

pcim

ASIA SHANGHAI

**International Exhibition and Conference
for Power Electronics, Intelligent Motion,
Renewable Energy and Energy Management**

24 – 26 September 2025

Shanghai New International Exhibition Center

Exhibitor Manual

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Dear Exhibitor,

This manual is designed to give you detailed information regarding your participation in PCIM Asia Shanghai 2025 taking place in the Shanghai New International Exhibition Centre from 24th – 26th September 2025. It contains all the forms you need to order the various related services you may require.

We kindly ask you to return the order forms before the deadlines in order to enable us to fulfill your requirements. All forms should be filled clearly in block capitals.

We look forward to welcoming you in PCIM Asia Shanghai 2025 and wish you a successful show and satisfying experience at the show!

Yours sincerely,
PCIM Asia Shanghai Team
Guangzhou Guangya Messe Frankfurt Co Ltd

1. Form Submission

(Please refer to separate file for all forms)

1.1 Order Forms

Form	Form Name	Page No.	Deadline
Exhibitor Registration			
A01	Exhibitor Badge and Additional Badge	55	15 September 2025
Exhibitor Services			
B01	Exhibitor Catalogue Listing	56	29 August 2025
B02	Temporary Staff Order (Interpreter & Booth Helper)	57	5 September 2025
B03	Conference Audience Application	58	15 September 2025
Booth Construction			
C01	Standard Booth, Newcomer and Pavilion Booth Fascia Board	59	20 August 2025
C02(a)	Additional Order (Electrical Services)	60	20 August 2025
C02(b)	Additional Order (Furniture)	61	20 August 2025
C02(c)	Additional Order (Water, Compressed Air&Internet Services)	67	20 August 2025
C03	Appointment Form for Raw Space Construction	69	20 August 2025
C04	Raw Space Booth Construction Management Approval	70	20 August 2025
C05	Raw Space Booth Declaration (Lower than 4.5m)	72	20 August 2025
C06	Raw Space Booth Declaration (Higher than 4.5m)	73	20 August 2025
C07	Safety Commitment of the Raw Space Contractor	75	20 August 2025
Forwarding Services			
D01	Appointment of Forwarder & Transport Order	77	14 August 2025
Travel Services			
E01	Visa Invitation Letter	78	22 August 2025
E02	Hotel Booking	79	22 August 2025

1.2 Form Submission Deadlines

Compulsory Forms for <u>standard booth exhibitors</u> MUST be returned to the Organisers / official service providers before deadline			
Form	Form Name	Page No.	Deadline
A01	Exhibitor Badge and Additional Badge	55	15 September 2025
B01	Exhibitor Catalogue Listing	56	29 August 2025
C01	Standard Booth, Newcomer and Pavilion Booth Fascia Board	59	20 August 2025

Compulsory Forms for <u>raw space exhibitors</u> MUST be returned to the Organisers / official service providers before deadline			
Form	Form Name	Page No.	Deadline
A01	Exhibitor Badge and Additional Badge	55	15 September 2025
B01	Exhibitor Catalogue Listing	56	29 August 2025
C02(a)	Additional Order (Electrical Services)	60	20 August 2025
C03	Appointment Form for Raw Space Construction	69	20 August 2025
C04	Raw Space Booth Construction Management Approval	70	20 August 2025
C05	Raw Space Booth Declaration (Lower than 4.5m)	72	20 August 2025
C07	Safety Commitment of the Raw Space Contractor	75	20 August 2025

Optional Forms			
Form	Form Name	Page No.	Deadline
B02	Temporary Staff Order (Interpreter & Booth Helper)	57	5 September 2025
B03	Conference Audience Application	58	20 August 2025
C02(a)	Additional Order (Electrical Services)	60	20 August 2025
C02(b)	Additional Order (Furniture)	61	20 August 2025
C02(c)	Additional Order (Water, Compressed Air & Internet Services)	67	20 August 2025
C06	Raw Space Booth Declaration (Higher than 4.5m)	73	20 August 2025
D01	Appointment of Forwarder & Transport Order	77	14 August 2025
E01	Visa Invitation Letter	78	22 August 2025
E02	Hotel Booking	79	22 August 2025

2. Show Information

2.1 Contact Information

Organisers	<p>Guangzhou Guangya Messe Frankfurt Co Ltd Unit B2616, China Shine Plaza, No. 9 Linhexi Road, Tianhe District, Guangzhou, P.R. China Contact: Ms Zhang Tel: +86 20 38251558 ext. 258 Fax: +86 20 38251400 Email: vincy.zhang@china.messefrankfurt.com</p> <p>Messe Frankfurt (Shanghai) Co Ltd Room 1101, 11/F, No. 1 Building, Century Metropolis 1229 Century Avenue, Pudong New Area, Shanghai 200122, China Contact: Ms Li Tel: +86 21 6160 8490 Fax: +86 21 6168 0788 Email: pcimasia@china.messefrankfurt.com</p>
Official Contractor	<p>Pico IES Group (China) Co Ltd No.99 Lane 4499, Cao'an Highway, Jiading District, Shanghai, China Contact: Ms Serena Li Tel: +86 21 6010 8774 Email: serena.li@pico.com</p>
Official Forwarder	<p>DSV Logistics Co., Ltd. China (Shanghai) Pilot Free Trade Zone, Room 201 & 202, No.2 Building, No.38 Debao Road, Shanghai, 200131 P.R. China Contact: Mr James Liu Tel: +86 21 5046 1617 * 299 Email: james.liu1@dsv.com</p>
Official Travel Agent	<p>Shanghai Vision Expo & Meeting Solutions Co Ltd Unit 703, New Caohejing Building, 509 Caobao Road, Shanghai 200233, China Contact: Ms. Jenny Zhang / Mr. Paul Hou Tel: (86) 21 5481 6051 / 5481 6052 Fax: (86) 21 5481 6032 Email: jenny@shanghai-vision.com paul.hou@shanghai-vision.com</p>
Official Temp Staff Agent	<p>Beijing Translators Inc Contact: Mr. Benjamin Zhang Tel: +86 139 1188 6279 Email: zcm@beijingtranslators.com</p>

2.2 Important Dates and Show Schedule

Move-in Period		
22 Sep 2025	9:00 am to 8:00 pm	Raw space exhibitors move-in
		Standard booth exhibitors move-in
23 Sep 2025	9:00 am to 8:00 pm	Raw space exhibitors move-in
		Standard booth exhibitors move-in
Show days		
24 Sep – 25 Sep 2025	9:00 am	Venue opens to exhibitors
	9:30 am	Show opens to visitors
	4:30 pm	Visitor registration close
	5:00 pm	Show closes
		Venue closes
26 Sep 2025	9:00 am	Venue opens to exhibitors
	9:30 am	Show opens to visitors
	3:30 pm	Visitor registration closes
	4:00 pm	Show closes
Move-out period		
26 Sep 2025	4:00 pm to 8:00 pm	Exhibitors move-out & booth dismantlement
	4:00 pm	Disconnect water and power supply

Please note:

Move-in Period

- Raw space exhibitors need to work beyond the official hours as shown above should apply before 2:00 pm on that day at onsite venue service counter in 3# Entrance Hall. An overtime charge will be charged according:

Working hours	Unit	Overtime Charge (Max. 1,000sqm)
Before 10:00 pm	1,000 m ² / hour (min. 1h, including 1000 m ² and below)	RMB 1,300 / hour / booth
After 10:00 pm	1,000 m ² / hour (min. 1h, including 1000 m ² and below)	RMB 2,600 / hour / booth

- Applications for overtime work outside the rental period of exhibitors are not accepted. If overtime request is received after 2:00pm on that day, 50% surcharge will be imposed.

Show days

- We strongly recommend all exhibitors to arrive at their booths 30 minutes before the show opens for security reasons.
- Visitor registration counters will be closed 30 minutes before the show closes.
- Show closes at 5:00 pm on 24 Sep – 25 Sep 2025, all exhibitors and visitors should leave the venue before 5:00 pm.

Move-out Period

- All exhibitors should not move-out and dismantle their booth after 4:00pm on 26 Sep 2025. All exhibits allow to leave the venue only after 4:00pm on 26 Sep 2025.
- Vehicles for move-out could access venue only after 4:00 pm on 26 Sep 2025.

2.3 Exhibition Rules & Regulations

Aiming at keeping exhibition (the “Exhibition”) in order and ensuring the Exhibition in compliance with laws and regulations of People’s Republic of China (the “P.R. China”) in all aspects, the Organisers of the exhibition (“Organisers”) hereby formulates and issues these Exhibition Rules & Regulations (the “Regulations”).

Each exhibitor (“Exhibitor”) shall strictly abide by the stipulations under these Regulations. In case that any exhibitor violates any stipulations hereunder, the Organisers has the right to require such exhibitor to correct its violation or even revoke its exhibiting qualification.

1. Governing Law

Exhibitors are required to observe and comply with all the laws of P.R. China.

2. Admission to the Exhibition

a) Exhibitor

For security reasons, exhibitors must put on the exhibitor badges during the move-in, show days and move-out period to gain access into the venue. Please submit Form A01 to the Organisers for exhibitor badges application before deadline.

b) Visitor

The exhibition is open to trade visitors only. Trade visitors may register for admission before the show through the official pre-registration website or once arrive at the exhibition hall. Please note visitors age under 18 will not be allowed to enter the exhibition halls, and remind your buyers not to bring children or guests under 18 years old to attend the show.

c) Non - Official Contractor

Non-official contractors that appointed by exhibitors must present contractor badges issued by Organisers in order to enter the exhibition halls during the move-in and move-out periods for the purpose of booth construction and dismantling.

The badge is for personal use only and is non-transferable. The badge holder must follow the Organisers’ security inspection procedures wherever necessary. And Organisers reserve the right to confiscate the badge or refuse admission at any time.

3. Visa Application

- a) According to relevant policies and regulations of the Ministry of Foreign Affairs of the People's Republic of China, a visa free policy will be implemented for 12 countries including France, Germany, Italy, the Netherlands, Spain, Malaysia, Switzerland, Ireland, Hungary, Austria, Belgium, and Luxembourg until December 31, 2025. Individuals holding ordinary passports from the aforementioned countries who come to China for business, tourism, visiting relatives and friends, and transit for no more than 15 days are eligible for visa free entry. Exhibitors from other countries are required to apply for entry visas in advance. Please ensure that all your colleagues have obtained the relevant visa document prior to departure to China.
- b) The Organisers will provide assistance, but is not responsible for obtaining visa for exhibitors.
- c) Unsuccessful visa applications will not constitute a basis for cancellation of exhibitor contract.
- d) Please refer to Form E01 for details regarding visa invitation.

4. Security & Insurance

- a) The Organisers are responsible for the general security of the entire venue but will not undertake any financial or legal responsibility for any type of risk concerning or affecting the exhibitors, their personal belongings and exhibits. Furthermore, the Organisers will not undertake any financial and legal responsibility for any loss or damage suffered by any third party by theft, fire, public (including occupier’s liability) and other natural causes. Exhibitors are therefore responsible for effecting all necessary insurance which should include (but is not limited to) their displays, exhibits, booth fittings and fixtures, and other third parties against loss or damage by theft, fire, public (including occupier's liability) and other natural causes.
- b) Each exhibitor is responsible for any damages done to the Organisers, other exhibitors, booths,

the venue's property or to the property of third parties.

5. Promotional Materials Censorship

- a) All promotional materials (including presentation materials and samples), such as printed matters, films, video-cassettes or slides to be shown to the trade visitors during the exhibition, must be pre-censored by the Chinese authorities.
- b) All video products used for exhibition purpose must be provided to censorship authorities 45 days before show opening / display of materials. The materials will only be allowed for temporary import after receiving the approval and permit from censorship authority. All video products (CD / DVD / USB, etc.) CANNOT be distributed to visitors during the show. Video products are only allowed to be displayed during the exhibition and have to be returned to the origin after the show.

6. Customs Clearance

Exhibition hall is regarded as bonded area. All goods inside the exhibition halls are tax exempted for temporary import during the exhibition. No goods are allowed to be taken out of the halls without prior approval of the Customs. Exhibitors are requested to:

- a) Inform the Official Forwarder on Customs clearance of exhibits by completing and returning the "List of Exhibits" supplied by the Official Forwarder. Exhibitors may appoint other forwarders for forwarding issues and customs clearance, please also submit appointed forwarder information to Official Forwarder by completing Form D01. The Organisers will not be responsible for any delays or inconveniences caused by Customs detention of goods.
- b) All exhibits and promotional materials (including promotional materials, gifts, souvenirs, etc.) brought into P.R. China in the form of hand-carried may be detained by the customs at the airport and levied import taxes and other taxes when you enter P.R. China. The Organisers are not responsible for any delay or inconvenience caused by exhibits detained by the customs.
- c) Please ensure you always keep all receipts issued by the Customs, which you might need as record.
- d) All the shipments will be Customs cleared on temporary basis only for showing in the exhibition and exhibitors are not allowed to on-spot sell or give away exhibits subject to Chinese Customs Regulations. Exhibits should be sold under signing a general contract with the buyer, the buyer should also finalise Customs formalities and pay the duty / tax before collecting the exhibits. If necessary, the Official Forwarder can provide assistance to the buyer for processing the Customs formalities, or provide information to exhibitors at cost.

7. Delivery of Exhibits

- a) The Organisers will NOT accept or sign for any goods, exhibits or other materials on behalf of any Exhibitors. Exhibitors should make sure that a representative from their company will be at the booth to receive the goods.
- b) Heavy exhibits and materials that require mechanical handling aid must be transported through access at the freight and cargo entrances by Official Forwarder. Exhibitors are required to appoint the Official Forwarder for delivery to their booths. Only light hand-carried exhibits and materials would be allowed delivery to booth through the front entrance.
- c) There is no storage space for empty crates / boxes or packing material in the exhibition halls. Any goods or packing material left at the corridor may be disposed without prior notice and extra removal charges will be incurred. Exhibitors who need temporary storage service, please contact the Official Forwarder for arrangement.
- d) No exhibit is allowed to be taken into the booth once the show has been officially opened, and no exhibit can enter / leave the venue before the end of the show, except with special permission from the Organisers. Exhibitors must present the move-out permit to security guards at exit upon transporting exhibits out of the exhibition halls every time.
- e) For forwarding issues during move-in and move-out period, please contact the Official Forwarder. For safety reason, please appoint legal forwarder and follow the move-in routing provided by the Organisers.

8. Move-out of Exhibits

- a) Removal of exhibits should commence only after show end.
- b) The Organisers are not liable for any losses or damages to the exhibits or booth material left behind at the fairground. All such materials will be deemed as something abandoned and will be disposed of at the expense of the exhibitor concerned.
- c) No mechanical lifting or handling equipment is permitted to enter the exhibition halls for the removal of exhibits except those used by Official Forwarder.

9. Electricity Supply

- a) For safety reasons, all electrical installation work connecting to the main electric network at the exhibition venue must be carried out solely by the Official Contractor. Only authorised staff of the venue can access to the pipeline system inside the utility holes on the floor of the exhibition hall, any persons find violating the rule and open the slots without authorisation, all construction work of associated booth will be requested to stop and certain penalty will be applied.
- b) Main switch and distribution board of the booth is required to be installed at a designated location within the booth area at Official Contractor's discretion, please contact Official Contractor for details.
- c) Exhibitors may order lighting and electrical items according to the Form C02a supplied by the Official Contractor. Prices include wiring connection from the main power supply to your booth, power consumption, standby technician, safety inspection, fixtures and fittings.
- d) Each power outlet is allowed to be connected to one electrical appliance / machine at any time. Connection for lighting purpose from power outlet is **NOT** permitted. The requirements of all electrical appliances are subject to the discretion of the venue management.
- e) Exhibitors requiring special arrangements (such as different voltages and frequency or connections to equipment) must arrange their own transformers, converters, etc. themselves or from the Official Contractor.
- f) The safe loading capacity shall be taken into consideration when exhibitors apply for electric wattage. The electric facilities must not be overloaded and safe operation must be ensured.
- g) Before lighting and electricity supplied for individual booth, exhibitors who may need proceeding electricity supply for testing should contact the Official Contractor for prior arrangement. The provision of this service may depend on its availability and be subject to extra cost.
- h) Multi-function sockets are prohibited.
- i) Electricity supply will be cut off when the show close. Exhibitors are requested to turn off any power supplies, dispose any containers and samples before leaving the exhibition halls. If 24-hours electricity supply at the booth is required, please apply by submitting request to the Official Contractor.
- j) Electricity supply to booth will be cut off if exhibitors or appointed contractors who found to violate the rules, any expenses caused to the venue will be borne by the exhibitors.
- k) Gas line should adopt fire-retardant cables and insulated and sheathed wire. During linking wire, porcelain and plastic insulated connector should be used rather than the insulating tape directly dressed. Insulation protection measures should also be taken.

10. Lighting

- a) Light boxes should have heat dissipation arrangement. Fireproof paint must be painted in wooden advertising light boxes and lamp posts. The rectifier and trigger of lamps and lanterns should use conformity product.
- b) There should be protecting cover for the lightings of power above 100W. Lighting equipment with power output more than 500W is not allowed (such as quartz lamp, iodine tungsten lamp, etc.). All exhibitors must abide by the rules and regulations established by the exhibition hall and relevant legal departments. The venue and the Organisers reserve the right to request for rectification and eventually terminate any activities if the rectification is not satisfied.
- c) Lighting equipments should be installed at a distance of no less than 30cm away from the exhibits. The heat source equipment should be installed at a distance of no less than 3m from the fixed wiring facilities of venue. It is forbidden to emit heat to power facilities.

11. Fire & Safety Regulations

- a) Smoking is prohibited in the exhibition hall.
- b) No fire or cold firework is allowed in the exhibition hall.
- c) Any flammable and explosive materials being brought into the exhibition halls should be applied to and approved by the Fire Protection Department beforehand.
- d) All materials for booth construction or decoration in exhibition hall should meet the non-flammability standard of grade B1 or above according to the regulation of the Fire Protection Department.
- e) Do not damage or obstruct any fire-fighting facilities in the venue.
- f) Safety helmets must be properly worn by all personnel during move-in and out periods. Labor must wear safety shoes to enter the hall for working.
- g) Permitted safety tools such as safety belts, scaffolding and genie lift must be used by all contractors who work at high levels, i.e. $\geq 2\text{m(H)}$ from ground. Safety helmets and safety shoes must be properly worn by operating personnel at all times. For the protection of personal safety, a safety area should be set up around the work space, and attended by professionals. Clear safety signs should be placed at the safety area. Accidents caused by failure to take safety measures are at their own risk and the Organisers will not be held liable.
- h) The Organisers may, upon instruction from the related authorities, issue other guidelines whenever necessary.

12. Booth Decoration

- a) All decorative items must be placed inside the booth area.
- b) All audio visual devices should be set to mute.
- c) Any TV screen / computer monitor facing the public aisle that could potentially cause crowding in the surrounding area is required to set back 1m inside the booth.
- d) The booth (including entrance frontage and surrounding areas) should be kept in a clean and presentable condition.
- e) The site operation time schedule must be strictly adhere to, setting of decoration must be carried out within the show opening hour unless prior approval has been obtained from the Organisers.
- f) Helium balloon is not allowed inside the venue.
- g) Exhibitors are not allowed to use simulated flowers and foam boards during the exhibition.
- h) The cloth used for booth decoration must meet the fire standard.

13. Obstructions and Safety Hazards

Structure and display of exhibit shall not be juttred out of the booth area or which encroached the gangways or other facilities or which the Organisers consider unsafe or a danger or a hazard to safety. If the exhibitors violate the rule, the Organisers reserve the right to remove the aforementioned structure and display. Any cost and expenses incurred thereby shall be borne by the exhibitors.

14. Pressure Tank

- a) Exhibitors shall be responsible for the proper transportation and storage of all pressure tanks such as those containing helium, compressed air, argon, carbon dioxide etc.
- b) Exhibitors shall immediately remove improperly located pressure tanks to the appointed location once informed by the Organisers.
- c) All pressure vessels and equipment brought into the venue must conform to all relevant safety standards and regulations. The safe pressure of the materials and tubes for pneumatic equipment shall be $\geq 15\text{kg/cm}^2$, and the pipe joint must be fixed by hoop instead of iron wires or any other materials.

15. Air Compressor

According to the fire and safety regulations of the venue, the use of compressor is not permitted in the venue. Should exhibitors require compressed air for operating the exhibits, please contact the Official Contractor.

16. Dangerous Material

The following articles are forbidden to be exhibited in or brought into the venue without the prior approval from the Organisers: arms, guns, swords, ammunition, explosives, inflammable materials, radioactive substances and any other dangerous goods, goods prohibited for import, goods infringing upon intellectual property rights, goods that may affect the normal operation of the Organisers, and any items prohibited by the relevant government departments.

17. Photographing, Video Shooting, Public Performance and Sound Recording

- a) Any films, video cassettes or slides to be shown to the visitors during the show must obtain prior written approval from the Chinese authorities or arranged by the Organisers on their behalves.
- b) Noise level of all audio-visual demonstration at indoor, outdoor exhibition area or of other functional area must be below 65 decibel, not to cause annoyance to visitors or other exhibitors. The Organisers reserve the right to terminate any audio-visual presentation at their discretion.
- c) Exhibitors are required to apply to the appropriate authorities for exercising the rights in respect to the broadcasting and public performance of all sound recording owned or controlled by them.
- d) Exhibitor is not allowed to film, carry out video or sound recording, telecasting and broadcasting at the fairground unless prior written approval is obtained from the Organisers.

18. Food & Beverage

Food, beverage and fast food shall be supplied only at the designated outlets within SNIEC. Without previous agreement from SNIEC, no food, beverage and instant mini hotpot shall be brought into the office, exhibition halls or other common areas.

19. Distribution of Materials

Promotion materials should be distributed within the booth area. Exhibitors' promotional activities are strictly prohibited in gangway and public areas in the venue.

20. Demonstration, Performance and Operation of Exhibits

When demonstrating or operating equipment at their booths, exhibitors should:

- a) Provide the Organisers before the show with full details in writing, of any operating machinery involved.
- b) Display all exhibits or promotional materials only within their booth area.
- c) Demonstrate their laser and lighting equipment within their booth area. The laser and lighting effect casted into other exhibitor's booth and public areas are forbidden. The verbal warning will be implied if the demo affects other exhibitors.
- d) Ensure that the exhibits are operated under strict control and comply with proper safety regulations.
- e) Ensure that the exhibits are equipped with sufficient safety devices that can only be removed when the machines are not in operation and not connected to the power source.
- f) Guard all moving parts of the machines adequately against possible injury to any persons.
- g) Cause no annoyance to visitors or other exhibitors. Any complaints raised that the Organisers find justifiable, the Organisers reserve the right to impose limitation on the operation of the exhibits.
- h) Not use any industrial gas of inflammable or toxic nature for demonstration purpose.
- i) Be responsible for the removal and disposal of waste material generated by working demonstration of exhibits.

21. Noise Level

Exhibitors are prohibited from causing annoyance to visitors or other exhibitors. The noise level from indoor, outdoor exhibition area or other functional area within the venue shall be below 65 decibel. Any

complaints raised that the Organisers find justifiable, the Organisers reserve the right to impose limitation on operating the exhibits or presentation.

22. Booth Cleaning

- a) The Organisers will arrange the general cleaning of the exhibition halls prior to the opening of the exhibition and daily thereafter. However, it is the responsibility of exhibitors to maintain their booths in tidy condition at all times. Exhibitors need to clean up all the waste products in the booth, including but not limited to the exhibition samples, wastes left after the product demonstration, packaging materials, etc.
- b) Toxic wastes must be sealed in suitable containers with clear markings, and must be handled according to the relevant government rules governing waste disposal.

23. Accident Report

In the case of any accident occurs in its exhibition booth or caused by it, the exhibitor shall notify the Organisers immediately and take all actions to help the sufferer, reduce the loss and maintain the order. Afterwards, it shall submit a written report to the Organisers within 12 hours to provide the account of the accident, clarify the reason and give the settlement plan.

24. Political Issue

All exhibitors, should note that no political related wordings such as “R.O.C.”, “Republic of China”, “中华民国”, “Formosa”, “福尔摩萨”, “福摩萨”, “福尔摩莎” and “钓鱼台” should appear in all the advertising or promotional materials as well as name cards or decorative items at the booth. This issue is very sensitive in the P.R. China. Police checks onsite and any materials containing these wordings are not allowed for distribution and will be confiscated.

25. Force Majeure

The force majeure events referred to in this contract include: earthquakes, typhoons, floods, epidemics, wars, strikes, demonstrations, water and power cuts, the cause of which not being able to be controlled by the Organisers, any reforms made to the venue according to the instructions of government or any renovation of exhibition hall facilities and any other government actions that lead to any changes to the exhibition hall or changes in schedule and other unforeseen circumstances that cannot be prevented or avoided and the consequences of which directly affect the normal performance of this contract. Should the Organisers cancel the exhibition due to force majeure, the exhibitors agree to accept the unified settlement and liquidation of all claims against the Organisers in apportion, according to the total amount of participation fees received by the Organisers and by deducting all the fees paid by the Organisers in the associated exhibition, reserve fund for future exhibition claims and various expenses that may arise in the future.

26. Unforeseen Circumstances

In the event of any problems or disputes on-site, the decision of the Organisers, being leaseholder of the premises, will be final. The Organisers also reserve the right to amend any earlier decision made in order to meet and satisfy any unforeseen or prevailing circumstance for the benefit of the Exhibition and concerned parties.

27. Real-name Authentication Certification and Disease Prevention

- a) Real-name Authentication Certification. All personnel must scan and verify their ID card at the entrance.
- b) Regular cleaning and sterilization for public areas, including corridors, gateway, stairs, escalator, washroom and seminar room will be scheduled. Exhibitors are recommendation to clean and sterilize their booth and exhibits during the show period regularly.
- c) Keep social distance and aware of crowd. Please control the crowd for stage performance and new production launch session which are high potential to gather visitors in the booth.
- d) Organisers will monitor the crowd level during show period, crowd control measurement will be applied if needed.

28. Waste Management

Please follow the Regulations of Shanghai Municipality on Municipal Solid Waste Management, Sorting trash cans will be located in each exhibition hall, you may follow the Wechat page of 上海发布 for more detail of trash sorting guideline.

29. Others

- a) The PA system of the venue is used by the Organisers for official announcements only. Neither paging service nor exhibitors' announcements can be made.
- b) Outside food or beverages are not allowed in the venue. Exhibitors and visitors may have food / beverages at the cafeteria inside the exhibition halls or at the venue's restaurants.
- c) Each exhibitor is responsible for any damage done to the Organisers, other exhibitors, booths, show's property and third parties' property.
- d) If exhibitors fail to follow the rule and regulations, the Organisers shall have the right to impose penalty on the exhibitor and / or relative at their sole absolute discretion. Exhibitors should bear the consequence and responsibility may cause.

2.4 General information about the City & Country

1. Weather

In September it is mostly sunny, around 25 °C to 32 °C during daytime.

2. Time

Shanghai is eight hours ahead of Greenwich Mean Time (+8 hours GMT).

3. Currency

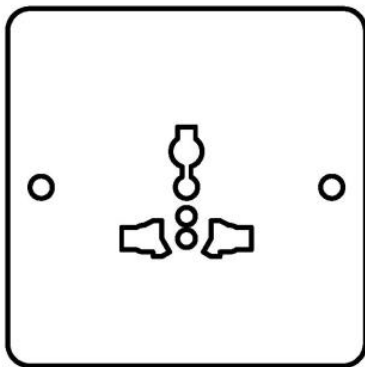
The unit of currency is Chinese Yuan. Foreign currencies can be exchanged at hotels and banks at the daily exchange rate

(1 USD is approximately RMB 7.27; 1 Euro is approximately RMB 8.28)

4. Electricity

The voltage in China is 220 Volt / 50 Hertz.

The socket (3 Amps, 500 Watts) in the fairground as below:



5. Entry Requirement

All foreign visitors to P.R. China must apply for visa and comply with the health requirement on entering China. Please ensure that all your colleagues have already obtained the relevant visa prior to departure (please refer to Form E01 for applying visa invitation letter). Please note the responsibility for obtaining a visa is not from the Organisers. (Unsuccessful visa applications will not constitute a basis for cancellation of exhibitor contract)

6. Communication Habit

Address Chinese officials as Mister, Miss or Madam – Chinese women do not use their husband's surname and therefore should not be addressed as Mrs. The Chinese surname comes first and followed by the given names, e.g. Mr Wang Zhongming should be addressed as Mr Wang.

7. Communication Tool

The social media app, WeChat, is widely used for personal and business communication among Chinses. WeChat contacts can be exchanged for business communication after the show.

8. Interpreters are Strongly Recommended

Due to the fact that not all Chinese business people in the field can speak English. Business cards are very important as means of communication. They should be translated into Simplified Chinese as well (please refer to Form B02 for translation services). It is very important for business associates to exchange business cards. Cards are always offered and received with both hands after the initial greeting.

3. Fairground

3.1 Venue Information

Venue Name: Shanghai New International Expo Centre

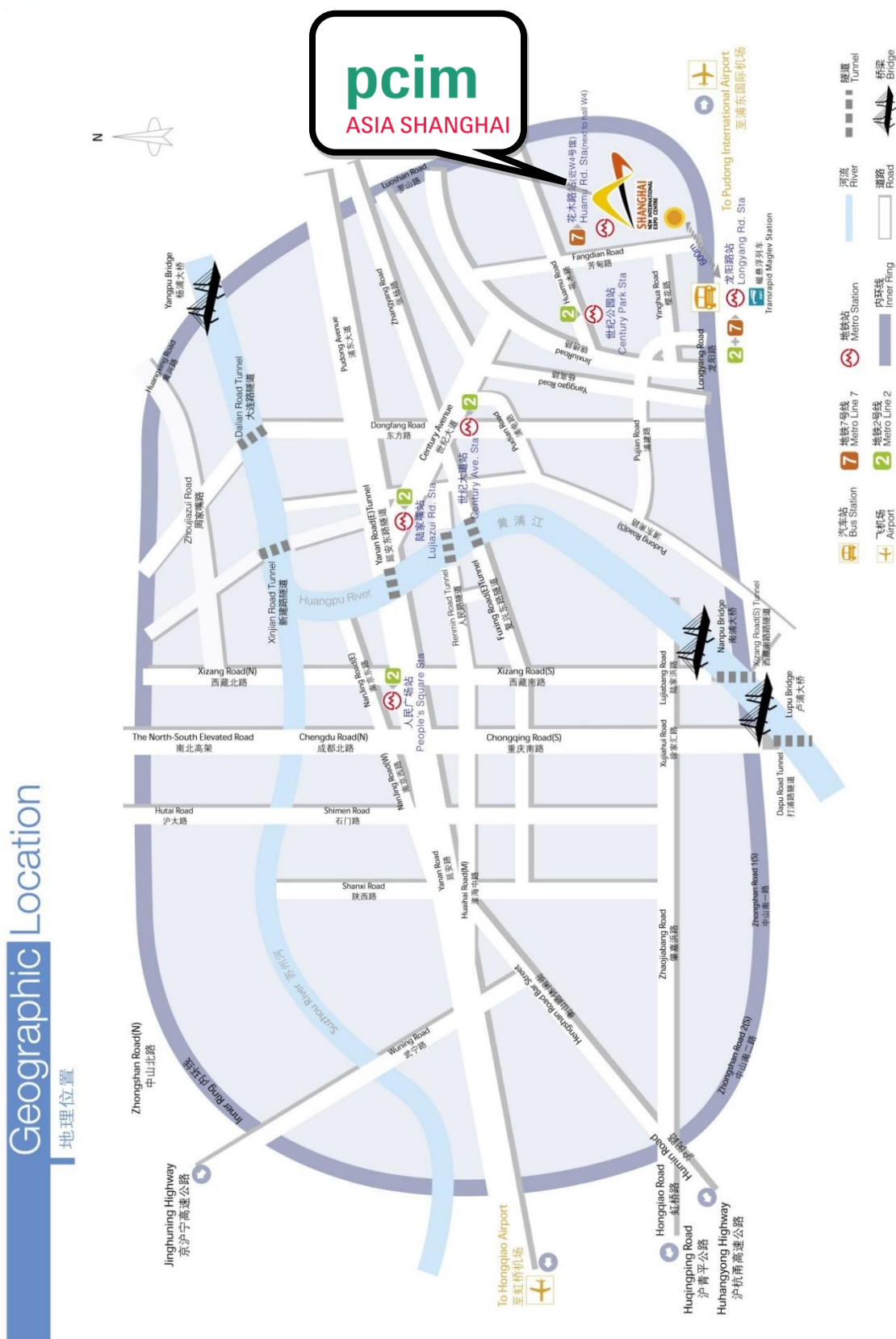
Address: 2345 Longyang Road, Pudong New Area, Shanghai 201204, China

Exhibition Hall: Hall N4-N5

3.2 Transportation

Transportation Means	Details
Metro	(drop off point: Huamu Road Station) Metro Line 7 (Meilan Lake – Huamu Road): get off at Huamu Road Station; *You may take other Metro Line to transferred Metro Line 7
Bus	A number of bus lines run through SNIEC, fixing stations nearby SNIEC: 989, Da Qiao No.6, Pudong No.11, Pudong No.28.
Taxi / Online car-hailing	Please make sure that you have your destination written in Chinese and that the taximeter is switched on. The taxi fares are indicated on the door of the taxi. Main taxi booking hotlines: Da Zhong taxi: 96822; Ba Shi taxi: 96840; Jing Jiang taxi: 96961; Qiang Sheng taxi: 62580000 Navigation and location: Entrance Hall 3 , Shanghai New International Expo Center. You can show driver the address in Chinese: 上海新国际博览中心 3 号入口厅，中国上海市浦东新区龙阳路 2345 号（7 号门进入）

3.3 Location Map



3.4 Overall Venue Plan

International Exhibition and Conference for Power Electronics, Intelligent Motion, Renewable Energy and Energy Management

Hall Location: **N4-N5**

***Notice : Hall N4-N5 is next to 3[#] Entrance Hall of fairground, you may enter the 3[#] Entrance Hall through Gate 7 (Huamu Road and Luoshan Road)**



3.5 Venue Service Points

Service	Location	Service Details
Business Centre	1# Entrance Hall, 2# Entrance Hall and 3# Entrance Hall	Staff can help you with fax, photocopy, internet, printing, office supplies, courier, business card design and printing, newspaper and magazine printing, signage production and logistics arrangement.
Convenience Stores	(i) Family Mart (W1-B2, W3-B2, E3-B1); (ii) C-Store (N1-R1, E7-B1a) (iii) Lawson (N4-B1)	
Yinxin Flower Stor	Outside of Hall W3 and E2, supply green plants or any type of floral decorations.	Plant selling
Pudong Police Administration Office / SNIEC Police Station	East outside of Hall W4.	
Security Office	Hall W5 - B2.	
Fire-Protection Office	W2-B4	
Customs Office	E6-2W2 2F	
Supermarket nearby	(i) Metro, No. 383 Baiyang Road, 10 mins walking distance from SNIEC. (ii) B&Q, No. 393 Yinxiao Road, 10 mins walking distance from SNIEC. (iii) Ole' Supermarket, No. 1378 Huamu Road, Shop B108 Underground Mall in Kerry Hotel, 5 mins walking distance from SNIEC.	

4. Booth Construction

4.1 Official Contractor Information

The Organisers has appointed below contractor as the Official Contractor to provide package booth construction and other services including equipment rental according to the attached order forms.

Official Contractor **Pico IES Group (China) Co Ltd**
Address: No.99 Lane 4499, Cao'an Highway, Jiading District, Shanghai, China
Contact: Ms Serena Li
Tel: +86 21 6010 8774
Email: serena.li@pico.com
System link: <https://concierge.pico.com/exhibitor/es/pcim2025>

1. **Additional facilities** may be ordered from the Official Contractor by directly sending relevant Order Forms C02a – c on or before 20 August 2025 pm 6:00. Please note that late orders after 20 August 2025 pm 6:00 will be subjected to surcharge as listed below. (Please apply before 18:00 on the same day, order must be cut off after 18:00, orders after 18:00 will be considered late)

Late submission

30% surcharge will be imposed for orders received between 20 August 2025 pm 6:00 and 15 September 2025 pm 6:00.

50% surcharge will be imposed for orders received after 16 September 2025 pm 6:00 and on-site. (Subject to availability , no guarantee is given)

Modify / Relocate / Cancel orders

There will be no charge if the table, chair or lamps need to be relocated. Cancellation of the order will not refund the fee.

On-site orders

50% surcharge will be imposed for orders received on-site. (Subject to availability , no guarantee is given)

The order will be valid only when full payment is settled.

2. Once the exhibitors have submitted the order forms to Official Contractor, the Official Contractor will issue Debit Notes to exhibitors. Exhibitors are required to settle the payments by the deadline stipulated on the Debit Notes. (Need to place a new order)
3. Orders without remittance WILL NOT be handled. The Official Contractor reserves the right of not delivering for those orders with payment is on the way even though the bank document is received.
4. Where it is not otherwise stated, the prices are for the duration of the exhibition days and subject to change without prior notice.

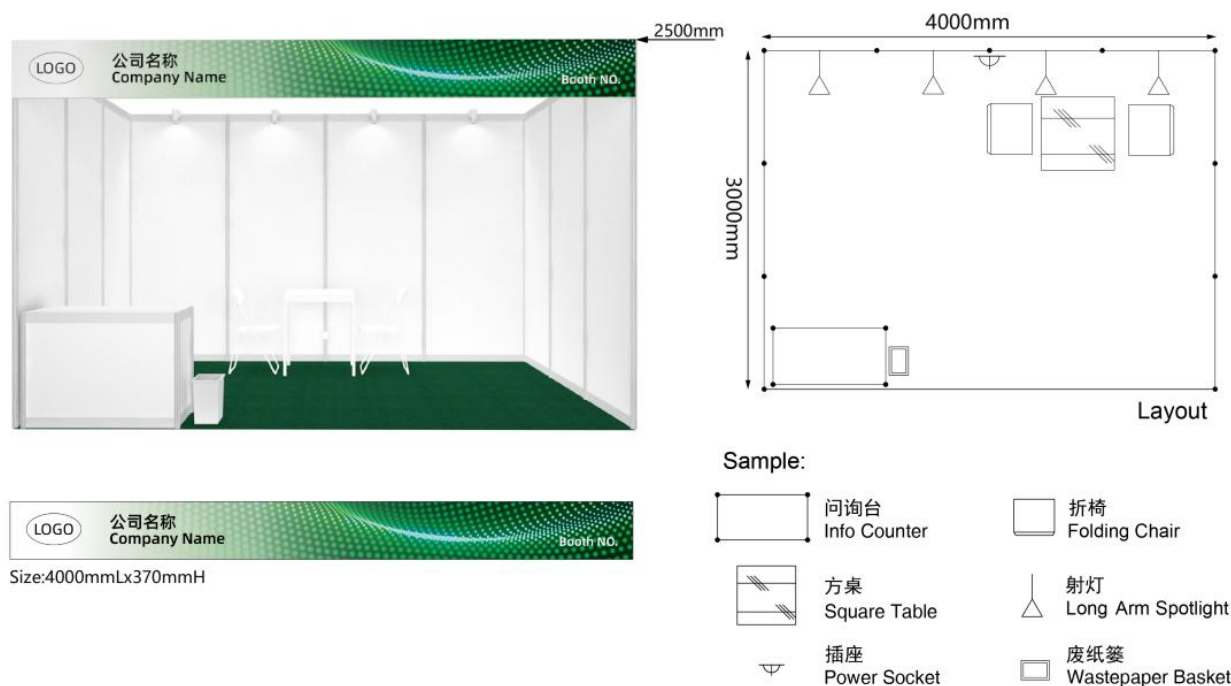
4.2 Standard Booth Package & Design

Facilities and services included for a 12sqm (4m x 3m) **Standard Booth** are as follows:

- wall-to-wall carpeting (12sqm)
- White stand partitions (2.44mH)
- Structure material
- 1 square table
- 1 information desk
- 2 folding chairs
- 1 waste bin
- fascia board with company name, booth number and logo
- 4 long-arm spotlights (100W)
- 1 socket (220V, 1P, max 500W)
- stand cleaning (daily)

Standard Items: (Facilities will be multiplied according to your booth size)			
Stand area in sqm	12 sqm	15 sqm	18 sqm
Square table	1	1	2
Information desk	1	1	2
Folding chair	2	2	4
Waste bin	1	1	2
Long-arm spotlight	4	5	6
220V socket (max 500W)	1	1	2

Below shows the basic equipment & booth design of a 12sqm (4m x 3m) standard booth.



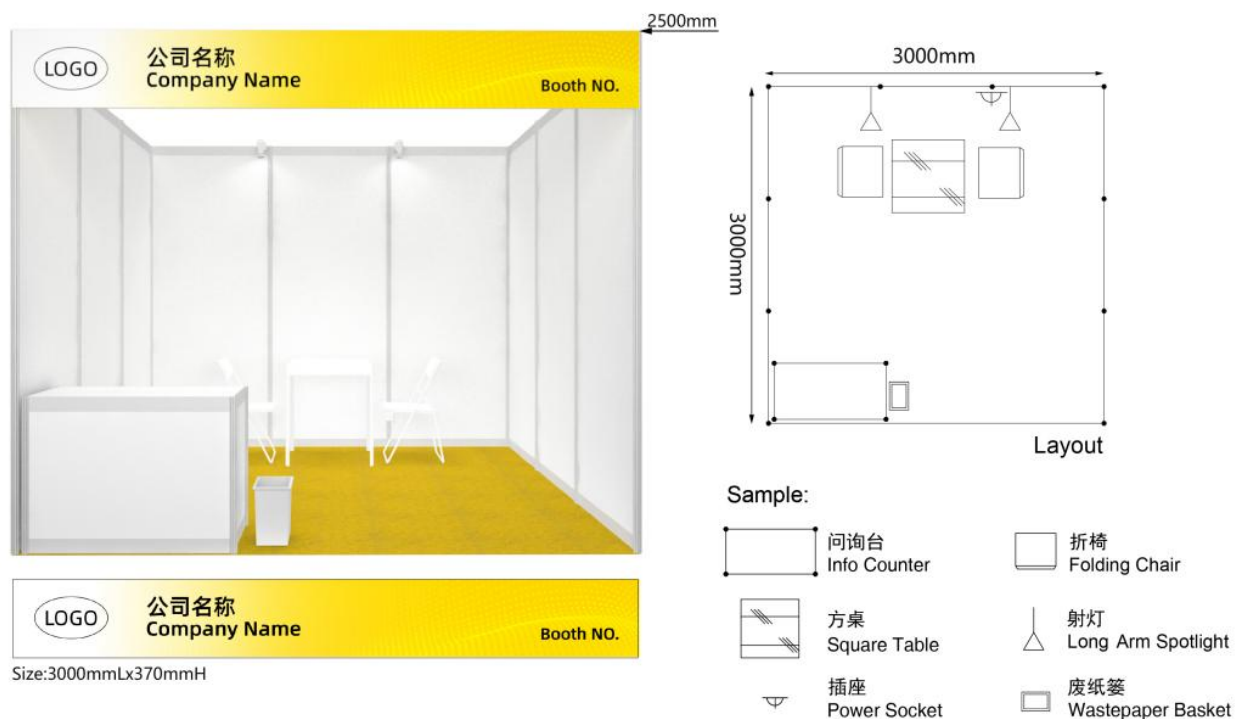
*The Organisers reserve the right to change / modify the configuration and location of facilities without prior notice.

Facilities and services included for a 9 sqm (3m x 3m) **Newcomer Pavilion Booth** are as follows:

- wall-to-wall carpeting (9 sqm)
- White stand partitions (2.44mH)
- Structure material
- 1 square table
- 2 folding chairs
- 1 information desk
- 1 waste bin
- fascia board with company name, booth number & company logo
- 2 long-arm spotlights (100W)
- 1 socket (220V, 1P, max 500W)
- stand cleaning (daily)

Standard Items: (Facilities will be multiplied according to your booth size)	
Stand area in sqm	9 sqm
Square table	1
Folding chair	2
Information Desk	1
Waste bin	1
Long-arm spotlight	2
220V socket (max 500W)	1

Below shows the basic equipment & booth design of a 9sqm (3m x 3m) standard booth.



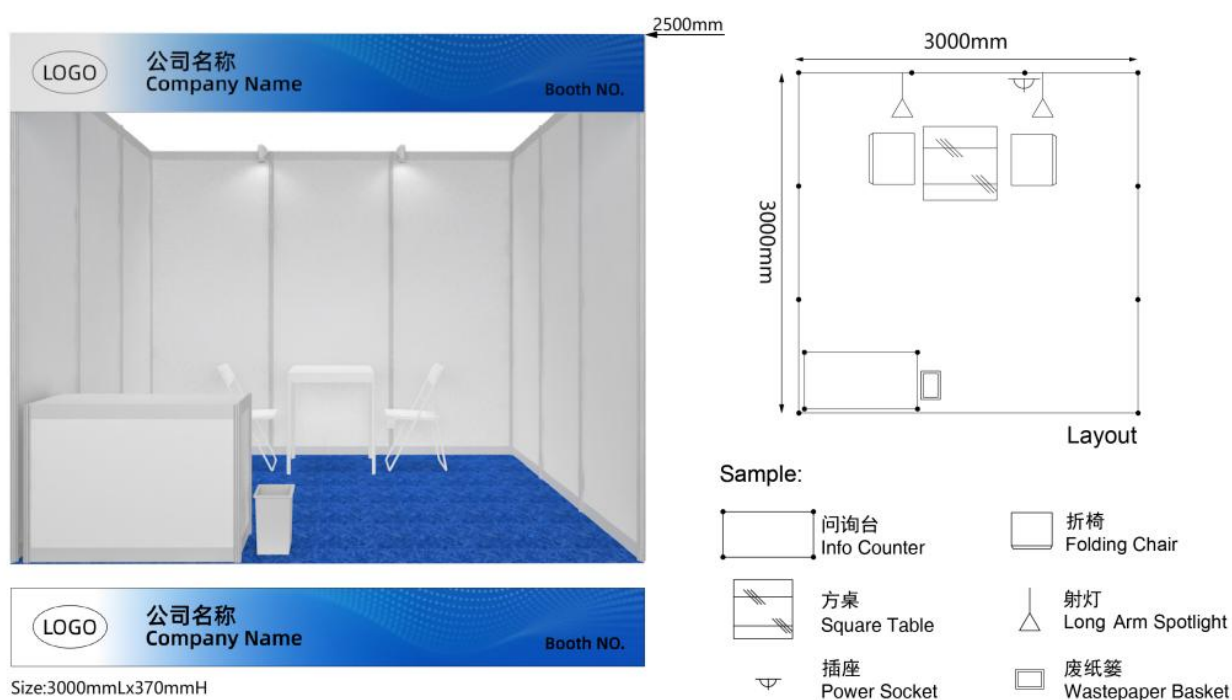
*The Organisers reserve the right to change / modify the configuration and location of facilities without prior notice.

Facilities and services included for a 9sqm (3m x 3m) **The WBG Semiconductor Pavilion Booth** are as follows:

- wall-to-wall carpeting (9sqm)
- White stand partitions (2.44mH)
- Structure material
- 1 Square table
- 2 Folding chairs
- 1 information desk
- fascia board with company name, booth number & company logo
- 2 long-arm spotlights (100W)
- 1 socket (220V, 1P, max 500W)
- stand cleaning (daily)

Standard Items: (Facilities will be multiplied according to your booth size)	
Stand area in sqm	9 sqm
Square table	1
Folding chair	2
Information Desk	1
Waste bin	1
Long-arm spotlight	2
220V socket (max 500W)	1

Below shows the basic equipment & booth design of a 9sqm (3m x 3m) standard booth.



*The Organisers reserve the right to change / modify the configuration and location of facilities without prior notice.

4.3 Important Notes for Standard Booth and Pavilion Booth Exhibitors

1. Please refer to previous page for the basic equipment & booth design of the standard booth. All standard booths shall be designed and built by the Official Contractor.
2. All standard booths are on rental basis and not permitted to be removed from the exhibition hall. It is not allowed to take furniture(s) from other booths.
3. Standard booth exhibitors require additional equipment such as furniture, power supply and internet line should place the orders by submitting Form C02a – c to Official Contractor by 20 August 2025. Full payment in advance will be required.
4. Exhibitors are not allowed to make any alterations to the structure of the standard booths or remove any integral parts from the booths (for example: fascia board, wall panels). Exhibitors wish to remove or change the location of facilities (for example: shelves, extra panels or doors) within their booths should inform the Official Contractor by 20 August 2025.. Notifications of booth equipment alteration / removal received after the deadline will not be considered. / Late charges may apply for request of booth equipment alteration received after the deadline and subject to technical feasibility.
5. Exhibitors occupying booths at the corner can request to close the additional side(s). Unless informed otherwise by the exhibitors in writing by 20 August 2025, the Organisers will assume that exhibitors occupying corner booths would choose to open the additional side(s) by removing the partitioning panels in between, and a fascia including company name and booth number will be arranged. Application after the deadline will be subjected to surcharge according to the price set by the Official Contractor.
6. Aluminum roof beams may run from the front to the back of the booth if necessary. Truss structure and decoration inside standard booth is prohibited without prior approval by the Organisers.
7. The partition wall as well as the fascia should maintain predominantly white as the background colour. Painting, coloring and sticking are strictly prohibited. No additional booth-fitting or display can be attached to the booth structure. Any alternations to the booth structure is not allowed.
8. No fixtures or nails can be made to the wall panels. Brackets are suggested for the hanging of signs. Velcro or double tape may be used for lighter items only. Screwing, drilling or nailing on any of the aluminum frames or wall panels are NOT permitted. Exhibitors shall be liable for any damages to the booth or fixture, and full price of the items will be charged for compensation.
9. The maximum loading weight for hanging up exhibit display for each 1mW panel is 5kg (evenly distributed along the span). For exhibits weigh more than 5kg, please contact the Official Contractor for additional fixation at exhibitor's own cost, if any, exhibitors shall be liable or compensate for any panel damages or accident caused by overweight.
10. Height limit of booth panel is 2.5m. No objects inside the booth (including company names, logos and advertising materials) can exceed a height of 2.5m or extend beyond the boundaries of the booth area allocated. Otherwise, the organiser has the right to require exhibitors to bear the expenses incurred in restoring the original setting.
11. Booth partitions and booth fascia must maintain the original color. No decoration logos or any other alterations on the fascia are allowed, except the official contractor. Unauthorized amendment on fascia will subject to a penalty of RMB 2,000 per sqm of booth area.

12. The electricity supply of spotlights and sockets is connected to each other. Removing the spotlight may also disconnect the electricity supply of the sockets. Any alternations or removal of spotlights must be handled by the Official Contractor. Exhibitors must inform the Official Contractor for arrangement by 20 August 2025.
13. The ONE unit of 3A socket (500W power) for each standard booth can be connected to non-lighting items and low electricity consuming appliances only, such as laptop computer and cell phone chargers, etc. The electricity supply cannot support lighting fixtures, therefore, no lighting fixture is allowed to be connected. Exhibitors need extra electricity supply for lighting, please apply by submitting Form C02a to the Official Contractor by 20 August 2025. Late application will lead to extra cost and delay.
14. Electricity supply, water supply and telecommunication facilities for all exhibitors must be contracted through the Official Contractor. For water and air supply, exhibitors are required to bring along their connection adaptors to connect to their equipment. Exhibitors have to bring their own special regulating units if they require very specific water temperature and / or water pressure. Exhibitors with very sensitive equipment are advised to bring their own stabiliser to cater for voltage fluctuation. Please contact Official Contractor for further details or assistance.
15. Exhibitors shall use the booth in an appropriate way and maintain the booth to ensure that it is in good condition. Exhibitors shall notify the Organisers and the Official Contractor immediately in case of discovering any defects or damages at the booth. Exhibitors are not allowed to fix the booth by themselves or retain any other contractors to do so. The cost for repairing the defect or damage due to the exhibitors' lack of care, inappropriate usage, negligence, or intentional act shall be borne by the exhibitors.
16. If no representative has ever shown up at the booth until 12:00pm on 23 September 2025, the Organisers have the right to use the booth for any purpose without the exhibitors' permission nor refund.

4.4 Important Notes for Raw Space Exhibitors

Raw space exhibitors will be provided with floor space only. Exhibitors have to design and build their own booths. All raw space exhibitors and their appointed contractors should comply with the rules and regulations of the venue, fire control authorities as well as any conditions that the Organisers may specify before, or during the Exhibition.

1. Raw space exhibitors can entrust the Official Contractor to design and build the booth. Or raw space exhibitors can appoint any competent booth contractors to design and build their booths (appointed contractor). Details such as name and address of the appointed contractor must be provided by filling in Form C03 and submitting to the Official Contractor - **Pico IES Group (China) Co Ltd** by 20 August 2025 for approval. System link: <https://concierge.pico.com/exhibitor/es/pcim2025> .

2. Raw space exhibitors and its booth contractors shall be fully responsible for the fire protection and safety of the booth during the construction and use of the booth (i.e. the whole period from the beginning of the exhibition preparation to the end of the exhibition). In case of any accident, raw space exhibitors and its booth contractors must assume all economic and legal responsibilities.

3. According to the regulations of Exhibition Hall Operator ---- Shanghai New International Expo Center(SNIEC), the permits of all exhibition workers (including the official contractor, contractors and designated transporters) shall be registered, reviewed, made and managed by the operator of the exhibition hall. If the contractor has been authenticated in SNIEC, he/she can directly submit the construction certificate list online and get it onsite from the Certification Center in the Exhibition hall. If you have not been authenticated, you should go to SNIEC at least 15 working days before the exhibition. Please visit the SNIEC website http://www.sniec.net/cn/organize_contractor.php to check the certification process, download the corresponding forms and prepare the relevant information.

4. Single-deck booth height limit : 4.5m, double-deck booth height limit : 6m.

5. According to the regulations of SNIEC, if the height of the raw space booth is more than 4.5 meters (including 4.5 meters), the booth construction drawings must be submitted to the designated examination unit of the exhibition hall -- Shanghai Hanhai Exhibition Consulting Co., LTD. For details, please refer to Form C06 "Raw Space Booth Declaration (Higher than 4.5m)" in this manual.

6. If the height of the raw space booth is not more than 4.5 meters, the booth construction drawings

shall be submitted to the designated official contractor and the designated examination Hanhai of the exhibition. For details, please refer to Form C03 "Appointment Form for Raw Space Construction" and Form C05, "Raw Space Booth Declaration (Lower than 4.5m)" of this manual.

7. Exhibitors or raw space contractors must submit the booth construction drawings before 20 August 2025. The raw space booth without approval will not be allowed to enter the site for construction. If the exhibitors fail to attend the exhibition due to overdue application or examination, the organizer will not bear any responsibility, and the booth fee paid will not be refunded.

8. The design and construction of the raw space booth (including but not limited to spotlights, exhibitors' company names and trademarks, etc.) shall not exceed the vertical orthographic projection of the area designated by the organizer. All raw space booths are not allowed to be capped (please consult Shanghai Hanhai Exhibition Consulting Co., LTD for detailed requirements for booths over 4.5m).

9. Raw space booth construction and decoration must maintain the overall appearance of the exhibition hall. If the exterior surface is within the line of sight of the passage, it must be beautified and decorated. If the booth is higher than the adjacent booth, the higher part of the backplane must be beautified. Paint or cloth can be used for decoration, but trademarks or decorations are not allowed. Inflammable materials such as elastic cloth are strictly prohibited.

10. The design and setup of the raw space booth shall not affect other exhibitors, otherwise the organizer or the Official Contractor has the right to request the exhibitor or the raw space booth contractor to change the design and setup of the booth.

11. Exhibition objects or lightweight advertisements such as advertising materials and flags shall not be pasted on the ceilings and walls of the exhibition halls. If exhibitors want to hang promotional materials or structures above their booth, they need to apply for sufficient lifting points from the Official Contractor at a cost. Each lifting point has a bearing capacity of 200 kg, and the total weight of a single structure should not exceed 1 ton. The organizer or the Official Contractor has the right to ask the exhibitor to increase the number of lifting points according to the safety requirements and regulations of the exhibition hall.

12. The construction personnel of the raw space booth must wear safety helmet and wear safety belt when working at a height of more than 2 meters. In order to ensure the safety of construction, it is the responsibility of the raw space contractor to purchase accident insurance for all site construction personnel during move-in period and move-out period. In case of safety problems, the Raw Space Contractors MUST bear all responsibilities and all consequences arising therefrom.

13. It is the responsibility of the appointed Raw Space Contractors to lay the carpet within the booth area. Double-sided tape can be used to secure the carpet and cover. If carpet has protuberant part, must have protection establishment and apparent mark. Forbid to use paint or glue on the floor of the exhibition hall. Mustn't damage the exhibition hall floor.

14. The flame retardant performance of the Raw Space Booth building materials and carpets shall not be lower than B1 (flame retardant type). The combustible materials used in small amounts locally shall be fireproof and can only be used if they reach B1 (flame retardant type) standard. Smoking and open fire operations are prohibited on the construction site. Flammable and explosive items must be approved by the Pavilion fire Department before being brought into the construction site.

15. The waste generated by the construction of the Raw Space Booth MUST be cleaned up by the exhibitors and the appointed contractor. The exhibition hall operator has installed "toxic and hazardous trash cans (red)" and "broken glass trash cans (blue)" at the Door No. 3 and Door No. 8 of each exhibition hall. Exhibitors and the Raw Space Contractors are requested to put toxic and harmful garbage and broken glass into the corresponding dustbin, and all construction deposit will be deducted once it is found that there is any disorderly throwing.

16. Exhibitors and the Raw Space Contractors are responsible for their exhibits and property, despite the presence of security personnel throughout the exhibition period. Any loss or damage shall be borne by the exhibitor and the contractor.

1. Plans & Design Proposals

Raw space exhibitors must ensure that they and their appointed contractors are fully aware of the following points when preparing design proposals. Failure to observe these rules may result in costly on-site alterations required by the Organisers and / or the venue at the exhibitor's expense:

- a) No part of any structures may extend beyond the boundaries of the booth area, neither plane nor elevation surface. It includes spotlights and exhibitors' name or logo. No booth decoration, booth fitting or exhibit shall exceed the height of booth. Please contact the

- Organisers for booth construction that exceeds the specified height limit for approval.
- b) The maximum height of booth structure is 6m.(Including platform and overhang).The length of any single span wood structure must be limited within 6m wide, and any single span steel structure and steel wood structure (including the inner steel tube and iron stand) cannot exceed 8m wide. The width of the ready made wire frame can be a bit longer based on its cross section, but must not exceed 12m (except for steel wire frame for professional stage building).
 - c) The thickness of wooden wall for booth without a frame structure shall not be less than 30cm. A cross girder must be added in between the long span structure to provide horizontal support when any wall and steel frame are exceeding 6m wide. And a pillar support must be added at the lower part to ensure the overall rigidity and stability of the booth. Wooden walls with a height more than 3m requires to contain square steel or seamless round pipes as inner support. For booth only containing a single back wall, it must be reinforced with diagonal supports and other structures, and the counterweight must be added for stability. The design of wooden wall shall meet the stability and longitudinal strength requirements.
 - d) Professional truss booth structure must have industrial design instructions or design drawings provided by a qualified design unit for reference. The use of self-welded trusses is strictly prohibited. Metal fasteners must be used between the truss column and the beam and must be tightly engaged, without gaps and shaking.
 - e) The loading capacity of the metal load-bearing shall be directly transmitted to the ground instead of grounding to wooden platform.
 - f) For booths with additional beam connections on the top, detailed structural drawings on beams connections to the main body shall be provided in the design proposals. The structural strength of beams shall meet the strength requirement.
 - g) For platform which exceeds 10cm height, a slope shall be used for the transition from the ground. Relevant step safety signs shall be provided for the platform which less than 10cm height.
 - h) The names and booth numbers of the exhibitors must be prominently displayed and faced to the aisle. The Organizers reserve the right to affix them as they see fit and to charge the cost incurred to the exhibitor. Partition wall or structure directly facing adjacent booth(s) cannot contain any company names or company logos. Any construction containing company name or company logo directly facing adjacent booths must have at least 0.5m set back from the adjacent booth(s). All surfaces of booth construction exposed to the public view shall be decorated to a finish approved by the Organizers (inclusive of backside panels / parts of booth adjoining other booths or aisles). The back of the booth must be covered by nice white finishing, either by paint or non-flammable material.
 - i) Exhibitors must construct own back wall(s) to divide their booth from neighbouring booths, and should not share the back wall of neighbouring booths nor put any decorations on it. Where booths are adjacent, exhibitors may not use the reverse of the neighbouring booth's wall.
 - j) The layout of exhibits and the booth design should be planned in consideration of visual effects on neighbouring booth and visitor flow. All booths in the exhibition, irrespective of height, must have at least 75% of any frontage facing an aisle left open and should not be blocked with separated wall structure. 2 evacuation exits in the exhibition area with partitions are enclosed with the distance between the nearest of two adjacent evacuation exits not less than 5m. An evacuation exit can be set when the area of this type of display area is not more than 120sqm. The evacuation exit must be opened and the net width is greater than 5m, and the distance from the farthest point in the area to the evacuation exit does not exceed 15m. The Organisers suggest exhibitors to adopt booth design keeping the frontage(s) facing an aisle open for attracting buyers.
 - k) Exhibitors are not allowed to construct neither a permanent false ceiling nor a ceiling structure covering more than 50% of the total booth area. No suspensions are to be made from the ceiling of the exhibition hall, nor may any fixing be made to the floor, walls or any other parts of the building. The ceiling of storage area cannot be blocked.
 - l) Exhibitors must provide approved protection between carpet and any raised platforms. All materials used in the booth construction, decorations or set-ups must be flame-retardant with a burning diffusion rate not lower than Class B1 and present relevant certification issued by authorized testing department onsite for possible inspection by the venue and / or the Organisers. There shall be necessary fire extinguishers and fire safety measures within the booth. Exhibitors should also conform to the rules and regulations of the venue and those of any public authority or department of the Chinese Government. If such materials are rejected by the venue operator or any of the said relevant units and government departments, the

exhibitor concerned solely bear all liabilities, the Organisers are not obligated to bear any liabilities.

- m) Booth must be equipped with 6kg (ABC) dry powder fire extinguishers; the installation standard must be placed in a conspicuous, open position every 20sqm, and those with less than 20sqm are also configured according to the above standards.
- n) All decoration materials in booth construction shall be non-combustible or flame retardant materials. Textile materials such as cloth and gauze are allowed to be used but it must be undergone fireproof processing with certificates. Wooden structures must be painted with fire retardant coating. Flammable materials such as grass, bamboo, rattan, wood, foam, foam board (**include KT board, should be replaced by pvc foam board / PVC expansion sheet**), combustible carpets, fabrics and others materials without flame-retardant treatment are prohibited in the exhibition halls. Smoking and any fire-related activities are strictly prohibited inside the exhibitor halls.
- o) No items shall be placed or blocked within 1m in front of the fire hydrant, 30cm surrounding the ground fire well and 1.5m surrounding the fire extinguisher. The fire equipment shall not be blocked in any situation.
- p) Fire safety equipment, electricity facilities, emergency exits and main gangways of exhibition halls should not be blocked by any objects during construction / dismantling period.
- q) To avoid copyright infringement, exhibitors must own the copyright of their booth design drawings and build the booth strictly according to the drawings. If there is any copyright disputes which seriously affect the reputation and order of the exhibition, exhibitors should bear the cost and all consequences.

2. Electricity

- a) The installation of electrical facilities must comply with the national power industry regulations and related rules and regulations of the venue. The installation must comply with the national "Regulations on Security Administration of Large-scale Mass Activities" and the Fire Control Law "Code for Design of Low-voltage Electrical (GB50054-2011)", "Technical Code for Safety Use of Electricity on Construction Site (JGJ46-2005)", "Code for Acceptance of Construction Quality of Electrical Installation in Building (GB50303-2015)", "Code for Design of Electric Distribution of General-purpose Utilization Equipment (GB50055-2011)" and other regulations which are relevant fire safety regulations of the venue and the specific requirements of this manual.
- b) Electricity is not included in raw space package. Raw space exhibitors or appointed contractors **MUST** order the individual power point by submitting Form C02a to the Official Contractor by 20 August 2025, and all exhibitors should ask their appointed contractor to handle the connection between their machine and power point. Any electrical installation works should be carried out by qualified electricians with effective license; any power tools used in the construction must meet safety requirements after safety inspections.
- c) 24-hour power socket could be arranged only upon exhibitors' request. If 24-hour electricity supply is needed, Raw space exhibitors or appointed contractors can order by submitting Form C02a to the Official Contractor by 20 August 2025 (together with an electricity plan indicating the location of the 24-hour power socket). Please note 24-hour electricity supply for lighting connection is strictly prohibited.
- d) Individual circuit should be classified for general lighting, mechanical power, frequency-conversion equipment, thyristor control equipment, amplifying equipment and 24-hour electrical equipment. Shared circuit is prohibited.
- e) The Official Contractor must carry out all electrical works at the exhibitors' expense. Electrical installation plan of the booths must be submitted to Official Contractor for approval together with the booth design proposal. Electricity can be supplied in 220V / 50Hz (+/- 6%), single phase. Electric current of a higher voltage three phases will be supplied subject to prior arrangement with the Official Contractor. The power distribution box applied for the booth should refer to the total power consumption.
- f) The maximum number of electrical equipment (including lamps and sockets) for each protection circuit of lighting power distribution is 25, and the total capacity shall be less than 2kW or 10A current.
- g) Directly insert the electrical wire into the electrical outlet or hang it at the end of the switchblade for electricity supply is strictly forbidden, the connection should be made by

using a plug and fixed port screws. No multi-plugs or adapters are permitted.

- h) The electrical materials, equipment and facilities must meet the state product quality standards, certification requirements and the fire prevention safety requirements of the Government. The electrical materials must have sufficient safe current carrying capacity, which must be larger than the rated current of the switch inside the power distribution box. For electrical wirings, ZR-BVV (PVC Insulated & Sheathed Flame Retardant electric wire), ZR-RVVB sheath wires or ZR-VV cables (please refer to the 3-core or 5-core cables for the 3-phase 5-wire low voltage distribution system) must be used. Twisted pair wires (flexible wires), 4-core wires (cables) and aluminium-core wires are strictly forbidden. Cable connections must be solid and reliable. Cable docking must use ceramic or plastic fittings with certified insulation protection measures in place.
- i) Electrical wirings must be fixed and not be laid on the display stand, floor or passageway. Electric circuit that crosses passageways must be protected with a protective ramp. Wires underneath the carpet or installed inside the construction materials cannot have connecting points within the wires and must be protected with conduit (metal conduit or fire-retardant plastic tubes). A plug or a fastening port screw is required for power supply. It is forbidden to plug the power cord directly into the power socket for electricity. All electrical wires (cables) connection must be connected by using terminal blocks or switches, insulating tape for connection purpose is strictly forbidden. All metal structures, metal shells of equipment and facilities, and the main control electric of the booths must be safely grounded. Multi-strand soft core copper wire shall not be less than 4mm².
- j) An air circuit breaker shall be installed for grading protection and loading of three-phase non-mechanical power should be 20A or above. If the single-phase load is greater than 16A, the three-phase power distribution shall be installed to evenly distribute the electricity loading.
- k) Switches and all electricity distribution panels must be installed within booth area. The main control electric box should be arranged at a safe and accessible location inside the booth where easy for operation and inspection. Exhibitors or their appointed contractors must bring their own main control electric box which has equipped with a safe and reliable air break switch and ALCI device (30mA, operating time less than 0.1s) according to the rules. If the rated current of the air circuit breaker for the booth cannot be adjusted, exhibitors or their appointed contractor should replace it with a compliant one. Only one master cable is allowed to be connected from the power distribution box applied for the booth. Inflammable items are strictly prohibited to be placed around the power distribution box. All lighting rectifiers and triggers must pass the inspection carried out by the Fire Department.
- l) Spray painting, cutting machines, saws and welding machines are not allowed to be used in the exhibition halls, except the exhibitors declares to the fire department and obtains the permit certificate by the Official Contractor.
- m) According to the rules and regulations of the venue, exhibitors or the appointed contractors need to notify the electrician from the venue for safety inspection of power box after the electrical installation work is done. Electricity supply will be arranged once the electrician of the venue and the Official Contractor have confirmed there is no potential hazard on the electrical installation work.
- n) Temporary power supply cords should use sheathed copper core flexible cords, with no connection. Protection switches shall be equipped.
- o) If the switch protection of the fixed power distribution facilities in the exhibition hall trips and causes a power outage in the booth, the electrician on duty at the contractor's booth shall check whether the electrical equipment and wiring are faulty or not. Meanwhile, the electrician should inform the venue. If accidents and economic losses are caused by unauthorization, the venue and the Organisers have the right to claim for further compensation.
- p) If the venue finds that there is potential safety hazard related on the electrical installation work of the booth, exhibitors or the appointed contractors are requested to take soonest action to fix the problem, or can take mandatory actions such as cutting off the power supply to ensure safety. In the event of serious potential safety hazard or violations of the rules and regulations, the venue has the right to cut off the power supply immediately without any prior notice.
- q) At the end of each day of the exhibition before the close of the exhibitor halls, the appointed contractors by exhibitors must turn off all power except for those fire safety related connection and must remove all flammable goods before leaving the booth. Mandatory

power-off measurement will be taken for those case which is fail to rectification as advised by the Organisers, and any liabilities will be borne by the exhibitors.

3. Draining

- a) Liquid waste contains animal and vegetable fats, flour, butter, etc., which can be condensed into agglomerates, or contains emulsions, cyanide, acids and alkalis, industrial oils, heavy metal ions and other toxic and hazardous wastes. It must not be directly discharged into the drainage system of venue. Exhibitor shall handle after leaving the red line of the exhibition hall.
- b) For exhibitor who produce wastewater that does not meet the discharge requirements, exhibitor should inform the venue the drainage type and treatment plan, etc. If it needs to be discharged to the drainage system of venue, the wastewater must be treated to meet the national sewage discharge standards (relevant supporting documents are required) before discharge.
- c) Exhibitors will be responsible for equipment damaging, polluting, accident, violation of laws and regulations caused by improper drainage.
- d) Exhibitors and their appointed contractors shall not dismantle or damage water supply and drainage facilities without authorization. It is forbidden to split forks, drill holes on the main water supply pipe, and connect the pipes.

4. Hanging Point

- a) No objects can be hung in the exhibition hall without prior approval.
- b) The hanging point must be applied to the Official Contractor in advance, and the relevant expenses shall be borne by the exhibitor. The design and specifications of the hanging points must be individually approved by the Organisers. The technical department of the venue has the right of final decision on the number of hanging points required.
- c) Application of hanging points must be applied for and approved on or before 20 August 2025. Application will not be accepted after the deadline. For the hanging point rules and regulations and, please contact the Official Contractor for inquiries.

5. Booth Construction

- 01) Site measurements are given in metric measurements. Exhibitors, upon arrival and before commencing construction work, are required to check if the site is set out as per the floor plan issued by the Organisers, and to report any errors to the Organisers immediately. The Organisers will not be liable for any errors that are not reported before construction begins.
- 02) Exhibitors and their appointed contractor are responsible for the transporting, assembling, dismantling and removing of all booth construction materials. Construction waste and surplus materials must be cleared from the exhibition halls by the exhibitors. All such works must be carried out according to the arrangements and timeline specified by the Organisers. Exhibits and construction material shall not occupy fire gangway or public area.
- 03) For electricians and welders of the appointed contractors to carry out onsite work during move-in period, non-official contractor badges must be arranged for them to gain access into the exhibition halls.
- 04) Raw space exhibitors are responsible for laying their own floor covering. All carpets and floor coverings should be affixed with double-sided tapes. The use of paint or glue on the floor of exhibition hall is strictly forbidden. Exhibitors shall be liable for any damages on the floor and will be charged for compensation.
- 05) The lighting, power electric boxes (cabinet), telephone wiring boxes and fire-fighting facilities of venue shall not be obstructed during move-in period. It is to ensure that there is a passage is clear and maintain sufficient operating space for inspection and reparation.
- 06) Fire prevention treatment is required inside the light box. Light boxes and showcases must have heat dissipating holes.
- 07) Glass materials using in booth decoration must be tempered (A proof of tempered glass and a purchase invoice are required), must ensure the strength and thickness of the glass (the thickness of the curtain glass wall should not less than 8mm). Metal frame must be made and professional hardware must be used for glass installation. The material is used as the

cushion to ensure the safety of the glass. The installation of glass should be reasonable and reliable. Caution sign must also be displayed on the glass to raise awareness. If a glass platform is used, the structural support pillar and wall must be fixed under the platform, not directly on the smooth glass. Booth structure cannot setup on the glass surface.

- 08) The ceiling beam and the pillar must be strongly connected by using bolts or other safe fixing materials. The main components must not be connected with gun nails or wood-grain screws, and bolts must be fully tightened. The door lintel, ceiling beam and the wall must be connected with a supporting structure or inserted in the wall. Side connection structure is prohibited.
- 09) Exhibits, promotional materials and logos cannot be hung on the passageway, stair corner, elevator door, fire control facilities nor air conditioner inlet, etc. Besides, adhesive medium cannot be used on the pillars in the exhibition halls.
- 010) Official fire certificate from government department of security and fire-control should be ready for possible onsite inspection by official authorities at all time. Exhibitors shall take full responsibility and it shall be irrelevant to the Organisers in case the aforesaid certificate is rejected by the venue, public authority or related department of government.
- 011) Spray painting, cutting machines, saws and welding machines are not allowed to be used in the exhibition halls, except the exhibitors declares to the fire department and obtains the permit certificate by the Official Contractor.
- 012) Exhibitors and workers are not permitted to do any construction related work out of their booth area. Any alternations to the structure and facilities of the venue, such as dismantling, nailing, painting or drilling are forbidden. Putting fixture or painting on wall panels and ground are forbidden.
- 013) The pipeline system inside the utility holes on the floor of the exhibition hall provides electricity, water, gas, fire prevention and communication network connection for all booths. Only authorised staff of the venue can access to these facilities, unauthorised access or open the slots are forbidden. No construction unit can use the utility holes on booth wiring purpose. All wirings are restricted within the booth area.
- 014) If the Organisers found any defect in the booth during the construction period or the show period, the Organisers has the right to require the exhibitors to fix immediately. If the exhibitors fail to do so, such defects will be remedied by the Official Contractor at the expense of the exhibitors. In addition, if the Organisers consider any booths are in dangerous condition and might cause safety hazard, the Organisers has the right to require exhibitors to stop using the booths immediately.
- 015) If no construction work takes place until 12:00pm on 23 Sep. 2025, a standard booth will be built at the expense of the exhibitors. And booth dismantling will be started after 4:00pm on 26 Sep. 2025.
- 016) Permitted safety tools such as safety belts, scaffolding and genie lift must be used by all contractors who work at high levels, i.e. $\geq 2\text{m(H)}$ from ground. Safety helmets must be properly worn by operating personnel at all times. For the protection of personal safety, a safety area should be set up around the work space, and attended by professionals. Clear safety signs should be placed at the safety area. All accidents caused by failure to take safety measures are at their own risk and the Organisers will not be held liable.

6. Construction Liabilities

The exhibitors and their appointed contractor shall be fully responsible for construction liabilities ("Construction Liabilities") which including but not be limited to:

- a) Personal injuries or property damage suffered by the exhibitors or their appointed contractors (including but not limited to their personnel, employees, workers, guests, suppliers) on the construction site;
- b) Personal injuries or property damage suffered by any third parties caused by or related to the action or inaction of the exhibitors or their appointed contractors or the construction built by the appointed contractors.

The exhibitors agree to fully indemnify and keep fully indemnified the Organisers, the Official Contractor, employee and agent against any and all costs, expenses (including legal costs) and damages arising from any Construction Liabilities set forth above.

7. Insurance

- a) The Organisers undertake no financial or legal responsibility for any types of risk concerning or affecting the exhibitors / visitors, their personal belongings and exhibits. The exhibitors shall, at their sole cost and expense, purchase and maintain, throughout the term of the Exhibition, public liability insurance against claims of bodily injury or death and property damage occurring resulting from its activities during the exhibition. The exhibitors shall also be responsible for effecting insurance which shall including (but not limited to) its displays, exhibits and stands against loss or damage by theft, fire, water, public (including occupier's liability) and any other natural causes. The public liability limits under the insurance policy shall be sufficient to cover the exhibitor's risk and recognise the Organisers as an additional insured. The exhibitors shall produce such policy of insurance to the Organisers upon request.
- b) The exhibitors shall cause their appointed contractor purchase and maintain, throughout the term of construction and the Exhibition, the public liability insurance against claims of bodily injury or death and property damage occurring resulting from the appointed contractors activities during the exhibition. The insurance coverage should be enough to any of the exhibitor's own risk.

The contents of the exhibition liability insurance are as follows:

Contents of exhibition liability insurance	Accidental injury coverage
Personnel injury (Worker, Exhibitor, Visitor)	RMB 500,000
Venue facilities	RMB 300,000
Cumulative compensation limit each time	RMB 15,000,000
No compensation for single accident	RMB 200 or 5% of the financial loss per accident, whichever amount is higher

The standard of pricing:

Booth size	Insurance fee
54 m ² or below	RMB 350
55 m ² – 120 m ²	RMB 500
121 m ² – 200 m ²	RMB 700
201 m ² – 300 m ²	RMB 1,000
301 m ² – 450 m ²	RMB 1,300

Remarks: Exhibitors need to submit relevant insurance policies to the official contractor on or before 20 August 2025 for approval before they can go through the relevant formalities smoothly. Insurance company is not specified.

8. Configuration and Deployment for Alarm Device

At the request of Police and Fire Protection, all raw space booth must rent Alarm Devices. The details are as follows:

01) Rental unit information

- i. Unit name: Shanghai Jishen Information Technology Co., Ltd. (上海几晟信息科技有限公司)
- ii. Equipment pick-up location: No. 4 loading bay (between Hall W3-W4) / No. 19 loading bay (between Hall E1-E2) (A notification will be sent if there are any changes.)

02) The leasing process

The leasing processing system only provides the Chinese version. Please inform your appointed contractor to refer to the Chinese version of the exhibitor manual for more details.

03)The charge

Item	Price (RMB)	Deposit (RMB)
One-button alarm video intercom device	300/set	300/set

Configuration program for one-button alarm video intercom device

Booth size	Qty
1-200sqm	1 set
201-400sqm	2 sets
401-600sqm	3 sets
601-800sqm	4 sets

* Less than 200 square meters, counted as 200 square meters.

04) Pick-up and return program

During the construction period, the exhibitors will collect the equipment at the on-site equipment service point, and our staff will need to bind the equipment to the booth on-site. After the exhibition, exhibitors will return the equipment to the on-site service point, and the staff will directly scan the code to unbind the equipment and refund the deposit after confirming the equipment is in good condition; if the equipment is damaged during the rental period, the deposit will be deducted accordingly.

05) Installation program for one-button alarm video intercom device

Video intercom area, remote video intercom can be conducted after pressing the alarm button, allowing for real-time understanding of the on-site situation.





4.5 Relevant Fee for Raw Space Exhibitors

1. Relevant fee

- Raw space exhibitors or their appointed contractors have to settle the electricity fee, hall management fee and related deposit by 20 August 2025. Any delay or additional charges caused by overdue payment will be borne by the exhibitors.
- The deposit will be refunded to the original account within 30 work-days after the exhibition. At the end of the move-out period, the deposit shall be refunded if all materials of the special designed booths of the raw space exhibitors are removed from the venue, confirmed not damaging any hall facilities and not violating any rules and regulations stated in this exhibitor manual. Otherwise, the refuse deposit shall be forfeited for settling the corresponding lost and damages.
- Each construction card can only be used by the construction personnel himself. The contractor must wear this card when entering the exhibition hall and during the construction process. The construction personnel shall not enter the hall nor carry out any construction work without the construction card.
- Each personworking permit is only for one person. Contractors without this working permit will not be allowed to enter the hall nor carry out any construction work.
- Raw space exhibitors or their appointed contractors are liable to pay and refuse deposit (refundable) when collecting badges during move-in period at the onsite service counter of the Official Contractor.

The management fee and construction deposit (which will be refunded) are as follows:

Hall management fee RMB 28 / sqm

Refuse Deposit:

- 100 sqm or below RMB 15,000
- 100 – 300 sqm RMB 20,000
- Construction permit (each permit for one booth) RMB 50 per booth
- Vehicle Pass: RMB 50.00 + RMB 300.00 (deposit) / pass
- Follow 上海新国际博览中心 WeChat account, apply for waiting area permit: RMB 20.00 / pass;

2. Refuse Deposit Refund

Please ensure that appointed contractors comply with the conditions herein. Without prejudice to the Organisers' rights to indemnification and / or reimbursement specified herein and in the

rules and regulations, the Organisers may deduct the specified amount / percentage of the refuse deposit upon failure to comply with a condition as specified below without prior notice.

a) 100% deposit deduction

- i. The design, structure or materials for booth construction is not in accord with the blueprints / drawings approved by the Official Contractor.
- ii. Booth structural / safety issues caused accidents, injuries or even death. Safety pitfalls are not rectified (in time) or still exist in the booth. If the deposit could not off-set the compensation, the venue and the Organisers have the right to claim for further compensation.
- iii. Privately connect electrical power supply, water supply or compressed air without the written authorisation of the Official Contractor.
- iv. In terms of brutal construction, illegal construction and demolition of stands (push and pull, etc.) without setting the security warning zones.
- v. Early move-out and dismantling the booth in advance against the show schedule.

b) 50% deposit deduction

- i. In aerial work without qualified and safe lifting tools or platforms and specialised personnel to command, care and set up security zones.
- ii. Using the structure of the exhibition hall or neighbouring stands to stabilise or to decorate the exhibitors' own booth.
- iii. For piling up debris that block and interrupt the fire exits, escape routes, emergency exits, firefighting facilities and operation facilities around the exhibition, they must be dismantled for recovery.
- iv. For the use of flammable, explosive and other forbidden objects against the fire safety requirements of the exhibition hall; or without flame-retardant treatment on materials.
- v. Not set up enough fire extinguishers, sprinkler system and automatic alarm as regulated. One extinguisher should be prepared for per 20 sqm.
- vi. For special operations personnel who forge, alter or misuse special operations permit or unlicensed operations during construction without taking safety measures.
- vii. In terms of hot work such as paintwork, electrical welding, gas welding and cutting in the exhibition hall without written permissions.
- viii. Exhibitors / appointed contractors of raw space booths did not cut off the electrical power supply before leaving the booth during move-in / show / move-out period.
- ix. For fights and activities that disturb public order within the exhibition hall.

c) 30% deposit deduction

- i. Working overtime secretly or delaying work against the regulations without applying for overtime work.
- ii. The structure, decoration, light fittings, exhibits, projection, etc. exceeds the booth area.
- iii. The booth frontage at height 2.5m and below is less than half open or is closed not according to the show requirement.

d) Deposit deducting according to actual charges

- i. For not wearing a valid document issued by the Organisers on the construction site; or on-site construction workers not properly wearing qualified helmets at RMB 200 per case.
- ii. For not using qualified safety tools such as safety belts, scaffolding and genie lift who work at high levels at RMB 200 penalty per case.
- iii. Smoking at the construction site at RMB 500 penalty per case.
- iv. Operate / move the venue fixed facilities of electrical, compressed air or water (including the trench cover) without approval or authorisation from the venue at actual cost.
- v. Fail to clear up the construction materials, garbage and packing stuff (such as building materials, scraps, empty cases, wooden structures, display boards or tools) within preset time in the move-in / move-out period at actual cost.
- vi. Any uncovered structure surface facing the neighbouring booth, or the covering

substance are not pure white, smooth or consistent with the building materials at actual cost.

- vii. Damage made to the hall facilities (walls, gates, floor, pillars, etc.) at actual cost.
- viii. Other violation according to actual situation at actual cost.
- ix. Exhibitors and their appointed contractors have to cooperate with all the rectification necessary, otherwise the power supply will be fully cut until the rectification is made.
- x. The refuse deposit will be returned by bank transfer. Exhibitors / appointed contractors are required to provide the relative information concerning company name, name of bank, bank account no. (In accordance with the account info when transferring), remittee's name and contact details when he applies for the refund of deposit at the onsite service counter of the Official Contractor. If the exhibitors / appointed contractors could not return the original receipt of deposit or written receipt documents, the Official Contractor has the right to refuse refunding the deposit.

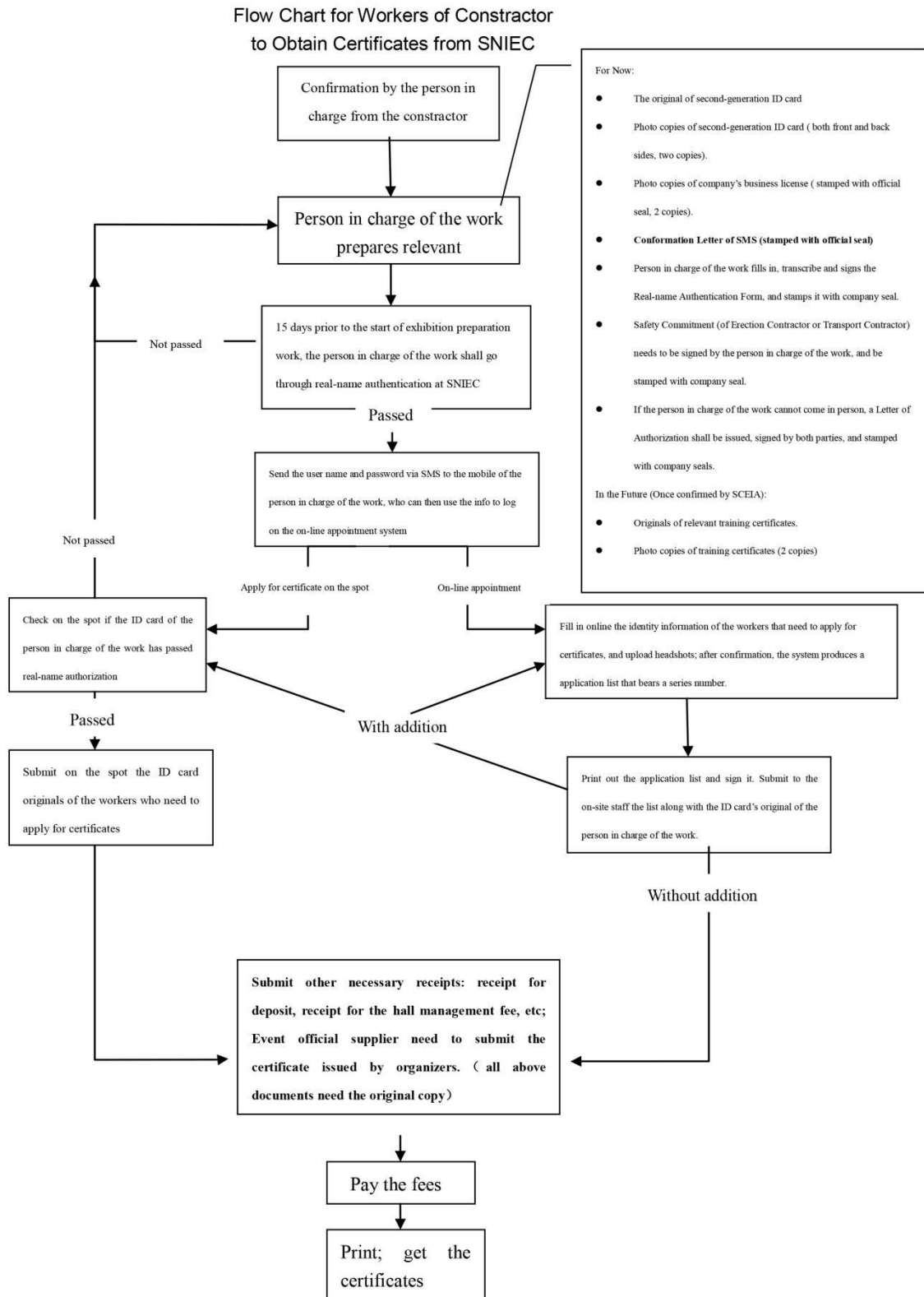
e) **Regulations on the management of “blacklist” booth contractors**

In the following situations, the appointed contractor will be included in the blacklist. The venue as well as the Organisers have the right to cancel its qualification of booth contractor in the next shows.

- i. There are no rectifications or corrective actions in accordance with the requirements of the Organisers after receiving rectification notice against irregularities.
- ii. The booth dismantling has not been completely implemented by the end of move-out period.
- iii. The designs, structures or materials for booth construction is not in accordance with the blueprints / drawings approved by the Official Contractor, or does not conform to any of the construction / fire protection / safety regulations.
- iv. Any accidents or injuries occur in the booth construction process.
- v. The Organisers reserve the right of final decision in case of any controversies.

Construction/transportation personnel certificate processing process

All construction units MUST go to the certification Center at the South Square of the SNIEC or P3 parking lot for real-name authentication, at least 15 work-days before the move-in period. The required certification process and materials are as follows:



5. Forwarding Service

5.1. Official Forwarder Information

The Organisers have appointed below forwarder as the Official Forwarder for transportation services of exhibits and other exhibition related materials.

Official Forwarder **DSV Logistics Co., Ltd.**
China (Shanghai) Pilot Free Trade Zone, Room 201 & 202,
No.2 Building, No.38 Debao Road, Shanghai, 200131 P.R. China

Delivery of Exhibits (Overseas)
Contact: James Liu
Tel: + 86 21 5046 1617 * 299
Email: james.liu1@dsv.com

Exhibitors may appoint the Official Forwarder or other forwarders for forwarding issues and customs clearance, please submit appointed forwarder information to Official Forwarder by completing Form D01.

Official Forwarder's agents / representative offices:

Germany	Japan
DSV Solutions Co.,Ltd. Contact: Maximilian Trimborn Tel: +49 2151 737 1488 Email: maximilian.trimborn@dsv.com	DSV Solution Co.,Ltd. Contact: Tokiko Inaba Tel: +81 70 1599 8869 Email: tokiko.inaba@dsv.com
Korea	Malaysia
DSV Solutions Ltd. Contact: Daniel Kim Tel: +82 10 4818 8384 Email: daniel.kim@dsv.com	DSV Solutions (DC) Sdn Bhd. Contact: Suhaiza Zainor Tel: +603 7841 8861 Email: suhaiza.zainor@dsv.com
Singapore	Taiwan
DSV Solutions Pte. Ltd. Contact: Robin Lim Tel: +65 6571 5610 Email: chern.lon.robin.lim@dsv.com	DSV Solutions Contact: David Tseng Tel: +886 2 8178 7189 Email: david.tseng@dsv.com
USA	
DSV Solutions Contact: Rob Henry Tel: +1 941 861 8930 Email: rob.henry@dsv.com	

****Please contract Official Forwarder - DSV Logistics Co., Ltd. directly if you have enquiry on forwarding services for countries have not listed above.**

5.2 Forwarding Schedule

1. Sea freight (All exhibition goods must be sent to Shanghai port)

Sea Freight Timeline	Details
14 Aug 2025	Submit Form D01 - Appointment of Forwarder & Transport Order Copies of relevant documents must sent to Official Forwarder prior to the arrival of vessel. (including List of Exhibits (LOE), bill of lading, insurance (if any) and fumigation certificate (if any))
7 Sep 2025	Arrival of sea freight consignments (FCL) to Shanghai for consolidation.
7 Sep 2025	Arrival of sea freight consignments (LCL) to Shanghai for full container.

2. Air freight (All exhibition goods must be sent to PVG)

Air Freight Timeline	Details
14 Aug 2025	Submit Form D01 - Appointment of Forwarder & Transport Order Copies of relevant documents must sent to Official Forwarder prior to the arrival of vessel. (including List of Exhibits (LOE), bill of lading, insurance (if any) and fumigation certificate (if any))
7 Sep 2025	Arrival of air freight consignments to PVG terminal.

5.3 Important points

1. General

- a) All shipping instructions are subject to the Official Forwarder General Trading Terms and Conditions, which will be available on request.
- b) All orders of the services automatically imply acknowledgement and acceptance of the Official Forwarder General Trading Terms and Conditions.
- c) For the smooth setting up of the exhibition, only the Official Forwarder is entrusted with the overall organisation of freight / exhibits transportation within the exhibition halls.
- d) No cars, forklifts or handling equipment (trolleys, pallet jack, forklift etc.) other than that of the Official Forwarder (except exhibits), will be permitted inside the exhibition halls.
- e) Exhibitors should be responsible for all consequences if their exhibits 'dimensions, weight or floor loading exceeds the limits stated without prior arrangement with the Official Forwarder.
- f) Prior arrangements must be made with the Official Forwarder for on-site storage of exhibitors' properties, packing cases and surplus material.
- g) Holiday adjustments during Labour Day, National Day, and Dragon Boat Festival definitely affect the regular arrangement of customs clearance and collection of cargoes; adhering to documents and cargoes receiving period is IMPORTANT to avoid any delays.

2. Customs Clearance

- a) Exhibits Selling
Without prior approval of the Chinese Authorities, exhibits are prohibited from being sold by retail to visitors on spot. Any sales, irrespective of value, is mandatory to go through official procedures – packed and returned to the customs bonded warehouse after the fair pending till the completion of import formalities, and clearance of tax and duties, local transportation, as well as bonded warehouse storage charges by the exhibitor, buyer or official importer.
- b) Promotional Materials
If an exhibitor has an intent of using visual aids and distribution of promotional materials on site, accompanied with completed Declaration Form for Temporary Import Exhibits, please courier all visual aids – CD, VCD, DVD, film, photograph, map, etc. – and two samples of publicities – catalogue, leaflet, etc. – and souvenirs, etc. to the Official Forwarder with requested schedule. The Official Forwarder will on forward them to the related authorities for censorship. The grant of this intent is subject to the Authorities' approval and levies.
- c) Give-away to China company
Give-away items means the exhibitor provides its agent, sub-company, and corporate partners in P.R. China with its exhibits free for the purpose of business development. The clearance procedures are same as exhibits selling. Exhibits need to be properly packaged and transported back to the bonded warehouse by the Official Forwarder. The goods can only be picked up after the permanent import declaration procedures for general goods and tax payment are completed. The relevant taxes, transportation fees and warehouse fees are all paid by the exhibitor or receiver.
- d) Abandoned Exhibits
Under the Customs' rules and regulations, no abandoned exhibits are allowed to be disposed by exhibitor's own arrangement. They must be re-packed and handed over to the Customs' disposal via the Official Forwarder. Waste treatment charges, storage, and related charges are at the exhibitor's account. It is also subject to the Authorities' approval for abandoned that the earlier submission of your declaration of abandoned exhibits, the more storage charges you could save. Despite of abandoned exhibits, any violation of these official rules and regulations will also drag you into the possibilities of fine and penalties. After the submission of declaration, no change is accepted by the Authorities.

3. Insurance & Liability

- a) The Official Forwarder will not be responsible for any damage of uncrated, unpacked or not properly packed materials, or concealed damage and loss or theft of exhibits after they have been delivered to the booth, nor before they are being picked up again for return at the close of the exhibition.
- b) It is the responsibility of exhibitors to arrange a full transit Insurance Policy covering the entire journey (including the exhibition period). The insurance coverage shall include the insurance of the liability accident of the carrier. Exhibitors are requested to prepare the insurance document or a copy for inspection, in case of any defects or damages that may be found onsite for inspection. Insurance should include the waiver of subrogation of official freight forwarders and their agents and / or subcontractors.
- c) Exhibitors can choose to take out insurance on their own, or alternatively ask the Official Forwarder do so on their behalf. Exhibitors who arrange their own insurance are reminded to ask their insurance company for the name and contact information of the local office or representative.

4. Truck Pass Registration Guideline

This part is only a Chinese version on WeChat. Please pass the Chinese version information on to your truck driver and ask them to handle it.

1. Follow wechat official subscription “上海新国际博览中心”.



2. Choose “货车登记” — “卸货区车证”



3. Please enter the China mobile phone number for the login verification code. Then, check “已阅读并同意《个人信息保护政策》”.



输入手机号

输入验证码

获取验证码

登录

☐ 已阅读并同意《个人信息保护政策》

- Upon logging in, please click "已知晓" to submit the form.



- Please be sure to fill in all information accurately, such as exhibition name, date, China mobile phone number, booth number, driver information, and license plate.

添加卸货车证信息

请选择展会

请选择申请日期

申请人姓名

申请人电话

车牌号

展台号

司机姓名

司机手机号

下一步

6. Select and fill in the information on this page according to the situation. There are 3 options for "Where do the vehicle materials come from". After selecting, fill in the "Origin Address". Once completed, click "Confirm Application".

添加卸货车证信息

是否持有道路运输许可证

☒ 是
 ☐ 否

车辆类型

☒ 布展车辆
 ☐ 撤展车辆

布展车辆物资从何地来

自有仓库

来处地址

其它备注

上一步

确认申请

自有仓库

✓ 自有仓库

工厂

其他地点

7. On the successful application page, you can click "查看卸货车证".



申请成功!

查看卸货车证

继续填写新的申请表

8. Click "查看卸货车证" to obtain the QR code, which can be saved as a screenshot to facilitate on-site application.



可截图保存

**请前往SNIEC制证中心出示二维码
并支付当日费用后，领取当天卸货车证**

车证信息

展会名称： 测试展会25-28

申请日期： 2024-01-26

申请人： [模糊处理]

车牌号： [模糊处理]

展台号： [模糊处理]

司机： [模糊处理]

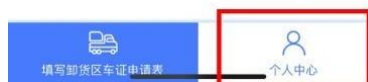
☒ 是否持有道路运输许可证

返回

9. Click "个人中心" to view all vehicle license application forms.



填写卸货区车证申请表



10. Click "查看二维码" to obtain the QR codes of all vehicles handled.



Notice on the Unified Management of Certificates of Contractors and Forwarders

To: Exhibitors,

In response to the request of Pudong New Area's Security Bureau to practice a real-name authentication and photo system in regards to workers involved in erection work, the Shanghai New International Expo Centre Co., Ltd.(hereinafter refer to as the SNIEC) has formulated the following measures to change the undesirable situation in managing the certificates of workers involved in booth erection and dismantling, and to ensure a safe environment within the SNIEC's exhibition halls and unloading areas.

1. From Jan 1st, 2011, all workers involved in exhibition booth erection and dismantling (including those from the exhibition's official contractor, raw space contractor, and official forwarder) will be required to obtain passes from the SNIEC, who is exclusively responsible for the registration, checking, production, and management of the aforementioned passes.

2. Person in charge of the work can apply for passes of any workers under him. (On-the-spot application requires the originals of the workers' ID cards). To reduce the time spent in on-the-spot registration, the SNIEC will set up an on-line appointment system for the issuance of the certificates. From July 1st, 2010, all persons in charge of the work of erection contractors and transport contractors are required to go through the Real-name Authentication procedures at the SNIEC at least 15 days prior to the start of their work.

3. **From May 1st 2012**, Documents required for Real-name Authentication procedures include the original and 2 photo copies (front and back sides) of second-generation ID cards (**first-generation ID cards or passports are not supported**) of the person in charge of the work from the contractor; originals and 2 photo copies of relevant industry training certificates; the Real-name Authentication Form for Erection Contractors and Transport Contractors; the Safety Commitment of Erection Contractor; and **the confirmation letter to accept SMS notice**. All the above-mentioned forms and certificates must be originals that have been filled out in block letters and bear the signature of the head of the respective company and its company seal. If the holder of the certificates and documents cannot make it to the SNIEC to go through the procedures in person, a Letter of Authorization signed and stamped by the entrusting party and the entrusted party must be provided. (**view <https://www.sniec.net/cn/> to download above documents**)

4. The Organisers of the exhibition shall submit to the SNIEC a List of Raw Space Erection Contractors, which bears the company seal of the Organisers.

5. After Sep 1st, 2010, the person in charge of the work from the contractor or forwarder who fails to go through the Real-name Authentication procedures 15 days prior to the start of the exhibition will lose the privilege of making registration appointments online. The person in charge of the work will still have to go through the Real-name Authentication procedures on the spot, and the person in charge of the work shall bear all responsibilities for any time loss or other consequences resulting from the queuing, and prolonged authentication, registration, checking, and certificate obtaining, etc.

Please follow the instructions of the Notice.

Shanghai New International Expo Centre

April, 2012

6. Travel Service

6.1 Official Travel Agent Information

The Organisers have appointed below travel agent as the Official Travel Agent for hotel booking

Official Travel Agent **Shanghai Vision Expo & Meeting Solutions Co Ltd**

Unit 1308,Block B, Everbright Convention and Exhibition Center , 66 Caobao Road,
Shanghai 200235, China
Tel: +86 21 5481 6051 / 5481 6052
Fax: +86 21 5481 6032
Email: jenny@shanghai-vision.com
paul.hou@shanghai-vision.com

6.2 Visa Invitation and Application

1. All foreign visitors to P.R.China MUST apply for a visa and comply with the health requirement on entering into China. Please ensure that all your colleagues have obtained the relevant visa document prior to departure to China.
2. Please apply the visa invitation letter by submitting Form E01 to Organiser by 20 August 2025.

6.3 Hotel Recommendation



Kerry Hotel Pudong Shanghai ★★★★★

Address: 1388 Hua Mu Road, Pudong

Kerry Hotel Pudong, Shanghai flows seamlessly from the Kerry Parkside complex, integrating the hotel with lifestyle shopping, an office tower and serviced residences, situated opposite Century Park, the biggest eco-park in central Shanghai, and directly linked to the Shanghai New International Expo Center (SNIEC). The hotel's 574 rooms and suites are spacious and contemporary in design, with complimentary broadband and wireless internet access. The Business Centre and Office Suites offer state-of-the-art equipment and services are available 24 hours. It includes 16 fully furnished serviced offices and four meeting rooms wired for audio-visual capability, and is operated by a professional and dedicated team.

It takes 5 minutes to the exhibition venue by walking.

30 minutes from Pudong Int'l Airport and 45 minutes from Hongqiao Airport by car.



Jumeirah Himalayas Hotel ★★★★★

Address: 1108 Mei Hua Road, Pudong

The hotel room and suites combine the ancient Chinese Lu Ban system of Feng Shui with a contemporary edge. The 5,000 sqm landscaped Roof Garden has BBQ pits and a 300-sqm event space. The 495 sqm Himalayas Ballroom is adjacent and available as backup for all occasions. The Grand Ballroom has 12 m high ceiling, is 864 sqm and can be divided via soundproofed wall for multiple setups. Projectors and screens in ceiling, plus the latest AV and IT throughout. 405 modern room and suites, guests may access the internet wired or wirelessly on their computer, or via high definition internet protocol TV and a wireless keyboard. High-tech gym with kinesis exercise room, hot yoga studio and relaxation area with hot stone bath and steam rooms.

It takes 5 minutes walk away from the exhibition venue.

30 minutes from Pudong Int'l Airport and 45 minutes from Hongqiao Airport by car.



Renaissance Shanghai Pudong ★★★★★

Address: 719 Ying Chun Road, Pudong

Located on the fringe of the dynamic new business district of Pudong, the Renaissance Shanghai Pudong Hotel is the ideal place to stay for business or pleasure. The hotel is a thoughtful blend of traditional Chinese decoration and contemporary Western ambience. We also boast 369 guestrooms with the architectural style conveying the unique charm of Shanghai.

It takes 10 minutes to the exhibition venue by taxi. Taxi fare is around RMB 20.

45 minutes from Pudong Int'l Airport and 45 minutes from Hongqiao Airport by car.



Shanghai Marriott Hotel Pudong East ★★★★★

Address: 15 Xinjinqiao Road, Pudong

The Shanghai Marriott Hotel Pudong East rooms are spacious and comfortable adjoined by marble bathrooms, and are equipped with all the standard amenities including LCD TVs and around the clock room service. Italian and Chinese cuisines are served in two opulent restaurants with stretching views over Shanghai. The Western touch has a giant unlit fireplace to add to the already cozy décor, and the Chinese restaurant, spacious and elegant, is fit for a wedding.

It takes 15 minutes to the exhibition venue by taxi. Taxi fare is around RMB 30.

35 minutes from Pudong Int'l Airport and 50 minutes from Hongqiao Airport by car.



Holiday Inn Shanghai Pudong★★★★★

Address: 899 Dongfang Road, Pudong

Strategically located in fast-developing commercial and financial district of Lujiazui, the most advanced part of Pudong, Shanghai, Holiday Inn Pudong boasts 320 well-appointed spacious rooms and suites. We have three Executive Club floors and a Presidential Suite. Non-smoking floors and inter-connecting room are also available. All rooms are equipped with Coffee/Tea making facilities, safety deposit boxes. With an extensive range of function and F&B facilities, Holiday Inn Pudong is the favoured choice for business and leisure travellers.

It takes 15 minutes to the exhibition venue by taxi. Taxi fare is around RMB 30.

45 minutes from Pudong Int'l Airport and 35 minutes from Hongqiao Airport by car.



Holiday Inn Shanghai Pudong Nanpu ★★★★★

Address: 55 Huanlong Road, Pudong

Enjoy a peaceful location close to Pudong financial district and downtown Shanghai when you choose Holiday Inn Shanghai Pudong Nanpu. After your 45-minute taxi ride from Shanghai Pudong International Airport, relax in our smart Lobby with eastern art and glass floors. Pudong financial district and Shanghai New International Expo Centre are both 15 minutes' drive from the hotel. Make yourself at home in your contemporary Guest room with high-speed Internet.

It takes 15 minutes to the exhibition venue by taxi. Taxi fare is around RMB 30.

45 minutes from Pudong Int'l Airport and 45 minutes from Hong Qiao Airport by car.



Holiday Inn Express Shanghai Jinqiao Central ★★★★★

Address: 1359 Jinqiao Road, Pudong

The Holiday Inn Express Shanghai Jinqiao Central (Shanghai Jinqiao Zhongxin Zhixuan Jiari Jiudian) is an international business hotel located in the business center of Jinqiao, just close to the Jinqiao International Business Plaza. It is about 8km (in a straight line) from the Shanghai Expo Site, 43km (in a straight line) from Hongqiao Airport, and 35kms (in a straight line) from Pudong International Airport and 17km (in a straight line) from Shanghai Railway Station. This Shanghai hotel offers comfortable rooms with high-quality bedding, high-speed Internet access and LCD TVs.

It takes 15 minutes to the exhibition venue by taxi. Taxi fare is around RMB 30.

40 minutes from Pudong Int'l Airport and 60 minutes from Hongqiao Airport by car.

7. Regulation for Protection of Intellectual Property Rights During Exhibition

7.1 General Provisions

1. Aiming at protecting the intellectual property rights (the “IPR”) including patent, trademark, copyright etc. during the exhibition (the “Exhibition”), this regulation (the “Regulation”) is formulated in accordance with the Measures for Protection of Intellectual Property Rights during Exhibitions jointly promulgated by Ministry of Commerce, State Administration of Industry and Commerce, State Copyright Bureau and State Intellectual Property Office and came into force as of March 1, 2006.
2. The Organisers shall respect and protect the legitimate rights and interests of IPR owners during the Exhibition. The exhibitor shall strengthen their consciousness of IPR protection and undertake that their exhibits will not infringe others’ IPR.
3. Exhibitor must guarantee that all exhibits, packages and relevant advertising materials (including but not limited to brochures, posters, advertising boards, background panel, etc.) do not infringe any IPR of any third party, including but not limited to patent, trademark, copyright, design, name, and registered or unregistered IPR, which shall not be restricted by relevant legal restraint measures.
4. Exhibitor undertakes to strictly comply with the exhibition regulation, laws of P.R. China and regulations, and international treaties etc. and will not infringe on the legal rights of any other entity or its products, or copy, use, produce, extract or modify the trademark, design, package or invention owned by any other entity or its products, or take any illegal actions to prevent any other exhibitors from exercising and protecting their legal IPR and ownership on their products.

7.2 Complaint Review Panel

1. In order to protect the IPR and to promote the healthy development of the Exhibition, the Organisers establish a Complaint Review Panel (the “CRP”). The CRP will be responsible for consultancy services relating to IPR, and reviewing the IPR disputes occur during the Exhibition in accordance with the laws and regulations in respect of IPR.
2. The CRP shall strictly deal with IPR infringement complaints which occur in the Exhibition venue during the Exhibition period in accordance with this Regulation. The complainant should follow and cooperate with the Organisers and the CRP. During the Exhibition, the complainant shall not directly negotiate with or make oral or written warning to the respondent or communicate with the respondent through other methods regarding the relevant IPR infringement matter onsite during the Exhibition without the prior consent of the Organisers and / or CRP.

7.3 Acceptance of Complaint

1. The complainant shall be the owner or the interested party of the IPR. The interested party shall include the authorised or licensed user, or the legitimate successor of the IPR. The licensees of patent licensing contracts and sole licensing contracts may file the complaint independently; the licensees of exclusive licensing contracts may file the complaint independently with permission of the patent owner. Unless otherwise stipulated in the contract, the licensees of general licensing contracts may not file the complaint independently.
2. The exhibitor shall file a complaint with the CRP in writing as soon as it finds any infringement of its patents, trademarks or copyrights, and shall not communicate with the suspected infringing exhibitor directly by itself.

3. The complainant shall fill in a IPR Complaint Record Form and submit the following materials in two copies when filing a complaint with the CRP:
 - a) Legal and valid ownership certification of intellectual property rights:
 - i. If a patent is involved, the photocopies of the patent certificate or the duplicate of patent register, the text of patent announcement, the identity certification of the patentee, and the certification of legal status of the patent signed and confirmed by the complainant shall be submitted. If the patent involved is utility model or appearance design, the original copy of a patent evaluation report shall also be provided;
 - ii. If a trademark is involved, the photocopies of the trademark registration certification documents as well as the identification certification of the owner of the trademark right signed and confirmed by the complainant shall be submitted;
 - iii. If a copyright is involved, the original copy of the copyright certification and the photocopies of the identification certification of the copyright owner signed and confirmed by the complainant shall be submitted.
 - b) Basic information of the party suspected of committing infringement, including the name of the exhibits, the name of the respondent and the booth number, etc;
 - c) Photocopy of the complainant's business registration certification (stamped with the common seal of the complainant). If the complainant is not the IPR holder, the complainant shall provide a photocopy of the licensing agreement in respect of such IPR (stamped with the common seal of the complainant);
 - d) Reasons and evidences regarding the suspected infringement;
 - e) If the complaint is filed by an agent, an original copy of Power of Attorney shall be submitted;
 - f) Other materials may be required by the CRP.

If the complainant is a foreigner, foreign entity or other foreign sation, the valid certifications submitted shall be duly notarised by a notary public in its own country and attested by the Chinese embassy or consulate in such country; if the complaint is filed by an agent, the Power of Attorney shall also be notarised and attested.

If the complainant is from Hong Kong or Macau area, the valid certifications submitted shall be duly notarised in Hong Kong or Macau and then stamped by China Legal Service (Hong Kong) Limited or China Legal Service (Macau) Limited; if the complaint is filed by an agent, the Power of Attorney shall also be notarised and stamped.

If the complainant is from Taiwan area, the valid certifications submitted shall be duly notarised in Taiwan and verified by Notary Association in Mainland China; if the complaint is filed by an agent, the Power of Attorney shall also be notarised and verified.

If the foregoing documents are written in foreign languages, they shall be translated into Chinese by a PRC qualified translation agency and the corporate seal thereof shall be attached thereto.
4. The complainant shall warrant that all the materials submitted are authentic and effective, and shall be liable for any loss caused to the respondent due to any unauthentic complaint materials or any other untrue complaint.
5. If any of the following occurs, the CRP shall not accept the complaint:
 - a) Where the materials submitted by the complainant do not meet the CRP's requirement and the complainant does not supplement the relevant materials required after notified by the CRP.
 - b) Where a complainant or claimant has filed a lawsuit with a law court in China against the infringement;
 - c) Where the patent is being applied for patent right invalidation proceedings;
 - d) Where there is dispute over the ownership of a patent which is under a trial held by a law court in China or a mediation proceeding held by a patent administrative department in China;
 - e) Where a patent has been terminated and its owner is handling patent restoration formalities;
 - f) Where a trademark right has been invalidated or cancelled;
 - g) Where a complainant is not the owner of the IPR who cannot submit relevant IPR authorization or licensing documents;

- h) Where a complainant has filed a complaint against the same exhibit for infringing the same IPR during the past exhibitions;
- i) Other circumstances determined by the CRP.

7.4 Complaints Handling

1. Upon receipt of complaint materials as required, the CRP shall notify the respondent on a timely basis. The respondent shall response within half of a day.
2. If the respondent denies infringement, it shall submit corresponding evidences. The respondent may provide the evidences in accordance with the Section 7.3.3(a), including but not limited to preparing the IPR certificates or legal and valid licenses of all exhibits for inspection by CRP. If the respondent fails to submit valid evidences within the foregoing time limit for response, the respondent shall immediately remove the exhibit being complained and shall not re-exhibit the same during the Exhibition. If the respondent can submit valid evidences proving that the removed exhibit does not infringe others' IPR, the CRP may allow the exhibitor to re-exhibit the removed exhibit.
3. If the respondent does not submit the relevant evidences, or the materials submitted cannot prove that the exhibit does not infringe any IPR, nor does the respondent remove the exhibit suspected of infringement, the CRP shall have the right to request the respondent to: (1) suspend the display of the exhibit suspected of infringement, (2) destroy or cease the distribution of advertising materials on the exhibits suspected of infringement, and (3) to remove the exhibiting board introducing the exhibit suspected of infringement. If the respondent refuses to act as required by the CRP, the CRP may assist the complainant to send relevant complaint materials and relevant information to the competent administration department of IPR for handling in accordance with the law.
4. If the CRP deems it necessary, the CRP may allow and assist the complainant to collect evidence by means of photographing, videotaping, etc., and the respondent shall cooperate.
5. The Organisers may assist the intellectual property administrative department to collect evidence by sampling from or registering and preserving the exhibit suspected of infringement, the respondent shall accept.
6. In order to maintain the order of the Exhibition, after the CRP has handled the complaint and before the end of the Exhibition, the complainant shall not adopt any further action against the respondent at the Exhibition venue.
7. After the end of exhibition, the complainant shall resolve such IPR dispute through law court or administration department. Otherwise, the CRP will not accept the complaint with respect to the same exhibit for infringement of the same IPR in the exhibitions thereafter.

7.5 Penalties

1. If any personnel of exhibitors or non-exhibitors who negotiate with the respondent without permission of the CRP and cause dispute at the Exhibition venue which negatively impacts the order of the Exhibition, the Organisers shall have right to refuse their entrance into the Exhibition venue or order them to leave the Exhibition venue.
2. If the exhibitor refuses to enforce the decision made by the CRP or the intellectual property administrative department and continue to exhibit the exhibit suspected of infringement, or the exhibitor displays the removed exhibits suspected of infringement again without permission of the CRP, the Organisers shall have right to unilaterally terminate the exhibition agreement with such exhibitor, seal the booth, forfeit the participation fee paid by such exhibitor, and pursue the liabilities of breach of contract and infringement against such exhibitor.
3. The Organisers shall have the right to revoke the participation qualification of any future exhibitions of the exhibitor who has displayed the exhibit infringing IPR for several times at exhibitions and adversely affects the reputation of the Exhibition.

7.6 Disclaimer

1. The Organisers do not guarantee the result of handling the complaint regarding IPR dispute, or undertake any responsibility for such result for any relevant parties.
2. Should the complaint or handling the complaint causes any loss or damage to any complainant, respondent, other exhibitor or non-exhibitor, the party which suffers the loss or damage shall pursue legal liabilities against the responsible party through legal actions. The Organisers and the CRP shall assume no responsibility for such loss or damage.

8. Checklist

Important Deadlines	Subject and Details	Contacts	Done / Documents received ?
Immediately	Have you settled full payment of your participation fee?	Contact: Mr. Liu Tel: +86 20 3825 1558 ext. 243	<input type="checkbox"/>
Ongoing	Have you received booth location confirmation letter?	Email: holden.liu@china.messefrankfurt.com	<input type="checkbox"/>
14 August	Have you arranged the shipment of your goods? [Form D01]	Delivery of Exhibits (Overseas) Contact: Mr.James Liu Tel: + 86 21 5046 1617*299 Email: james.liu1@dsv.com Delivery of Exhibits (Domestic) Contact: Mr.James Liu Tel: + 86 21 5046 1617*299 Email: james.liu1@dsv.com	<input type="checkbox"/>
20 August	Have you printed necessary information in Chinese?		<input type="checkbox"/>
	Have you printed Chinese business cards?		<input type="checkbox"/>
20 August	Have you purchase the exhibition liability insurance for raw space booth?		<input type="checkbox"/>
20 August	<u>For raw space exhibitor:</u> Have you informed the Official Contractors on the contact details of your appointed contractor? [Form C03]# Have you submitted your booth design to the Official Contractors for approval? Have you ordered the electricity service? [Form C02a]# PLEASE NOTE: Orders received after deadline may apply a surcharge.	Contact: Ms Serena Li Tel: +86 21 6010 8774 Email: serena.li@pico.com System Link: https://concierge.pico.com/exhibitor/es/pcim2025	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<u>For standard booth exhibitor:</u> Have you submitted the information on fascia board? [Form C01]*		<input type="checkbox"/>

20 August	Do you need extra furniture for your booth? [Form C02b] Do you need extra facility for your booth? Including water & compressed air supply and internet? [Form C02c] PLEASE NOTE: Orders received after deadline may apply a surcharge.	Contact: Ms Serena Li Tel: +86 21 6010 8774 Email: serena.li@pico.com System Link: https://conciierge.pico.com/exhibitor/es/pcim2025	<input type="checkbox"/> <input type="checkbox"/>
22 August	Have you booked your hotel and ticket? [Form E02]	Contact: Ms. Jenny Zhang / Mr. Paul Hou Tel: +86 21 5481 6051 / 5481 6052 Email: jenny@shanghai-vision.com paul.hou@shanghai-vision.com	<input type="checkbox"/>
29 August	Have you updated the information on exhibitor catalogue? [Form B01] *#	Contact: Ms Vincy Zhang Tel: +86 20 38251558 ext. 258 Email: vincy.zhang@china.messefrankfurt.com	<input type="checkbox"/>
5 September	Do you need to appoint temp staff or interpreter for assistance? [Form B02]	Contact: Mr. Benjamin Zhang Tel: +86 139 1188 6279 Email: zcm@beijingtranslators.com	<input type="checkbox"/>
15 September	Have you apply the exhibitor badge for your onsite staff? [Form A01]*#	Contact: Ms Vincy Zhang Tel: +86 20 38251558 ext. 258 Email: vincy.zhang@china.messefrankfurt.com	<input type="checkbox"/>
15 September	Have you submitted Conference Audience Application ? [Form B03]	Contact: Ms. Zoe Zuo Tel: +86 21 6160 8456 Email: zoe.zuo@china.messefrankfurt.com	<input type="checkbox"/>

* compulsory forms for standard package booth exhibitors

compulsory forms for raw space exhibitors

Please note that the order of the various points can vary depending on when you registered.

Guangzhou Guangya Messe Frankfurt Co Ltd

Address: Unit B2616, China Shine Plaza,
No. 9 Linhexi Road, Tianhe District, Guangzhou, P.R. China
Attn: Ms Zhang
Tel: +86 20 38251558 ext. 258
Email: vincy.zhang@china.messefrankfurt.com

**information be submitted before
Deadline: 15 September 2025**

5 exhibitor badges are entitled for every 12 sqm booth.

Remarks:

1. Exhibitor pre-registration will be applied by **real-name authentication**. Please provide below details of all staffs from your company, co-exhibiting company and official agents / representatives who will be on duty during the exhibition. One badge is for 1 person only.
2. All exhibitors and their staffs are strictly requested to have their registration verification during move-in / move-out and throughout the show.
3. Exhibitor badge(s) will be provided to exhibitors at the registration counter at the entrance of the exhibition hall during move-in period.
4. For security reasons, please provide us with the details of all personnel from your company, co-exhibiting companies and official agents / representatives who will be manning the booth during the exhibition. **Please note that we will issue badges to your associated companies only if you have registered them with us.**
5. Commercial Advertisement: We may send you the commercial advertisement which you may be interested in, and the methods of sending the commercial advertisements include but not limited to telephone call, email, SMS, direct mail, etc. You can unsubscribe it as per the instruction in the commercial advertisement.

Exhibitor Badge Application:

Please login your account on Exhibitor Online system by scanning the following code
or click the link: <https://pcim.zcyit.com/h5>



Please ensure the submitted information is correct, additional waiting time may be occurred for re-issuing badge onsite.

Guangzhou Guangya Messe Frankfurt Co Ltd

Address: Unit B2616, China Shine Plaza,
No. 9 Linhexi Road, Tianhe District, Guangzhou, P.R. China
Attn: Ms Zhang
Tel: +86 20 38251558 ext. 258
Email: vincy.zhang@china.messefrankfurt.com

information be submitted before
Deadline: 29 August 2025

For providing a better exhibition experience for you, we will collect your exhibitor information for pre-exhibition promotion and the production of the exhibition catalogue.

Please login your account on Exhibitor Online system by scanning the following code
or click the link: <https://pcim.zcyit.com/h5>



Please note: If we do not receive this Form by **29 August 2025** you will be listed according to your application form.

Temporary Staff Order (Interpreter & Booth Helper)

Beijing Translators Inc

Attn: Mr Benjamin Zhang
Tel: +86 139 1188 6279
Email: zcm@beijingtranslators.com

**This form must be submitted before
Deadline: 5 September 2025**

Please indicate your requirements by filling in the following table:

Description	Price (RMB)	Quantity	Date(s) Required
Interpreter (Chinese – English)	800		
Interpreter (Chinese – Japanese)	1000		
Interpreter (Chinese – Korean)	1000		
Interpreter (Chinese – German)	1200		
Interpreter (Chinese – French)	1200		
Interpreter (Chinese – Spanish)	1500		
Interpreter (Chinese – Italian)	1500		
Interpreter (Chinese – Russian)	1300		

Notes:

1. The minimum charge is 0.5 day (4 hours) per day.
2. Working hour is from 9:00am – 5:00pm including 1 hour lunch time. Other than normal working hour will be counted as overtime.
3. If exhibitors cancel the order, 50% service fee shall be charged.
4. If exhibitors want to order on-site temporary interpreter, it is OK but an additional fee, say 30%, will be charged. For on-site interpreter order, the exhibitor will pay in cash on site to our company staff with the Invoice when the interpreter reports you at your booth.

Method of Payment:

Paid in RMB (CNY)	Paid in USD
Account Name: BEIJING TRANSLATORS INC BNF'S ACCOUNT NO: 0200080909200026265 ACCOUNTING BANK INFO: INDUSTRIAL AND COMMERCIAL BANK OF CHINA BEIJING CUIWEI ROAD SUB-BRANCH 中国工商银行北 京市翠微路支行营业室 SWIFT CODE: ICBKCNBJBJM CNAPS: 102100008091	Account Name: BEIJING TRANSLATORS INC BNF'S ACCOUNT NO: 0200080909200026265 ACCOUNTING BANK INFO: INDUSTRIAL AND COMMERCIAL BANK OF CHINA BEIJING CUIWEI ROAD SUB-BRANCH SWIFT CODE: ICBKCNBJBJM CNAPS: 102100008091

Company Name: _____ **Booth No.:** _____

Contact Person: _____ **Title:** _____

Tel: _____ **Fax:** _____ **Email:** _____

Authorised Signature: _____ **Date:** _____

Guangzhou Guangya Messe Frankfurt Co Ltd

Address: Unit B2616, China Shine Plaza,
No. 9 Linhexi Road, Tianhe District, Guangzhou, P.R. China
Attn: Ms. Zoe Zuo
Tel: +86 21 6160 8456
Email: Zoe.Zuo@china.messefrankfurt.com

Concurrent with the exhibition, leading international industry and academia experts from all over the world will meet in PCIM Asia Shanghai Conference to present their latest technological trends and applications in Power Semiconductors, Passive Components and Integration, Motor Drive & Motion Control, High Frequency Power Electronic Converters and Inverters, Smart GridAutomotive Power Electronics and etc..

The exhibitors enjoy **buy-one-get-one** discount.

Please click [conference registration](#) to apply your participation.

Company Name:	_____	Booth No.:	_____
Contact Person:	_____	Title:	_____
Tel:	_____	Fax:	_____
		Email:	_____
Authorised Signature:	_____	Date:	_____

Pico IES Group (China) Co Ltd

Address: No.99 Lane 4499. Cao'an Highway, Jiading District, Shanghai, China

Attn: Ms Serena Li

Tel: +86 21 6010 8774

Email: serena.li@pico.com

System link: <https://concierge.pico.com/exhibitor/es/pcim2025>

**This form must be submitted before
Deadline: 20 August 2025**

1. All standard booth and pavilion exhibitors should indicate the company name or brand name to be shown on the fascia board.
2. Please submit clearly in **BLOCK letters** to indicate the exhibiting name for fascia board, up to a maximum of 24 English letters and 12 Chinese letters.
Please omit “,”(comma) and “.”(full-stop); eg. MESSE FRANKFURT (SH) CO LTD
3. If exhibitor would like to display the Chinese company name as well, please indicate on this form. Otherwise, only English company name will be displayed on the fascia board.
4. If your fascia name details are not received by the above deadline, the company name and details on the application form will be used. In all cases, abbreviations will be used, e.g. **Limited=Ltd.**
5. If the exhibitor wishes to display the company logo on fascia board, please submit the logo along with this form to Official Contractor via <https://concierge.pico.com/exhibitor/es/pcim2025>. File format: **jpg /png or pdf**, not less than 300dpi and the file size should not exceed 20M.
6. Company logo had not been received on or before 20 August 2025. It will not be produced.

Remarks:

1. The length of your fascia name is subject to space availability.
2. Any other alterations are allowed on the fascia. If any alteration is found, RMB 2,000 / 9 sqm will be charged as penalty.
3. If the exhibitors booked the standard package booth do not return this form on or before 20 August 2025, the Official Contractor will use the company's name same as that in official fair catalogue to be shown on the fascia board.
4. Requests for changing of fascia name during the show period will be subjected to service charges.

Company Name: _____ Booth No.: _____

Contact Person: _____ Title: _____

Tel: _____ Fax: _____ E-mail: _____

Authorised Signature: _____ Date: _____

Pico IES Group (China) Co Ltd

Address: No.99 Lane 4499, Cao'an Highway, Jiading District, Shanghai, China

Attn: Ms Serena Li

Tel: +86 21 6010 8774

Email: serena.li@pico.com

System link: <https://concierge.pico.com/exhibitor/es/pcim2025>

This form must be submitted before
Deadline: 20 August 2025

No.	Item	Unit Price (RMB)	Qty	Amount (RMB)	Remark
Lighting-use power					1. Air-break switch, without connections.
F01	15A / 380V, Air-break switch	1350.00			
F02	30A / 380V, Air-break switch	1960.00			
F03	60A / 380V, Air-break switch	3190.00			
Machine-use power					
F04	15A / 380V, Air-break switch	1350.00			
F05	30A / 380V, Air-break switch	1960.00			
F06	60A / 380V, Air-break switch	3190.00			
Electric Fire Monitor					
F07	15A / 380V, Electric Fire Monitor	435.00			
F08	30A / 380V, Electric Fire Monitor	505.00			
F09	60A / 380V, Electric Fire Monitor	580.00			
			Total:		

※Note: (Official Contractor will issue a payment notice after receiving the order. Please complete payment)

Remarks:

- Additional order received after 20 August 2025 is subjected to a 30% surcharge and for onsite order and order after 10 Aug. 2025, a 50% surcharge will be applied. (Subject to availability)
- Cancellation of orders will only be accepted in writing on or before 9 Aug. 2025. Cancelled orders will be charged a 30% handling fee. Cancellation of orders will NOT be accepted onsite.
- For exhibitor or contractor, please sketch power points, water supply and telephone / fax connection points on a separate drawing. Notification equipment location alteration / removal received after the deadline will not be considered.
- 50% surcharge will be imposed to electrical box, water supply and internet service relocation onsite.
- The prices above are only for indoor booth. All items are on rental basis only.
- Raw Space Exhibitors should order the individual power point (minimum 15Amp / 380V) with its own distribution box equipped with circuit breaker and leakage protector. All power main installation from source to outlet must be carried out by the Official Stand Contractor.
- The electrical power outlets are strictly for single exhibit / machinery usage only. Power outlets are not to be used for lighting purposes. According to venue's regulations, 24-hour power supply will be three times of electricity fee.
- For other request or enquiry, please contact the official contractor.

Company Name: _____ **Booth No.:** _____

Contact Person: _____ **Title:** _____

Tel: _____ **Fax:** _____ **Email:** _____

Authorised Signature: _____ **Date:** _____

Pico IES Group (China) Co Ltd

Address: No.99 Lane 4499, Cao'an Highway, Jiading District, Shanghai, China

Attn: Ms Serena Li

Tel: +86 21 6010 8774

Email: serena.li@pico.com

System link: <https://concierge.pico.com/exhibitor/es/pcim2025>

This form must be submitted before
Deadline: 20 August 2025

	Code	Item	Specification (mm)	Unit Price (RMB)	Qty	Amount (RMB)
1	EC-08	Folding chair	450*400*455mmH	40.00		
2	CC-05	Black leather arm chair	560*550*820mmH	100.00		
3	EC-14b	Bar chair	360*400*760~860mmH	180.00		
4	AU-02	Sofa	800*730*790mmH	550.00		
5		Reception table		420.00		
6	PF-12	Square table	650*650*750mmH	120.00		
7	ET-06	Round table	800*750mmH	120.00		
8	ET-10	Tall bar table	600*1100mmH	220.00		
9		Coffee table		240.00		
10	CH-04	Magazine rack	270*250*1200mmH	150.00		
11		Shelf rack		280.00		
12	PF-03	Lockable cabinet	1030*535*750mmH	150.00		
13	PF-01	Information counter	1030*535*750mmH	120.00		
14		42" Plasma (hang on the wall / with stand)		800.00		
15		55" Plasma (hang on the wall / with stand)		1500.00		
16	PF-02	Low glass showcase	1030*535*1000mmH	350.00		
17	PF-04	Tall glass showcase	1030*535*2000mmH	550.00		
18	FS-01	Flat shelf	1000*300mm	60.00		
19	SS-01	Slope shelf	1000*300mm	60.00		
20	ED-02	Folding door	950*2000mmH	150.00		
21	EE-02	Refrigerator	550*550*860mmH	700.00		
22	EE-04	Drinking water	300*300*960mmH	300.00		
23	EW-01	Wasterpaper basket		10.00		
24		Re-location of panel		120.00		
25		Carpet per sqm		20.00		
26	ES-11	Belt barricade	1000-1200*900mmH	90.00		
27		1mW Panel	1000*2500mmH	120.00		
28		100W Spotlight		120.00		
29	SL-006	100W Long Arm Spotlight		150.00		
30	SL-024	150W Floodlight		350.00		
31	SL-001	40W Fluorescent Tube		120.00		
32		13A / 220V single phase socket		140.00		
Total:						

※Note: (Official Contractor will issue a payment notice after receiving the order. Please complete payment)

Remarks:

- Additional order received after 20 August 2025 is subjected to a 30% surcharge and for onsite order and order after 10 Aug. 2025, a 50% surcharge will be applied. (Subject to availability)

2. Cancellation of orders will only be accepted in writing on or before 9 Aug. 2025. Cancelled orders will be charged a 30% handling fee. Cancellation of orders will NOT be accepted onsite.
3. The electrical power outlets are strictly for single exhibit / machinery usage only.
4. The prices above are only for indoor booth. All items are on rental basis only.
5. For other request or enquiry, please contact the official contractor.

Company Name: _____	Booth No.: _____
Contact Person: _____	Title: _____
Tel: _____ Fax: _____	Email: _____
Authorised Signature: _____	Date: _____

* For equipment or furniture not listed in the price list, please contact the official contractor directly .

Please see the following catalogue (for reference only, subject to physical)

pico Furniture & Fittings Catalogue 家具安装目录



CC-05
黑色皮扶手椅
Black leather arm chair
560*550*820H



CC-07
办公椅(黑)
Office chair (black)
500*560*870~970H



CC-08
木纹椅
Meeting chair
560*500*920H



CC-09
木纹椅(白)
Meeting chair (white)
420*500*930H



CC-10
贝壳椅(白)
Meeting chair (white)
600*600*780H



CC-11a
葫芦椅(红)
Meeting chair (red)
480*550*800H



CC-11b
葫芦椅(白)
Meeting chair (white)
480*550*800H



EC-08
折椅
Folding chair
450*400*455H



EC-09
铝休闲椅
Aluminium chair
460*550*800H



EC-11
洽谈椅
Conference chair
580*600*900H



EC-14a
L型吧椅(黑)
Bar stool (black)
360*400*760~860H



EC-14b
L型吧椅(白)
Bar stool (white)
360*400*760~860H



EC-14c
L型吧椅(红)
Bar stool (red)
360*400*760~860H



EC-15
行政椅
Executive chair
600*560*900~1000H



AU-02
单人沙发
Sofa
800*730*790H



AU-03
双人沙发
Sofa
1300*730*790H

pico Furniture & Fittings Catalogue 家具安装目录



AU-04
三人沙发
Sofa
1800*730*790H



AU-07a
单人休闲沙发 (黑)
Sofa (black)
600*570*730H



AU-07b
单人休闲沙发 (红)
Sofa (red)
600*570*730H



ET-03
玻璃茶几
Long glass coffee table
1100*550*450H



ET-04
玻璃茶几
Glass coffee table
550*550*450H



ET-05
玻璃圆桌
Glass round table
800*750H



ET-06
白圆桌
Round table
800*750H



ET-07
木纹圆桌
Round table
800*750H



ET-08
黑木纹圆桌
Round table
800*750H



ET-10
木纹吧台
Bar table
600*1100H



ET-11
黑木纹吧台
Bar table
600*1100H



ET-19
会议桌
Meeting table
1400*700*750H



ET-20
会议桌
Meeting table
1400*700*750H



PF-01
问询台
Info counter
1030*535*750H



PF-02
低玻璃展示柜
Low glass showcase
1030*535*1000H



PF-03
锁柜
Lockable cupboard
1030*535*750H



Furniture & Fittings Catalogue 家具安装目录



PF-04
高玻璃展示柜
Tall glass showcase
1030*535*2000H



PF-07/PF-08
展示柜
Tall/Low display cube
535*535*750H/535*535*500H



PF-12
方桌
Square table
650*650*750H



FS-01/SS-01
斜/平层板
Sloped/Flat shelf
1000*300



ED-01
锁门
Lockable door
950*1910H



ED-02
折门
Folding door
950*2000H



CH-01
A4资料盒
A4 catalogue holder (arcylic)
235*55*280H



CH-02
1米信箱
Catalogue holder (metal)
970*50*280H



CH-03
立式资料架
Magazine holder
380*1500H



CH-04
立式资料架
Magazine holder
270*250*1200H



CH-06
立式资料架
Magazine holder
270*250*1200H



ES-06
画架
Easel
1500H



ES-07
立式衣架
Coat hanger
320*1700H



ES-08
轮式衣架
Wheeled coat hanger
1200*500*1600H



ES-09
R8衣架
R8 coat hanger



ES-11
拉带围栏
Belt barricade
1000-1200*900H

pico Furniture & Fittings Catalogue 家具安装目录



ES-12
长桌
Long table w/ apron
1800*600*750H



SL-001
40W日光灯
40W fluorescent tube



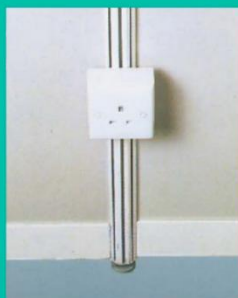
SL-006
10W LED长臂射灯
10W LED longarm spotlight



SL-023
70W 铲灯
70W HQI floodlight



SL-024
150W 铲灯
150W HQI floodlight



插座
Power socket



EW-01
废纸篓
Wastepaper basket



EE-02
90L冰箱
90L refrigerator
550*550*860H



EE-03
140L冰箱
140L refrigerator
550*550*1350H



EE-04
立式饮水机
Water dispenser
300*300*960H



EE-05
蒸馏咖啡机
Distilled coffee maker
140*280*280H



EE-06
磨豆咖啡机
Coffee machine
300*400*400H



42英寸等离子电视机
42" plasma TV



盆栽植物
Potted plant

Additional Order (Water, Compressed Air & Internet Services)

Pico IES Group (China) Co Ltd

Address: No.99 Lane 4499. Cao'an Highway, Jiading District, Shanghai, China

Attn: Ms Serena Li

Tel: +86 21 6010 8774

Email: serena.li@pico.com

System link: <https://concierge.pico.com/exhibitor/es/pcim2025>

**This form must be submitted before
Deadline: 20 August 2025**

No.	Item	Unit Price (RMB)	Qty	Amount (RMB)
	Water supply			
F01	Water supply for Booth (Φ 15 mm * 10 m for supply / Φ 25 mm * 10 m for drainage)	3000.00		
F02	Water supply for Machinery (Φ 20 mm * 10 m for supply / Φ 25 mm * 10 m for drainage)	4500.00		
	Compressed Air (only for indoor booth)			
F01	5HP (Flow value ≤ 0.4 m ³ /min , Pressure: 9.5~10kgf/cm ² , φ 10mm)	3900.00		
F02	10HP (Flow value 0.41~1.0 m ³ /min , Pressure: 9.5~10kgf/cm ² , φ 20mm)	4550.00		
F03	15HP (Flow value 1.1~1.8 m ³ /min , Pressure: 9.5~10kgf/cm ² , φ 25mm)	5200.00		
	Internet services			
F01	20M Fiber-based shared broadband, no Public dedicated IP address	5600.00		
F02	10M Fiber-based dedicated broadband, 1 Public dedicated IP address	7700.00		
F03	20M Fiber optic dedicated line	14000.00		
F04	50M Fiber optic dedicated line	28000.00		
F05	100M Fiber optic dedicated line	84000.00		
F06	wi-fi router	1600.00		
	Hanging Points			
F01	Hanging Points (if exhibitors need, the specific hanging requirements shall be subject to the exhibition hall)	2750.00		
Total:				

※Note: (Official Contractor will issue a payment notice after receiving the order. Please complete payment)

Remarks:

Water supply order:

1. Except for domestic water, the direct discharge of other oily sewage and waste water is prohibited in the venue. Water using for machine oil must be equipped with a circulating water device.
2. For water supply and drainage facilities, the plan of installation location must be attached at the same time, indicating the location of the interface.
3. For safety reasons, water supply will be over a hour before the show ends. Exhibitor who want to dismantle in advance under special circumstances should apply for the removal of water supply and drainage pipes at the service counter in advance. If the pipeline components are damaged due to unauthorized removal, compensation shall be made according to the price; it is strictly forbidden to dump all kinds of liquids and garbage into the trenches of venue.
4. During the construction of special booths or the placement of large-scale exhibits, It is necessary to reserve space for the ground manhole covers for technicians performing operations. If back walls or floor platform

cannot avoid the manhole cover at the location of the line entrance, please contact the service counter to apply for the relocation.

Compressed air order:

1. For compressed air supply, the plan of installation location must be attached at the same time, indicating the location of the interface.
2. Compressed air connection service needs to submit an application on or before 20 Aug. 2025. Overdue applications will be subject to a 50% late charge. The supply is not guaranteed onsite.
3. The reserved or installed compressed air connection cannot be returned or exchanged. If you need to relocate, 50% of relocation fee will be imposed.
4. The dryer must be required to control humidity of the compressed air. Please pay attention to the application for the power and space required by the dryer.
5. It is strictly forbidden to bring own air compressor in the exhibition hall.
6. During the construction of special booths or the placement of large-scale exhibits, It is necessary to reserve space for the ground manhole covers for technicians performing operations. If back walls or floor platform cannot avoid the manhole cover at the location of the line entrance, please contact the service counter to apply for the relocation.
7. The compressed air supply is not completely 100% clean or dry. Exhibitors must bring their own air dryers and air filters to maximize cleanliness and dryness.

Others

1. The prices above are only for indoor booth. All items are on rental basis only. The above-mentioned prices exclude the installation fee of power and water supply. For installation service, please contact the official contractor.
2. For other request or enquiry, please contact the official contractor- **Pico IES Group (China) Co Ltd**.

Company Name: _____ **Booth No.:** _____

Contact Person: _____ **Title:** _____

Tel: _____ **Fax:** _____ **Email:** _____

Authorised Signature: _____ **Date:** _____

Appointment Form for Raw Space Construction

PPico IES Group (China) Co Ltd

Address: No.99 Lane 4499, Cao'an Highway, Jiading District, Shanghai, China

Attn: Ms Serena Li

Tel: +86 21 6010 8774

Email: serena.li@pico.com

System link: <https://conciierge.pico.com/exhibitor/es/pcim2025>

**This form must be submitted before
Deadline: 20 August 2025**

Exhibitors please sign back with company chop and return to official contractor as acknowledgement:

We (including all personnel, employees, appointed contractor, guests, suppliers and any other relevant third parties of our Company) acknowledge receipt and have read this "Important Notes for Raw Space Exhibitors" in exhibitor manual. We also undertake to comply with all provisions hereof strictly and such undertaking will be binding upon the execution of this acknowledgement. We hereby acknowledge and confirm once we affix the company chop to the this form and deliver it to the Organisers, this "Important Notes for Raw Space Exhibitors" shall constitute valid and legally binding obligations of us, enforceable against us in accordance with its respective terms and conditions.

Our appointed contractor is:

Name of appointed contractor: _____

Address: _____

Contact Person: _____ Mobile Phone: _____

Office Telephone: _____ Email: _____

Remarks:

1. Please send the booth design proposal to Official Contractor on or before 20 August 2025.
Booth design proposal includes:
 - A. Booth design document (includes construction floorplan, Color printed Booth design (include perspective, front elevations and layout plan), Electricity plan, structure plan and material list)
 - B. Appointed contractor document (below six required items should be stamped)
 - (1) Copy of business registration; (2) Copy of legal person ID ; (3) Copy of workman ID;
 - (4) Copy of booth insurance; (5) Form C03; (6) Qualification of electrician ; (7) Qualification for ascending Heights ; (8) Booth declaration form (submit the corresponding form according to the height of the booth)
 - Submit to <https://conciierge.pico.com/exhibitor/es/pcim2025>
 - If the submitted materials are not complete, you will not be able to go through the declaration formalities in time. All drawing approval documents should be prepared and brought onsite for reference.
2. No construction work shall be permitted at the exhibition hall unless the Official Contractor has approved the plan and design proposals. Any costs or delay caused should bear by the exhibitors and appointed contractors.
3. The approval granted to the appointed contractor does not mean the Organisers have checked or is obligated to check the qualification of the appointed contractor.
4. Official contractor may require amendments or variations to be made to the design plan or proposals before approval, or may withhold approval at its discretion.
5. Failure to respond to this form on or before the deadline set forth hereunder shall be deemed as refusal to make acknowledgement by the exhibitor, and any dispute or responsibilities arising therefrom shall be handled or assumed by the exhibitor on its own, and the Organisers have the right to revoke the exhibiting qualification of the exhibitor.

Company Name: _____ **Booth No.:** _____

Contact Person: _____ **Title:** _____

Tel: _____ **Fax:** _____ **Email:** _____

Authorised Signature: _____ **Date:** _____

Raw Space Booth Construction Management Approval

Pico IES Group (China) Co Ltd

Address: No.99 Lane 4499, Cao'an Highway, Jiading District, Shanghai, China

Attn: Ms Serena Li

Tel: +86 21 6010 8774

Email: serena.li@pico.com

System link: <https://concierge.pico.com/exhibitor/es/pcim2025>

**This form must be submitted before
Deadline: 20 August 2025**

Items		Charge(RMB)
Construction Management Fee		28 RMB/m ²
Construction deposit	≤100 m ²	15,000
	100-300 m ²	20,000

- 1、 Please fill in this form and submit it to the Official Contractor- Pico IES Group (China) Co Ltd. Then you will receive the payment notice. If the above fees are paid separately by the exhibitor and the contractor, please note clearly in the form, otherwise we will send the payment notice to the contractor.
- 2、 The construction deposit will be returned to the original account within 30 work-days after the exhibition.

Items	Charge(RMB)	Notice:(available at the corresponding Windows of the Exhibition Center)
Construction card	50 Rmb/person (Real-name authentication)	Only be used during move-in and move-out period
Transport vehicle pass	50 Rmb/vehicle (Limited to 90mins) deposit 300 Rmb.	If the loading and unloading time exceeds 90 minutes, 100 yuan will be charged for each extra 30 minutes. If the loading and unloading time is less than 30 minutes, it will be counted as 30 minutes.

- 1、 The construction card can be obtained at the corresponding window in the south square or east square of the SNIEC. Transport vehicle pass can be obtained at the south square, east square or P3 parking lot of the SNIEC.
- 2、 The raw space contractor shall obtain the construction card and Transport vehicle pass with the payment receipt of construction management fee and construction deposit.
- 3、 Raw Space contractors who have been authenticated by their real names in Shanghai New International Expo Center(SNIEC) can directly submit the construction certificate list online and get it from the Certification Center in the Exhibition hall. If you have not been authenticated, please visit the website of SNIEC to check the authentication process and download the corresponding form. Website: http://www.sniec.net/cn/organize_contractor.php.

Company Name:	_____	Booth No.:	_____
Contact Person:	_____	Title:	_____
Tel:	_____	Fax:	_____
		Email:	_____
Authorised Signature:	_____	Date:	_____

Raw Space Booth Declaration(Lower than 4.5m)

Shanghai HAH Consulting & Exhibition Co., Ltd.

Address: E2-2E1, No.2345 Longyang Road, Shanghai

Attn:Ms Kim Gu

Tel:021-28906633/34/35 ext 809

Email:hah@hahchina.com

**This form must be submitted before
Deadline: 20 August 2025**

1. General Information

Exhibitor :			
Hall No / Booth No:		Booth Area:	m ²
Contractor Company Name:		Contact Tel:	
Contractor Company Address:		Email:	
Project Leader:		Cell Phone:	

2. Booth design proposal includes:

The total height is not more than 4.5 meters. All the indoor single-storey raw space booths roof structure area is not more than 50% of the booth area. The booth design document shall be examined by the official contractor and Shanghai HAH Consulting & Exhibition Co., Ltd.

The following information is required:

A. Declaration materials: ① Copy of business license of the booth contractor; ② Copy of legal person ID card; ③ Copy of insurance document; ④ Appointment form for raw space exhibitor; ⑤ Safety commitment of the contractor; ⑥ Declaration form of drawings; ⑦ Electric power application form.

B. Booth design drawings: ① Floor plan; ② Overall effect drawings (front & side); ③ Elevation drawings (front & side); ④ Sectional drawing; ⑤ Structural drawing; ⑥ Circuit diagrams; ⑦ Electric box location map; ⑧ Construction materials details .

Website : <https://www.welcorp.cn/BuildAdmin/login.aspx>

Charging Standard (NEED TO BUY INSURANCE) :RMB 7 per square meters

3. Remarks:

- For the above required documents, please provide JPG image.
- For those whose booth design drawings without approval from the Official Contractor, who have the right to prohibit the booth construction.

STATEMENT

As the project leader of this booth, I solemnly declare that the booth will be built strictly in accordance with the safety rules and precautions of the organizer, the Official contractor and the auditing company.

Project Manager:

Mobile No.:

Company Address:

Company Seal:

Raw Space Booth Declaration(Higher than 4.5m)

Shanghai HAH Consulting & Exhibition Co., Ltd.
Address: E2-2E1, No.2345 Longyang Road, Shanghai
Attn: Ms Lynn Zhang
Tel: +86 28906633*803
Email: hah@hahchina.com

**This form must be submitted before
Deadline: 20 August 2025**

Note: This form is the declaration form of single-layer raw space booth. If double-layer or multi-layer booth, please request “the Declaration Form of double-layer, multi-layer or Outdoor Raw Space Booth” from the official contractor - Pico IES Group (China) Co Ltd.

1. General Information

Exhibition Name		Exhibition Date	
Exhibitor Company Name			
Hall No / Booth No:		Booth Area:	m ²
Contractor Company Name:		Tel:	
Contractor Company Address:		Fax:	
Project Leader:		Cell Phone	
Name of Primary Registered Structural Engineer:		Registration No.:	
Telephone of Primary Registered Structural Engineer:		Contract Address	
<p>Note: If the raw space booth drawings only need to be reviewed, please be sure to fill in the information of Primary Registered Structural Engineer clearly. If the drawing is submitted to HAH Consulting & Exhibition Co., Ltd Shanghai for review, there is no need to fill in the information of Primary Registered Structural Engineer.</p>			

2. According to the conditions listed in the table, our company applies to set up the following facilities during the exhibition (brief description of building materials) :

Materials for booth main construction: :	Material model:

3. Details of booth building materials

Booth parts				
Material name & model				
Booth parts				
Material name & model				

4. Booth design proposal includes:

All drawings of the indoor single-storey special decoration booth (hereinafter referred to as the booth) whose height is more than 4.5 meters (including 4.5 meters) must be approved by the national first-class registered structural engineer.

The following information is required :

A. Booth design document (includes construction floor-plan, Color printed Booth design (include perspective, front elevations and layout plan), Electricity plan, structure plan and material list, Diagram of main component connection points.)

B. For the booth that has passed the examination of the Primary Registered Structural Engineer, it needs to be reviewed by HAH Consulting & Exhibition Co., Ltd Shanghai. The following drawings and supporting materials should be provided for the review (please send email to provide electronic documents) :

1) Overall effect drawing (front and two sides); 2) Booth plan; 3) Front and side elevations; 4) Sectional view; 5) Calculation data and structure drawing of live load, wind load and static load (stamped with national First-class registered Structural Engineer seal); 6) Booth review the copy of national first-class registered structural engineer qualification certificate; 7) Booth planning instructions and details of building materials; 8) Structural calculation document (stamped with the seal of National First-grade Registered Structural Engineer).

5. Remarks:

- For the drawings entrusted to HAH Consulting & Exhibition Co., Ltd Shanghai for review or recheck, the dimensions must be specifically marked with Arabic numbers. It is forbidden to use only grid lines, otherwise the drawings will be returned and cannot be reviewed. In case of time delay caused by this, the consequences shall be borne by the exhibitors and the appointed contractor.
- All drawings provided by the contractor must be drawn to the specified scale and must be specified with detailed dimensions (m). Faxed drawings and documents will not be accepted.
- If the design drawings of booth construction have not been approved by the national first-class registered structural engineer and have not been approved by HAH Consulting & Exhibition Co., Ltd Shanghai, the operators of the exhibition hall and the official contractor have the right to prohibit the appointed contractor from entering the exhibition hall for construction.

6. Payment method of drawing review fee:

The charge of reviewing the drawing by HAH Consulting & Exhibition Co., Ltd Shanghai 25 Rmb/sqm. The booth that has passed the examination of Primary Registered Structural Engineer will pay 18 Rmb / sqm for examination. Valid drawing area is the area of the booth. Exhibitors who have not paid the examination fee will not be able to apply for construction certificates.

Contact information of HAH Consulting & Exhibition Co., Ltd Shanghai , Tel: 021-2890 6633.

Statement of Raw Space Booth contractor's Project Leader

As the person in charge of the booth construction, I hereby solemnly declare that I will strictly comply with the requirements of the Organizer, the Official Contractor and the drawing review unit Safety rules and precautions for raw space booth construction.

Signature:

Telephone:

Company Address:

Company Stamp:

Pico IES Group (China) Co Ltd

Address: No.99 Lane 4499, Cao'an Highway, Jiading District, Shanghai, China

Attn: Ms Serena Li

Tel: +86 21 6010 8774

Email: serena.li@pico.com

System link: <https://concierge.pico.com/exhibitor/es/pcim2025>

**This form must be submitted before
Deadline: 20 August 2025**

Safety Commitment of the Erection Contractor

We, the erection contractor (hereinafter referred to as "the Contractor"), are committed to strictly obeying the following rules during exhibition hall improvements, booth erection, and dismantling operations within the confines of the Shanghai New International Expo Centre Co., Ltd. (hereinafter referred to as the "SNIEC"), so as to ensure the common facilities within the SNIEC are well protected, the construction work is carried out in a safe manner, and the SNIEC is kept quiet, safe, and clean.

1. The Contractor shall strictly abide by the laws, rules and regulations on work safety, fire safety, and labor protection promulgated by the state and Shanghai municipal governments and relevant administrative departments.
2. The Contractor shall take charge to educate its on-site workers on work safety, ensuring that the workers carry all relevant work permits, and ensuring that all its workers work with their helmets on and, when working at heights above 2 meters, wear safety harnesses. The Contractor shall urge its transport staff to work according to all relevant safety regulations, and take protective measures to ensure work safety and fire safety according to regulations. The Contractor shall designate a person, who shall be readily recognizable at the site, to take charge of on-site day-to-day safety supervision.
3. The workers of the Contractor shall closely follow the rules on the operation and use of the facilities and equipment in and out of the exhibition hall, and facilitate the checking and supervision of the SNIEC's staff on the improvement work.
4. During work execution, the Contractor shall strictly follow the SNIEC's rules on work safety and fire safety; and shall bear all responsibilities and consequences in result of the failure the stipulated rules.
5. For work at height, the worker shall be a holder of a work-at-height permit or other relevant qualifications, and take all appropriate safety measures. Should there be any accident, the Contractor shall bear all responsibilities, liabilities and consequences.
6. During work execution, the Contractor shall keep the constructions, structures, facilities, equipment, and fittings in the exhibition hall clean and well protected. Should there be any damage or pollution, compensation shall be made according to the SNIEC's "Damage Price List of Constructions and Structures" and "Damage Price List of Facilities, Equipment, and Fittings".
7. Fire and explosion prevention rules shall be strictly observed. Smoking is prohibited in the exhibition hall. No explosives and inflammables (such as paint, banana oil, dimethyl benzene, etc) may be taken into the exhibition hall. No fire, electric furnace and welding equipment may be used within the exhibition hall.
8. Materials must not be stored at the fire exits. All fire exits, safety passages, and common walkways must be kept free of any obstructions.
9. During work execution, no action shall be carried out that may affect the structures and safety of the building.

10. Workers must not undertake other transport tasks that are irrelevant to the designated exhibition, or solicit work from other concurring exhibitions.

11. The Contractor must not subcontract the work of exhibition booth erection or dismantling to individual persons, other private entities or entities that do not carry legal person status and relevant certifications.

12. The Contractor must not use the materials and facilities for improvement that have been expressly banned by national laws and regulations.

Should there be any consequences due to the Contractor's failure to follow the aforementioned rules, the Contractor will be liable for punishment from the SNIEC, the sponsors of the exhibition, and the security staff of the exhibition hall, and bear all possible resulting economic and legal liabilities.

No. & Name of the Booth:

Seal of the Contractor:

Signature of the Person in Charge:

Date: / / (DD/MM/YY)

Appointment of Forwarder & Transport Order

DSV Logistics Co., Ltd.

Address: China (Shanghai) Pilot Free Trade Zone,
Room 201 & 202, No. 2 Building, No.38 Debao Road,
Shanghai, 200131 P.R. China

Attn: James Liu

Tel: + 86 21 5046 1617 * 299

Email: james.liu1@dsv.com

**This form must be submitted before
Deadline: 14 Aug 2025
(both sea & air freight)**

For exhibitors who may want to have their own forwarder to transport exhibits to venue, please be advised that **DSV Logistics Co., Ltd.** is the **ONLY** official forwarder permitted to deliver goods to your booth. Your nominated forwarders should liaise with official forwarder for delivery of goods.

1. Appointment of forwarder

☐ We are interested in appointing official forwarder to transport our exhibits to / from the fair.

(Please fill in Part 2)

☐ We are NOT interested in appointing official forwarder to transport our exhibits to / from the fair (service fee will be charged by official forwarder if any service needed afterwards), our appointed agent is as follows:

Appointed Forwarder: _____

Address: _____

Contact Person: _____

Tel: _____ Fax: _____

Email: _____

2. ☐ Inbound

☐ by Sea freight

☐ by Air freight

☐ Outbound

☐ by Sea freight

☐ by Air freight

No.	Number & description of packages	Gross weight per package	External measurement per package in CM (L x W x H)	Cubic measurement (CBM)
1				
2				
3				
4				

**Please attach a separate sheet to this form if given space is insufficient.*

Onsite contact:

Mr / Ms / Mrs _____ who will be presented on-site on _____.

Mobile no. _____

Company Name: _____ **Booth No.:** _____

Contact Person: _____ **Title:** _____

Tel: _____ **Fax:** _____ **Email:** _____

Authorised Signature: _____ **Date:** _____

Guangzhou Guangya Messe Frankfurt Co Ltd

Unit B3107, Center Plaza, No.161 Linhexi Road,
Tianhe District, Guangzhou, P.R. China
Attn: Ms. Vincy Zhang
Tel: +86 20 3825 1558 ext 258
Email: vincy.zhang@china.messefrankfurt.com

**This form must be submitted before
Deadline: 22 August 2025**

We can provide you with an invitation letter in order to expedite (but not guarantee) your visa application through Chinese Authorities. Usually the Chinese Authorities takes 1-2 weeks to issue the invitation letter. Please check with your local China Visa issuing office and allow enough time to process application in your country.

Important:

1. ***In/Out P.R.China Date should be within the period of 21 Sep 2025- 26 Sep 2025.***
2. ***Applicants are required to submit their scanned copy of passport in order to facilitate the invitation letter processing.***
3. ***No invitation letter will be issued if application is submitted after the deadline.***

1. Invitation letter for visa application

- ☐ We need to apply invitation letter(s) for visa application for PCIM Asia Shanghai 2025.
(go to 2-4)
- ☐ We do not need to apply invitation letter(s) for visa application.

2. Exhibitors should provide all requested information.

	First Name	Last Name	Nationality	Job Title	Passport No.	In/Out P.R.China Date
1						
2						
3						
4						
5						

3. Which Chinese Embassy in your country you will apply for the visa? _____

4. Do you need original copy of the invitation letter?

- ☐ Yes, please send to (mailing address, PO box is not accepted)

Address: _____ Tel: _____

- ☐ No, please send scanned copy to (email address) _____

Company Name: _____ **Booth No.:** _____

Contact Person: _____ **Title:** _____

Tel: _____ **Fax:** _____ **Email:** _____

Authorised Signature: _____ **Date:** _____

Shanghai Vision Expo & Meeting Solutions Co Ltd

Unit 1308,Block B, Everbright Convention and Exhibition Center
66 Caobao Road, Shanghai 200235, China

Attn: Ms. Jenny Zhang / Mr. Paul Hou

Tel: +86 21 5481 6051 / 5481 6052

Fax: +86 21 5481 6032

Email: jenny@shanghai-vision.com

paul.hou@shanghai-vision.com

**This form must be submitted
before
Deadline: 22 August 2025**

Please note the following charges for booking hotel:

No.	Category	Name of Hotel	Type of Room	Daily Room Rate	Breakfast	Distance from Hotel to Venue
1	5 Star	Kerry Hotel Pudong Shanghai	Deluxe Single Room	RMB 1,201+16.6% (Free Internet)	One	5 minutes walk
			Deluxe Twin Room	RMB 1,373+16.6% (Free Internet)	Two	
2	5 Star	Himalayas Hotel Shanghai	Deluxe SingleRoom	RMB 1,000+16.6% (Free Internet)	One	5 minutes walk
			Deluxe Twin Room	RMB 1,100+16.6% (Free Internet)	Two	
3	5 Star	Renaissance Shanghai Pudong	Deluxe Single / Twin Room	RMB 900+16.6% (Free Internet)	One	10 minutes By taxi
			Deluxe Twin Room	RMB 950+16.6% (Free Internet)	Two	
4	5 Star	Shanghai Marriott Hotel Pudong East	Deluxe Single Room	RMB 858+16.6% (Free Internet)	One	15 minutes By taxi
			Deluxe Twin Room	RMB 944+16.6% (Free Internet)	Two	
5	4 Star	Holiday Inn Shanghai Pudong	Superior Single / Twin Room	RMB 700 net (Free Internet)	One / Two	15 minutes By taxi
6	4 Star	Holiday Inn Shanghai Pudong Nanpu	Superior Single Room	RMB 550 net (Free Internet)	One	15 minutes By taxi
7	3 Star	Holiday Inn Express Shanghai Jinqiao Central	Superior Single Room	RMB 499 net (Free Internet)	One / Two	15 minutes By taxi

Remarks :

- **All hotel bookings are subject to availability. Please submit your Reservation Form to Shanghai Vision Expo & Meeting Solutions Co., Ltd. on or before **August 22, 2025** should you wish to make your hotel reservation. Reservation made after the deadline can't be guaranteed.**
- Cancellation must be made in writing and **7 days** prior to arrival. **3 days'** advance notice is required to modify a confirmed reservation. Late cancellations will cause a penalty of one-night room charge. **(excluding Kerry Hotel Pudong & Himalayas Hotel Shanghai & Renaissance Shanghai Pudong & Holiday Inn Pudong Shanghai)**

- If the guest is a “no show” on the arrival day, the hotel will charge one night of room rental as the “no show” penalty.
- Cancellation for **Kerry Hotel Pudong Shanghai** must be made in writing and **30 days** prior to arrival. **30 days** advance notice is required to modify a confirmed reservation. Late cancellations for **Kerry Hotel Pudong Shanghai** will cause a penalty of all night’s room charge.
- If the guest is a “no show” on the arrival day, the **Kerry Hotel Pudong Shanghai** will charge all nights of room charge as the “no show” penalty.
- Cancellation for **Himalayas Hotel Shanghai** must be made in writing and **30 days** prior to arrival. **30 days** advance notice is required to modify a confirmed reservation. Late cancellations for **Himalayas Hotel Shanghai** will cause a penalty of one night of room charge.
- If the guest is a “no show” on the arrival day, the **Himalayas Hotel Shanghai** will charge **one** nights of room charge as the “no show” penalty.
- Cancellation for **Renaissance Shanghai Pudong** must be made in writing and **21 days** prior to arrival. **21 days** advance notice is required to modify a confirmed reservation. Late cancellations for **Renaissance Shanghai Pudong** will cause a penalty of full nights of room charge.
- If the guest is a “no show” on the arrival day, **Renaissance Shanghai Pudong** will charge full nights of room charge as the “no show” penalty.
- Cancellation for **Holiday Inn Pudong Shanghai** must be made in writing and **21 days** prior to arrival. **21 days** advance notice is required to modify a confirmed reservation. Late cancellations for **Holiday Inn Pudong Shanghai** will cause a penalty of one night of room charge.
- If the guest is a “no show” on the arrival day, the **Holiday Inn Pudong Shanghai** will charge **one** nights of room charge as the “no show” penalty.
- **5 room and above is regard as group reservation, based on the above terms and conditions, group reservation add additional clauses, if the clause conflicts with basic policy of amendment or cancellation, should carry out additional clauses. Shanghai Vision Expo & Meeting Solutions Co., Ltd reserves the right of interpretation for supplementary terms.**
- Once you have submitted your hotel reservation form to **Shanghai Vision Expo& Meeting Solutions Co., Ltd.** A hotel booking confirmation will be sent to you either by fax or by email. Credit card is required to guarantee the booking of arrival. Hotel has possible to do credit card pre-authorization on arrival date of the situations in which hotel is on high occupancy. On the arrival day, guests should be proceeding to the hotel reception counter to check in. All room rental charges plus all incidental charges must be settled upon check out at the hotel cashier counter.

HOTEL BOOKING FORM

*Title:	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs.
*Company Name:	
*Guest Name:	Surname: _____ First Name: _____
*Official Hotel Recommend	<input type="checkbox"/> Kerry Hotel Pudong Shanghai
	<input type="checkbox"/> Himalayas Hotel Shanghai
	<input type="checkbox"/> Renaissance Shanghai Pudong
	<input type="checkbox"/> Shanghai Marriott Hotel Pudong East
	<input type="checkbox"/> Holiday Inn Shanghai Pudong
	<input type="checkbox"/> Holiday Inn Shanghai Pudong Nanpu
	<input type="checkbox"/> Holiday Inn Express Shanghai Jinqiao Central
*Room Type:	<input type="checkbox"/> Single <input type="checkbox"/> Twin
*Breakfast:	<input type="checkbox"/> One <input type="checkbox"/> Two
*Arrival Date:	
*Departure Date:	
Special Requirements: (Hotel will try best to assign instead to confirm)	<input type="checkbox"/> Early Arrival <input type="checkbox"/> Late Departure
Hotel Limo Airport Pickup Service: (Should be charged extra service fee)	<input type="checkbox"/> Yes Arrival Flight / Time: <input type="checkbox"/> Yes Departure Flight / Time:
*Type of Credit Card:	<input type="checkbox"/> Visa <input type="checkbox"/> Master <input type="checkbox"/> Amex <input type="checkbox"/> JCB
*Credit Card Number:	
*Expiry Date: (Expire Date should be after departure date)	

Please read the hotel information and notice carefully when fill in this reservation form. * is compulsory fields.

<p><u>Please send this form to:</u></p> <p>Shanghai Vision Expo & Meeting Solutions Co., Ltd</p> <p><u>Attn:</u></p> <p>Ms. Jenny Zhang / Mr. Paul Hou</p> <p>Tel: (86 21) 5481 6051 / 5481 6052</p> <p>Fax: (86 21) 5481 6032</p> <p>Email: jenny @shanghai-vision.com</p> <p>paul.hou@shanghai-vision.com</p> <p><u>PLEASE MAKE A COPY FOR YOUR RECORD</u></p>	*Contact Person:
	*Email:
	*Tel:
	*Fax:
	Company:
	Address:
	Booth No.:
	*Signature: