

# Exhibitors' Manual

(Applicable to overseas exhibitors)

## InterWEIGHING2018

2018China International Weighing Instrument Exhibition

## 2018 中国国际衡器展览会

**April 16-20, 2018**

**Wuhan International Expo Center**

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<http://www.interweighing.com>

**Organizers: China Weighing Instrument Association**

Thank you for attending InterWEIGHING2018. All procedures related to application, move-in, exhibitor badge, exhibits shipment, and exhibition furniture leasing are in this Manual. Hopefully this book could help your company do the application work more smoothly. Please read this book carefully, and also please provide all needing feedback information before deadline.

**If you need the copy of this manual, please download from [www.interweighing.com/M](http://www.interweighing.com/M)**

**Wish all exhibitors prepare well and have good harvests in the exhibition!**

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# 1. General Information

## 1.1. Official Fair Name

2018 中国国际衡器展览会

2018China International Weighing Instrument Exhibition

InterWEIGHING2018

## 1.2. Exhibition Venue

武汉国际博览中心 A1、A2 展馆

(地址: 湖北省武汉市汉阳区鹦鹉大道 619 号)

Wuhan International Expo Center Hall A1, A2

(619 Yingwu Avenue, Hanyang District, Wuhan, Hubei Province, China)

## 1.3. Organizer

中国衡器协会

中国·北京市北三环西路 43 号青云当代大厦 806 室

China Weighing Instrument Association

Rm.806 QINGYUN DANGDAI Plaza

43 N.3<sup>rd</sup> Ring Rd West, Beijing 100086, China

Tel: +86-10-62115995

Fax: +86-10-62117993

Email: cwia@interweighing.com

Web site: www.interweighing.com

## 1.4. Ratified by

中华人民共和国商务部

MINISTRY OF COMMERCE PEOPLE'S REPUBLIC OF CHINA

## 1.5. Fair Dates & Opening Hours

16 April 2018 8:30 am - 6:00 pm Contractors for custom-built booths  
on raw space set-up

17 April 2018 8:30 am - 21:00 pm Contractors for custom-built booths  
on raw space set-up

17 April 2018 8:30 am - 9:00 pm Exhibits' move-in

20 April 2018 9:30 am - 4:30 pm Exhibition

21 April 2018 9:00 am - 4:30 pm Exhibition

22 April 2018 9:00 am - 12:00 am Exhibition

22 April 2018 1:00 pm - 5:30 pm Exhibits' move-out

Note: The program is subject to change without prior notice

## 1.6. Visitors' Information

Totally free admission for all trade visitors.

## **1.7. Special Tips**

### **1.7.1. Construction procedure for custom-built booth**

For custom-built booth, exhibitor is required to authorize a construction company who registered in China with China construction qualifications to finish relevant works.

The authorized constructing contractors should apply the following procedure from the venue service agency- **Everlasting Glory Expo Group Wuhan Branch** before the date April 6, 2018:

- ✧ Electricity Application Form: for using applying electricity leasing during the move-in and exhibition period.(Applicable for water and compressed air)
- ✧ Application Form for Custom-built Booth Constructing Management Project: for using paying Construction Management fee, paying Construction Deposit, applying badges for constructors, and procedure for Fire extinguisher leasing.
- ✧ Safety Review Documents for Custom-built Booth.

For each Standard Shell Scheme Booth, it is provided one power socket with 500W/220V. If it doesn't meet the needs, the authorized constructing contractors could apply the Electricity Leasing.

For all above mentioned procedure and fee paying work, please entrust your authorized contractor to apply and pay. For details procedure and forms, please your authorized contractor goes to: [www.weighment.com/SC](http://www.weighment.com/SC) (Chinese Only) to download. (All the application form should be finished by typing on the computer but handwriting).

Please let the authorized contractor assure finish the above work before the date April 6, 2018.

### **1.7.2. How to get exhibition transportation vehicle “Temporary Move-in/out Passes”**

#### **Wuhan City Area:**

For trucks, it is not allowed to enter the inner area of 3<sup>rd</sup> Ring Road (Included) of Wuhan, what's more, there are many restrict and fixed route for trucks in wuhan. All the trucks should take the Passes issued by Wuhan Transport Management Organ Department and drive along the fixed route. Please let the

contractor gets in touch with the venue service agency- **Everlasting Glory Expo Group Wuhan Branch** to apply the passes

(Pass Issuing fee: RMB 20/Exhibition period/Vehicle)

### **Around the Exhibition Center**

Move-in/out trucks must take “Temporary Move-in/out Passes” to entry and exit Wuhan International Expo Center hall and nearby roads.

(RMB30/Vehicle for each entry exit time, RMB300 for returnable deposit, each vehicle has 120 minutes staying time, over the 120 minutes will be born extra RMB50 for each extra hour. It will calculate according to 60 minutes if extra staying time less than 60 minutes).

For detail procedure, please let the contractor download the Chinese Version of Exhibition Manual, it will be found in Attachment 5

### **1.7.3. Official Freight Forwarder**

**Top-trans Expo Logistics Co., Ltd.** is the Official Freight Forwarder and Customs Broker for InterWEIGHING2018. For more detail of oversea Official Freight Forwarder, please read the **<SHIPPING INSTRUCTION>**.

### **1.7.4. How to get “Exhibitor Badge”**

Please all exhibitors get “Exhibitor Badge” at Registration Desk inside the gate of Hall A in Wuhan International Expo Center at 8:30 - 17:00 on 16 April or 8:30 - 12:00 on 17 April. Exhibitor who takes “Exhibitor Badge” can be allowed to move in at 8:30 on 16-17 April, and entry at 8:30 on 18-20 of April. “Exhibitor Badge” must be obtained by exhibitor him/her self directly. It is not allowed exhibitor authorizes constructor or any other people to get the badges. What’s more, “Exhibitor Badge” is available for exhibition company staff using only, it is non- transferable.

### **1.7.5. How to lease exhibition furniture**

If tables, chairs and all kinds of showcases are needed to lease, please contact the venue service agency- **Everlasting Glory Expo Group Wuhan Branch** to apply before 6 April, 2018. If overdue, extra 20% fees will be borne by the exhibitor. Please read **<ORDER FORM FOR RENTAL ITEMS>** in Attachment to get more details information for leasing price and leasing method.

### **1.7.6 No Move-out in advance**

For exhibition normal sequence and respectable for audience, it is not allowed to move-out before 13:00, April 20, 2018 by sponsor.

## 2. Move-in & Move-out Schedule

<b>Venue</b>	Wuhan International Expo Center / Hall A and Hall B ( 619 Yingwu Avenue, Hanyang District, Wuhan, Hubei Province, China)		
<b>Agenda</b>	Exhibitors Register & Move in Period	Standard Shell Scheme Booth	April 17 08:30—21:00
		Custom-built Booths on Raw Space	April 16 08:30—18:00 April 17 08:30—21:00
	Exhibition Period	April 18	08:30-09:30 admit for exhibitors 09:30 ( Opening Ceremony ) —17:00
		April 19	08:30-09:30 admit for exhibitors 09:00—17:00
		April 20	08:30-09:30 admit for exhibitors 09:00—13:00
	Move-Out Exhibits	April 20	13:00—

- ✧ For custom-built Booths on Raw Space: If overtime work is needed, overtime pay should be borne by the exhibitor. For more details of standard overtime fee information, please consult **Everlasting Glory Expo Group Wuhan Branch**.

Address: Area B1A, Wuhan International Expo Center, No. 619, Yingwu Avenue, Hanyang District, Wuhan, Hubei.

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### Exhibitors' Access

To allow preparation work for exhibitors during fair period, the exhibition halls will be opened for exhibitors at 8:30am from April 18-20. Exhibitors are reminded to wear exhibitors' badges when entering the exhibition hall. No exhibitors under 18 will be admitted.

## 3. Rules & Regulations

### 3.1. Terms of Application and Exhibition Rules & Regulation

#### Definition

1. In these Conditions, save as the context otherwise requires:

"Conditions" means these Terms and Conditions of Application and the Exhibition Rules and Regulations as amended from time to time by the Organizer.

"Exhibition" means the exhibition to be organized by the Organizer as specified in the Application Form.

"Exhibition Stand" means a stand including a custom-built stand in accordance with clauses 10-16 and 19-22 of the Conditions.

"Exhibition Venue" means the Wuhan International Expo Center / Hall A and Hall B, Wuhan, Hubei, China.

"Exhibitor" means a sole proprietorship, partnership or limited company applying to exhibit at the Exhibition or, as the case may be, whose application to exhibit at the Exhibition has been accepted by the Organizer.

"Organizer" means the China Weighing Instrument Association, which as promoter and organizer, is responsible for the regulation and control of all aspects of the Exhibition.

"Publicity Material" means the promotional gifts, catalogues, pamphlets and all and any advertising and publicity material whatsoever which an Exhibitor wishes to display, distribute or use at the Exhibition.

"Raw Space" means the empty floor Space.

"Shell Booth" means a booth in accordance with clauses 17 and 18 of the Conditions.

"Space" means area of Exhibition venue allocated to Exhibitor for the purpose of exhibiting at the Exhibition in accordance with clause 8 of the Conditions.

"Stand" means Exhibition Stand and/or Shell Booth.

#### Eligibility for the Conditions of Participation

- 2.1 The Organizer has absolute discretion in the admission of Exhibitors. Until an Exhibitor's application has been accepted in writing by the Organizer, no rights to exhibit are granted notwithstanding, payment or acceptance of the full rental submitted with the application. The Organizer reserves the right to decline any application without giving any reason.

- 2.2 All Exhibitors must be legally registered companies either in China or in their country of origin. The Organizer may require Exhibitors to produce a copy of their business registration certificate, certificate of

incorporation or other company registration documents at any time.

3. The Space is licensed strictly to the Exhibitor for trade promotion purpose only or the duration of the Exhibition. Exhibitor is required to use the Space allocated in a manner satisfactory to the Organizer both during assembling and installation of Stand as well as at the Exhibition. The Organizer reserves the right to clear all or part of the Space allocated to the Exhibitor at Exhibitor's expense without notice should they not be satisfied with the way the space is being used. Save as provided in these Conditions, no Exhibitor shall have any claim for any refund in respect of the Space rental or any other monies paid.

#### Payment

4. The appropriate application fee, which shall be non-refundable, (save as provided in these Conditions), must accompany each application.
5. The Organizer reserves the right to demand additional, non-interest bearing deposit(s) at any time as a guarantee for the cost of actual or potential damage.
6. In the event that an application for Space is not accepted by the Organizer. The application fee paid shall be refunded without interest to the applicant within 30 days from the date of notice of rejection of the application.
7. If an Exhibitor withdraws, for whatever reason, its application before receipt by it of a rejection of its application or after its application has been approved, the application fee paid will be forfeited.

#### Space Allocation

- 8.1 The Organizer has absolute discretion in allotting Space for Stands and the location of such Stands. All decisions to such effect shall be final and no request for change will be entertained.
- 8.2 Any Exhibitor who wishes to use a name on its Stand which is different to that submitted on its application form must submit notice of this change to the Organizer at least three months prior to the commencement of the Exhibition together with the following:-
  - (i) Documentation signed by a certified accountant or the company secretary (in the case of a registered limited liability company) to prove that only the name of the applicant company has changed and not the ownership; or
  - (ii) Other documentation to show that the new



company name belongs to a wholly-owned subsidiary of the applicant.

8.3 If any Exhibitor which having had its application accepted by the Organizer subsequently divides its business between two or more of its existing shareholders, the Organizer shall have the right to offer the Space as follows:-

(i) To the largest shareholder of the original applicant, who can exhibit under its new company name provided that it will be displaying the same category of products as the original applicant;

(ii) If the shareholding is divided evenly then the Organizer reserves the rights to terminate the agreement with the original applicant and reallocate the Space unless the parties can reach an agreement between themselves regarding the transfer of the right to exhibit of which the Organizer is notified at least 3 months prior to the exhibition.

9.1 The Exhibitor's license to exhibit at the Exhibition and to use, on a non-exclusive basis, the Space or Stand licensed to the Exhibitor is personal to the Exhibitor and shall not be transferred, assigned, sub-contracted or otherwise howsoever shared with any third party. Any Exhibitor who is found to have transferred, assigned, sub-contracted or otherwise howsoever shared its Space or Stand with a third party, will be obliged to immediately withdraw from the Exhibition, dismantle its Stand and remove its exhibits at its own expense.

9.2 The Organizer reserves the right to maintain a record of those Exhibitors who have breached paragraph 9.1 above and may at their absolute discretion refuse to allow these Exhibitors to participate in future events arranged by the Organizer.

9.3 In order to promote, distribute, display any material or allow the presence of the personnel of a subsidiary or an entity for whom the Exhibitor is acting as a formal agent or distributor, on its Stand, the Exhibitor must apply in writing to the Organizer for permission at least three months prior to the Exhibition together with supporting documents indicating the connection between the Exhibitor and the third party. Such permission shall be given at the absolute discretion of the Organizer.

9.4 The Organizer has the right at their absolute discretion to prevent Exhibitors from having more than one Space in the Exhibition.

9.5 The Organizer has the right at their absolute discretion to prevent two or more Exhibitors with a common ownership or shareholder, after their application has been accepted, to attempt to consolidate their Space or Stands or to display the same goods or product range

at separate Stands.

#### **Stand Construction**

10. Stands and exhibits shall not exceed the maximum floor loading limit of 2,000 kg/sqm.

11. The Organizer reserves the right to alter or remove without notice and at the Exhibitor's expense any Stand which differs from the approved specification or any Stand that does not conform to the Organizer's required standard or rules and regulations. The Exhibitor shall have no claim against the Organizer or its agents for any extra cost of replacing its Stand to conform to security Organizer's specifications or for any other losses or damages.

12. Exhibitors taking up Raw Space may appoint either the official stand contractor or their own contractor to design & construct their [Exhibition] Stands, the design of which must be submitted to the Organizer for approval as provided in these Conditions.

13. Work of any kind carried out at the Exhibition Venue must conform to the current local regulations in force in Wuhan, Hubei Province and those specified by the Organizer. This applies to the Exhibitor, its agents, contractors and subcontractors. The Organizer reserves the right to stop any work which contravenes with any of these regulations and the Exhibitor shall have no claim against the Organizer or their agents for any other losses or damages.

14. The suspension of Stand or lighting fittings from the ceiling structure of the Exhibition Venue will not be permitted unless prior approval in writing is obtained from the Organizer.

15. Fixings to the surface of the floors to secure margin boards and other stand fittings will not be permitted unless prior approval in writing is obtained from the Organizer.

16. The removal and disposal of crates and stand fittings or materials are not covered by the rental and are subject to an additional charge.

#### **Shell Booths**

17. Shell Booths are provided by the Organizer's official contractor and are of a standard design. No variation of the fascia board, lettering and the fittings of the Shell Booth shall be allowed unless prior written approval is given by the Organizer.

18. No decoration, booth fitting or exhibit shall exceed 2.5m in height or the height of the Shell Booth, whichever is lower.

#### **Custom-built Stands on Raw Space**

19. Original Plans and design proposals for Raw Space must be submitted in triplicate to reach the Organizer for approval not later than six weeks before the Exhibition. Drawings submitted must be a reasonable scale of not

- less than 1:100, fully dimensioned and must contain information such as floor plan, stand elevation, fittings, carpeting, colors and materials to be used, moving exhibits, audio-visual equipment, weights and point loading of exhibits.
20. No custom-built stand may be erected at the Exhibition Venue unless the plans and design proposals thereof have been approved in writing by the Organizer, which approval may be withheld by the Organizer without a reason being necessary.
21. All custom-built stand designs stand materials used and its construction must conform to the rules and regulations of the Exhibition Venue and those of any public authority or department of Chinese Government.
22. The transporting, assembling, dismantling and the removing of custom-built Stands are the responsibility of the Exhibitor. All such work must be carried out according to the arrangements and within the time limits specified in these Conditions or otherwise by the Organizer.

#### **Electricity**

23. Only electricity can be used as a source of light or power in the Exhibition Venue.
24. All electrical works shall be carried out at Exhibitor's expense by the official contractor appointed by the Organizer. Design plan or proposals for electrical installation must be submitted to reach the Organizer for approval not later than two months before the Exhibition. The Organizer may require amendments or variations to be made to the design plan or proposals before approving the same, or may withhold approval at their discretion.
25. Electric current will be supplied in 220 volt, single phase. Electric current of a higher voltage, three phases will be supplied subject to prior arrangement with the Organizer.
26. Electricity, whether from the mains, batteries or generators shall be supplied only through the exhibition Venue's official contractor.

#### **Use of Stand & Safety**

27. Precautionary measures such as guards or other means of protection must be taken to protect the public from any moving or working exhibits. Such moving or working exhibits shall only be demonstrated or operated by persons authorized by the Exhibitor and shall not be left running in the absence of such persons. Display of such working or moving exhibits must have the Organizer's prior written approval.
28. The use of laser products at the Exhibition requires prior approval in writing from the Organizer. Application for approval of such must be submitted to reach the Organizer not later than two months before the Exhibition opening.
29. No advertising or demonstration at the Exhibition, including the staging of any fashion show, will be allowed at the Exhibition Venue unless the Organizer's advance approval in writing is obtained.
- 30.1 Publicity Materials may only be distributed from the Exhibitor's own Stand. No advertising, demonstration or canvassing for business may be carried out anywhere else within the Exhibition Venue. No exhibits or advertising signs shall be placed outside the confines of the Exhibitors Stand.
- 30.2 The Exhibitor may only display exhibits and Publicity Material which correspond to the product category zone, if any, chosen by the Exhibitor on its application form for space allocation at the Exhibition.
31. No stickers, posters, hangers or other materials shall be allowed to hang on fascia boards.
32. Gas-filled balloons shall not be permitted at the Exhibition Venue under any circumstances.
33. Exhibitor's stand must be manned by an authorized and competent representative of the Exhibitor at all times during the Exhibition. Such representative must be fully conversant with the Exhibitor's products and/or services and shall be duly authorized to negotiate and conclude contracts for the sale of the Exhibitor's products or services. The Exhibitor shall produce confirmation that the representative shall comply with these Conditions and with any and all directions which the Organizer or its agents may give before or during the Exhibition.
34. Organizer shall be entitled at their sole and absolute discretion to require forthwith to be removed, and to remove, at the Exhibitor's expense, from any Stand or any area or Space made available to any Exhibitor, any goods, publicity material, item or things displayed or placed there without any obligation to give any reason therefore, and without incurring any liability for any loss, damage or expense whatsoever incurred by the Exhibitor or any other person as a consequence thereof.
35. The Exhibitor warrants that the exhibits and packages thereof and the Publicity Material or any other part of the display on the Stand do not in any way whatever violate or infringe any third party's rights including all intellectual property rights including but not limited to trade marks, copyright, designs, names, and patents whether registered or otherwise.
36. Stand assembling, installation and decoration must be earned out within the time limits specified by the Organizer.

37. Repairs or alterations to the Stand or displays may only be carried out after the Exhibition is closed to the public and with prior agreement of the Organizer.
38. No Stand or exhibits shall be dismantled or removed before the official closing time of the Exhibition on the last day of Exhibition unless special permission has been given by the Organizer.
39. All audio-visual equipment must be sited and be of a noise level so as not to cause any inconvenience to other Exhibitors or visitor. The Organizer reserves the right to appoint one or more exclusive audio-visual equipment suppliers whereupon the Exhibitor shall be obliged to hire the equipment of such exclusive suppliers.
40. No Exhibitor shall engage in or permit filming, sound or video recording, telecasting and broadcasting at the Exhibition Venue unless prior written approval is obtained from the Organizer.
41. Public auctions shall not be permitted at the Exhibition Venue under any circumstances.
42. Full particulars of all personnel, agents or representatives of the Exhibitor must be submitted to the Organizer for approval and registration before they may be admitted to the Exhibition Venue. All such personnel, agents and representatives of the Exhibitor as are approved by the Organizer (authorized personnel) will be issued badges for identity and admission purposes. The Exhibitor shall procure that as authorized personnel:-
- (a) display their badges conspicuously whilst or The Exhibition Venue;
  - (b) do not pass their badges to any other person;
  - (c) Return their badges to the Organizer at the conclusion of the Exhibition or, if earlier, upon demand by the Organizer;
  - (d) comply with all obligations expressed to be imposed by these Conditions on the Exhibitor; and
  - (e) comply with all obligations imposed on them as the condition of their approval by the Organizer.

#### **Publicity**

43. The Organizer shall arrange and be responsible for all publicity arrangements for the Exhibition both overseas and in China and no Exhibitor, or its agents, shall give or cause to be given any interview, public announcement, press statement, or any other publicity whatsoever intended to publicize the Exhibition as a whole.
44. The Exhibitor shall not disclose, appropriate or use and shall prevent its representative at the Exhibition from disclosing, appropriating or

using any technical or confidential information regarding the business or affairs of the Organizer or any of the Exhibitors at the Exhibition acquired by way of the Exhibitor's license to exhibit at the Exhibition.

#### **Move-in and Move-out of Stand Materials & Exhibits**

45. Exhibitor shall move-in to the Exhibition venue according to the arrangements and within the time limits specified by the Organizer.
46. The arrangement and payment for transporting goods to and from the Exhibition Venue, receiving, decorating and removing its exhibits are entirely the responsibility of the Exhibitor.
47. No trolleys shall be allowed in any carpeted areas of the Exhibition Venue.
48. All exhibits, Stand materials and the like shall be removed immediately after the closing of the Exhibition according to arrangements and within the time limits specified by the Organizer. Any exhibits or Stand material left behind at the Exhibition Venue shall be deemed abandoned and shall be disposed of by the Organizer at the expense of the Exhibitor concerned. All proceeds (if any) of such disposal shall be retained by the Organizer.
49. The Organizer reserves the right to appoint one or more exclusive contractor(s) to handle the movements of all goods and exhibits in and out of the Exhibition Venue, whereupon the Exhibitor shall be obliged to hire the services of such exclusive contractor(s).

#### **Exclusion of Liability**

50. None of the Organizer, its agents, representatives, contractors or employees shall be liable in any way whatsoever in respect of loss, injury or other damages other than death or personal injury caused by the negligence of the Organizer or its employees, suffered by or caused to the Exhibitor, its representatives, employees, contractors or agents or the products or other property of the exhibitor or such parties or any exhibitor or visitor.
51. The Organizer shall not be responsible in any manner whatsoever for the consequences of any introduction or commercial transaction made during or as a result of the Exhibition.
52. The Exhibitor undertakes to indemnify and at all times hereafter to keep indemnified the Organizer, its employees and agents on demand from and against all loss, liability, actions, proceedings, claims, damages, costs and expenses whatsoever which it may suffer or incur by reason of or in relation to the agreement hereunder or by any breach by the Exhibitor of these conditions.
53. The Exhibitor shall be responsible for effecting

Insurance which shall include (but not limited to) its displays, exhibits and stands against loss or damage by theft, fire, public (including occupier's liability) and any other natural causes, and shall produce such policy of insurance to the Organizer upon request.

54. The Exhibitor shall take out insurance policies to cover itself against all potential liabilities imposed on it in these Conditions as well as possible legal liability for negligence and shall produce such policy of insurance to the Organizer upon request. Exhibitor is fully liable for any loss or damage caused by an act or omission of the Exhibitor or its representatives, employees or agents to any property of the Exhibition Venue, the other Exhibitors or the Organizer.
55. The Organizer reserves the right to exercise a general lien over any property the Exhibitor has in the Exhibition Venue in respect of all monies due to the Organizer (including claims for damages) in connection with the Exhibition.

#### **Waiver**

56. The waiver by the Organizer of any of these Conditions shall not prevent the subsequent enforcement of these Conditions and shall not be deemed to act as a waiver in respect of any subsequent breach.

#### **Termination of Right to Exhibit**

57. The Organizer shall have the right to terminate without notice an Exhibitor's right to exhibit in the Exhibition and to close the Stand immediately at the Exhibitor's expense in any of the following circumstances:
- (a) if an Exhibitor or any of its representatives commits a breach of any of the Conditions or any additional rules and regulations introduced in accordance with clause 62 of the Conditions; or
  - (b) if an Exhibitor, being a body corporate, enters into a liquidation whether compulsory or voluntarily or compounds with its creditors or has a receiver appointed over all or any part of its assets or takes or suffers any similar action in consequence of debt or if an Exhibitor being a sole proprietorship or partnership becomes, or one of its members becomes bankrupt or insolvent or enters into any arrangements with its creditors or takes or suffers any similar action in consequence of debt; or
  - (c) if the Exhibitor conducts any activity which, in the opinion of the Organizer, does not conform to the nature and purpose of the Exhibition, or interferes with the rights of other Exhibitors at the Exhibition; or
  - (d) if the Exhibitor displays prices, sells goods (which does not conform to the nature and purpose of the Exhibition) to private persons

or sells goods for immediate delivery in the Exhibition Venue; or

- (e) if the Space or Stand is not occupied by the Exhibitor 30 minutes before the opening hour (as published in the Exhibitor's Manual produced by the Organizer) on the first exhibition day of the Exhibition, the Exhibitor shall be deemed to have cancelled the exhibit Space contracted for, and the Organizer shall have the right to use such Space as it deems appropriate. The application fee paid will be forfeited as if the Exhibitor had cancelled the participation as of such date; or
- (f) if the Exhibitor's display on its stand incorporates less than 60% of its display area exhibiting the appropriate products corresponding to the product category zone, if any, chosen by the Exhibitor on its application for allocation of Space at the Exhibition.
- (g) if the Exhibitor is found to be acting in a discriminatory manner against certain visitors at the Exhibitions; or
- (h) if the Organizer in its sole and absolute discretion decide that such right shall be terminated.

58. In the event that an Exhibitor's right to exhibit in the Exhibition is terminated under 57 (a), (b), (c), (d), (e), (f) or (g), the exhibitor shall have no claim for refund of any monies paid against the Organizer.
59. The Organizer shall return to the Exhibitor all rental paid in the event of a termination of the Exhibitor's right to exhibit under 57(h). The Exhibitor shall have no other claims against the Organizer for any of its loss or damages in connection with any such termination.

#### **Cancellation of Exhibition**

60. The Organizer reserves the right to cancel, alter in character, reduce in scale, shorten or extend the duration of the Exhibition at any time without incurring any liability whatsoever to the Exhibitor due to circumstances outside the Organizer's control including but not limited to war, embargo, civil unrest, legal proceedings or government regulations that make it impossible or impractical, for the Organizer in their absolute discretion to hold the Exhibition. The Exhibitor shall have no claim against the Organizer or its agents or representatives, whether for loss or damage, or return of all or part of any money paid by the Exhibitor in respect of any cancellation, alteration, reduction, shortening or extension made in accordance with this provision.
61. The Organizer reserves the right to change the plan, site character or venue of the Exhibition at any time without giving notice to the Exhibitor. Proportional allowance for space rental may be made if deemed appropriate by the Organizer (in their absolute

discretion) but they shall not be liable for any further compensation to the Exhibitor.

#### **Additional Rules & Regulations**

62. The Organizer reserves the right to interpret, alter and amend any of these Conditions and to issue additional rules and regulations at any time they consider necessary for the orderly operation of the Exhibition. All interpretations of these Conditions and any additional rules and regulations by the Organizer shall be final.

63. The Exhibitor shall abide by the rules and regulations of the Exhibition Venue which are deemed to be integral parts of and incorporated into these Conditions. In the event of conflict between the provisions of such rules and regulations and these Conditions, these Conditions shall prevail. Copy of the rules and regulations of the Exhibition Venue is available from the Organizer on request.

### **3.2. Sub-letting**

It is strictly forbidden for you to sublet your Exhibition Space or stand to any third party. Any Exhibitor found to be subletting will be asked to immediately remove all illegitimate third party promotional materials and exhibits from its Stand at its own expenses. Exhibitor who fails to comply will be banned from taking part in all the CWIA trade fairs.

### **3.3. Display Relevant Exhibits**

Exhibitors are reminded that they may only display exhibits which fall into the product category zone which they have chosen on their application form to participate in the Exhibition. If we find Exhibitors using less than 60% of their display area exhibiting the appropriate product under a designated product category zone, we have the right and will have no hesitation to ask the Exhibitor to immediately relocate and/or terminate its participation in the Exhibition, without any recourse on our part.

### **3.4. Exhibitor Badges and Contractor Badges.**

All exhibitors and their staffs are strictly requested to wear official name badges at all times during move-in, move-out and throughout the exhibition. Each exhibiting company will be given a certain number of badges subject to their booth size. For general safety, exhibitors should pass the badges to their staff only.

Only badge holder is allowed to enter the exhibition hall on

- April 16 - 17, 2018
- 8:30 am - 9:30 am April 18, 2018
- 8:30 am - 9:00 am April 19 - 20, 2018
- 1:00pm - April 20, 2018

Contractor badges are only valid during move-in and move-out, not valid during the exhibition period.

### **3.5. Exhibits**

Under no circumstances will the Organizer be responsible for receiving or storing of any exhibit or stand material. Exhibitors are advised to appoint their staff to look after their own exhibits.

Exhibitors must not remove any of their exhibits on display from the booths until the Fair is officially closed at 1:00 pm on April 20, 2018.

### **3.6. Sound Level / Loud Hailers**

All audio / visual equipment must be sited and be kept at the minimum level. Exhibitors must ensure noise generated at their stands is kept to an acceptable level and does not cause inconvenience to visitors or other exhibitors. The exhibitor has the responsibility to ensure that the demonstration sound level should not exceed 75 dB (A). The Organizer reserves the right to intervene and stop the demonstration immediately if the sound level causes undue disturbances to other exhibitors and visitors. In this case the exhibitor shall not receive a refund or damage compensation from the Organizer. Exhibitors are responsible for supervising the actions of all visitors and employees operating audio / visual equipment located in their exhibit area.

### **3.7. Distribution of Promotional Materials**

Promotional materials such as product catalogues and brochures can only be distributed by the exhibitors within their own booths. No exhibitors are permitted to distribute any publicity materials, souvenirs and the like in public areas of the exhibition venue.

### **3.8. Use of Booths**

All booths must be properly displayed and furnished with exhibits at all times during the Fair. No retail sales are allowed in the exhibition.

### **3.9. Admission**

The Organizer reserves the right to refuse admission to the Fair of any visitors, exhibitors or their agents who are at the absolute discretion of the Organizer regarded as unfit, intoxicated or in anyway likely to create disturbance or discomfort to the Fair, other exhibitors or visitors. No exhibitor and visitor under 18 will be admitted.

### **3.10. Insurance**

The Organizer undertakes no financial or legal responsibility for any type of risk concerning or affecting the exhibitors/visitors, their personal belongings and exhibits. Exhibitors are therefore responsible for taking out all necessary insurance to cover their exhibits, the stand fittings and fixtures, the venue and other third parties.

For exhibitors with precious exhibits, they are requested to take out insurance coverage and/or special security service at the exhibitors' expense for overnight storage. Exhibitors requiring special assistance or advice should contact the Organizer's office.

### **3.11. Bills & Posters**

The Organizer has the right to remove any bills or posters which in the opinion of the Organizer do not conform to the purpose and image of the Fair.

### **3.12. Code of Conduct**

#### **3.12.1 Display Area**

Exhibitors should confine their display within the prescribed booth area, so

as not to jeopardize fire safety.

### **3.12.2 Manning the Stand**

- 1) Exhibitors should keep their stands in an orderly manner.
- 2) Packing boxes should be kept in the appropriate storage area.
- 3) Exhibits should be displayed in a professional manner compatible with the image of the fair.
- 4) Stands must be manned by knowledgeable staff at all times during the exhibition period. Exhibitors should not vacate their stands before the official move-out time on the last exhibition day unless special permission has been given by the Organizers.

### **3.12.3 General Behavior**

- 1) Exhibitors should always behave in a courteous and business-like manner throughout the exhibition. They must pay due respect to visitors and other exhibitors.
- 2) Exhibitors should welcome all visitors to their stands. Under no circumstance should they act in a discriminatory way or prevent certain visitors from approaching their stands.
- 3) Exhibitor badges are not transferable and should be worn on at all times for security reasons.

### **3.12.4 Right to Privacy**

Exhibitors are expected to respect the right of all other exhibitors. They are prohibited from entering other exhibitors' booths unless they are being invited.

### **3.12.5 Food & Beverages**

In order to maintain a clear and tidy exhibition area, consumption of food is not allowed in the booth. Exhibitors and their staff may make use of certain specified area within the Exhibition Halls for consumption of their food.

### **3.12.6 Protection of Intellectual Property Rights**

Exhibitions must not violate or infringe intellectual property rights including trademarks, copyright, designs, names, patents etc.

## **4. Booth Design and Facilities**

### **4.1. Standard Booth**

All shell booths shall be designed, erected and decorated by the Organizer. For each scheme booth(9 sqm- 3m x 3m), facilities provided include carpeted floor space, three 2.5m high wall panels, booth fascia board with company name and booth number, two spotlights, one single phase socket on 220V/50Hz/500W, one counter desk and two chairs. The Organizer reserves the right to make changes on the facilities provided at any time before the commencement of the Fair.

If any other exhibition items are needed to rent (showcase, more tables and chairs, etc.), please read **<ORDER FORM FOR RENTAL ITEMS>** in

Attachment.

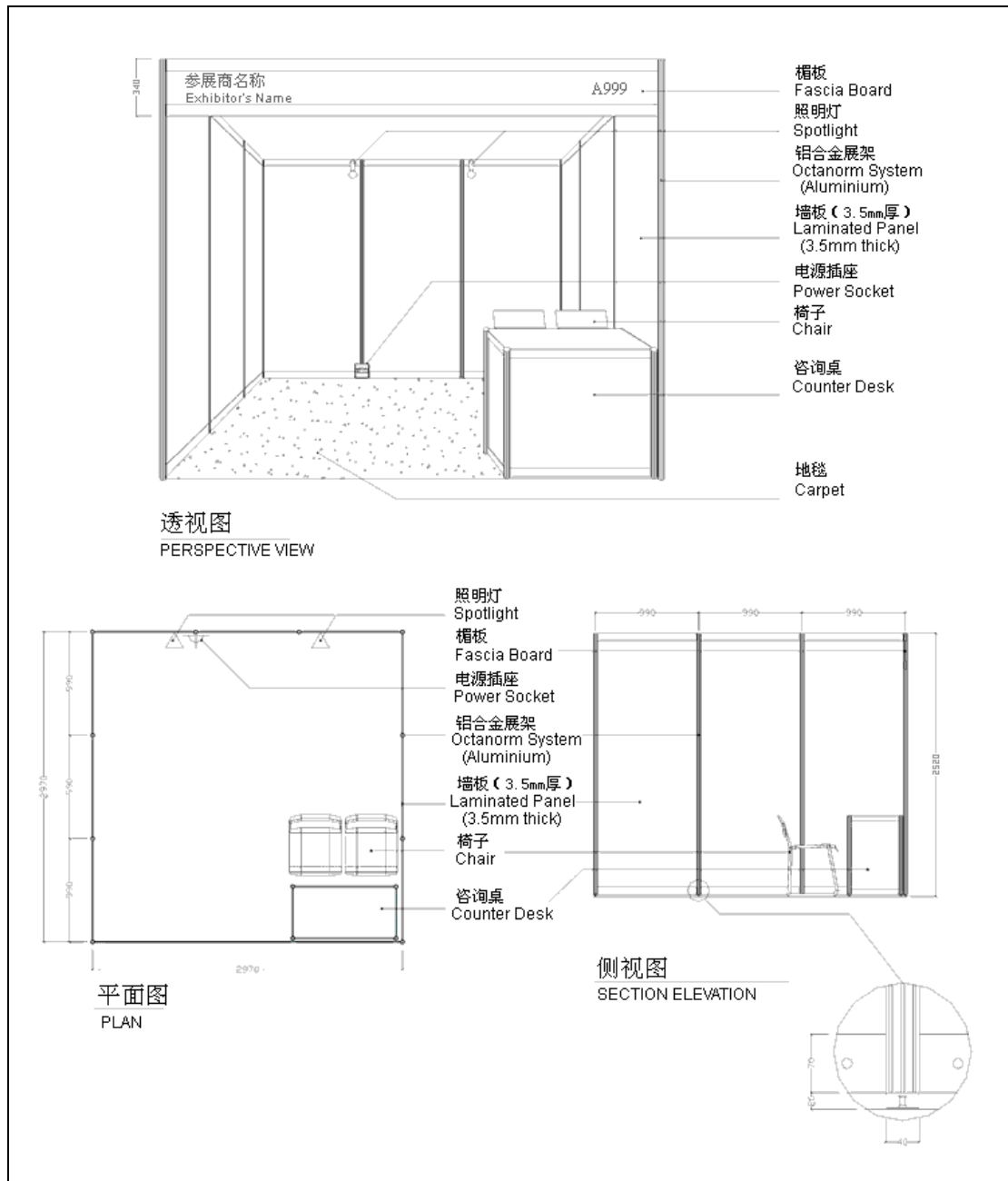
Fascia Board with company name will be provided free of charge. Exact wording of company name (English lettering) as supplied in your application form will be used. An Exhibitor occupying a booth at the corner site has a choice to open one additional side with a fascia, complete with name and booth number.

Exhibitors are normally not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths.

If the electricity socket couldn't meet the needs, exhibitors who could apply extra electricity leasing from **Everlasting Glory Expo Group Wuhan Branch**.







Standard booth Graphic

**Standard booth exhibitors must adhere to the following points:**

- (a) No additional booth-fitting or display may be attached to the shell booth structure.
- (b) No tapes, nails or fixtures of any kind are allowed to be affixed to the partitions, floor or ceiling. Exhibitors are liable to any damage caused to their booth fixtures and fitting at the Fair.
- (c) No free standing fitment may exceeded a height of 2.5 meter or extend beyond the boundaries of the booth allocated. This includes exhibits, company names, advertising material and logos provided by the Exhibitor.

- (d) All exhibits stand materials and the like shall be removed immediately after the closing of the Exhibition according to arrangements and within the time limits specified by the Organizers. Any exhibits or stand material left behind at the Exhibition Venue shall be deemed abandoned. Exhibitors are responsible for the expense of the disposed items.
- (e) Exhibitors are advised not to make use of electrical fittings which may contain sub-standard circuits in their booth(s).
- (f) Main switch and distribution board may be required to install within booth area at Official Contractor's discretion.

## **4.2. Custom-built Booths on Raw Space**

### **4.2.1 General regulation for custom-built booths**

For this option of participation, exhibitors will be given raw exhibition floor space only. They have to design and construct their own booths and adhere to the Rules & Regulations (Item 3), as well as any other conditions which the Organizer may specify before or during the exhibition.

#### **4.2.1.1. Plans & Design Proposals**

Original plans and design proposals in triplicate copies must be submitted to **Everlasting Glory Expo Group Wuhan Branch** for approval not later than April 6, 2018. Drawings submitted must be in reasonable scale of not less than 1:100 in full dimensions and must contain information such as floor plan, stand elevation, electrical fittings, colors and materials to be used, any audio-visual equipment to be used etc.

#### **4.2.1.2. Height of Installation and Two-Storey Structure**

Height of Installing:

Hall A1 and A2: 6m

A1-2 Connecting Hall: 4.5m

Two storey structure of booth installation is not permitted.

#### **4.2.1.3. Electricity**

All electrical works shall only be carried out at exhibitors' expenses by the official contractor appointed by the Organizer. In addition, all electrical installation must be carried out by a qualified electrician. Design plans or proposals for electrical installation must be submitted to reach the Organizer for approval together with aforementioned stand design proposals before April 6, 2018. Electricity can be supplied in 220 volt, single phase, 50 Hz or 380 volt, three phases, 50 Hz. (Details in 4.2.6)

#### **4.2.1.4. Fire Precaution**

For all construction with wooden materials involved, raw space contractors are required to prepare functional fire extinguishers at a conspicuous spot within the assigned area during the construction period for safety reason.

The number of fire extinguishers:

Booth area <50sqm - equip 4 functional fire extinguishers.

Booth area >50sqm - equip 2 for every extra 50sqm.

#### **4.2.2. Occupational Safety and Health Ordinance:**

Exhibitors and / or their contractors must comply with Occupational Safety and Health Ordinance in construction and dismantling the stand.

- 1) Make sure the workplace is safe and healthy
- 2) Provide and maintain safety working equipment and procedure
- 3) Appoint authorized person for on-site supervising of installation/dismantling works.

#### **4.2.3. Raw space exhibitors must adhere to the following points:**

The organizer may require amendments or variations to be made to the design plans or proposals before approving the same, or may withhold approval at its discretion. No custom-built stand shall be permitted at exhibition unless the plans and design proposals have been approved in writing by the organizer. Raw space exhibitor must ensure that they and their contractor are fully aware of the following points when preparing design proposals. Failure to observe such rules can result in costly alterations on site being required by the Wuhan International Expo Center and/or the Organizer. These charges will be entirely at the exhibitor's expense:

- (a) Site measurements are given in metric. Exhibitors, upon arrival and before commencing construction work, are required to check if the site is set out as per floor plan issued by the organizer, and to report any errors to the organizer immediately. If the contractor does not report any errors to the organizer immediately, the organizer will not be liable to any errors once construction work has been started by the party lodging the claim without first reporting the error to the organizer.
- (b) No part of any structure may extend beyond the boundaries of the site allocated. This includes exhibits, Exhibitor's name or logo.
- (c) 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.
- (d) The name and/or booth number of the Exhibitors must be prominently displayed and faced to aisle. If this rule is not observed, the Organizer reserves the right to affix them as they consider fit and to charge the cost incurred to the Exhibitor.
- (e) Any signage at the height over 2500mm facing to adjacent booth must be set back from 500 mm of booth boundary.
- (f) Exhibitors should provide, set up and decorate their booth's partitions facing onto their own booth areas, aisle, and adjacent booths. They must also be finished to an acceptable standard on all surfaces.
- (g) The Organizer must be notified in advance of any change to the type or

color of the floor covering provided. Any cost incurred must be borne by the exhibitor.

- (h) All lighting fixtures should be installed at least 2200mm above ground. If not, they should be well protected so as not to cause danger to the general public.
- (i) Main switch and distribution board may be required to install within space area at Official Contractor's discretion.
- (j) All materials used in the construction and decoration of exhibition stands or set-ups shall be flame retardant and be subject to inspection by the Wuhan International Expo Center and/or the Organizer.
- (k) Paint spraying, welding and the use of electrical saw are strictly prohibited inside the Exhibition Hall.

#### **4.2.4. Rules & Regulations for Raw Space Contractor:**

- 1) Contractor should strictly follow the Move-in/Move-out schedule set by the organizer. No prior move-in/out is allowed.
- 2) Waste materials (incl. Packing materials) must be disposed in the waste cage.
- 3) All construction materials, empty crates and equipment must be removed from the venue & loading dock immediately after the construction and dismantling period. Otherwise, storage & clearing charge will be imposed to the contractors.

#### **4.2.5. Recommended booth building companies**

According to last events cooperation, organizer recommends companies to be the “booth special decoration designers & custom-built services”

#### **Beijing Booming International Convention & Exhibition Service Co., Ltd.**

**Address:** A43, Magezhuang Industry Area,  
Chaoyang District, Beijing

**Contact:** Mr. Lun Yanjun

**Tel:** +86-13810174265

**Fax:** +86-10-57285433

**Email:** [info@bjbooming.net](mailto:info@bjbooming.net)

**Web site:** [www.bjbooming.net](http://www.bjbooming.net)

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#### **OrientBetter Exhibition (Beijing) Co., Ltd.**

**Address:** 3-C18 Shengkai Building,  
54 Songyu Road (S),  
Chaoyang District, Beijing

**Contact:** Ms. Lilian Chang

**Tel:** +86-10-87311388 / 3532

+86-13031049963

Fax: +86-10-87310977

Email: [lilian.chang@enginechina.com.cn](mailto:lilian.chang@enginechina.com.cn)

#### 4.2.6 About electricity application, safety procedure review for custom-built booth

Custom-built exhibitors or their contracted constructors must do the management procedures of electricity (switching box) application from the venue service agency- **Everlasting Glory Expo Group Wuhan Branch** before April 6, 2018, and pay relevant fees. At the same time, review procedure document should be provided. Orders after deadline (April 6, 2018) will be borne following extra fees by the exhibitors.

Over April 6 and before April 13- 30% extra expense;

Over April 13- 50% extra expense;

During Exhibition Period- 100% extra expense.

General expense list for electricity (switching box) leasing fee is in the following (including power rates):

Item	Unit	Specification	Unit price(RMB)
During Exhibition Period	Each Power Socket	5A/220V	300.00
		15A/220V	600.00
		20A/220V	900.00
		15A/380V(220V)	900.00
		20A/380V	1300.00
		30A/380V	1800.00
		60A/380V	2800.00
		100A/380V	4200.00
		150A/380V	5400.00
		200A/380V	6600.00
During Move-in/out Period	Each Position	15A/220V	600.00

#### 4.2.7. About construction procedure for custom-built booth

##### Step1

The authorized constructing contractor should finish the following application form to venue service agency- **Everlasting Glory Expo Group Wuhan Branch**:

1. Electricity Application Form
2. Application Form for Custom-built Booth Constructing Management Project
3. Qualification certificate of construction unit

4. Construction Authorized Letter for Custom-built Booth
5. Construction safety Responsibility for Custom-built Booth
6. Booth Design Paper(3D)
7. Booth Floor Plan
8. Circuit Diagram
9. Booth Construction Plans
10. Custom-built Construction Application Form
11. Booth Electrical Equipment Application Form
12. Custom-built Constructors Registration Form
13. Return Confirmation Letter of Construction Deposit
14. Invoice Information Statics Table

### **Step2**

The authorized constructing contractors should submit related application by email or fax to venue service agency and apply badges for constructors before April 6, 2018. Then pay related fees after getting Payment Notice, from the venue service agency- **Everlasting Glory Expo Group Wuhan Branch**.

Step 1 and 2 should be finished before 6 April, if over April 6 and before April 13, adding 30% extra expense; Over April 13, adding 50% extra expense; During Exhibition Period, adding 100% extra expense.

- ✓ Construction Management fee: RMB16 Yuan /sqm
- ✓ Construction Deposit **(Refund in one month after exhibition finishing move-out)**  
RMB3000/exhibitor for less than 100sqm;  
RMB6000/exhibitor for more than 100sqm.
- ✓ Fire extinguisher leasing: RMB30 Yuan/ each extinguisher(Returnable deposit: RMB100 Yuan)  
Booth area <50sqm - equip 4 functional fire extinguishers.  
Booth area >50sqm - equip 2 for every extra 50sqm.
- ✓ Badge for constructor: RMB20 Yuan /person
- ✓ “Temporary Move-in/out Passes”: RMB20/vehicle

“Move-in/out Passes” which is issued by Everlasting Glory Expo Group Wuhan Branch to entry and exit Wuhan International Expo Center and nearby roads. All exhibitors should get “Temporary Move-in/ out Passes” at the address:

Move in/out period:

Down of the bridge, South Gate of Hall A4(Near the crossing road of Sixin Road).

**VERY IMPORTANT:**

All above information and content under **item 4.2** is for custom-built booths; please authorize a construction company which registered in China with China construction qualification to do application procedure mentioned above. For application procedure, form and contact for the responsible review company, please let the authorized contracted constructor check EXHIBITOR MANNUAL Chinese version and entrust the constructor company on behalf of the exhibitor to do all relevant construction application issues above.

## 5. Official Freight Forwarder

### 5.1. For Overseas Exhibitors

**Top-trans Expo Logistics Co., Ltd.** is the official freight forwarder and customs broker for the 2018 China International Weighing Instrument Exhibition and can provide a comprehensive range of services including: customs clearance, insurance and transportation.

The agreed shipping arrangements between the official freight forwarder and the individual exhibitor will ensure that exhibits and all related articles arrive at the Exhibition Venue well in advance of the exhibition date to provide for customs clearance, transportation and unpacking procedures.

For more detail of the official freight forwarder, please read the **<SHIPPING INSTRUCTION>**.

Rm 2001, Zhong Dian Building,  
No. 1029, North Nanquan Road,  
Shanghai 200122, CHINA

### Contacts

Mr. Henry Liu

Mobile: (+86) 158 2167 8016

Tel: (+86 21) 5835 0858\*805

Fax: (+86 21) 5835 0929

E-mail: [henry.liu@top-trans.com.cn](mailto:henry.liu@top-trans.com.cn)

### 5.2. Important








Please **do not** consign shipments to Wuhan International Expo Center and/or the organizer- China Weighing Instrument Association.



## Attachment

### ORDER FORM FOR RENTAL ITEMS (1)

If exhibition furniture are needed leasing, please finish below application form, and send the form to **Everlasting Glory Expo Group Wuhan Branch** before April 6, 2018.

ITEM	Unit	Unit Price (RMB)	Photo	Deposit (RMB)	Amt
LED TV	42 Inch	780 /Exhibition Period		2000	
LED TV	50 Inch	880 /Exhibition Period		2500	
Aluminum alloy Table and Chair	Suite	200 /Exhibition Period		400	
Commercial Black Leather Chair	Suite	190 /Exhibition Period		400	
Crystal Chair	Suite	220 /Exhibition Period		400	
Bottle Water	Bucket	30/Bucket		30	
Water Fountain	Set	120 /Exhibition Period		150	
Data Frame	Suite	100 /Exhibition Period		100	

High Glass Counter	Suite	540 /Exhibition Period		400	
Low Glass Counter	Suite	360 /Exhibition Period		400	
flexible bracket 30×100cm	Suite	60 /Exhibition Period		150	
Bar Chair		80 /Exhibition Period		100	
Concierge Bar 1m/Bar		28/Day		100	
Upright Freezer		1320 /Exhibition Period		1500	
Horizontal Freezer		1400 /Exhibition Period		1500	

Total: \_\_\_\_\_

## ORDER FORM FOR RENTAL ITEMS (2)

Item	Standard	Unit	Unit Price (RMB)	Deposit (RMB)	Amt
Display Board	2400×970×3 mm		80		
	2400×475×3 mm		40		
Square Net	1400×900 mm		25	15	
Hook			3	3	
Long Arm Light	60W		90	60	
Aluminum Frame Door			500	500	
Fire Extinguisher	4kg		30	100	

Total: \_\_\_\_\_

### TERMS OF PAYMENT:

1. All items are to be regarded as rentals.
2. Orders or received exhibition furniture are changed or withdrawn will be borne 20% extra fees as Labor cost, Material cost and Construction cost.
3. Booth standard configuration could not refund or change by its value or price. It is prohibited that exhibitors take others' booth exhibition furniture without other's permission.
4. Overdue orders (beyond deadlines April 6, 2018) are to be added 20% surcharge. (Above items' price includes transportation fee, install fee, disassemble fee, constructing fee and management fee)
5. Fill in this form. Unlisted items are to be settled separately.
6. Please raise the order in advance before deadline in case the shortage.
7. After submitting related application by email or fax to venue service agency, the venue service agency- Everlasting Glory Expo Group Wuhan Branch will give feedback confirmation to the exhibitor. The paying work should be paid by cash in exhibition on site. And then, the exhibition furniture will be sent to the booth place.

InterWeighing2018

Exhibitor Name: \_\_\_\_\_

Booth No.: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Tel: \_\_\_\_\_

FAX: \_\_\_\_\_

DATE: \_\_\_\_\_

ADD: \_\_\_\_\_

Contact Person (signature)::

\_\_\_\_\_

Please fax or email to above information to venue service agency:

Everlasting Glory Expo Group Wuhan Branch.

Address: Area B1A, Wuhan International Expo Center, No. 619, Yingwu Avenue,  
Hanyang District, Wuhan, Hubei.

Contact Person: Mr. ZHOU Jinggang

Tel: +86-27-84767017

+86-13910305725

Fax: +86-27-84767018

Email: zhoujinggang@hyht-ad.com

Web site: www.hyht-ad.com