

Section 7-Exhibitor Responsibilities & Liabilities

Amendments / General Supervision

DOMOTEX asia/*CHINAFLOOR* management reserves the right of explanation for any matters that is not covered in this manual. The management has the right to amend the exhibition rules when necessary. The amended rules will be valid for all the related parties.

DOMOTEX asia/*CHINAFLOOR* Management will inform in written form exhibitors affected by such amendments.

DOMOTEX asia/*CHINAFLOOR* management reserves the right to reject, or prohibit any exhibit, whole or in part, or any exhibitor and his representatives, based solely on its judgment, discretion, and authority. Please refer to your DOMOTEX asia/*CHINAFLOOR* exhibit space application / contract for additional rules and regulations.

Violations and Penalties

Please read the DOMOTEX asia/*CHINAFLOOR* 2019 Exhibitor Manual carefully, and follow all the rules. For further explanations, you may contact the Organizer's staff onsite when you arrive at the venue.

If the exhibitors, their employees, or agents, violate the rules, the show management has the right to forfeit the exhibitor's participation, occupy the booth and forfeit the paid booth fee.

If you wish to apply for a shell scheme booth onsite, please contact the show management office.

Default in Occupancy

Any exhibitor failing to occupy contracted space is not relieved of the payment of the full rental of such space. All display systems and equipment/products must be installed and complete prior to 22:00 March 25th, 2019. Unoccupied space may be repossessed by Exhibition Management for such purpose as it may see fit. Failure to notify DOMOTEX asia/*CHINAFLOOR* Management of cancellation in advance will cause exhibitor to lose priority for exhibit space.

Exhibitor Liability

The Exhibitor assumes full financial liability for damage to the facility or neighboring exhibits caused by the construction of the exhibitor's booth structure. The Exhibitor may not apply paint, lacquer, adhesives or other coating to building columns, walls or floors.

In the event any part of the exhibit hall is destroyed or damaged so as to prevent DOMOTEX asia/*CHINAFLOOR* from permitting an Exhibitor to occupy assigned space during any part or the whole exhibition period; or in the event where occupation of assigned space during any part or the whole exhibition period is prevented by strike, acts of nature, national emergency, or other cause beyond the control of DOMOTEX asia/*CHINAFLOOR* Management; the Exhibitor hereby waives any claim against DOMOTEX asia/*CHINAFLOOR* Management beyond a refund of paid

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booth fee for the period it was prevented from using the space, less a proportionate share of the exposition expenses incurred by DOMOTEX asia/*CHINAFLOOR*.

In addition to the Rules and Regulations listed on the back of the exhibit space application/contract, the DOMOTEX asia/*CHINAFLOOR* Rules and Regulations have been established in consideration of all participants (Exhibitors, attendees, service contractors, building management, and Show Management) and apply to all participants throughout the show.

Limitation of Liability / Insurance

DOMOTEX asia/*CHINAFLOOR* would like to remind the Exhibitor of the limits of liability as agreed to on the back of the original signed application/contract for exhibit space.

Badges

Exhibitor Badge

1. All representatives of the exhibiting company (including Exhibitor Appointed Contractors) must wear the official DOMOTEX asia/*CHINAFLOOR* 2019 badges at all times. Any person(s) on the exhibit floor not wearing a badge may be promptly evicted from the exhibit floor. Badges can be requested and picked up at the registration counters during the move-in, show and move-out hours.
2. For security reasons, each exhibiting company is granted a limited number of badges.
3. Company employees who WILL NOT working in the booth should register as a "Visitor" online.
4. Guests invited by the exhibitor are required to have a visitor badge. Exhibitors should not request exhibitor badges for the guests. For more detailed information about the visitor pre-registration, please visit

<http://www.domotexasiachinafloor.com/content/visitor-pre-registration>

5. Exhibitor badges are not to be issued to representatives of leasing companies, financial institutions, publishers, suppliers, vendors or others who wish to gain admittance for the purpose of making contact other than in your exhibit.
6. Those receiving certification for a badge are to be in the space rented while on the exhibit floor and are not admitted for the purpose of viewing other exhibits, except by invitation of other Exhibitors to visit their booths. The exhibiting company, its employees, agent and anyone claiming a right to be on the exhibit floor through the Exhibitor, waives any right or claims for damages arising out of the enforcement of this rule.
7. Badges are not to be defaced or altered by inserting company cards.
8. False identification as an Exhibitor's representative, misuse of Exhibitor's badges, or any other method or device used to assist unauthorized personnel to gain admittance to the exhibit floor is prohibited. It will result in removing the Exhibitor and his representatives from

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the exhibit floor and/or banning them from future entrance on the exhibit floor without obligation on the part of SEMI for refunds of any fees.

9. Any person on the exhibit floor who is not officially registered or who assists non-registered persons to gain access to the exhibit floor is in violation of the items specified in this manual and may be promptly evicted from the exposition.

Set-up/ Dismantle Badge

1. Set-up/Dismantle badges are only for the exhibiting company personnel and contractors. Usually, this would be equipment technicians, exhibit set-up and dismantle personnel or Exhibitor Appointed Contractors whose presence is required during the set-up or dismantling of exhibit equipment.
2. Set-up/dismantle badges are valid only during set-up and dismantling hours of the show and invalid during show days.
3. More information about construction staff's licensing process, please go to the third chapter, " Raw Space Set up Guide"

Demonstrations and Presentations

In the event of justifiable complaints from other exhibitors, the organizer reserves the right to determine the acceptable sound level and extent of demonstrations. Any promotional activity involving the demonstration of games, organized competitions or quizzes requires a permit from the organizer. Any films, video cassettes or slides to be shown to the public during the exhibition must be prior-approved by the authorities concerned. Exhibitors may appoint the official freight forwarder to arrange approval on their behalf.

Use on Booth

1. Booth must always be taken care of during the show. Exhibitors' staff members must be present in their booths at least 30 minutes before the show opening hours and leave within 30 minutes after the closing time. All exhibitor should be responsible for their staff, agent and representatives.
2. Exhibits and goods are not allowed to be sold at any place by exhibitors and staff members in the pavilion.
3. Organizers have the right to prohibit exhibitor activities which considered that is harmful to the others, for example, the audio and video equipment is not appropriate, and the volume is too high.
4. All the special materials shall be permitted by organizer before bringing into the exhibition hall. The organizers will take following aspects into consideration, such as weight, ground bearing and dimensions.

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5. The floor load-bearing capacity of indoor exhibition space is 3 tons/m². If there is any vertically vibrating part in the exhibit operation, the above-mentioned floor load-bearing capacity shall be reduced at least by 50%. Exhibitors should pay full compensation for the damage to the buildings or the pavilion at the weight of the goods. The exhibitors will have to contact the organizer in advance when the weight of the exhibition is being held.
6. All machines for demonstration must be equipped with safety devices and running signs, which may be removed only when the machines are disconnected from power without any latent danger. Working machines must be placed at a relatively safe distance from visitors, and safety operation device is needed. Any machine or apparatus can only be demonstrated in the booth, and operated and supervised by qualified persons. No motors, engines or power driven machines are to be used without adequate fire-protection measures taken by Party B. If there is a need to demonstrate machine equipment, please provide a detailed written instructions about the operation of the organizer. Exhibitors must be fully prepared to ensure the safety of other exhibitors, audience, exhibition hall and the organizer.
7. To build the layout of the exhibition booth must be completed before the opening of the exhibition; In the exhibition period, to carry, repair or exchange of goods, or additional materials must be approved by the organizers.
8. Any overseas exhibits cannot be moved out of the exhibition hall before the closing of the exhibition.

Obstruction of Aisles/Booth Demonstrations

Exhibitors may not conduct demonstrations or activities that result in excessive obstruction of aisles or prevent ready access to neighboring exhibitors' booths. Demonstrations are to be straightforward, professional, and relative to the displayed product. The use of demonstrators, gimmicks, mimes, magicians, robots, etc., in the aisles is prohibited at all times. Products or demonstrations must be placed inside the booth boundaries and must not result in aisles being blocked. Equipment / furniture may not be in the aisle at any time.

Distribution of Promotional Material/Displays

Exhibitors must remain within their own exhibit space when distributing literature, product samples, or other materials. Company information dissemination or promotion in any way is strictly forbidden at show entrances, registration areas, seminar rooms, or public areas within the convention facility or official hotels, which includes hotel room drops. Any flyers, brochures, signs, etc. found in any location other than the exhibiting company's display space will be removed by show management. The only exceptions will be for official event sponsors, at the discretion of show management.

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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.

Giveaways/Handouts

Items, samples, souvenirs, etc., may only be distributed by the exhibitor from within the confines of the exhibitor's booth. Show Management reserves the right to evaluate the safety and/or offensiveness of novelty item handouts. Failure to comply may result in the loss of priority points or approval to exhibit the following year.

Booth Receptions/Parties

Receptions / parties within your booth must be requested in writing and approved by DOMOTEX Asia Management prior to the exposition.

Lighting

Please avoid excessive lighting design, strictly prohibit the use of devices that may cause interference, such as rotating lights or flashes. All lighting effects (including neon lights) must be restricted in your own booth. Potentially damaging light, such as laser or UV, must be subjected to the terms of use and approved by the organizer.

Security

1. General security in the exhibition hall will be provided by the organizer. Exhibitors and their staff will not be allowed in the exhibition hall after official hours.
2. All personnel in the exhibition halls must wear identification badges. Exhibitors' passes and temporary passes are available from the organizer's office on-site.
3. If your displays are valuable or sensitive and you wish to hire security personnel to attend to your stand exclusively for the exhibition, please contact the organizer for security services. Please note that you may not use your own staff, or personnel from any other security agency.
4. Exhibitors' staff members must be present in their booths at least 30 minutes before the show opening hours and leave within 30 minutes after the closing time.
5. For security and safety reasons, exhibit movement in or out of the halls during show hours is not permitted.
6. Kindly reminding: All the small, portable and valuable things are easy to miss after the show daily close. Since the exhibition booth is open, the exhibitors should take responsible for your own property. Any exhibitors', constructors' or visitors' staff is stolen, lost or damaged, the organizer will not take any responsible.

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7. General security in the exhibition hall will be provided. Exhibitors and their staff will not be allowed in the exhibition hall after official hours.
8. Report thefts or damages immediately to both Security and Show Management if found.

Venue Police Information:

Location: Glass house (east of W4, near inside square) Tel: +86 21 2890 6110

The exhibitor should complete the statement to the relevant officer. If the exhibitor would like to check any video recording, they need to apply to the police officer to be included in the alert list.

The venue property office reserves the right to issue the permission for the video recording viewing after receiving the alert list.

Venue Property Office Information:

Location: 2F, E6 Tel: +86 21 2892 8580

The exhibitor can request the video recording viewing after submitting the permission to the Control Room, located on 1F, E6 Hall. According to Shanghai City Carriage Regulations, the head of the Control Room has the right to view the video recording and inform the results to the exhibitor accordingly. Exhibitors should cooperate.