

Section 6 Insurance

The organizer reminds all exhibitors that they should be responsible for assets and personal injury of people in their exhibition booths, as well as bear the same legal responsibility for their staff, representatives, exhibition building business and sub-contractor. In order to transfer the responsibility risk of building special exhibition booths and ensure insurance of on-site constructors, before they deal with reporting, draw checking, deposit payment and other entrance procedures, each special exhibition booth must purchase exhibition responsible insurance which meets requirements of this regulation in advance. (After that, you will have a code from web-ExhibitionGuard.com to fill out the form "Electricity Rental".)

A. Insurance requirements of special exhibition booths are listed below:

- (1) The insured should include exhibitors and building businesses at the same time, and "VNU Exhibitions" should be listed as additional insured unit.
- (2) The insurance scale should include:
 - a) Loss of the architecture, various fixed equipment and floor and groundwork inside exhibition place; the accumulated reimbursement limit is RMB 500,000 Yuan.
 - b) Pensions, medical expenses and other related charges resulted from personal injury of hiring staff; the accumulated reimbursement limit is RMB 1.5 million Yuan, and the accumulated reimbursement limit for each person is RMB 400,000 Yuan.
 - c) Pensions, medical expenses and other related charges resulted from personal injury of the third person; the accumulated reimbursement limit is RMB 2 million Yuan, and the accumulated reimbursement limit for each person is RMB 400,000 Yuan.

The premium is 90USD.

B. The applicants of special exhibition booths can select the designated insurance facilitator of this exhibition--- "exhibition insurance web- ExhibitionGuard.com" to insure online; they can also choose other insurance facilitators, but the insurance policy must meet the insurance requirements of special exhibition booths, and pass the check of "exhibition insurance web-ExhibitionGuard.com" .

C. Exhibition insurance network using the online insurance method, should follow the procedures listed below:

1. Land on "Self-service system for exhibitors", then click on "reservation service " from the left menu, and choose "order exhibition insurance" of the "necessary forms ".
2. Click "Online Insurance", and choose "2019 DOMOTEX asia/CHINAFLOR", fulfill basic information of applicants, choose safeguard scale and corresponding premium and pay online or offline.
3. After paying online successfully (recommend payment method), you will receive "code of insured" by the confirmation e-mail or message in one working day, and the system will turn to the exhibition service system interface for the consecutive operations.
4. If you choose offline payment, please remit money to the designated account according to the direction of payment notice; then, please mail payment voucher to info@ExhibitionGuard.com, and it will send you an e-mail including "code of insured" after receiving premium. Please re-login exhibition service system interface for the consecutive operations.

If exhibitors want to exercise property and responsibility risk transfer for your exhibits, you can choose to insure transportation insurance and property insurance. www.exhibitionguard.com/en/ will try the best to provide favorable premium rate and insurance service. Exhibition insurance web:

www.exhibitionguard.com/en/ is the designated insurance facilitator of this exhibition.

China inbound service hotline 400 821 6600

Overseas exhibitors please call 8621-6856 0065 or 8621-5280 1558

If you have any questions, please login our website and ask online, or send an e-mail to

info@ExhibitionGuard.com, and we promise that we will reply within one weekday.

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D. If you are dissatisfied with the insurance service, or you have any suggestions, please contact:

Freya Hua freya@exhibitionguard.com
William Zhang william@exhibitionguard.com

E. On-site insurance claim service:

If there are any insurance accidents, please take photos to obtain evidence of accident scene, and call on-site report phone of 95588 or 400 821 6600.

Requirement of insurance claim document:

- a) Loss advice with official seal;
 - b) Loss list with official seal;
 - c) Accident situation description of the insured or accident settlement report of the damaged party with official seal;
 - d) On-site photos of accident;
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" 2019 DOMOTEX asia/CHINA FLOOR 中国国际地面材料及铺装技术展览会" Operation manual for purchasing insurance online

1 Log in

[http://www.dacf.cn/content/
zhan-shang-ding-dan-xi-tong-0](http://www.dacf.cn/content/zhan-shang-ding-dan-xi-tong-0)

Log in "Self-service system for exhibitor"

Click from left menu on **Booking Service**

Choose **Insurance** from **Necessary forms**

2 Order online

Log into the site, then click **Order online**

Select " 2019 DOMOTEX asia/CHINA FLOOR
中国国际地面材料及铺装技术展览会 "

Fill in **Insured Information**

Choose and click **Premium**

Choose and click **Online Payment** or **Offline Payment**

3 Online Payment

Successful payment

Receive a confirmation email

Receive "the code of insured" by email

Log back in "Self-service system for exhibitor"

Proceed with the next

4 Offline Payment

Make bank transfer to the specified bank account

Email us the certificate of payment
at info@ExhibitionGuard.com

Receive "the code of insured" by email

Log back in "Self-service system for exhibitor"

Proceed with the next

If exhibitors want to purchase cargo insurance or property insurance,
ExhibitionGuard.com will try our best to provide favorable premium rate and insurance service.



会展保险网
EXHIBITIONGUARD.COM

ExhibitionGuard.com is the only designated provider of insurance services for the organizer.

Domestic hotline: **400 821 6600** Oversea hotline: **8621 6856 0065**

If you have any inquiries, please feel free to contact us at info@ExhibitionGuard.com.

We will be responded within one working day.

Please contact us by email if you have any comments or ideas.

✉ freya@exhibitionguard.com ✉ william@exhibitionguard.com

On-site insurance claim services

If there are any accidents, please take photos to obtain evidence of the scene,
and call us by phone at **95588** or **400 821 6600**.