

Section 2 Important Information

- 2.1 To reduce the contractor and exhibitors' liability risk and ensure the construction site security, every raw space booth exhibitor must purchase the exhibition liability insurance before applying for booth drawing inspection, electricity power service and so on. After purchasing the insurance, the exhibitor could apply for booth drawing inspection, electricity power service and so on.

Exhibitors must have adequate insurance coverage against any and all eventuality throughout the entire exhibition for their personnel, equipment, third party liability claims, and movement of equipment in and out of exhibition halls.

- 2.2 To ensure the safety during the move-in and move-out period, all the raw space exhibitors must log on to the [E-forming System](#) and submitted the Exhibitor Appointed Contractor Form, the Safety Construction Manager Registration Form and the Electrical Setting Form. The safety construction manager should be a full-time employee in the exhibitor company (Not designated structures or other company personnel), responsible for safety construction and supervise at the show site during the move-in and move-out period.

All shell scheme exhibitors must log on to the E-forming System and submit the Fascia Name Form.

- 2.3 All 'Raw Space' contractors can only start moving in after 9:00 a.m. on 23th March, 2019 for build-up. Importantly, exhibitors may employ qualified construction companies to carry out construction and installation work. Construction must be in accordance with the government regulations and be approved by the competent authorities. The staff should be working with relevant certificates required by the government and in accordance with technical requirements and standards.

- 2.4 To ensure the safety of the booth, **any roof space reach or above 50% is prohibited.**

- 2.5 Each row of the booths must not be longer than 32 meters, and all the passages must be at least 3 meters wide and strictly complying with the standard booth layout provided by the Centre. The maximum height of construction is 6 meters for one-storey booths and 8.5 meters for two-storey booths or above in halls. A repair passage of at least 1.0 meters wide between any temporary structures and the wall surface shall be kept.

All one-storey above 4.5 meter height, two-storey, multiple-storey and outdoor (excluding stands built inside outdoor tent) stands' drawings should be inspected by National Grade A Registered Structural Engineer. The drawings shall be sent to HAH Consulting & Exhibition Co., Ltd. Only after the drawing is approved, the construction can begin. Please refer to [Section 4 Raw Space Construction Guide](#) to see the approval process.

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- 2.6 The exhibitor badges per exhibitor are limited. The number of maximum badges is related to the booth size. Please log on to the [E-forming System](#) to see more details and submit the [form Badge](#). All personnel in the exhibition halls must wear identification badges. The exhibitor badges cannot be altered or be replaced by a business card. Please refer to [Section 8 Exhibition Rules](#).
- 2.7 All booths, except island configurations, must provide a full back wall, the maximum of 2.5 meters in height. All exposed walls must be finished on all sides at the expense of the exhibitor who owns the walls. All exposed wall areas or exposed structures must be covered by new white PVC cloth without any break, contamination, graphics or texts. If the back wall did not meet the above requirements, penalty will be deducted from the construction deposit. The Organizer reserves the right to enforce the exhibitor to change the booth design and construction in the case of such violations.
- 2.8 Concerning fire safety and security, elastic fabric for any build-up and constructions are prohibited to use; other materials would not be allowed to use without anti-fire coatings. All materials used in the construction and decoration of an exhibit must be flame retardant. All carpeting and floor coverings must have Class 1 flame spread rating and UL between 0 and 25. No storage of flammable materials is allowed in the utility areas.
- 2.9 During the exhibition, the organizer will provide general cleaning of the exhibition hall (excluding exhibitor's booth) prior to the opening hours. Shell scheme cleaning work by designated contractor responsible. During the build-up and tear-down periods, independent contractors appointed by exhibitors are responsible for the removal of their own stand building/dismantling materials and rubbish.

In addition, exhibitors of raw space should pay the construction deposit before the booth construction begins:

0-49sqm:	RMB 5,000/Booth/Show
50-100sqm:	RMB 10,000/Booth/Show
101-200sqm:	RMB 20,000/Booth/Show
201-350sqm:	RMB 30,000/Booth/Show
Over 350sqm:	Calculated by area

- 2.10 All the exhibitors and constructors have to work within the given time. Exhibitors or contractors who need to work beyond the above hours must apply to the organizer at the entrance of each hall before 15:00 on the date intended and will be responsible for overtime charges in cash imposed by the exhibition hall. 50% penalty fee will be charged for any late orders received.

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(Overtime charges: 18:00-22:00 RMB 1,200/hour/booth, 22:00-08:00 of the next day RMB 2,400/hour/booth).

2.11 Packing of exhibits and dismantling of stands will commence on 28th Mar, 2019 at 15:00 when the exhibition closes. The Hall will remain open until 22:00 on that day for the removal of hand-carried goods. All utility services to booths will be cut off when the Exhibition ends. We strongly recommend that at least one member of your staff should be on your booth at that time to ensure the safety of your displays whilst dismantling is taking place.

2.12 Volume Control

To ensure a business conducive to the atmosphere within the exhibition halls, the use of acoustic speakers on any booth is forbidden. Volume control must be under 70 decibels in the Exhibition hall at any time. If the volume exceeds 70 decibels, the organizer reserves the right to demand the exhibitor to lower down the volume, and to take further action such as cutting off electricity supply to the booth if the exhibitor refuses to comply. In case of violation of this rule, the construction deposit fee will not be refunded to the exhibitor.

2.13 Explanation of business invitation

The invitation will not be regarded as an admission ticket. Please pre-register online as a visitor at <http://www.domotexasiachinafloor.com/content/visitor-pre-registration>

to grant your free entry. If you only have the invitation without pre-registration, **50 RMB admission ticket** will be charged at the door.

2.14 Outside food and beverages are prohibited inside the exhibition venue.