



5. Booth Furnishings & Display

5.1 Standard Shell Scheme

All standard booths shall be designed, built and decorated by the Official Contractor, **Syma-Expo (China) Ltd.** Booth design and facilities will be provided according to the number of booths. The Organizers reserve the right to make changes on the facilities provided at any time before the commencement of the Show.

Fascia Board will be provided free of charge, the layout of fascia shall be designed by the Official Contractor. Please fill in the **fascia board details** and return to Syma on or before **21 October 2009**. If NO Form is received before the deadline, the company name displayed in either English or Chinese or both will be based on the information on the booth application form previously submitted.

Standard booth exhibitors with special booth design and decoration, please refer to Section 5.2, **Custom-built Booth (Raw Space) Stand** guideline.

5.1.1 Rules and Regulations of Shell Scheme Booths

- a) Exhibitors are not allowed to make any alternation to the structure of the booth or remove any integral parts from the booth.
- b) Exhibitors requiring special assistance to add/ remove or relocate standard facilities should submit their request to official contractor before **21 October 2009**. Booth facilities will be installed according to the specified layout if no request is received before deadline. Any on-site changes or relocation requested by exhibitors will subject to surcharge.
- c) There is NO REFUND OR EXCHANGE WITH OTHER BOOTHS FOR UNUSED ITEMS.
- d) Exhibitors requiring additional facilities such as telephone, furniture and audio-visual equipment should place their order to Syma. Please complete and return the "**Order Form (A) – Furniture Items**" to **Syma on or before 21 October 2009**. Prepayment in full will be required and additional charges will be incurred for late order.
- e) There is NO REFUND AND EXCHANGE FOR ON-SITE ORDERS.
- f) No part of any structure may be extended beyond the boundaries of the site allocated. This includes booth displays, furnishings, or any other booth construction.
- g) No freestanding fitment may exceed the height of **2.5m** or extend beyond the boundary the booth allocated. This includes exhibits, company names, logo provided by the exhibitors, advertising materials and signs.
- h) Any drilling/ nailing to the shell scheme panels is strictly prohibited. All items are on rental basis only and exhibitors must compensate for any damage/ losing during the period of rental.
- i) Any stickers applied to the shell scheme panels have to be removed at the end of the fair. The Official contractor reserves the right to claim the cleaning and damage cost if stickers are not removed.
- j) No fixing or installing of any structure or items to the property of the hall, this includes the ground, pillar, wall and any other structures of the Exhibition Hall.

5.1.2 Electricity Installation

- a) All electricity supply, electrical work and link-ups shall only be carried out at exhibitors' expenses by the Official Contractor. Service charge shall be checked directly with the Official Contractor.
- b) All electrical fittings and wiring must be installed only by the Official Contractor. The charge will be settled by exhibitor. Exhibitors are not allowed to carry out electrical installation work on their own.
- c) Exhibitors shall go to official contractor's on-site service counter to inquire the service charge or apply for temporary electricity supply if electricity supply is required during the move-in period.
- d) Main switch and distribution board may be required to install within booth area at the official contractor's discretion.
- e) All lighting fixtures should be installed at least **2.2m** above the ground. If not, they should be well protected so as not to cause danger to the general public.



- f) Electricity will be supplied in **220** volt (+/-6%), single phase, **50Hz** or **380** volt (+/-6%), 3-phase, **50Hz**. If the power consumption is in excess of **1,000W**, the circuit shall be arranged to suit connection to a 3-phase supply. Wiring shall be 3-phase and 4-cord.
- g) All electrical installation work shall be carried out by licensed electricians. The Exhibition Hall's field management will check the license randomly, and reserve the right to stop the electrical installation work of those electricians who found without proper license.
- h) If **380V** is used in the 3-phase, 4-wire system, it is required to keep a balanced load in the 3-phase system. All electrical equipment needs to have reliable and complete earth protection.

5.2 Custom-built Booth

"Custom-built booths" refers to booths (including raw space and standard booth) having special design and construction. Exhibitors who choose raw space as participation format will be given raw space only, without any finishing such as carpet and furniture, exhibitors need to have appointed contractor to have the booth design and construction. Standard booth exhibitors can also have appointed contractor to carry out special design and decoration. Under all circumstances, both exhibitors and their contractors should strictly obey the following specifications, the Rules and Regulations stipulated in Section 2 as well as any other conditions which the Organizers may specify before and during the Show. For design and construction services and advice, exhibitors can contact the official booth contractor, **Syma-Expo (China) Ltd.**

5.2.1 Work Schedule

Exhibitors and their appointed contractors must strictly adhere to the time schedule given by the Organizers. Failure to comply with these regulations may result in the delay of installation of electrics and equipment move-in, and any consequential costs incurred will be charged to the exhibitor.

5.2.2 Booth Design Layouts and Proposals

- a) Custom-built booth design layouts and proposals must be submitted to the Event Manager together with **Order FORM G** for approval not later than **15 October 2009**. Site measurements are given in meter. Drawings submitted must be in reasonable scale of not less than **1:100** in full dimensions and must contain information such as floor plan, elevation plan (with booth height & dimension), exhibit machines plan, telephone, electrical fittings, colors and materials to be used, any audio-visual equipment to be used, etc.
- b) Custom-built booth exhibitors and their contractors should be fully aware of the rules of the Organizers and the Shenzhen Convention & Exhibition Center when preparing the design layout and proposals. Failure to observe such rules can result in costly alternation on-site should it be required by the Exhibition Hall or the Organizers. These charges will be entirely at exhibitors' expenses.
- c) The Organizers may require amendments or variations to be made to the design layout or proposals before granting approval, or may withhold approval at its discretion if the booth structure causes obstruction to other exhibitors. No custom-built booth shall be permitted at the Show unless the booth design layout and proposals have been approved in writing by the Organizers and Exhibition Hall.
- d) Exhibitors, upon arrival and before commencing construction work, are required to check if the site is set out as per floor plan issued by the Organizers. Please report any error to the Organizers immediately. If the contractors do not report immediately, the Organizers will not be responsible for the errors once the construction work has started.



5.2.3 Booth Construction Specifications

5.2.3.1 Venue Protection

- a) No suspensions are to be made from the ceiling of the Exhibition Hall, nor may any fixing be made to the floor, walls or any other parts of the building.
- b) No nailing, drilling or fixtures of any kind is allowed to be affixed onto the floor, ceiling or any hall structure. Exhibitors or appointed contractors will be liable for any damage to the exhibition venue.
- c) Contractors should lay the electrical wiring inside their booth through the trenches of the Exhibition Hall for the route of electrical wiring is strictly prohibited.
- d) Exhibitors and their contractors must protect the exhibition venue. In case of any damage made to the venue's property due to negligence of the contractor, claims will be made to the exhibitor or contractors after the Show.
- e) Spray paint or painting in a large area of structure is not allowed in the Exhibition Hall. Exhibitors or appointed contractors should be responsible for the removal of oil spillage, paints and other liquids from the floors and walls, any expenses incurred will be at their cost.
- f) If a stand is decorated with water, sand, soil, turf or similar materials, a suitable insulating material of sufficient thickness shall be covered on the floor. Exhibitors shall make appropriate arrangements to ensure the safety and cleanness of the Exhibition Hall.

5.2.3.2 Booth Design and Constructions

- a) Exhibitors and their contractors should adhere to the construction and decoration regulations stipulated by at the Exhibition Hall. The Organizers reserve the right to stop any activities in violation of the rules. No claim for loss and damages will be accepted.
- b) Workers carrying out special construction work need to be a holder of valid license in the related specialty issued by National or Local Labor Department.
- c) Make sure the booth structure steady and should not affect the structure of other booths or the Exhibition Hall.
- d) Booth structure should be built beyond the boundaries of the site allocated. This includes booth displays, furnishings, or any other booth construction.
- e) Any signage of company name or logo over 2.5m in height facing to adjacent booth must be set back 0.5m from booth boundary.
- f) For those booths which are higher than 2.5m and with at least one side adjacent to standard booths, the back wall must be completed with white finishing. Visible wooden or batten grid is not allowed. If the exhibitors or contractors violate the above regulations, and if the white finishing work is done by the Organizers, the Organizers reserve the right to deduct the service fee from the refundable deposit.
- g) The booth construction should follow the approved booth design layout. NO modification can be made without prior notice and approval from the Organizers.
- h) The loading components used in custom-built booths, such as angle steel, channel steel and steel in square profile etc., must comply with the national standards. Soft or fragile materials (such as glass) are prohibited to be used as loading components in custom-built booth.
- i) In custom-built booths, wooden structures should not exceed 6m in width and 5m in height. For those structures using steel or a mix of steel and wood, the distance between two columns must be within 8m. The maximum width for steel structure should not exceed 12m (except those of professional stage construction). Certificates for structural safety must be presented to on-site staff of the Exhibition Hall should any custom-built booths do not comply with the standards above.
- j) For custom-built booth without structures, the thickness of wooden walls should not be less than 30cm. For booths with structures, the thickness of wooden walls should not be less than 10cm. The loading wooden walls must be supported by sturdy wooden structure inside the wall for safety purposes.



- k) The booth structure should be safely built with reliable components. Contractors should not draw support from any part of the Exhibition Hall by leaning or pulling the wall, or suspending any structure from the wall and ceiling, and so as the neighboring booths.
- l) The construction of staircase or ladder inside the booth should conform to the related technical standards and safety requirements. A clear directional signage should be installed for emergency exit. Handrail should be strong enough to prevent slipping.
- m) Contractors shall assign one person to be in charge of the on-site operations. The name and contact of the authorized person shall be submitted when applying contractor badge. Contractors shall be educated on the safety, rules and regulations. The Exhibition Hall will hold the contractor responsibility in case of any accidents. In the event of an accident, immediate notice must be given to the Organizers and Exhibition Hall's field management.

5.2.3.3 Height Limit and Aisle Width

- a) Custom-built booth shall be constructed within the assigned booth space. The distance from the air conditioner/ ventilator and fire hose shall be at least 1.5m; no stand decoration, stand fitting or exhibit shall exceed **6m** in height, unless prior written approval has been sought from the Organizers at least 45 days (**15 October 2009**) before the first move-in day.
- b) In compliance with fire and safety regulations, enclosed structures shall keep 2 exits of 3m in width.
- c) All special booths should expose roof with less than or equal to 30% of the total booth construction area.
- d) No structure shall be constructed under fire curtain. No suspension of articles to the sprinkler system or lamps of the Exhibition Hall shall be allowed. Clear access shall be maintained to fire alarms, extinguishers, fire hydrants, fire exits and gangway at all times.

5.2.3.4 Two-storey (Double-deck) Booth

- a) Exhibitors who want to build a two-storey booth must obtain an approval from the Organizers by submitting a qualified booth design layout, proposal containing structure and construction plans. Two-storey booth is only permissible with an approval from the Organizers and Exhibition Hall. Exhibitors must accept full responsibility for the safety of the structure, as Construction Site Safety Regulations is applicable.
- b) Any custom-built booth with access to the second level must also carry a Safety Certificate issued by a Qualified Engineer/ Surveyor. Exhibitors have to submit this certificate to the Organizers after finishing the stand construction but before the opening of the exhibition. Otherwise, the Organizers reserve the right to prohibit access to the booth or the second level.
- c) Surcharge will be levied on double-deck booth(s), which equals to 30% of the deck on second level.

5.2.3.5 Floor Covering

Exhibitors or their appointed contractors are responsible for laying their own floor covering. All carpets and floor coverings shall be affixed with double-side tape. These tapes are to be removed during the dismantling period. The use of paint or adhesives on the floor of the Exhibition Hall is strictly forbidden. In case of any floor covering work is done by the Organizers, exhibitors should take the responsibility of bearing the entire cost incurred.

5.2.3.6 Construction Materials

- a) All materials used in the stand construction must be fire-retardant. If inflammable materials such as wood or yarn must be used as construction material, fireproof treatment of such materials must be carried out before the move-in.
- b) All glasses to be used in booth construction must be of high safety standards like tempered glass and laminated glass. Loading glasses, glasses used for doors and windows or glasses with an area exceeding 2 sqm need to be made of tempered glasses. Glasses used for decoration or loading should be no less than 10mm in thickness. Safety considerations must be made even for glasses not used for loading purposes. Corners of glasses need to be well protected for safety. Clearly visible signages must be put on glasses to minimize accidents.



- c) No painting of exhibits and construction materials can be carried out inside the Exhibition Hall. However during the move-in period, the Exhibition Hall will permit with prior arrangement as agreed with the exhibitors the use of paint provided that the main painting work is done before the move-in of exhibits and decorations, only painting work of mending and embellishment nature is carried out while adequate arrangements are made by the operator, and these arrangements include:
- Painting should be done in an area with good ventilation
 - Paint must be nonpoisonous
 - The floor where paint spraying is operated need to be covered with clean plastic lamina or other cover
 - Painting should not be done near the vertical structure, i.e. wall

Exhibitors and their appointed contractors should bear the full responsibility for any damage made to the Exhibition Hall due to painting.

5.2.3.7 Fire Precaution

- a) Exhibitors and their appointed contractors, staff and agent must comply with the prevailing government fire protection law, the fire safety regulations and building codes of the Exhibition Center.
- b) Booth design and construction materials shall strictly follow the "Fire and Safety Regulations" stipulated by the Shenzhen Convention & Exhibition Center.
- c) For the booths measuring over 200 sqm or above in a closed design, there must be a minimum of two exits. The width of the exits should be at least in 1m. If the exits constructed with door, the open direction of the door shall be kept outward, and to ensure that the door can be opened smoothly.
- d) All special booth exhibitors/ contractors shall prepare Powder Fire Extinguisher (Model: 5ABC) for booth size of 50 sq.m. at least (Booth size under 50 sq.m. is not required.)
- e) All material used in construction or decoration shall be made of fire retardant materials and be certified as flame retardant. Fireproof painting shall be sprayed on the surface of wooden structures. For display safety, the structures shall be strong and secure.
- f) Light boxes must be constructed of approved materials and wired in approved type cables (not flexible cords) and adequately ventilated.
- g) Spray painting, welding, and using of electric saw is not allow in the Exhibition Hall.
- h) Exhibitors are not allowed to store inflammable items in their booths during construction and exhibition period. Construction materials and samples shall not obstruct the emergency exit or corridor.
- i) No open flames, explosives, petroleum or toxic, flammable, erosive or radioactive materials, or any other dangerous substances shall be used for construction.
- j) Under all circumstances, fire alarms, extinguishers, fire hydrants, fire hoses, emergency exits etc. shall be kept clear.
- k) Fire protection systems, ventilators, elevator fire alarms, indoor lighting and surveillance system shall not be blocked at any time and remain clear and easily accessible.
- l) Any person who encounters an outbreak of fire, no matter how slight, should activate the fire alarm and immediately extinguish the outbreak by using the fire extinguishers.

5.2.3.8 Electricity Installation and Link-ups

- a) All electrical fittings and wiring must be installed in compliance with Electricity (wiring) Regulation of China Electricity Ordinance.
- b) Design plans or proposals for electrical installation must be submitted to the Organizers for approval together with aforementioned booth design layout and proposals on or before **15 October 2009**. Late submission will not be guaranteed to have enough time to complete installation before the Show opens.
- c) All electrical installation work shall be carried out by the licensed electricians. The Exhibition Hall's field management will check the license randomly, and reserve the right to stop the electrical installation work of those electricians who found without proper license. The exhibitors and contractors who appoint the electricians shall be liable for any damages caused if the electricians fail to comply with the above requirement.



2009 INTERNATIONAL PRINTED CIRCUIT & ELECTRONICS ASSEMBLY FAIR

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- d) Electricity can be supplied in 220 volt (+/-6%), single phase, 50Hz or 380 volt (+/-6%), 3-phase, 50Hz. If the power consumption is in excess of 1,000W, the circuit shall be arranged to suit for connection to a 3-phase supply. Wiring shall be 3-phase and 4-cord.
- e) If 380V is used in the 3-phase, 4-wire system, it is required to keep a balanced load in the 3-phase system. All electrical equipment needs to have reliable and complete earth protection.
- f) Exhibitors shall go to official contractor's on-site service counter to inquire the service charge or apply for temporary electricity supply if electricity supply is required during the move-in period.
- g) Main switch and distribution board may be required to install within space at official contractor's discretion.
- h) All lighting fixtures should be installed at least 2.2m above the ground. If not, they should be well protected and so as not to cause danger to the general public.
- i) Installation of lighting and other electrical equipment is strictly prohibited on inflammable goods which are not complied with fire safety precautions or isolation standards. Spotlights or lamps installed within a booth must be clear of any other decoration or objects by least 0.3m. All spotlights used must meet relevant safety standards. For those heat-generating lightings such as metal halide lamps, they must be at least 0.5m clear of any decoration or objects, especially inflammable goods.
- j) No halogen lamps, neon light, high temperature and high pressure lighting with sparkler can be used inside the booth. Switches without protection of electric leakage, using of zip cords, two-wire cords and latex cords shall not be allowed.
- k) Using zip cords, two-wired cords, latex cords, plastic cord shall not be allowed. Joints shall be made by block connectors. All wiring overhead passages or gangway shall be firmly and adequately fixed and protected by guarding equipment.
- l) Unauthorized connection to the Exhibition Hall's main supply is not allowed. The Exhibition Hall reserves the right to stop supply electricity to any of those installations.
- m) The Exhibition Hall or the Official Contractor has the right to stop electricity supply to any installation which is likely, in the Exhibition Hall or Official Contractor's opinion, to have an adverse effect on the Exhibition Hall's facilities and the installations of other exhibitors.

5.2.3.9 Unforeseen Occurrences

In the event of any occurrence not foreseen in these Rules & Regulations, the decision of the Organizers shall be final.