



中国国际纺织机械展览会  
暨ITMA亚洲展览会  
ITMA ASIA + CITME 2024

# Technical Regulations

14-18 October 2024

National Exhibition and Convention Center  
Shanghai · China



## TECHNICAL REGULATIONS

### DEADLINES FOR EXHIBITORS

1.	<ul style="list-style-type: none"> <li>Issue of Application for Admission and Rental Contract for Stand Space, General Regulations and Index of Products</li> <li>Invoice for 20% deposit issued to exhibitors for payment</li> </ul>	5 September 2023
2.	Return of Application for Admission and Rental Contract for Stand Space	13 March 2024
3.	<ul style="list-style-type: none"> <li>Issue of Certificate of Admission</li> <li>Issue of Notification of Stand Space Allocation</li> <li>Issue of invoice for 80% for stand space rental and 100% open-side surcharges for payment within 14 days</li> <li>Issue of Technical Regulations</li> <li>Opening of online service order platform</li> <li>Opening of Operations Centre</li> </ul>	23 May 2024
4.	<ul style="list-style-type: none"> <li>Submission of service forms, including order for A11 services (Important note: A11 orders submitted after deadline are chargeable and stock availability is not guaranteed)</li> <li>Submission of stand plans, design and exhibits layout</li> </ul>	26 July 2024
5.	<ul style="list-style-type: none"> <li>Issue of invoice for double-storey stand space for immediate payment</li> <li>Final confirmation of exhibitor details used for digital Exhibitor Listing</li> </ul>	5 August 2024
6.	<p>Stand Build-up <u>Hall Opening Hours</u></p> <ul style="list-style-type: none"> <li>0900 to 1800 hours</li> </ul>	8 – 13 October 2024
7.	<p>ITMA ASIA + CITME 2024 Exhibition Period <u>Hall Opening Hours</u> Exhibitor access to halls</p> <ul style="list-style-type: none"> <li>14-18 October 2024: 0815 to 1800 hours</li> </ul> <p>Visitor access to halls</p> <ul style="list-style-type: none"> <li>14-17 October 2024: 0900 to 1700 hours</li> <li>18 October 2024: 0900 to 1600 hours</li> </ul>	14 – 18 October 2024
8.	<p>Stand Dismantling <u>Hall Opening Hours</u></p> <ul style="list-style-type: none"> <li>19-20 October 2024: 0900 to 1800 hours</li> <li>21 October 2024: 0900 to 1200 hours</li> </ul>	19 – 21 October 2024

**Note: Information may be subject to change at the discretion of the Organiser.**

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**IMPORTANT CONTACTS**

**Organiser**

**Beijing Textile Machinery International Exhibition Co. Ltd (BJITME)**

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Email: [itmaasiacitme2@bjitme.com](mailto:itmaasiacitme2@bjitme.com)

**Co-Organiser**

**ITMA Services Headquarters**

**ITMA Services N.V.**

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B-1030 Brussels, Belgium

**Co-Organising Office**

**ITMA Services Pte Ltd**

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**Operations Centre**

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Email: [opscenter2@bjitme.com](mailto:opscenter2@bjitme.com)

For Exhibitors in Mainland China:

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**Technical Service Provider (TSP)**

**Beijing Pico Exhibition Management Co., Ltd.**

Pico Creative Center, Shunxing Road, Shunyi District, Beijing 101300, China  
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For Exhibitors in Hong Kong, Macau, Taiwan & other countries:  
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For Exhibitors in Mainland China:

Mr. Chen Long  
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**Onsite Logistics Contractor (OLC)**

**Schenker China Ltd.**

No. 6, Lane 100, Pingjiaqiao Road, Crystal Plaza Building 7, Level 11, Shanghai 200126, China  
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For Exhibitors in Hong Kong, Macau, Taiwan & other countries:

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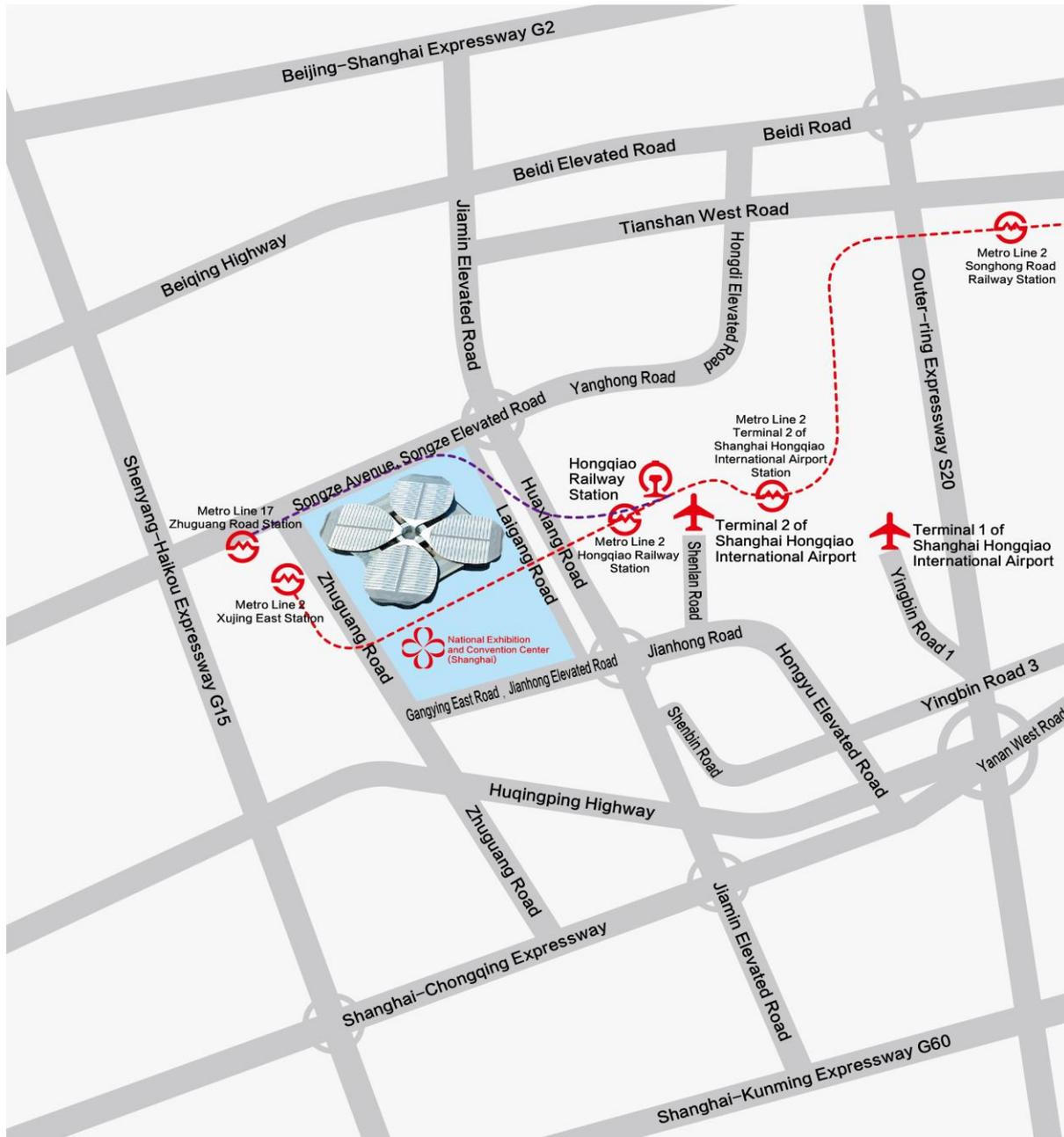
**Travel Agent**

**Beijing J.N.H Business Service Co., Ltd.**

Room 805 A1 building Kanbao Garden, No.8 Gongtidong Road, Chaoyang District, Beijing 100027, China  
Ms. Alison Lee  
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Email: [alison@jnh-bs.com](mailto:alison@jnh-bs.com)

During the stand build-up, dismantling and the exhibition periods, Hall Managers and the Service Team are available to advise exhibitors on services to be provided, routine issues and other operational issues. Exhibitors can contact the Service Team at the Service Offices located outside the halls.

**Geographical Location and Directions to NECC (Shanghai)**



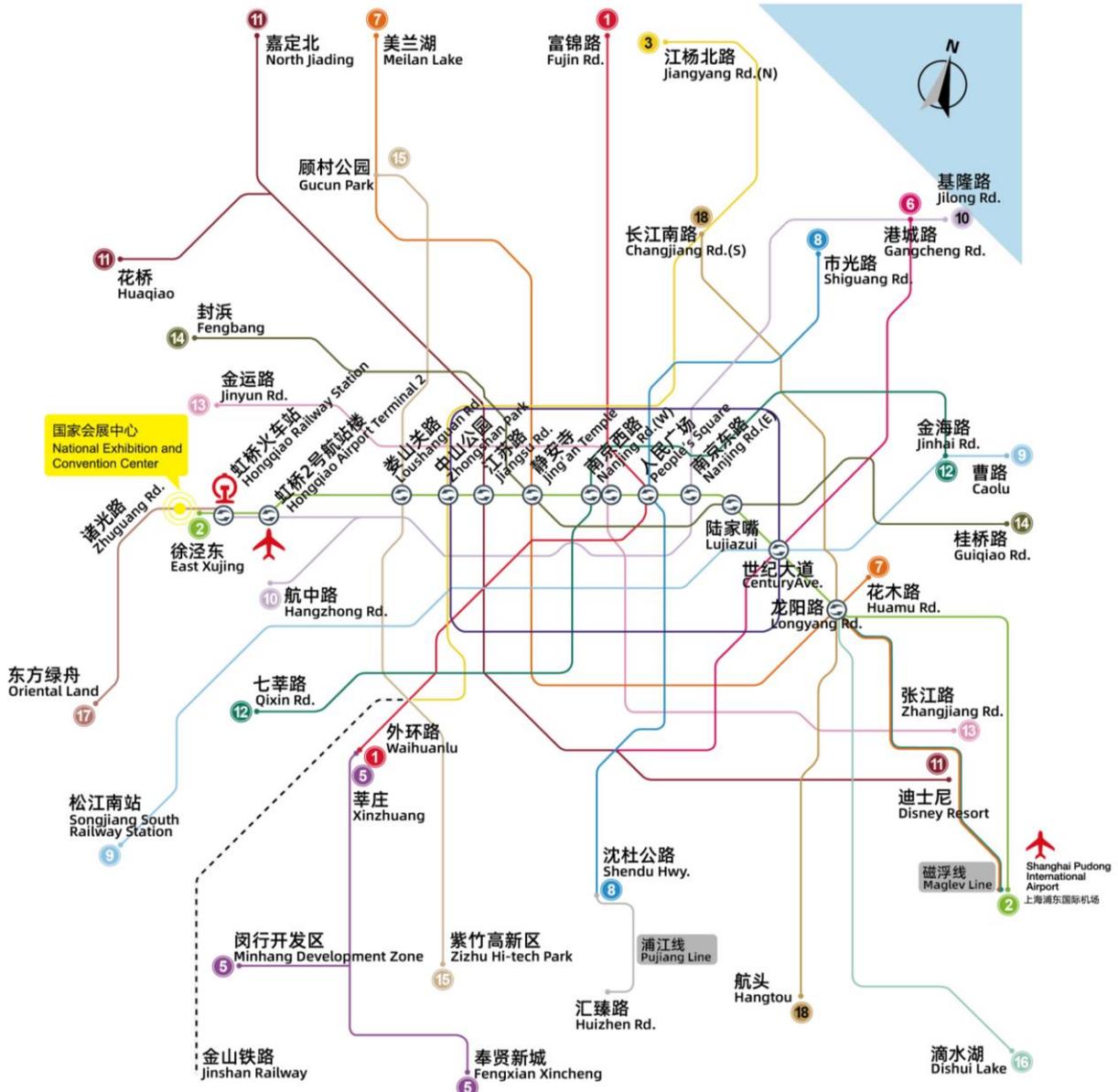
**National Exhibition Convention Centre (NECC)**

Address: South Gate: No.168 Yinggang East Road  
 East Gate: No.111 Laigang Road

North Gate: No.333 Songze Avenue  
 West Gate: No.1888 Zhuguang Road

Shanghai 201702

**上海轨道交通网络示意图**  
SHANGHAI METRO NETWORK MAP



**By Metro:**

Line 2: Xujing East Station  
Exit No. 4, 5, 6

**By Bus:**

No.865: Metro Line 10, 9, 1

No.706: Metro Line 9

No.776: Metro Line 10

**By Car (Within Shanghai):**

a. North/North-East: Mid-ring Road-S5-S20-Beidi Viaduct-Jiamin Viaduct-Songze Viaduct

b. City: North Cross Channel-Beidi Viaduct-Jiamin Viaduct-Songze Viaduct

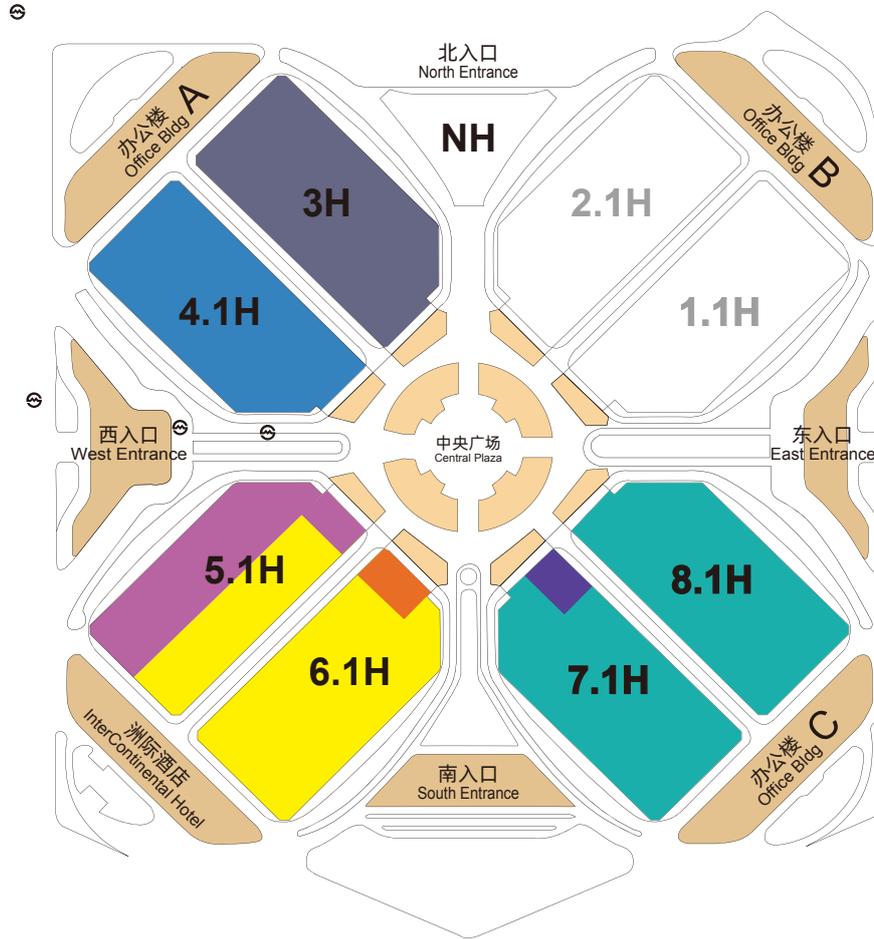
c. South/South-West: G60-Jiamin Viaduct-Yinggang East Road

d. East/South-East Areas: Avoid Yanan Viaduct as much as possible

Route A: Huqing Interchange-Yingbin Road 3-Shenbin South Road-Shenlan Road-Huaxiang Road-Yinggang East Road

Route B: Huqing Interchange-Yingbin Road 1-Youle Road-Lianhong Road-Yingle Road-Xianxia West Road-Shenhong Road-Yanghong Road-Songze Interchange-Panlong Road

Hall Layout and Sector Allocation Plan



- |                                    |  |   |
|------------------------------------|--|---|
| Weaving<br>织造                      | Finishing<br>染整                            | Spinning & Man-made Fibre Production<br>纺纱、化纤 |
| Printing & Inks<br>印花与墨水           | Garment & Textile Processing<br>服装及其他纺织品加工 | Winding, Texturing & Twisting<br>络筒、变形及捻线     |
| Braiding<br>编织                     | Embroidery<br>绣花                           | Knitting & Hosiery<br>针织                      |
| Colourants and Chemicals<br>染料与化学品 | Nonwovens<br>非织造                           | Testing<br>测试                                 |

The following sectors can be found in all halls: Logistics\*, Software, Equipment for Plant Ops, Services for Textile Industry(\*Except in Hall 4.1)  
下列工艺均分布在所有展厅: 物流\*、软件、机器和装置操作、纺织工业的服务。( \*除4.1H以外)

注: 上述如有变更, 以承办单位另行发布的通知为准。 NOTE: Subject to change without prior notice. 地铁 Metro

## TECHNICAL REGULATIONS

### Technical Specifications of the Halls

Facilities	Hall 3	Hall 4.1	Hall 5.1	Hall 6.1	Hall 7.1	Hall 8.1
Space (Gross)	26,829 sqm	26,193 sqm	26,193 sqm	26,867 sqm	26,867 sqm	26,193 sqm
Exhibit Loading Access	8 m(W) X 6.5 m(H) Truck height limit 4.5m					
Floor	Hall 3, 4.1 Solid Concrete, Indoor Loading Capacity At 5 ton/sqm Hall 5.1, 6.1, 7.1, 8.1 Solid Concrete, Indoor Loading Capacity At 3.5 ton/sqm					
Power	13,479 kW	13,479 kW	10,531 kW	10,531 kW	10,531 kW	10,531 kW
Power Supply	3-Phase, 5-Line, 380V/220V, 50Hz					
Compressed Air	Average Pressure OF 6-8 Bar (0.6-0.8 MPa), Various Outlets At 15 mm(D), 20 mm(D), 25 mm(D)					
Lighting	300 lx					
Height	32 m	12 m	12 m	12 m	12 m	12 m
Hanging Point	<b>Not Available</b>					
Water Supply	Various Outlets At 15 mm(D), 20 mm(D)					
Drainage	Each Outlet At 25 mm(D)					
Fire Protection	Automatic Fire Sprinkler, Detection & Alarm System with Riser & Hose Reel, Fire-rated Roller Shutter, Fire Extinguishers, Portable & Fixed Fire Hydrants					
Air-Conditioning	Existing					
Ventilation	Existing					
Telephone	Local Telephone Line (LDD), Domestic Telephone Line (DDD), International Telephone Line (IDD)					
Internet	Cable-based broadband 10M-30M, Fibre-Based broadband 10M-100M (providing one static IP address) No Wireless And ISDN					
Security System	24 Hour CCTV, Central Video Surveillance and Sensor Alarm System					
Broadcasting System	Available					
Emergency Lighting	Available					
Toilet	6 Gents and 6 Ladies Per Hall					

## TECHNICAL REGULATIONS

The Technical Regulations contain the legally binding text and are binding in all legal issues that involve this document.

### B1. General

The rules governing participation in ITMA ASIA + CITME 2024 (hereinafter known as “the Combined Exhibition”) have been defined by the Owners and the Organisers with the intention that all exhibitors will experience a safe and commercially successful exhibition. In order to achieve this goal, all exhibitors must abide by these rules. The Combined Exhibition is Asia's leading platform of textile machinery. It has a reputation of attracting exhibitors and visitors of the highest calibre.

To maintain and uphold this reputation, it is important that the presentation of the exhibition is of the highest standard. These regulations aim to ensure that the ideals of the Combined Exhibition are maintained, while at the same time allowing exhibitors to project their corporate personality and products to the fullest.

### B2. Exhibition Service Team

The Combined Exhibition will be held in the halls of National Exhibition and Convention Center, hereinafter called “The Venue”, from Monday 14 October to Friday 18 October 2024 (both dates inclusive). Beijing Textile Machinery International Exhibition Co., Ltd (BJITME), hereinafter called “The Organiser”, has been authorised to organise the Combined Exhibition within the framework of the “General Regulations” and all the rules and regulations of the Combined Exhibition.

The ITMA ASIA + CITME 2024 Service Team includes Operations Centre, Technical Service Provider (TSP) and Onsite Logistics Contractor (OLC). Their contact details can be found on page 5.

For all questions relating to the Technical Regulations and Service Forms, exhibitors should address their correspondences to the ITMA ASIA + CITME 2024 Operations Centre.

**Exhibitors should always communicate via email**, and the stand number must always be indicated in all correspondence and communications.

### B3. List of Online Service Forms

The entitlements stated in Article A11 of the “General Regulations” are free of charge to exhibitors provided that the ITMA ASIA + CITME 2024 Service Team receives the exhibitors’ online service forms, by the stipulated deadline via the online service order platform. All compulsory service forms must be submitted. Receipt of forms after the deadline will be subject to a late surcharge (see Article B6).

- Online service forms available from: 23 May 2024
- Deadline to submit online service forms: 26 July 2024

## TECHNICAL REGULATIONS

Forms	Description	Closing Date
Form 1※	Machinery Layout and Stand Construction	26 July 2024
Form 1A	Shell Scheme Package	
Form 1B	Special Design Stand Construction for Single Storey Stand	
Form 1C	Special Design Stand Construction for Double Storey Stand	
Form 2※	Free Electricity for Lighting and Machine	
Form 2A	Additional & 24-hour Electricity	
Form 2B	A11 Late Application for Lighting and Machine	
Form 2C※	Application for Removal of Leakage Protector	
Form 2D	Light Fittings and Accessories	
Form 2E	Electrical Fittings and Accessories	
Form 2F	Electrical Work	
Form 3※	Free Water Connection and Drainage	
Form 3A	Additional Water Connection and Drainage	
Form 4	Compressed Air	
Form 5	Stand Security Service	
Form 6	Meeting Rooms	
Form 7	Internet Access	
Form 8※	Exhibitor Badges, Installer Passes and Service Passes	
Form 9	Furniture and Floral Decorations	
Form 10	Carpeting	
Form 11	Temporary Personnel	
Form 12※	Declaration of Risks	
Form 13	Truck Permit Application (Exhibits/Construction Materials)	
Form 14	Move-In/Move-Out Schedule and Equipment order for Onsite Exhibits	
Form 15	Additional Equipment for Build-up/Dismantling Period	
Form 16	Demonstration Consumables Delivery Schedule	
Form 17	Removal of Demonstration Waste Materials	
Form 18	Storage	26 July 2024
Form 19	Car Parking Passes	
Form 20	Onsite Promotional Activity	
Form 21	Exhibitors Invitation Letter for Visa Application	
Form 22	Advertising in Exhibition Visitor Guide	
Form 22A	Onsite Advertising Opportunities	
Form 23	Insurance	
Form 24※	Intellectual Property Rights Protection Declaration	
Form 25※	Letter of Undertaking - Dismantling	
Form 26※	Letter of Responsibility for Safety Construction	
Form 27	Catering Services	

(Note: ※ stands for compulsory)

**B4. Onsite Management**

Each exhibition hall will be supported by Hall Managers, with a team of bilingual (English and Chinese) service providers to advise exhibitors on services available to them, and on regulatory and other operational issues.

**B5. Exhibitor Stand Management**

Exhibitors must appoint a Stand Manager who will be responsible for informing staff and service providers working on their stands of the applicable regulations, and for providing them with the relevant copies of these regulations.

Exhibitors are responsible for ensuring compliance with and application of the regulations on their stands. Exhibitors are responsible for damages and losses caused to any individuals, or property, by their staff or by their contractor, equipment, objects or machines used on the premises of the venue.

Exhibitors must grant free access to all stand equipment and premises to staff or representatives of The Organiser, Co-Organiser, the ITMA ASIA + CITME 2024 Service Team and their contractors, as well as to the Owners and their representatives.

**B6. Payments, Deadlines and Surcharges**

- B6.1 Services will be available for online ordering and payment on 23 May 2024.
- B6.2 All relevant services orders must be submitted and paid by 26 July 2024 (hereinafter the "Service Orders Deadline").
- B6.3 Surcharges will be imposed on late submission of service orders: 10% surcharge for service orders submitted after the Service Orders Deadline and 50% for service orders submitted after 2 September 2024.
- B6.4 For all paid services cancelled on or before the Service Orders Deadline, exhibitors will receive a refund less any outward remittance bank charges. There will be no refund if cancellation is made after the Service Orders Deadline.
- B6.5 Orders and payment received after the deadlines are subject to stock availability. The Organiser cannot be held responsible for any losses resulting from the non-availability of stocks.
- B6.6 All services must be paid in full by the stipulated deadlines before the exhibitor may access the halls or before the services will be delivered to the stand.

**B7. Payment Methods for Service Orders**

Exhibitors should pay the same amount as the quotation in RMB according to the exchange rate on the day that the payment is remitted via the following payment mode:

Pre-site Orders	Onsite Orders
Telegraphic Transfer	Credit Card
	Cash
	WeChat pay
	Alipay

**Exhibitors and/or their appointed stand contractor must ensure that they pay all bank charges relating to bank transfers and clearing of bank drafts. Otherwise, they will be invoiced for the unpaid bank charges.**

- a) Payment of all services other than services offered by the OLC must be remitted to the TSP's Bank Account:

### Payment in RMB, USD or EUROS

Beneficiary Name: BEIJING PICO EXHIBITION MANAGEMENT CO., LTD.  
 Account Number: 000000501510886564  
 Name of Bank: Standard Chartered Bank (China) Limited Beijing Branch  
 Address: 12/F, Standard Chartered Tower, World Finance Centre, No.1 East  
 Third Ring Middle Road, Chaoyang Dist., Beijing 100020, P.R. China  
 Swift Code: SCBLCNSXBJG

- b) Payment for services ordered and any other services offered by the OLC must be remitted to the OLC's Bank Account:

### Payment in RMB

Beneficiary Name: Schenker China Ltd  
 Name of Bank: Bank of China, Shanghai Branch, LuWan Sub-Branch  
 Account No: 445559247953  
 Beneficiary Tel: +86 21 6170 8888

### Payment in USD or EUR

Beneficiary Name: Schenker China Ltd  
 Name of Bank: Bank of China, Shanghai Branch, LuWan Sub-Branch  
 USD Account No.: 452059238955  
 EUR Account No.: 440359242518  
 Swift Code: BKCHCNBJ300  
 Beneficiary Tel: +86 21 6170 8888

## B8. Performance Bond and Penalties

A performance bond must be paid to the TSP by all exhibitors' appointed stand contractor or exhibitors building their own stands. This performance bond is a refundable deposit which must be paid by 2 September 2024. The performance bond is calculated on the basis of stand area. Payment details can be found in the online service order platform service form 1B and 1C. Exhibitors who order shell scheme package from the online service order platform are not required to submit any performance bond.

The performance bond is levied in order to ensure that the rules and regulations are followed and to cover any loss to the exhibition and the halls arising directly or indirectly from any infringement. The performance bond will be refunded in full within 45 days of the completion of the stand dismantling, provided that the stand dismantling is completed on time (by 1200 hours on 21 October 2024) and no infringement is made during the stand build-up, exhibition and stand dismantling periods.

### The performance bond will not be refunded onsite.

The performance bond will also be deducted from any cost incurred by the ITMA ASIA + CITME 2024 Operations Centre if the exhibitor or his stand contractor leaves waste generated during the stand build-up or dismantling periods in the halls or does not dispose of it correctly. Excluded from the free removal of waste covered by the square metre price quoted are stand structures, stand components, floor coverings, machines and machine parts (see Article A11 of the "General Regulations").

If the performance bond amount is insufficient to cover the cost of the damages or penalties for infringements, the TSP will invoice the exhibitor the balance amount after deducting the performance bond amount.

All bank charges in relation to the Performance Bond shall be borne by the exhibitor.

### Penalties for Infringements

Exhibitors or their appointed stand contractors infringing the regulations such as but not limited to early stand dismantling, stand exceeding the stand height limit, exhibiting non-admissible exhibits and protruding of stand structure or part of the exhibit into the aisle space etc. will be liable for penalties. (Refer to the table for penalties below).

**Exhibitors and contractors MUST rectify the infringements. Failure to do so may result in the Organiser and/or the ITMA ASIA + CITME 2024 Service Team imposing penalties, turning off the power supply to the stand or closing the stand.**

Stand Area	Penalty (RMB)/Infringement/Stand
200 sqm and below	3,000.00
201 sqm to 300 sqm	6,000.00
301 sqm to 500 sqm	9,000.00
501 sqm and above	12,000.00

### B9. Stand Build-up, Exhibition Period and Stand Dismantling

The schedule for stand build-up, stand dismantling and exhibition period for exhibitors is as follows:

Date (Year 2024)	Stand Build-up	Exhibition Period	Stand Dismantling		
	8 – 13 October	14 – 18 October	18 October (Hand-carried items only)	19 – 20 October	21 October
Opening Hours	0900	0815	1700	0900	0900
Closing Hours	1800	1800	1800	1800	1200

For general safety reasons, the halls and the exhibition grounds are closed outside these times.

Exhibitors who need to work outside of these hours must apply in writing by 1400 hours on the day concerned to the ITMA ASIA + CITME 2024 Service Office outside the hall. Exhibitors will be charged an hourly rate as per the table below for working outside the official hours.

Time	Overtime Charge
1800 – 2200 hours (Min. 1 hour)	RMB 1,100/1,000 sqm/hour
After 2200 hours to 0900 hours the next day (Min. 1 hour)	RMB 2,200/1,000 sqm/hour

No overtime request will be allowed on 13 October 2024. Should there be a requirement of electrical supply during any overtime, exhibitors will be charged the relevant electricity consumption.

#### B9.1 Stand Build-up

Exhibitors and their appointed stand contractor must sign the “Letter of Responsibility for Safety Construction” before move-in.

Build-up will commence at 0900 hours on 8 October 2024 and must be completed by 1800 hours on 13 October 2024.

The evening of 13 October 2024 is reserved for cleaning, aisle carpeting and placement of floral and garden items and therefore exhibitors must complete their stand build-up by 1800 hours on 13 October 2024.

Service requests can be made from 0900 hours to 1800 hours (electrical, compressed air, etc.). Extensions to the indicated times may be possible in cases where assembly is

complicated or in extenuating circumstances. Such extensions require authorisation from the ITMA ASIA + CITME 2024 Operations Centre.

All exhibit delivery and stand construction vehicles must be removed from the halls and the loading areas by 1800 hours on 13 October 2024. Vehicles requiring access to the halls or loading areas must apply for a truck permit via Form 13 on the online service order platform and apply for the "Loading Areas Vehicle Pass" at the North Hall (NH). Vehicles that stay beyond the time allowed will be removed by the Venue at the risk and expense of the exhibitor concerned.

In the event that stand construction is not started by 1200 hours on 13 October 2024, or is deemed by the Organiser that stand construction will not be completed by 1800 hours on 13 October 2024, the Organiser reserves the right, after giving prior notice, to make other use of the stand space without any compensation to the exhibitor. The Organiser will issue a registered or hand-delivered letter to the exhibitor, stating the reasons, and such a letter will constitute simultaneously a withdrawal of admission and termination of the "Rental Contract" by the Organiser. Such action will not relieve the defaulting exhibitor of his liability for stand rental charge, services and installations provided.

### **B9.2 Exhibition Period**

See Article B9 for the opening hours of the halls.

### **B9.3 Stand Dismantling**

Stands may only be dismantled from 19 October 2024. Only hand-carried items (accessories, computers, advertising documents, etc.) can be removed on 18 October 2024 between the period of 1700 hours and 1800 hours.

Exhibitors who dismantle their stand equipment, graphics, displays or remove hand-carried items before 1700 hours on 18 October 2024 or who leave their stands unmanned during the opening hours of the show will be charged a penalty by the Organiser. See B8 Performance Bond and Penalties.

All costs incurred for the above as well as the risks of theft, loss and damage will be borne by the exhibitor.

Exhibitors must apply for exit permits from the respective ITMA ASIA + CITME 2024 Service Office before 18 October 2024 in order to remove hand-carried items (accessories, computer, advertising documents, etc.) from the halls from 1700 – 1800 hours. Exit permits will be given to exhibitors once all invoices have been fully paid. A copy of the exit permit must be submitted to the hall security officers for verification.

Stand dismantling must be completed by 1200 hours on 21 October 2024 at the latest. By the end of the dismantling period, the exhibitor is obliged to clear his stand completely of all stand building material, exhibits and all other items, and he must restore the stand area to its original state. Any material remaining on the stands after this time will be removed and disposed by the Organiser at the expense of the exhibitor.

Exhibitors shall relinquish any claims against the Organiser, ITMA ASIA + CITME 2024 Service Team and their contractors regarding such removals, or other consequences, as well as any losses or damages.

## **B10. Exhibition Stand Plan Approval**

### **B10.1 Submission of Plans**

All exhibitors must submit a set of scale drawing of their exhibition stand (including exhibit layout plan) via the online service order platform by 26 July 2024. This must be prepared in

## TECHNICAL REGULATIONS

accordance with the examples and symbols illustrated in the document accompanying the service forms and must include detailed technical plans using a scale (depending on the size of stand) of 1:20 or 1:50.

For all single- and double-storey stands, with structures higher than 4.4 metres or having structures that cover more than 50% of the total stand area, exhibitors must submit drawings endorsed by a Grade A National Registered Structural Engineer via the online service order platform for vetting. In accordance to Fire Safety Bureau regulations, the top most ceiling of any single room must be at least 50% open (See also Article B11.2).

Exhibitors must also submit additional elevation drawings for single-storey stands with the following specifications:

- Exceeding 50 sqm
- Higher than 3.2 m
- With stage or platform more than 0.5 m in height from the hall floor level if access is by means of steps
- With bridges, stairs, cantilever roofs, galleries etc.

Additional structural plans and elevation drawings must be submitted for all double-storey stands. See Article B11.7 on double-storey for further information.

The stand design submission must contain plan and elevation views and the following data:

- a) Technical drawing information:
  - Company name of the exhibitor as per space application
  - Exhibitor's hall and stand numbers
  - Dimensions of stand including walls, columns, beams and stand fitting materials etc. and scale used
  - Indication of entrances to the stand and neighbours' stand numbers
  - Indication of doors and their opening direction
  - Indication of covered ceiling, if any
  - Specifications of stand-fitting materials, including labelling of flooring type, storage facilities etc.
- b) Exhibit layout plan:
  - External dimensions of exhibits (length, width and height in metres), including any overhanging or protruding elements

Plans and drawings will be checked for compliance with the regulations.

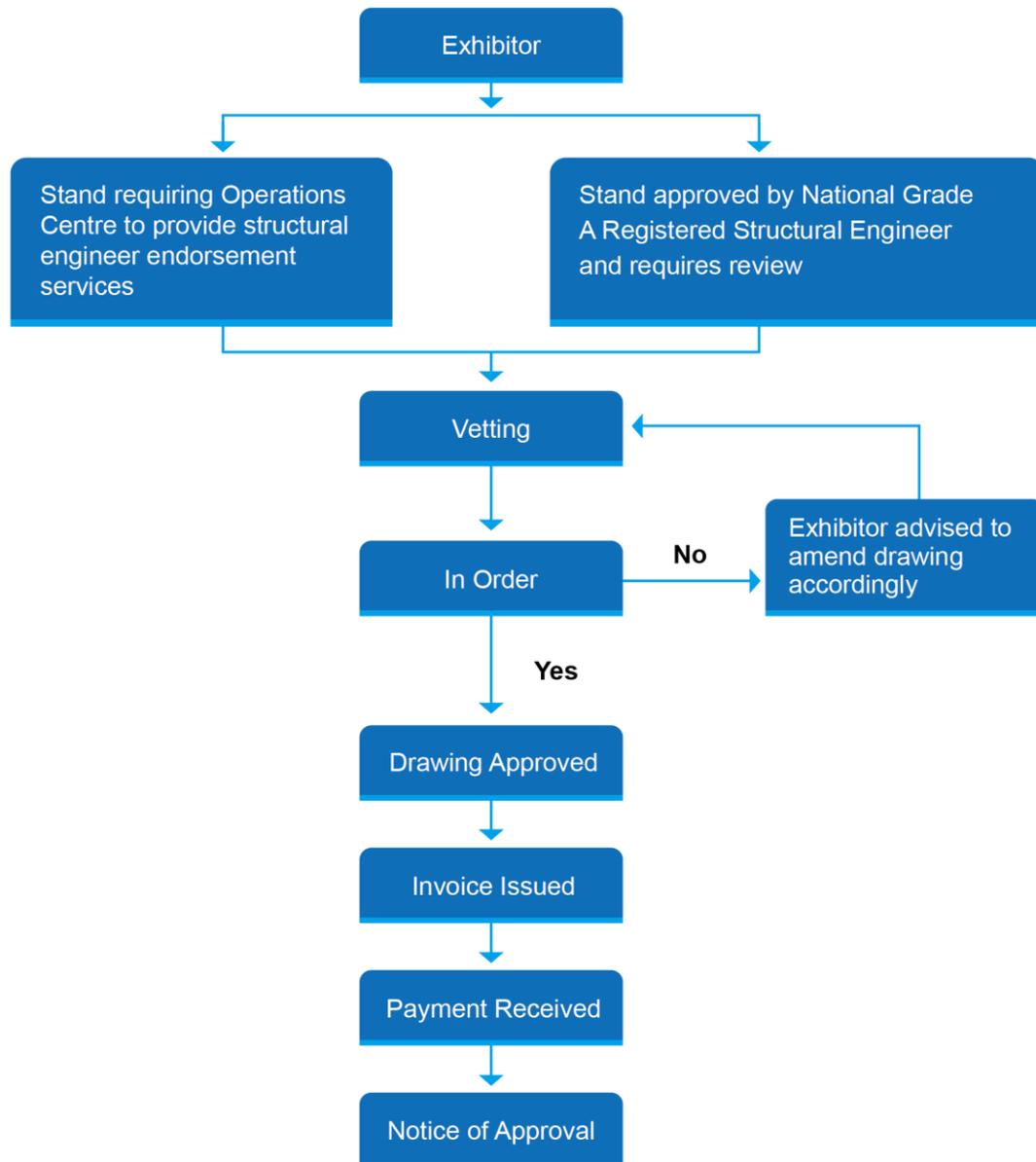
### **B10.2 Stand Plan Approval**

Stand plan approval will be sent to exhibitors within 10 working days from the date stand plans are received, provided that the stand plan submissions are completed and in good order.

Exhibitors whose stands are not approved will be notified and advised by the TSP on steps to be taken to achieve compliance.

Exhibitors will be notified in writing when their stand has been approved, and one set of plans/drawings will be returned to the exhibitor/stand contractor with the stamp of approval. Exhibitors and contractors must construct their stand in accordance with the approved plan and to ensure safety.

**Stand Approval Flow Chart**



Note: The standard period for stand plan approval is 10 working days. If the submitted drawing is being processed and there is a superseded drawing to be submitted for review, additional vetting fees will be imposed.

## **B11. Regulations for the Construction of Stands**

### **B11.1 General**

Exhibitors and assembly personnel promise to abide by, and ensure that their contractors and sub-contractors also abide by, current legislation with regard to the prevention of occupational hazards which may apply to the work which they or their contractors and/or subcontractors will be carrying out.

Anyone working in the venue must be in possession of a work permit and must wear it in a visible place at all times. To obtain the work permit, exhibitors must complete the relevant form. The work permit is personal and non-transferable.

Exhibits are compulsory (refer to General Regulations A3.8) and must be arranged to attract the attention of visitors. To achieve the best possible overall effect, stands must be constructed in compliance with the Technical Regulations.

No construction of an exhibition stand onsite will be permitted unless prior approval has been granted. The ITMA ASIA + CITME 2024 Service Team will check that stand fittings are constructed in accordance with previously approved designs. If there is any deviation which contravenes the regulations stipulated in this Technical Regulations or which violates legal provisions, the ITMA ASIA + CITME 2024 Service Team is entitled to stop all work on stand construction. A warning will be issued to these exhibitors (in writing by hand-delivered letter), requesting that the necessary steps be taken in order to comply with the regulations, and a penalty will be charged by The Organiser, see B8 Performance Bond and Penalties.

If after having received a final warning the exhibitor still contravenes the regulations, the ITMA ASIA + CITME 2024 Service Team is entitled to terminate the power to the stand and to close it down.

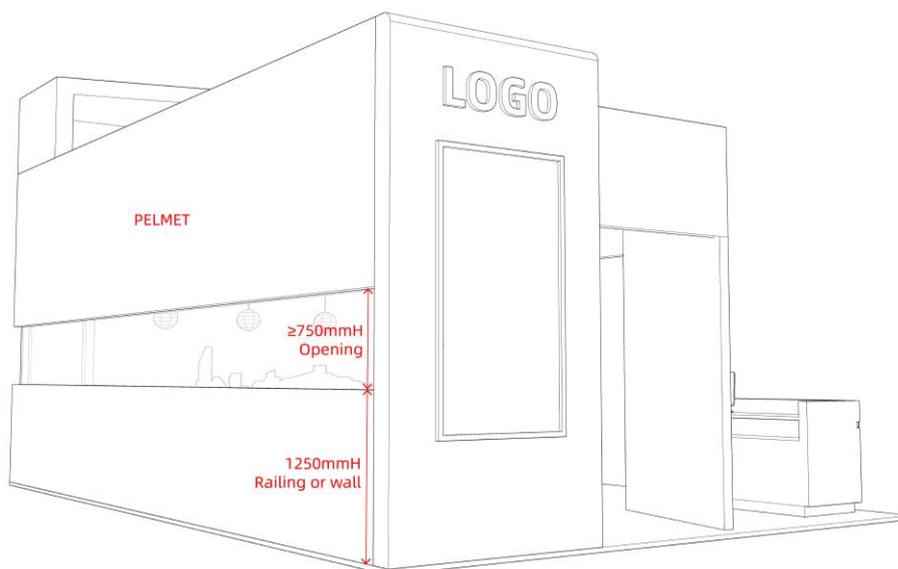
### **B11.2 Style, Standard of Presentation, Dimensions**

The design and furnishing of a stand, as well as any construction work, is the responsibility of the exhibitor. The ITMA ASIA + CITME 2024 Organiser requires that the following criteria be adhered to:

1. Every stand must, as a minimum, have a floor covering and storage facility (e.g., cabinets, storerooms).
2. Exhibitors with neighbouring stands must build their own dividing wall.
3. The finishing of the stand fitting must be of the same quality on all sides (including the sides which overlook the aisles and/or neighbouring stands). The side facing the neighbouring stand must not bear any logos or trademarks of the exhibitor.
4. Logos and trademarks of exhibitors on stand fitting, banners or any promotional materials on the sides facing the neighbouring stands are allowed if the stand fitting, banner or promotional material is set back at least 1 m from all boundaries of the stand, or a written approval from the neighbour is obtained by the exhibitor and submitted to the Organiser.
5. It is recommended that exhibitors exchange information with their neighbours to avoid conflict during the exhibition. The ITMA ASIA + CITME 2024 Service Team may request exhibitors to submit sample of materials used on all sides, including the sides overlooking the aisles and/or neighbouring stands with stand plan for approval.
6. Every visitor must have free access to the exhibits. All exhibits must be visible by a person standing in the aisles and must be shown in accordance with the safety regulations.

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7. No walls or cabins can be built along more than 50% of the length of each open side. This applies to all exhibitors (shell scheme packages and special stand construction).
8. A 'wall' is defined as an upright structure over 1.25 m high and which is not fully transparent, i.e., a solid wall, fabric, graphic panels, LED screen or 'pop-up' displays etc.
9. Exhibitors with single storey stands can cover up to 100% of the open side, provided clear glass, Perspex or any other 100% see-through materials are used. Similarly, exhibitors can cover 100% on any of their open sides with walls or railings NOT higher than 1.25m or if the wall is set back by 1.5 m. See Article B11.7 for double storey stands.
10. Single-storey stands are permitted to build a pelmet along the full length of the open side, as well as a railing or wall not higher than 1.25 m, as long as the opening in between the pelmet and the wall is at least 0.75 m high and is at a height which allows visibility into the stand. This opening can only be closed with 100% see through material. See below for illustration. See Article B11.7 for double storey stands.



11. Stand construction, the installation of materials to be exhibited and poster supporting structures must be sufficiently stable to ensure public safety. Platforms open to the public that are elevated more than 0.5 m must be surrounded by a handrail at least 0.9 m high.
12. Single storey stands with structures higher than 4.4 m or having structures that cover more than 50% of the total stand area must seek special approval from the ITMA ASIA + CITME 2024 Service Team (See Article B10.1).
13. It is strictly forbidden to encroach on aisles with any exhibit or stand fitting elements like light box, display screens or electronic systems, except wall mounted spotlights at 2.4 m height and above. Doors and windows when opening outwards must be set back and not exceed the boundaries of the stand.
14. Stand construction (including double-storey stands) must not exceed 6 m in height from the ground. Stand and exhibit inscriptions, logos and trademarks must not exceed the maximum height of 6 m (measured from the ground to the top of the inscription, logo and trademark).
15. Air conditioning compressor is not allowed inside the hall. Exhibitors should seek approval from ITMA ASIA + CITME 2024 Operations Centre on appropriate placement of compressors outside the hall subject to the Venue's approval.

16. Open corners of stand floors and platforms must be rounded or angled, if not protected by heavy exhibits, to avoid sharp corners and tripping hazards. Platform edges must be fully highlighted.
17. All lighting must be arranged in such a way as to avoid any disturbance to visitors and neighbouring exhibitors. Strobes and other flashing lights are not permitted. Audio-visual presentations must be volume-controlled to avoid any disturbance to visitors and neighbouring exhibitors.
18. In accordance to fire safety bureau regulations, the top most ceiling of any single room must be at least 50% open; fully enclosed ceiling is strictly prohibited. For double storey stands, exhibitors may cover their stands with a false ceiling of non-flammable material on the lower floor unit as long as the fire and safety regulations are always respected.
19. Exhibitors must install two approved fire extinguishers (type ABC, 6 kg) for every 50 sqm or part thereof of stand area in visible and accessible positions. Exhibitors can order fire extinguishers via the online service order platform. In addition, stand manual fire alarm devices (fire extinguishing shells) are required, see B14.2 for more information.

### **B11.3 Stand Construction Safety & Pillar Cladding**

For stand construction with glass panels, only tempered glass should be used. Glass panels must be safely positioned, and properly secured. Indications or signs should be provided to prevent people from walking into the glass. Metal frames or professional hardware must be used for installation. An elastic material must be used as a cushion between the frame or hardware and the glass panel to ensure the safety of the glass. If a glass floor is used, the structural support column and wall must be fixed under the floor and the stand structure must not be built directly above the glass panel.

For stand structures with steel columns; the diameter of the column should not be smaller than 10 cm, the base of the column should be welded to a steel base plate and the top part of the column should be welded with steel flange to reinforce the column support for safety, the diameter of flange shall not be less than 60 cm.

All wall structures should be at least 12 cm thick and the wall should be directly connected to the floor.

For working at heights below 2 m, A-frame ladders can be used. For working at heights from 2 m to 3 m, mobile scaffolds must be used and the wheels must be locked, cross bracings must be securely fastened, every level must be covered with platform and at the level where the work is carried out, guardrails must be installed. For working at heights above 3 m, appropriate equipment and safety measures must be adopted as per national standards. All the above-mentioned activities must be supervised by a specialist and if necessary, the working area should be cordoned off with warning tape.

During construction, manual material lifts cannot be used for lifting or supporting of I-beams and other heavy structures.

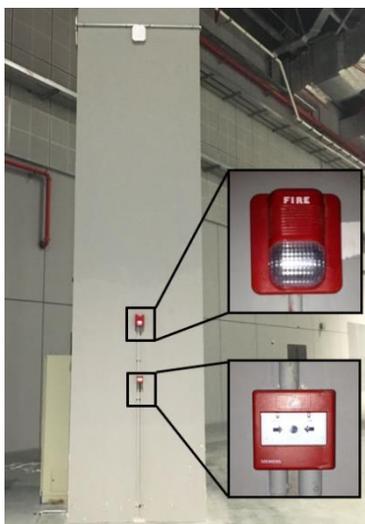
Stand construction materials used must be approved material by relevant authorities. The temporary structural materials used must comply with the local fire safety bureau and environmental protection requirements.

Stand structural column or pipe thickness must not be less than 0.8 cm. No rusty tube or pipe is allowed for structural column support.

Exhibitors who have a pillar within their stand can build cladding around it up to a maximum height of 6 m from the ground. Exhibitors must comply with the following regulations:

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- Coverings must not be applied directly to the pillar but must be separated from it by means of an empty space or a soft material such as felt or insulating material placed against the pillar.
- The cladding must be carried out by the exhibitor's stand contractor in accordance with the regulations laid out in this Technical Regulations.
- No cladding is allowed to protrude onto the aisle.
- It is not permitted to use the pillar to create extra space for storage.
- Any fire safety equipment, connection or service boxes must not be covered. They must be accessible at all times. A minimum distance of 0.85 m is to be kept clear in front of the electrical cabinet.
- Manual fire alarm activation button and beacon light with fire siren on venue pillars must not be covered. Exhibitors who wish to clad the pillar have to cut a hole of minimum 15 cm by 15 cm such that the relevant facilities on the venue pillars are visible at all times.



An example of a pillar with manual fire alarm activation button and beacon light with fire siren.

The ITMA ASIA + CITME 2024 Service Team reserves the right to refuse a proposal for any cladding around the pillars.

### **B11.4 Floor Marking**

The ITMA ASIA + CITME 2024 Service Team will measure the rented space and mark the corners of the stand on the floor of the hall prior to the stand build-up period. It is essential that the exhibitor's stand remains within the marked boundaries.

### **B11.5 Stand Numbering**

The ITMA ASIA + CITME 2024 Service Team will provide each stand with a uniform stand sign indicating the name of the exhibitor and its hall and stand number free of charge. The sign must be displayed at the stand in a clearly visible manner. It may only be removed with the prior consent of the Organiser.

### **B11.6 Double-Storey Stands, Platforms, Ascents and Bridges**

Exhibitors wishing to build double-storey stands, platforms, ascents and bridges must submit detailed drawings and calculations of the proposed stand design, together with the service forms via the online service order platform by 26 July 2024.

Calculations (structural, architectural, mechanical and electrical) must be produced and endorsed by a qualified engineer. Please contact the ITMA ASIA + CITME 2024 Operations Centre for assistance if required.

The following must be submitted to the ITMA ASIA + CITME 2024 Operations Centre for approval of double-storey stands, platforms, ascents and bridges:

- a. Distribution plans of construction (both levels for double-storey stands)
- b. Calculations which include the following information:
  - Full structural calculations of all build elements, taking into account the maximum floor loading of the exhibition floors
  - Details on the load transmission of pillars to the exhibition floor of any upper decks
  - Details on the maximum horizontal impact strength of any walling or handrail element (must be minimum 1 kN/sqm)
  - Author of the calculations, title, date of drawing and full contact detail

The ITMA ASIA + CITME 2024 Operations Centre reserves the right to impose further requirements with respect to fire and safety precautions until such time as acceptance of the given stand has been granted.

Once the stand has been approved, confirmation will be issued to the exhibitor, together with a copy of the stamped layout drawings.

The cost of the design approval will be charged to the exhibitor. See Service Form 1C.

#### **Double-Storey Stands**

Double-storey stands are permitted provided that the minimum area of the ground floor is 50 sqm and the minimum length of any side of the ground floor area is at least 5 m. Double-storey stands are also subject to all the regulations contained in Article B11.2 as well as the following:

- The permissible occupant load of the upper floor shall be based on the ratio of one person to 1.5 sqm. A notice in 25 mm plain block letters indicating the limitation of occupant load must be conspicuously positioned at the head of the staircase.
- The stairs railing cannot be lower than 1.05 m. In order to prevent the object (such as glasses) from sliding down from the railing, the top of the railing must be in a curved shape. Railings and supports must be designed to ensure that the handrail is level and able to withstand imposed force of 1 kN/sqm. Stairs must be at least 1 m in width and must have a handrail. They must have a handrail on both sides if they are wider. Staircases over 2.4 m in width must have an additional central handrail. A continuous handrail must be provided when there are two or more risers. Staircase tread must not be smaller than 220 mm in depth and riser should not be higher than 180 mm.
- If the upper floor area is more than 200 sqm, there must be at least 2 staircases and the linear distances between the 2 nearest staircases of the upper floor must be at least 5 m.
- For the lower floor unit, any area with covered ceiling shall be provided with portable powdered fire-fighting sprinkler balls. A minimum of one such device must be provided for every 8 sqm of covered ceiling area. The top most ceiling of any single room must be at least 50% open; If the room is on the lower floor of a double-storey stand, one side of the room has to be at least 50% opened along the length.

- The second storey must be equipped with two approved fire extinguishers (type ABC, 6 kg) for every 50 sqm or part thereof of stand area in visible and accessible locations.
- The design of the double-storey stand must incorporate exit signs, emergency lighting and stairway lighting at prominent locations and along stairways. It must also take into consideration the installation of barriers to prevent the falling of persons and objects during build-up and dismantling.
- Any glass used on the second storey must have a minimum thickness of 1 cm and must be tempered glass.
- Double-storey stand platform or deck must not be installed with any overweight exhibits.

### **Platforms, Ascents, Bridges**

Exhibitors wishing to build a platform or stage over 0.5 m high must also seek prior approval from the ITMA ASIA + CITME 2024 Operations Centre.

All stands with accessible platform higher than 5 cm must have an access ramp. The slope of any ramp must be uniform and no steeper than 1:10. Level landings shall be provided at the top and bottom of ramps and any intermediate position where exit doors open on to them. The minimum width of the ramp must be 1 m. This slope must be within the stand and must not protrude into the aisle.

### **Application for Double Storey Stands, Platforms, Ascents and Bridges**

Double-storey stands, platforms, ascents and bridges can be constructed provided prior approval has been granted by the ITMA ASIA + CITME 2024 Service Team. An essential factor in the approval process is the effect the double-storey stands, platforms, ascents and bridges will have on the design and transparency of the hall as well as on neighbouring stands.

#### **B11.7 Extent of Liability**

If the exhibitor or the stand contractor he appoints does not comply with the above stand construction regulations, either party is liable for any damage and loss resulting from violation of these regulations.

Moreover, the exhibitor or the stand contractor he appoints agrees to exempt the Organiser, Co-Organiser and the Owners of the show from all claims by third parties that may be asserted due to violation of the stand construction regulations.

## **B12. Space Only and Shell Scheme Package**

The stand space rental charge includes items defined in Article A11 of the General Regulations but does not include stand fittings, carpet and other items.

Exhibitors can order a "Shell Scheme Package" provided by the TSP. This includes walls, lighting, carpet and electrical sockets based on the stand size. Full details with prices and illustrations can be found in Service Form 1A of the online service order platform.

## **B13. Exhibition Halls**

### **B13.1 Floor Loading Capacity**

The floor load-bearing capacity is 5,000 kg/sqm for Hall 3 & 4.1 and 3,500 kg/sqm for Halls 5.1, 6.1, 7.1 & 8.1. If there is any vertically vibrating part in the exhibit operation, the above-mentioned floor load-bearing capacity should be reduced at least by 50%. It is prohibited to build-up a stand or pile heavy goods over the perimeter trenches in the exhibition hall. The perimeter trenches cannot be used as load-bearing points. If machines have to be placed on

these trenches, base plates and load spreaders must be used. The above-mentioned floor load-bearing capacity must be taken into consideration during the goods transportation, placement, demonstration and operation. Should there be any question, please contact the ITMA ASIA + CITME 2024 Operations Centre before goods are moved into the hall.

### **B13.2 Utility Malfunctions**

All utility supply malfunctions (e.g., electricity, water, compressed air, heating, ventilation, communications etc.) must be reported immediately to the ITMA ASIA + CITME 2024 Operations Centre. The Organiser is not liable for any damage occurring as a result of malfunctions caused by fluctuations of supply or force majeure or if the supplies of the services concerned (electricity, water, and compressed air) is interrupted on the instructions of the fire department.

### **B13.3 Care of the Halls**

The hall components and technical facilities must not be damaged, soiled, changed in any way nor subjected to any strain from stand construction or exhibits for which they are not intended. No paint, wallpaper or adhesive can be applied to them.

All stand building materials must not interfere with the inspection of the hall facilities.

Joints on hall walls, ceilings and floors must not under any circumstances be damaged by caulking or foundation work.

Securing, slinging or attachment to the floors, structures, columns, walls, framework or hall equipment of decorations, signs, ceilings, structures or any technical or material equipment is strictly forbidden unless prior approval has been given in writing by the ITMA ASIA + CITME 2024 Service Team in consultation with the Venue. Any rectification cost for damages shall be borne by the exhibitors or their contractors.

Wash basins and water closets in the toilets in the hall must not be used for the disposal of waste water, food or rubbish.

No nails, adhesives, drawing pins or similar materials, hole-drilling shall be applied to any part of the premises unless prior written permission is obtained from the ITMA ASIA + CITME 2024 Operations Centre in consultation with the Venue. Exhibitors and their appointed contractors must be responsible and liable for any damages caused even if such permission is obtained.

### **B13.4 Hall Floors**

Carpets and other floor coverings must be laid with due regard to safety and must not protrude beyond the stand area.

Only double-sided adhesive tape that leaves no trace when removed may be used to fix such covering. No other adhesive materials or paint may be used on the hall floors. All materials used must be removed without leaving any trace. Substances such as oil, grease and paint must be removed from the floor immediately.

Inferior carpets containing calcium carbonate, double-sided blown-sponge or any other materials which are difficult to clean up are forbidden.

Exhibitors will be responsible for the removal of all adhesive tape and residual marks within their stands. The ITMA ASIA + CITME 2024 Service Team is responsible for restoring any damage to the facilities due to the use of adhesive tape that is not approved by the Venue, but the restoration cost shall be borne by the exhibitor.

### **B13.5 Floor Loading and Load Spreaders**

Where required, special arrangements including the provision of suitable base plates and/or load-spreaders may be required for any exhibit exceeding the existing floor loading capacity of the exhibition venue.

### **B13.6 Rigging and Hanging Points**

**Rigging and hanging points service is not available in the Combined Exhibition for the suspension of trusses, lightings, etc.**

### **B13.7 Damage**

Exhibitors must immediately inform the ITMA ASIA + CITME 2024 Service Team of any damage which may occur. Any damage caused by exhibitors or their contractors within the venue, its buildings or facilities will be remedied by the ITMA ASIA + CITME 2024 Service Team at the expense of the exhibitor at the end of the Combined Exhibition.

If exhibitors intend to build up partition walls, they shall put up plates or construction paper on the floor under the walls to protect the floor surface, and shall be responsible for the repair of any damage to the floor due to the construction or dismantling of the stand.

## **B14. Venue Safety Regulations**

### **B14.1 Emergency Exits, Escape Hatches, Hall Aisles**

The exits and aisles designated as such in the hall plans are to be kept clear over their full width. They serve as escape routes in emergencies and must therefore never be obstructed by objects left in the way or protruding, and must be maintained in good order with non-slippery and even surfaces and free from trip hazards.

Doors along emergency exit routes and aisles must be easy to open from the inside over their full width. These doors must always be opened towards the public gangways of the halls without protruding into the gangways. Exit doors, escape hatches and any signs indicating their position must not be obstructed, built over, blocked, covered or made unrecognisable in any other way.

All hall aisles designated as such must not be obstructed or built upon.

Stands with fully or semi enclosed space of more than 120 sqm must have at least two separate exit/escape routes, with a minimum width of 0.9 m each. The stand must be designed in such a way as to avoid creating any poorly accessible rooms, corners or alcoves. All separate rooms used by staff (offices, recreation rooms, meetings rooms, etc.) within the given stand area must offer an adequately clear view of the nearest escape route and a path leading to same.

Rooms that are only accessible via another separate room (so-called trapped rooms) are prohibited. If within a given stand the maximum length of an escape route to a hall aisle exceeds 10 m, the stand must be equipped with a second exit and/or an aisle at least 2.5 m wide leading to a hall aisle.

#### **Access to Safety Equipment and Signage**

Under no circumstances may any illuminated signage, fire extinguisher, fire hydrants, or other protective equipment or material be covered or obstructed. Access to connection boxes (electricity, telephone, water, compressed air, etc.) and access ways to hall offices and equipment must not be blocked.

#### **Emergency Evacuation**

The Organiser is entitled to order offices, buildings and/or halls to be closed and evacuated for safety reasons.

## **B14.2 Fire Prevention Regulations**

### **Stand Construction and Decorative Materials**

In accordance with the venue and fire safety regulations, special design stands must rent a set of stand manual fire alarm device (fire extinguishing shells) for every 200 sqm space or part thereof.

More details will be published in the Pre-Arrival Guide.

Materials used for the construction and installation of the exhibition stand and any other structures must consist entirely of non-flammable materials with a burning diffusion rate not lower than Class B1 as required by both national and local fire-control regulations of Shanghai. A fire safety test report approved by the Fire Safety Bureau showing at least B1 rating of the fire-retardant carpet must be submitted to the TSP before commencing work. Exhibitors must provide the corresponding test certificates. Each special design stand must appoint a fire safety officer.

For safety reasons, during build-up and dismantling, no materials or working tools which could cause an obstruction may be placed in the aisles. All materials must remain within the perimeter of the stand itself. The venue's cleaning services will remove any objects left in the aisles and the exhibitor and/or stand contractor will have no right to claim any damages incurred. The cost of removing the obstruction will be charged to the exhibitor accordingly.

Readily flammable materials and such that drip or give off toxic gases when burning, such as polystyrene, rigid foam (Styropor) or similar materials may not be used. Decorative material with standard fire resistance may be used in certain areas if its location is sufficiently protected against fire. A test certificate confirming the classification of the material used may need to be presented.

### **Motor Vehicles as Complementary Displays**

Engine-driven vehicles, vessels or machinery will only be admitted to be displayed during the exhibition if specifically agreed with the Organiser. The fuel tanks of vehicles with a combustion motor on display must be completely empty and closed with the fuel caps locked and any batteries disconnected.

### **Use of Balloons and Flying Objects**

Balloons and any type of flying objects are strictly prohibited within the exhibition halls. Gas tanks must be placed outside the exhibition halls. Exhibitors must ensure the safe use of such gas tanks.

### **Smoke Machines**

The use of smoke machines (including humidifiers) must be coordinated with the ITMA ASIA + CITME 2024 Operations Centre, and is subject to the approval from the Venue.

### **Recyclable, Non-recyclable and Residual Waste**

No containers for non-recyclable, recyclable and residual waste made of flammable materials are to be used on the stands. Any non-recyclable, recyclable and residual waste produced at the stands should be disposed of regularly, on the evening of each exhibition day at the latest or put into the waste containers intended for this purpose and placed at the edge of the aisle-side of the stand.

### **Stand and Textile Coverings**

All coverings must be of a fire-resistant nature. Please refer to the service forms or the ITMA ASIA + CITME 2024 Operations Centre for further information.

**Smoking at the Venue**

Smoking in the halls and anywhere with non-smoking signs is strictly prohibited during the Combined Exhibition. This applies to the build-up, exhibition and dismantling periods.

**Painting in the Halls**

Only water-based emulsion paint and fire-resistant paint are allowed in the venue with all necessary safety precautions in place. These precautions include:

- a. Painting in an area properly ventilated
- b. Use of non-toxic paints
- c. Covering the concrete floor with dry paper or plastic film
- d. No painting near the venue's vertical structure (i.e., walls)
- e. No washing of paint material within the venue or in its vicinity
- f. Stand contractors should take any painting waste and container with them out of the venue and dispose of properly in accordance with the relevant regulations. It should not be discarded or left within the venue.

**B14.3 Exposed Cable Protection**

Wiring and cabling directly beneath the carpet is strictly prohibited if there are no platforms installed. All wiring and cabling to be installed with conduit, cable cover/protectors and proper connection and termination. All wiring joints to be installed with approved insulated connectors to ensure no exposure of wiring. It is also prohibited to use adhesive tape to wraparound connecting areas.

**B14.4 Personal Protective Equipment (PPE)**

Exhibitors and contractors are required to carry with them and use the necessary protective equipment such as protective helmets, eye protection, hand protection and safety footwear as required by the specific activity during build-up and dismantling. A safety officer should be appointed and present at the stand during build-up and dismantling periods. The safety officer should be easily identifiable such as wearing a safety vest labelled "Safety Officer" at the back. Stand contractors should wear contractor badges at all times. The Venue, Organiser and Hall Managers shall conduct inspection and reserve the right to ask errant workers to leave the premises.

**B14.5 Surveillance Cameras in the Special Design Stands**

Following a security requirement by the Shanghai Public Security Authority (SPSA) on large-scale exhibitions, the Venue requires all special design stands to be equipped with surveillance cameras within the stand to achieve 100% coverage.

Live footage (without audio) would be recorded, monitored and controlled by SPSA. These recorded footages would be deleted by the relevant SPSA department 3 days after the end of the Combined Exhibition. Exhibitors may request for a copy of the footage(s) through the Organiser, subject to SPSA's approval.

**Quantity Required and Installation Location**

**Ground floor stand space**

Stand space	No. of surveillance cameras required
15 – 18 sqm	1
19 – 72 sqm	2
73 – 108 sqm	3
109 sqm and above	4 (maximum)

**2nd storey stand space (if applicable)**

Stand space	No. of surveillance cameras required
15 – 18 sqm	1
19 – 72 sqm	2
73 – 108 sqm	3
109 sqm and above	4 (maximum)

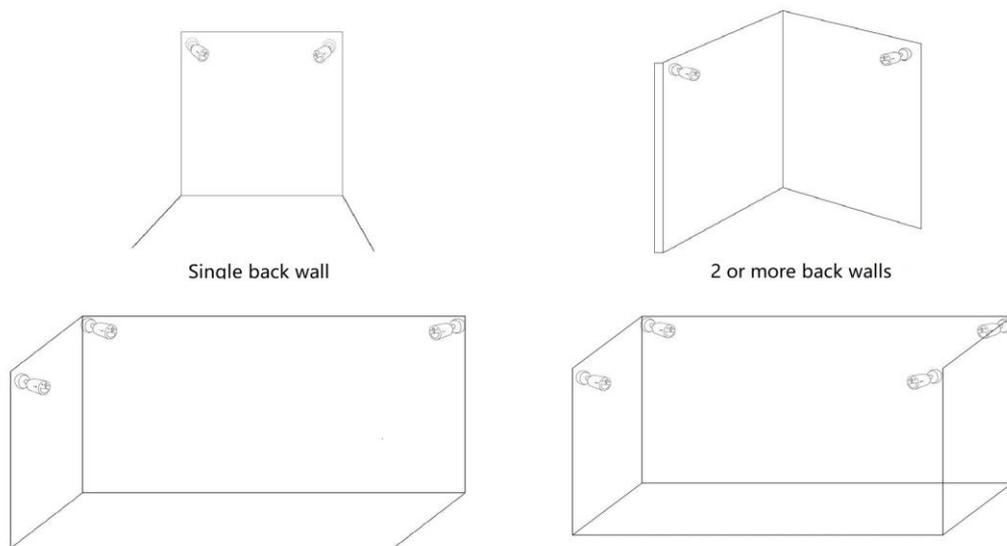
The maximum number of surveillance cameras required for single-storey and double-storey stands are 4 and 8 respectively.

**Rental and installation of Surveillance Cameras**

Installation of surveillance cameras is to be done by stand contractors or exhibitors who are building their own stands. The surveillance cameras must be rented from the venue's appointed vendor, exhibitors are not allowed to bring their own.

The locations of installation will be evaluated based on the final stands' configuration, in consultation with exhibitors onsite. No surveillance cameras are required in meeting rooms.

If the installation is not done properly, your stand contractor will be notified by SPSA to make rectifications. Inspections on the correct installation of these surveillance will be done by representatives from SPSA.



**B15. Installation of Electrical Facilities**

**B15.1 General**

Electrical power supply and services (whether provided free of charge or not) must be ordered via the online service order platform.

Exhibitors are required to provide the following information on or before 26 July 2024 for each machine they intend to operate:

- Starting load (kW) /starting current (A) for each machine
- Running load (kW) /running current (A) for each machine

All installations must comply with the venue's safety regulations and the ITMA ASIA + CITME 2024 Service Team reserves the right to disconnect the electricity power to any installations

which in the opinion of the Electrical Engineer are dangerous or likely to cause harm to visitors or other exhibitors.

### **B15.2 Connections**

Electrical installations from the service trenches to the stands may only be fitted by the ITMA ASIA + CITME 2024 TSP. These electrical installations include the main electrical connection and cabling, master fuse and, if applicable, the switched isolator, for connections up to 20 kW. Specific power requirements must be discussed with the ITMA ASIA + CITME 2024 TSP.

Exhibitors who order electrical fittings and installations from the ITMA ASIA + CITME 2024 Operations Centre are required to show the location of any additional electrical fittings that they have ordered via the online service order platform.

The exhibitor is responsible for ensuring that the electrical installation is able to supply sufficient power to all items at the stand requiring electricity so that they can operate simultaneously. Should the ITMA ASIA + CITME 2024 TSP determine that the electricity is insufficient, the ITMA ASIA + CITME 2024 TSP will advise exhibitors to upgrade the electrical installation.

**For safety reasons, the power supply will be switched off one hour after the end of the exhibition on the last day of the exhibition.**

### **B15.3 Installation**

Exhibitors are responsible for supplying transformers, adaptors, converters, power stabilisers and uninterruptible power supplies (UPS) etc.

Exhibitors who require special arrangements (e.g., different voltages and frequency or connections to equipment) must arrange for their own transformers, adaptors and converters or order through the ITMA ASIA + CITME 2024 Operations Centre.

If exhibitors are making their own connections, it is recommended that small power equipment (lighting, fridges, fax etc.) is separated from high power equipment (machinery etc.). After installation, the Electrical Contractor and the ITMA ASIA + CITME 2024 Service Team will inspect the connections before turning on the supply.

The installation personnel for electrical wiring and facilities must hold valid electrician operation certificates. A copy of the certificates must be submitted to the ITMA ASIA + CITME 2024 Operations Centre before move-in.

Any connections, machines or equipment that have not been authorised, do not comply with the relevant regulations or use more power than requested for by the exhibitor on the service forms are prohibited. They can be removed from the stand and put in storage by the Organiser at the expense and risk of the exhibitor.

### **B15.4 Electrical Specifications and Regulations**

The venue has the following electrical specifications

- Working voltages: 220 V single-phase, 380 V three-phase
- General hall lighting: 300 lx

Exhibitors should note the following points regarding the Electrical Regulations:

1. Contractors working at the venue must ensure that all power tools in use are suitable for use with the local supply.
2. All connections must be made using approved elements and they must have the correct isolation level (twisted connections are not allowed).

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3. Every main switchboard must be completely accessible for inspection.
4. Each switchboard supplied by the TSP has an earth bonded to the venue's installation.
5. The ITMA ASIA + CITME 2024 Service Team will not make any earth conductor connection in the stand's installation. This connection must be made by the exhibitor's appointed contractor.
6. Double-sheath copper wires and cable lines must be used, and the section of the conducting wires must be  $\geq 1.5$  mm. All wiring must be protected with piping.
7. Three-phase five-wire system must be applied for the line voltage (L1, L2, L3, N, PE) and single-phase three-wire system for the phase voltage (L, N, PE).
8. All metallic structures and shells must have a reliable grounding. The conducting wires must be fixed in a cellular form or other form instead of being randomly installed on the roads, grounds or doorways. Electric lines crossing passageways on the stands must be protected by a PVC conduit pipe or cable bridge. When sub-circuits are connected, insulating porcelain and plastic joints must be used instead of being wrapped directly by insulating adhesive tape, before any insulation protection measures are taken.
9. All portable/mobile electric tools used must be qualified and must comply with the Electrical Safety Authority requirement. Temporary power lines for construction must be sheathed copper wires with no joints in the middle. It is strictly forbidden to put wires without plugs directly into receptacles.
10. High-temperature lamps such as iodine-tungsten lamps and neon lights must not be installed without permission and examination from the relevant authority. The installation height of neon lights must not be less than 2.5 m.
11. The local authorities will carry out an electrical examination before the opening of the exhibition. Exhibitors must make modifications according to the authorities' requirements if necessary. Failure to carry out modifications or failure to meet the requirements even after the modifications will result in no power supply being connected to the stand. Any loss caused thereby must be borne by the exhibitors.
12. All electrical switchboards must be placed within the stands. According to the requirements of the Shanghai Fire Bureau, the switchboards are not allowed to be placed in enclosed areas like storerooms and should be mounted on prominent walls with an insulating layer with a minimum fire rating of class B1. If the switchboard is placed on the ground, it must be covered with a protective enclosure with easy access and labelled "Beware of electric shock". The TSP and other related departments may conduct spot checks to ensure compliance. Each electrical switchbox will also come with a compatible electrical monitoring device.

### **B15.5 Periods of Electrical Power Supply**

Electrical power will be supplied as per the requirements stated by exhibitors on the relevant service forms.

The intermittent connection includes electricity consumption and this is included free of charge in the stand rental price for the periods shown in Article A11, point 7 & 8 of the General Regulations. A permanent 24-hour connection will be chargeable to the exhibitors and can be ordered via the online service order platform (Form 2A).

Intermittent connection will be switched on as follows:

	<b>Stand Build-up</b>	<b>Exhibition Period</b>	<b>Stand Dismantling</b>
Date (Year 2024)	8 – 13 October	14 – 18 October	19 October
Opening Hours	0900	0815	0900
Closing Hours	1800	1800	1200

Exhibitors who require electricity outside these hours must apply for a 24-hour connection.

During the stand build-up, if an exhibitor/contractor requires electricity to test their equipment after wiring is completed, they should apply with the TSP by 1000 hours on the day concerned. Electrical power supply will be turned on by 1200 hours on the same day provided the power connections are verified to be safe by the Venue.

Stands that failed the power inspections by the Venue should rectify the problem and can apply for a re-inspection by 1330 hours on the same day and the electrical power supply will be turned on from 1500 hours onwards. If the problem can only be resolved after 1500 hours on the day concerned, reinspection by the Venue can only be conducted on the next day. Electrical power supply can only be turned on after the Venue has approved the power connection safety inspection, either by 1200 hours or 1500 hours.

### **B16. Installation of Water and Waste Water Facilities**

#### **B16.1 General**

Water and waste water installation services (whether provided free of charge or not) must be ordered via the online service order platform (Form 3 and 3A).

#### **B16.2 Connections**

Water/waste water facilities from the service trenches to the stand may only be installed by the TSP. The water/waste water installations encompass the main water connection (supply and drainage) with supply and drain pipes as well as a water meter if applicable. The exhibitor is not allowed to obtain water for his stand from such persons as have not been authorised to supply water by the ITMA ASIA + CITME 2024 Service Team. Exhibitors are expressly forbidden to obtain water from neighbouring stands.

Plans indicating the required position of the connection points must be attached to the service form. Such connection points will be provided at the stand based on the plan submitted. The exhibitor is responsible for ensuring that the water/waste water installation is able to cater for all items at the stand requiring water/waste water facilities so that they can all operate simultaneously.

Should the ITMA ASIA + CITME 2024 Service Team determine that the water/waste water installation ordered by the exhibitor cannot guarantee the simultaneous operation of all items requiring such facilities, the ITMA ASIA + CITME 2024 Service Team will advise Exhibitors to upgrade the water/waste water installation.

#### **B16.3 Installation**

Plumbing facilities (water/waste water facilities) within the confines of the stand can be installed by the exhibitor's own plumbers. Plumbing work within the confines of the stand can also be carried out by the ITMA ASIA + CITME 2024 Operations Centre and/or its appointed contractors.

If other contractors are used for the plumbing work including connecting-up equipment requiring water supply and waste water drainage facilities e.g., sink, the exhibitor must notify the ITMA ASIA + CITME 2024 Operations Centre through the service form.

#### **B16.4 Periods of Water Supply**

The supply of water will be available as follows:

	<b>Stand Build-up</b>	<b>Exhibition Period</b>	<b>Stand Dismantling</b>
Date (Year 2024)	12 – 13 October	14 – 18 October	19 October
Opening Hours	0900	0815	0900
Closing Hours	1800	1800	1200

Water supply outside of this period is not available.

### **B17. Installation of Compressed Air Facilities and Tubes**

#### **B17.1 General**

Compressed air services must be ordered via the online service order platform (Form 4).

Exhibitors who need to bring their own air compressors, air storage tanks or other air compressor equipment are required to submit applications to the TSP in advance. These equipment can only be brought into the exhibition hall after the TSP obtains permission from the Venue. If the abovementioned equipment are brought into the exhibition hall without declaration or permission, the Organiser, Venue and TSP have the right to ask the exhibitors or their contractors to remove the equipment. For serious breaches, the Organiser, Venue and TSP have the right to take the necessary measures such as cutting the power supply to the stand.

When designing the stand, the exhibitor and their contractors must take into account that compressed air connections remain accessible for inspection at all times.

#### **B17.2 Connections**

The provision of exhibition stands with compressed air is possible in the halls. It generally occurs via a connection to a compressor station.

The use of a compressor to be supplied by the exhibitor himself must be approved by the ITMA ASIA + CITME 2024 Operations Centre, application to be submitted before 26 July 2024.

According to the rules of the Venue, each air compressor is for the use of ONE machine only. Sharing or combined use of compressed air is strictly prohibited.

The exhibitor is not allowed to obtain compressed air for his stand from such persons as have not been authorised to supply compressed air by the ITMA ASIA + CITME 2024 Operations Centre. Without prior approval of the ITMA ASIA + CITME 2024 Operations Centre, exhibitors are expressly forbidden to obtain compressed air from neighbouring stands. Compressed air facilities from the ITMA ASIA + CITME 2024 Service Team's own mains to the individual stands may only be installed by the ITMA ASIA + CITME 2024 Service Team and/or a contractor appointed by it. The compressed air installations encompass the main compressed air connection together with associated compressed air supply lines. The exhibitor is responsible for ensuring that all equipment for connection is being built-up and that the compressed air installation is able to provide all items at the stand requiring compressed air with sufficient compressed air so that they can all operate simultaneously.

Should the ITMA ASIA + CITME 2024 Service Team determine that the compressed air installation ordered by the exhibitor cannot guarantee the simultaneous operation of all items requiring compressed air, the ITMA ASIA + CITME 2024 Service Team will advise Exhibitors to upgrade the compressed air supply.

A plan indicating the required position of the connections must be attached to the relevant service form.

### **B17.3 Installation**

Exhibitors must order the compressed air point and supply on the stand through the relevant service form. Exhibitors are entitled to use their own electrical compressors only when The Venue cannot supply the specific compressed air as per the exhibitors' requests. Prior written permission must be obtained from the ITMA ASIA + CITME 2024 Operations Centre in consultation with the Venue. The air compressors must be placed at the appointed position outside halls, and installation work be carried out by the exhibitors themselves. Exhibitors must apply for an electrical distribution box for their own compressor. Any outdoor electrical installation will incur a surcharge of 50%.

No air compressors or pressure vessels and equipment are allowed to be used in the halls according to the Fire and Safety regulations of the venue unless they are part of the machines.

All pressure vessels and equipment brought into the venue must conform to all relevant safety standards and regulations. The safe pressure of the materials and tubes for pneumatic equipment must be  $\geq 15 \text{ kg/cm}^2$  and the pipe joints must be fixed by hoop instead of iron wires or any other materials.

Pressure vessel cylinders, liquids or gases shall be constructed and stamped in accordance with recommendations of the regulatory body and the cylinders shall be painted with identifying colours in accordance with international standards. Pressure vessel cylinders must not be connected or disconnected while the public are on the premises.

### **B17.4 Compressed Air Specifications**

The compressed air supplied has an average pressure of 6-8 Bar (0.6-0.8 MPa). The air is of industrial quality. Exhibitors must ensure extra filtration if they want cleaner and drier air. Exhibitors who require higher or different specifications should complete Section 2 of Service Form 4.

**For safety reasons, the compressed air supply will be cut off one hour after the end of the exhibition on the last day of the exhibition.**

### **B17.5 Periods of Compressed Air Supply**

The supply of compressed air will be available as follows:

	<b>Stand Build-up</b>	<b>Exhibition Period</b>	<b>Stand Dismantling</b>
Date (Year 2024)	11 – 13 October	14 – 18 October	19 October
Opening Hours	0900	0815	0900
Closing Hours	1800	1800	1200

Compressed air supply outside of this period is not available.

## **B18. Waste Management**

### **B18.1 General**

Exhibitors are responsible for the correct, environmentally friendly disposal of waste at the exhibition ground. Exhibitors have the option of correctly disposing the waste themselves outside the exhibition grounds or allowing the contractors appointed by the ITMA ASIA + CITME 2024 Service Team to dispose of the waste on their behalf. General waste disposal is provided free of charge, excluding stand structures, stand elements, floor coverings, machinery and parts of machinery. Removal of these specified items will be charged separately.

## **B18.2 Waste Disposal**

During the exhibition period (build-up, show days and dismantling), waste left in rubbish bags at the edge of the stand after 1800 hours will be removed free of charge. The storage of waste on the aisle is strictly forbidden. Stand building materials, stand elements, floor covering, machinery and parts of machinery will be removed at a charge.

Exhibitors who require free of charge demonstration waste removal must indicate so via the online service order platform (Form 18).

## **B18.3 Stand Building Waste Materials**

Stand building waste materials generated during build-up and dismantling must be disposed of by the stand contractor. The Venue may dispose of such waste on behalf of the stand contractor. However, all expenses incurred in the removal will be charged to the stand contractor.

The Organiser reserves the right to deduct this amount from the stand contractor's performance bond (see B8 – Performance Bond and Penalties).

## **B19. Machine Safety and Demonstration of Exhibits**

### **B19.1 Demonstration of Exhibits and Safety Devices**

All plant and machinery (either in operation or not) shall be effectively guarded to prevent injury to any person.

A list of all machines or equipment which are to be demonstrated and in operation must be declared via the online service order platform (Form 1) for approval by the ITMA ASIA + CITME 2024 Operations Centre.

#### **Special Precautions During Machine Operation**

- Machines must not be demonstrated or brought into operation without the presence of a qualified operator on the stand.
- All machinery must be correctly stabilised in order to prevent movement.
- Exhibitors are fully responsible for all presentations and demonstrations.
- Machinery can only be operated once it has been safely installed, commissioned and in good working condition.
- No person shall demonstrate or operate a machine unless he/she has received appropriate training and clear instructions; both in relation to the operation of the machine and his/her responsibilities to the members of the public in both normal and emergency situations.
- Emergency stop controls must be visible and easily accessible.
- All sources of power to and from the machine including electrical, pneumatic and hydraulic, must be provided with an isolator which must be switched off when the machine is not actually being demonstrated by an authorised user.
- Acoustic promotion devices with loud speakers and all exhibiting machinery must have in-built volume-regulators and/or noise diffuser; and when in operation must not interfere with the comfort level (not exceeding 65 dB) of visitors and exhibitors. Where necessary, appropriate noise-reducing measures such as silencers, ear plugs and ear defenders must be used.

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- Adequate extraction or other equally effective methods must be provided for dust, chips and fumes. Where necessary, appropriate explosion release and fire prevention measures must be incorporated.
- Adequate lighting must be provided both for the machine and its surrounding area.
- Where appropriate, screens must be used to provide adequate eye protection to members of the public.
- Persons demonstrating machines must wear adequate personal protective equipment where appropriate.
- Where demonstrations are likely to create toxic or noxious fumes or unacceptably strong-smelling odours in the hall, consideration must be given to providing exhaust.
- Exhibitors are advised to make the necessary adjustments on their exhibits for machine demonstration if they are particularly sensitive to air flow from the venue's air conditioning system as The Venue will not be able to adjust the vents to suit individual needs.
- Exhibitors who have to perform demonstrations in special atmospheric humidity conditions must provide their own air humidifiers.

The ITMA ASIA + CITME 2024 Service Team will control all health and safety matters relating to the Combined Exhibition, and its decision is final in all matters. Failure to abide by the decision of the ITMA ASIA + CITME 2024 Service Team may result in the withdrawal of the exhibitor's right to demonstrate exhibits, restriction on the use of the exhibition stand and/or other appropriate action, such as the cutting of power to the stand.

### B19.2 Operating Prohibition

Exhibitors must not demonstrate machinery in a way that will cause a nuisance to neighbouring exhibitors, particularly in respect to the production of heat, vibrations, sprays, pollution due to solvents, excessive noise, fibres or particulates (e.g. fabric dust).

The ITMA ASIA + CITME 2024 Service Team may at any time forbid the operation, exhibition or presence of machinery or equipment at the stand, if in their opinion it jeopardises the safety of visitors and exhibitors or causes excessive inconvenience, pollution or noise.

### B20. Exhibitor/Installer/Service Badges

Every person entering the venue must perform a real-name registration using their ID card or passport.

Exhibitor, installer and service badges will be issued if list of names is submitted via the online service order platform (Form 8) by 26 July 2024.

Full name (as per passport), passport number, a copy of passport page and recent photograph & email address (for non-Chinese nationals)/ID number & mobile phone number (for Chinese nationals) are required information during registration of badges. Only upon successful verification onsite will the badge holders be allowed to enter the halls.

Exhibitors should note that should the same exhibiting personnel submit a badge order for both exhibitor and installer badges, only one badge (exhibitor badge) would be issued.

Please note that badges will be released only when payment for space rental and services has been paid in full. Badges are non-transferable. The Organiser reserves the right to request the identity card of the person wearing the badge, and subsequently will deny entry of any person without a proper badge.

It is strictly prohibited for exhibitors, installers and service providers to enter the stands of other exhibitors.

### Types of Badges

For ease of identification, different coloured badges will be supplied to exhibitors, visitors, press, and service contractors.

Each badge will show in large print:

- Person's Name
- Company Name
- Country
- Type of Badge: Exhibitor/Installer/Service Badges

### B20.1 Exhibitor Badges

Local exhibitors must bring along their ID cards in order to access the exhibition. International exhibitors are advised to bring their passports for verification on the first day of arrival at the Venue. Exhibitors must wear their badges in the exhibition halls at all times.

Entry into the halls without an authorised badge, and failure to produce a badge will result in immediate expulsion from the halls. Exhibitor badges are not to be used for contractors or persons not working on the stand.

Exhibitor badges (included in the stand rental charges, see Article A11 of the General Regulations) are provided as follows:

(Only ground floor area counted)

- |                                  |   |   |
|----------------------------------|---|---|
| • Stands up to 20 sqm            | : | 5 badges  |
| • Stands from 21 to 60 sqm       | : | 10 badges   |
| • Stands from 61 to 150 sqm      | : | 20 badges   |
| • Stands from 151 to 300 sqm:    | : | 30 badges   |
| • Stands from 301 to 500 sqm:    | : | 40 badges   |
| • Stands from 501 sqm and above: | : | 40 badges + 5 badges for every additional 100 sqm |

Exhibitor badges are valid between 8 and 21 October 2024.

Additional badges are available at a charge. Please refer to the relevant service form for further information.

The number of badges required and names of persons to be issued must be entered through the relevant service form.

Exhibitors must collect their badges and passes at the Exhibitors' Registration area from 8 October 2024.

Stand Assistants, Catering staff and Translator are required to apply for Exhibitor Badges. For Guest Badges, please refer to Article B21 for more information.

### B20.2 Installer Badges

Installer badges are issued to personnel from the exhibiting companies working during build-up and dismantling.

Stand contractors should apply for contractor badges/work permits for their workers directly from the venue using real-name authentication.

Installer badges are valid for the following duration only:

- Build-up period : 8 – 13 October 2024
- Dismantling period : 19 – 21 October 2024

### **B20.3 Service Badges**

Service Badges are supplied to service providers such as delivery staff and service staff to allow them to enter the exhibition halls. They are entitled to a short stay only. During the exhibition period, 14 to 18 October 2024, these service badges are valid from 0815 hours to 1800 hours.

### **B21. Exhibitor Guest Badges**

Every person entering the venue must perform a real-name registration. Full name (as per passport), passport number & email address (for non-Chinese nationals)/ID number & mobile phone number (for Chinese nationals) must be used for registration of the badges. Only upon successful verification onsite will the badge holders be allowed to enter.

Exhibitors who wish to invite their customers to visit the exhibition may do so online from 23 May to 12 October 2024. Please visit [www.itmaasia.com](http://www.itmaasia.com) and click on 'Exhibitor Guest Badges'.

### **B22. Wireless Wi-Fi Access**

The Venue provides free public wireless Wi-Fi access named "NECC-FREE". Exhibitors could connect to the Wi-Fi signal after login and verification.

To avoid signal interference, exhibitors are prohibited from bringing their own mobile Wi-Fi or other network devices that may cause signal interference to the venue.

If you require customised Wi-Fi network, please contact the Operations Centre.

### **B23. Catering**

Food & Beverage (F&B) outlets are available at the venue.

Catering of ready-to-eat food at the stands is restricted to F&B outlets in the venue. No external catering service is allowed. The list of F&B can be obtained from the ITMA ASIA + CITME 2024 Operations Centre.

To ensure food safety, lunch boxes can only be purchased from the F&B outlets in the venue and each person can only bring 10 lunch boxes into the exhibition halls. Exhibitors must not bring in lunch boxes purchased from outside the venue.

### **B24. Stand Cleaning**

During stand build-up and stand dismantling, general hall cleaning will be carried out by the appointed Cleaning Contractor. Exhibitors are requested to keep all waste at the side of their stand next to the aisle for collection by the appointed cleaning contractor. Exhibitors must not leave waste in the aisles.

During the exhibition, exhibitors must leave all waste in bin liners at the side of their stand for collection by the appointed Cleaning Contractor (Exhibitors must do this when the exhibition closes at 1700 hours and must not leave any waste on their stands during the exhibition hours). Removal will be done every evening after the exhibition is closed to the public.

General hall cleaning service does not include cleaning of the stand. It is the responsibility of the exhibitors to clean their own stand every day.

### **B25. Empty Packaging**

Empty packaging materials will be collected by the OLC throughout the day during stand build-up.

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The storage of empty packaging, packing material on stands and outside stands in the hall or in the loading yard is prohibited. The storage of such items at the venue is handled by the OLC appointed by the Organiser. This service is free of charge.

If exhibitors fail to remove items inappropriately stored despite having been asked to do so, the Organiser is entitled to have them removed at the expense and risk of the respective exhibitors.

### B26. Floral Decoration, Furniture and Miscellaneous Equipment

Exhibitors can order furniture and accessories via the online service order platform (Form 9).

### B27. Meeting Rooms

There are rooms available at the venue for booking for the entire period of the exhibition. Meeting rooms will be allocated on a first-come-first-served basis, and can be ordered via the online service order platform (Form 6). Exhibitors who need to furnish the meeting rooms or require additional services (e.g. audio-visual equipment), please contact the Operations Centre.

### B28. Security and Security Personnel

The Organiser will provide general security at the entrances and in the halls from 8 to 21 October 2024. The Organiser offers no guarantee that the exhibition grounds will be supervised and monitored continuously.

The Organiser is authorised to implement any measures it deems necessary for monitoring and supervision purposes. Supervision of stands, the items on display and any other objects located on the stands is not the responsibility of the Organiser.

Exhibitors can engage private security services should they require extra security for their stands, via the online service order platform (Form 5). No other private security services are permitted on site.

**Note to Exhibitors:** Stand exhibits and other items on the stand are particularly at risk during the stand build-up and dismantling periods. Exhibitors are responsible for the security of items of value and/or those that can be easily removed, and these items must always be brought along with them or locked away at night.

### B29. Temporary Personnel

Exhibitors may hire the services of temporary personnel, such as secretaries, stand assistants and interpreters via the online service order platform (Form 11).

### B30. Intellectual Property Rights

It is the exhibitors' responsibility to ensure that all laws relating to intellectual property are adhered to and to guarantee that the products displayed do not infringe these laws (see Article 17 of the General Regulations). Exhibitors are required to sign (Form 25) in the online service order platform.

### B31. Exhibitors' and Contractors' Insurance

#### B31.1 Exhibitors' Insurance

The Organiser will arrange insurance for exhibitors free of charge in respect of the following:

- Standard insurance of exhibits against normal exhibition risks and fire while the exhibitor's exhibits are at the exhibition site (i.e., 8 to 21 October 2024).
- The insurance policy does not cover exhibitor's personal property and company-owned mobile phones, laptop computer, etc. and transportation of exhibits from their point of origin to the venue.
- The Organiser will maintain third party public liability insurance for the exhibitors. This policy will act as an excess coverage over and above the exhibitors' own corporate or personal liabilities

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policies and until limits of such exhibitors' policies have been exhausted. The limit of indemnity will be capped at RMB 15,000,000 per accident, incident and occurrence.

- The Exhibitor shall not be entitled to request from The Organiser any amounts that exceed such limit of indemnity.
- The Organiser, upon written request from the exhibitor no earlier than 26 July 2024 will provide details of the extent of the cover briefly outlined above before the Combined Exhibition. Exhibitors who do not request for the details of this cover will be deemed to have accepted the terms and conditions of all insurance maintained by the Organiser.
- Exhibitors are recommended to take up their own insurance for their equipment prior to arriving at the venue and after leaving the venue.
- Only exhibitors who submit Form 23 via the online service order platform by the deadline with the necessary information will be insured by the above insurance policies. Exhibitors who fail to do so will be deemed to have their own coverage and do not need the coverage provided by the Organiser.
- The Organiser shall be free to contract such insurance policies with the insurance company that he may decide and to include any terms and conditions he may consider appropriate.
- Exhibitors should report immediately to the ITMA ASIA + CITME 2024 Service Team in the event of any damages and/or loss to the exhibit if they intend to file claims against the Organiser's insurance policy (supported with a police report in case of loss). Following the exhibitor's report, the Organiser would inform the insurance company to send qualified personnel to access damages to the exhibit. Please note that the Organiser is unable to accept any claim for damages before the exhibit arrives at the venue or after the exhibit leaves the venue.

### B31.2 Contractors' Stand Insurance

All contractors must purchase the stand insurance according to the venue's requirements. Otherwise, they will not be allowed to work in the hall. For details of the insurance requirement, please see table below or consult the ITMA ASIA + CITME 2024 Operations Centre.

Proposal	Stand Size	Sum Insured (RMB)	Cost of Insurance
A	200 sqm and below	Venue Liability: 3 million	RMB 500 / Stand
B	201 sqm – 400 sqm	Employee Liability: 6 million	RMB 800 / Stand
C	401 sqm – 1000 sqm	3rd Party Liability: 6 million	RMB 1000 / Stand
D	1001 sqm – 2000 sqm	Cumulative liability limit: 15 million	RMB 2000 / Stand
E	2001 sqm and above		RMB 5000 / Stand

## B32. Logistics, Customs Clearance and Lifting

### B32.1 Onsite Logistics Contractor

The Onsite Logistics Contractor (OLC) is responsible for the following services:

- Fees for customs clearance for shipments consigned to the Onsite Logistics Contractor.
- Prompt and adequate handling of exhibits inside the exhibition grounds up to the time they are delivered to the stand (including unloading of exhibits from the trucks and one-time placement of the exhibits onto the stand in accordance with the Exhibitors' stand layout). Additional charges apply for second time positioning and late arrival at exhibitor's cost.

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- Prompt and adequate handling and loading of exhibits from the stand to the trucks of the freight forwarders or exhibitors at the exhibition grounds after the exhibition. Exhibitors or their freight forwarders should handle the customs clearance of the abovementioned exhibits.
- Provision of cranes, forklift trucks or other hoisting equipment for the assembly and dismantling of exhibits on the exhibition site.
- Removal and storage of all the empty packing cases from the stands and re-distribution at the end of the exhibition to the respective stands.
- Storing and delivering demonstration goods and consumable material to exhibition stands, as detailed in service form 16.
- Removal of all waste material and products. Excluded are stand structures, stand elements, floor coverings, waste packing material, machinery and parts of machinery. Removal of these items will be charged separately.
- Handling of customs re-exports formalities and the return shipment of exhibits that were imported by the OLC.

Exhibitors should refer to Article A11 of the General Regulations, points 2, 3, 9, 10, 11 for clarification of the free of charge services provided in the stand rental price.

The OLC exercises sole lifting rights on the exhibition grounds e.g., loading/unloading of goods vehicles, stand structures etc. to the stands including the provision of any auxiliary equipment required. The OLC can also offer customs clearance service for temporary or permanent importation purposes.

### Note:

- All orders must be in writing and received at least 24 hours in advance unless specified otherwise. Orders received less than 24 hours before the delivery date will be acknowledged, but are subject to the availability of equipment and manpower on site and any additional cost is to be borne by the exhibitor.
- To expedite the process of truck unloading and loading, exhibitors should opt for flat-bed trucks, with or without folding or movable gate, instead of closed trucks for shipments.
- All onsite unloading/loading and delivery of stand building materials are chargeable and subject to the prior arrangement and confirmation by the OLC.
- Handling and loading within the halls of the venue will be exclusively carried out by the OLC. No operation, i.e., truck loading or unloading etc. will be carried out outside the venue under normal circumstances.

### B32.2 Transportation of Machines and Other Exhibits

All exhibits sent to the OLC (by sea, land or air transportation) must be sent "freight prepaid". Exhibitors who require custom clearance for their exhibits at the China Customs must notify the OLC 2 weeks before the exhibits are shipped. If custom clearance is not required for their exhibits, exhibitors should inform the OLC of the shipping details by 26 July 2024. Shipment not notified to the OLC may result in delayed delivery to the stand and potentially incur additional cost.

### B32.3 Customs Clearance

Exhibitors with shipment arriving from ports to the exhibition site must provide the OLC copies of the commercial invoice, detailed packing list, bill of lading or airway bill together with the customs declaration list of exhibits for temporary importation, the import permit, ATA Carnet, List of Exhibits or tax receipts for Customs inspection. The above needs to be done 2 weeks prior to arrival of exhibits.

#### a. For Temporary Importation

All overseas exhibitors must provide a combined invoice/packing list for the exhibits temporarily imported, specific to the Combined Exhibition (forms to be provided by the OLC), and prior to the arrival of the cargo in Shanghai, China. Goods for the exhibition may be imported into China up to 3 weeks prior to the commencement of move-in and be re-exported after a minimum of 20 working days following the removal of the exhibits from the halls. Any request by the exhibitor for extension of the exhibit retention must be made in writing, specifying the reasons. Please refer to article B31.8 for

## TECHNICAL REGULATIONS

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more information. Exhibitors making their own freight arrangement from the port to the venue have to request and coordinate the above with their appointed freight forwarder.

Exhibits consigned to the OLC will be cleared at Shanghai Ports and transported to the stands one day before or on the required move-in date.

The schedule for customs clearance and delivery will be affected by National Day holidays (1 – 7 October) and the Mid-Autumn Festival, so exhibitors must take these into consideration and plan ahead.

### ATA CARNET

Chinese Customs accept temporary import of exhibits on ATA Carnet. Exhibitors using the ATA Carnet must inform the OLC before shipment if they are going to entrust the clearance and delivery from Shanghai Ports to the venue, to the OLC.

Relevant information on the usage of the ATA Carnet is generally available from the local Chamber of Commerce and Industry, or foreign trade authority of the exporting country.

#### b. For Final Importation (goods which will be consumed at the Exhibition)

Sold machines, demonstration consumables, promotional materials and presents must be imported with full duty and tax paid. Exhibitors must provide the OLC with necessary information to avoid delays in customs clearance.

#### B32.4 Arrival of Exhibits and Delivery to Stands

All arrivals of exhibits and deliveries to the stands will be coordinated by the OLC based on the information provided by the exhibitors in Service Form 14 “Move In/Move Out Schedule (Exhibit Only)” and these must be in accordance with the dates of availability of the halls as specified in Article B9. The OLC reserves the right to re-schedule delivery should the situation warrant it.

Exhibitor must submit Form 13 - 18 via the online service order platform by 26 July 2024. Late submission of exhibits or those not communicated to the OLC before move-in shall have handling costs charged to exhibitors.

Exhibitors' using their own freight forwarders must ensure that the OLC is aware of all delivery schedules, and their freight forwarders are expected to cooperate with the OLC to ensure the efficient handling of exhibits. Exhibitor's onsite representatives must be present during the scheduled exhibits' move-in and positioning. Additional operational costs due to absence of the representatives will be borne by the exhibitor.

Additional requirements can be ordered via online service order platform (Form 15) as these services will be invoiced by the OLC.

Requests for early move-in, late move-out or extensions must be approved in advance by both the Organiser and the OLC.

#### B32.5 Packing Materials: Collection, Storage and Return

During stand build-up, exhibitors must keep the empty packing cases and packing materials on their stand ready to be collected by the OLC throughout the day. Stacking is not allowed to avoid accidents of falling boxes.

Any empty packing cases and packing materials left in the aisles will be considered as waste and will be collected by the appointed cleaning contractor for permanent removal.

Exhibitors must ensure all packing cases are empty. Empty packing cases and packing materials must be clearly marked with the stand number and company name so that they can easily be returned at the end of the exhibition (labels will be provided free of charge by the OLC).

Empty packing cases will start to be returned to stands from 1800 hours on 18 October 2024, after the exhibition has closed and packing must be carried out from 0900 hours on 19 October 2024 to 1800 hours on 21 October 2024.

Empty packing cases and materials are handled, transported and stored free of charge in a covered area by the OLC. Partial storage outside the venue in a covered area is possible should the situation warrant such arrangement.

The accumulation of boxes, wood, straw, cardboard, textile materials and any other items or materials, irrespective of whether they are flammable, is not permitted on stands, in passages, in spaces between stand partitions or in halls.

### **B32.6 Packing and Labelling of Exhibits**

**According to latest announcement by the General Administration of Quality Supervision, Inspection and Quarantine of China, from 1 January 2006, all inbound cargos containing wooden packing materials (WPM), such as wooden crates, lath cases, wooden pallets, wooden frames, wooden barrels, wooden shafts, wooden wedges, pads, sleepers and linings etc., must be fumigated according to the quarantine and pest control methods confirmed by China in the country of origin by a company recognised by the local government's Plant Quarantine Agency before sending the cargo to China.**

**To ensure the WPM is properly treated either by Heat Treatment (HT) or Methyl Bromide (MB), IPPC must be marked or stamped on the external packaging.**

Exhibitors must ensure all items to be sent to the venue are suitably packed for transport up to arrival on the stands. We strongly recommend using only strong packing materials that can also be used for the return shipment.

To identify each single item of exhibits and equipment, exhibitors must label all items including hall and stand number to avoid any misunderstanding in delivery.

To facilitate handling operations and protect machinery and/or exhibits from damages during handling, the packing cases and machines must be in qualified packing and fitted with necessary lifting points. Delivery of any loose packs, such as packs of drinks, miscellaneous bags, furniture and office equipment must be handled by the exhibitors themselves. To ensure smooth operations of the loading bays and driveway, these loose packs must be handled quickly and safely by the staff of the exhibitors.

### **B32.7 Cranes, Forklift Trucks, Goods Consignments**

Exhibitors are not entitled to designate the ITMA ASIA + CITME 2024 Service Team as the consignee for goods consignments (exhibition goods, stand-building materials, information material etc.) or any other consignments that are meant for exhibitors or a third party.

Exhibitors and their contractors are forbidden to use their own forklift trucks and any other kind of hoisting equipment. Provision of forklift trucks, cranes & etc. will be carried out exclusively by the OLC. The only exception is the use of hand pallet trucks, which may be used only on the stands.

Exhibitors should also note that under no circumstances is it permitted to unload and load vehicles containing goods by hand (manpower) and/or using pallet trucks instead of the OLC. This particular task is the sole responsibility of the OLC.

### **B32.8 Return Shipments**

Exhibits will only be permitted to leave the exhibition grounds once exhibitors have paid all outstanding invoices in full and obtained the exit permits.

It is the exhibitors' responsibility to inform the OLC directly or through their own appointed freight forwarders in advance, of the return shipment of the exhibits with regard to:

- Re-exportation
- Bonded warehousing requirements
- Final import in China
- Transfer to other exhibitions in Shanghai or other cities

After the exhibition dismantling, 20 working days must be reserved for the customs clearance of return shipment. Any request for final import in China, transfer to other exhibitions in Shanghai or other cities, must be applied in writing with reasons stated to OLC to submit to the Chinese Customs.

The OLC will only be responsible for handling the exportation procedure for the goods whose importation procedure is completed by the OLC. Exhibitors utilising import services of other freight forwarders must get their own appointed freight forwarders to complete the export procedure.

### **B33. Storage of Exhibits and Materials**

#### **B33.1 Storage of Exhibits and Materials**

Communal storage areas(located in the loading area) can be ordered via online service order platform (Form 18) for storage of exhibits and materials. These are provided free of charge.

Quantities and types of packing materials must be included on the service form to ensure that appropriate handling equipment is available.

Raw materials used during demonstrations may only be stored on the stands daily in limited quantities.

No empty box or packaging case of any kind may be stored on the stands.

#### **B33.2 Storage of Flammable Materials**

Textile Products

Flammable materials for demonstration such as cotton bales, yarns and other textile products are only permitted on the stand in the quantity needed for that day as declared in the relevant service form. The rest must be stored outside the halls in the storage area free of charge. Please see Service Form 18.

Unless approved by the Venue and the relevant authorities in writing,

- No open flame or flammable gas is allowed in the venue.
- No explosive, petrol and highly flammable toxic or corrosive substance are allowed to be used in the halls. Radioactive substances shall not be brought into the venue.
- No more than one day's supply of any dangerous goods shall be stored within the venue or stands at any time, and the remainder must be stored in appropriate containers and sealed in a location approved by the ITMA ASIA + CITME 2024 Service Team.
- Toxic waste must be sealed in suitable containers with clear markings, and must be handled according to the relevant government rules governing waste disposal.

Exhibitors must pack dangerous substances as declared in the relevant service form, in suitable containers facilitating storage. Storage at the venue, subject to approval, will be located outside the halls. Exhibitors must ensure that the specifications and requirement of the dangerous goods are the same as that declared in Service Form 12.

Extra costs are payable by exhibitor if any special handling is necessary to comply with the local safety regulations.

#### **B33.3 Private Storage**

Private storage areas are available for a fee and can be ordered via online service order platform (Form 18).

#### **B33.4 Stand Deliveries during the Exhibition Period**

Daily delivery of demonstration consumables should be ordered via online service order platform (Form 16). Delivery of goods from the storage areas to the exhibitor's stand is provided free of charge by the OLC for goods stored in the communal storage area and from exhibitors' private storage areas.

Deliveries are between 1700 hours and 1745 hours daily. Exhibitors must notify the OLC of their delivery requirements by 1200 hours on the day concerned. Exhibitors who require delivery from their private storage areas outside these times must provide it themselves after obtaining approval from the OLC. Access to storage areas is limited to badge holders only.

#### **B34. Parking Regulations (Stand Build-up, Stand Dismantling, Exhibition Period)**

A limited number of passenger car park lots are available at the venue. Car park passes will be issued on a first-come-first-served basis. Exhibitors will be entitled to free car park passes on the following basis (only for passenger cars within designated parking zone):

- Stands from 50 sqm to 150 sqm : 1 pass
- Stands from 151 sqm to 300 sqm : 2 passes
- Stands from 301 sqm and above : 3 passes

These car park lots are valid from 13 – 18 October 2024.

#### **B35. General Regulations for Advertising**

1. Advertising may only be booked by registered exhibitors of the Combined Exhibition.
2. Any kind of advertising promotion related to non-exhibiting companies is strictly prohibited.
3. Any kind of advertising promotion related to products which are not included in the "Index of Products", especially promotion of second-hand or reconditioned machinery and accessories is strictly prohibited.
4. No exhibitor will be permitted to use the name of another exhibitor or the name of a product of another exhibitor on their advertisement unless the exhibitor concerned has provided a written approval.
5. Advertising related to promoting other exhibitions - except ITMA-branded exhibitions - is strictly prohibited.
6. Associations of textile machinery and accessories are permitted to advertise in the printed show catalogue, at the venue, and in the daily newspaper if they have a national pavilion or stand at the Combined Exhibition. However, they are not permitted to promote any companies which are not exhibitors at the show.
7. No exhibitor will be permitted to dominate an area by his advertising. For the visitor guide, each exhibitor is allowed to book up to one full page advertisement. For onsite marketing opportunities, each exhibitor may book a maximum of 30% of the total advertising opportunities in each category and at the venue.
8. The Organisers reserve the right to decline advertisements which in their opinion are not suitable, which may cause offence (e.g., religions, sexist, racist, etc.) and which infringe these regulations.
9. Advertising space will be allocated on first-come-first-served basis after receiving the Organisers' confirmation.
10. The Show Owners and Organisers are not responsible for any error, loss, damage or claim resulting from the failure of any advertisement.
11. The Show Owners and Organisers take no responsibility or liability for loss or expenses resulting from claims based on the contents of the advertisements.

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12. All advertising materials must be submitted before 20 August 2024. Late submissions are not guaranteed space. Costs incurred will not be refunded.
13. Advertisement placement will be based on the order of applications received.
14. The Organisers will not be held liable or responsible for any errors, losses, or claims caused by unauthorised advertising.
15. The Organisers will not be held responsible for compensation for losses arising from advertising content or fees.

### **B36. Exhibitor Pre-Arrival Guide**

An Exhibitor Pre-Arrival Guide will be published in mid-Sep 2024 detailing onsite procedures, facilities and amenities, as well as other hospitality services.

This can be downloaded from the Combined Exhibition official websites [www.itmaasia.com](http://www.itmaasia.com) (English) and [www.citme.com.cn](http://www.citme.com.cn) (Chinese). Printed copies will also be available onsite.



[www.itmaasia.com](http://www.itmaasia.com)