



# 第12届中国航展 2018 AIRSHOW CHINA

2018.11.6-11 中国-广东-珠海 ZHUHAI GUANGDONG CHINA

## Construction Manual ( Hall 2/3/4/5/6/9/10 )

### **Sponsors:**

Guangdong Provincial People's Government  
PLA Air Force  
China Council for the Promotion of International Trade  
Civil Aviation Administration of China  
Aviation Industry Corporation of China, Ltd.  
Commercial Aircraft Corporation of China, Ltd.  
China Aerospace Science & Technology Corporation  
China Aerospace Science & Industry Corporation Limited  
China North Industries Group Corporation Limited  
China South Industries Group Co., Ltd.  
China Electronics Technology Group Corporation  
China Electronics Corporation  
Aero Engine Corporation of China

### **Supporters:**

Joint Staff Department, CMC  
Equipment Development Department, CMC  
Office for International Military Cooperation, CMC  
PLA Army  
PLA Navy  
PLA Rocket Force  
China Poly Group Corporation

### **Executive Organization:**

Zhuhai Municipal People's Government

### **Organizer:**

Zhuhai Airshow Co., Ltd.

# Preface

Dear exhibitors,

We sincerely appreciate your participation in the 12th China International Aviation & Aerospace Exhibition (Airshow China 2018).

This Manual contains all information about booth setup, show schedule, booth setting /dismantle instruction and so on. Here, we kindly remind you to read this Manual carefully for your successful participation in the show. Exhibitors and their contractors shall obey the rules and regulations set by the organizer and the official contractor. Violation will be blacklisted accordingly.

In order to provide a convenient exhibition environment to exhibitors, all staff of Zhuhai Airshow Co., Ltd. and its official contractors will try their best to operate this fair with quality service for all exhibitors.

In order to maintain the order of the exhibition, all exhibitors are not allowed to transfer any part of stand to the third party. Once discovered, booth area will be recovered by the organizer.

Zhuhai Airshow Co., Ltd.

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## 1. General Info & Contact Details

Show Info	<p>Show Name:The 12th China International Aviation &amp; Aerospace Exhibition (Airshow China 2018)</p> <p>Show Venue:Airshow Center, ZHUHAI</p> <p>Show Date: Nov. 06 (Tues) -11 (Sun), 2018</p>
Organizer	<p><b>Zhuhai Airshow Co., Ltd.</b></p> <p>No. 1, Jiuzhou Lane 2, Jiuzhou Avenue, Zhuhai, Guangdong, 519015, China</p> <p>Contact: Ms. Anna Gao/ Ms. Marina Gu/ Ms. Kelly Tu/ Mr. Jimmy Sum</p> <p>Tel.:+86-756-3369289/3376304</p> <p>E-mail: <a href="mailto:annaairshowchina@163.com">annaairshowchina@163.com</a> / <a href="mailto:marinagu@163.com">marinagu@163.com</a> /<a href="mailto:asckelly@126.com">asckelly@126.com</a> / <a href="mailto:airshowcatalog@hotmail.com">airshowcatalog@hotmail.com</a></p>
Official Contractor	<p><b>Milton Exhibits &amp; Engineering (Shanghai) Ltd Guangzhou Branch Company</b></p> <p>3B, Block 45, NO.3 JianShe Da MaLu, YueXiu District, GuangZhou, 510053, China.</p> <p>Fax:+86 20 8128 3150</p> <p>Hall 2/3/4/5 Mr. Joy Zhang/Miss Candice Chen +86 20 8128 3105/3109 <a href="mailto:joyzhang@milton-gz.com">joyzhang@milton-gz.com</a>, <a href="mailto:candicechen@milton-gz.com">candicechen@milton-gz.com</a></p> <p>Hall 6/9/10 Ms. Yalin Chen/Mr. AJ Liang +86 20 8128 3123/3119 <a href="mailto:yalinchen@milton-gz.com">yalinchen@milton-gz.com</a>, <a href="mailto:ajliang@milton-gz.com">ajliang@milton-gz.com</a></p>
Recommend Raw Space Contractor	<p><b>Milton Exhibits (International) Ltd</b></p> <p>3/F, Midas Plaza,1 Tai Yau Street, Kowloon, HongKong</p> <p>Contact: Ms. Eva Lam</p> <p>Tel: +852 8104 8872 Fax: +852 8106 8872</p> <p>Email: <a href="mailto:marketing@milton-cn.com">marketing@milton-cn.com</a></p> <p><b>Milton Exhibits &amp; Engineering (Shanghai) Ltd Guangzhou Branch Company</b></p> <p>3B, Block 45, NO.3 JianShe Da MaLu, YueXiu District, GuangZhou, 510053, China.</p> <p>Contact: Ms. Orange Huang</p> <p>Tel.: +86 20 8128 3148 Email: <a href="mailto:orangehuang@milton-gz.com">orangehuang@milton-gz.com</a></p> <p><b><a href="http://www.milton-exhibits.com">www.milton-exhibits.com</a></b></p>



**Shell Scheme Furniture Rental, Raw Space Design Submit and Rental Website:**

<https://ordering.milton-exhibits.cn/CILogin.aspx?ExID=MGC81103&lan=cn>

Official Freight  
Forwarder

APT Showfreight Ltd

Beijing:

**APT Showfreight Shanghai Co., Ltd.**

- Beijing Branch

Add: RM622, No.19A West Road of Che Gong Zhuang, Haidian District, Beijing 100044, P. R. China

Tel: (86-10) 51581473

Fax: (86-10) 51581483

Contact: Ms. Rain Tian

Email: rain.tian@aptshowfreight.com

Shanghai:

**APT Showfreight Shanghai Co., Ltd**

Add: Room 901-902, Modern Plaza Tower 1, 369 Xian Xia Road, Changning District, Shanghai 200336, PR China

Tel: (86-21) 61240090 -308

Fax: (86-21) 61240091

Contact: Ms. Candy Jiang

Email: candy.jiang@aptshowfreight.com

Shenzhen:

**APT Showfreight Shanghai Co., Ltd. - Shenzhen Branch**

Add: Room 501-503, Building D, South International Plaza, No. 3013 Yi Tian Road, Futian District, Shenzhen 518048, PR China

Tel: (86-775) 82824434

Fax: (86-775) 82824514

Contact: Mr. Jacky Xue

Email: jacky.xue@aptshowfreight.com

Hongkong:

**APT Showfreight Ltd**

Add: Unit B, 8/F, Chinaweal Centre, 414-424 Jaffe Road, Wanchai, Hong Kong

Tel: (852) 2877 0515

Fax: (852) 2877 0175

Contact: Xeric Tam

Email: xeric.tam@aptshowfreight.com

## 2. Submission Deadline of Order Forms and Documents

Deadline	Forms and Documents	Apply To	
Sept. 27, 2018 (Thursday)	1. Layout plan dimension 2. Vertical layout with booth height 3. Perspective drawing 4. Electrical layout plan 5. Electricity distribution plan 6. Material specification 7. copy of the business license of Contractor 8. Copy of land tax license	Raw Space Contractor Or In-house Contractor <b>MUST</b> Submit	
	Construction Safety Declaration(Form M7)	Raw Space	Page 31
	Raw Space Construction Contractor Registration and Safety Declaration(Form M8)	Raw Space	Page 32
	Fire Safety Management (Form M8-1)	Raw Space	Page 33
	Fire Safety Responsibility (Form M8-2)	Raw Space	Page 34
	Undertaking on Responsibility for Safe Use of Electricity in Exhibition Booth (Form M9)	Raw Space	Page 35
Sept. 27, 2018 (Thursday)	Hoisting Point(Form M6)	All	Page 30
	High Lifting Platform Rental (Form M13)	Raw Space	Page 42-43
Sept. 27, 2018 (Thursday)	Fascia Name(Form M1)	Shell Scheme	Page 24
	Furniture Rental(Form M2)	Shell Scheme	Page 25
	Main Power, Compress Air, Water(Form M3)	All	Page 26-27
	AV Equipment(Form M4)	All	Page 28
	Cleaning Service(Form M5)	All	Page 29
	Contractor Badge and Vehicle Pass(Form M10)	Raw Space	Page 36-37
	Deposit Required Items (Form M12)	Raw Space	Page 40-41
Sept. 27, 2018 (Thursday)	Chalet Construction Contractor Registration (Form M11)	Chalet	Page 38-39
Sept. 30, 2018 (Sunday)	Move in/out Temporary Vehicle Pass Application Form	All	Page 44
<b>【Reminder】</b>			
Oct. 22, 2018 (Monday)	Deadline for all order forms. (Insist to cancel order form is subject to 50% of order form charge.)		
Oct. 22, 2018 (Monday)	Deadline of remittance for payment. (Late remittance is regarded ineffective.)		

**Rmks:**

1. The application form, reservation application for leasing project and application for drawing approval must be handled online. The login account and password will be sent to the email address of the exhibitor or our company for collection. website is as follows: <https://ordering.milton-exhibits.cn/CILogin.aspx?ExID=MGC81103&lan=cn>
2. The above date is the deadline for documents submission, late order is subject to late surcharge accordingly.
3. Telephone and internet service please contact Zhuhai Air Show Co. Ltd. (Mr. Jay Lee, Tel.: +86 756 7622105)
4. Deposit is required to pay to Milton Exhibits by CASH on site.
5. Orders from Sept. 28 to Oct. 18, is subject to 30% of surcharge. Orders after Oct. 18 and onsite is subject to 50% of surcharge.

### 3. Move In, Show Day and Move Out Timetable

#### 3.1 Move In Schedule

<p>Oct. 26-28 (Friday-Sunday)</p> <p>Oct. 26 14:30-18:00</p> <p>Oct. 27-28 08:30-18:00</p>	<p>Raw Space Contractor Check In (For Hall 2/3/4/5/6/9/10) 【Location: Entrance 1】</p>	<p><b>【Document Required】</b></p> <ol style="list-style-type: none"> <li>1. 2 photos of every worker</li> <li>2. 1 copy of ID card</li> <li>3. 1 copy of vehicle license</li> </ol> <p><b>【Process】</b></p> <ol style="list-style-type: none"> <li>1. Submit Exhibitor Authorisation Letter to organizer - Zhuhai Airshow Co., Ltd.</li> <li>2. Present Exhibitor Registration Letter and Submit deposit to official contractor -Milton</li> <li>3. Apply for Contractor Badge &amp; Car Pass (UESA)</li> </ol> <p><b>【Notice】</b></p> <p>Oct. 24 is the deadline for raw space contractor check in. Please arrange the relevant jobs accordingly. <b>Late check in is declined.</b> Contractor is responsible for all losses for late check in.</p>
<p>Oct. 29-Nov. 2 (Monday-Friday) 08:30-18:00</p>	<p>Raw Space Move In</p>	<p><b>【OT Charge】</b> <b><u>18:00-22:00 RMB64/sqm/4hours</u></b></p> <ol style="list-style-type: none"> <li>1. Apply to organizer before 15:00 (Entrance 1) , overtime application is subject to 30% of surcharge ;</li> <li>2. Application later than 17:00 will not be accepted ;</li> <li>3. Minimum calculation time is 4 hours ; less than 4 hours are calculated as 4 hours</li> <li>4. No work is allowed after 22:00 ;</li> </ol>
<p>Nov. 3 (Saturday) 08:30-18:00</p>	<p>Raw Space Move In Deadline</p>	<p><b>【Notice】</b></p> <ol style="list-style-type: none"> <li>1. Main Power Supply will be available at 10:00. Power connection must be finished before 1 day ;</li> <li>2. OT is not allowed ;</li> <li>3. All booths should finish cleaning before 18:00, otherwise, 50% deposit will be deducted.</li> </ol>



Oct. 31-Nov. 3 (Wednesday-Saturday) 08:30-18:00		Shell Scheme Move In	<b>【OT Charge】</b> <b><u>18:00-22:00 RMB64/sqm/4hours</u></b> 1. Apply to organizer before 15:00 (Entrance 1) , overtime application is subject to 30% of surcharge ; 2. Application later than 17:00 will not be accepted ; 3. Minimum calculation time is 4 hours ; less than 4 hours are calculated as 4 hours 1. No work is allowed after 22:00 ;
Nov. 4 (Sunday) 08:30-18:00		All Exhibitors Booth Cleaning	<b>【Notice】</b> <b>Booth Cleaning ONLY. No construction allowed.</b>
Nov. 5 (Monday)	08:30-12:00	All Exhibitors Booth Cleaning	Booth Cleaning ONLY. All exhibitors must leave the exhibition hall before 12:00
	12:00-17:00	Safety Check	Organizer safety check

### 3.2 Show Day Schedule

Nov. 06-11 (Tuesday-Sunday)	08:30-09:00	Exhibitor enter exhibition halls
	09:00-17:00	Show time
	17:00	Hall close

### 3.3 Move Out Schedule

Nov. 11 (Sunday)	15:00	Release the move out permission
	17:30	Main power shut down, exhibits move out
	17:30-22:00	<b>Move out (Exhibits ONLY)</b>
Nov. 12-14 (Monday-Wednesday)	08:30-18:00	Move out. Contractors shall approach to Milton to check after cleaning all the construction material and waste. Milton will refund the deposit after confirming the cleaning is finished.

**Please be noted that early move-out before 17:30 on Nov.11, 2018 is not allowed.**

#### 4. Technical Info of Exhibition Hall & Floor Plan

##### 4.1 Technical Info of Exhibition Hall

Exhibition Hall 2-6	
Net height	15m
Visitor Entrance	10m X 6m
Cargo Entrance	10m X 6m
Size	550m X 120m
Floor Space	66000 m <sup>2</sup>
Stand Height Limit	<b>Single-deck booth: 5m; double-deck booth: 7m ( for exhibitors who have paid for double booth )</b>
Loading capacity	3 tons/m <sup>2</sup>
Water supply	Available
Lighting	Available
Air conditioning	Available
Fire-extinguishing	Automatic fire alarms, fixed automatic fire-extinguishing systems, fire hydrants, and portable fire extinguishers
Telephone	DDD 、 IDD
Broadband	Cable broadband network

Exhibition Hall 9	
Net height	6m
Visitor Entrance	2.5m X 2.2m
Cargo Entrance	5m X 6m
Size	40mX200m
Floor Space	8000m <sup>2</sup>
Stand Height Limit	<b>Single-deck booth: 5m; double-deck booth prohibited</b>
Loading capacity	1 tons/m <sup>2</sup>
Water supply	Available
Lighting	Available
Air conditioning	Available
Fire-extinguishing	Automatic fire alarms, portable fire extinguishers
Telephone	DDD 、IDD
Broadband	Cable broadband network

Exhibition Hall 10	
Net height	6m
Visitor Entrance	2.5m X 2.2m
Cargo Entrance	5m X 6m
Size	140mX100m
Floor Space	14000m <sup>2</sup>
Stand Height Limit	<b>Single-deck booth: 5m; double-deck booth prohibited</b>
Loading capacity	1 tons/m <sup>2</sup>
Water supply	Available
Lighting	Available
Air conditioning	Available
Fire-extinguishing	Automatic fire alarms, portable fire extinguishers
Telephone	DDD 、IDD
Broadband	Cable broadband network

## 5. Booth Decoration Rules and Regulations

### 5.1 Shell Scheme Booth

第12届中国航展 2018  
AIRSHOW CHINA  
2018.11.6-11 中国·珠海 ZHUHAI GUANGDONG, CHINA

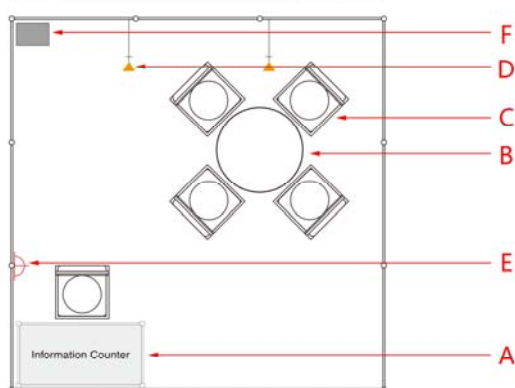
06-11 Nov 2018  
Air Show 2018 @ 航展中心



#### 普通标准展位 Standard Shell Scheme

##### 9m²标准配置 Entitlements

编号	材料名称	数量	图标
A	1米高咨询桌连柜 1000Hmm Lockable Info Counter	1	
B	玻璃圆桌 Glass Round Table	1	
C	折椅 Folding Chair	5	
D	长臂射灯 Long-arm Spotlight	2	
E	500w插座 Socket	1	
F	垃圾桶 Dustbin	1	



#### Entitlements:

Item	9 sqm	18 sqm
Carpet	According to booth area	
Fascia	According to the open face of the booth	
Information Counter(1000mmH)	1	2
Round Table	1	2
Folding Chair	5	10
100W Long Arm Spotlight	2	5
500W Socket (Not for lighting)	1	2
Dustbin	1	2

The shell scheme booth in Hall 2/3/4/5/6/9/10 is contracted by the official contractor Milton Exhibits. Any alteration or adjustment to package booth structure is not allowed. Exhibitors are kindly requested to read thoroughly the following notice and the annex forms.

## 5.2 Notice of Shell Scheme Setup

1. Above is the standard entitlements of the shell scheme booth. If exhibitor needs an additional exhibition facility or electrical equipment, please fill in the annex form 1 to form 10 and send back to Milton before the deadline.
2. **Orders from Sept. 28 to Oct. 18, is subject to 30% of surcharge. Orders after Oct. 18 and onsite is subject to 50% of surcharge.**
3. All fascia boards are made by the organizer. No change is allowed without approval of the organizer. If exhibitor needs to show their own company LOGO on the fascia, please apply to official contractor Milton and fill in form 1. No logo is allowed to stick on the information counter. We reserve the rights to take off the logo that stick on the counter.
4. DO NOT bore, coat, paint, saw on the panels, nor use powerful glue to stick anything. Don't stick company LOGO on the information counter. RMB1000 punishment will be imposed for the damage of the panel and RMB500 for damage of the aluminum system. Hall floor, ceiling, column and fire hydrant shall not be damage for any reason. Violation will be punished accordingly.
5. Only one display equipment (500w or less) can be used for one socket. Multi-Outlet is forbidden.
6. All electrical equipment (including lighting devices) shall be inspected by the official contractor. Exhibitors who bring their own lights to the show shall apply the **lighting connection service** in form 3. DO NOT use defective electrical equipment or use socket for illumination. The exhibitor takes all responsibilities for any violation.
7. Exhibitors who bring along with their electrical appliance over 500W shall declare to official contractor Milton Exhibits. He/she shall rent an electricity box for the power supply of the equipment.
8. If exhibitors order two or more adjoining standard booths, without special request, the official contractor will remove the partition panels. Exhibitor who needs the partition between the booths shall apply to Milton Exhibits.
9. The organizer has the right to place switch boxes and overload distribution boxes in the appropriate place inside the booth.
10. **Please be noted that early move-out before 17:30 on Nov.11, 2018 is not allowed.**

## 5.3 Notice of Raw Space Setup

Raw space exhibitors shall comply with the following regulations. Raw Space Booth exhibitors shall appoint his/her own contractor. And they should also read and follow the regulations carefully. Otherwise, the organizer reserves the right to take necessary actions for the sake of safety. The required documents shall be submitted to the official contractor Milton Exhibits within deadline. Please submit booth design to the following website :

<https://ordering.milton-exhibits.cn/CILogin.aspx?ExID=MGC81103&lan=cn>

Consulting Email address: [airshow@milton-gz.com](mailto:airshow@milton-gz.com) (Do not send booth design to this email address!)

**Please be noted that early move-out before 17:30 on Nov.11, 2018 is not allowed.**

**5.3.1 Submission Requirements for Raw Space Design ( Must be uploaded to the online system before the deadline )**

**Deadline : Sept. 27, 2018**

**Forms & Documents**

- A. Form M7 Construction Safety Declaration**
- B. Form M8 Raw Space Construction Contractor Registration and Safety Declaration**
- C. Form M8-1 Fire Safety Management**
- D. Form M8-2 Fire Safety Responsibility**
- E. Form M9 Undertaking on Responsibility for Safe Use of Electricity in Exhibition Booth**
- F. Form M10 Contractor Badge and Vehicle Pass Registration**
- G. Copy of the insurance Document**
- H. Copy of the Business License of Contractor**
- I. Copy of the identity Card of the Legal Representative of the Contractor**
- J. Copy of the Electrician Certificate**

**Drawings**

- 1. LAYOUT PLAN**
- 2. ELEVATION VIEW**
- 3. PERSPECTIVE VIEW\_01**
- 4. ELECTRICAL LAYOUT PLAN**
- 5. ELECTRICAL DISTRIBUTION PLAN**
- 6. MATERIAL SPECIFICATION**

**Notice: The above documents without company stamp are regarded invalid. Exhibitors and contractors shall take all the responsibilities for all losses caused by late submission of the above documents.**

5.3.2 Sample of Raw Space Design



效果图(样本)  
PERSPECTIVE VIEW

	PROJECT ■	VENUE ■	PERSON IN CHARGE ■	DATE ■	REMARKS
	CLIENT ■	SHOW DATE ■	DESIGNER ■	VERSION ■	



效果图(样本)  
PERSPECTIVE VIEW

	PROJECT ■	VENUE ■	PERSON IN CHARGE ■	DATE ■	REMARKS
	CLIENT ■	SHOW DATE ■	DESIGNER ■	VERSION ■	





# 材料使用说明

整体结构采用木材料及防火板搭建

Material Specification

Wooden structure laminated finish



## 材料说明(样本)

MATERIAL SPECIFICATION

	PROJECT ■	VENUE ■	PERSON IN CHARGE ■	DATE ■	REMARKS
	CLIENT ■	SHOW DATE ■	DESIGNER ■	VERSION ■	



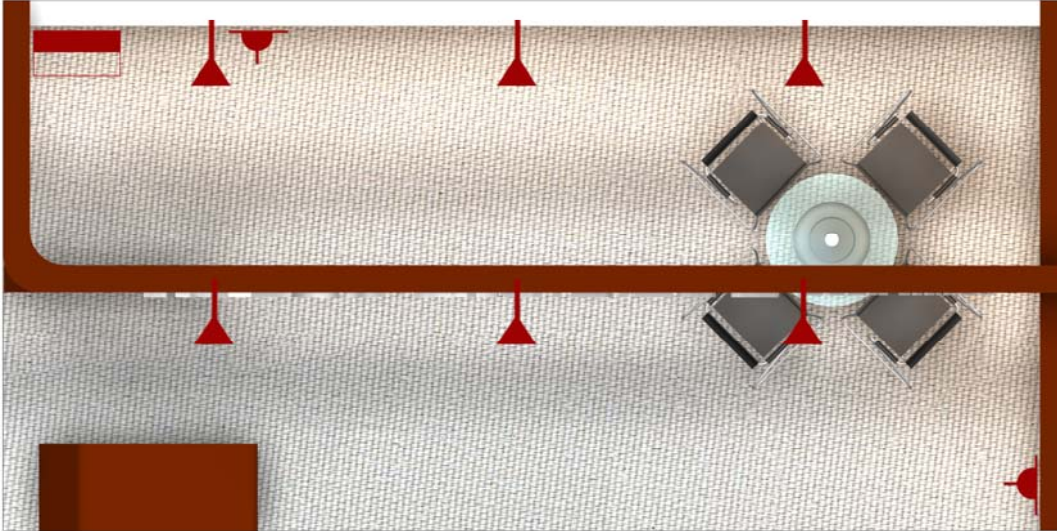
## 平面尺寸图(样本)

LAYOUT PLAN

	PROJECT ■	VENUE ■	PERSON IN CHARGE ■	DATE ■	REMARKS
	CLIENT ■	SHOW DATE ■	DESIGNER ■	VERSION ■	



电箱位置  
Distribution  
box



电路设计及施工说明:

- 1: 本特装展位用电必须采用有漏电保护的空气开关做保护。
- 2: 电线敷设采用难燃双塑铜芯线或护套电线, 套难燃的PVC塑料线管或金属管保护, 灯具引线采用金属软管做保护。
- 3: 地面和地板暗敷电线要求套金属管保护。

Rmks:

1. The air-break switch is used for leakage prevention
2. The wiring is rubber-insulated copper wire.
3. Wire under ground is insulated by matel pipe protection.

## 电路图(样本) ELECTRICAL LAYOUT PLAN

序号 No.	图例 Sample	说明 Specification
1		聚光灯 Spot Light
2		插座 Socket
3		电箱 DB



PROJECT ■

VENUE ■

PERSON IN CHARGE ■

DATE ■

REMARKS

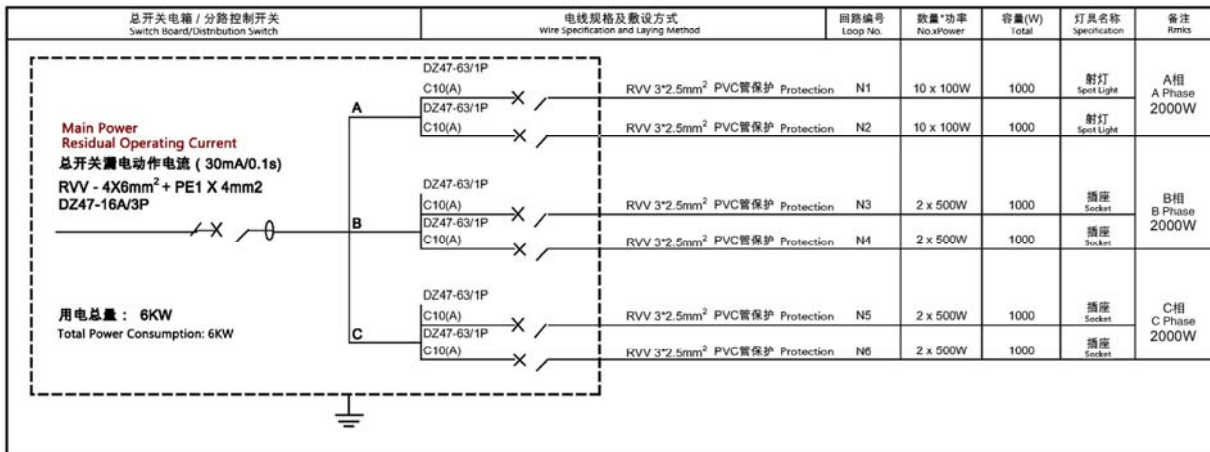
CLIENT ■

SHOW DATE ■

DESIGNER ■

VERSION ■

## 配电系统图 Electrical Distribution Plan



## 配电系统图 (样本) ELECTRICAL DISTRIBUTION PLAN



PROJECT ■

VENUE ■

PERSON IN CHARGE ■

DATE ■

REMARKS

CLIENT ■

SHOW DATE ■

DESIGNER ■

VERSION ■

### 【Notice of Booth Design】

- 1) The scale of "Raw Space Booth Design Drawing" shall not be smaller than 1:100, and the Drawing should be given a clear indication of height, weight, equipment, color, facility, AV and so on. Electrical layout plan and electricity distributing Plan must be clear and detailed.
- 2) Booth number must be placed at an obvious place, otherwise, organizer reserves the rights to put the booth number at his/her booth. Exhibitor shall bare the production fee accordingly.
- 3) Prior to booth setting, raw space contractor should carefully check and make sure its booth location and dimension are strictly in line with the Floor Plan, which is provided by Zhuhai Airshow Co., Ltd. If the actual location does not match the Floor Plan, please inform Zhuhai Airshow Co., Ltd. immediately for amendment.
- 4) Milton Exhibits is responsible for the booth design approval, and will send feedback to the exhibitor/contractor within 7 working days after receiving the design. Milton has the rights to give instructions to contractor to revise the design until it meets the requirements of the relevant regulations. Milton will submit the approved design to Fire Bureau and will reply to exhibitor/contractor if further revision is required.

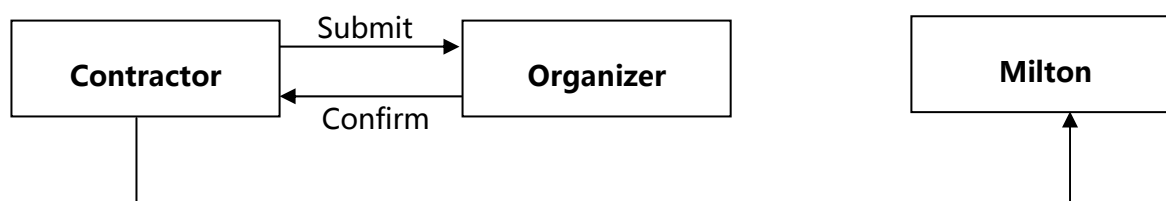
**Because of the limitation of the hall fixed facilities, some booth will need additional cable. Contractor must submit the certificate of cable to official contractor if you intend to carry additional cable by yourself , or contractor can apply to official contractor for additional cable.**

#### 5.3.3 Procedure of Design Submission and Design Approval



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#### 5.3.4 Contractor Badge Application Procedure



Confirmation Letter, Design Approval, Finished Payment

### 5.3.5 Deposit and Punishment Regulations

Raw space booth exhibitors or their contractors is required to pay the deposit to official contractor Milton Exhibits.

<b>Below 50sqm</b>	<b>RMB15,000</b>
<b>51-99sqm</b>	<b>RMB20,000</b>
<b>100-199sqm</b>	<b>RMB30,000</b>
<b>200sqm or above</b>	<b>RMB50,000</b>

1. Deposit shall be paid to Milton **in cash (RMB) on-site** , otherwise Milton will not distribute contractor badge. Exhibitors take responsibilities for any loss caused by the late payment.
2. Exhibitors and their contractors shall obey the rules and regulations set by the organizer and the official contractor. If exhibitor or his contractor damages exhibition hall during the move in/move-out period or breaks the regulations, **Milton will deduct part of the deposit as compensation, please refer to Form M12.**
3. Exhibitors or their contractors should clean up the waste upon completion of booth setting and dismantling. DO NOT dispose them at the passages or public area, otherwise, relevant deposit will be deducted as compensation.
4. The DEPOSIT includes the cleaning deposit and the electric box deposit. Exhibitor and contractor are required to keep the electrical box in good condition and prevent it from being stolen. Otherwise, relevant deposit will be deducted as compensation.
5. If there is no damage or no violation of rules and regulations during booth setting and dismantling, deposit will be refunded to exhibitors or contractor within a month after the close of the show.

### 5.3.6 Construction Insurance Requirements (Compulsory ! )

1. Contractor must buy public liability insurance for lives casualties and property damage.
2. The amount of public liability insurance should not be less than RMB 1,000,000 for each case. The amount of workers accident and casualty insurance should not be less than RMB 5,000,000 for each case.
3. This insurance should be valid during show time, move in and move-out period (Oct. 26-Nov.14, 2018.)
4. The exhibitor shall make sure that its contractor has the above insurance documents and ensure that the booth setting work is covered by such insurance.
5. Contractor is required to provide the necessary insurance certificate before move in, otherwise, Milton reserves the rights not to distribute contractor badge.
6. Exhibitors shall not employ contractors without purchasing insurance.

**Warm Notice : Exhibitors and their contractors shall take responsibilities for fire-prevention and safety, and bear all liabilities in case of an accident.**

### 5.3.7 Badge Management Regulation

1. Every worker must wear contractor badge to enter exhibition site during move in/move out period.
2. Contractor badge will be distributed by the official contractor. This pass is only valid during booth setting and dismantling period.
3. Exhibitors should apply for vehicle pass in advance. Refer to Form M14.
4. **Official contractor Milton will distribute contractor badge to those exhibitors or contractors who have already submitted all necessary booth design documents and finished all necessary payments. Vehicle pass will be distributed by UESA.**
5. Exhibitor and contractor are required to apply for contractor badge and vehicle pass in advance. Please collect the badges and passes on-site in due time.

**Warm Notice: Please submit contractor badge application (Form 10) to Milton before Sept. 27. Otherwise, exhibitors or their contractors shall take responsibilities for any loss and surcharge.**

6. Exhibitors and contractor, who apply Raw Space Booth, is required to pay deposit when applying for contractor badge and vehicle pass.

### 5.3.8 Hoisting Point and High Aloft Operation Instructions(Hall 2 - Hall 6 only, Hall 9 - Hall 10 DO NOT provide hoisting point)

1. Because of the top structure of the exhibition hall, total weight of the single structure should exceed 1000 kg, and t capacity of each hanging point should not be exceed than 200 kg.
2. The structure must be suspended vertically. Cable-stayed suspension structure is strictly prohibited. If there is no suspension point above the structure vertically, one or more auxiliary suspension points must be added. The specific suspension form must be confirmed by the staff on site and you can also consult the official contractor. Objects that need to be suspended must be solid and reliable metal structures, and pure wooden structure is prohibited.
3. Exhibitors or contractors must provide the official contractor with force distribution maps of hanging points. The official contractor reserves the rights to judge and feedback the appropriate number of hanging points according to the actual situation. Exhibitors or contractors must adjust accordingly.
4. The suspension point is limited to the booth structure. It is forbidden to suspend any display screen or lighting and power equipment exceeding 1KW, including but not limited to television, led, plasma, projection screen, etc.
5. Personnel working at high altitude (2 meters or above) must wear a helmet, a safe belt and other necessary safety measures to prevent injury from falling from high altitude or falling objects. Those who do **not wear safety helmets and seat belts will be fined RMB5000.**
6. Workers must adopt qualified tools that meet the safety requirements, transfer tools or other construction tools, strictly prohibit throwing, and strictly prohibit after-drinking operations.

7. Suspension materials must be reported to the official contractor strictly according to the facts, and can be carried out production only after the approval of the official contractor. If any unapproved construction is found on-site, 100% deposit will be deducted and will not allow hanging afterwards.
8. The cost of each hanging point is RMB2000. The fee does not include the design, manufacture, rental of the aerial equipment and the operating fee, it only includes one hanging point. The hanging structure must within the range of 8 -10m above the ground.
9. Aerial work truck must be applied to the official forwarder. Please refer to form M13. Or contact:  
 Company: Shanghai top Logistics Co., Ltd. Guangzhou branch.  
 Address: room 1312, 13 / F, venney international, 167 West Lin Road, Tianhe District, Guangzhou, China 510610  
 Tel: 020-3877 6302 , 136 0036 3304 ,      Contact: Mr. Ouyang Bin  
 Mailbox: [Ben.ouyang@aptshowfreight.com](mailto:Ben.ouyang@aptshowfreight.com)

**Special reminder: in order to ensure the safety of construction, if each unit needs to suspend the ceiling, after the application and payment, must use aerial vehicles for installation, scaffolding is strictly prohibited. The construction unit has to pay rent to the designated transport operator, the logistics company.**

### **5.3.9 Main Power/Water/Compress Air**

Milton Exhibits is the only official contractor. For safety reason, exhibitors and their contractors shall apply for electricity, water and compress air from Milton ONLY. Please fill in Electrical Rental(M3) and submit to Milton **before Sept. 27**. Exhibitor or contractor shall bare all the losses for late submission of the order from. We DO NOT guarantee enough power supply if exhibitor or contractor places order on site. Late payment (after Oct.22, 2018) will be deemed to cancellation of the order.

### **5.3.10 Move in/Move out Cleaning and Waste Handling Rules**

#### **■ Move in period:**

1. DO NOT stack exhibits and construction materials in passage ways or public area during construction period. Otherwise, deposit will be deducted.
2. All materials for construction and packing should be cleared **before 18:00 on Nov.3.** Otherwise, the organizer has the right to clear those materials, and the cost will be deducted from the deposit.
3. Upon completion of booth setting, exhibitors and their contractors should clean the booth and its surrounding areas. Otherwise it may constitute a breach of exhibition rules.

#### **■ Move out period:**

1. DO NOT stack exhibits and construction materials in passage ways or public area during move out period. Otherwise, the organizer has the right to clear those materials, and the cost will be deducted from the deposit.

2. Exhibitors and their contractors shall clean up all the waste material and take it away. Any waste found around exhibition hall will be punished.

## 6. Raw Space Management Regulations

- 1) Construction materials should be non-combustible. DO NOT use combustible materials, such as elastic cloth, straw, mat, etc.
- 2) It is not allowed to cover the top of the booth completely. The maximum ceiling cover shall not exceed 1/2 of the booth area. Ceiling over 20sqm is requested to hang at least 1 suspended fire extinguisher.
- 3) Height limitation for single-deck booth is 5 meters. For double-deck booth is 7 meters. Double-deck stand is forbidden in hall 9 & 10.
- 4) Only those who pass the requirement of the fire bureau can set up double-deck booth. The area of second storey shall not exceed half of that of the first storey, and is for business talks only. Please refer to Term 7 for relevant regulation.
- 5) Any part of the booth, including exhibits, lighting, fascia, logo, shall not exceed the booth area and height limitation.
- 6) The sound of the sound equipment shall not exceed 75 dB, so as not to affect the business negotiation and public broadcasting. Once find that the booth audio equipment exceeds 75 dB, a written notice of rectification will be issued for the first time and the power supply of the booth will be cut off for the second time.
- 7) Milton is the ONLY official contractor. Main power installation shall only be finished by Milton in Hall 2/3/4/5/6/9/10. Multi-Outlet is forbidden.
- 8) Exhibitors and contractors shall submit the necessary design and document to official contractor Milton Exhibits. Exhibitors and contractors who DO NOT submit design or whose design is not approved by Milton will be refused to move in.
- 9) Raw space electricity regulations
  - Wires should be ZR-RW (flame-retardant double-plastic-coated copper wire) and shield wire. Twisted and aluminum wires are forbidden.
  - If the single-phase load exceeds 10A, it should use three-phase design and divide charge evenly.
  - It shall be equipped with a switch box with a leakage protector (30mA, it is compulsory for all raw space setting companies), and installed in a secured position for inspection.
  - It shall be equipped with ground wires in the electrical circuit and connected with all metals in booth that may lead to leakage of electricity.
  - All down lights and quartz lamps shall be protected by asbestos pad; there must be louvres in advertising lamp box and lamp stands; commutators and triggers must be in the line with the related qualification standard.



- High-power lightings should be installed with protective cover (such as tungsten lamp<more than 100w>). High-power lightings with a power rate above 500w shall not be used in the stands.
  - Exhibitors and contractors should take good care of electrical equipment in hall. DO NOT use wire privately and disorderly. Once found, the exhibitor takes all responsibilities for any loss and damage.
  - **Please cooperate with the organizer and official contractor for electrical equipment inspection.**
  - Please don't tie fluorescent lamp ballasts and fluorescent tubes together.
  - Power supply room cannot be installed in the enclosed space in principle. If it is in a closed area, please DO NOT lock the door and stick a logo "power supply room" on the door.
- 10) Except island booths, exhibitors should set up their own backboard. DO NOT use the board of the adjacent stand.
  - 11) The backboard facing public area or other booths must be clean and tidy, and in compliance with the Organizer's requirement.
  - 12) DO NOT display company name or trademark on the backboard next to the adjacent booth. It must be placed at least 1m off the board.**
  - 13) If the backboard is higher than that of the adjacent booth, exhibitor should cover the higher parts with white cloth or other white decoration materials, and in compliance of the organizer's requirement.
  - 14) All parts of the booth including light –spot, company fascia board, company name and logo, shall be located within the allocated space.
  - 15) DO NOT damage any equipment in hall, including ground, wall etc.
  - 16) Neon light and flash light are forbidden in hall.
  - 17) Some of the monitor camera might be blocked by the booth structure. Exhibitor can install his/her own monitor camera in order to prevent property lost.
  - 18) Workers should wear helmet in exhibition halls during all the move-in/move-out period.**

## **7. Double-deck Stand Construction Management**

- 1) Only the net space of the stand is **above 100 m<sup>2</sup>** can exhibitor apply for double-deck construction.
- 2) The second storey can only be used for business talks. Installation of exhibits and samples are forbidden. The area of **second storey shall not exceed half of that of the first storey.**
- 3) **Height limit of single deck is 5m, double deck is 7 meters (Hall 2-6) . Double-deck stand is forbidden in hall 9 & 10.**
- 4) Load-bearing structure material must be steel and with electric leakage protection. Decoration materials must be noncombustible. The materials for booth setting should be in line with national standards on floor, panel and ceiling etc.
- 5) If there is an adjacent booth, Exhibitor should set up the backboard, 5 meters height limitation. The minimum safety clearance between the backboard and the second floor should be 1 meter.

- 6) The purposes for the upper floor should be specified in all application documents. The minimum loading capacity should be 5KNS/m<sup>2</sup>, but if it is for business talks, office or lounge, it should be at least 2KNS/m<sup>2</sup>.
- 7) All ladders must be constructed according to national standards, with a minimum loading capacity of 5KNS/m<sup>2</sup>.
- 8) As the fire sprinkler is blocked by the double-deck structure, for safety reason, each storey must be equipped with one 6 kg fire extinguisher per 20 m<sup>2</sup>, and two per 20-40 m<sup>2</sup>, and so on.
- 9) The drawing for double-deck structure must be verified and signed by a registered structural engineer. The contractors shall bear all the charges incurred.
- 10) The above drawings must be delivered to Milton before **27. Sept.** by express mail. Exhibitors and their contractors take all responsibilities and bear surcharges for overdue submission.

**Documents for Double-deck Structure (all in triplicate):**

- A. Raw Space Contractor Registration and Safety Declaration
- B. Bottom floor plan
- C. Second floor plan
- D. Perspective and side elevation
- E. Section plan
- F. Circuit diagram (in clear indication)
- G. Static load text report or static load calculation sheet
- H. Booth planning manual and breakdown of materials
- I. Copy of registrations structural engineer certificate (with photo)

## **8. Fire Prevention and Safety Guideline**

1. The design and setting-up materials should be non-combustible, and comply with the regulations of Zhuhai Fire Department and that of the exhibition hall. DO NOT use combustible materials, such as elastic cloth, straw, mat, etc.
2. All the booth must be **every 20 sqm equipped with a fire extinguisher** and placed in the obvious position during construction. Apply to Milton for fire extinguisher and required to pay every RMB100 deposit.
3. Open flame is strictly prohibited in the hall. Otherwise **RMB5000** from the deposit will be deducted.
4. DO not smoke in the hall. Otherwise **RMB5000** from the "booth setting deposit" will be deducted.
5. DO NOT stack exhibits and construction materials in passages.
6. Workers should wear helmet in exhibition halls during all the move-in/move-out period.

**【End】**

<b>Form M1</b>  <b>Fascia</b>  <b>Shell Scheme</b>	<p><b>Submit fascia name online:</b>  <a href="https://ordering.milton-exhibits.cn/CILogin.aspx?ExID=MGC81103&amp;lan=cn">https://ordering.milton-exhibits.cn/CILogin.aspx?ExID=MGC81103&amp;lan=cn</a></p> <p><b>Milton Exhibits Guangzhou Branch Company</b>          3B, Block 45, NO.3 JianShe Da MaLu, YueXiu District, GuangZhou, 510053, China.          Fax: +86 20 8128 3150</p> <p><b>Hall 2/3/4/5</b> Mr. Joy Zhang/Miss Candice Chen +86 20 8128 3105/3109          joyzhang@milton-gz.com,candicechen@milton-gz.com</p> <p><b>Hall 6/9/10</b> Ms. Yalin Chen/Mr. AJ Liang +86 20 8128 3123/3119          yalinchen@milton-gz.com,ajliang@milton-gz.com</p>	
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**【Fascia Name】**

For shell scheme stands, the fascia lettering will be produced as the company name in exhibitor's space application form. Should you want different fascia lettering, please login our website to submit information. Should the space provided be insufficient, please use common abbreviations.

<https://ordering.milton-exhibits.cn/login.aspx?ExID=MGC81103&lan=cn>

■ **Chinese(no more than 20 characters – including space and punctuations):**


■ **English(no more than 40 characters – including space and punctuations):**


**Attention:**

1. If we do not receive this form by due date, we will use the company's name submitted in your space application form. A fee of RMB200.00 will be charged for any changes made on-site.
2. Exhibitors are not allowed to change the Fascia Board by themselves.

**【Logo】**

For shell scheme stands, a corporate logo may be added on the fascia board at additional cost. Please tick the box below if applicable. If you wish to have your logo on the fascia, please send the logo in high resolution( $\geq 200\text{dpi}$ )in TIFF, JPG or EPS or AI、CDR format, together with your company name to [yalinchen@milton-gz.com](mailto:yalinchen@milton-gz.com)

☐

Type: Sticker cut out / Inject printing (<200mmH)

Price: RMB100 each

Exhibitor:_____	Booth No.:_____
Contact Person:_____	Email:_____
Tel.:_____	Fax:_____
Signature & Company Chop:_____	Date:_____

Exhibitor shall bare all responsibility if he fails to complete the above information.

**Deadline  
September 27, 2018**

<b>Form M2 Furniture</b>	<b>Furniture rental online:</b> <a href="https://ordering.milton-exhibits.cn/CILogin.aspx?ExID=MGC81103&amp;lan=cn">https://ordering.milton-exhibits.cn/CILogin.aspx?ExID=MGC81103&amp;lan=cn</a>	
	<b>Milton Exhibits Guangzhou Branch Company</b> 3B, Block 45, NO.3 JianShe Da MaLu, YueXiu District, GuangZhou, 510053, China. Fax: +86 20 8128 3150 <b>Hall 2/3/4/5</b> Mr. Joy Zhang/Miss Candice Chen +86 20 8128 3105/3109 joyzhang@milton-gz.com,candicechen@milton-gz.com <b>Hall 6/9/10</b> Ms. Yalin Chen/Mr. AJ Liang +86 20 8128 3123/3119 yalinchen@milton-gz.com,ajliang@milton-gz.com	
<b>Shell Scheme</b>		

- Orders received from Sept. 28-Oct.18 is subjected to availability and a surcharge of 30%.
- Orders received after Oct. 18 and on-site is subjected to a surcharge of 50%.

No.	Item Specification(LxWxH)	Rental RMB	Qty.	Amount RMB
A1	MA01 Information Counter (1030Lx535Wx1000Hmm)	310.00		
A2	MA08 Square Table (700Lx700Wx715Hmm)	270.00		
A3	C08 Folding Chair (460Wx400Dx455SHmm)	60.00		
A4	MA02 Lockable Cupboard (1030Lx535Wx750Hmm)	430.00		
A5	MS03 Slope Shelf (1000Lx300Wmm)	60.00		
A6	MS02 Flat Shelf (1000Lx300Wmm)	60.00		
A7	MA06 Tall Glass Showcase incl. 2 halogen lights (1030Lx535Wx2470Hmm)	1,400.00		
A8	MA05 Low Glass Showcase(1030Lx535Wx1000Hmm)	1,100.00		
A9	MM01 Folding Door (950Lx1910Hmm)	450.00		
A10	MM02 Aluminum Door (950Lx1910Hmm)	480.00		
A11	M017 Panel Wall (1000Wx2400Hmm)	100.00		
A12	Carpet	50.00		
A13	RT01A Round Table(800Ø x 720Hmm)	310.00		
A14	C01A Black Leather Chair (570Wx440Dx455Hmm)	310.00		
A15	E06 90L Fridge(460Lx440Wx690Hmm) excl. power	1,000.00		
A16	M051 Document Holder(970Lx500Hx280Dmm)	150.00		
A17	M09 System Coat Hanger	100.00		
A18	BS04C Bar Stool (440Ø x 870Hmm)	280.00		
	If any inquiry, please contact our staff.			
<b>Total Cost (RMB)</b>				

From Oct. 22, 2018, cancellation of the order is not accepted. Exhibitor who insists to cancel order is subject to 50% of service charge of the total order. Payment shall be made before Oct. 22, otherwise, order will be deem as ineffective and will be cancelled automatically.

Exhibitor:_____	Booth No.:_____
Contact Person:_____	Email:_____
Tel.:_____	Fax:_____
Signature & Company Chop:_____	Date:_____

Exhibitor shall bare all responsibility if he fails to complete the above information.

**Deadline  
September 27, 2018**

<b>Form M3</b>	<b>Electricity rental online:</b>	
	<a href="https://ordering.milton-exhibits.cn/CILogin.aspx?ExID=MGC81103&amp;lan=cn">https://ordering.milton-exhibits.cn/CILogin.aspx?ExID=MGC81103&amp;lan=cn</a> <b>Milton Exhibits Guangzhou Branch Company</b> 3B, Block 45, NO.3 JianShe Da MaLu, YueXiu District, GuangZhou, 510053, China. Fax: +86 20 8128 3150 <b>Hall 2/3/4/5</b> Mr. Joy Zhang/Miss Candice Chen +86 20 8128 3105/3109 joyzhang@milton-gz.com,candicechen@milton-gz.com <b>Hall 6/9/10</b> Ms. Yalin Chen/Mr. AJ Liang +86 20 8128 3123/3119 yalinchen@milton-gz.com,ajliang@milton-gz.com	
<b>Electricity</b>		
<b>All</b>		

- Orders received from Sept. 28-Oct.18 is subjected to availability and a surcharge of 30%.
- Orders received after Oct. 18 and on-site is subjected to a surcharge of 50%.

No.	Item Specification	Rental RMB	Qty.	Amount RMB
<b>Apply to Shell Scheme</b>				
B1	100W Long Arm Spot Light	230.00		
B2	40W Fluorescent Light	210.00		
B3	150W HQI	350.00		
B4	500W Socket (not for lighting connection)	320.00		
B5	24hours Socket (500W)	960.00		
B6	100W Lighting Connection (each point)	150.00		
B7	500W-1000W Lighting Connection (each point)	350.00		
<b>Apply to Raw Space</b>				
	<b>For Light Use Only</b>			
B8	15A/220V (<3KW) Single Phase Main Power Box	4,100.00		
B9	15A/380V (<8KW) Three Phase Main Power Box	9,700.00		
B10	20A/380V (<10KW) Three Phase Main Power Box	14,850.00		
B11	30A/380V (<16KW) Three Phase Main Power Box	17,000.00		
B12	60A/380V (<32KW) Three Phase Main Power Box	32,500.00		
	<b>For Machine Use Only</b>			
B13	15A/220V (<3KW) Single Phase Main Power Box	4,200.00		
B11	15A/380V (<8KW) Three Phase Main Power Box	9,800.00		
B14	20A/380V (<10KW) Three Phase Main Power Box	14,950.00		
B15	30A/380V (<16KW) Three Phase Main Power Box	17,100.00		
B16	60A/380V (<32KW) Three Phase Main Power Box	33,000.00		
B17	100A/380V (<52KW) Three Phase Main Power Box	45,400.00		
B18	150A/380V (<80KW) Three Phase Main Power Box	71,500.00		
	<b>Water &amp; Compress Air</b>			
B19	Daily use water (inlet 20mm , outlet 38mm , pressure 15mm/L)	3,200.00		
B20	0.5-1P compress air (7.5bar , 40L/min , 6kg/cm2)	4,500.00		
<b>Total Cost (RMB)</b>				

## 【Notice of Electricity Rental】

- **From Oct. 22, 2018**, cancellation of the order is not accepted. Exhibitor who insists to cancel order is subject to 50% of service charge of the total order. Payment shall be made before Oct. 22, otherwise, order will be deem as ineffective and will be cancelled automatically.
- Raw Space Exhibitor is required to rental at least 1 main power for lighting uses. Exhibitor who displays machine is required to rent 1 additional main power for machine uses. Machine and lights are not allowed to connect in one main power box.
- The above fee is for the show period, from Nov. 3-19, 2018. **Each electrical box will be supplied together with 10 m cable. Additional cable will be charged at the following rates: below 30A (including 30A) RMB50/m, 60A RMB 80/m, 100A or above RMB150/m. Once the cable is damaged, RMB300/m will be charged as compensation.**
- **Because of the limitation of the hall fixed facilities, part of booth will need additional cable. Contractor must submit the certificate of cable to official contractor if you intend to carry additional cable by yourself or contractor can apply to official contractor for additional cable.**
- During booth setting and show time, exhibitors or their contractors who apply for lighting main power is required to prepare electric distribution box. The ampere capacity of electrical boxes shall not exceed the amount for the total amps. Once found, Milton will cancel the qualification and the electrical box deposit will not be refunded. Milton reserves the rights to decide the location of electrical box.

Exhibitor:_____	Booth No.:_____
Contact Person:_____	Email:_____
Tel.:_____	Fax:_____
Signature & Company Chop:_____	Date:_____

Exhibitor shall bare all responsibility if he fails to complete the above information.

<b>Form M4</b> <b>AV</b> <b>Equipment</b>	<b>AV equipment rental online:</b> <a href="https://ordering.milton-exhibits.cn/CILogin.aspx?ExID=MGC81103&amp;lan=cn">https://ordering.milton-exhibits.cn/CILogin.aspx?ExID=MGC81103&amp;lan=cn</a> <b>Milton Exhibits Guangzhou Branch Company</b> 3B, Block 45, NO.3 JianShe Da MaLu, YueXiu District, GuangZhou, 510053, China. Fax: +86 20 8128 3150	
	<b>All</b> <b>Hall 2/3/4/5</b> Mr. Joy Zhang/Miss Candice Chen +86 20 8128 3105/3109 joyzhang@milton-gz.com,candicechen@milton-gz.com <b>Hall 6/9/10</b> Ms. Yalin Chen/Mr. AJ Liang +86 20 8128 3123/3119 yalinchen@milton-gz.com,ajliang@milton-gz.com	

- Orders received from Sept. 28-Oct.18 is subjected to availability and a surcharge of 30%.
- Orders received after Oct. 18 and on-site is subjected to a surcharge of 50%.

No.	Item Specification	Rental RMB	Qty.	Amount RMB
C1	42" Plasma (exclude socket)	3,600.00		
C2	180" Projector Screen	3,600.00		
C4	4500ANSI Lumen Projector	8,100.00		
C6	Tie Clip Wirless Microphone	1,440.00		
C7	Hand Held Microphone with wire	360.00		
C8	Hand Held Wirless Microphone	1,440.00		
C9	Amplifer (apply area 40sqm)	2,700.00		
C10	Amplifer (apply area 150sqm)	4,500.00		
	<b>LED Wall</b>			
C11	3Mx3M	27,800.00		
C12	4Mx4M	37,200.00		
C13	5Mx5M	56,500.00		
C14	6Mx6M	82,200.00		
<b>Total Cost (RMB)</b>				

- From Oct. 22, 2018, cancellation of the order is not accepted. Exhibitor who insists to cancel order is subject to 50% of service charge of the total order. Payment shall be made before Oct. 22, otherwise, order will be deem as ineffective and will be cancelled automatically.
- The depth of LED wall is net size only, not including operating room. When installed, 2cm should be increased to the width and height, and 1.50 m to the depth. Operation room is up to the exhibitor or his/her contractor.
- Please order in advance, on site order is subject to availability of Milton.

Exhibitor:_____	Booth No.:_____
Contact Person:_____	Email:_____
Tel.:_____	Fax:_____
Signature & Company Chop:_____	Date:_____

Exhibitor shall bare all responsibility if he fails to complete the above information.

**Deadline  
September 27, 2018**

**Form M5  
Cleaning  
Service**

**Cleaning service rental online:**

<https://ordering.milton-exhibits.cn/CILogin.aspx?ExID=MGC81103&lan=cn>

**Milton Exhibits Guangzhou Branch Company**

3B, Block 45, NO.3 JianShe Da MaLu, YueXiu District, GuangZhou, 510053, China.

Fax: +86 20 8128 3150

**Hall 2/3/4/5** Mr. Joy Zhang/Miss Candice Chen +86 20 8128 3105/3109

joyzhang@milton-gz.com,candicechen@milton-gz.com

**Hall 6/9/10** Ms. Yalin Chen/Mr. AJ Liang +86 20 8128 3123/3119

yalinchen@milton-gz.com,ajliang@milton-gz.com



**- On-Site Order is subjected to a surcharge of 50%.**

**1. Booth cleaning service include:**

A. General cleaning: includes floor cleaning, carpet vacuum cleaning, furniture cleaning, temporary construction cleaning, waste baskets emptying and ashtray cleaning.

B. Glass cleaning: using special glass cleaner to wipe the glass surface, making the surface clean.

**2. Chalet Cleaning**

**3. Indoor exhibits cleaning:** includes daily sweeping of radar, engine and other equipment.

**4. Other cleaning:** refers to washing dishes, disposal of packing material or biological waste, shampooing of carpet and so on. Please specify.

**5.** The above cleaning services are provided only once a day after show time. If exhibitors require it temporarily on site, please apply at Milton Office.

Service Type	Price/day	Sqm	Date	Amount(RMB)
Booth Cleaning:				
-A. General	RMB8.00/sqm	_____	_____to_____	_____
-B. Glass	RMB80.00/sqm	_____	_____to_____	_____
Chalet	RMB32.00/sqm	_____	_____to_____	_____
Indoor Exhibits	RMB8.00/sqm	_____	_____to_____	_____
<b>Total Cost (RMB)</b>				_____

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

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

Tel.: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature & Company Chop: \_\_\_\_\_ Date: \_\_\_\_\_

Exhibitor shall bare all responsibility if he fails to complete the above information.



**Deadline**  
**September 27, 2018**

<b>Form M6</b> <b>Hoisting</b> <b>Point</b>	<b>Please return to:</b> <a href="https://ordering.milton-exhibits.cn/CILogin.aspx?ExID=MGC81103&amp;lan=cn">https://ordering.milton-exhibits.cn/CILogin.aspx?ExID=MGC81103&amp;lan=cn</a> <b>Milton Exhibits Guangzhou Branch Company</b> 3B, Block 45, NO.3 JianShe Da MaLu, YueXiu District, GuangZhou, 510053, China. Fax: +86 20 8128 3150	
	<b>All</b> <b>Hall 2/3/4/5</b> Mr. Joy Zhang/Miss Candice Chen +86 20 8128 3105/3109 joyzhang@milton-gz.com,candicechen@milton-gz.com <b>Hall 6/9/10</b> Ms. Yalin Chen/Mr. AJ Liang +86 20 8128 3123/3119 yalinchen@milton-gz.com,ajliang@milton-gz.com	


- Charge: RMB 2000/hoisting point.** Hanging point costs do not include the design and production costs, overhead equipment rental fees or lifting point operation. Each point should be at least 8-10 meters from the floor.
- Hall 2- Hall 6 Each hoisting point load shall not exceed 200 kg.**
- Exhibitors or contractors wish to hang banners or any other items on the ceiling above the booth shall submit a detailed design with specification of weight and dimension to the official contractor before Sept. 27, 2018. Orders from Sept. 28 to Oct. 18, is subject to 30% of surcharge. Orders after Oct. 18 and onsite is subject to 50% of surcharge.
- The hoisting work must be carried out under supervision of the organizer's on-site management personnel.
- Hoisting point shall not hang the national flag
- Hoisting point is for Hall 2- Hall 6 only.
- The hoisting point location and quantity will be subject to the scene.
- Please prepare the hoisting point tools.
- APT Showfreight Ltd is the only supplier of all aerial work platforms.

Booth No.	Item Specification	Rental RMB	Qty.	Amount RMB
<b>Total Cost (RMB)</b>				

Exhibitor: \_\_\_\_\_ Booth No.: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_  
Tel.: \_\_\_\_\_ Fax: \_\_\_\_\_  
Signature & Company Chop: \_\_\_\_\_ Date: \_\_\_\_\_

Exhibitor shall bare all responsibility if he fails to complete the above information.

**Deadline  
September 27, 2018**

<b>Form M7</b> <b>Construction Safety Declaration</b>	<b>Online submission:</b> <a href="https://ordering.milton-exhibits.cn/CILogin.aspx?ExID=MGC81103&amp;lan=cn">https://ordering.milton-exhibits.cn/CILogin.aspx?ExID=MGC81103&amp;lan=cn</a> <b>Milton Exhibits Guangzhou Branch Company</b> 3B, Block 45, NO.3 JianShe Da MaLu, YueXiu District, GuangZhou, 510053, China. Tel.: +86 20 8128 3159/3102 Mr. Jeffrey Pan /Mr. Oscar Liu Fax: +86 20 8128 3150 Consulting Email: airshow@milton-gz.com	
	<b>Raw Space</b>	

Raw Space Exhibitors and their contractors is requested to read and obey **Raw Space Management Regulations**, and submit the form and final design to Milton.

### Part 1: Construction Safety Declaration

Our company, as an exhibitor, has read and agreed to obey all booth setting regulations, including **Raw Space Management Regulations** on chapter 6 and we promise that our contractors will comply with the rules and regulations.

☐ Our company has employed other contractor to set our booth. Detail information is registered in Part 2 of Form M7.

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

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

Tel.: \_\_\_\_\_ Fax : \_\_\_\_\_

Mobile: \_\_\_\_\_

Date: \_\_\_\_\_ Sign and Chop : \_\_\_\_\_

### Part 2: Safety Declaration

Our company, as a contractor, has read and agreed to obey all booth setting regulations, including Raw Space Management Regulations on chapter 6 and we promise that we will obey fire-prevention and safety regulations, and take all responsibilities during the booth setting/dismantling and show time.

**We understand that contractor badge and vehicle pass are to be distributed after submitting this form, a set of "special design drawing examination documents", electricity fee and form.**

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

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

Tel.: \_\_\_\_\_ Fax : \_\_\_\_\_

Mobile: \_\_\_\_\_


Date: \_\_\_\_\_ Sign and Chop : \_\_\_\_\_

- **Exhibitors and their contractor are responsible for the booth design and the construction safety. Official contractor Milton only evaluate the design on the design aspect. Milton will not responsible for the material and the professionalism of the contractor.**

Exhibitor: _____	Booth No.: _____
Contact Person: _____	Email: _____
Tel.: _____	Fax: _____
Signature & Company Chop: _____	Date: _____

Exhibitor shall bare all responsibility if he fails to complete the above information.

**Deadline**  
**September 27, 2018**

<b>Form M8</b> <b>Safety</b> <b>Guarantee</b>	<b>Online submission:</b> <a href="https://ordering.milton-exhibits.cn/CILogin.aspx?ExID=MGC81103&amp;lan=cn">https://ordering.milton-exhibits.cn/CILogin.aspx?ExID=MGC81103&amp;lan=cn</a> <b>Milton Exhibits Guangzhou Branch Company</b> 3B, Block 45, NO.3 JianShe Da MaLu, YueXiu District, GuangZhou, 510053, China. Tel.: +86 20 8128 3159/3102 Mr. Jeffrey Pan /Mr. Oscar Liu Fax: +86 20 8128 3150 Consulting Email: airshow@milton-gz.com	
	<b>Raw Space</b>	

## Safety Guarantee

In order to seriously implement the "People's Republic of China Fire Law" (hereinafter referred to as the Fire Act) and "agencies, organizations, enterprises, institutions fire safety regulations" and other related fire protection laws and regulations, rules and regulations, to ensure that China international Aviation and Aerospace exhibition Center fire safety during move-in / move-out period. Zhuhai Airshow Co. Ltd. and exhibitor booth construction unit defined entrusted responsibility for fire safety are as follows:

According to the Fire Services Act Article XIII, identified booth / Chalet construction, the construction unit headed by Oct.26 to Nov.14, 2018 in Zhuhai Air Show Center move-in / move-out period (unit name) of the construction sites and the construction of the booth or Chalet (booth / Chalet numbers) responsible for fire safety. During move-in / move-out period and as a result of the construction of the booth / Chalet does not comply with the relevant provisions of fire safety management and the emergence of various fire protection, security and a variety of safety accidents, all losses, the consequences and legal liability arising therefrom borne by the construction unit.

Fire security responsibilities person's specific responsibilities are as follows:

1. Comply with the state's fire safety laws and regulations, the requirements of the Zhuhai City Police Fire organs and China (Zhuhai) International Aviation and Aerospace Exhibition Centre has developed various safety regulations; school full-time staff to strengthen the construction site of the fire safety management oversight; according to the nature of the construction site and work with some fire-fighting equipment, take adequate security measures by professionals in the construction work and ensure a stable stand / Chalet configuration, security firm and consistent with the provisions of fire safety.
2. Brought solely responsible for equipment, tools and personal safety and security of all items of construction workers.
3. Such as the emergence of various fire protection, security and other accidents during the construction period, the first time to notify the organizing committee office security personnel, and first to take the necessary measures to prevent the situation from further expansion.
4. Seriously with the management, supervision and inspection of the work site Police firefighters and security guards on the proposed fire safety hazards timely rectification.
5. If there are construction workers during the construction of stealing, smoking, sabotage, damage Exhibition Center property, unauthorized access or damage Convention Centre set enclosed area, such as violation of convention center management provisions of the act, we are willing to accept transferred to public security organ for handling and compensation for all losses, accept Convention Centre to cancel the construction of the unit in the future construction of eligibility to enter the scene exhibit punishment Convention Center.

The responsibility one in three copies (exhibitors, construction units, Zhuhai Airshow Co. holds one), after participating units and construction units or commission representative responsible for the signature and official seal effect.

Exhibitor: _____	Booth No.: _____
Contact Person: _____	Email: _____
Tel.: _____	Fax: _____
Signature & Company Chop: _____	Date: _____

Exhibitor shall bare all responsibility if he fails to complete the above information.

**Form M8-1**

**Letter of  
Appointment  
Management  
Person For Fire  
Safety**

**Raw Space**

**Online submission:**

<https://ordering.milton-exhibits.cn/CILogin.aspx?ExID=MGC81103&lan=cn>

**Milton Exhibits Guangzhou Branch Company**

3B, Block 45, NO.3 JianShe Da MaLu, YueXiu District, GuangZhou, 510053, China.

Tel.: +86 20 8128 3159/3102 Mr. Jeffrey Pan /Mr. Oscar Liu

Fax: +86 20 8128 3150

Consulting Email: airshow@milton-gz.com



## Letter of Appointment Management Person For Fire Safety

To implement and organize fire safety management , decided by the management meeting of the company , \_\_\_\_\_ is the person liable for fire safety of our company. ( Mobile phone : \_\_\_\_\_ )

The above appointment decision starts from the date of promulgation.


Company name ( Chop )

Date : \_\_\_\_\_

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### Fire Safety Manager Responsibilities

1. The fire safety manager is responsible for the fire safety of the unit, Implement and organize fire control safety management.
2. To be responsible for drawing up annual fire control work plan and organizing the implementation of daily fire control safety management.
3. To organize and formulate fire control safety system and operation rules to ensure fire control safety and supervise their implementation.
4. Fire control facilities and equipment shall be provided in accordance with national standards and industrial standards, and fire safety signs shall be set, and regular inspection, maintenance and maintenance shall be organized to ensure sound and effective conditions.
5. To be responsible for the preparation of funds and organizational support programs for fire safety work.
6. Organize and implement fire prevention inspection and fire hazard rectification.
7. To organize and implement the maintenance of fire control facilities, fire extinguishing equipment and fire control safety signs of the unit to ensure that they are in good condition and effective.
8. To organize and manage full-time or voluntary fire brigades.
9. Organize the promotion of fire knowledge and skills among employees, education and training, and the implementation and drill of fire fighting and emergency evacuation plan.
10. Direct the initial fire fighting of the unit.
11. Other fire safety management work entrusted by the responsible person of fire safety in the unit.
12. Report the fire control safety situation to the person responsible for fire control safety regularly and timely report major problems involving fire control safety.

<b>Form M8-2</b> <b>Letter of Appointment Responsible For Fire Safety</b>	<b>Online submission:</b> <a href="https://ordering.milton-exhibits.cn/CILogin.aspx?ExID=MGC81103&amp;lan=cn">https://ordering.milton-exhibits.cn/CILogin.aspx?ExID=MGC81103&amp;lan=cn</a>	
	<b>Milton Exhibits Guangzhou Branch Company</b> 3B, Block 45, NO.3 JianShe Da MaLu, YueXiu District, GuangZhou, 510053, China. Tel.: +86 20 8128 3159/3102 Mr. Jeffrey Pan /Mr. Oscar Liu Fax: +86 20 8128 3150 Consulting Email: airshow@milton-gz.com	
<b>Raw Space</b>		

## Letter of Appointment Responsible For Fire Safety

In order to carry out the fire control laws and regulations, ensure the fire control safety of the unit conforms to the regulations, and master the fire control safety situation of the unit, according to the "Fire control law of the People's Republic of China" and "Regulations on fire control safety in government organs, organizations, enterprises and institutions", \_\_\_\_\_ is the person liable for fire safety of our company. ( Mobile phone : \_\_\_\_\_ )

The above appointment decision starts from the date of promulgation.

Company name ( Chop )

Date : \_\_\_\_\_

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### Responsibility for fire safety

1. To ensure that the fire control design and construction of construction projects such as new construction, expansion and reconstruction (including interior decoration and use change) must conform to the national fire control technical standards for construction projects.
2. In accordance with the requirements of the fire control law of the People's Republic of China and other relevant provisions, relevant fire control procedures shall be conducted for the construction projects of the unit for construction, expansion and reconstruction (including indoor decoration and change of use) to ensure the legality of the construction projects.
3. If the unit belongs to a public gathering place, it shall apply for fire control safety inspection to the public security organ of the local people's government at or above the county level in the place where the unit is located before putting it into use or business. Those who do not pass fire control safety inspection or fail to meet fire control safety requirements after inspection shall not be put into use or business operation.
4. To carry out fire control laws and regulations, ensure the fire control safety of the unit in compliance with regulations, and master the fire control safety situation of the unit.
5. To make overall arrangements for fire control work and the activities of production, scientific research, management and management of the unit, and approve the implementation of annual fire control work plan.
6. Provide necessary funds and organizational guarantee for the fire control safety of the unit.
7. To determine the responsibility of fire safety and approve the implementation of fire safety system and operation rules for fire safety.
8. Organize fire prevention inspection, supervise the implementation of fire hazard rectification, and deal with major fire safety problems in time.
9. Set up full time fire brigade and volunteer fire brigade according to fire regulation. The number of volunteer firefighters shall not be less than 30% of the number of employees in the place.
10. Organize and formulate fire extinguishing and emergency evacuation plan in accordance with the actual situation of the unit, and carry out drill.

<b>Form M9</b> <b>Electricity</b> <b>safety</b> <b>responsibility</b>	<b>Online submission:</b> <a href="https://ordering.milton-exhibits.cn/CILogin.aspx?ExID=MGC81103&amp;lan=cn">https://ordering.milton-exhibits.cn/CILogin.aspx?ExID=MGC81103&amp;lan=cn</a> <b>Milton Exhibits Guangzhou Branch Company</b> 3B, Block 45, NO.3 JianShe Da MaLu, YueXiu District, GuangZhou, 510053, China. Tel.: +86 20 8128 3159/3102 Mr. Jeffrey Pan /Mr. Oscar Liu Fax: +86 20 8128 3150 Consulting Email: airshow@milton-gz.com	
<b>Raw Space</b>		

## Undertaking on Responsibility for Safe Use of Electricity in Exhibition Booth

( Exhibitors and contractors must sign and chop then return this form to the official constructors )

In order to cooperate with the booth safety management of China ZHUHAI airshow exhibition hall, responsibilities should be clearly defined, management should be standardized, safety should be ensured, and a safe and reliable exhibition environment for electricity consumption should be created , According to the "regulations on safe electricity consumption of China ZHUHAI airshow hall" (hereinafter referred to as "regulations") , This unit is the exhibitor of the above exhibition (booth number: \_\_\_\_\_) , And our stand contractors to the pavilion side commitment :

1. We shall strictly abide by the Regulations from the venue management and the Organizer, and be directly liable for any and all consequences arising from improper installation or improper use of electricity in violation of the Regulations at the time of installation, operation or dismantling of the exhibition, including financial and legal liability.
2. We shall designate specialized personnel solely responsible for safe use of electricity and site maintenance at the time of installation, operation and dismantling of the exhibition, for prompt removal of any hidden threats to the safe use of electricity, and for safety in the exhibition booth.
3. We shall submit to the supervision and control of the competent departments of the Exhibition Owner and conscientiously implement any measures for improvement or amendment of the safe use of electricity. This letter of commitment is in quadruplicate. The organizer hold two copies, the exhibitor unit and the construction contractor shall hold one copy respectively.

This undertaking is part of the Order Form - Electrical Items Rental.

Exhibitor: (chop)

Contractor: (chop)

Legal person or responsible person (signature) :

Legal person or responsible person (signature) :

Responsible person or electrician :

Responsible person or electrician :

Mobile :

Mobile :

Date : \_\_\_\_\_

Date : \_\_\_\_\_

**Form M10  
Contractor  
Badge**

**Online submission:**

<https://ordering.milton-exhibits.cn/CILogin.aspx?ExID=MGC81103&lan=cn>

**Milton Exhibits Guangzhou Branch Company**

3B, Block 45, NO.3 JianShe Da MaLu, YueXiu District, GuangZhou, 510053, China.

Fax: +86 20 8128 3150

**Hall 2/3/4/5** Mr. Joy Zhang/Miss Candice Chen +86 20 8128 3105/3109

joyzhang@milton-gz.com,candicechen@milton-gz.com

**Hall 6/9/10** Ms. Yalin Chen/Mr. AJ Liang +86 20 8128 3123/3119

yalinchen@milton-gz.com,ajliang@milton-gz.com



**Raw Space**

## Contractor Badge Application Form

Booth No./Chalet No. : \_\_\_\_\_ Hall No. : \_\_\_\_\_

Contractor Name : \_\_\_\_\_ Person In Charge : \_\_\_\_\_

Mobile Phone : \_\_\_\_\_ Fax : \_\_\_\_\_


No	Name	Gender	Nationality	Passport No.	Special Operation ( Electricians, Welders, Aerial work, air conditioning and refrigeration )	Special operation permit number
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
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22						
23						
24						
25						

## **【Notice】**

1. Please return this form to Milton before **Sep. 27**. Exhibitors and contractor shall take all responsibilities and bear surcharges for any overdue submission.
2. **Worker needs to submit following information attached by express to 3B, Block 45, NO.3 JianShe Da MaLu, YueXiu District, GuangZhou, 510053, China. Milton Exhibits Guangzhou Branch Company, Miss Yalin Chen:**
  - **2 photos of every worker**
  - **1 copy of ID card**
  - **1 copy of vehicle license****Worker is responsible for all losses for late submission.**
3. The official contractor Milton will distribute contractor badge and vehicle pass to exhibitors or their contractors who have submitted a set of raw space booth design drawing examination documents. Please present Exhibitor Authorisation Letter and pay the Deposit by cash on site when receiving contractor badge and vehicle pass.
4. Every 5sqm can get 1 free contractor badge. Extra badge is subject to RMB 100 per badge.
5. Every Vehicle pass will be charged RMB20. Please pay to organizer Zhuhai Airshow Co. Ltd. on site.
6. **Special operation workers should indicated in the application form, and provide the copy of special operation certificate. The special operations mainly includes electricians, welders, aerial work and air conditioning refrigeration.**



**Deadline  
September 27, 2018**

<b>Form M11 Chalet Decoration Registration</b>	<b>Please return to:</b> <b>Zhuhai Airshow Co., Ltd.</b> No. 1, Jiuzhou Lane 2, Jiuzhou Avenue, Zhuhai, Guangdong, 519015, China Tel.: +86 756-7622105 Mr. Jay Lee Fax: +86 756-7622069 Email: thisisjay84@qq.com	
	<b>Chalet</b>	

■ **Chalet No. :** \_\_\_\_\_ **Company Name :** \_\_\_\_\_

Contractor : \_\_\_\_\_

Address : \_\_\_\_\_

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

Tel. : \_\_\_\_\_ Fax : \_\_\_\_\_

Mobile Phone : \_\_\_\_\_

Date : \_\_\_\_\_ Sign and Chop : \_\_\_\_\_

■ **Invoice Mailing Address:**

Company Name : \_\_\_\_\_ Contact Person : \_\_\_\_\_

Tel. : \_\_\_\_\_ Fax : \_\_\_\_\_

Email : \_\_\_\_\_

Address : \_\_\_\_\_ Zip Code: \_\_\_\_\_

■ **Deposit Refund to Account:**

Beneficiary: \_\_\_\_\_

Bank: \_\_\_\_\_

Account No.: \_\_\_\_\_

Swift Code: \_\_\_\_\_

Bank Address: \_\_\_\_\_

**【Notice】**

1. All non-official chalet contractors MUST pre-register themselves with the Organizer.
2. On registration and when applying for Construction Badges, all contractors should pay a refundable **Performance Bond** in advance by bank transfer or in cash on site to the Organizer. The Performance Bond will be returned in full within 60 days of the completion of the show provided that no damage has been caused by the said contractor.

Item	Contractor Badge	Performance Bond
Cost	14 Free Badges /Unit Extra: RMB100 per badge	RMB24,000.00

3. To apply for the Contractor Badges, please contact the organizer.
4. Exhibitors and/or their employing contractors get the approval from the Organizer for all drawings/designs of their chalets prior to construction. Such drawings/designs with detailed dimensions including building materials must be submitted to the Organizer at least 30 days before the exhibition begins.
5. Exhibitors or Non-Official Chalet Contractors are required to work beyond the normal working hours 08:30-18:00 MUST submit their request accompanied by payment for overtime charges (18:00-22:00, RMB4000/Unit /4hrs, less than 4 hours shall be calculated as 4 hours) to the SHOW MANAGEMENT OFFICE.

Exhibitor: \_\_\_\_\_ Booth No.: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_  
Tel.: \_\_\_\_\_ Fax: \_\_\_\_\_  
Signature & Company Chop: \_\_\_\_\_ Date: \_\_\_\_\_

Exhibitor shall bare all responsibility if he fails to complete the above information.

<b>Form M12</b> <b>Deposit Required Items</b>	<b>Online submission:</b> <a href="https://ordering.milton-exhibits.cn/CILogin.aspx?ExID=MGC81103&amp;lan=cn">https://ordering.milton-exhibits.cn/CILogin.aspx?ExID=MGC81103&amp;lan=cn</a> <b>Milton Exhibits Guangzhou Branch Company</b> 3B, Block 45, NO.3 JianShe Da MaLu, YueXiu District, GuangZhou, 510053, China. Fax: +86 20 8128 3150	
	<b>Raw Space</b> <b>Hall 2/3/4/5</b> Mr. Joy Zhang/Miss Candice Chen +86 20 8128 3105/3109 joyzhang@milton-gz.com,candicechen@milton-gz.com <b>Hall 6/9/10</b> Ms. Yalin Chen/Mr. AJ Liang +86 20 8128 3123/3119 yalinchen@milton-gz.com,ajliang@milton-gz.com	

**Deposit is used to deduct unpaid rental fee, OT charge, cleaning fine and violation fine.**

**1. Overtime stranded and OT reminder**

- 1) Read the Manual relevant notice carefully.
- 2) Read the " Move-in / Move-out Notice"
- 3) Notice the tips of Move-in / Move-out.
- 4) Notice broadcast and SMS.

**2. Definition of overtime stranded, OT and evidence collection, processing methods**

- 1) Definition of OT: Exhibitor and contractor exceed the predetermined time is still staying in the booth behavior is considered OT. Exhibitor and contractor should shut down electrical box. If electrical box has not be shut down, it is regarded as OT.
- 2) Exhibitor and contractor is required to go to organizer apply for OT before 15:00, OT charge refer to page 5 of this manual.
- 3) Official contractor and organizer will collect evidence, and take photos after the official closing time. Verified without pay OT charge, OT charge will be deducted from the deposit. When determining whether overtime stranded or OT only to stand as a unit, the identity of contractor or exhibitor were not to make any judgment. Therefore, which parties pay the deposit were not to make any judgment and will deduct the deposit directly.
- 4) OT caused by logistics, exhibitor and contractor is required to consult with Official Freight Forwarder in advance. Official contractor does not involve the management of the logistics, only the fact that the registration of OT and does not make non-objectivity of judgment.

**3. Definition of complete clearance and garbage legacy, overtime stranded OT charge**

- 1) Clearance is not finished with garbage as a standard booth location, exhibitor and contractor provide their own photos of the booth is not as effective evidence. All complete clearance to begin at 18:00 on Nov. 14, in order to prevail at official contractor forensics, forensics way to take photos (or video). Found your booth any garbage in any area surrounding the halls, and are regarded as overtime stranded OT.
- 2) Official contractor will clean the remaining items at 18:00 on Nov. 14. Exhibitor and contractor stay in any area surrounding the halls to clean garbage after 18:00 is regarded as OT; it will charge overtime stranded fee and cleaning fee if exhibitor and contractor have not cleaned up garbage after 18:00.

**Our company has been kept informed of the above information and strictly enforces the construction according to the relevant requirements and regulations.**

Exhibitor:_____	Booth No.:_____
Contact Person:_____	Email:_____
Tel.:_____	Fax:_____
Signature & Company Chop:_____	Date:_____

Exhibitor shall bare all responsibility if he fails to complete the above information.

## 【Form 12 Deposit Required Items】

Exhibitors and their contractors shall obey the rules and regulations set by the organizer and the official contractor. Violation will be deducted accordingly. Illegal items deduction deposit ratio and fines as follows:

Illegal items deduction deposit ratio and fines as follows:

1	Booth design disagree with construction, in violation of fire and safety regulations, including: 1. Booth design concealed height, declare single-deck but construct double-deck, booth and exhibit over height; 2. Materials does not comply with fire regulations, fails to rectification in time according to rectification notice; 3. Due to poor quality materials or hire unqualified personnel caused casualties; 4. Concealed hoisting point material, suspended material exceeding the prescribed weight.	100%
2	Due to the backdrop without making landscaping or landscaping is substandard, affect the image of the adjacent booths; Products or advertising inkjet without declaration pasted on halls fixed facilities illegal advertising publication.	50%
3	Illegal connections of electricity, electricity beyond the actual usage, use undeserved cause damage of electric box. Hire unqualified electrician lead to security problems.	50%
4	Empty boxes, waste, packaging, wood structure, signs, etc. have not been placed at free warehousing area.	50%
5	Has not cleaned up yet at the last day of move-out period, and clean up by official contractor.	RMB500/ m <sup>3</sup>
6	Hire public performance does not meet the relevant provisions of the public security department, without the approval of the public security departments, including pornographic performances.	RMB5000
7	LED exhibition showpiece play audio sound over 75 decibels, the adverse impact on the surrounding image of exhibitors and the General Assembly.	RMB5000
8	Lost electrical boxes, electrical boxes baffle lost, damaged waterproof quick connector, damaged electrical box enclosure, burn air switch, and illegal dismantling cause damage to other booths and halls fixed facilities.	price of compensation according to hall
9	Rude construction, such as pull down back wall.	2000/each time
10	Do not wear helmet	RMB5000
11	Booth number is not show on the booth. Booth design should include booth number at obvious place such as fascia, back wall etc. And the height of the booth number shall not less than 15cm.	RMB200

Exhibitor:\_\_\_\_\_ Booth No.:\_\_\_\_\_  
 Contact Person:\_\_\_\_\_ Email:\_\_\_\_\_  
 Tel.:\_\_\_\_\_ Fax:\_\_\_\_\_  
 Signature & Company Chop:\_\_\_\_\_ Date:\_\_\_\_\_

Exhibitor shall bare all responsibility if he fails to complete the above information.

## Rental Order Form for Scissor lifting / High lifting platform truck

(Please fill in this application service form according to the service date request.)

(for APT internal use only) Ref. no.: \_\_\_\_\_

**Rental application deadline: 27th Sept 2018(before 17:00)**

Show	Official move-in	Official move-out ::
Airshow China 2018 - The 12th China International Aviation & Aerospace Exhibition 18:00)	26 Oct ~ 03 Nov 2018 (Before 18:00)	12 ~ 14 Nov 2018
Show day: 06 ~ 11 Nov 2018	Venue : Zhuhai, Guangdong, China	

	Qty.	Date of Rental	Price for normal office hours only – Move-in / Move-out 09:00 to 18:00 RMB/hour (Minimum charge 2 hour per order)	Total amount (RMB)
<b>Rental for Scissor lifting / High lifting platform truck</b>				
1. Scissor lifting Max. work height 15.85M		Date of rental: _____ of _____	RMB800.00/hour; min. charge 2 hour	
2. High lifting platform truck Max. work height		Date of rental: _____ Time: (from _____ to _____)	RMB1,200.00/hour; min. charge 2 hour	
			Total amount (additional surcharge is not including):	
			After application deadline are subject to 25% surcharge	
			On-site order is subject to 50% surcharges	
			6% VAT:	
			Total amount ::	

Please complete the above form and email to: APT SHOWFREIGHT SHANGHAI CO., LTD (GUANGZHOU BRANCH)  
Room 1312, 13th Floor VILI International Hotel  
No. 167 Linhexi Road, Tianhe District, Guangzhou 510610, P.R. China  
Ctc: Mr. Ben OuYang  
Tel: +86 (020) 38776302  
E-mail: [Ben.ouyang@aptshowfreight.com](mailto:Ben.ouyang@aptshowfreight.com)



## Terms and conditions

1. Rental all kinds of equipment, minimum basis at 2 hours per order per exhibitor. Thereafter, it will be calculated per each 1-hour basis.
2. All charges are valid from 09:00am up to 18:00pm. Overtime surcharges will be applicable at 50% of basic handling rate.
3. Any exhibitor / contractor whom involving hanging working; they must comply with the rules of occupational safety and healthy.
4. Safety belt, reflective vest & helmet is required for work at heights. Any worker / contractor is not allowed climbing outside of the platform / lifting at heights and they should ensure the safety of site environment.
5. Exhibitor / contractor to observe the regulations as stipulated in the relevant safety regulations when working at heights and they were responsible for providing the necessary safety information, instruction and training to workers. They should also remind worker to refrain from adopting unsafe practices when using platform / lifting equipment to reduce the risk of accidents. Some personnel who should assist with such operation includes the safety and protection of anyone may wander into a hazardous area. Exhibitor / contractor should take their own responsibility in case if any accidents happen.
6. Cost of insurance cover is not included in our charges of rental equipment's. It is the responsibility of each exhibitor to arrange an Insurance Policy covering for the worker / contractor during the whole operations period of move-in & move-out.
7. Cancellation of rental equipment must be informed by written confirmation at least 5 days before the day of equipment operation. And 30% cancellation fee will not refundable.
8. Rental of equipment will be ordered by "First come First served" basis.
9. Full settlement of rental charges must be paid before **22nd October 2018**. All payment must be made without any deduction or deferment on account of any claim, counterclaim or off-set.  
Payment must be made by Telegraphic Transfer to our bank account HSBC bank account; and any remitting bank charge are to be borne by the exhibitor / contractor.
10. All business is only transacted in accordance with our Standard Trading Conditions. A copy is available upon request.

Name of exhibitor :	
Address:	
Booth no.:	
Contact Person:	Title:
Tel :	Date:

## Move in/out Temporary Vehicle Pass Application Form

No.	License Plate Number ( 7 seat maximum )	Contact
1		
2		

### Notice

1. Please submit before 30<sup>th</sup> September 2018 for temporary pass production. Application exceed the time limit would be regarded as valid.
2. Move in/out Vehicle Temporary Pass works for light vehicle, which is valid during move in/out period. Vehicle parked in specific place and one pass for one vehicle. The price for temporary vehicle pass is RMB 50/car.
3. Hard copy of driving license is required.
4. **Move in/out truck pass works for exhibits vehicle can be applied on site. The deposit is RMB 200/vehicle, for offloading within 120 minutes (beginning from the entry into the site, ended up with exit of Gate 3). Late departure will be charged by RMB 50/30 minutes, less than 30 minutes shall be charged as 30 minutes.**
5. All vehicle and drivers should obey regulation and drive under 15km/h.
6. For the inquire please kindly contact +86 18117885585 or email to [luj@ues-scm.com](mailto:luj@ues-scm.com)

Exhibitor: \_\_\_\_\_ Booth No.: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_  
 Tel.: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Signature & Company Chop: \_\_\_\_\_ Date: \_\_\_\_\_

Exhibitor shall bare all responsibility if he fails to complete the above information.