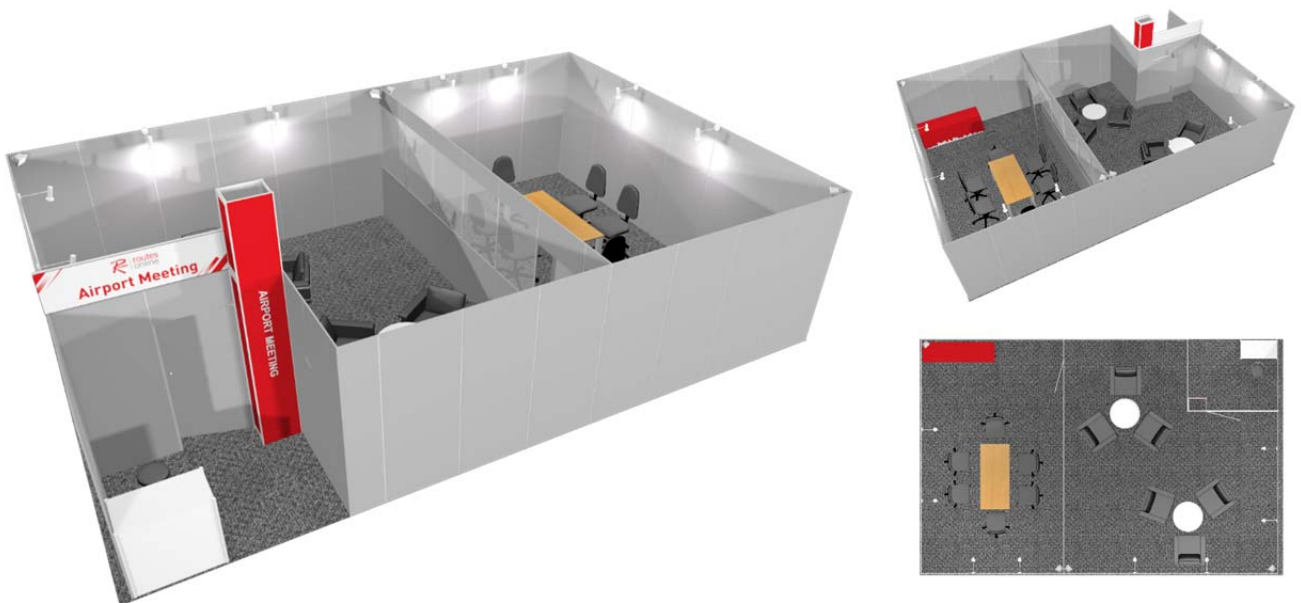
**Deadline: 15 August 2016**

**Organiser's standard packaged stand ONLY)**

**Standard Meeting Chalet**



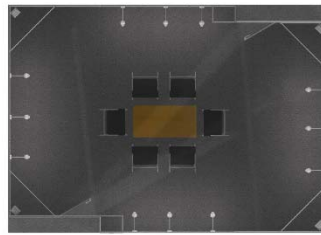
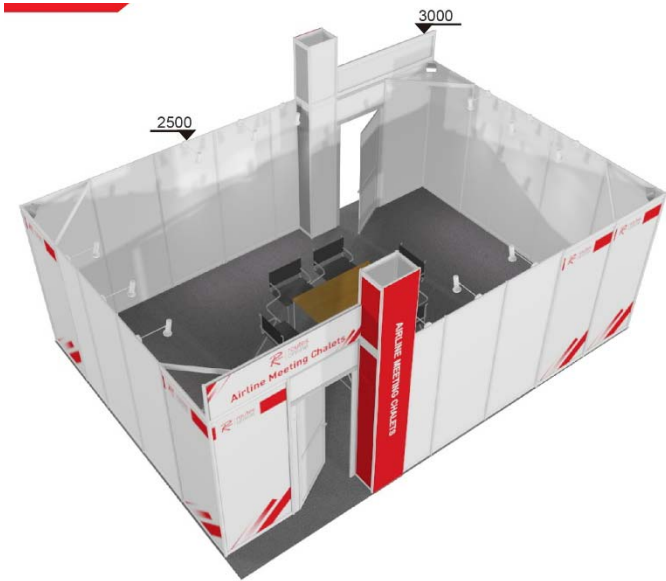
**Exclusive Meeting Chalet**



**Deadline: 15 August 2016**  
**ONLY)**

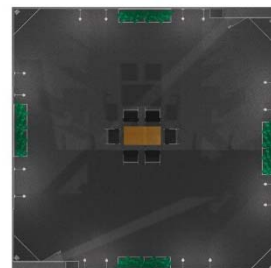
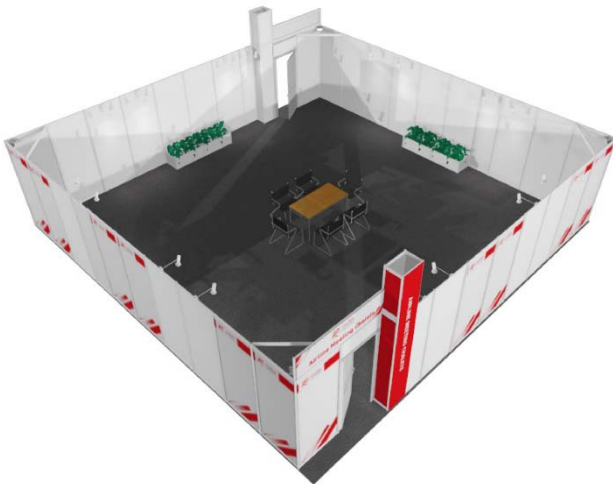
**(Organiser's standard packaged stand**

**Meeting Chalet (35m<sup>2</sup>)**



SIZE:7000x5000x3500(H) mm

**Meeting Chalet (100m<sup>2</sup>)**



SIZE:10000x10000x3500(H) mm

## FORM 3A

### **Deadline: 15 August 2016** (standard packaged stand) **STANDFITTINGS LOCATION**

Exhibitors are requested to indicate in the below plan of the position of all electrics, wall fittings and shelving, etc in your Organiser's standard package.

#### **Layout Plan (Electrics):**

Sketch your electrical order on the plan below:

##### A. Perspective



Left panel

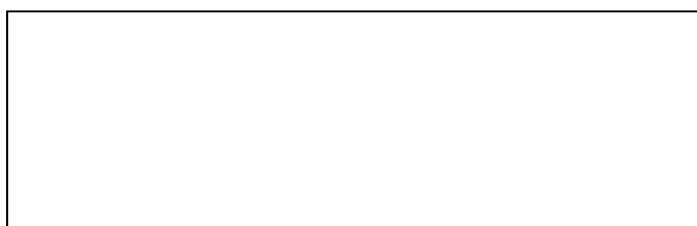


Back panel



Right Panel

##### B. Plan



Spotlight  
Socket



We also need to have our company logo reproduced and put on the fascia board. Please see the sample enclosed and send us quotations for the reproduction.

- ♦ If the location plan of any ordered item is not submitted, it will be placed according to a standard layout plan at the discretion of the Official Standfitting Contractor. Any relocation onsite is subject to 50% surcharge.

#### **CONDITIONS OF RENTAL:**

1. All items offered are on rental basis. Exhibitors are liable for any damage or loss incurred.
2. Exhibitors with very sensitive equipment are advised to bring their own stabiliser to cater for voltage fluctuations. Should there be any power cut or other damage caused to the other exhibitors, penalty charge of RMB 20,000 will be levied.
3. Any power outlets and sockets are for household appliances only, exhibitors are not permitted to fix their own spotlights or fluorescent lights. Special lighting supplied by exhibitors can be handed over to Milton for installation at a nominal charge
4. The above terms are valid during the whole show period and subject to possible change without prior notice
5. Exhibitors are asked to return the form ON OR BEFORE **THE DEADLINE: 15 Aug 2016.**  
**SURCHARGE IS LEVIED ON:**
  - a. **LATE ORDERS**  
Any order received after **15 Aug 2016** is subject to a **30%** surcharge.  
Any order received after **31 August 2016** is subject to a **50%** surcharge.
  - b. **ON-SITE ORDERS**  
Any order received on-site is subject to a 50% surcharge and availability of stock onsite at the moment.
6. Exhibitors will receive an invoice from the Official Standfitting Contractor for sales confirmation if order has been placed. It is assumed there is no additional request, if no further reply is sent by exhibitor.

7. Orders without remittance slip will not be accepted.

**PAYMENT DETAILS**

All orders must be accompanied with full payment either by:

a. By Telegraphic Transfer

**Account Name:** MILTON EXHIBITS AND ENGINEERING (SHANGHAI) LIMITED.

**Bank:** Shanghai Pudong Development Bank, Shanghai, Changning Sub-branch

**Address:** 855#Changning Rd, Changning District, Shanghai 200050 P.R.China

**Account Number:** 98491455300000366 (for USD only)

**SWIFT CODE:** SPDBCNSH

Please fax the bank-in slip or T/T statement with company name & stand number to Milton Exhibits as a confirmation of the payment.

b. By Cash for **ON-SITE ORDERS ONLY**

**Deadline: 08 Aug 2016**

**EAC (Exhibitor Appointed Contractor) REGISTRATION**

**MUST BE RETURNED BY RAW SPACE BOOTH**

**The below form must be jointly completed and returned by the exhibitor and EAC**

Exhibition Name		<b>World Routes 2016</b>		
Exhibitor:	*Co. Name	Person-in-charge:		
	*Email:	Mobile Phone:		
Contractor:	*Co. Name	Person-in-charge:		
	*Email:	Mobile Phone:		
Venue		Hall:	Booth No.	
*Quantity of worker	Electrician:		Carpenter:	others:
	Total:			
*Construction Area	m <sup>2</sup>	type:	Length:	Width:
*On-site Manager	Name:		Mobile Phone:	
*Security Manager	Name:		Mobile Phone:	
*Materials				
*Electric (Kw)				
*Exhibitor: Signature:			Date:	
*Contractor Signature:			Date:	

*All items with "\*" must be completed with correct and certified information, and the contractor will be held responsible for any consequence caused by wrong information provided above.*

**IMPORTANT:**

1. Exhibitors who have booked "Hosted Networking Stand" & "Self-build Meeting Chalet" may use either the Official Standfitting Contractor or any other contractors as you wish. But this is subject to the approval by the Organiser /Exhibition Center based on the submitted design drawings and other necessary qualification.
2. Exhibitor must make sure the EAC is qualified and capable of the stand construction within the move-in and move-out timeline provided by the Organiser.
3. Exhibitor must ensure a proper construction agreement has been signed with the EAC 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.
4. Exhibitors must alert the EAC to complete all the formalities for Contractor Badge (Form 5 refers) with the Official Standfitting Contractor at least one week before move-in. Exhibitor & their contractors should be aware that for safety reason, all staff/workers on site must wear Contractor Badges, if anyone found without valid badges, the organiser/venue's security guard have the right to send him out of the hall.
5. Contractors are requested to take out and maintain adequate insurance coverage, [Form 2](#) refers.
6. All electrical connections within the undertaken stand boundary must be inspected by the Official Contractor before circuits are re activated.
7. A full set of technical drawings of your stand construction must be submitted to the Official Standfitting Contractor together with the completed [Form 1-2 & 4-8](#) for approval **by 08 Aug 2016**. No construction is allowed to be carried out, if the stand design drawings are not approved in advance.



8. Your submitted drawings and documents will be inspected by the event's appointed Stand Plan Inspection (SPI) supplier – AbraxysGlobal. You must get the Permission to Commence Build (PCB) before **15 Aug 2016**. Please note that there is a fee this service as below:

- **Prior to the Approval Deadline:**

Standard rate: **145.00 GBP** (plus 20% VAT or the prevailing rate in the UK at the time).

- **After the Approval Deadline:**

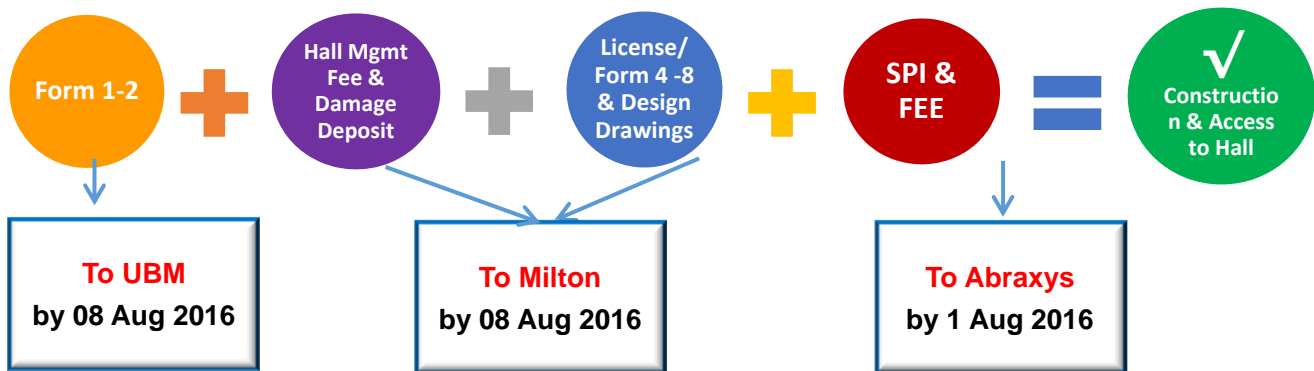
Fast Track Rate: **250.00 GBP** (plus 20% VAT or the prevailing rate in the UK at the time).

For more details on the regulations of SPI and PCB, please refer to **section 3-9**.

And SPI Fee should be made to AbraxysGlobal as the below link:

<http://www.abraxysretail.com>

9. For you to follow the instructions easily, we have summarised the process in the below diagram:



<p><b>Authorised by:</b></p> <p>Exhibiting Company: ..... Stand No: .....</p> <p>Contact: ..... Position: .....</p> <p>Tel: ..... Fax: .....</p> <p>Email: .....</p> <p>Signature: ..... Date: .....</p>	<p><b>Please make a copy for your own file &amp; return this form to the following :</b></p> <p><b>MILTON EXHIBITS &amp; ENGINEERING (SHANGHAI) Ltd</b></p> <p>Contact: <b>Ms. Yang Yue / Mr. Lori Qi</b></p> <p>Tel: +86 21 61830637/61830677</p> <p>Fax: +86 21 61830688</p> <p>Email: <a href="mailto:csc@milton-sh.com">csc@milton-sh.com</a></p> <p>Website: <a href="http://www.milton-exhibits.com">www.milton-exhibits.com</a></p>
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**Deadline: 08 Aug 2016**

**CONSTRUCTION MANAGEMENT**

According to the practice taken in the exhibition venue, the Official Standfitting Contractor are responsible for collecting all the below payment on behalf of the venue's management.

ITEM	UNIT	PRICE (RMB)	QUANTITY	TOTAL
Hall Management Fee	sqm	30		
Contractor Badge	piece	30		
On-duty Badge(2 pcs/18m <sup>2</sup> )	piece	50		
Vehicle Pass (move-in)	piece	50		
Vehicle Pass (move-out)	Piece	50		
Temporary Power(220v)	No.	500		
Refundable Damage and Cleaning Deposit	≤ 100m <sup>2</sup>	7,000		
	101 m <sup>2</sup> -300m <sup>2</sup>	15,000		
Fire Extinguisher (4 nos/50m <sup>2</sup> )	No.	50.00		

**MUST BE RETURNED BY RAW SPACE BOOTH**

**PAYMENT DETAILS**

All orders must be accompanied with full payment either by:

- a. By Telegraphic Transfer

**Account Name:** MILTON EXHIBITS AND ENGINEERING (SHANGHAI) LIMITED.

**Bank:** Shanghai Pudong Development Bank, Shanghai, Changning Sub-branch

**Address:** 855#Changning Rd, Changning District, Shanghai 200050 P.R.China

**Account Number:** 98491455300000366 (for USD only)

**SWIFT CODE:** SPDBCNSH

Please fax the bank-in slip or T/T statement with company name & stand number to Milton Exhibits as a confirmation of the payment.

- b. Cash payment for ON-SITE ORDERS ONLY

<p><b>Authorised by:</b></p> <p>Exhibiting Company: ..... Stand No: .....</p> <p>Contact: ..... Position: .....</p> <p>Tel: ..... Fax: .....</p> <p>Email: .....</p> <p>Signature: ..... Date: .....</p>	<p><b>Please make a copy for your own file &amp; return this form to the following :</b></p> <p><b>MILTON EXHIBITS &amp; ENGINEERING (SHANGHAI) Ltd</b></p> <p>Contact: <b>Ms. Yang Yue / Mr. Lori Qi</b></p> <p>Tel: +86 21 61830637/61830677</p> <p>Fax: +86 21 61830688</p> <p>Email: csc@milton-sh.com</p> <p>Website: www.milton-exhibits.com</p>
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## FORM 6

**Deadline: 08 Aug 2016**

### **DECLARATION OF SAFETY AND SECURITY (EXHIBITOR)**

1. Our company has carefully studied the Health and Safety Agreement of building the special designed stand construction, and will promise to strictly abide by it.
2. As a qualified contractor being responsible for building of this particular stand, the standfitting contractor appointed by our company will adhere to the construction regulations and operate safely.
3. Our company will submit the design drawings (including visuals, 2 dimensional and 3 dimensional plans, circuit diagrams, power box locations, and detailed structural plans) to the Official Standfitting Contractor with relevant documents and certificates by the stipulated deadline. The Official Standfitting Contractor has the right to request alterations if the design submitted is not in accordance with the regulations.
4. The stand contractor is responsible for all costs to the organizers caused by a breach of the building regulations agreement should an accident be caused.

MUST BE RETURNED BY RAW SPACE BOOTH

<b>Authorised by:</b>	<b>Please make a copy for your own file &amp; return this form to the following :</b>
Exhibiting Company: .....	<b>MILTON EXHIBITS &amp; ENGINEERING</b>
Stand No: .....	<b>(SHANGHAI) Ltd</b>
Contact: .....	Contact: <b>Ms. Yang Yue / Mr. Lori Qi</b>
Position: .....	Tel: +86 21 61830637/61830677
Tel: .....	Fax: +86 21 61830688
Fax: .....	Email: <a href="mailto:csc@milton-sh.com">csc@milton-sh.com</a>
Email: .....	Website: <a href="http://www.milton-exhibits.com">www.milton-exhibits.com</a>
Signature: .....	
Date: .....	

**Deadline: 08 Aug 2016****DECLARATION OF SAFETY AND SECURITY (CONTRACTOR)**

The Appointed Standfitting Contractor must complete the following letter and submit to the Official Standfitting Contractor before deadline and commit to adhere to the regulations on Management of Large Scale Social Activities of Chengdu, Regulation on Management of Fire Safety of Exhibitions and Sales Exhibitions of Chengdu, Provision on Construction Management (trial), the Venue and other regulations as appropriate, accept construction management, supervision and inspection to ensure the safety of the booth and personnel. The provision on safe construction is summarized as the follows:

1. Register construction qualification, submit construction drawings for review and pay relevant fees according to regulation before construction starts.
2. The contractor is responsible for safety and fire-control at the site, a safety officer shall be appointed to take care of safety and fire-control.
3. The structure of the booth shall be secured and safe, the construction materials shall be flame-resistant or difficult-flammable, spandex fabric, knitted and cotton goods are not allowed as decoration.
4. The structure of the booth shall not be hanged / bundled to the ceilings, pillars, fences or pipelines. All the structures shall be interconnected with the main frame. The rack at the ceiling of the exhibition hall must not be used as a temporary tool to lift the booth components.
5. The structures of booths shall not block the fire fighting devices, electric installations, emergency exits or entrance for audience. Gentle slopes shall be built from the edge of the booth to the passage, so that no personal injury would arise because of the drop between the platform and the floor. No shelf, booth or platform under the fire-resisting rolling shutter; no wrapping / blockage around the upright posts of the fire-resisting rolling shutter to ensure its smooth movement.
6. The height of the booths shall not exceed specification: 4m.
7. Toughened glass shall be used when decorating with glass. The glass shall be good enough on strength and thickness (at least 8mm for curtain wall) and shall be properly and reliably installed with metal frames or special hardware. Elastic materials shall be applied between the frame/hardware the glass to ensure safe usage. Big glass shall be clearly marked to prevent hurt by their breakage. When glass platform is used, the upright post and the walls shall be fixed below the platform. No booth structure is allowed directly on the smooth glass surface.
8. The materials used shall conform to relative standards of temporary constructions and environment requirements, while fits the exhibition.
9. Smoking is strictly prohibited in the exhibition hall. Inflammable and explosive materials are not allowed, working with naked fire is forbidden.
10. Complete enclosed ceiling is prohibited. The ceiling shall not block the fire fighting devices in the exhibition hall. At least 50% of open space shall be left in the ceiling to ensure fire safety.
11. The staff shall wear contractor badges during construction. Fake passes and duplicated passes are prohibited. Professional technicians shall bring relevant certificate.
12. Trash and disposals shall be cleared anytime during the construction. The construction materials shall be kept in exhibitor's own area. Occupation of fire exit and safety exit is prohibited. Private

warehouse are not allowed to set up in the exhibition hall, booth materials and tools are not allowed to be kept in public area. THE VENUE is entitled to confiscate the items upon violation and reserve the right to deduct from damage deposit paid previously.

13. The usage of neon light as decoration is prohibited. Illumination facilities and electric equipments installed shall be qualified by state safety standards and be built, installed, used according to electric standards of Chengdu. Connection of electric devices shall be insulated with double jackets. The connector shall be closed and be covered with insulating case.
14. 24hrs electricity provided by THE VENUE shall not be used as UPS.
15. The contractor shall not operate switch boxes, water source, gas source and other fixed facilities in the exhibition hall. Outdoor lights, outlets, switchboards shall be rain-proof with reliable protection against wind and rain.
16. After the opening of the exhibition, the contractor shall appoint a safety officer to deal with possible issue in time.
17. The contractor shall bring all material out of the exhibition hall by the end of move-out. No pile-up at the booth or inside the exhibition centre. THE VENUE reserve the right to apply special restrictions upon particular situations. The administrative staff from the construction office may enter the booth to check. The constructor is fully responsible any damage to plants, equipments and buildings or fires, casualties caused by violation during construction, removal and transportation and shall compensate all economic losses to THE VENUE thus caused. The authorized representative of the constructor of this booth has carefully studied this Safety Responsibility Agreement and the regulations mentioned above, and guarantee that the constructor will observe relevant safety regulations. Our company takes full responsibility and obligation for any safety issue upon violation.

Name of booth constructor:

Name of contact for booth construction:

Mobile phone number:

Date:

<p><b>Authorised by:</b></p> <p>Exhibiting Company: ..... Stand No: .....</p> <p>Contact: ..... Position: .....</p> <p>Tel: ..... Fax: .....</p> <p>Email:.....</p> <p>Signature: ..... Date: .....</p>	<p><b>Please make a copy for your own file &amp; return this form to the following :</b></p> <p><b>MILTON EXHIBITS &amp; ENGINEERING (SHANGHAI) Ltd</b></p> <p>Contact: <b>Ms. Yang Yue / Mr. Lori Qi</b></p> <p>Tel: +86 21 61830637/61830677</p> <p>Fax: +86 21 61830688</p> <p>Email: csc@milton-sh.com</p> <p>Website: www.milton-exhibits.com</p>
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**Deadline: 08 Aug 2016**

**NOISE CONTROL COMMITMENT**

**MUST BE RETURNED BY ALL EXHIBITORS**

**Noise Control Commitment**

Company Name: \_\_\_\_\_ Booth No: \_\_\_\_\_

As an exhibitor at World Routes 2016, we understand this is public area that need to be kept in proper order for all delegates and visitors successful participation at it.

Therefore, we will follow the regulations stipulated by the Organisers, especially the one related “Noise-level Control”. We will ensure all audio speakers to be faced inwards and NOT facing the gangways or any other stands, if we have any Audio Visual equipment on our stand, and make sure the maximum noise-level is controlled below 50db.

In addition, we will report to the Organisers, if we find any other exhibitors breaching the above regulation. We shall not raise our Audio Visual equipment’s volume to make any “noise competition” with those exhibitors.

We will be fully liable for the penalty, if we make any performances violating the above regulations.

Committed by: \_\_\_\_\_(company name)

Noise-Control by: \_\_\_\_\_(relevant staff from your company)

Contact Number: \_\_\_\_\_(telephone number)

<b>Authorised by:</b>	<b>Please make a copy for your own file &amp; return this form to the following :</b>
Exhibiting Company: _____ Stand No: _____	<b>MILTON EXHIBITS &amp; ENGINEERING (SHANGHAI) Ltd</b>
Contact: _____ Position: _____	Contact: <b>Ms. Yang Yue / Mr. Lori Qi</b>
Tel: _____ Fax: _____	Tel: +86 21 61830637/61830677
Email: _____	Fax: +86 21 61830688
Signature: _____ Date: _____	Email: <a href="mailto:csc@milton-sh.com">csc@milton-sh.com</a>
	Website: <a href="http://www.milton-exhibits.com">www.milton-exhibits.com</a>

**FORM 9****MUST BE RETURNED BY RAW SPACE BOOTH****Deadline: 15 Aug 2016****ELECTRICITY/WATER APPLICATION**

Name & Description	Unit Price(RMB)	Quantity	Amount
<b>For Lighting Only</b>			
15A/220V	1,200.00		
30A/220V	1,600.00		
<b>For Lighting or Machine</b>			
15A/380V	2,000.00		
20A/380V	2,500.00		
30A/380V	4,000.00		
60A/380V	7,000.00		
<b>24Hrs Power For Machine Only</b>			
15A/380V (24 hrs)	3,000.00		
30A/380V (24 hrs)	6,000.00		
Notes:			
1. 220V power supply is single phase, 380V power supply is three phase.			
2. The 24-hour power supply cannot be used as an uninterruptible power supply.			
3. Power outlet for lighting connection must be separated from the power outlet for machine or other electrical equipment. Penalty will be levied should there be any such breach found.			

**Important:**

- ◆ Please read "Conditions of Rental"
- ◆ If the location plan of any ordered item is not submitted, it will be placed according to a standard layout plan at the discretion of the Official Standfitting Contractor. Any relocation on site is subject to service charge equivalent to 50% of the unit price.

Location Plan

\*Exhibitors need to hook-up the exhibiting machines to the power outlet supplied to the standby their own appointed contractor and prepare any special equipment based on your exhibits specifications.

**CONDITIONS OF RENTAL:**

1. All items offered are on rental basis. Exhibitors are liable for any damage or loss incurred.
2. Exhibitors with very sensitive equipment are advised to bring their own stabiliser to cater for voltage fluctuations. Should there be any power break-out or other damage caused to the other exhibitors, penalty charge of RMB 20,000 will be levied.
3. Any power outlets and sockets are for household appliances only, exhibitors are not permitted to fix their own spotlights or fluorescent lights. Special lighting supplied by exhibitors can be handed over to Milton for installation at a nominal charge.

4. The above prices are valid during the whole show period and subject to possible change without prior notice
5. Exhibitors are asked to return the form ON OR BEFORE THE DEADLINE: 15 Aug 2016.  
SURCHARGE IS LEVIED ON:

**LATE ORDERS**

Any order received after 15 Aug 2016 is subject to a **30%** surcharge.  
Any order received after 31 Aug 2016 is subject to a **50%** surcharge

**ON-SITE ORDERS**

Any order received on-site is subject to a 50% surcharge and availability of stock onsite at the moment.

6. Exhibitors will receive an invoice from the Official Standfitting Contractor for sales confirmation if order has been placed. It is assumed there is no additional request, if no further reply is sent by exhibitor.
7. Orders without remittance slip will not be accepted.

**PAYMENT DETAILS**

All orders must be accompanied with full payment either by:

By Telegraphic Transfer

**Account Name:** MILTON EXHIBITS AND ENGINEERING (SHANGHAI) LIMITED.

**Bank:** Shanghai Pudong Development Bank, Shanghai, Changning Sub-branch

**Address:** 855#Changning Rd, Changning District, Shanghai 200050 P.R.China

**Account Number:** 98491455300000366 **(for USD only)**

**SWIFT CODE:** SPDBCNSH

Please fax the bank-in slip or T/T statement with company name & stand number to Milton Exhibits as a confirmation of the payment.

Cash payment for ON-SITE ORDERS ONLY

<p><b>Authorised by:</b></p> <p>Exhibiting Company: ..... Stand No: .....</p> <p>Contact: ..... Position: .....</p> <p>Tel: ..... Fax: .....</p> <p>Email:.....</p> <p>Signature: ..... Date: .....</p>	<p><b>Please make a copy for your own file &amp; return this form to the following :</b></p> <p><b>MILTON EXHIBITS &amp; ENGINEERING (SHANGHAI) Ltd</b></p> <p>Contact: <b>Ms. Yang Yue / Mr. Lori Qi</b></p> <p>Tel: +86 21 61830637/61830677</p> <p>Fax: +86 21 61830688</p> <p>Email: csc@milton-sh.com</p> <p>Website: www.milton-exhibits.com</p>
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**Deadline: 15 Aug 2016****TELEPHONE/INTERNET LINE APPLICATION**

	Description	Price (RMB)	Qty	Total Amount
1	LDD Telephone Line	800.00		
2	DDD Telephone Line (Refundable Deposit RMB 1,000)	1,000.00		
3	IDD Telephone Line (Refundable Deposit RMB 2,000)	2,000.00		
<ul style="list-style-type: none"> <li>● All the telephone communication consumption fee will be deducted from the prepaid deposit on actual cost.</li> <li>● The above deposit includes RMB 500 for telephone set and the balanced for communication consumption.</li> </ul>				
4	Internet Connection, 1MB	1,500.00		
<ul style="list-style-type: none"> <li>● The above quote includes basic cable and wire, but not any integrated processor or switchboard.</li> </ul>				
		Total:		
<b>Total Amount:</b>				

**Important:****CONDITIONS OF RENTAL:**

1. **Cancellation clause:** only **50%** of the above price is **refundable** for any cancellation requested before 15<sup>th</sup> Sep, otherwise the full price will still be charged.
2. All items offered are on rental basis. Exhibitors are liable for any damage or loss incurred.
3. Exhibitors with very sensitive equipment are advised to bring their own stabiliser to cater for voltage fluctuations.
4. Any power outlets and sockets are for household appliances only, exhibitors are not permitted to fix their own spotlights or fluorescent lights. Special lighting supplied by exhibitors can be handed over to Milton for installation at a nominal charge.
5. The above prices are valid during the whole show period and subject to possible change without prior notice
6. Exhibitors are asked to return the form ON OR BEFORE THE DEADLINE: 15 Aug 2016.

**SURCHARGE IS LEVIED ON:****LATE ORDERS**

Any order received after 15 Aug 2016 is subject to a **30%** surcharge.

Any order received after 31 August 2016 is subject to a **50%** surcharge.

**ON-SITE ORDERS**

Any order received on-site is subject to a 50% surcharge and availability of stock onsite at the moment.

7. Exhibitors will receive an invoice from the Official Standfitting Contractor for sales confirmation if order has placed. It is assumed as no additional request if no further reply is sent by exhibitor.
8. Orders without remittance slip will not be accepted.

**PAYMENT DETAILS**

All orders must be accompanied with full payment either by:

a. By Telegraphic Transfer

**Account Name:** MILTON EXHIBITS AND ENGINEERING (SHANGHAI) LIMITED.

**Bank:** Shanghai Pudong Development Bank, Shanghai, Changning Sub-branch

**Address:** 855#Changning Rd, Changning District, Shanghai 200050 P.R.China

**Account Number:** 98491455300000366 (for USD only)

**SWIFT CODE:** SPDBCNSH

b. By Cash payment for ON-SITE ORDERS ONLY

<b>Authorised by:</b>	<b>Please make a copy for your own file &amp; return this form to the following :</b>
Exhibiting Company: .....	<b>MILTON EXHIBITS &amp; ENGINEERING (SHANGHAI) Ltd</b>
Stand No: .....	Contact: <b>Ms. Yang Yue / Mr. Lori Qi</b>
Contact: .....	Tel: +86 21 61830637/61830677
Position: .....	Fax: +86 21 61830688
Tel: .....	Email: <a href="mailto:csc@milton-sh.com">csc@milton-sh.com</a>
Fax: .....	Website: <a href="http://www.milton-exhibits.com">www.milton-exhibits.com</a>
Email: .....	
Signature: .....	
Date: .....	

## Form 11

### FURNITURE & LIGHTING RENTAL (ORGANISER'S STANDARD PACKAGE I ONLY)

**Deadline: 15 Aug 2016**

Item Description	Code	Unit Price (RMB)	Quantity	Amount
<b>Furniture</b>				
Black leather chair(570W x 440D x 760Hmm)	(C01A)	160.00		
Office chair (600W x 560D x 980SHmm)	(C03)	240.00		
White folding chair(510W x 470D x 720Hmm)	(C08)	64.00		
Aluminum chair (490L x 575W x 735Hmm)	(C09)	190.00		
Bar stool(370φ x 840Hmm)	(BS02A)	200.00		
Bar stool(360W x 400D x 760-860Hmm)	(BS11B)	400.00		
Sofa (800L x 730W x 780SHmm)	(S01)	790.00		
Sofa (1300L x 730W x 780SHmm)	(S02)	1,040.00		
Sofa (800L x 770W x 760SHmm)	(S03)	860.00		
Sofa (1470L x 770W x 760SHmm)	(S04)	1,100.00		
Glass coffee table (550L x 550W x 450Hmm)	(CT03Z)	340.00		
White round table (800Ø x 750Hmm)	(RT01E)	190.00		
Aluminum round table (800Ø x 750Hmm)	(RT05B)	200.00		
Bar table (600Ø x 1100Hmm)	(BT01A)	240.00		
Aluminum bar table (600Ø x 1100Hmm)	(BT04A)	275.00		
Information counter (1030L x 535W x 750Hmm)	(MA01)	180.00		
Lockable cupboard (1030L x 535W x 750Hmm)	(MA02)	180.00		
Low glass showcase (1030Lx535Wx1000Hmm)	(MA05)	495.00		
Tall glass showcase (1030Lx535Wx2170Hmm)	(MA06)	610.00		
Square table (600L x 600W x 750Hmm)	(MA08)	180.00		
TV-video stand (1030L x 535W x 1000Hmm)	(MA10)	210.00		
Meeting table (1200L x 600W x 750Hmm)	(MT01)	240.00		
Meeting table (1400L x 700W x 750Hmm)	(MT02)	275.00		
Flat shelf (1000L x 300Wmm)	(MS02)	80.00		
Slopped shelf (1000L x 300Wmm)	(MS03)	80.00		
Folding door (950W x 2000Hmm)	(MM01)	325.00		
Lockable door (950W x 1910Hmm)	(MM02)	390.00		
Coat hanger (1710Hmm)	(M09)	150.00		
Belt barricade	(M01)	135.00		
Water dispenser (including one bottle of water per exhibition day)	(E09)	465.00		
Magazine rack (260W x 250D x 1200Hmm)	(M05)	190.00		
Magazine rack (420W x 300D x 1400Hmm)	(M07)	285.00		
Magazine rack (380W x 1500Hmm)	(M34)	265.00		
Glass showcase (500W x 500D x 1800Hmm)	(M26)	1500.00		
Glass showcase (1000W x 500D x 1800Hmm)	(M27)	2200.00		

Long table w/apron (1800W x 600D x 750Hmm)	(M33)	555.00		
90L fridge (exclude 24hr socket)	(E06)	895.00		
140L fridge (exclude 24hr socket)	(E03)	1,240.00		
Waste basket (250W x 170D x 290Hmm)	(M16)	32.00		
Octanorm panel (1000W x 2440Hmm)		190.00		
Wooden panel (1000W x 2500Hmm)		600.00		
42" plasma (exclude socket)		5000.00		
DVD player		400.00		
Green plant		120.00		
Needle punch Carpet/sqm		45.00		
<b>Electrical</b>				
Spotlight	(ML001)	170.00		
Long Arm Spotlight	(ML002)	190.00		
40W Fluorescent Tube	(ML006)	170.00		
150W HQI Floodlight	(ML009)	440.00		
5A/220V socket (Max. 500W, not for lighting, for shell scheme only)		190.00		
5A/220V socket 24hrs (Max. 500W, not for lighting, for shell scheme only)		350.00		
Lighting connection up to 100W (w/wiring)		180.00		
Lighting connection up to 100W(without wiring)		155.00		
Total:				

**Important:**

**CONDITIONS OF RENTAL:**

1. **Cancellation clause:** only **50%** of the above price is **refundable** for any cancellation requested **before 15th Sep**, otherwise the full price will still be charged.
2. All items offered are on rental basis. Exhibitors are liable for any damage or loss incurred.
3. All the ordered items will be delivered to the stands from 13:00, 24<sup>th</sup> Sept onward, and collected back from 16:00, 27<sup>th</sup> Sept onward.
4. Exhibitors with very sensitive equipment are advised to bring their own stabiliser to cater for voltage fluctuations. Should there be any power break-out or other damage caused to the other exhibitors, penalty charge of RMB 20,000 will be levied.
5. Any power outlets and sockets are for household appliances only, exhibitors are not permitted to fix their own spotlights or fluorescent lights. Special lighting supplied by exhibitors can be handed over to Milton for installation at a nominal charge
6. The above prices are valid during the whole show period and subject to possible change without prior notice
7. Exhibitors are asked to return the form **ON OR BEFORE THE DEADLINE: 15 Aug 2016**.

**SURCHARGE IS LEVIED ON:**

**LATE ORDERS**

Any order received after **15 August 2016** is subject to a **30%** surcharge.

Any order received after **31 August 2016** is subject to a **50%** surcharge.

**ON-SITE ORDERS**

Any order received on-site is subject to a 50% surcharge and availability of stock onsite at the moment.

8. Exhibitors will receive an invoice from the Official Standfitting Contractor for sales confirmation if order has been placed. It is assumed there is no additional request, if no further reply is sent by exhibitor.
9. If the location plan of any ordered item is not submitted, it will be placed according to a standard layout plan and additional orders will be placed at the discretion of the Official Standfitting Contractor. Any relocation on site is subject to service charge equivalent to 20% of the unit price.
10. Orders without remittance slip will not be accepted.

**PAYMENT DETAILS**

All orders must be accompanied with full payment either by:

- a. By Telegraphic Transfer

**Account Name:** MILTON EXHIBITS AND ENGINEERING (SHANGHAI) LIMITED.

**Bank:** Shanghai Pudong Development Bank, Shanghai, Changning Sub-branch

**Address:** 855#Changning Rd, Changning District, Shanghai 200050 P.R.China

**Account Number:** 98491455300000366 (for USD only)

**SWIFT CODE:** SPDBCNSH

Please fax the bank-in slip or T/T statement with company name & stand number to Beijing Milton Exhibition Management Co., Ltd as a confirmation of the payment.

- b. By Cash payment for ON-SITE ORDERS ONLY

<p><b>Authorised by:</b></p> <p>Exhibiting Company: ..... Stand No: .....</p> <p>Contact: ..... Position: .....</p> <p>Tel: ..... Fax: .....</p> <p>Email: .....</p> <p>Signature: ..... Date: .....</p>	<p><b>Please make a copy for your own file &amp; return this form to the following :</b></p> <p><b>MILTON EXHIBITS &amp; ENGINEERING (SHANGHAI) Ltd</b></p> <p>Contact: <b>Ms. Yang Yue / Mr. Lori Qi</b></p> <p>Tel: +86 21 61830637/61830677</p> <p>Fax: +86 21 61830688</p> <p>Email: csc@milton-sh.com</p> <p>Website: www.milton-exhibits.com</p>
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# Form 13

**Deadline: 04 Sep 2016**

## EXHIBIT SHIPPING

Please indicate below the services which you require from the official Freight and Lifting Contractor

Exhibitor : \_\_\_\_\_ Site Contact : \_\_\_\_\_  
 Hall/Stand : \_\_\_\_\_ Mobile # : \_\_\_\_\_

	Pieces/Weight/Volume	Date/Time	Cost
1 Unloading from vehicle and deliver direct to stand @ £0.20 per kg (minimum 300kgs)			£
2 Collection from stand, and reloading direct to vehicle @ £0.20 per kg (minimum 300kgs)			£
3 Collection, storage and re-delivery of empty cases @ £35.00 per cbm (minimum 3cbm)			£

**BOOKING DEADLINE DATE**  
**4<sup>th</sup> September 2016**

Sub Total	£
25% Late Booking Fee	£
VAT @ 6%	£
File Fee	£130.00
Bank Admin Fee	£7.00
Total	£

All orders received after the deadline date will incur a late booking surcharge of 25%

Credit card payments are subject to an additional surcharge as charged by your provider

**CEVA Showfreight cannot accept any responsibility for freight left unattended on stands at any time during build-up or break-down period of an exhibition**

Please indicate below any special services or equipment you may need from the official Freight and Lifting Contractor

- |  |          |       |
|--|----------|-------|
| 1 Transport - Collection and Re-delivery of freight from your premises               | Location | _____ |
| 2 International Shipments - Please return for Shipping Instructions or Agent Details | Country  | _____ |

### Full Remittance is required with the return of this form

- 1 I/We enclose full payment by cheque (cheques are to be made payable to CEVA Showfreight)  
 2 I hereby authorise you to debit my credit card for the full amount plus the relevant surcharge as charged by the provider.

MasterCard / Visa / AMEX	_____	Signature	_____
Expires	C.V.V. number (last 3 digits only)	Date	_____

- 3 CEVA Showfreight Account - Please provide :  
 Account Number \_\_\_\_\_ Company Reg Number \_\_\_\_\_

Please complete your Invoice address :

Address	_____
Postcode	_____
Telephone	_____
Fax	_____
Contact	_____
Email	_____
VAT #	_____

Please return to :

**Martyn White, The Nucleus, Brunel Way, Dartford, Kent, DA1 5GA, United Kingdom**  
**T +44 (0) 330 58 77 776 / [martyn.white@cevalogistics.com](mailto:martyn.white@cevalogistics.com)**

***Surcharges (min 50%) apply to all work before 8am, after 6pm, weekends, bank holidays and any dates out of tenancy.  
 All work is subject to our terms and conditions.***



# CEVA Showfreight

Official Shipping Instructions and Tariff



**World Routes 2016**  
**25-27 September**  
**Chengdu, China**

**Showfreight Contacts:**  
**Martyn White**  
[martyn.white@cevalogistics.com](mailto:martyn.white@cevalogistics.com)  
**+44(0) 330 58 77 776**

[www.cevalogistics.com](http://www.cevalogistics.com)



Making business flow



## Introduction



CEVA Showfreight are bringing their exhibition site logistics and forwarding skills to World Routes 2016 as the sole officially appointed freight contractor for the 2016 Chengdu event.

CEVA Showfreight has been appointed to ensure the efficient movement of exhibits and stand fitting material whilst onsite at World Routes 2016, along with the arrangement of any international or domestic freighting requirements you may have.

The following instructions are intended to assist all parties involved with keeping the operation as simple as possible and ensuring the smooth flow of freight to and from the event.

### International Shipping Enquiries:

**Martyn White**  
+44 (0) 330 58 77 776  
[martyn.white@cevalogistics.com](mailto:martyn.white@cevalogistics.com)





# Shipping Instructions



## Pre Alerts

All pre alerts should be sent to:

<b>Telephone</b>	+44 (0) 330 58 77 776
<b>Contact</b>	Martyn White
<b>E-mail</b>	<a href="mailto:martyn.white@cevalogistics.com">martyn.white@cevalogistics.com</a>

## Shipping Deadlines:

<b>Airfreight at Chengdu CTU Airport</b>	10 <sup>th</sup> September 2016
<b>Sea Freight LCL at Chengdu Port</b>	6 <sup>th</sup> September 2016
<b>Sea Freight FCL at Chengdu Port</b>	6 <sup>th</sup> September 2016

## Airfreight

All consignments should be sent freight prepaid to arrival Chengdu CTU Airport

## Seafreight

All consignments should be sent freight prepaid to arrival Chengdu Port



# Shipping Instructions



## Consigning Instructions

All consolidations should be consigned on Ocean/Master Bill 'Freight Prepaid' as follows:

### MAWB / BOL:

[Exhibitor Name]  
**World Routes 2016**  
Shanghai Asian Development Intl  
Trans Pu Dong Co.Ltd  
Chengdu Branch  
Tel: 028-86126768  
Attn: Ms. Xu Lijun

Notify: CEVA Showfreight

### HAWB / HBL:

[Exhibitor Name]  
**World Routes 2015**  
Shanghai Asian Development Intl  
Trans Pu Dong Co.Ltd  
Chengdu Branch  
Tel: 028-86126768  
Attn: Ms. Xu Lijun

Notify: CEVA Showfreight

Each AIR shipment should be under one Master AWB with one back to back House AWB and the HAWB must be manifested by the airline. Shipments not following our shipping instructions will incur additional agency fees, which will be billed at cost as per outlay plus 10% disbursement fee. For all consolidations, a Consolidation Cargo Manifest must also be provided.

For ATA carnet shipments, the ATA Carnet Number **MUST** be shown on the MAWB.

All Air Waybills and/or Bills of Lading should be e-mailed as soon as they are available, together with a copy of the commercial invoice/LOE, onsite contact name/telephone number and the required delivery date to the stand. If you know that the goods will be returning after the show, please indicate this on the commercial invoice/LOE.

**Shipments MUST NOT be sent DDU or DDP, but sent pre-paid up to arrival at Chengdu CTU Airport or Chengdu Port only.**

### TEMPORARY IMPORTATION

The Chinese Authorities permit exhibits to be imported into China on temporary import basis on approved trade shows. Temporary import is allowed for 3 months from the date of entry and must be re-exported unless duties and taxes are paid in the event of conversion to permanent import. Extension of temporary import is allowed subject to Customs' approval.

**ATA Carnet is accepted for temporary import in China, but ONLY for the purpose of 'Exhibitions & Fairs'. ATA Carnet shipments MUST be packed separately .**

**Customs Bond Fee will be levied for temporary import shipment without ATA Carnet.**





# Shipping Instructions



## Documentation

Copies of all documents are required by CEVA Showfreight prior to the arrival of your shipment.

**Airfreight: 3 Days prior to arrival.**

**Oceanfreight: 7 Days prior to arrival.**

A commercial invoice/list of exhibits (LOE) is required, in English, for Customs clearance per method of entry and must be addressed as follows:

[Exhibitor Name]  
**World Routes 2016**  
Shanghai Asian Development Intl  
Trans Pu Dong Co.Ltd  
Chengdu Branch  
Tel: 028-86126768  
Attn: Ms. Xu Lijun

Notify: CEVA Showfreight

**On your commercial invoice/LOE, please specify the appropriate import status:**

**PERMANENT:**

'Goods are for permanent entry into China'

**TEMPORARY:**

'Goods are for display purposes at World Routes exhibition and will be returned after the close'

**CONSUMABLE:**

'Goods are for free distribution purposes at the World Routes exhibition'

**Please ensure that your commercial invoice clearly states the following:**

- Country of origin
- Confirmation that the packing conforms to Chinese Regulations
- Tariff heading(s) / H.S. Codes
- Serial numbers (where applicable)
- Commodities are itemised and valued individually

**Please note:**

Everything has a value. Consumables should show a true value 'For Customs purposes only'





# Shipping Instructions



## Early/Late Arrivals

An early arrival surcharge will be applicable if the shipment arrives before the stipulated deadlines and we will charge as per outlay plus 10% disbursement fee.

A late arrival surcharge of 30% of the basic handling rate, will be applicable if the shipment arrives after the stipulated deadline.

In the event of late arrivals, CEVA Showfreight will make all reasonable efforts to ensure delivery before the show opens; however, no guarantee can be given. The surcharge will apply regardless of delivery date to the show site. CEVA Showfreight also reserves the right to reject handling of any cargo that arrives at the Chengdu port/airport only 7 days prior to the show open date. All additional charges incurred due to late arrival will be billed to the exhibitor.

## Restrictions

All exhibitors are advised that promotional materials which are to be imported for giveaway during the exhibition must not indicate or deem to indicate that Tibet or Taiwan is a Country.

## Printed / Publicity Materials

The Ministry of Foreign Economic Relations and Trade in China stipulates that all advertising materials (like printed matters and giveaway items) and technical information materials in all media shall be allowed display or use at the exhibition only after customs has inspected and approved the censorship clearance.

Exhibitors are requested to submit samples of literatures (2 copies each) and souvenirs (2 each) in advance with a List of Exhibits (LOE). All these materials will be handed over to the Chinese Customs for inspection in advance. These materials should arrive for checking no later than **45 days before show opening**. Please contact CEVA Showfreight for assistance or courier address.

Films/slides/video tapes/CDs, VCDs or DVDs are not allowed to be distributed or consumed during the show. For demonstration purpose, censorship is required and must be submitted 45 days prior the shipment arrival and 100% returned to origin once the exhibition has closed. CEVA will not accept any responsibility should the shipment be detained/delayed due to lack of video products temporary import licence.

In addition, exhibitors are advised that brochures, giveaways and souvenirs are subject to import duties as assessed by the Chinese Customs which must be payable on entry. The import of alcoholic drinks, cigarettes and foodstuff to exhibition are restricted by Chinese Customs.



# Shipping Instructions



## Case Marking

All cases should be clearly marked as follows:

World Routes 2016  
c/o CEVA Showfreight  
Exhibitor:  
Stand No:  
Case No:  
Gross Wt:.....Nett Wt:.....  
Dimensions:.....X.....X.....cms

Please ensure that suitable packaging is used for your shipment. Exhibits will be in transit for long periods, both to and from the exhibition and cartons will not withstand the constant handling which takes place during transshipment.

## Courier Shipments

We do not recommend that you send your shipment via courier service (DHL, FedEx, UPS). Chinese customs may detain your shipment and we may need to complete customs clearance as if your shipment was a normal airfreight shipment. Airfreight is the better option unless your shipment is very small (less than 30 kgs) and has a very low value (max US\$70.00). Please contact CEVA Showfreight before sending your shipment by courier.

If you do send your shipment by courier service, please consign as follows:

**CEVA Showfreight**  
**Chengdu Branch Office**  
**NO.4, FIRST FLOOR, UNIT 3, GUOJIA GRACE GARDEN, NO.5 JINLI EAST ROAD,**  
**CHENGDU, SICHUAN 610041, P.R.CHINA**  
**Tel: +86-28-8612-6768**  
**Contact: Ms. Xu Li Jun**

Cargo detention is a very real possibility. Please forward copies of your air waybill copy and invoice/LOE once available.

Please Note: For shipments which are not detained by customs, handling charges from free arrival our Chengdu address up to delivered your booth will be charged £150.00 per consignment, per exhibitor. If your shipment is detained by customs, handling charges will be as per our standard airfreight tariff. Any duty & tax paid on clearance will be charged at cost plus a 10% disbursement fee.

Shipments sent by courier service are done so at your own risk. CEVA Showfreight accept no responsibility for courier shipments which are delayed or do not arrive at the venue.

# Shipping Instructions



## Controlled Items in China

In case your shipment contains any controlled items, as determined by the Chinese Government, we strongly recommend that the list of exhibits (LOE) should be e-mailed to CEVA Showfreight for checking prior to the shipment departing from the country of origin.

If required, CEVA Showfreight will apply for the necessary license/permit on behalf of the exhibitor. However, CEVA Showfreight cannot guarantee that the licence/permit will be issued.

The importation of foodstuffs, beverages, CD-roms, watches, cosmetics, live plants, animals etc. are subject to an import permit in China, even for exhibition purpose. Without Chinese Customs' approval and authorization, these items cannot be distributed/tasted/sold and/or consumed during the exhibition.

If exhibitors need to ship any controlled items to China, exhibitors are required to submit the following documents/information to CEVA Showfreight at least 60 (sixty) days prior to the shipment departing from the country of origin so that an import permit can be applied for:

- a. **Catalogue/Brochure of commodities**
- b. **Export Permit Issued by the Products' Originating Country/Place**
- c. **Certificate of origin and/or Health Certificate**
- d. **Commercial Invoice and Packing List / List of Exhibits (LOE)**

Relevant handling charges and guidelines, permit application fee in China for controlled items will be quoted upon request.

## Hand Carry Exhibits

Exhibitors are strongly advised not to hand-carry goods for this exhibition as they could be detained by Chinese Customs at the airport. Exhibitors should immediately hand over the detention receipt and the duly filled List of Exhibits (LOE) to our staff at the venue. We will arrange to collect the goods from the airport. These exhibits will then have to be returned as a standard shipment.

The handling charges for the hand-carry items will be the same as our inbound airfreight charge, plus late arrival surcharges as applicable.



# Shipping Instructions



## Heavy and Oversize Exhibits

If exhibitors have heavy and oversize exhibits, exhibitors must be on-site early to direct the operation of uncrating and positioning. If a crane or forklift is required for the installation of equipment, please send your requirements to us as early as possible so that we can arrange for such equipment in advance. A quotation will be given after receiving your enquiry.

## Packing of Exhibits

Exhibitors are responsible for the consequences of improper packing.

### A. Protection against Damage and Rain

As the exhibits are repeatedly loaded and unloaded during transportation, shocking/bumping will sometimes be inevitable. Moreover, exhibits will be placed outdoors many times, including open-air storage at the exhibition centre before and after the exhibition. Therefore, exhibitors must take necessary precautions against damage and rain, since we cannot assume any responsibility for the damage, especially when the return exhibits are to be packed with used-packing materials (the case as well as aluminium foil, plastic covers, etc., very often would have been damaged already during unpacking).

### B. The Case

The case must be strong enough to avoid damage during transportation as well as unpacking, and in particular, be suitable for repacking and for sale for return movement after the exhibition. Packing in cartons is not considered suitable for repeated handling, especially for valuable or delicate equipment.

### C. Vacuum Packing Service

CEVA Showfreight can provide Vacuum Packing Service.  
48 hours notice is required for this service.

## Re-Export

The re-export formalities will require a period of approx. 2 weeks after show closes before re-export from China is completed.

If you require your shipment to be re-exported urgently, please advise a member of the CEVA Showfreight staff on-site of your request as soon as possible.



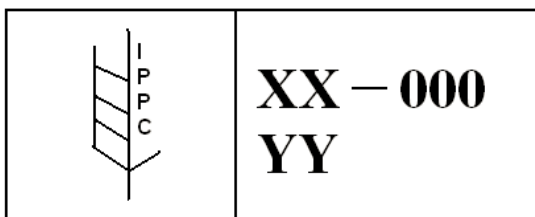
# Shipping Instructions



## Fumigation Rules in China

Effective 1 January 2006, ALL CARGOS WITH SOLID WOOD PACKING MATERIAL (WPM) to China (such as wood block cases, ply cases, pallets, frames, drums, axes, chocks, stow-wood, crossties and so on), fumigation must be arranged in the country of origin before sending the cargo to China.

To ensure the WPM is properly treated either by Heat Treatment (HT) or Methyl Bromide (MB), following information MUST be marked or stamped on the outside packing as the below sample: WOOD PACKING MATERIALS WITHOUT ACCEPTABLE STAMP OR NOT IN COMPLIANCE WITH THE ABOVE REQUIREMENTS WILL BE DESTROYED. If the IPPC stamp is unclear/half-printed/hidden, the CIQ department will enforce destruction of the case with penalties before delivery.



Where:  
 IPPC - Abbreviation of "International Plant Protection Convention";  
 XX - International Standardization Organization (ISO) two letter country code;  
 000 - Wood packing producing enterprise code approved by official plant quarantine authorizations in export counties or territories;  
 YY - The phytosanitary treatment measures, Methyl Bromide Fumigating - MB, Heat Treatment - HT

## Valuable or Dangerous Cargo

Exhibitors have to send us a special form for valuable (unit price exceeding USD100,000 per piece) and dangerous cargo. These forms will be provided upon request and the completed forms should reach us before shipment dispatched, relevant charges will be quoted upon request.

## Quarantine and Inspection

Other charges such as fumigation, sanitary treatment will be billed as per outlay. All batteries, powders, liquids and gel's are airline controlled items. Please remove these items during re-packing of your shipment to avoid potential detention by airport security.

## Magnetism Inspection

As the airlines implement strict security rules, they will ask for magnetism detection & protection for many sensitive items which are sent by air. These include, but not limited to, electrical equipment, computers, speakers, wireless keyboards, wireless mice, routers etc. Charges apply if incurred.





# Shipping Instructions



## Payment of charges

Unless freight is routed via one of our appointed agents we require full payment of our charges, as advised by us, prior to the last day of the show. Personal or foreign cheques are not acceptable. Settlement can be made in advance via bank transfer or alternatively on-site with cash or a credit card for the full amount.

<b>National Westminster Bank</b>	Account Name:	CEVA Showfreight
<b>Birmingham City Branch</b>	Account Number:	71793674
<b>1st Philips Place</b>	Sort Code:	60-02-35
<b>Birmingham</b>	IBAN: GB57	NWBK 6002 3571 7936 74
<b>B3 2PP</b>	BIC (Swift):	NWBK GB 2L

**Bank payments will incur a £15.00 fee**

**Credit card payments will incur a surcharge as received by your credit card provider maximum 3%**

## Insurance

Unless specifically insured CEVA Showfreight is not responsible for any loss, pilferage or damage whilst goods are left unattended on your stand. We will endeavour to deliver / collect your goods to/from your stand when requested, however this cannot be guaranteed. We therefore strongly recommend that your shipment is fully insured for all risks to include transit to and from the exhibition and also during build-up, open period and break-down.

**Transit Insurance can be provided upon request. Please contact the CEVA Showfreight for a quotation.**

All work is carried out under our standard terms and conditions a copy of which is on the last page of this document.

# International Freight Tariff



## Customs

Temporary/Permanent Import customs clearance	£150.00 per entry / consignment
Permanent/Consumable Customs Clearance	£200.00 per entry / consignment
Additional Tariff Heading Line Items per Entry	£3.50 per heading
ATA Carnet Entry	£150.00 per consignment
Customs Examination	£125.00 per consignment
Temporary import bond fee	3.5% of CIF value (minimum £150.00)
Customs Data Entry Fee –Inbound/per Entry	£150.00 per Exhibitor/Shipment
Duty / VAT	At cost plus 10% disbursement fee
Brokerage Fee, based on amounts disbursed	6% (Minimum £85.00)

## Airfreight

- From arrival Chengdu (CTU) to arrival Chengdu fairground.
- Excludes Airline handling and Airport storage.

Price per kg	£1.50 per kg (minimum 300kg)
Airline Handling	£0.30 per kg (minimum 300kg)
Airport Warehouse Handling	£0.30 per kg (minimum 300kg)

## Ocean Freight

- From arrival Chengdu Port to arrival Chengdu fairground.
- Excludes port handling and consolidator charges.

LCL Freight	£140.00 per Cubic Metre (Minimum 3 cbm)	
FCL 20ft	£140.00 per Cubic Metre (Minimum 23 cbm)	
FCL 40ft/HC	£140.00 per Cubic Metre (Minimum 46/50 cbm)	
Terminal Handling	LCL	£55.00 per W/M (Minimum 3 cbm)
	FCL – 20ft	£290.00 per container (each way)
	FCL – 40ft	£445.00 per container (each way)

# International Freight Tariff



## Ocean Freight - continued

Additional Container Fees	
Grounding – 20'	£110.00
Grounding – 40'	£165.00
Restitution / Collection – 20'	£275.00 per trip
Restitution / Collection – 40'	£385.00 per trip

## Onsite – Subject to Chinese VAT @ 6%

Advanced Warehouse Handling per day after arrival (The first 3 days Free of Charge)	£0.25 per kg (Minimum 300 kgs)
Unload, deliver to stand / Collect from stand, reload	£0.20 per kg (Minimum 300 kgs)
Labour to assist (unskilled)	£60.00 per man hour (minimum 2 hours)
Collection / storage / redelivery of empty cases	£35.00 per cubic metre (minimum 3 cbm)
Courier Shipments – Receive/ Register/Deliver to stand	£150.00 per shipment (up to 30 kgs)
Courier Shipments – Receive/ Register/Deliver to stand	Above 30kgs (as per tariff)

## Export Customs

Cancellation of Temporary Import Bond	£125.00 per consignment
ATA Carnet Sign Out	£150.00 per consignment
Re-export customs clearance	£150.00 per consignment
Export Customs Examination	£125.00 per consignment
Ocean Bill of Lading Fee	£125.00 per consignment
Airway Bill Fee	£75.00 per consignment
Customs Data Entry Fee – Outbound/per entry	£150.00 per shipment

**Onsite handling and Export customs are subject to Chinese VAT @ 6%**



# International Freight Tariff



## Other Charges

Import 3C Exemption or Second-hand products application (if any)	Price on Application
Magnetism inspection Fee (if required)	Price on Application
Quarantine Inspection Fee	£100.00 per consignment
Quarantine Declaration/Handling Fee (FCL and LCL prices available)	£15.00 per package (Minimum £80.00)
Documentation fee	£50.00 per consignment

## Hire of Labour and Equipment

If additional labour or equipment is required, please contact [martyn.white@cevalogistics.com](mailto:martyn.white@cevalogistics.com) for quotation at least 48 hours before move-in.

## Additional Information

**Agency & Intervention fee / Communication costs £130.00 per consignment (All orders)**

*Items in **Bold** carry a 50% surcharge if carried out before 0800 or after 1800 on weekdays, or on weekends.*

*All bookings received after 4th September 2016 will incur a 25% surcharge*

*For Airfreight purposes 1 cubic metre is equal to 167 kgs.*

*For onsite services 1 cubic metre is equal to 300 kgs*

Tariff is based on a currency conversion as of 1/1/15 of £1 = \$1.60

**Booking Deadline Date:  
4<sup>th</sup> September 2016**





# CEVA Showfreight

## TERMS AND CONDITIONS

1. **DEFINITIONS:**

In these Terms and Conditions:

  - "Company" means CEVA Logistics Limited trading as CEVA Showfreight.
  - "Consignment" means the goods whether in bulk or in one or more packages accepted by the Company for transportation from one address to another address.
  - "Customer" means the party requesting the Company to provide the Services.
  - "Conditions" means these standard terms and conditions.
  - "Contract" means this contract for the provision of the Services.
  - "Exhibition" means an exhibition or other event in respect of which Services are to be provided.
  - "Price" means the price to be paid by the Customer stated on the face of this Contract and payable in accordance with the payment schedule for the Services set out.
  - "Services" means the services to be provided to the Customer by the Company.
  - "Specification" means the written specification for services, if any, agreed between the parties and attached to these Conditions in relation to an Exhibition and which shall form part of the Contract.
2. **BASIS OF THE CONTRACT**
  - 2.1 The parties contract for the provision of the Services only under these Conditions
  - 2.2 No variations to these Conditions or the Specification shall be binding unless agreed in writing between duly authorised representatives of the Company and Customer
  - 2.3 No agent or employee other than a director or secretary of the Company has authority to make any representation or give any warranty about the Company's business or services
  - 2.4 Any representation made or warranty given by the Company's directors or secretary shall not be binding unless and until confirmed in writing. In entering into this Contract the Customer acknowledges that it does not rely on, and waives any rights in respect of, any representation or warranty not properly confirmed in writing
  - 2.5 The Customer acknowledges that in entering into this Contract, the Company relies on the accuracy of the information supplied by the Customer including the Specification if any
3. **PROVISION OF THE SERVICES**
  - 3.1 The Company may operate at its absolute discretion as principal forwarder or agent of the Customer in respect of the Services. The Company shall only be obliged to provide as principal contractor or agent the Services set out in this Contract
  - 3.2 The Company shall only be deemed to operate as the freight contractor in respect of those Services which it undertakes directly. In all other circumstances, the Company is the agent of the Customer and all contracts relating to the Services shall be entered into directly between the Customer and the other party
4. **THE COMPANY ACTING AS AGENT FOR THE CUSTOMER**

Where the Company acts as agent for the Customer in accordance with Condition 3.2, the following provisions shall apply:-

  - 4.1 The Company shall have the right to do all things necessary or incidental to procure the provision of the Services to the Customer including entering into contracts on behalf of the Customer, so as to bind the Customer by such acts and contracts in all aspects
  - 4.2 The Company shall be entitled to retain all commission paid to it as a result of acting as agent for the Company
5. **CUSTOMER'S WARRANTIES**

The Customer warrants and represents that:

  - 5.1 It is either the owner or the authorised agent of the Owner of the goods or organiser of an Exhibition in each case with the authority of the owner to accept these Conditions on the owner's behalf
  - 5.2 If it is the Specification that the Company is to be responsible for loading, unloading, assembly and/or disassembly of any exhibit, stand or other item at or for an Exhibition, the Customer warrants that:
    - 5.2.1 It shall give to the Company all necessary instructions in writing regarding the procedures to be followed in respect of the assembly or disassembly
    - 5.2.2 The facilities at the Exhibition will be of a sufficient standard to allow the Company to complete the loading/unloading/assembly and/or disassembly within the time limits set out in the Specification
  - 5.3 If the packaging of the consignment has been undertaken by a party other than the Company the customer warrants that:
    - 5.3.1 The Consignment will be safely secured and properly packed and labelled and will be fit and safe to be carried or stored and comply with all statutory or other regulations for carriage by road, air or sea and for mechanical handling and sorting as maybe in force from time to time
    - 5.3.2 It shall make a complete written declaration of the nature and contents of the Consignment and in particular (but without limitation) will declare whether the Consignment contains any noxious, dangerous, hazardous, infested, contaminated or fragile goods
  - 5.4 If the Consignment is to be imported or exported, the Customer shall verify that all necessary import/export regulations have been complied with and shall provide to the Company all necessary documentation relating to the Consignment including without limitation all documentation and information (including the VAT identity numbers of the Customer and Consignee) necessary to satisfy customs and excise authorities in the United Kingdom and the Country of origin or destination
  - 5.5 The Company is not responsible for any fulfilment of customs formalities and/or payment of costs in respect thereof. Nevertheless, to the extent that the Company may voluntarily assist in the fulfilment of customs formalities, such assistance will be rendered the sole risk and responsibility of the Customer, who shall reimburse any costs incurred by the Company and indemnify the Company against, and hold it harmless from any claims in respect thereof, if not paid by the consignee or other person
  - 5.6 The Company is not responsible for the packaging of any consignment but if in any individual case the company agrees to provide suitable packaging this will be provided at the cost of the Customer
  - 5.7 The Customer warrants that all information and documentation supplied by it to the Company including VAT identity numbers of the Customer and the Consignee (E.C. only) will be accurate and complete in all respects and will not omit any material facts
  - 5.8 The Customer indemnifies the Company at all times against all penalties, claims, costs, damages, expenses and losses howsoever arising in respect of the carriage or storage of any noxious, dangerous, hazardous, infested, contaminated or fragile goods whether or not the Consignment is declared as such
  - 5.9 The Customer indemnifies the Company against all penalties, claims, costs, damages, expenses and loss howsoever arising from the breach by the Customer of any warranty or representation herein contained
  - 5.10 It is the Customer's responsibility to provide or arrange for the provision of all plant power or labour required in addition to the Company's employees to load or unload the Consignment. The Company shall have no liability for any act or omission of the Customer's employees or Agents. Notwithstanding the foregoing, the Company may at the Customer's request provide plant power or labour at an additional cost.
  - 5.11 The customer shall ensure that each Consignment will be properly and securely packaged, fit for transportation and in accordance with all relevant rules and regulations of the origin and destination countries and in accordance with carrier requirements
  - 5.12 It is the responsibility of the Customer to ensure the company are given full details of any items that may be subject to export licence at the time of booking. The Customer must supply supporting documents and/or licences prior to movement of the freight.
6. **INSPECTION OF CONSIGNMENT BY THE COMPANY**
  - 6.1 The Company shall have the right to undertake all reasonable inspections of the Consignment prior to or during loading/unloading or during transit. Such inspections may include without limitation physical inspection of the goods and inspection by electronic methods including x-ray
  - 6.2 The Customer shall give prior written notice to the Company if it has reason to believe that any reasonable inspection that may be carried out, by the Company or otherwise, will harm any part of the Consignment in any way. The Company shall have no liability for any loss or damage arising from the failure of the Customer to comply with this requirement
7. **PRICE AND PAYMENT**
  - 7.1 The Customer shall pay the Price plus applicable Value Added Tax in accordance with the payment schedule set out in the Contract, otherwise on immediate receipt of invoice. Payment shall be made without deduction and shall not be withheld or deferred on account of any claim, counterclaim or set-off. Import duties (if any), VAT and other related charges are payable by the Customer in advance of the Company having to make payment of the same.
  - 7.2 If the Customer fails to make any payment on its due date then without prejudice to any other right or remedy available to the Company, the Company shall be entitled to:
    - 7.2.1 suspend the provision of any further Services to the Customer
    - 7.2.2 charge the Customer interest (both before and after any judgement) on the amount unpaid, at the rate of 4% per annum above Barclays Bank base rate until payment is made in full
  - 7.3 In the event that the Company is delayed at any premises which it is to provide any of the Services in excess of 2 hours through no fault of the Company, it may charge the Customer its reasonable additional charges in respect of such delay
  - 7.4 The Company's charges are calculated in pounds sterling. Accordingly, services invoiced in a foreign currency at the client's request are based on exchange rates in force at the time of invoice and are liable to surcharge in the event of fluctuation
  - 7.5 The Customer is responsible for the payment of all duties and taxes payable in respect of the Consignment or any part thereof and accordingly shall indemnify and keep indemnified the Company from and against any claims in respect of the same, including in respect of any fines or interest payable
8. **LIMITATION OF LIABILITY**
  - 8.1 The Company's liability under these Conditions shall be in lieu of any warranty or conditions implied by law as to the quality or fitness for any purpose of the Services and save as specifically provided for in these Conditions it shall not be liable by reason of any breach of contract or statutory duty or by reason of tort (including but not limited to negligence) for any loss of profit, loss of use, loss of production, loss of contracts or for any financial and economic loss for any direct or indirect or consequential loss or damage whatsoever
  - 8.2 The Company is not a common Carrier and the Company reserves the right to refuse the carriage of any goods at its discretion
  - 8.3 The Company shall not be liable to the Customer or be deemed to be in breach of these Conditions by reason of any delay in performing, or failure to perform, any of the Services or any part thereof if the delay or failure was due to any cause beyond the Company's reasonable control. Without prejudice to the generality of the foregoing, the following shall be regarded beyond the Company's reasonable control:
    - 8.3.1 any act of God including adverse weather conditions
    - 8.3.2 any consequence of war, invasion, act of foreign enemy, hostilities (whether war be declared or not), civil war
    - 8.3.3 any act of terrorism
    - 8.3.4 rebellion, insurrection, military or usurped power or confiscation, requisition, destruction of or damage to property or under the order of any governmental or public or local authority
    - 8.3.5 any seizure under legal process
    - 8.3.6 any act or omission of the Customer or those for whom he contracts or of the servants or agents of either
    - 8.3.7 any inherent liability to wastage in bulk or weight, latent defect or inherent defect vice or natural deterioration of the goods
    - 8.3.8 the inadequate or improper packing of the whole or part of the Consignment
    - 8.3.9 the insufficient or incorrect labelling or addressing of the Consignment by the Customer
    - 8.3.10 any riots, strikes, lock-outs, general or partial stoppage or restraint of labour for whatever causes
  - 8.4 Any claim brought by the Customer must be made in writing within 7 days of delivery of the Consignment
  - 8.5 The Customer shall indemnify the Company against all duties, taxes, payments, fines, expenses, losses, damages (including physical damage) and liabilities in excess of the liability of the Company in accordance with these Conditions, suffered or incurred by the Company in the performance of its obligations under any contract to which these Conditions apply, including any liability to indemnify any other person against claims made against such other person by the Customer or by the Owner
  - 8.6 No insurance will be effected except upon express instructions given in writing by the Customer and all insurances effected by the Company are subject to the usual exceptions and conditions of the policies of the insurance company or underwriters taking the risk. The Company shall not be under any obligation to effect a separate insurance on each consignment but may declare it on any open or general policy. Notwithstanding that the premium on the policy may not be the same as that charged by the Company to the Customer, the Company shall in no circumstances incur liability as insurer, and if for any reason the insurers dispute liability the Customer shall have recourse against the insurers only, however, this provision shall not detract from the rights of the Customer against the Company in respect of any negligence on the part of the Company in effecting insurance
  - 8.7 The Customer shall be responsible at all times for the security of the Consignment including at an Exhibition. Accordingly, the Company shall have no responsibility or liability for any Consignments left unattended at an Exhibition.
9. **MONETARY LIMIT OF LIABILITY OF THE COMPANY AS THE CARRIER**
  - 9.1 Carriage hereunder is governed by the Uniform Rules for a Combined Transport Document (Publication 298 of the International Chamber of Commerce, Paris, November 1975) and is subject to the following Convention(s) compulsorily applicable at the date of acceptance of the Goods by the Customer:
    - (i) Carriage by air is governed by the Warsaw Convention 1929, as amended if applicable
    - (ii) Carriage by road is governed by the Convention of the Contract for the International Carriage of goods by Road (CMR) as amended 1956
    - (iii) Carriage by sea is governed by the International Convention for the Unification of Certain Rules of Law relating to Bills of Lading 1924 as amended by the Hague-Visby Rules and SDR Protocols of 1968 and 1979 respectively
    - (iv) Carriage by rail is governed by the Convention concerning International Carriage by Rail (COTIF) and Appendix B to this Convention, the Uniform Rules concerning the contract for International Carriage of Goods by Rail (CIM), Berne, 9th May 1980Where none of the above Conventions apply compulsorily to the services by the company such services shall be performed subject to British International Freight Association (BIFA) Standard Trading Conditions 2004
10. **COMPANY ACTINGS AS A BOOKING AGENT OF THE CUSTOMER**
  - 10.1 If the Company as agent of the Customer makes any bookings for courier services, the Company shall have no liability in respect of the same and the Customer acknowledges that its sole recourse is to the courier company concerned
11. **UNDELIVERED OR UNCLAIMED GOODS**
  - 11.1 If the Company is unable to deliver the goods (or any part thereof) the Company shall be entitled to store the goods or any part thereof at the sole risk and expense of the Customer. The Company shall give written notice ("the Notice") to the Customer advising the Customer that it has the goods and, in the event of the Customer being unable to facilitate delivery thereof, advising the Customer from where the goods may be collected
  - 11.2 If the Customer fails to take delivery of the goods or provide alternative delivery or disposal instructions within 28 days of service of the Notice, the Company shall have the right to sell the undelivered goods as if it were the absolute owner and to pass unencumbered title to the purchaser
  - 11.3 The Company shall be entitled to deduct from the proceeds of sale:
    - 11.3.1 any outstanding costs incurred by the Company in providing the Services
    - 11.3.2 any interest accrued on the outstanding costs of Services
    - 11.3.3 any other costs associated with the failure to deliver the goods (for example, storage charges)
    - 11.3.4 all reasonable costs and expenses incurred in relation to the sale of the goods
    - 11.3.5 VAT, where applicable
  - 11.4 After the deduction of all sums under Clause 11.3, the Company shall account to the Customer for the net proceeds of sale
12. **GENERAL**
  - 12.1 The Company shall be entitled to carry out its obligations under the Contract through any agents or sub-contractors appointed by it in its absolute discretion
  - 12.2 This Contract contains the entire agreement between the parties regarding the subject matter hereof
  - 12.3 Any notice to be given under this Contract shall be given in writing and sent by first class prepaid mail to the address of the other party set out on the face of the Contract and shall be deemed served on the 2nd working day after posting
  - 12.4 Failure by the Company to exercise or enforce any rights conferred upon it under these Conditions shall not be deemed to be a waiver of any such rights or operate so as to prevent the exercise thereof at any time
  - 12.5 This Agreement shall be governed by and construed in all respects with the laws of England and the parties submit to the exclusive Jurisdiction of the English Courts



## RISK ASSESSMENT

PLEASE COMPLETE AND RETURN VIA EMAIL TO [CHRIS@ABRAXYSGLOBAL.COM](mailto:CHRIS@ABRAXYSGLOBAL.COM) OR FAX TO 00 44 208 747 2046

EVENT NAME:	
EVENT VENUE:	
EVENT DATE:	STAND NUMBER:

CONTRACTOR NAME:	EXHIBITING NAME:
COMPANY:	POSITION:
SIGNATURE:	SIGNATURE:

TASK / SUBJECT:	HAZARD (S):	WHO'S AT RISK:	RISK LEVEL:	PRECAUTIONS OR CONTROL MEASURES REQUIRED:	COMMENTS:
		EXHIBITORS, CONTRACTORS, SUB-CONTRACTORS, VISITORS, ORGANISERS, VENUE STAFF, YOUNG/NEW/INEXPERIENCED STAFF, GENERAL PUBLIC, DISABLED, LONE WORKERS, CHILDREN, OTHER (SPECIFY).	FREQUENT SEVERITY MAX LOSS & PROBABILITY	(STATE EXISTING MEASURES IF ADEQUATE)	





# METHOD STATEMENT SAMPLE

**ALL SPACE ONLY EXHIBITORS MUST COMPLETE THIS FORM**

THIS FORM **DOES NOT** NEED TO BE COMPLETED BY SHELL SCHEME EXHIBITORS

Contact Name:		Stand Number:	
Company (as on contract):			
Email Address:		Phone Number:	

Signed: ..... Date: ...../...../.....

<b>Details of Construction:</b>	
Responsible Person:	The employee who will be responsible for the construction and breakdown of your stand.
Stand Details & Locations:	The loadings, dimensions, location, unusual stand features.
Access:	Details of the entry point into the halls and the route to the final position.
Erection & Timetable:	The sequence and schedule in which all the stand elements will be built, including alignment, electrical connections etc.
Stability:	Method of ensuring adequate support of any element that requires cross bracing, with calculations and inspection certificate from independent structural engineer.
Lifting:	Outline the equipment that will be used, their capacities, weight, locations and floor loadings. Check the operative's current licence or Certificate of Competence; check machines inspection certificate or maintenance record.
Scaffolding:	Include details of temporary and mobile scaffolds, access towers and other work at height which you intend to carry out.
COSH:	Any proposed use of hazardous and toxic substances must be advised to the organiser and venue. Outline the protection provided for employees and workers on adjacent stands.
Environment:	Consider any abnormal noise that may be present, or work which may create dust or fumes. What ventilation and other control measures will be provided?
Services:	Note where electrical work will be carried out, welding, gases, compressed air, water or waste services will be brought onto site.
Safety Features:	Identify the safety equipment and precautions that you will be providing on-site, including protective measures that will be implementing for all of the above, and areas of risk as highlighted by your Risk Assessment
Exhibits:	Provide the organiser with any/all details which may present a risk to the public and/or the operator. How will this exhibit be delivered on to your stand? What machine guarding or other special requirements are there? What hazardous waste will be produced?

**ABRAXYSGLOBAL LTD**

10 BARLEY MOW PASSAGE  
 LONDON W4 4PH  
 INFO@ABRAXYS.COM  
 T: 00 44 208 747 2045  
 F: 00 44 208 747 2046





# METHOD STATEMENT

**ALL SPACE ONLY EXHIBITORS MUST COMPLETE THIS FORM**  
 THIS FORM **DOES NOT** NEED TO BE COMPLETED BY SHELL SCHEME EXHIBITORS

Contact Name:		Stand Number:	
Company (as on contract):			
Email Address:		Phone Number:	

Signed: ..... Date: ...../...../.....

<b>Details of Construction:</b>	
Responsible Person:	
Stand Details & Locations:	
Access:	
Erection & Timetable:	
Stability:	
Lifting:	
Scaffolding:	
COSH:	
Environment:	
Services:	
Safety Features:	
Exhibits:	

**Deadline: 04 Sep 2016**

**INSURANCE PURCHASE APPLICATION**

In order to transfer the contractor and exhibitor's liability risk and ensure the contractor's safety, every booth with special-designed construction should purchase the required Exhibition Liability Insurance for exhibitor and contractor prior to carrying out the construction. Each booth with special-designed construction should list exhibitor and contractor both as the co-insured.

Exhibition Liability Insurance should at least include:

- Covered the loss of constructions, all kinds of fixed equipments, the ground and foundation within the exhibition hall. Aggregate limit of indemnity:CNY 500,000;
- Covered the pensions, medical expenses and other relative fees incurred by the personal injury of the employees. Aggregate limit of indemnity:CNY: 1,500,000 The aggregate limit of indemnity per person:CNY: 300,000;
- Covered the pensions, medical expenses and other relative fees incurred by the personal injury of a third party. Aggregate limit of indemnity:CNY: 2,000, 000 .The aggregate limit of indemnity per person:CNY: 300,000.

If your contractor have not purchased the above insurance, please ask them to get tout touch with the below broker for proceeding a proper insurance accordingly.

Shanghai Renxin Insurance Broker Co., Ltd.

Suite 20C,Jiali Mansion,2/1228 Yan An Rd(W),Shanghai 200052,China

Customer Service Tel: 021-51870607\*1007, Ms. Jin Zongling

E-mail: [lix@rxig.com](mailto:lix@rxig.com)

**I : The basic information of proposer**

Full Name(exhibitors or building unit):	
Organization code:	
Contact address:	
Contact name:	Contact mobile:
Contact Phone:	Postal Code:

**II: The basic information of insured**

Exhibitor	Contractor	Stand No.
Co. Name:	Co. Name:	
Contact address:	Contact address:	
Contact name:	Contact name:	
Contact Phone No:	Contact Phone No:	

**III: The information of approval**

The Exhibition name:	<b>World Routes 2016</b>
Name and address of the exhibition hall:	<b>New Century Exhibition Centre, Chengdu, China</b>
Exhibition booth No.:	
Policy period:	From dd mm yy(Exhibition incepton)to dd mm yy (exhibition expiry)
Insured liability and indemnity limit:	1、 We will pay for the loss of constructions, all kinds of fixed equipments, the ground and foundation within the exhibition hall. Aggregate limit of indemnity:CNY 500,000

Insured liability and indemnity limit:	2、 We will pay for the pensions, medical expenses and other relative fees incurred by the personal injury of the employees. Aggregate limit of indemnity: CNY: 1,500,000 The aggregate limit of indemnity per person: CNY: 300,000
	3、 We will pay for the pensions, medical expenses and other relative fees incurred by the personal injury of the third party. Aggregate limit of indemnity: CNY: 2,000,000 The aggregate limit of indemnity per person: CNY: 300,000
	4、 Aggregate limit of indemnity: CNY: 4,000,000
Gross premium:	CNY: 1500.00
Deductible:	Nil
Judicial jurisdiction	Mainland China(excluding HongKong、 Macao and Taiwan)
Disputes Resolution:	Negotiation, litigation, Arbitrament
payment agreement:	The premium should be paid in full amount before the inception date. If the Policyholder fails to pay the premium according to the agreement, the insurance company will not does not assume any compensation liability.
Statement of policyholder	All information in this proposal form are verified. Policyholder agrees to use it as the basis of issuing a Policy by insurance company and part of the Policy. The policyholder should affirm that the insurance company has already illustrated the liability insurance terms and additional clauses (including the Exclusion part). Policyholder is fully aware of the terms and conditions of the insurance contract. The insurance contract is valid since the Policy is issued.
<u>Signature of the Policyholder:</u>	
Applicant Date:        yy        mm        dd	

椅子  
& 沙發  
CHAIR  
& SOFA



**C01A** 黑皮椅  
Leather Arm Chair (Black)  
570 x 440 x 760ht mm



**C63C** 黑皮会议椅  
Leather Chair  
580 x 600 x 900ht mm



**C62C** 黑皮会议椅  
Leather Swivel Chair  
580 x 660 x 880-960ht mm



**C105C** 黑色网格会议椅  
Meeting Chair  
560 x 600 x 870ht mm



**C308** 贝壳椅 (白)  
Vada  
600 x 600 x 780ht mm



**C08** 折椅  
Folding Chair  
510 x 470 x 720ht mm



**C72D** 灰塑椅  
Plastic Chair  
460 x 560 x 810ht mm



**C71** 无扶手铝椅  
Aluminum Chair  
460 x 550 x 800ht mm



**C88C** 黑色合金椅子  
Black Stainless Chair  
550 x 570 x 810ht mm



**C26B** 木椅 (白)  
Aqua  
420 x 500 x 930ht mm



**C59B** 白葫芦椅  
Glisso (White)  
480 x 550 x 800ht mm



**C55W** 木纹椅  
Wood Chair  
560 x 500 x 920ht mm



**C77B** 白色潘东椅  
Phantom  
520 x 560 x 810ht mm



**C108B** 白色塑椅  
White Stainless Chair  
480 x 500 x 810ht mm



**BS11B** 白色异型吧椅  
Bar Stool A  
360 x 400 x 760-860ht mm



**BS11C** 黑色异型吧椅  
Bar Stool A  
360 x 400 x 760-860ht mm



**BS29C** 黑色软包皮吧椅  
Bar Stool B  
400 x 430 x 900ht mm



**BS29B** 白色软包皮吧椅  
Bar Stool B  
400 x 430 x 900ht mm



**BS30B** 不锈钢架木座吧椅  
Bar Stool C  
420 x 340 x 960ht mm



**BS02A** 黑色S型吧椅  
Bar Stool D  
420 x 540 x 785ht mm



**BS24C** 黑色鲨鱼嘴吧椅  
Bar Stool E  
570 x 440 x 760ht mm



**S37B** 白色单人沙发  
Sofa A  
730 x 660 x 660ht mm



**S38B** 白色双人沙发  
Sofa Double Seat A  
1580 x 660 x 660ht mm



**S44B** 土司椅  
Bench  
1200 x 430 x 430ht mm



**S01** 钢管沙发  
Sofa B  
800 x 730 x 780ht mm



**S02** 钢管双人沙发  
Sofa Double Seat B  
1300 x 730 x 780ht mm



**S03** 欧意沙发  
Sofa C  
800 x 770 x 760ht mm



**S04** 欧意双人沙发  
Sofa Double Seat C  
1470 x 770 x 760ht mm



**S11** 圆弧沙发  
Sofa D  
600 x 570 x 720ht mm

### 桌子 TABLE



**RT01E** | 白圆桌  
Round Table (White)  
dia. 800 x 750ht mm



**RT02E** | 木纹圆桌  
Round Table (Wood)  
dia. 800 x 750ht mm



**RT04F** | 黑圆桌  
Round Table (Black)  
dia. 800 x 750ht mm



**RT07E** | 玻璃圆桌  
Round Table (Glass)  
dia. 800 x 750ht mm



**BT01B** | 木纹吧台  
Bar Table (Wood B)  
dia. 600 x 1100ht mm



**BT01C** | 木纹吧台  
Bar Table (Wood C)  
dia. 600 x 1100ht mm



**BT03C** | 黑色吧台-螺旋脚  
Bar Table (Black)  
dia. 600 x 1100ht mm



**BT06B** | 玻璃吧台  
Bar Table (Glass)  
dia. 600 x 1100ht mm



**BT03B** | 黑吧台  
Bar Table (Black B)  
dia. 600 x 1100ht mm



**BT16D** | 白色吧台  
Bar Table (White)  
dia. 700 x 1100ht mm



**BT05C** | 太空黑吧台  
Bar Table (Deluxe)  
dia. 600 x 970ht mm



**BT05B** | 白色太空吧台  
Bar Table (Deluxe White)  
500 x 560 x 870-970ht mm



**M33** | 围布台  
Long Table w/ skirting  
1800 x 600 x 750ht mm



**MT16E** | 白方桌  
Square Table (White)  
800 x 800 x 750ht mm



**MT02B** | 白色会议桌  
Meeting Table (White)  
1400 x 700 x 750ht mm



**MT02C** | 黑色会议桌  
Meeting Table (Black)  
1400 x 700 x 750ht mm



**MT06** | 折叠台  
Long Table  
1800 x 600 x 750ht mm



**MT04W** | 木纹会议桌  
Meeting Table  
2000 x 1000 x 750ht mm



**MT09C** | 黑色办公桌带小锁柜  
Office Desk  
1200 x 600 x 750ht mm



**CT41B** | 单人白面不锈钢架茶几  
Royce  
550 x 550 x 470ht mm



**CT42B** | 双人白面不锈钢架茶几  
Royce Long (Wooden White)  
1100 x 550 x 470ht mm



**CT03C** | 单人黑面黑铁架茶几  
Coffee Table (Single Black)  
550 x 550 x 450ht mm



**CT04C** | 双人黑面黑铁架茶几  
Long Coffee Table  
1100 x 550 x 450ht mm



**CT42ZC** | 双人黑色烤漆面不锈钢架茶几  
Royce Long (Glass Black)  
1100 x 550 x 470ht mm



**CT04Z** | 双人黑面黑铁架茶几  
Coffee Table (Double Glass)  
1100 x 550 x 450ht mm



**CT06** | 黑圆茶几  
Round Coffee Table (Black)  
dia. 600 x 450ht mm



**CT07W** | 木纹方茶几  
Coffee Table (Wooden)  
600 x 600 x 430ht mm



**CT18C** | 黑圆茶几  
Round Coffee Table (Black)  
dia. 600 x 450ht mm



**CT46Z** | 双人不锈钢架玻璃茶几  
Crystal Coffee Table  
1100 x 550 x 450ht mm

### 灯具及 电力装置 Electricity & Lighting



**ML006** | 日光灯  
Fluorescent Tube (1200L mm)  
40W



**ML012** | 石英灯  
Halogen Light  
50W



**ML009** | 镝灯  
HQI Floodlight  
150W



**ML010** | 照画灯  
Wall Lamp  
60W



**ML0004** | 电源插座  
Power Socket  
Max. 500W



**ML002** | 长臂射灯  
Longarm Spotlight  
100W



**ML001** | 短射灯  
Spotlight  
100W



**ML014** | 筒灯  
Downlight



**ML015** | 路轨灯  
Tracklight



**ML016** | 长臂镝灯  
Longarm HQI  
70W



**ML017** | 座枱石英射灯  
Stand Halogen Spotlight



**ML018** | 镝灯  
HQI  
70W



**ML019** | 镝灯  
HQI  
300W

### 鋁型材家具 System Furniture



**MA01** | 咨询台  
Information Desk  
1030 x 535 x 750ht mm



**MA02** | 锁柜  
Lockable Cabinet  
1030 x 535 x 750ht mm



**MA05** | 标准玻璃展示柜  
Low System Showcase  
1030 x 535 x 1000ht mm



**MA06** | 高玻璃展示柜  
Tall System Showcase  
1030 x 535 x 2000ht mm



**MA08** | 方台  
Square Table  
600 x 600 x 760ht mm



**MS02/03** | 平层板 / 斜层板  
Flat Shelf / Sloped Shelf  
1000 x 300W mm



**MM01** | 折门  
Plastic Folding Door  
850 x 2000ht mm



**MM02** | 铝门  
Lockable Door  
950 x 1910ht mm



**M19** | 铁网格  
Wire Mesh  
900 x 1800ht mm

### 其他配件 Accessories



**E03** | 180升冰箱  
Fridge 180 Litre  
550 x 600 x 1550ht mm



**E06** | 90升冰箱  
Fridge 90 Litre  
550 x 550 x 860ht mm



**E26-1** | 磨豆咖啡机  
Coffee Machine  
300 x 400 x 400ht mm



**E25-2** | LAVAZZA 胶囊咖啡机  
Coffee Machine  
220 x 280 x 350ht mm



**E11** | 立式温热饮水机  
Water Dispenser  
300 x 300 x 960ht mm



**M16** | 废纸桶  
Waste Basket  
250 x 170 x 290ht mm



**M28** | 黑锁柜  
Metal Cabinet  
400 x 400 x 580ht mm



**M29F** | 白色全身女模无头  
Mannequin (Female White)  
400 x 360 x 1720ht mm



**M29M** | 白色全身男模无头  
Mannequin (Male White)  
500 x 470 x 1720ht mm



**M31M** | 人体模特  
Mannequin  
430 x 200 x 1700ht mm



**M01** | 拉带围栏  
Belt Barricade  
1200 x 820ht mm



**M72** | 落地衣架  
Coat Hanger  
1700ht mm



**M68** | 轮式方管衣架  
Wheel Coat Hanger  
1200 x 500 x 1400-1900ht mm



**M18** | 画架  
Drawing Stand  
1650ht mm



**M05** | 资料架 A  
Catalogue Holder A  
260 x 250 x 1200ht mm



**M07** | 资料架 B  
Catalogue Holder B  
420 x 300 x 1400ht mm



**M67D** | 资料架 C  
Catalogue Holder C  
380 x 1500ht mm



**M34** | 有机玻璃资料架  
Prospekt  
380 x 1500ht mm



**M26** | 玻璃展示柜 A  
Glass Showcase A  
560 x 500 x 1800ht mm



**M27** | 玻璃展示柜 B  
Glass Showcase B  
1000 x 500 x 1800ht mm



**MA01** | 42" 等离子电视  
42" Plasma



**MA02** | 手提电脑  
Laptop



**MA03** | 投影机  
Projector



**MA04** | 屏幕  
Projector Screen