# TECHNICAL GUIDELINES

## Table of contents

1. Opening Hours
   1.1. During installation and dismantling
   1.2. During events

2. Traffic on the Trade Fair Grounds, Escape Ways, Safety Installations
   2.1. Traffic regulations
   2.2. Escape Ways
     2.2.1. Fire department zone, hydrants
     2.2.2. Emergency exits, escape hatches, hall aisles

2.3. Safety installations
2.4. Stand Numbering
2.5. Guarding

3. Technical Data
   3.1. Hall data
   3.2. Outdoor area data
   3.3. Ground loading capacity

4. Stand Construction Regulations
   4.1. Stand safety
   4.2. Approval of Stand Construction
     4.2.1. Checking and Approving Constructions Requiring Official Approval
     4.2.2. Vehicles and Containers
     4.2.3. Removal of non-approved stand constructions
     4.2.4. Scope of liability
   4.3. Height of Construction
   4.4. Fire Protection
     4.4.1. Fire protection and safety regulations
     4.4.2. Stand location
     4.4.3. Vehicles
     4.4.4. Hazardous Materials
     4.4.5. Smoking
     4.4.6. Use of air balloons
     4.4.7. Recyclable material and waste product containers
     4.4.8. Abrasive cutting and all work with open flames
     4.4.9. emptied
     4.4.10. Glass and acrylic glass
   4.5. Exits, escape routes, doors
     4.5.1. Exits, escape routes
     4.5.2. Doors
   4.6. Platforms, ladders, ascents, footbridges
   4.7. Stand Design
     4.7.1. Appearance and boundary
     4.7.2. Checking the rented area
     4.7.3. Protection of the public facilities in the hall
     4.7.4. Hall floors
     4.7.5. Objects hung from the hall ceiling
     4.7.6. Separating Walls
     4.7.7. Presentations, Demonstrations of Exhibits and Onsite Activities
   4.8. Outdoor Exhibition Grounds
     4.8.1. Checking the rented area
     4.8.2. Stand Setup
     4.8.2.1. Stand Setup
     4.8.2.2. Anchoring and Work in the Fair
     4.8.2.3. Cranes and Exhibits
     4.8.3. Dismantling
     4.8.4. Public aisles between the blocks of stand areas
     4.8.5. Other regulations

4.9. Two-Storey Constructions
   4.9.1. Construction request
   4.9.2. Conditions concerning stand area safety distances, height of stand interior rooms
   4.9.3. Live loads/assumed loads
   4.9.4. Escape ways/stairs
   4.9.5. Construction materials
   4.9.6. Upper storey

4.10. Dismantling Stands

5. Technical Safety Regulations, Technical Regulations, Supply of Technical Features
   5.1. General regulations
     5.1.1. Damage compensations
     5.1.2. Safety operations
   5.2. Use of tools
   5.3. Electrical installations
     5.3.1. Connections
     5.3.2. Stand installation
   5.4. Water and sewage installations
     5.4.1. Connections
     5.4.2. Stand installation
   5.5. Compressed air installations
     5.5.1. Connections
     5.5.2. Stand installation
   5.6. Exhaust gas / Exhaust systems
     5.6.1. Exhaust gases and fumes
     5.6.2. Exhaust systems
   5.7. Hazardous materials and facilities
   5.8. High-frequency equipment, radio installations, electromagnetic fields
   5.9. Cranes, forklifts, exhibition materials, packaging materials, trade samples
   5.10. Annoyances from exhibition materials
   5.11. Information and communication services

6. Waste Management
   6.1. Storage and waste disposal
   6.2. Waste requiring special monitoring
   6.3. Waste brought to the site

7. Water, sewage, soil conservation
   7.1. Oil and grease traps
   7.2. Cleaning/ detergents
   7.3. Damage to the environment
   7.4. Sewage disposal

8. Painting work

9. Sand, soil and similar materials
1. Opening Hours

1.1. During installation and dismantling
Work is permitted in the halls and open-area exhibition grounds during general installation and dismantling from 9:00 a.m. till 6:00 p.m., insofar as other hours stipulate a Special Restrictions.

1.2. During events
During an event, the halls are opened an hour before the trade fair starts in the morning and closed an hour after closing of an event. MM-SH reserves the right to apply special regulations. Exhibitors, who need to work at their stand in substantiated individual cases beyond these hours, need to apply for an extension via the technical staff.

2. Traffic on the Trade Fair Grounds, Escape Ways, Safety Installations

2.1. Traffic regulations
Driving vehicles of any type on the trade fair grounds is at your own risk and is only allowed with corresponding permission, valid entry authorization or a valid parking permit. Driving on the trade fair grounds or parking vehicles in the trade fair grounds is prohibited, principally during an event. MM-SH reserves the right to make the granting of parking permits or permission for driving in. MM-SH is authorized to make the granting of parking permits or permission to drive in at a vehicle's expense and payment in advance. The granting of parking permits or entry permits should be placed clearly visible behind the windshield of the corresponding vehicle. The regulations, which are connected with permits for parking or driving in, must be observed strictly.

Permits for parking or driving in must be returned upon request by the staff during or after the closing of an event. MM-SH reserves the right to apply special regulations. Exhibitors, who need to work at their stand in substantiated individual cases beyond these hours, need to apply for an extension via the technical staff.

2.2. Escape Ways
During an event, the halls are opened an hour before the trade fair starts in the morning and closed an hour after closing of an event. MM-SH reserves the right to make the granting of parking permits or permission for driving in. MM-SH is authorized to make the granting of parking permits or permission to drive in at a vehicle's expense and payment in advance. The granting of parking permits or entry permits should be placed clearly visible behind the windshield of the corresponding vehicle. The regulations, which are connected with permits for parking or driving in, must be observed strictly.

Permits for parking or driving in must be returned upon request by the staff during or after the closing of an event. MM-SH reserves the right to apply special regulations. Exhibitors, who need to work at their stand in substantiated individual cases beyond these hours, need to apply for an extension via the technical staff.

2.3. Safety Installations
Sprinkler systems, fire alarm, fire extinguisher installations, smoke detectors, closing devices of the hall gates and other safety installations, their indication signs as well as the green emergency exit signs must be accessible and visible at all times; they shall not be blocked or obstructed.

2.4. Stand Numbering
The organizer will mark all stands with stand numbers, which may not be removed without prior consent of the organizer.

2.5. Guarding
MM-SH or the security company contracted by it and approved for the trade fair grounds shall provide guards at the entrances and in the halls. MM-SH does not guarantee complete guarding and surveillance of the trade fair grounds. MM-SH is authorized to take required measures for guarding and surveillance. Guarding stands, exhibition goods and other objects at a stand is not the responsibility of MM-SH. If required, exhibitors must arrange for guarding of their stands themselves. Stand guards may only be contracted from the security companies authorized by MM-SH for the trade fair grounds.

Exhibitors are expressly warned that there are increased risks for exhibition goods and other objects brought in by exhibitors during setup and dismantling times. Valuable and easy-to-move objects should be guarded continually or kept under lock and key at night. No obligation or liability should be borne by MM-SH if there is any loss of exhibition goods or other objects at a stand or in other areas, whether guarded or not by MM-SH.

3. Technical Data

3.1. Hall data
Floor area per hall (gross): W1-W5, E1-E7: 11,500sqm
N1-N5: 12,340sqm
Admissible floor load: 3,300kg/sqm (33 kN/sqm), for a single space of up to 50sqm
Power supply: 5 wire, 3 phase 220V, 50HZ

3.2. Outdoor area data
Outdoor area has 3 types of floor conditions: 1 Heavy load area with loading capacity of 15tons/sqm; 2 Normal load area with loading capacity of 20tons/sqm; and, 3 Light load area with loading capacity of 20tons/sqm. Due to this condition, the booth construction scheme provided by the exhibitor will be checked against the loading capacity of the booth. In special cases, relevant info, such as floor material and other, will be required from the exhibitors as well. The exhibitor has to observe the limits of weight and size.

Power supply: 5 wire, 3 phase 380V, 220V, 50HZ

3.3. Floor loading capacity
Exhibitors are obligated to check the floor loading capacity and it's also the exhibitor's duty to inform the loading capacity to all the relevant personnel, such as its construction contractors, freight forwarder and etc.

The floor capacity shall be checked during the exhibition installation and equipment operation. All the damages to the floor or other facilities due to the negligence of the loading capacity should be borne by the exhibitor itself.

It is strictly forbidden to pile up heavy construction materials or to build up booth structures on top of the two main electricity wire-tunnels in the hall, drainage cover and facility well at the outdoor area.

If exhibitors want to showcase heavy weight exhibits, it is mandatory to discuss details, such as move-in plan, display locations, and etc., with MM-SH and the official freight forwarder for the show.

Any exhibitors that exceed the loading capacity of the floor need to have special treatment, such as laying thick steel plate and etc., to prevent the potential damage of exhibition meals.

The exhibitors with heavy weight exhibits have to strictly follow the over-size / overweight exhibit schedule assigned by MM-SH and its official freight forwarder for the show.

4. Stand Construction Regulations

The promotional materials in the booth should correspond to brand image of the company, or the co-exhibitors, who handed in the application at the first place. If not, MM-SH has the right to ask the exhibitor to change the promotional material and reserves the right to charge the exhibitor a penalty for violating this regulation.

During move-in/show/move out period, blocking the public aisle using blocking materials, promotional materials, exhibits and causing human traffic are strictly forbidden. MM-SH has the right to charge a penalty from the general management deposit of the exhibitor at fault if improvement is made after receiving oral/written warnings from MM-SH.

4.1. Stand safety
Exhibition stands including furnishing and exhibits as well as advertising material should set up sufficiently stable, so that public safety and order are not endangered, especially with respect to life and health.

Exhibitors are responsible for the static security of the stands and must provide proof of such if necessary.
4.2. Approval of Stand Construction

Approval is only given if the stand plans are observed in designing and constructing a stand. Drawings need to be submitted for approval for one-storey stand constructions in the halls. On request, MM-SH's Operations Department and the appointed service partners will check stand construction plans submitted (in two copies) for exhibitors. No specific approval will be issued.

All stand constructions (see item 4.4.9), mobile stands, stands with bridges, stairs, cantilevered roofs, galleries, etc. and constructions on the outdoor exhibition grounds (see item 4.8) require approval.

**A new approval is issued by SNIEC. From 1st September, 2011 onwards besides double-decker and outdoor stands, the indoor booths exceeding 4.5m (including 4.5m in height) shall get the approval from the local authority as well.**

4.2.1. Checking and Approving Constructions Requiring Official Approval

Each organizer, exhibitor, renter, service partner or other service provider is obligated to check whether the provisional built-in parts or constructions require approval, regardless of whether in the halls or the outdoor exhibition grounds. Dimensioned stand plans for one-storey stand constructions must be submitted in two copies (ground plan and view drawing and electricity layout at least 1:500). This is the latest by the deadline cited in the Exhibitor Manual or MM-SH. No specific approval will be issued to the indoor booth below 4.5m. The indoor booth of height 4.5m and upwards shall get the further approval from the local authority.

Two-storey stand constructions must be applied for at the latest by the deadline cited in the Exhibitor Manual using the form "Building approval for outdoor stand and two-storey stand design". The form must be submitted in bilingual (Chinese and English) with the documents, also in bilingual (Chinese and English), required in the form, in the required number of copies to MM-SH. Insofar as approval is granted, stand construction shall only be authorized after the approval letter has been presented to the exhibitor/stand constructor and the documents with the static have been sent back to the exhibitor/stand constructor.

The costs of the above building approval procedures shall be charged from the exhibitor who has the booths 4.5m and upwards in height, has two storeys or the booth is in the outdoor area. (see Section II.A of Exhibitor’s Manual).

4.2.2. Vehicles and Containers

Vehicles and containers as exhibition objects in the halls require approval.

4.2.3. Removal of non-approved stand constructions

Stand constructions, which have not been approved, or do not comply with the Technical Guidelines or laws, must be changed or removed according to the case. If this is not done within a set time limit, MM-SH is authorized to make the changes at the expense of the exhibitor or as follows required-to remove such stand constructions.

4.2.4. Scope of liability

Insofar as an exhibitor or a stand contractor hired by him does not comply with the stand construction provisions stated above, he is liable for all damages resulting from violation of the stand construction provisions. Insofar as an exhibitor or a stand contractor hired by him does not comply with the stand construction provisions stated above, the exhibitor or the stand contractor is liable for all damages resulting from violation of the stand construction provisions. Insofar as an exhibitor or a stand contractor hired by him does not comply with the stand construction provisions stated above, the exhibitor or the stand contractor is liable for all damages resulting from violation of the stand construction provisions.

The organizer is exempt from the liability of any dispute between exhibitors and their own suppliers. The organizer is exempt from the liability of any dispute between exhibitors and the organizer’s appointed service partners.

4.3. Height of construction

The maximum booth construction and advertising height for one-storey booth is 6.00 m. The maximum booth construction and advertising height for two-storey booth is 8.50 m. Shell stand schemes are forbidden to change its original height limit. The structure height is set specific to events and can be seen either in the special technical guidelines or an inquiry can be sent to MM-SH's Operations Department responsible for this.

Exhibits are not subject to this limitation on principle, but MM-SH should be informed of them in advance.

4.4. Fire Protection

Exhibitors and booth construction contractors shall obey the fire protection regulation in the exhibition venue and the outdoor exhibition grounds. Other than the safe operation protocols, fire protection facilities shall not be damaged during the whole show period and the fire protection exits can not be occupied by booth construction materials.

4.4.1. Fire protection and safety regulations

4.4.1.1. Materials used for stand construction and decoration or other building structures must accord with the national and local fire protection regulations that all of them must be non-combustible with a burning diffusion rate not lower than Class B1. The materials that drip when burning or longer than Class B1. Easily flammable materials, materials that drip when burning or materials that all of them must be non-combustible with a burning diffusion rate not lower than Class B1. Flammable materials shall be used at the stands. Any recyclable materials or waste products made of flammable materials shall be used at the stands. Any recyclable materials or waste products at the stands are to be disposed by the exhibitor. Easily flammable materials such as wood chips, wood residue, sawdust and the like are to be placed in closed containers and removed daily or - if substantial quantities of such collected - several times daily.

4.4.2. Abrasive cutting and all work with open flames

Chainsawing, electric planning, electric welding and cutting work shall be carried out at the outdoor area during build-up period. All workers for specific-type work, such as electric welding and other tasks that might be in line with fire hazard and etc. must possess Specific-type Operator Certificate and strictly accord with fire prevention operation rules. Only after receiving written approval from SNIEC, any welding, cutting, defrosting and milling work can be operated onsite. Meanwhile, notices should be made to the surrounding personnel and working stuff within the stands before any of above mentioned tasks are operated.

At the place where the electric welding is carried out, the flammable materials must be cleaned up and the surrounding area. A safety manager shall be assigned onsite for supervision. Precautions must be taken against possible flying sparks in the area. Grooves and holes shall be sealed with suitable, non-flammable materials.

4.4.3. Smoking

Smoking is forbidden in the halls.

4.4.6. Use of air balloons

The use of airships and balloons is not permitted and in the halls on the outdoor exhibition grounds.

4.4.7. Recyclable material and waste product containers

No recyclable material, containers or waste product containers made of flammable materials shall be used at the stands. Any recyclable materials or waste products at the stands are to be disposed by the exhibitor. Easily flammable materials such as wood chips, wood residue, sawdust and the like are to be placed in closed containers and removed daily or - if substantial quantities of such collected - several times daily.
4.4.10 Glass and acrylic glass
Only safety glass may be used for structures made of glass. Installations of glass that need to be cleaned or changed must be designed in such a way that the cleaning can be done without danger. Glass edges must be rounded and the glasses must be fixed in such a way that any potential danger to workers and employees is excluded. All-glass construction components must be marked at eye height.

4.5. Exits, escape routes, doors
4.5.1. Exits, escape routes
Stands shall be equipped with at least one exit and one escape route. The distance between the exits and the escape route shall not exceed 20 m. Stand construction shall not obstruct the normal operation of the fire protection systems, air conditioning, mechanical ventilation vents. MM-SH has service tunnels, ventilation systems, etc. and to inform the stand constructor if grooves on hall walls, ceilings and floors may not be damaged under any circumstances.

4.5.2. Doors
The use of swing doors, revolving doors, coded doors or sliding doors is not permitted in escape routes.

4.6. Platforms, ladders, ascents, footbridges
In general, stands shall be designed to meet the requirements directly to areas, which are more than 0.20 m lower, and must be provided with railings. These shall be at least 1.00 m high. The floor-carrying load must be designed for at least 2.0 kN/sqm. An upper chord, middle chord and lower chord must at least be provided.

4.7. Stand Design
4.7.1. Appearance and boundary
The furnishing and design of a stand and the associated required setup is the responsibility of the exhibitor. However, exhibitors must take into consideration the character and image of each trade fair. MM-SH is authorized to prescribe changes in stand design in this context. It also reserves the right to prescribe the framework setup for individual trade fairs in the special participation conditions.

4.7.2. Protection of the public facilities in the hall
Walls, which border visitor aisles, should be brightened up via the building in display cases, niches, displays, etc. The name and name of an exhibitor must be clearly visible on a stand. The stand sides bordering neighboring stand should be kept neutral, white and clean. A back wall or partition must be installed that is not lower than 2.5m for each raw space stand structure, except island stand and national pavilion structure, to separate from neighboring booth. The side of back wall facing neighboring booth must be kept white, neutral and clean. In addition, plate or construction paper must be underlaid under the back wall to protect the floor surface. The exhibitor should not use the back wall or partition of neighboring booth for his own use or for displaying his company name, logo, etc. MM-SH has the right to deduct a penalty charge from the general management deposit of the exhibitor at fault if no improvement is made after receiving oral/written warnings from MM-SH in case the above mentioned violation happens. No part of any structure or logo or exhibit may extend beyond the boundaries of the contracted area. This includes exhibitor's name, logo, light fitting or posters. All stands in the exhibition, irrespective of height, must have at least half of any floors occupied by the stand facet.

4.7.3. Appearance and boundary
Exhibitors are not permitted to display, hang, or distribute any exhibit, material, letters at stand borders are not permitted. The hanging of advertising material or other decorations planned and executed in the exhibition hall.

4.7.4. Hall floors
Within your own stand area. MM-SH reserves the right to determine whether it's necessary to fix or make heating or open fire apparatus, candles, lanterns, torches, welding etc. Otherwise, nothing shall be stuck on the hall floors nor shall they be painted. All materials used must be removed without leaving any residue. Substances such as glue, grease, paint and similar things must be removed from the floor immediately.

4.7.5. Objects hung from the hall ceiling
The objects to be suspended (lighting fixtures, spotlights, etc.) at the ordered ceiling surfaces that may only be attached by hall owner's appointed staff under observance of the regulations applicable at the event site and in accordance with the current state of technology. During the operation, jacks can not carry overload.

4.7.6. Separating Walls
Separating walls can be ordered using the Exhibitors' Manual. Exhibitors shall neither change nor work separating walls and supports. Exhibitors are liable in the case of a violation of these provisions for all consequences to persons and property.

4.7.7. Presentations, Demonstrations of Exhibits and Onsite Activities
The distribution regulations indicate in the form closely.

4.7.8. Restrictions on Oil, Gas and Acetylene

4.4. The exhibitors require onsite demonstration / presentation of their products and services:

4.7.1. Checking the rented area
MM-SH measures the rented area on the hall floor and marks it at the corners. Every exhibitor is obligated to obtain information about stand allocation about the location and dimensions of any installations, especially fire alarms, layout of service tunnels, ventilation systems, etc. and to inform the stand constructor if applicable. It is imperative that stands remain within the borders of the rented area.

4.7.3. Appearance and boundary
MM-SH measures the rented area on the hall floor and marks it at the corners. Every exhibitor is obligated to obtain information about stand allocation about the location and dimensions of any installations, especially fire alarms, layout of service tunnels, ventilation systems, etc. and to inform the stand constructor if applicable. It is imperative that stands remain within the borders of the rented area.

4.7.4. Hall floors
Carpets and other flooring are to be laid accident-proof and may not extend beyond the rented area. Inferior carpets containing CaCO3 are forbidden.

4.8. Outdoor Exhibition Grounds
4.8.1. Checking the rented area
Only tape, which can be removed without leaving any residue, such as double-faced cloth adhesive tape, may be used for attaching. Double-faced cloth tape may be used only for the purpose of fixing. Otherwise, nothing shall be stuck on the hall floors nor shall they be painted. All materials used must be removed without leaving any residue. Substances such as glue, grease, paint and similar things must be removed from the floor immediately.

4.7.5. Objects hung from the hall ceiling
The objects to be suspended (lighting fixtures, spotlights, etc.) at the ordered ceiling surfaces that may only be attached by hall owner's appointed staff under observance of the regulations applicable at the event site and in accordance with the current state of technology. During the operation, jacks can not carry overload.

4.7.6. Separating Walls
Separating walls can be ordered using the Exhibitors' Manual. Exhibitors shall neither change nor work separating walls and supports. Exhibitors are liable in the case of a violation of these provisions for all consequences to persons and property.

4.7.7. Presentations, Demonstrations of Exhibits and Onsite Activities
The distribution regulations indicate in the form closely.

4.7.8. Restrictions on Oil, Gas and Acetylene

4.4. The exhibitors require onsite demonstration / presentation of their products and services:

4.7.1. Checking the rented area
MM-SH measures the rented area on the hall floor and marks it at the corners. Every exhibitor is obligated to obtain information about stand allocation about the location and dimensions of any installations, especially fire alarms, layout of service tunnels, ventilation systems, etc. and to inform the stand constructor if applicable. It is imperative that stands remain within the borders of the rented area.
4.8.2.1. Stand Setup

All structures, which should be set up on the open-area exhibition grounds, require the prior consent of MM-SH and SNIEC. The required application forms as well as booth schematics, elevations, cross-sections, electricity layout, and static calculations or test reports must be submitted to MM-SH's Operations Department and the appointed service partner in due time, but at least three weeks before setup begins.

Attention must be paid to all existing supply pipes, foundations, distribution boxes, etc. during all dismantling work. If the required dismantling work has not been completed by the set dismantling deadline, MM-SH is authorized to do this or contract a third party to do this at the expense of the exhibitor.

4.8.2.2. Anchoring and work in the fair

4.8.2.2.1. Stand Setup

All structures, which should be set up on the open-area exhibition grounds, require the prior consent of MM-SH and SNIEC. The required application forms as well as booth schematics, elevations, cross-sections, electricity layout, and static calculations or test reports must be submitted to MM-SH's Operations Department and the appointed service partner in due time, but at least three weeks before setup begins.

Attention must be paid to all existing supply pipes, foundations, distribution boxes, etc. during all dismantling work. If the required dismantling work has not been completed by the set dismantling deadline, MM-SH is authorized to do this or contract a third party to do this at the expense of the exhibitor.
4.9.6. Upper storey
All common rooms of the stand must have visual contact to the hall.
In the upper storey, all fire safety systems and aids must be installed at an altitude of at least 0.6m must be installed on the floor in the area of railings in the upper storey, if required. Railings should be installed in line with items 4.6 and 4.9.3. A closed covering is not allowed for the upper storey.

4.10. Dismantling Stands
Exhibitors must remove all stand construction material, all exhibition pieces and objects and all exhibition material without exception and restore the original state of the booth and its nearby pathway by the end of the dismantling time announced for each event (see the Special Terms of Participation). MM-SH is authorized to transport away and store exhibition goods, which is still at the stands after the end of the dismantling time at the expense and own risk of the exhibitor.

5. General regulations
Setup and dismantling work may only be carried out within the framework of the respectively valid labor and commercial laws.

5.1. Damage compensations
Exhibitors need to protect the exhibition hall, ground, wall and related facilities. In case of damages occurred, exhibitors need to compensate the damage according to the purchase price.

5.1.1. Damage compensation
Any damage caused by an exhibitor or a party contracted by an exhibitor on the trade fair grounds, buildings or facilities will be repaired by MM-SH at the expense of the exhibitor after the end of the event. MM-SH has the right to deduct expense mentioned above from the general management and liaison fee.

5.1.2. Safety operations
During set-up and dismantling period in the exhibition area (halls and outdoor) wearing a safety helmet is compulsory. It is necessary to wear safety helmets and safety belts and to carry out other safety measures against injuries that might be caused by falling objects in overhead work (height all of 2m). Herring bone ladder up to 2m is prohibited. Moveable scaffolding without guardrail on the top or with guardrail lower than 1.2m is prohibited. The four wheel break of climbing ladder must be justly braked in place when high-altitude is needed.

5.2. Use of tools
The use of flame-powered tools is prohibited.

5.3. Electrical Installations
5.3.1. Connections
Only MM-SH or its suppliers may carry out electrical installations from the area to the stands. The electrical installations, which are only to be carried out by MM-SH or the exhibitor are strictly prohibited. When passing tools or objects, throwing is forbidden. Overhead work after drinking alcohol is strictly forbidden. It is prohibited to use hanging basket.

5.3.2. Safety operations
During set-up and dismantling period in the exhibition area (halls and outdoor) wearing a safety helmet is compulsory. It is necessary to wear safety helmets and safety belts and to carry out other safety measures against injuries that might be caused by falling objects in overhead work (height all of 2m). Herring bone ladder up to 2m is prohibited. Moveable scaffolding without guardrail on the top or with guardrail lower than 1.2m is prohibited. The four wheel break of climbing ladder must be justly braked in place when high-altitude is needed.

5.3.3. Assembly and operating regulations
Facility cables needs to be protected by the cable bridge during the whole show period. Exhibitors will cover the cost of the facilities they ordered and the necessary damage prevention treatment for those facilities. Costs will be calculated based on the actual consumption.

5.3.4. Safety measures
All heat-generating and heat build-up electric equipment (hotplates, spotlights, transformers, etc.) must be installed on non-combustible, heat-resistant, asbestos-free supports and monitored adequately during operation.

5.4. Water and sewage installations
5.4.1. Connections
Only MM-SH or its suppliers may carry out water and sewage installations from the areas to the stands.

5.4.2. Safety operations
In the case of stands which require an extended use of water and sewage, orders should be sent with connection plans (form 1.2, 1.3, N PE) and single-phase water connection (for the general escape ways). The installation personnel must hold valid electrician operating certificates (form 1.2, 1.3, N PE) and single-phase water connection (for the general escape ways). The installation personnel must hold valid electrician operating certificates (form 1.2, 1.3, N PE) and single-phase water connection (for the general escape ways).

5.5. Assembly and operating regulations
The complete electric installation must be carried out according to the latest applicable safety regulations valid at the event site. Conductive construction components are to be included in the measures for protection against indirect contact (stand earthing).

5.6. Fire protection
The installation personnel must hold valid electrician operating certificates (form 1.2, 1.3, N PE) and single-phase water connection (for the general escape ways). The installation personnel must hold valid electrician operating certificates (form 1.2, 1.3, N PE) and single-phase water connection (for the general escape ways).

5.7. Assembly and operating regulations
The complete electric installation must be carried out according to the latest applicable safety regulations valid at the event site. Conductive construction components are to be included in the measures for protection against indirect contact (stand earthing).

5.8. Fire protection
The installation personnel must hold valid electrician operating certificates (form 1.2, 1.3, N PE) and single-phase water connection (for the general escape ways). The installation personnel must hold valid electrician operating certificates (form 1.2, 1.3, N PE) and single-phase water connection (for the general escape ways).
in the Exhibitors’ Manual), which make the desired placement of these connections clear.

Exhibitors must ensure that the water and sewage installations are designed in such a way that all water consumers at a stand can be operated simultaneously. If MM-SH determines that the water and sewage installation ordered by the exhibitor does not permit simultaneous operation of all water consumers at a stand, MM-SH is authorized to upgrade the water and sewage installations at the expense of the exhibitor or even without an order from the exhibitor. Water and sewage installations are laid in the area channels in the halls insofar as possible, but possibly above ground if the location of the connection point requires this. Connection points and sewage connections to the neighboring stands at the same or lower costs without running pipes and connections through the stand of the exhibitor.

If the exhibitor wants to lay pipes that cross traffic paths or other stands, prior consent of MM-SH is required. The pipes must be laid road-worthy. The exhibitor pays the costs.

If water consumption cannot be charged at a flat rate, it is charged at the prices stated in the Exhibitors’ Manual and via the determined consumption per cubic meter using the built-in meter. Chemoically polluted sewage may not be fed into the canal system.

The exhibitor is not allowed to disconnect connections of water supply at a stand, for example where there is little need for water, unless MM-SH has sent an order to the neighboring stand at the same or lower costs without running pipes and connections through the stand of the exhibitor.

MM-SH is authorized to run water and sewage pipes and connections, which serve neighboring stands, through the stand of an exhibitor, unless MM-SH can make an exception due to dangerous compression connections to the neighboring stand at the same or lower costs without running pipes and connections through the stand of the exhibitor. Only MM-SH or its suppliers may carry out compressed air installations. Such persons who have not been authorized to supply compressed air by the exhibitor are not allowed to supply compressed air to a stand, for example where there is little need for compressed air, or to carry out the installation work. If MM-SH does not receive this information in due time before the beginning of the event, at the latest 4 weeks before work begins, which special companies or skilled workers will work on the installation and the exhibitor does not permit simultaneous operation of all water consumers at a stand, MM-SH will connect the consumers at the expense of the exhibitor at the prices valid at the time event.

Connections, machines and equipment, which do not comply with the regulations or which have higher consumption than registered, are not permitted. They can be removed from the stand by MM-SH at the expense and own risk of the exhibitor and be stored for safekeeping.

5.5. Compressed air installations

5.5.1. Connections

Compressed air can be supplied to exhibition stands in the halls and on the open-air exhibition grounds. Supply in the halls is generally via a connection to a compressor station. MM-SH reserves the right to install a compressor for compressed air supply at a stand, for example where there is little need for compressed air, or to make an exception due to dangerous compression connections to the neighboring stand at the same or lower costs without running pipes and connections through the stand of the exhibitor. The exhibitor is not allowed to obtain compressed air for his stand from such persons who have not been authorized to supply compressed air by MM-SH.

Exhibitors are expressly forbidden to obtain compressed air from neighboring stands. Only MM-SH or its suppliers may carry out compressed air installations from the trade fair compressed air network to the stands. The maximum compressed air connection with compressed air lines are part of compressed air installations. In order to make an exception due to dangerous compression connections to the neighboring stand at the same or lower costs without running pipes and connections through the stand of the exhibitor.

Individual regulations have to be made. Exhibitors must ensure that the compressed air installation is designed in such a way that all compressed air consumers at a stand can be operated simultaneously. If MM-SH determines that the compressed air installation ordered by the exhibitor does not permit simultaneous operation of all compressed air consumers at a stand, MM-SH is authorized to upgrade the compressed air installation at the expense of the exhibitor even without an order from the exhibitor. Lines are laid in the area channels insofar as possible, but possibly above ground if the location of the connection point requires this. Connection points and compressed air connections to the neighboring stands at the same or lower costs without running pipes and connections through the stand of the exhibitor. MM-SH is authorized to run compressed air lines and connections, which serve neighboring stands, through the stand of an exhibitor, unless MM-SH can make an exception due to dangerous compression connections to the neighboring stand at the same or lower costs without running pipes and connections through the stand of the exhibitor.

If the exhibitor wants to lay pipes that cross traffic paths or other stands, prior consent of MM-SH is required. The pipes must be laid road-worthy. The exhibitor pays the costs.

A layout drawing should be sent with an order, which make the desired placement of the connections clear. The compressed air supply will be switched off in accordance with the terms or rules for the closing of the trade fair on the last trade fair day for safety reasons.

5.6. Exhaust Gas and Exhaust Systems

5.6.1. Exhaust gases and fumes

Combustible, unhealthy fumes and gases that those that annoy event participants may not be introduced into the halls. They must be drawn off via the outside using appropriate pipes.

5.6.2. Exhaust systems

Combustible, unhealthy fumes and gases or those that annoy event participants must be drawn off via exhaust pipes.

5.7. Hazardous materials and facilities

This includes, e.g., compressed gases, liquid gas, combustible liquids, radioactive materials, X-ray systems and stray radiation devices (laser systems, etc.) requires the prior written consent of MM-SH. An application for this must be submitted to MM-SH at least six weeks before the beginning of the event.

5.8. High-frequency equipment, radio installations, electromagnetic fields

Operation of high-frequency equipment, radio installations and electromagnetic fields requires approval and must be agreed upon with MM-SH. Furthermore, operation of radio installations and electromagnetic fields requires approval and must be agreed upon with MM-SH.

5.9. Cranes, forklifts, exhibition materials, packaging materials, trade fair forwarding

The forwarding agents contracted by MM-SH, hereafter referred to as “trade fair forwarding”, have sole forwarding rights on the trade fair grounds, e.g., taking exhibition materials and transport from a stand including the transport of goods to an exhibition materials, stand construction materials, information material and the like) or other shipments, which are not intended for MM-SH but instead for the exhibitor or a third party. MM-SH is authorized, but not obligated, to accept and store these shipments at the expense and own risk of the exhibitor. The exhibitor may only be installed by MM-SH or a company contracted by it. A layout drawing should be sent with an order, which make the desired placement of the outlets clear.

Exhibitors are not allowed to designate MM-SH as recipient of goods shipments (exhibition materials, stand construction materials, information material and the like) or other shipments, which are not intended for MM-SH but instead for the exhibitor or a third party. MM-SH is authorized, but not obligated, to accept and store these shipments at the expense and own risk of the exhibitor. The exhibitor may only be installed by MM-SH or a company contracted by it. A layout drawing should be sent with an order, which make the desired placement of the outlets clear.

Orders should be sent with connection plans (form in the Exhibitors’ Manual), which make the desired placement of these connections clear.

6. Waste Management

Exhibitors are responsible for appropriate and environmentally comparable disposal of waste, which occurs during setup, service period and dismantling of their stands. In case exhibitors do not comply with this regulation, MM-SH has the right to deduct waste services fees of waste management from the general management deposit directly.

6.1. Storage and waste disposal

There is no storage area onsite officially. Exhibitors need to remove all packing materials, especially paper box, wooden box and cargos, from the exhibition site.
or contact the official freight forwarder appointed by MM-SH to arrange the storage of such materials. All costs related to this service should be borne by the exhibitors. MM-SH reserves the right to remove and process the materials and objects onsite. All fees occurred during this process will be borne by the exhibitors.

Starting from the build-up period, exhibitors and their stand construction contractors have to clear up the waste material in the booth and on the surrounding pathway in order to avoid blockage. If such occurrence happens with no immediate cooperation from the relevant exhibitor, MM-SH has the right to deduct a penalty charge from the general management deposit. Before the opening ceremony, MM-SH will deal with all the materials left at the area, and etc) and service fees occur with this procedure will be borne by the relevant exhibitors. Exhibitors or their contractors have to remove all the construction materials and waste, such as scraps of construction materials, wooden boxes, pallet, paper boxes, wrapping materials, promotional materials and etc., before the end of the dismantling time. After the end of the dismantling time, any of remaining material will be removed by MM-SH. No prior notification of the removal will be issued to the exhibitor. Cost occurs for this removal will be borne by the exhibitor along with a penalty charge to leaving wastes onsite. During build-up and dismantling period, the paint buckets must be recycled after use. The scrap, liquid waste or other abandoned items should be dumped at designated place. Oil and grease waste should be collected and disposed by a special grease waste collection container provided by the exhibitor/contractor. It is strictly forbidden to dump in ordinary waste container. In addition, the carpets, KT boards, low-pressure plastic paper (bubble plastic paper) and so on shall not be discarded after use but must be recycled by the exhibitor/contractor or disposed of by the clearing company appointed by the exhibitor/contractor. Otherwise, MM-SH has the right to deduct the general management deposit accordingly.

6. Waste requiring special monitoring
Exhibitors are obligated to report special waste and other waste, which is especially hazardous to health or the environment, explosive or combustible in its type, properties or quantity, to MM-SH and to have such disposed of properly by the supplier of MM-SH responsible for this. It is especially a question of the following waste materials:
Oil, detergents, spray cans with contents, impregnating agents, chemicals, salts, mercury (e.g., contained in switches and thermometers), emulsions, acids, alkaline solutions, varnish, glue, wax, solvents (e.g., gasoline, ethyl alcohol, trichloroethylene, paint thinner and gluzerin), bactericidal, electric switches, fluorescent tubes, PVC residues (e.g., floor and wall plates), television and audio equipment, motors/engines and refrigerators The exhibitor pays the costs for disposing of these wastes. These charges are not included in the participation price. The same applies to disposing of construction waste, bulky refuse and carpets.

6.3. Waste brought to the site
Materials and waste, which are not created in connection with the event duration, setup or dismantling, may not be brought onto the trade fair grounds.

7. Water, sewage, soil conservation
7.1. Oil and grease traps
Nothing may be introduced into the water network, which exceeds the general hazardous material quantities for households.
If sewage containing oil or fat is to be introduced into the water network, which exceeds these quantities, grease/fat traps must be used.
If mobile restaurant services are in use, fats and oils must collected separately and disposed of separately. Whoever produces, processes or exhibits oily or fatty goods at his stand or whenever uses a dishwasher at this stand, which runs for more than two minutes, must dispose of the sewage created via a grease trap.

7.2. Cleaning/ detergents
MM-SH is responsible for cleaning the grounds and aisles in the halls. Exhibitors are responsible for cleaning stands and exhibits, or they would order cleaning service through MM-SH. The cleaning must be completed daily before the trade fair or event starts. If an exhibitor does not have cleaning done by its own staff, only those companies approved by MM-SH may be contracted for this. Cleaning companies not approved by MM-SH are expelled from the exhibition areas. Cleaning must only be done using biologically degradable products on principle.

7.3. Damage to the environment
Damage to the environment (soiling (e.g., due to gas, oil, solvents or paint)) must be reported to MM-SH immediately.

7.4. Sewage disposal
The sewage should be disposed at designated place. Indoor and outdoor ditches, washing basins and water closets in the toilets in the trade fair grounds shall not be used for disposal of sewage, food or waste. Otherwise, the exhibitor should take all responsibilities and corresponding consequences. The exhibitor should properly use the ditches for utility services in the halls while setting up and dismantling the booth and ensure that sewage will be discharged into the designated areas fitted with proper plumbing instead of into the ditches.

8. Painting work
Large-scale painting is not permitted in the trade fair grounds. However, small-scale “touch-up” painting of the exhibits and stand constructions is allowed during the set-up period with all necessary safety precautions in place as follows:

a. Painting in an area properly ventilated
b. Use of nontoxic paints
c. Covering all the floor involved within the trade grounds with dry paper or plastic film
d. No painting near the vertical structures (i.e. walls) of the trade fair grounds
e. No washing of paint material within or surrounding the trade fair grounds
f. If outdoor exhibitors/contractors carry the amount of paint into the trade fair grounds for machine-up painting, the application (e.g. “Confirmation of safety production notification for large-scale facilities and equipment refinishing operation”, “Admission form for paint into outdoor area”, etc.) should be submitted in advance to the organizer and the venue for approval. One annually eligible fire extinguisher is also required for each 85qm of refinishing area. The exhibitors/contractors may bring such special items into the trade fair grounds with the consent of the organizer and shall use them within the prescribed area.

The amount of paint and thinner brought in should be strictly controlled, and the remaining must be taken away from the trade fair grounds after the day's work.

The exhibitor/contractor is responsible for any damage resulting from painting and is liable for the cost of restoring the damaged and polluted parts. During build-up and dismantling period, the paint buckets must be recycled after use. The scrap, liquid waste or other abandoned items should be dumped at designated place. Oil and grease waste should be collected and disposed by a special grease waste collection container provided by the exhibitor/contractor. It is strictly forbidden to dump in ordinary waste container. In addition, the carpets, KT boards, low-pressure plastic paper (bubble plastic paper) and so on shall not be discarded after use but must be recycled by the exhibitor/contractor or disposed of by the cleaning company appointed by the exhibitor/contractor. Otherwise, MM-SH has the right to deduct the general management deposit accordingly.

Messe Muenchen Shanghai Co., Ltd.
April 2019

Messe Muenchen Shanghai Co., Ltd.