

# Section 4 Raw Space Construction Guide

## Decorated Space Facilities

Raw Space exhibitors will be given a floor space without booth facilities, carpet and power supply. They must design and construct their own booths and lay the carpet.

Exhibitors may employ qualified construction companies to carry out construction and installation work.

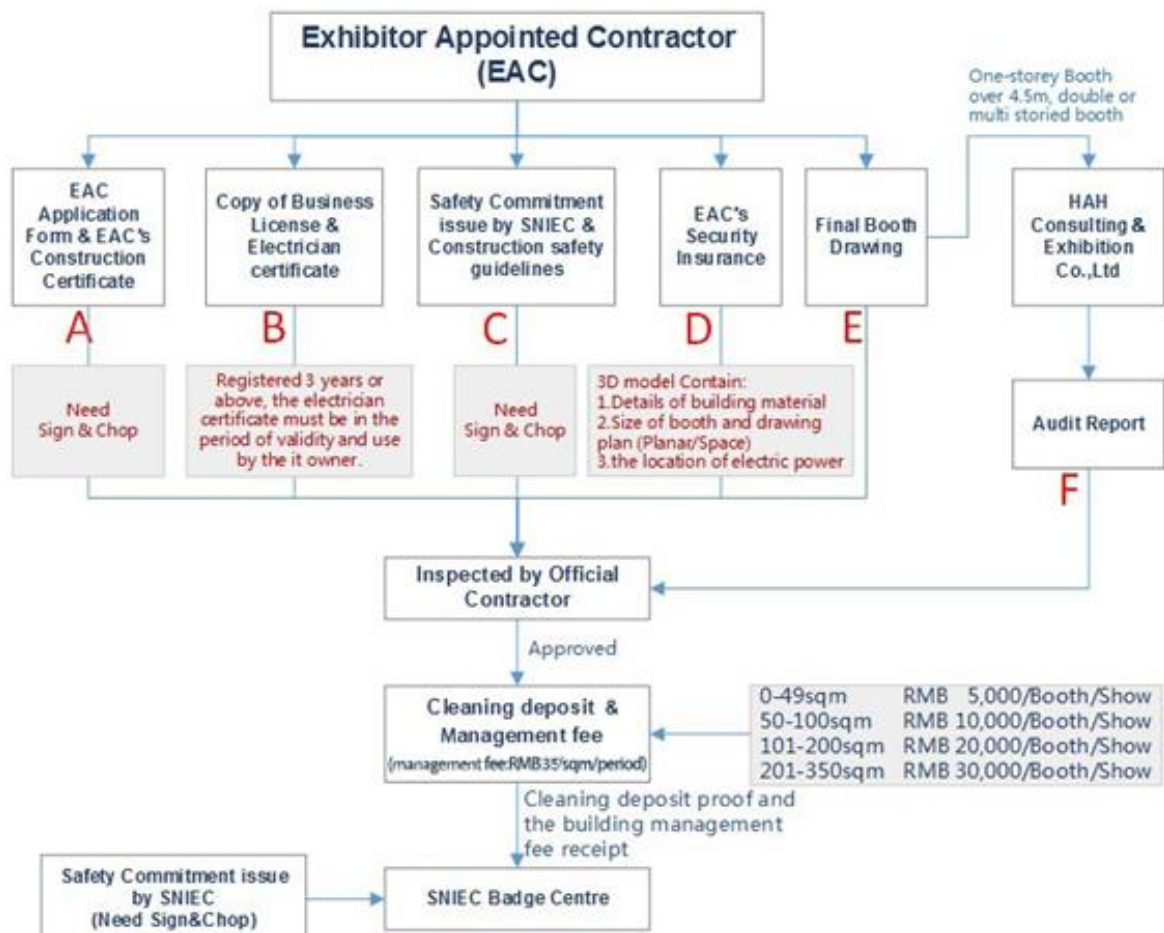
Construction must be in accordance with the government regulations and be approved by the competent authorities. The staff should be working with relevant certificates required by the government and in accordance with technical requirements and standards.

**The design, building and dismantling of RAW space booth must comply with the government fire control laws and regulations. RAW space exhibitors should submit the booth design and construction drawing to the official contractor one month before the show opens, and be filed to the government fire control department.**

**For any issues that may arise, against the organizer's regulation, the exhibitor will take the full responsibility.**

## Contractor Required Documents and Move-in Procedure

Exhibitors who rent raw space can appoint their own contractors to set up the booth. Please ensure that you and your contractor have read the following information and follow all regulations as detailed below in order to ensure your plans can be approved in due time thus avoiding potential problems and costly amendments.



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Remark:

1. Documents A, B, C, D, E, F should be submitted before ordering main power supply and construction deposit.
2. All raw space EACs are required to pay the construction management fee: **RMB 35/SQM** and construction deposit to the official contractor.

**The general flow path: Paying construction deposit and management fee to the official constructor before move-in--> Making the construction badge with the original Identity card, construction deposit receipt (Construction badge: RMB50/person/badge, badge center: +86 21 2890 6100) . All construction workers have to wear the badge.**

3. You can apply for the set-up/dismantle badges **two weeks before the event**; with the receipt of construction deposit and sealed "[The Safety Commitment of Erection Contractor](#)". For detail information, you can refer to "[The Flow Chart for Obtaining Certificates](#)" and "[Vehicle Pass Application Form](#)".

## Design Approval

According to latest provisions of the Shanghai New International Expo Center, the exhibition of the standing trial and building work to be as follows:

One-storey with 4.5 meter height, two-storey, multiple-storey and outdoor (excluding stands built inside outdoor tent) stands' drawings must be approved by the venue Shanghai New International Expo Centre (SNI EC)

appointed unique booth surveyor **HAH Consulting & Exhibition Co., Ltd. Shanghai**. Only after the drawing is approved, the construction can begin.

### 1、 The design drawing (2 copies) as follow:

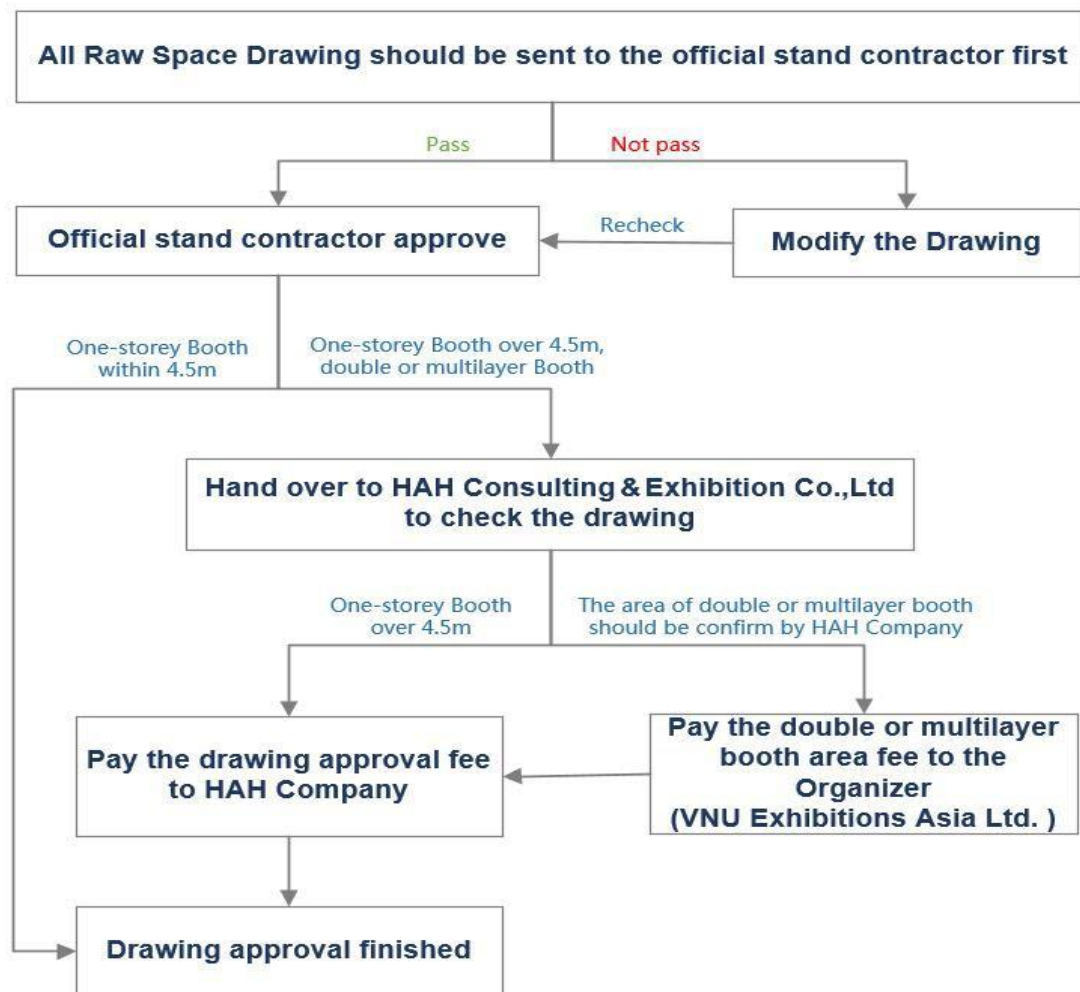
- A. Booth perspective drawing (1front-side and 2 sides)
- B. Ground floor plan (ground floor plan & 2<sup>nd</sup>-floor plan)
- C. Booth planning specifications and technical data of building materials
- D. Front elevation drawing
- E. Sectional drawing
- F. Construction drawing

**All drawings must indicate the axis of the beam and column sizes and the dimension of all structural materials.**

- 2、 All construction institutions entering the exhibition hall to start stand construction, must provide HAH with copies of their business license certificate imprinted with company seal, which will be used for filing purpose.
- 3、 In order to construct all above exhibition stands, structural drawings must be provided, which shall be imprinted with seals of National Grade A Registered Structural Engineer for confirmation, accompanied by structural calculation sheet.
- 4、 Structure of two-story exhibition stand must be equipped with fire extinguishers that have passed annual inspection.

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## 5. Process of Design Approval



## 6. Price standard

one-storey with 4.5 meter(or above) height	2nd (or above) floor sqm + ground floor sqm
Drawing inspection fee: RMB 25/sqm	Drawing inspection fee: RMB 50/sqm
Re-inspection fee: RMB 18/sqm	Re-inspection fee: RMB 25/sqm

### Notes:

Drawing inspection means directly relegating to SNIEC for inspection; Re-inspection means after approval by Grade A National Registered Structural Engineer, SNIEC will re-inspect the drawings.

### 7. Deadline:

The drawings shall arrive to HAH Consulting & Exhibition Co., Ltd (authorized Structural Inspector by SNIEC) **30 working days before move-in** time. If the drawings are issued after deadline, 30% of the amount as overdue penalty will be charged; if the drawings issued during the move-in time, 50% of the amount as overdue penalty will be charged.

8、 For design drawings for two-storey, multiple-storey and outdoor stands, if neither reviewed by Grade A registered structural engineer nor re-inspected by **HAH Consulting & Exhibition Co., Ltd. Shanghai**, the organizer, SNIEC and HAH are authorized to prevent the construction by such exhibitor in the scope of SNIEC.

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## 9、 More Information please contact :

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Web: [www.hahchina.com](http://www.hahchina.com)

Email: [hah@hahchina.com](mailto:hah@hahchina.com)

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## Booth Deposit Management :

All raw space EACs are required to pay the construction deposit to official contractor **Two weeks before event**. The specific standards are as following:

Item	Booth space	Cost
1	(Booth area)<50sqm	RMB 5,000/booth/show
2	50sqm≤(Booth area)≤100sqm	RMB10,000/booth/show
3	101sqm≤(Booth area)≤200sqm	RMB20,000/booth/show
4	201sqm≤(Booth area)≤350sqm	RMB30,000/booth/show
5	(Booth area) >350sqm	Calculated by area

## Notes :

### 1. Refund method of Deposit :

After Mar 28<sup>th</sup>, when the tear down is finished, the construction deposit will be refunded if the security and cleaner confirm that all the exhibits and construction materials have been removed out of the hall and there has been no damage to the floor or facility.

Exhibitors can go to the onsite official contractor service counter with the security and cleaner signed receipt.

### 2. Deduction of Deposit

- A. The compensation fee of any damages will be charged before March 28<sup>th</sup>. After the payment is done, the cleaning, security, and the garbage company can sign.
- B. If the onsite booth structure has big difference from booth perspectives and it is against the related rules and regulations, all deposit will be deducted as penalty.
- C. If the booth hasn't been corrected according to the DOMOTEX asia/CHINA FLOOR Show Management's requirement, the organizer office will rectify the booth, all the related cost will be deducted from the deposit. If the deposit can't cover the cost, the exhibitor has to pay.
- D. If the dismantlement hasn't been done after the show closed on March 28<sup>th</sup>, the venue cleaner will deduct the deposit for booth dismantlement
- E. Please note: according to the latest laws and regulations, **KT board are forbidden to use.**

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## Rules and Regulations for Raw Space Exhibitor:

### 1. Back Wall

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.

### 2. Distribution of Promotional Material/Displays

Displays must be confined within the exhibitor's booth and must not be designed to obstruct the clear view of nearby booths or interfere with the flow of traffic example: video monitor(s) should be placed where visitors viewing the monitor(s) do not block the aisle. If height exceeds the requirements, the machine, equipment or products will not be set up to display the display, so as not to cause unnecessary damage.

### 3. Ceiling Suspensions

The suspension point and advertising banner over the stand can be applied. Please fill and send the form to Official Stand Contractor before Jan 25<sup>th</sup>, 2019. Please log on to the [E-forming System](#) and submit the [Form Hanging Points](#) and [Form Onsite Advertisement](#).

### 4. Decoration

Show Management has the authority to determine whether placement, arrangement and appearance of all items displayed by the exhibitor are in compliance with the exposition standards. This may require the replacement, rearrangement or redecoration of any item or of any booth. Show Management is not liable for any cost that may be incurred by the exhibitor.

All booth spaces (unless otherwise specified) must be fully carpeted or covered. Carpeting enhances your corporate image and continues the overall professional look of the exposition. You may supply your own carpet or rent it from the Official Stand Contractor. All floor coverings must be fire retardant in compliance with local fire department regulations.

### 5. Booth Identification

Placement: Company identification cannot be placed/ erected outside the booth area.

Signs: All signs, posters and booth graphics must be professionally lettered and in compliance within the proper height limitations. Show Management reserves the right to change or remove signs (at the exhibitor's expense) that are not in keeping with the overall quality standards of the exposition.

### 6. The rest of the guidelines and requirements, please refer to Section 6 Rules and Regulations.

## Rules and Regulations for Exhibitor Appointed Contractor:

1. All EACs are required to have a Set-up/Dismantle Badge while on the exhibition floor.

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2. The EAC agrees that it will indemnify, and hold harmless, the Show Management and the Official Contractor from any action on account of injury or damage to persons or property caused by an act of omission, negligence or misconduct on the part of the EAC or any of its agents, servants, employees, or contractors.
3. The EAC shall not erect a service desk and must restrict corporate identity to the booth areas being serviced. Personnel carriers will not be permitted on the exhibition floor without the approval of Show Management.
4. The EAC will adhere to all rules and regulations and shall complete their assigned services within the exhibitor official time limits of move-in and move-out as soon as published by VNU Show Management. Exhibitors are responsible for the action of their EACs.
5. Exhibitors and their EACs are requested to wear safety helmet during Set up/Dismantle period.
6. Ladders for work 2m or over are not permitted, must use scaffold or working platform.
7. All the EACs must read [Safety Commitment issue by SNIEC](#) & [Safety Construction Guideline](#) in detail.

\* Please inform your EAC that they must comply with all criteria in the exhibitor services manual before being issued badges which will allow them to work or supervise on the show floor during Set up/Dismantle period.

### Rules and Regulations for Booth Construction

1. To ensure the safety of the booth, any form of the cap contracture is prohibited.
2. 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. A repair passage of at least 1.0 meters wide between any temporary structures and the wall surface shall be kept.
3. The maximum height of construction is 6 meters for one-storey booths and 8.5 meters for two-storey booths or above in halls.
4. No nails, adhesives, drawing pins, or similar materials or hole-drilling shall be applied to any part of the premises.  
No work should be carried out in the entry lobby without permission. Any structure or other item is not allowed to lean on and fix with the facility or structure of the Centre.
5. No build-up work shall be carried out during the Show Days. Raw space's constructor is responsible for dismantling the structure of all booths and moving all abandoned materials to certain place appointed by organizer.  
Raw space's constructor shall compensate for any damage to the facilities and equipment in the Centre caused by construction, installation, dismantling and transportation.
6. For exhibitors, booth staff and employee who set up or dismantle their own booth, please do not block and do not pile up rubbish in the public area. When setting up or dismantling booth, make sure the booth stay clean because exhibitor bear full responsible of those waste water and garbage.  
During the exhibition period, the organizer will not provide any container for exhibitors to place their remaining items.
7. Exhibitor should keep their booth and exhibits intact before the end of exhibition. On the last day of exhibition, the Official Chamber of Transportation will give the notice of dismantling to each exhibitor. The exhibitor shall arrange the dismantling of the booth according to the notice of dismantling. If the exhibitor fails to remove the

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exhibits from the exhibition hall before the end of the dismantling period, the exhibitor will bear all the storage and shipping costs.

8. **Exhibitors must not do any inside the entry hall without permission.** Please do not stack any items, construction material or display panels in an area that block the flow of fire-fighting facilities, monitoring facilities, air-conditioning vents, and hall air flow.
9. Smoking is not allowed in Leased Area and anywhere in the Centre with non-smoking signs.
10. Without permission, hanging object is not allowed in the Centre. Each permitted hanging point may bear an object which weighs no more than 200KG. The professional staff of the Centre shall conduct the hanging work. The hanging point cannot be used to fix the structure connected with the floor. Exhibitors, who require hanging points, can log on to the [E-forming System](#) and submit the [Form Hanging Points](#).
11. Operators who are engaged in overhead work (height  $\geq 2\text{M}$ ) must wear safety helmets and safety belts, and carry out other necessary safety measures against injuries that might be caused by falling objects.
12. Only qualified overhead operation tools may be used; unqualified ones are expressly prohibited. When passing tools or objects, throwing is forbidden. Methods such as hand-to-hand passing or conveyance of tools or objects by bags, or lifting up and/or down with ropes, shall be adopted.
13. Unqualified operators are forbidden to do overhead work, and it is also strictly forbidden to do overhead work after drinking alcohol.
14. The inlets, outlets, and connections to be installed on the stand must be ordered from the facility by completing the corresponding order form which can be found in Form Section of this manual.
15. Official controllers, being fully empowered to authorize or prohibit the installation or to require alterations so as to meet technical and legal requirements, will inspect all on-stand installations.
16. Exhibitors are liable for any technical faults or damage that may result from non-compliance with the provisions as stipulated by the facility.
17. A sketch showing the desired position of the installations must accompany all order forms.
18. Extended hours for set-up can be requested at on-site service counter near each hall entrance before 15:00 every day with an additional fee.
19. All crates must be tagged and ready for removal by 17:00 on Mar 19<sup>th</sup>. VNU will begin laying the aisle carpet shortly thereafter. For those exhibits not set up by 22:00 on Mar 19<sup>th</sup> and that do not have a prior variance, VNU reserves the right to force set-up or to remove displays/material from the exhibit floor at the Exhibitor's expense. Exhibitors who do not meet the set-up deadline may forfeit the use of their booth space in subsequent expositions.

### 20. Electric safety

- A. All matters relating to the use of electricity, by the general assembly to specify the specific operation of the contractor, the exhibition of light to rent booth exhibitors need to take charge of electricity. The organizers of all installations with electric equipment have strict regulations and restrictions, please be sure to show the approach to build the previous month to submit the relevant construction and installation data in the organizer approval. The engineering operations approved by the organizer shall not be carried out.
- B. Exhibitors are strictly forbidden to install their own connections to the floor boxes.
- C. Use of another Exhibitor's electrical hook-up is strictly forbidden due to potential fire and hazard risks. In the event that the exhibit hall is damaged or destroyed due to negligence or failure on the part of the

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exhibitor to comply with the local fire agency's fire and hazard regulations, the Exhibitor is responsible and liable for all damages incurred.

D. All connecting boxes in operation on the floor must be accessible at all times.

## 21. Fire Protection Measures/Fireproofing

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.

Written approval must be obtained from the Shanghai Fire Safety Bureau for the following:

- 1) Display and operation of any heater, barbecue, heat producing or open flame devices, candles, lanterns, torches, welding equipment or other smoke emitting materials as part of the exhibit.
- 2) Display and operation of any electrical, mechanical, or chemical devices which may be deemed hazardous. If there is any question, if devices may be deemed hazardous, submit them to the appropriate controlling authorities for approval.
- 3) All toxic and hazardous material, including flammable liquids, compressed gas or dangerous chemicals. Special care must be taken not to obstruct or hide from the view to the fire protection system, air conditioning, mechanical ventilation vents, fire safety equipment, fire hose reel/riser cabinets, fire alarm pull stations, house lighting fixtures, and supervising systems.
- 4) Any combustible material is prohibited during the building, especially elastic fabric.

**22. All the exhibitors must read [Safety Construction Guide](#) in details.**