

**INTERMODAL**

**ASIA 2024**

22-24 May, Shanghai



*Connecting the Container industry*

集装箱多式联运产业联盟

# EXHIBITOR MANUAL

# CONTENT














- Section 1 – [Contact Information and Suppliers List](#)
- Section 2 – [Show Timetable](#)
- Section 3 – [Important Dates](#)
- Section 4 – [General Information - A to Z](#)
- Section 5 – [Stand Construction](#)
- Section 6 – [Health, Safety & Security](#)
- Section 7 – [Shipping, Customs and Handling Information](#)
- Section 8 – [Mandatory Forms and Approved Supplier Order Forms](#)

## SECTION 1 – Contact Information and Suppliers List












### Customer Services

[intermodalasiacs.cn@informa.com](mailto:intermodalasiacs.cn@informa.com)

+86 21 6157 7244

Audio Visual Equipment Hire		
	<b>Milton Exhibits</b> Ms. Cara Li Tel: +86 21 61830665 Email: <a href="mailto:csc@milton-sh.com">csc@milton-sh.com</a>	
Catering (On-stand)		
	<b>Gusto</b> Ms. Jane Zhang Tel: +86 183 0177 8558 Email: <a href="mailto:gusto_jan@163.com">gusto_jan@163.com</a>	
Cleaning (Stand)		
	<b>Milton Exhibits</b> Ms. Cara Li Tel: +86 21 61830665 Email: <a href="mailto:csc@milton-sh.com">csc@milton-sh.com</a>	
Electrical and Lighting		
	<b>Milton Exhibits</b> Ms. Cara Li Tel: +86 21 61830665 Email: <a href="mailto:csc@milton-sh.com">csc@milton-sh.com</a>	
Floral Hire		
	<b>Milton Exhibits</b> Ms. Cara Li Tel: +86 21 61830665 Email: <a href="mailto:csc@milton-sh.com">csc@milton-sh.com</a>	
Freight Forwarding, Freight Handling, Shipping, Customs & Onsite Lifting		
	<b>EFI Logistics</b> Ashley Head Email: <a href="mailto:ops@efilogistics.com">ops@efilogistics.com</a>	
Furniture		
	<b>Milton Exhibits</b> Ms. Cara Li Tel: +86 21 61830665 Email: <a href="mailto:csc@milton-sh.com">csc@milton-sh.com</a>	

[Back to content page](#)

Graphics		
	<b>Milton Exhibits</b> Ms. Cara Li Tel: +86 21 61830665 Email: <a href="mailto:csc@milton-sh.com">csc@milton-sh.com</a>	
Health & Safety – Stand Plan Approval		
	<b>Milton Exhibits/ OptSafe</b> Ms. Cara Li Tel: +86 21 61830665 Email: <a href="mailto:csc@milton-sh.com">csc@milton-sh.com</a>	
Space Only Stand Builder		
	<b>Milton Exhibits</b> Ms. Cara Li Tel: +86 21 61830665 Email: <a href="mailto:csc@milton-sh.com">csc@milton-sh.com</a>	
Shell Scheme General Service Contractor, Furniture/ Shell Scheme Electricals/ Extra Stand Fitting		
	<b>Milton Exhibits</b> Ms. Cara Li Tel: +86 21 61830665 Email: <a href="mailto:csc@milton-sh.com">csc@milton-sh.com</a>	
Wi-Fi/ Telephone/ Data		
	<b>Milton Exhibits</b> Ms. Cara Li Tel: +86 21 61830665 Email: <a href="mailto:csc@milton-sh.com">csc@milton-sh.com</a>	
Temporary Staff		
	<b>ExpoTec Exhibition Services</b> Ms Tracey Tang Tel: +86 152 2110 3075 Email: <a href="mailto:tracey.tang@expotec.com.cn">tracey.tang@expotec.com.cn</a>	

[Back to content page](#)

## SECTION 2 – Show Timetable

All contractors and exhibitors are reminded that they must design their stand to ensure it can be completed and dismantled within the published build up and breakdown times.

BUILD UP DAYS	TIMINGS	ACCESS
Monday 20 May 2024	09:30 – 18:30	Space Only Contractors InfoHub Desk
Tuesday 21 May 2024	09:30 – 22:00 12:00 – 20:00 09:30 – 18:30	Space Only Contractors Shell Scheme Exhibitors InfoHub Desk
<p><b>Important notice:</b> All Stand Construction must be completed by 17:00hrs on Tuesday 21 May 2024, including removal of all stand material out of the halls and loading bays. Stand Dressing and exhibit set up should be completed by 20:00hrs on Tuesday 21 May 2024. <b>Any stands not completed by the above times will be subject to a late working fine.</b></p>		

SHOW OPEN DAYS	SHOW OPEN HOURS	EXHIBITOR ACCESS
Wednesday 22 May 2024	09:30 – 17:00	08:30 – 17:30
Thursday 23 May 2024	09:30 – 17:00	09:00 – 17:30
Friday 24 May 2024	09:30 – 15:00	09:00 – 22:00
<p><b>Important notice:</b> Power supply to ALL stands MUST be switched on 30 minutes before show open and MUST be switched off 30 minutes AFTER the show closes every day. If power is required beyond this, 24hrs power must be ordered from the official contractor.</p>		

BREAKDOWN DAYS	TIMINGS	ACCESS
Friday 24 May 2024	15:30 – 17:00 15:30 – 22:00	Shell Scheme Exhibitors Space Only Contractors
<p><b>Important notice:</b> No exhibits or stand material are to be removed before the start of breakdown has been publicly announced by the organizer. Exhibits cannot be removed or dismantled before the close of show, or until the halls are clear of ALL visitors. Access for Space Only Contractors is approximate; they will be held at the marshalling gate until Venue rigging services, aisle carpet removal and empty boxes / crates have been delivered to stands. Exhibitors are advised not to leave their stand unattended at any time during breakdown. It is the Exhibitor's responsibility to remove all stand materials, carpet tape, packaging, and waste from the halls. Please note that charges will be levied for the removal of any discarded items. <b>The Organiser and the Venue are not held responsible for any items left in the halls or loading bays overnight or beyond 21:00hrs on Friday 24 May 2024.</b></p>		

[Back to content page](#)

## SECTION 3 – Importance Dates

MANDATORY	Deadline
<input type="checkbox"/> Exhibitor Badge Registration	As soon as possible
<input type="checkbox"/> Fascia board submission (For Shell Scheme)	12 <sup>th</sup> April 2024

OPTIONAL	Deadline
<input type="checkbox"/> AV order form	12 <sup>th</sup> April 2024
<input type="checkbox"/> Catering order form	15 <sup>th</sup> May 2024
<input type="checkbox"/> Cleaning order form	12 <sup>th</sup> April 2024
<input type="checkbox"/> Electric order form	12 <sup>th</sup> April 2024
<input type="checkbox"/> Floral order form	12 <sup>th</sup> April 2024
<input type="checkbox"/> Furniture order form	12 <sup>th</sup> April 2024
<input type="checkbox"/> Graphics order	12 <sup>th</sup> April 2024
<input type="checkbox"/> Health Safety Declaration form	10 <sup>th</sup> May 2024
<input type="checkbox"/> Internet order form	12 <sup>th</sup> April 2024
<input type="checkbox"/> On-Stand Activities form	8 <sup>th</sup> May 2024
<input type="checkbox"/> Shipment order form	12 <sup>th</sup> April 2024
<input type="checkbox"/> Temporary Staff order form	15 <sup>th</sup> May 2024
<input type="checkbox"/> Risk assessment & method statements	12 <sup>th</sup> April 2024

Go to Section 8 – [Mandatory Forms and Approved Supplier Order Forms](#)

[Back to content page](#)

## SECTION 4 – General Information – A to Z

[ALTERATION OF EXHIBITION LAYOUT](#)

[APPROVAL OF STAND DESIGN](#)

[AUDIO VISUAL](#)

[BADGES & PASSES](#)

[BALLOONS](#)

[BUILD UP](#)

[BREAKDOWN](#)

[CARPARKING](#)

[CARPET/ FLOOR COVERING](#)

[CATERING](#)

[CLEANING](#)

[CONTRACTOR SERVICE DESKS](#)

[CUSTOMS CLEARANCE IN SHANGHAI](#)

[DELIVERIES](#)

[DEMONSTRATIONS & ADVERTISING ON STANDS](#)

[DESIGNING OUT RISK](#)

[DILAPIDATIONS](#)

[DISABLED FACILITIES](#)

[DISTRIBUTION OF LITERATURE](#)

[ELECTRICAL REGULATIONS](#)

[EMERGENCY PROCEDURES](#)

[EXHIBITS](#)

[FIRE REGULATIONS](#)

[FLOOR LOADINGS](#)

[FLOOR PLAN OF EXHIBITION HALL](#)

[FLORAL AND PLANT HIRE](#)

[FREIGHT FORWARDINGS](#)

[FURNITURE](#)

[GANGWAYS](#)

[GAS](#)

[GENERAL LIGHTING](#)

[HOTEL ACCOMMODATION](#)

[INSTALLATIONS](#)

[INSURANCE](#)

[INTERNET CONNECTIONS](#)

[WIRELESS INTERNET](#)

[LARGE/ HEAVY EXHIBITS](#)

[LIFTING & HANDLING ON SITE](#)

[\*Back to content page\*](#)

## SECTION 4 – General Information – A to Z

[PUBLIC ANNOUNCEMENTS](#)

[REGULATIONS](#)

[REMOVAL OF EXHIBITS](#)

[RIGGING](#)

[SECURITY](#)

[SPACE ONLY STANDS](#)

[STAND SHARING](#)

[STORAGE](#)

[TEMPORARY STAFF/ TRANSLATORS](#)

[TRAFFIC REGULATIONS](#)

[VISA](#)

[WASTE MANAGEMENT & REMOVAL](#)

[WATER & WASTE](#)

[WEBSITES](#)

[\*Back to content page\*](#)

### **ALTERATION OF EXHIBITION LAYOUT**

Unforeseen circumstances may occur which necessitate an alteration in the layout of the Exhibition floor plan which Exhibitors will of course be informed of. The Organisers cannot be held liable for any detriment that this may cause the Exhibitor.

### **APPROVAL OF STAND DESIGN**

Exhibitors who intend to build their own stand (other than a shell scheme stand) must submit stand designs including full dimensions and visuals to **Milton Exhibits no later than 12<sup>th</sup> April 2024** to be given permission to build.

Stand designs **must** be accompanied by a **RISK ASSESSMENT, METHOD STATEMENT, SPACE ONLY STAND FITTING REGULATIONS and CONTRACTOR FORM**. Templates of these can be found in the **forms section** and can be submitted online. Guidelines for how to complete these can also be found in the forms section of this manual.

*Please note: Maximum permissible stand construction height is 4m from floor level. You are not allowed to build over this height. Double decker stands are not permitted.*

Please send stand designs and specifications to **Milton Exhibits** by clicking the link below to their service platform: [sh.milton-exhibits.cn](http://sh.milton-exhibits.cn)

For queries please contact: **Milton Exhibits**  
Ms. Cara Li  
Tel: +86 21 61830665  
Email: [csc@milton-sh.com](mailto:csc@milton-sh.com)

Space Only stand plans submitted to **Milton Exhibits** for review should include dimensions of all proposed construction, including a description of flooring. If you are installing a raised platform floor, then please confirm the height of platform on your stand plans. Dimensions and description of materials used for all proposed suspended structures must also be included on stand plans for review and approval.

### **AUDIO VISUAL**

Audio Visual presentations must be totally contained within the stand area. Please note that AV volume must be kept to a level that does not disturb other Exhibitors. The Organisers reserve the right to restrict the frequency and/ or cancel demonstrations if they are felt to be a nuisance to other Exhibitors.

**Milton Exhibits** can supply a variety of equipment for hire during the Exhibition. The order form can be found in the **forms section**.

**AV ORDER FORM – EARLY BIRD DEADLINE FRIDAY 12<sup>th</sup> April 2024.**

[Back to General Information](#)

## **BADGES & PASSES**

### **Contractor Pass for Space Only Stands (*Move-in & Move-out period*)**

It is a requirement by SWEECC that all Space Only Contractors purchase a Contractor Pass for their workers directly from the Venue. A representative of the contractor needs to apply & complete the form at SWEECC **in advance**.

- Real Name Authentication by the venue's management please refer to the below link for detail application process and forms: [上海东浩会展经营有限公司 \(dlg-expo.com\)](http://dlg-expo.com)
- The official contractor will grant your appointed contractor a "Contractor Badge Claim Note" once all the above are completed. And your appointed contractor will be able to get the entry badges by presenting this note and making payment for badge production fee on arrival at the "Badge & Pass Centre" of the venue before move-in.

\*For more details, please consult with "Certification Preparation Center" at SWEECC.

Contractor passes are valid during Build-up and Breakdown periods only and will not allow access during the Open Days of the Exhibition (see Exhibitor Badges below).

### **Contractor Pass for Space Only Stands (*Show period*)**

Contractor Registration (Chinese):

[2024 集装箱多式联运亚洲展供应商预登记系统](#)

Contractor Registration (English):

[Intermodal Asia 2024 Contractor Registration System](#)

**Exhibitor Badges:** For security reasons, all Exhibitors will be required to display an **Exhibitor Badges** during the Open Days of the Exhibition.

You can register for Exhibitor Badges via the Exhibition Registration System (Link Below) . You will be notified when registration is live.

**Exhibitor Registration Chinese:** [参展商中心](#)

**Exhibitor Registration English:** [Exhibitor Centre](#)

Exhibitor Badges will NOT be emailed to you prior to the Exhibition. Exhibitor Badges MUST be collected onsite at the Registration Desk.

If you have any queries or require more information, please contact the Marketing Team:

Nina Chen (Chinese & English speaking)

T: +86 212 326 3657

E: [nina.chen@informa.com](mailto:nina.chen@informa.com)

## **BALLOONS**

The distribution or sale of gas-filled balloons is not permitted at SWEECC.

[Back to General Information](#)

## **BUILD UP**

Please refer to the [Exhibition Timetable](#) page.

**Space Only Sites:** Access will not be permitted before 09:30hrs Monday 20<sup>th</sup> May 2024 to allow for stand mark out, electrical installation and container delivery. Please ensure that construction to your stand starts as soon as possible after this time - see section SPACE ONLY Sites for all rules and regulations regarding Space Only stand construction.

**Shell Scheme Exhibitors:** Access will not be permitted before 12:00hrs Tuesday 21<sup>st</sup> May 2024 to allow for stand construction, electrical installation, furniture delivery etc.

If stands are not completed in the specified time, the Organiser's are entitled to refuse exhibits without incurring any liability. All work must be completed by 20:00hrs on Tuesday 21<sup>st</sup> May 2024 to allow for stand cleaning.

**IMPORTANT:** Please ensure that your Contractors are aware of these times and plan accordingly as no extension to these working hours will be permitted.

The Organisers may dispose of an Exhibitors stand space without further notification or formal notice of default if they have failed to meet their obligation to pay the Organisers on time.

It is possible to arrange onsite lifting assistance through EFI Logistics - the official freight handling/heavy lifting contractor. Please see **FREIGHT FORWARDING** for more information.

**IMPORTANT:** Due to Health and Safety Regulations, no children under the age of 16 are permitted in the hall at any time.

Please contact the Operations Team if you have any queries regarding this or are unclear of the Build-up procedure:

Fiona Ma

T: +86 21 6157 7244

E: [fiona.ma@informa.com](mailto:fiona.ma@informa.com)

## **BREAKDOWN**

Removal of goods/ displays and dismantling of stands may only begin half an hour after the close of the Exhibition (15:00hrs, Friday 24<sup>th</sup> May 2024). Please do not remove your Exhibits or dismantle your stand until after 15:30hrs on Friday 24<sup>th</sup> May 2024 as this time is needed to clear Visitors from the hall and prepare for a speedy removal of Exhibitor effects.

Please remove personal effects or small and valuable items from your hired furniture and stand as soon as the Exhibition closes at 15:00hrs to prevent any losses or damage during the Breakdown period.

All Exhibits and Displays must be removed from Shell Scheme stands by 17:00hrs Friday 24<sup>th</sup> May 2024 as Shell Scheme stands will be dismantled after this time. All Stand Space Only structures must be removed by 22:00hrs Friday 24<sup>th</sup> May 2024.

Any items left on your stand after this time will be considered as rubbish and disposed of accordingly. Exhibitors will be charged for this waste removal.

[Back to General Information](#)

The operation to return empty packing materials (if previously stored with EFI Logistics) will commence approximately 30 minutes after the Exhibition closes.

**IMPORTANT: The Freight Collection Deadline is 22:00hrs Friday 24<sup>th</sup> May 2024. Your transport must be on site before this deadline.**

Please be aware of your exhibits during Breakdown as this is a vulnerable time for any items left unattended. Take care of handbags, laptop computers, mobile phones, and other personal items.

**IMPORTANT: Due to Health and Safety Regulations, no children under the age of 16 are permitted in the hall at any time.**

Please contact the Operations Team if you have any queries regarding this or are unclear of the Breakdown procedure.

Exact Breakdown guidelines will be distributed to Exhibitors immediately prior to & during the Exhibition.

### **CAR PARKING**

Spaces on-site for 1,500 cars at B1 and B2. It can be accessed through Lupu Bridge and Nanpu Bridge from city center. RMB 8 per hour, maximum charge RMB 64 per day.

### **CARPET/ FLOOR COVERING**

#### **Shell Scheme Stands**

There will be grey carpet on all Shell Scheme stands provided by **Milton Exhibits**. This cannot be removed, and any damage caused by the Exhibitor will be their responsibility and charged accordingly.

Any shell scheme Exhibitor wishing to lay their own floor covering should contact the Operations Team.

#### **Space Only Stands**

No carpet or other floorcovering will be provided to Space Only sites – they must provide their own flooring as Hall 3 is not carpeted.

All carpet or other floor covering must be non-flammable and provide B1 Class Certification.

Remember that all carpet tape and residue should be removed from the venue floor at the end of show otherwise a charge will be incurred. SWEECC will inspect the floors after the removal of tapes and any damage caused to the venue floor will be charged back to the Exhibitor. A charge will also be levied to Exhibitors if SWEECC have to remove any tape left behind.

[Back to General Information](#)

## **CATERING**

The official caterers are Gusto Catering. To place an order please see the **Catering Order Form** or contact Gusto for large order discounts:

### **Gusto**

Jane Zhang

Tel: +86 183 0177 8558

Email: [gusto\\_jan@163.com](mailto:gusto_jan@163.com)

Exhibitors are permitted to bring in snacks and soft drinks however pre-prepared lunchbox food and alcohol from outside of SWEECC is not permitted.

Outside caterers are not permitted unless approved by SWEECC before the event. For more information, please contact the Operations Team.

## **CLEANING**

**Shell Scheme Stands will be cleaned by the Organisers ready for the Opening Morning of Intermodal Asia.**

This is for carpet cleaning and emptying of waste bins ONLY and NOT the cleaning of exhibits, furniture and displays. Any items left in the gangways will be considered litter and disposed of accordingly.

Any additional cleaning after the Opening Morning, can be ordered directly from **Milton Exhibits** by contacting them for a quote.

**IMPORTANT: Space Only Stands must organise all their own cleaning.**

For more information or prices please contact: **Milton Exhibits**

Ms. Cara Li

Tel: +86 21 61830665

Email: [csc@milton-sh.com](mailto:csc@milton-sh.com)

Please note that a charge will be levied to those Exhibitors who leave bulky items, stand building materials or an excess of rubbish, including publications.

If you expect to create a large amount of waste through stand construction and require a skip, please contact the Operations Team to arrange the clearance of this.

## **CONTRACTOR SERVICE DESKS**

A list of Official Contractors can be found on [Section 1](#). Exhibitors are requested to utilise their services wherever possible.

If you have contacted by a contractor other than those listed in [Section 1](#), please note these are not official and not recommended by Intermodal Events. We have been made aware of several companies contacting exhibitors requesting personal details or payment for services appearing to relate to Intermodal Asia. All approved contractors for Intermodal Asia are listed in [Section 1](#).

[Back to General Information](#)

Please ignore any request for information from companies unless they are listed here and always, please contact us if you have any doubt about a company and we can quickly confirm if they are an approved Intermodal Contractor or not. Informa follows strict Data Protection regulations and will not share any of your personal information to unauthorized 3rd parties.

**Milton Exhibits** will have their own Service Desks located outside the Exhibition Hall.

### **CUSTOMS CLEARANCE IN SHANGHAI**

**EFI Logistics** are the official custom brokers for the Exhibition. Shipping, Lifting and Handling information and documentation can be found under Lifting and Handling and the forms section of this manual.

### **DELIVERIES**

Deliveries to SWEECC will not be accepted before Monday 20<sup>th</sup> May 2024. Packages should be addressed clearly, as below:

#### **INTERMODAL ASIA 2024**

##### **Hall 3**

**Shanghai World Expo Exhibition & Convention Center (SWEECC)**

**No.850 Bocheng Road**

**Pudong District**

**Shanghai**

**China**

**Contact Name:**

**Contact Telephone Number:**

**Exhibiting Company Name:**

**Stand Number:**

### **DEMONSTRATIONS & ADVERTISING ON STANDS**

All types of demonstration (e.g., the operation of machines, video and film shows etc.) require advance notification and the written consent of the Organisers. The Organisers are entitled to restrict or prohibit such demonstrations, even if consent has previously been given, if they interfere with the Exhibition.

**Details of all types of demonstrations should be advised to the Operations Team by Wednesday 8<sup>th</sup> May 2024.**

Acoustic advertising also requires authorisation and must not disturb neighbouring Exhibitors. Musical reproduction by means of radio, CD or DVD requires written approval. In accordance with copyright regulations Exhibitors must obtain the relevant licenses and permissions prior to the beginning of the Exhibition. All demonstrations must be carried out in accordance with health and safety regulations and therefore must not constitute a fire or safety hazard to the demonstrator or audience. Full details must be submitted (together with a Risk Assessment in the case of moving demonstrations) to the Organisers by **Wednesday 8<sup>th</sup> May 2024.**

[\*Back to General Information\*](#)

The Organisers reserve the right to stop working demonstrations on site if they in any way pose a threat to Exhibitors or Visitors or disturb neighbouring stands.

For more information and permission to demonstrate please contact the Operations Team.

### **DESIGNING OUT RISK**

Exhibitors/Contractors are expected to supply pre-cut and ready prepared exhibition stand materials on site wherever reasonably practicable. This is to reduce the need to cut, work and paint materials on site with the associated dust, fume, and noise hazards. Cutting and preparation of materials on site should be the exception and not the rule.

### **DILAPIDATIONS**

Exhibitors are liable for any damage they may cause to buildings, floors, walls, and columns or to any shell scheme equipment or any other Exhibitor's property. Exhibitors are also responsible for any damage caused by their Agents or Contractors.

No Exhibitor may apply paint, lacquer, adhesives or coating to the building or shell scheme or drill holes into the floor.

The Organisers will inspect every site before erection and after demolition of the stands and any damage caused will be charged directly to the Exhibitor. This includes a charge for removing any carpet tape or heavy building waste left behind. Skips for the removal of heavy building waste can be hired from SWEECC.

### **DISABLED FACILITIES**

Disabled persons must be afforded the same opportunities as able-bodied persons - this includes the ability to attend Exhibitions and view exhibits.

Please ensure your stand is easily accessible to visitors in wheelchairs e.g., by providing ramps in platform floors.

### **DISTRIBUTION OF LITERATURE**

The distribution of literature is prohibited unless from your own stand. This includes distribution in the Exhibition gangways, catering areas and foyers.

### **ELECTRICAL REGULATIONS**

**All power boxes must be placed inside your stand. For safety reasons it is not permitted to place power boxes in the gangways. Inspections will be carried out on site.**

For safety and liability reasons the installation of electrical power onto stands at Intermodal Asia may **only** be undertaken by **Milton Exhibits** - the official electrical Contractor - who will ensure that all connections are verified as safe before being energized. The electrical facilities in the Hall are subject to Regulations of SWEECC.

[Back to General Information](#)

Exhibitors/ Contractors should ensure that all power tools are battery operated or 230/400 volts CTE or lower or by exception, where mains voltage must be used, the equipment is in all cases protected by a residual current circuit breaker. Necessary transformers must be provided to supply this equipment.

Extension leads required must be used on the reduced voltage side of the supply. All electrical equipment must be suitable for use with the local venue supply.

Exhibitors/Contractors are required to provide their own extension leads and adaptors and are responsible for them being properly wired and electrically tested.

All electrical equipment and extension leads used must have been subject to combined inspection and test by a qualified electrician, including insulation and earth bonding tests. Inspected equipment must be clearly labelled with inspection labels.

Any electrical equipment on the stand must be in sound condition with live conductors enclosed and inaccessible and cables properly protected against damage. Due diligence must be taken by the Exhibitor/ Contractor to avoid the venue's electrical system being overloaded due to the actions of the Exhibitor/ Contractor. Where an electrical installation is being wired or installed on site by the Exhibitor, such work must be undertaken by a qualified electrician in accordance with local wiring codes. The Organisers reserve the right for the official electrical contractor to inspect or test any such wiring or installation and to disconnect if it is not properly installed and safe. Such inspection costs will be charged to the Exhibitor.

Exhibitors/ Contractors are not permitted to carry out work on the venue's electrical installation without written permission from the venue.

**IMPORTANT: The Organisers reserve the right to remove or disconnect any electrical equipment which appears defective or has inadequate evidence of electrical inspection.**

The power supply offered by the venue is three phases. Please ensure you order enough sockets to prevent overloading. If you require 24-hour electricity supply, please order this separately.

**IMPORTANT: Electricity supply is brought to the stands from under the floor and from pillars and therefore it is not possible to install or alter mains connections after stand construction has commenced. We therefore request that you closely observe the deadline date for ordering electrical connections.**

Electrical connections must be kept accessible. Where necessary, openings must be made in the stand ceilings and/ or floors to provide access to these facilities.

### **EMERGENCY PROCEDURES**

Please see the SWEECC Emergency Procedures found in the Health, Security & Safety tab.

[Back to General Information](#)

## **EXHIBITS**

Working parts must not project beyond the perimeter, for instance during demonstrations; dangerous components such as sharp protrusions must be effectively shielded.

Exhibits may not be covered during the Exhibition open period. Unsightly objects should not be placed in public view.

**IMPORTANT: The Organisers are entitled to remove such covers without incurring any liability.**

## **FIRE REGULATIONS**

Exhibitors must adhere to the Regulations of the Local Authority and SWEECC – see FIRE SAFETY in the Health, Security & Safety section of this manual.

All materials used in the building, decoration and coverings of stands must be of approved non-flammable materials. No explosives, inflammable fluids or combustible materials may be used on any stand or stored within the venue.

All Space Only stand designs must be approved by Milton Exhibits before construction can take place – see also [SPACE ONLY STANDS](#).

## **FLOOR LOADINGS**

The maximum floor loading in the Exhibition Hall is 1,200kg per sqm. Heavy loads should be equally distributed. Please avoid placing heavy loads directly onto service trenches.

If you have any heavy loads entering the Exhibition Hall, please see contact EFI Logistics.

## **FLOOR PLAN OF EXHIBITION HALL**

Please contact the Operations team for the latest copy of the floorplan.

This floorplan is correct at time of going to press however it is subject to change and the Organisers reserve the right to alter the layout of the Exhibition at any time.

## **FLORAL AND PLANT HIRE**

**Milton Exhibits** is the appointed floral Contractor and can supply a variety of floral features for hire at the Exhibition. Please note this service must be ordered in advance.

For more information and a bespoke quote please contact:

**Milton Exhibits**  
Ms. Cara Li  
Tel: +86 21 61830665  
Email: [csc@milton-sh.com](mailto:csc@milton-sh.com)

[Back to General Information](#)

## **FREIGHT FORWARDINGS**

The Organisers have appointed EFI Logistics as the sole official freight forwarding agent, customs broker and lifting contractor for this event. No other freight company will be authorized to operate at the venue/ within the hall for this event. You are strongly advised to dispatch goods via EFI Logistics as they will be the only operators capable of tracking and tracing shipments on site. Please refer to the order form and shipping instructions in [Section 7](#) of the manual.

**IMPORTANT: Remember to negotiate rates with EFI Logistics before the show and book services in advance: late orders will be charged at the full tariff rate, regardless of volume.**

Please contact the EFI Logistics Intermodal Asia team at any time with freight/ customs/ lifting/ storage related questions.

**IMPORTANT: If you choose not to ship with or consign your freight to EFI Logistics or their appointed agents, they will be unable to help should your shipment not arrive/ become delayed for any reason.**

## **FURNITURE**

**Milton Exhibits** is the appointed furniture Contractor and can supply a variety of furniture and accessories for the duration of the Exhibition.

If you cannot find the items you require in the Furniture Order Form or would like to discuss your requirements, please contact **Milton Exhibits** for personal assistance and they will do their best to accommodate you.

Intermodal Events are also offering **Furniture & Electricity Packages** for shell scheme exhibitors at a discounted rate – for more information please contact your Account Manager.

## **GANGWAYS**

The exhibition gangways are the minimum permissible by law and have been subject to approval by the SWECC.

Certain gangways have been identified as Emergency Gangways for the Build Up and Breakdown periods. During Build Up/Breakdown it is not permitted to work in the Exhibition gangways – you must remain within the perimeter of your stand.

**IMPORTANT: All gangways must remain clear at all times.**

Exhibits must be displayed in such a way as not to obstruct the view of the exhibition area of adjacent stands and must remain within the confines of contracted stand areas.

## **GAS**

The use of compressed/ pressurized gases is forbidden in the Exhibition Hall unless special permission has been granted by SWECC.

[Back to General Information](#)

## **GENERAL LIGHTING**

General lighting is evenly distributed throughout the Exhibition Hall.

## **HOTEL ACCOMMODATION**

We want to make travelling and staying near the event as easy as possible for you **BNetwork** is the official accommodation provider for Intermodal Asia 2024. Get discounted rate on top-quality hotel options. Here you can find tailor-made packages for your company by visiting the dedicated [online booking page](#).

Please mention **Intermodal Asia 2024** when making your reservation. If you have any further enquiries, please contact +34 93 550 03 50 or email to [intermodalasia@bnetwork.com](mailto:intermodalasia@bnetwork.com)

## **INSTALLATIONS**

All services at SWEECC are brought from under floor trenches or from pillars e.g., electrics connections. If you require more information, please contact **Milton Exhibits** directly:

Ms. Cara Li

Tel: +86 21 61830665

Email: [csc@milton-sh.com](mailto:csc@milton-sh.com)

## **INSURANCE**

As a minimum, each exhibitor must either:

- pay the administration fee (including insurance cost) stated in the exhibition booking contract to enable it to benefit from the Extended Cover described below; or
- take out and maintain at all times both public liability and employee liability insurance against personal injury, death, and damage to or loss of property for not less than US\$2,000,000 per occurrence or claim. Informa is entitled to inspect any such insurance policies on request.

### **Extended Cover**

Informa arranges insurance in respect of its own liabilities, which may be extended to enable exhibitors to benefit from the cover provided (the **Extended Cover**). Informa does not provide any advice concerning the Extended Cover and it is for each exhibitor to assess the summary of the terms given below and decide if it is adequate to cover that exhibitor's participation in the exhibition.

In return for the payment of the administration fee (including insurance cost) by the exhibitor, Informa will extend the benefit of its insurance to that exhibitor and seek to make a claim against its insurers on behalf of the exhibitor in the event of a claimable loss under the terms of the Extended Cover. Informa may also, at its complete discretion, reimburse exhibitors itself for some or all of their covered losses which fall within the excess values below.

[Back to General Information](#)

An exhibitor should give notice to Informa of any potential claimable loss as soon as possible. If the insurers agree the claim, Informa will arrange to have that part of the claim that relates to the exhibitor's loss reimbursed to the exhibitor. Exhibitors have no right to make a direct claim against Informa's insurers under the Extended Cover and have no right to be reimbursed for any loss if the insurer does not agree the claim or if the claim is for less than any applicable excess amount. Informa is under no obligation to the exhibitor to commence any legal proceedings or threaten to start any proceedings in respect of such a claim.

### **Claiming under the Extended Cover**

Where an exhibitor has paid to benefit from the Extended Cover, and there is an occurrence which may give rise to a claim, the exhibitor must advise Informa in writing immediately (but no later than 7 days from the closing date of the exhibition) and provide all related documentation that is necessary to assess the claim. Exhibitors undertake to cooperate with Informa, the insurers/underwriters and the designated loss adjuster (if any) with any investigations surrounding the claim.

Informa undertakes to promptly forward to the insurers/underwriters and the designated loss adjuster (if any), within 7 days, any claim submitted to it by an exhibitor pursuant to the Extended Cover and to facilitate any investigations where necessary.

Please note that with the exception of public liability claims (which have no excess) an excess amount of GBP 5,000 applies to any claimable loss under the terms of the Extended Cover. However, Informa may, at its discretion, reimburse exhibitors for losses within this excess.

Any fraud, intentional misstatement, or concealment of material information by an exhibitor will result in any benefits under the Extended Cover being forfeited.

Any questions relating to insurance should be directed to [insurance@informa.com](mailto:insurance@informa.com).

### **Summary of the terms of the Extended Cover**

#### **Section 1 - EXHIBITION EXPENSES**

Loss of expenses directly incurred in connection with the insured exhibition as a result of cancellation, curtailment, interruption, postponement, abandonment, relocation, failure to vacate, late or non-arrival of exhibits arising from a cause beyond your control. Exhibition expenses includes charges for stand or space and service, hire of stand, transport, costs of installing stands and fixings and exhibits, deposits paid for accommodation, advertising, printing, and the like. The policy does not cover loss of market, loss of profits, delay or any consequential loss, communicable diseases, biological/chemical materials, and national mourning. Acts of war or terrorism are excluded.

**COVER: GBP 20,000**

**EXCESS: GBP 5,000**

[Back to General Information](#)

## **Section 2 - PHYSICAL LOSS TO PERSONAL PROPERTY**

Loss of or damage to exhibition property at the venue, including the build-up and breakdown period. Property includes exhibits, stands, display materials and all other property bought onto the stand for the purposes of the insured exhibition. Acts of war or terrorism are excluded.

**COVER: GBP 20,000**

**EXCESS: GBP 5,000**

## **Section 3 - PHYSICAL LOSS OF MONEY**

Direct physical loss of money at the venue and while directly being taken to a bank in the vicinity of the venue during the exhibition. Money includes receipts paid in cash, bank notes, cheques, and other negotiable instruments at the venue for registration or tickets for activities directly associated with the exhibition. Acts of war or terrorism are excluded.

**COVER: GBP 20,000**

**EXCESS: GBP 5,000**

## **Section 4 - PUBLIC LIABILITY**

Legal liability for damages and claimant's costs and expenses arising out of death, bodily injury, disease, illness, or nervous shock sustained by any person (other than yourself or your employees) or loss of or damage to material property arising in connection with the insured exhibition. The limit of indemnity specified applies to each and every occurrence. Acts of war or terrorism are excluded.

**COVER: GBP 2,000,000**

**EXCESS: NIL**

## **INTERNET CONNECTIONS**

To order cabled Internet Connections, please refer to the **Internet Order Form** or contact:

**Milton Exhibits**  
Ms. Cara Li  
Tel: +86 21 61830665  
Email: [csc@milton-sh.com](mailto:csc@milton-sh.com)

## **WIRELESS INTERNET**

If you require internet for product demonstrations or presentations it is recommended, you hire a cabled internet line and router from **Milton Exhibit**.

[Back to General Information](#)

### **LARGE/ HEAVY EXHIBITS**

Large/ Heavy exhibits are strictly control at SWEECC, if you plan to exhibit a large or heavy piece of equipment or vehicle, please contact EFI Logistics – the Official Onsite Lifting and Handling Contractor - at the earliest time.

**IMPORTANT: The maximum floor loading in the Exhibition Hall 3 is 1,200kg per sqm.**

### **LIFTING & HANDLING ON SITE**

EFI Logistics are appointed as the sole official on site lifting and handling Contractor for Intermodal Asia.

**IMPORTANT: All lifting on site must be done directly by EFI Logistics.**

For further information, please refer to Logistics' Freight Order Form (found within the forms section of the Exhibitor Services Manual).

### **PUBLIC ANNOUNCEMENTS**

The public-address system is reserved for Organisers announcements and Police and Security messages only. It cannot be used for messages from Exhibitors or Visitors during the show.

### **REGULATIONS**

By the agreement between the Exhibitor and the Organisers Exhibitors commit themselves to strict compliance with all Regulations of the Organisers and SWEECC.

### **REMOVAL OF EXHIBITS**

The deadline for goods collection is 22:00hrs on Friday 24<sup>th</sup> May 2024. Your freight/courier company should be made aware of this deadline.

**IMPORTANT: Anything left in the Exhibition Hall after this time will be removed without notification and storage or disposal fees will be incurred. The Organisers are not responsible for any items left in the Exhibition Hall.**

If you have any problems with your goods collection, please notify EFI Logistics in advance so that alternative arrangements can be made.

### **RIGGING**

Rigging is **NOT** permitted in Hall 3.

### **SECURITY**

The Organisers will take every reasonable precaution throughout the Exhibition however Organisers security is designed to secure the Exhibition Hall not the contents of individual stands.

[Back to General Information](#)

Exhibitors should take care to ensure that their goods are safeguarded and should not leave their stands unattended during the Build Up, Breakdown or Open Hours of the show.

The Organisers cannot be held responsible for any loss, damage or accident that may occur to any Exhibitors property or personnel therefore Exhibitors must arrange full insurance cover – see INSURANCE in this section.

Additional individual security can be ordered from SWEECC. For more information, please contact the Operations Team.

### **SPACE ONLY STANDS**

Please refer to the 'Space Only' section of this manual for full details.

If you have booked a **Space Only** stand you will need to order your own flooring, electrics, furniture, utilities, and services using the order forms provided in the **Forms Section**.

**IMPORTANT: a hall management fee of RMB25/m<sup>2</sup> is payable to SWEECC before stand construction can commence. Milton Exhibits will collect this hall management fee.**

### **STAND SHARING**

If you are sharing a stand with another company, please ensure that you inform your Account Manager. Failure to do so may result in problems with your show guide entries, fascia name boards and with the receipt of other important information.

There may be a fee for any additional companies on your stand.

### **STORAGE**

There is no storage space available within the Exhibition Hall for Exhibitors unused goods and packing boxes. Anyone wishing to arrange storage should contact EFI Logistics using the order form (found within the forms section of this manual)

**IMPORTANT: It is forbidden to store exhibits or materials between or behind stands due to the risk of fire.**

### **TEMPORARY STAFF/ TRANSLATORS**

Translation/ Interpreter services are available for hire.

For more information, please contact **ExpoTec Exhibition Services**.

Ms Tracey Tang

Tel: +86 152 2110 3075

Email: [tracey.tang@expotec.com.cn](mailto:tracey.tang@expotec.com.cn)

[Back to General Information](#)

## **TRAFFIC REGULATIONS**

To ensure efficient delivery to the Exhibition Hall and an orderly flow of traffic during the build-up and breakdown periods, SWEECC traffic regulations must be strictly observed.

All vehicles must leave the loading area as soon as they have unloaded and book their pass before arrival, details please check [上海东浩会展经营有限公司 \(dlg-expo.com\)](http://www.dlg-expo.com).

**IMPORTANT: Access for Emergency Vehicles must be left clear at all times.**

Any vehicles parked in the loading bays will be towed away without warning at the Owners' expense.

## **VISA**

The organiser is not in a position to sponsor VISA applications. However, we can send a letter of participation to help you VISA process, please go to [www.intermodal-asia.com/en/attend/request-your-visa-letter.html](http://www.intermodal-asia.com/en/attend/request-your-visa-letter.html) for VISA request. Visa application is subject to local country rules and regulations, Informa Markets cannot be held responsible for any miscommunication or changes.

## **WASTE MANAGEMENT & REMOVAL**

To reduce the volume of overall waste we urge all Exhibitors/Contractors to maximize their efforts to re-use and recycle materials where possible. All effort should be made to minimize waste.

**For environmental reasons the use of foamboard on stands at SWEECC is not permitted.** Use of foam boards or KT boards require deposit to be paid to Milton Exhibits. Deposit will be refunded when Milton Exhibits confirms that all foam board have been removed and taken away from SWEECC by exhibitor/constructor.

### **Space Only Stands**

All waste including exhibits, literature, stand fitting materials, carpets and carpet tape adhesive must be cleared from the Exhibition Hall at the end of the event. **Waste removal is not free of charge and must be ordered separately from SWEECC.** Stand areas must be left completely empty in the condition that they were provided.

### **Shell Scheme Stands**

All exhibits, publications and promotional items must be cleared from the Exhibition Hall.

A charge will be levied to any Exhibitor or Contractor who leaves bulky items or an excess of waste on their stand at the end of the event.

For more information, please contact the Operations Team.

## **WATER**

Water connections are available for hire from **Milton Exhibits**.

[Back to General Information](#)

## **WEBSITE**

For more information on **Intermodal Asia 2024**, please visit the Exhibition Website via the following link:

Chinese - <https://www.intermodal-asia.com.cn>

English - <https://www.intermodal-asia.com/en/home.html>

For more information on Shanghai World Expo Exhibition & Convention Center, please visit the Venue Website via the following link:

<https://Sweecc.dlg-expo.com>

[\*Back to General Information\*](#)

## SECTION 5 – Stand Construction

[SPACE ONLY INFORMATION – EXHIBITORS](#)

[SPACE ONLY INFORMATION – CONTRACTORS](#)

[STAND BUILD REGULATIONS](#)

[SHELL SCHEME INFORMATION](#)

[SHELL SCHEME REGULATIONS](#)

[ABOUT SUSTAINABILITY AND BETTER STAND](#)

[BETTER STAND OPTIONS](#)

[\*Back to content page\*](#)

## **SPACE ONLY INFORMATION – EXHIBITORS**

There are different stand types available at this Exhibition; ‘Shell Scheme’ or ‘Space Only’ – if you are unsure of what you have booked, please contact your Informa Markets Account Manager or Customer Service team.

If you have booked Space Only, you will receive floor space only (empty space). No fixtures, walling, floor covering, or electrics are included. You will be expected to produce a professionally built stand with a high level of finish and safety compliance and one that is in line with the high-quality, professional nature of the event as well as in accordance with local legislation, venue regulations and these guidelines.

It is your responsibility to ensure that your stand contractors bring enough people onsite to finish the stand construction within the given build-up time. Please refer to the show timetable for build-up, show open days and breakdown dates and times. Failure to complete the stand within the published time schedule will result in additional fees, invoiced to you, the Exhibitor. Exhibitors and contractors should plan to ensure that late working is not required.

All stand fittings and waste materials must be cleared from the Halls and loading bays by the end of the break down period.

Informa Markets and the venue cannot be held responsible for any items left on your stand, in the aisle or in the loading bays after tenancy and charges will apply to the Exhibitor for removal of these items. It is your responsibility to insure and keep insured from and against any loss, damage, cost, claim or expense suffered or incurred arising out of or in connection with any: (i) act or omission of any personnel in respect of the performance of the Services for the Event, including, without limitation, any loss of or damage to any property or injury/illness to or death of any person resulting therefrom, and (ii) any breach by any personnel of any warranty, representation and/or undertaking set out in this Agreement.

### **Recommended Stand Build Preferred Partners**



If you need help with sourcing a professional Stand Contractor that can work according to the quality and health and safety standards that we expect to see at our events, we can recommend our preferred partners below. If you are contacted by another supplier claiming to be an official supplier, please ask to see its official Informa Markets stamp of approval.



#### **Milton Exhibits**

Address: Milton Exhibits House, Block16, Shanghai Shineland, No.1188 Huyi Highway, Jiading District, Shanghai, China

**Contract:**

Ms. Cara Li

Tel: +86 21 61830665

Email: [csc@milton-sh.com](mailto:csc@milton-sh.com)

[Back to Section 5 – Stand Construction](#)

## Contractor Selection

- Request references, check their experience and previous work within the country where the event takes place
- Check the number of stands the Contractor has committed to for this event
- Confirm whether they will be sub-contracting
- Confirm the number and competence of workforce allocated to your stand
- Check their health & safety systems
- Check if they have adequate public liability insurance
- Confirm the time required to build the stand - as per the event Timetable
- Agree a completion time on final build day – providing you time to prepare for show open within the build-up time schedule
- Insist on a financial guarantee against the agreed completion date and time and do not pre-pay the entire sum before the work has been completed to your satisfaction
- Please note that your nominated contractor has a duty of care to ensure the health, safety and welfare of their employees, sub-contractors and the associated activities being undertaken. Without impact to others safety.

## SUSTAINABILITY

Events are an important and valuable global industry playing a vital role in connecting people from across the world so they can share knowledge, build relationships, and do business.

But they also leave behind an enormous environmental impact, both in terms of carbon emissions and waste. At the heart of this footprint is the disposable stand, which is often made from poor-quality materials, is hazardous to construct and cannot be re-used. [Sustainability Checklist](#).

## STAND DESIGN SUBMISSION REQUIREMENTS

It is the responsibility of the Exhibitor to submit the required documentation of their proposed design via their nominated contractor.

Your nominated contractor is required to submit stand design information and health and safety documentation prior to build to provide the necessary permission to build sign off, in accordance to local legislation, venue regulations and these guidelines, subject to onsite verification.

Stand designs must be submitted in a timely manner, in order for them to be reviewed and approved by **Milton Exhibits** and Informa Markets prior to build.

- Raw space exhibitors must submit booth designs and information for approval via the Official Contractor Milton's service platform: [sh.milton-exhibits.cn](http://sh.milton-exhibits.cn) by **12<sup>th</sup> April 2024**. Raw space exhibitors are suggested to sharing the Milton platform website, Username and Password to their appointed contractor for online submission of booth design & required information / order electrical services.

For any queries relating to stand design submission contact **Milton Exhibits**.

**Please review the Contractor Space Only Regulations for further details on stand plan submissions.**

[Back to Section 5 – Stand Construction](#)

## **SPACE ONLY INFORMATION – CONTRACTORS**

### **WHAT YOU NEED TO KNOW**

If you are working for an exhibitor, as the nominated contractor you will be responsible to:

- Prepare a custom stand design
- Organising the onsite build and breakdown
- Work together with others to ensure health and safety

The essential areas to assist you are listed within this section to help plan and organise the job without unnecessary risk.

It is your responsibility to ensure that you bring enough people onsite to finish the stand construction within the given build-up timetable. Failure to complete the stand within the published time schedule will result in additional fees, invoiced to the Exhibitor. Exhibitors and contractors should plan to ensure that late working is not required.

Contractor's shall insure and keep insured Informa Markets from and against any loss, damage, cost, claim or expense suffered or incurred by Informa Markets arising out of or in connection with any: (i) act or omission of Contractor and/or any of its personnel and/or any of its sub-contractors in respect of the performance of the Services for the Event, including, without limitation, any loss of or damage to any property or injury/illness to or death of any person resulting therefrom, and (ii) any breach by Contractor and/or any of its personnel and/or any of its sub-contractors of any warranty, representation and/or undertaking set out in this Agreement.

### **SUSTAINABILITY**

Exhibitions are temporary, but they leave behind a permanent positive impact. They play a vital role connecting people from across the world to share knowledge, build relationships and do business.

But there are some things we'd like to do better. Like all industries, we're looking for ways to reduce our carbon footprint and the amount of waste our events produce. Please refer to the Sustainability section for more guidance on how you can reduce the impact on the environment through your stand design and build.

### **STAND DESIGN CRITERIA**

Contractors are expected to check the presence of columns, rigging points, utilities, and height restrictions on a technical floor plan before submitting stand designs. Informa Markets is not responsible for issues arising as a result of the above.

- Submittal of the proposed Stand Design(s) is required by 12<sup>th</sup> April 2024.
- Please complete the Contractor Nomination Form on [sh.milton-exhibits.cn](https://sh.milton-exhibits.cn)

You are required to submit the required documentation to design and build custom stands to a nominated area of floor space. Stand designs must be submitted in a timely manner, in order for them to be reviewed and approved by Informa Markets and the Venue prior to build, when applicable.

[Back to Section 5 – Stand Construction](#)

**Non-complex designs are defined as:**

- Under 4m in height from the hall floor
- Single storey stands
- Light Exhibits / Pop-up structure

**All 'non-complex' defined stands shall provide:**

- Accurate 3-D views showing all sides, top view, and angled views.
- Detailed technical drawings with clear dimensions, sectional views, and support details
- Risk Assessment and Method Statement.
- Exhibitor Appointed Contractor Agreement
- Proper Electrical layout
- Stand construction plan including:
  - Size of onsite team during build and breakdown
  - Equipment requirements

Proposed stand materials and fire protection measures. All drawings must be 'to scale' and the scale clearly marked. The scale should not be smaller than 1:50.

All information must state the:

- Exhibiting company's name
- Stand number
- Contractor contact name and number

**Complex Designs are defined as one or more of the following items:**

- Over 4m (from the hall floor – do not forget to include the floor element)
- Double Decker stands
- Modular or custom rigging structures
- Other flown items e.g., lighting, or sound rigs
- Platforms and stages over 600mm high
- Ramps and/or staircase
- Glass constructions

**Complex designs as defined above are not permitted at this event.**

**STAND PLAN SUBMISSION**

Please complete your stand plans on Milton online system ([sh.milton-exhibits.cn](http://sh.milton-exhibits.cn)). If you have any enquiry about stand plan submission, please contact Milton Exhibits

Ms. Cara Li

Tel: +86 21 61830665

Email: [csc@milton-sh.com](mailto:csc@milton-sh.com)

[Back to Section 5 – Stand Construction](#)

## SUBMISSION TIMELINE

You will need to submit your Stand Design for Permission to Build before 12<sup>th</sup> April 2024.

**NOTE:** Late submissions may incur additional fees and failure to meet more multiple deadline requests may result in permission to build a custom space only stand being removed, and alternative stand options mandated, removing the need for your services.

## CONTRACTOR INSURANCE

Items	Company Name	Contact Person	Contact Details
Provide Exhibition Liability Insurance for Raw Space Stand Construction	Clema Risk Solutions	Specialist Ms. Nancy Lin Ms. Yolanda Duan	(86) 1801 6358 139 (86) 1379 5447 441 (86) 1302 1092 086

**Each Individual Stand Contractor must have valid insurance cover for minimum RMB 15,000,000 against public liability for the entire move-in/out and show period.** Individual Stand Contractors are required to present the certificate to the Organizers prior move-in. The Organizers reserve the right to refuse access to Stand Contractors that fail to do so.

To cover the liability risk to any exhibitor and its respective appointed contractor arising from the use or construction of each raw space during move-in days, each raw space exhibitor or its contractor is requested to purchase insurance in accordance with the requirements before getting the admission of processing its application such as getting booth design approval, ordering electricity and settling hall management fees and etc.

1. All raw space contractors, exhibitors should be the insured under such liability insurance policy.
2. The liability insurance policy of each raw space exhibitor should cover the following parts:  
The indemnity limit for any one accident and in aggregate for each booth should be no less than RMB15,000,000.
  - a) Loss of buildings in the exhibition venue, fixed equipments, the ground and the foundation in the exhibition area.  
The indemnity limit for any one accident and in aggregate compensation limit shall be no less than RMB3,000,000;
  - b) Onsite employees' bodily injuries compensation, including but not limited to pension and medical expenses.

The indemnity limit for any one accident and in aggregate compensation limit shall be no less than RMB6, 000,000; and the maximum compensation per person shall be no less than RMB2,000, 000;

[Back to Section 5 – Stand Construction](#)

- c) Bodily injury of a third party onsite, resulting in pensions, medical expenses and other related expenses.

The indemnity limit for any one accident and in aggregate compensation limit shall be no less than RMB6, 000,000; and the maximum compensation per person shall be no less than RMB2,000, 000;

The premium of each policy is RMB500.

Deductible: Nil

3. Clema Risk Solutions is the officially appointed insurance intermediary and Generali is the insurer. Please go to the website <https://ubm.generali-china.cn> or Scan wechat QR Code to apply the insurance before 19<sup>th</sup> May 2024 to ensure the contractor can complete the related procedure before move-in.



Should you have any questions on insurance related, pls. contact Ms. Kefu or Ms. Nancy Lin or Ms. Yolanda Duan for enquiry. The contact details are as below.

Specialist

M: 1801 6358 139

E: zhanhuiketu2022@163.com

Ms. Nancy Lin

M: 1379 5447 441

E: nancy.lin@clema-rs.cn

Ms. Yolanda Duan

M: 1302 1092 086

E: yolanda.duan@clema-rs.cn

[Back to Section 5 – Stand Construction](#)

## **PERMISSION TO BUILD**

Informa Markets have the right to reject any stand plan submissions that deem to be:

- Structurally unsafe
- Does not conform to the online exhibitor manual stand plan criteria
- Causes impact to surrounding stands
- Non-technical, hand drawn sketches and/or photograph images will be rejected.

NOTE: Stands should not be prefabricated without receiving the 'Permission to Build' acceptance confirmation from Informa Markets or assigned health and safety consultancy. Please note also, that receipt of a Permission to Build is only an authorisation to start building the stand - regular checks will be made on each stand to ensure the appropriate use of materials, structural integrity, etc. If our safety advisors are concerned about the above in any way, we reserve absolute right to terminate any stand construction.

Structural builds must be constructed to the permitted design ONLY and any deviation will require a new stand design review and associated fees to be applied.

[Back to Section 5 – Stand Construction](#)

## **STAND BUILD REGULATIONS**

### **ANCHORING STANDS**

No foundation may be drilled into the venue floor. Suitable anchorage must be installed. Pavilions' wall, ceilings, structures, and technical installations may not be used to anchor stand elements, which should be in any case self-supporting.

### **ABESTOS AND OTHER HAZARDOUS MATERIALS**

Employment or use of building materials that contain asbestos or products that contain asbestos or any other hazardous materials is prohibited.

### **BALLONS**

The distribution or sale of gas-filled balloons is not permitted at SWEECC.

### **BUILDING WORKS & FIXING**

No paint, adhesives, fixings, attachments to / or penetration of the fabric, structure or floors of the venue shall be permitted. In case there's a damage to the venue, a fine will be imposed as per the quote that Informa Markets receives from the venue to make good their property.

### **CEILING**

Totally enclosed ceilings are strictly prohibited – they must have an open space of over 50% of the total stand area to ensure fire prevention safety.

Ceiling materials must be of a fabric material, which should be fire retardant and not impede actions of a sprinkler system (i.e., a mesh no denser than 50%); a certificate must be submitted to the Organiser's at the time of the stand design submission.

All stands with ceilings will need to provide fire extinguishers on the ground floor.

### **DAMAGE**

Any and all damage caused by contractors / exhibitors or their agents on the exhibition grounds, in its buildings, or to their equipment or furnishings shall be remedied by the Organiser at their expense following the close of the event involved.

### **EQUIPMENT USE: PLANT, MACHINERY, SCAFFOLD TOWERS, LADDERS, CRANES, AND FORKLIFTS**

The use of machinery / scaffold towers, ladders or any other identified equipment shall only be used by competent parties. Required equipment use must be listed within your risk assessment to plan for safe usage.

Cranes and forklifts can only be handled by the organisers' freight forwarding company, EFI Logistics Exhibitors/ contractors are not allowed to engage or hire their own forklifts: these are strictly prohibited for safety reasons. **Important: Forklifts are prohibited in Hall 3**

[Back to Section 5 – Stand Construction](#)

## HEALTH & SAFETY

Contractors are responsible for operational safety and maintaining compliance with occupational health and safety and accident prevention regulations on their stands. Make sure to read the complete **Health, Safety & Security** section.

## HEATING, GAS, VENTILATION, AND AIR-CONDITIONING

All halls are equipped with heating, ventilation, and air-conditioning systems. These systems will be operational as required throughout events.

- Pressurised gas and liquefied gas systems  
Storage or use of pressurised or liquefied gases in exhibition halls and on outdoor exhibition areas without the written approval of the Organiser is prohibited.
- Combustible pastes and other fuels  
Heating or cooking devices fired by wood, coal, gas, combustible liquids, or combustible pastes are prohibited.

## HEIGHT LIMITS

The maximum height allowed for any form of single storey stand build, including floor platforms, is **4m**, where the height limit permits.

## MACHINES

If you are planning on exhibiting a machine, please note that you need to fill in the stand activity form and risk assessment.

## OBSTRUCTING GANGWAYS

No part of any stand or exhibit, including fascia, signs, lighting, corner posts, etc., shall project into or over the gangway or obscure any fire or exit signs and the Organiser reserve the right to remove any such item.

*It is strictly forbidden to build across gangways. Emergency gangways must always be kept clear.*

## ON-STAND ACTIVITIES / SPECIAL RISK ITEMS & EXHIBITS

Please fill in the on-stand activities form and return to [Fiona.ma@informa.com](mailto:Fiona.ma@informa.com) . For more information on having high risk items such as water features, heavy machinery, vehicle movement, contact Opt-Safe as further approval will be required.

## OUTAGES

Informa Markets should be notified immediately in the event of any outages of utilities, such as electricity, water, compressed air, heating, ventilation, or telecommunications systems, etc.

Informa Markets assumes no liability for any losses or damage due to such outages.

[Back to Section 5 – Stand Construction](#)

Where an exhibitor's fitting is found to be the cause of such an outage (faulty electrical item, wireless device causing interference etc.) then that item shall be isolated for the benefit of adjacent exhibitors or other affected by its failure or non-compliance. Where it is not physically possible to isolate the item within a suitably short timescale, then power to the stand where the item is located will be isolated until such time that effective repairs/ replacement may be made.

### **PILLARS ON STAND**

If there are pillars within the stand space, these may be enclosed up to the maximum height of your stand. It is recommended to add a 20cm margins to the pillars to avoid any damage.

Painting, wallpapering, or affixing anything directly on/to the pillars are prohibited. Fire extinguishers and technical installations on pillars always need to remain accessible.

### **PLATFORM / FLOOR COVERING**

- Space Only stands will not be carpeted, it is the responsibility of all space only exhibitors to lay their own appropriate floor covering.
- Carpet may only be stuck down using venue approved carpet tape, which the contractor/exhibitor must remove without a trace once the event is over. Carpet must also be removed at the end of the event. Leaving carpet and/ or tape behind may result in additional cost to be charged to the Exhibitor.
- All Space Only stands should be made to install a raised platform for cable management to avoid any cable ramps. The general height should not exceed 100mm and must include a ramp for disabled access.
- All corners of the raised flooring must be rounded off or protected.
- If a service duct is located or partially located under your stand you must ensure that the duct is accessible with a hatch.

### **RIGGING**

Rigging is not permitted under any circumstances.

### **STAND NUMBERING**

To enable visitors to find your stand and to navigate their way around, it is **compulsory** that you include a stand number prominently on your stand.

### **TRAVEL DISTANCE**

Travel distance is the distance from the most remote part of the stand. The maximum travel distance from any part of a stand to the aisle must not exceed 10 meters.

### **WALLING**

Long runs of walling must be avoided along sides open to gangways. Only 50% of any open side to an aisle can be constructed with solid walling or fixings – 50% must be accessible. The only exception to this is 100% clear panelling or glazing – this may not be tinted, frosted, have graphics or blinds and must remain clear for the duration of the event.

[Back to Section 5 – Stand Construction](#)

Exhibits and walling should be positioned in such a way as not to obstruct the view of the exhibition or adjacent stands and Informa Markets reserve the right to refuse any designs, or request amendments to designs, which in their opinion have a detrimental effect to neighbouring exhibitors or the overall look of the exhibition.

- Where the stand is adjacent to another, a dividing wall between your neighbouring stand must be built. The minimum height for a dividing wall is 2.5m and maximum is 4m high.
- Stands that neighbour Shell Scheme stands are not permitted to attach any materials to the Shell Scheme and must deduct 55mm from the overall stand measurements to ensure they fit within the allotted space.
- Walls above 2.5m which overlook adjoining stands must be finished neatly to the satisfaction of the Organiser, in a plain and neutral white colour with no advertising or branding.
- Wall panels that face open gangways must be decorated with display graphics and not be left plain.
- All Space Only stands must provide their own solid back wall and / or side wall. Use of existing venue wall or neighbouring stand wall will not be permitted.
- Enclosed meeting rooms of more than 50% length at a gangway open side of the stand are not allowed, with or without clear panelling or glazing as they still obstruct the view.

#### **GLASS WALLS AND MIRRORS**

Any furnishing or wall elements made with full length glass or mirrors must be properly marked and protected from impact. Glass walls used must comply with current standards with regards to their characteristics and installation system. If glass walls are installed along the routes used by the public, they must be shatterproof. Glass walls must comply, in terms of glass type and installation, with current UNI standards.

#### **WATER SUPPLY, DRAINAGE AND COMPRESSED AIR**

The general supply points for water, drainage and compressed air will be provided by **Milton Exhibits**. The installation of any other element in the stand (washbasin, sink, connection, etc.) must be contracted independently.

[Back to Section 5 – Stand Construction](#)

## SHELL SCHEME INFORMATION

(Please note that the visual of the shell scheme above is for illustration purposes only and the stand you may have ordered may be built differently i.e., 3 open sides, a bigger stand with more panels (1m = 1 panel).



Informa Markets has appointed **Milton Exhibits** as the official shell scheme contractor. It is fully responsible for the installation and supervision of all shell scheme stands and will also provide full on-site management and technical services.

Please note: shell scheme stands will be available to exhibitors to take possession from **12:00 on Tuesday 21<sup>st</sup> May 2024**.

## SHELL SCHEME STAND INCLUSIONS

Exhibitors that have booked a shell scheme stand will receive a stand erected to the following specifications.

Carpet:	Grey
Construction:	Octanorm system structure
Electrics & lighting:	Electrics and Lighting is not supplied with a shell scheme stand, unless contracted. Milton Exhibits can offer a limited range of lighting and sockets for hire. Please see the shell scheme extras form for more information.
Fascia Nameboard:	Red with exhibitor's name and stand number in white lettering (370mm high - visible area 230mm high). Company Name and Stand Number is in English (and simplified Chinese if provided).
Furniture:	Furniture is not supplied with a shell scheme stand, unless contracted. Milton Exhibits can offer a limited range of quality furniture and stand fitting extras for hire. Please see the shell scheme extras form link for more information.
Height:	Floor to top of wall 2470 millimetres (mm)
Walling:	White lightweight panels measuring 990mm x 2470mm with a visible panel size of 950mm x 2330mm.

[Back to Section 5 – Stand Construction](#)

## **BUILD-UP & BREAKDOWN SCHEDULE**

Please refer to the show timetable for dates and times of the build-up, show open days and breakdown.

Further details regarding the breakdown schedule will be distributed at the show.

## **SHELL SCHEME REGULATIONS**

### **CARPET / FLOORING**

The carpet colour is grey and is inclusive within your shell scheme package provided by **Milton Exhibits**. To change the carpet colour, please refer to the Flooring order form in Forms section before the early bird deadline.

### **DAMAGES**

Exhibitors are liable for any damage caused to buildings, floors, walls, or the shell scheme panels. Damaged shell scheme wall panels will be charged for at the full replacement value, not the hire value. Exhibitors must not apply paint, lacquer, adhesives, or coating to building columns, floors, or panels. No bills, signs, floor coverings or other articles should be pasted, nailed, taped, or otherwise attached to the walls, floors, ceilings, columns, partitions, panels, or trim. Panels cannot be painted; however, you can request printed panels from **Milton Exhibits** at an additional cost. If you have any heavy display requirements, please contact **Milton Exhibits** for more detailed advice.

### **FASCIA NAMEBOARD**

It is not possible to change the nameboard colour or affix your own fascia.

### **GRAPHICS, FIXTURES AND FITTINGS**

A comprehensive range of fixing components is also available for hire. Exhibitors with displays or exhibits to be fixed should send details to **Milton Exhibits** including, in the case of display panels, the material from which they are constructed and their total dimensions (height, width and depth).

- Exhibitors must ensure that all internal stand fitting and displays are contained within the boundary of their shell scheme stand and does not exceed 2.5 meters in height.
- No display materials or logos may be fixed to the shell scheme fascia / name panel.
- No fixings may be made to the walls however brackets are available for exhibitors display panels and signs. Please contact **Milton Exhibits** for a range of graphic options and a quote.
- Exhibitors may affix lightweight posters, materials etc direct to the shell scheme walls with good quality double-sided adhesive pads or similar, however such material needs to be removed without damage to the wall panels. Any damage made to the panels will be charged back to the Exhibitor.
- If items such as LED TVs are being affixed; you must order a reinforced panel from the official general service contractor to ensure it is supported correctly.

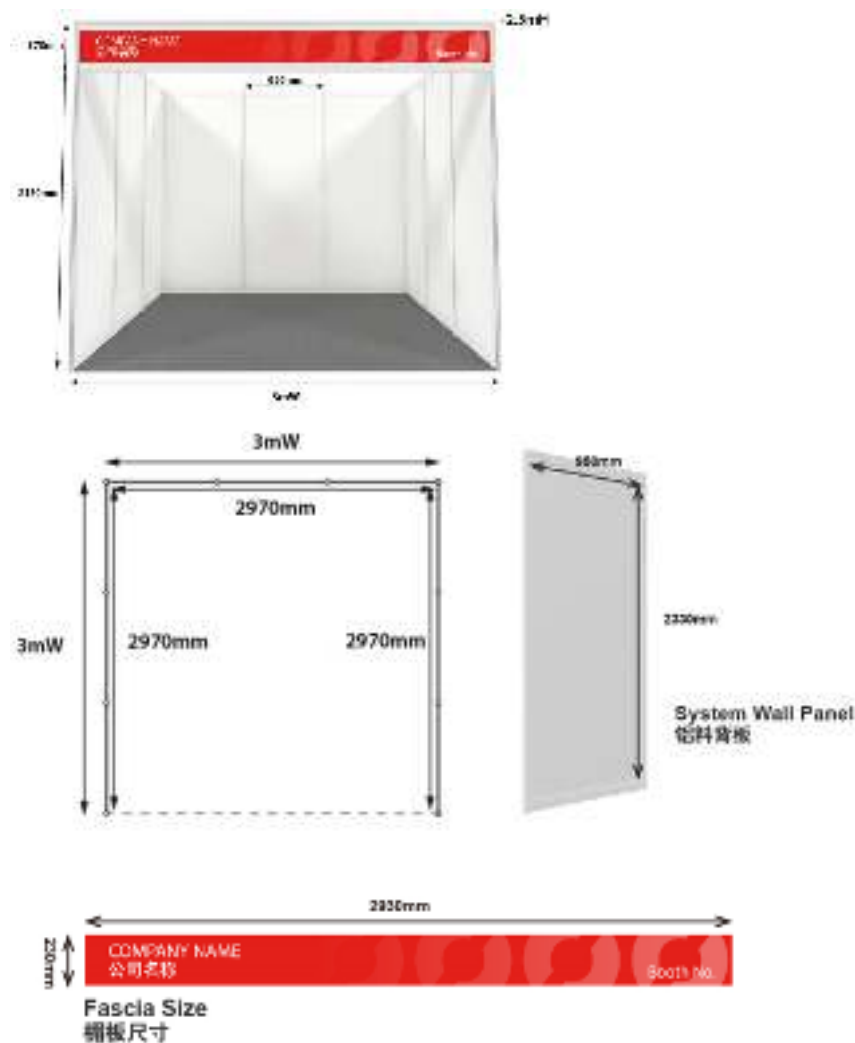
[Back to Section 5 – Stand Construction](#)

For environmental reasons the use of foamboard on stands at SWEECC is not permitted. Shell Scheme stands who do use foamboard will need to pay a deposit to **Milton Exhibits**. When **Milton Exhibits** have confirmed that all foamboard products have been removed from SWEECC by the exhibitor/contractor then the deposit will be returned.

If you have any heavy display requirements, please contact **Milton Exhibits** who will be able to give you more detailed advice. **Milton Exhibits** can also provide quotes for graphics on shell scheme stands.

### PANEL DIMENSIONS FOR GRAPHICS

Please find below the panel dimensions for your shell scheme graphics. Please contact **Milton Exhibits** for more information.



### ON-STAND ACTIVITIES

For exhibitors planning to have any activities, products, displays, demonstrations on their stand; complete the on-stand activities form C with full details to gain approval.

[Back to Section 5 – Stand Construction](#)

## **POWER**

The power will be turned off 30 minutes after the show closes. If you require 24-hour power, please select this option at the time of ordering. As the exhibitor, it is your responsibility to order an adequate power supply for your stand. Failure to do this will result in delays on-site and could be a fire risk. On-site spot checks will be carried out by the venue. This includes appropriate temporary power supplies required for the build-up and breakdown periods.

Please note the following:

- Spotlight locations are determined by the panel set-up. Where possible **Milton Exhibits** will try to accommodate specific requests.
- Your mains power supply will be placed at the discretion of **Milton Exhibits** unless otherwise indicated.
- The standard supplies of electrical current available in the exhibition halls are in line to neutral three phase main 380 volts 50Hz, 4-wire + 1-earth.
- A range of lighting and electrical fittings are available for hire from **Milton Exhibits** Please see the electrics order form link for more information.

To aid the environment we continuously invest in the optimisation of energy consumption in our halls. Please do support us and ensure electrical goods are switched off daily unless they are required for services such as fridges and products.

## **STANDS WITH 2, 3, 4 OPEN SIDES**

Solid runs of walls along gangway edges or inside the stands should be no more than 50% of the respective stand length. This applies to all walls individually. This rule is to avoid interfering with the overall view of the halls, masking neighbouring stands or hindering normal visitor traffic on the stand.

[Back to Section 5 – Stand Construction](#)

# Sustainability and Better Stands at

**INTERMODAL**

**ASIA / 2024**



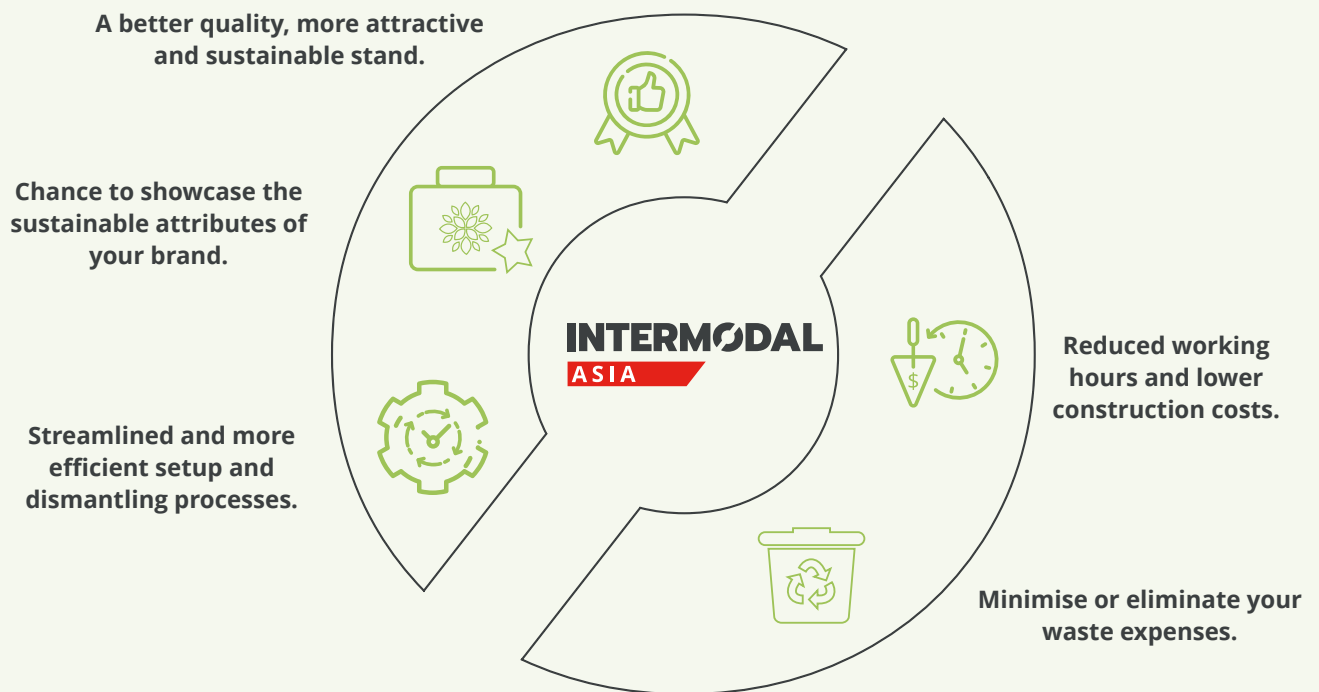
## Sustainability

The significance of environmental responsibility and sustainability is growing among our attendees, exhibitors, and within our overall market. Exhibiting in **Intermodal Asia** allows you to showcase your company's commitment to sustainability and align with an event that prioritises and champions sustainability.

Were you aware that a single medium-sized disposable stand generates approximately four tonnes of waste, nearly ten times the average person's household waste per year? Intended for one-time use, these stands contribute significantly to environmental degradation and escalate on-site health and safety hazards.

The Better Stands initiative is a comprehensive Informa programme to make all essential components of exhibitor stands reusable. Help us to minimise the environmental footprint of Intermodal Asia by embracing the Better Stands programme framework and demonstrate that your company prioritises participation in sustainable and socially responsible events.

## What are the benefits for me?



## What do I have to do?

- Pledge your commitment to Better Stands and play a role in creating a more sustainable event by:

- 1 Acquainting yourself with the details of the Better Stands framework (provided below).
- 2 Communicate these guidelines to your contractor before they begin designing your stand.
- 3 Ensuring that your stand attains at least the bronze level, signifying the reuse of stand structure, walls, platform or raised flooring, furniture, equipment, and lighting.
- 4 Ensuring the submitted stand design clearly outlines how you will adhere to the Better Stands guidelines.

# How is a 'Better Stand' defined and characterised?

Based on the specific components that can be reused or recycled, we categorise all stands into four groups – Disposable, Bronze, Silver, or Gold.

To attain a particular classification, all elements within that category must demonstrate reuse or recycling. If your stand fails to meet all the elements required for the bronze level, it is classified as disposable.



Category		Items	Fully disposable	Better Stands Bronze	Better Stands Silver	Better Stands Gold
Reused	1	Stand structure and walls	×	✓	✓	✓
	2	Platform or raised flooring	×	✓	✓	✓
	3	Furniture and equipment	×	✓	✓	✓
	4	Lighting	×	✓	✓	✓
	5	Fascia and overhead signage	×	×	✓	✓
	6	Rigged structure	×	×	✓	✓
	7	Ceiling	×	×	✓	✓
	8	Display facilities	built-in or detachable product display cabinets, lightboxes etc.	×	×	✓
Reused or recycled	9	Floor covering	×	×	×	✓
	10	Graphics and decorative items	×	×	×	✓

# What will we do?

To ensure that all exhibitors meet the Better Stands guidelines, Informa will:



Review your stand designs before the permission stage and notify you of any breaches.



Provide assistance and advice to identify sustainable solutions that suit your needs.




Conduct an on-site audit of your stand to verify compliance with the rules.



Provide details of our preferred partner, experienced in producing sustainable stands.

As part of our commitment to the environment, all stands at Intermodal Asia must attain bronze level by 2025, silver level by 2027, and gold level by 2030. Failure to meet these targets may lead to a formal written notification, along with ongoing improvement actions. Exhibitors who consistently build unsustainable stands may face financial penalties and the potential exclusion from participating in future Intermodal events.



For information or guidance on the Better Stands programme, please contact our **Sustainability Lead for Intermodal Events**

[betterstands@informa.com](mailto:betterstands@informa.com)

Co-organised by:



informa markets



中国包装行业协会

[intermodal-asia.com/en/about/sustainability.html](https://intermodal-asia.com/en/about/sustainability.html)

[Back to Section 5 – Stand Construction](#)



Better Stands Options

# 绿色展台搭建方案

### Reason 1

Materials can be recycled,  
Excellent cost performance



### Reason 2

Convenient construction,  
Save time in move-in & out

### Reason 3

Various shapes,  
Meet the needs of different exhibitors

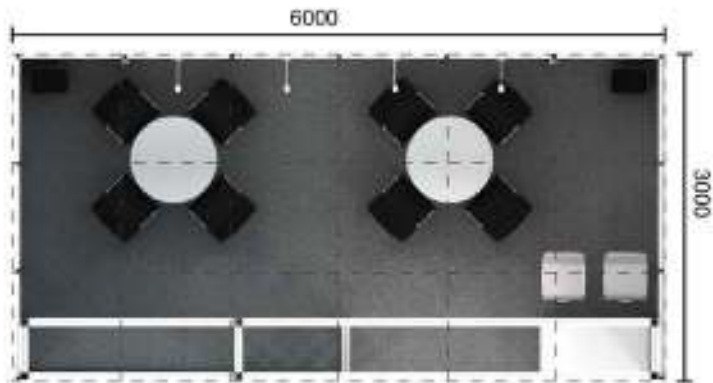


### Reason 4

Light material, Dust-free  
and tasteless, Environmental  
Protection and health

# 18 平方米 | Stand Package-A01

Size: 3000mmL x 6000mmD x 4000mmH



## 展位配置 Entitlements

I 家具配置 Furniture Included	数量 Qty
1. 1米高咨询桌 1mH Information Counter	×1
2. 圆桌 Round Table	×2
3. 黑色皮椅 Black Leather Armchair	×8
4. 白色吧椅 Bar Stool (White)	×2
5. 长臂射灯 Long Arm Spotlight	×4
6. 500W插座 Socket	×2
7. 垃圾桶 Waste Basket	×2

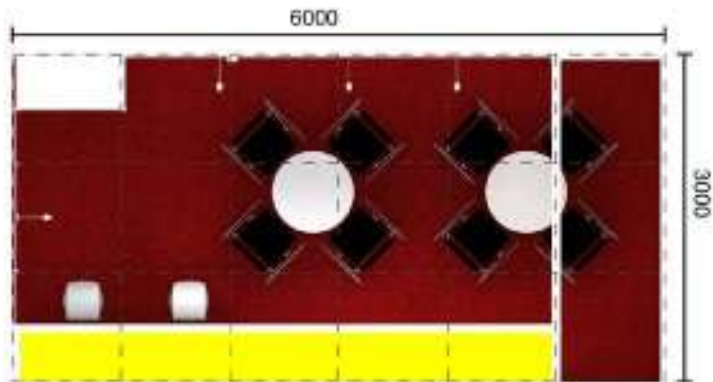
II 照明配置 Lighting	包含 Included
III 美工 Graphics	包含 Included
IV 其他 Others	数量 Qty
1. 地毯: 灰色 Carpet: Gary	18



\* This package is suitable for 18-36 sqm of single open, two sides open or peninsula booth

# 18 平方米 | Stand Package-A02

Size: 3000mmL x 6000mmD x 3500mmH



## 展位配置 Entitlements

I 家具配置 Furniture Included	数量 Qty
1.1米高咨询桌 1mH Information Counter	×2
2.圆桌 Round Table	×2
3.黑色皮椅 Black Leather Armchair	×8
4.白色吧椅 Bar Stool (White)	×2
5.高玻璃柜 Tall Glass Showcase	×1
6.长臂射灯 Long Arm Spotlight	×4
7.500W插座 Socket	×2
8.垃圾桶 Waste Basket	×2

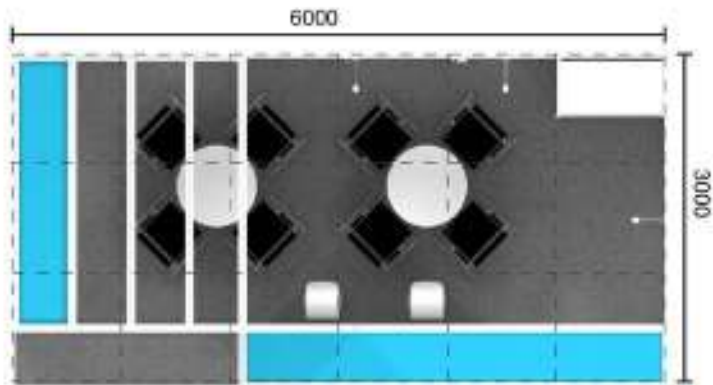
II 照明配置 Lighting	包含 Included
III 美工 Graphics	包含 Included
IV 其他 Others	数量 Qty
1.地毯: 红色 Carpet: Red	18



\* This package is suitable for 18-36 sqm of single open, two sides open or peninsula booth

# 18平方米 | Stand Package-A03

Size:3000mmL x 6000mmD x 4000mmH



## 展位配置 Entitlements

I 家具配置 Furniture Included	数量 Qty
1.1米高咨询桌 1mH Information Counter	×2
2.圆桌 Round Table	×2
3.黑色皮椅 Black Leather Armchair	×8
4.白色吧椅 Bar Stool (White)	×2
5.高玻璃柜 Tall Glass Showcase	×1
6.长臂射灯 Long Arm Spotlight	×4
6.500W插座 Socket	×2
7.垃圾桶 Waste Basket	×2

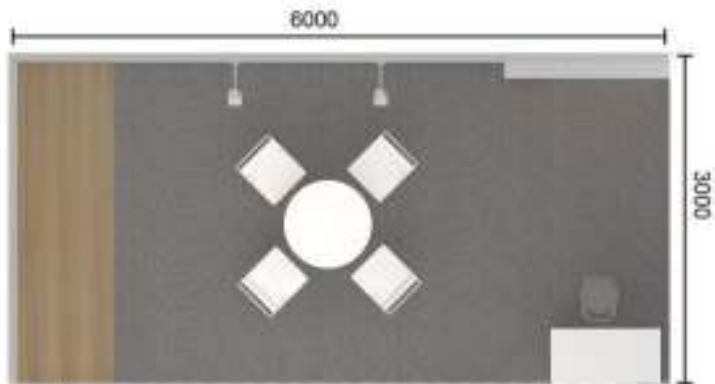
II 照明配置 Lighting	包含 Included
III 美工 Graphics	包含 Included
IV 其他 Others	数量 Qty
1.地毯: 灰色 Carpet: Gary	18



\* This package is suitable for 18-36 sqm of single open, two sides open or peninsula booth

# 18 平方米 | Stand Package-A04

Size: 3000mmL x 6000mmD x 4000mmH



## 展位配置 Entitlements

I 家具配置 Furniture Included	数量 Qty
1. 1米高咨询桌 1mH Information Counter	×2
2. 圆桌 Round Table	×1
3. 折椅 Folding Chair	×4
4. 白色吧椅 Bar Stool (White)	×1
5. 平层板 Flat Shelf	×2
6. LED射灯 LED Spotlight	×4
7. 500W插座 Socket	×2
8. 垃圾桶 Waste Basket	×2

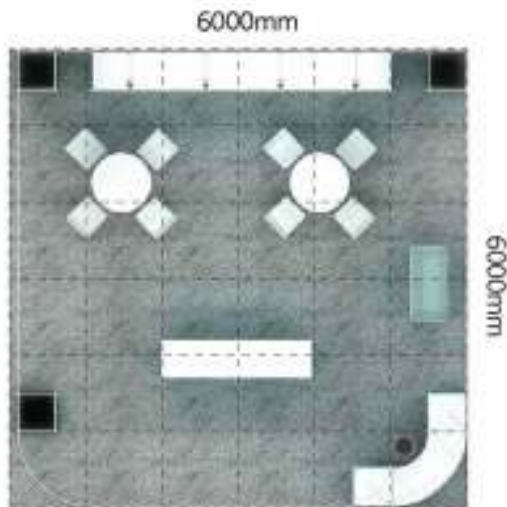
II 照明配置 Lighting	包含 Included
III 美工 Graphics	包含 Included
IV 其他 Others	数量 Qty
1. 地毯: 灰色 Carpet: Gary	18



\* This package is suitable for 18-36 sqm of single open, two sides open or peninsula booth

# 36 平方米 | Stand Package-B01

Size:6000mmL x 6000mmD x 4000mmH



## 展位配置 Entitlements

I 家具配置 Furniture Included	数量 Qty
1.1米高咨询桌 1mH Information Counter	×1
2.圆桌 Round Table	×2
3.折椅 Folding Chair	×8
4.黑色吧椅 Bar Stool (White)	×1
5.锁柜 Lockable Cabint	×6
6.长臂射灯 Long Arm Spotlight	×4
7.500W插座 Socket	×2
8.垃圾桶 Waste Basket	×2

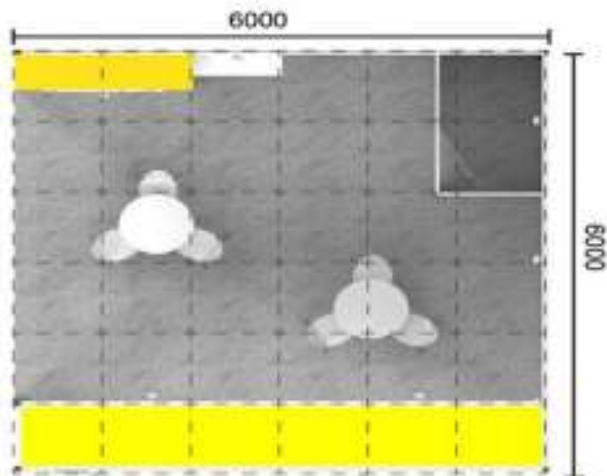
II 照明配置 Lighting	包含 Included
III 美工 Graphics	包含 Included
IV 其他 Others	数量 Qty
1.地毯: 灰色 Carpet: Gary	36



\* This package is suitable for 36-54 sqm of peninsula booth

# 36 平方米 | Stand Package-B02

Size:6000mmL x 6000mmD x 4000mmH



4000mmH



## 展位配置 Entitlements

I 家具配置 Furniture Included	数量 Qty
1.1米高咨询桌 1mH Information Counter	×2
2.圆桌 Round Table	×2
3.白色葫芦椅 White Chair	×6
4.平层板 Flat Shelf	×3
5.LED方灯 LED HQI	×9
6.500W插座 Socket	×2
7.垃圾桶 Waste Basket	×2

II 照明配置 Lighting	包含 Included

III 美工 Graphics	包含 Included

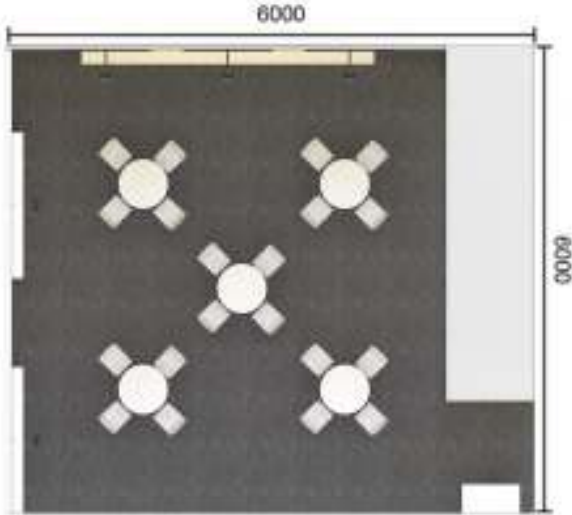
IV 其他 Others	数量 Qty
1.地毯: 灰色 Carpet: Gary	36

\* This package is suitable for 36-54 sqm of single open, two sides open or peninsula booth

# 36 平方米 | Stand Package-B03

sqm

Size:6000mmL x 6000mmD x 4000mmH



## 展位配置 Entitlements

I 家具配置 Furniture Included	数量 Qty
1.1米高咨询桌 1mH Information Counter	×1
2.圆桌 Round Table	×3
3.折椅 Folding Chair	×12
4.白色吧椅 Bar Stool (White)	×1
5.平层板 Flat Shelf	X6
6.LED射灯 LED Spotlight	×4
7.500W插座 Socket	×2
8.垃圾桶 Waste Basket	×2

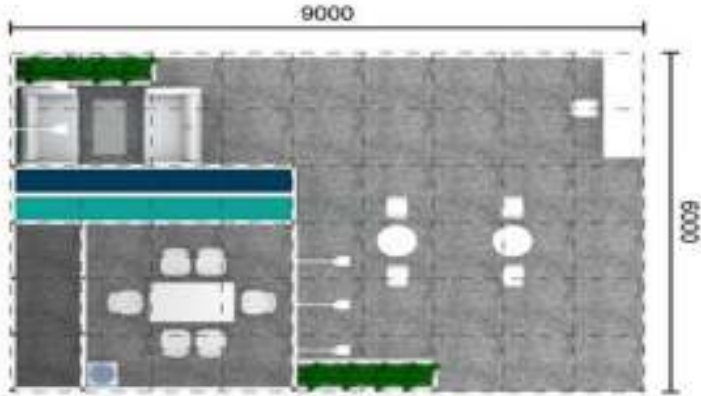
II 照明配置 Lighting	包含 Included
III 美工 Graphics	包含 Included
IV 其他 Others	数量 Qty
1.地毯: 灰色 Carpet: Gary	36

\* This package is suitable for 36-54 sqm of single open, two sides open or peninsula booth

# 54 平方米 sqm

## Stand Package-C01

Size:3000mmL x 6000mmD x 4000mmH



### 展位配置 Entitlements

I 家具配置 Furniture Included	数量 Qty		
1.1米高咨询桌 1mH Information Counter	×1	9. LED Spotlight LED射灯	× 5
2.吧台 Bar Table	×2	10.500W插座 Socket	×2
3.白色吧椅 Bar Stool (White)	×5	11.垃圾桶 Waste Basket	×2
4.咖啡桌 Coffee table	×1	II 照明配置 Lighting 包含 Included	
5.双人沙发 Double Seat Sofa	×2	III 美工 Graphics 包含 Included	
6.白葫芦椅 White Chair	×6	IV 其他 Others 数量 Qty	
7.会议桌 Meeting Table	×1	1.地毯: 灰色 Carpet: Gary	54
8.42寸电视机 42"TV	×1		

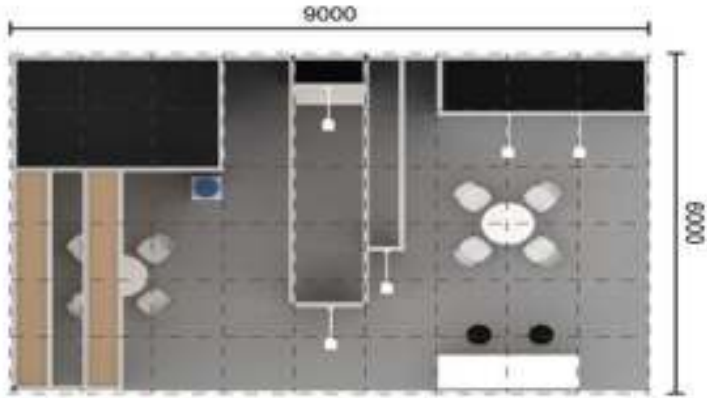
\* This package is suitable for 54-72 sqm of peninsula booth

# 54 平方米

sqm

## Stand Package-C02

Size:3000mmL x 6000mmD x 4000mmH



### 展位配置 Entitlements

I 家具配置 Furniture Included	数量 Qty
1.1米高咨询桌 1mH Information Counter	×1
2.圆桌 Round Table	×2
3.白色葫芦椅 White Chair	×8
4.黑色吧椅 Bar Stool (Black)	×2
5.平层板 Flat Shelf	×3
6.LED射灯 LED Spotlight	×6
7.500W插座 Socket	×2
8.垃圾桶 Waste Basket	×2

II 照明配置 Lighting	包含 Included
III 美工 Graphics	包含 Included
IV 其他 Others	数量 Qty
1.地毯: 灰色 Carpet: Gary	54

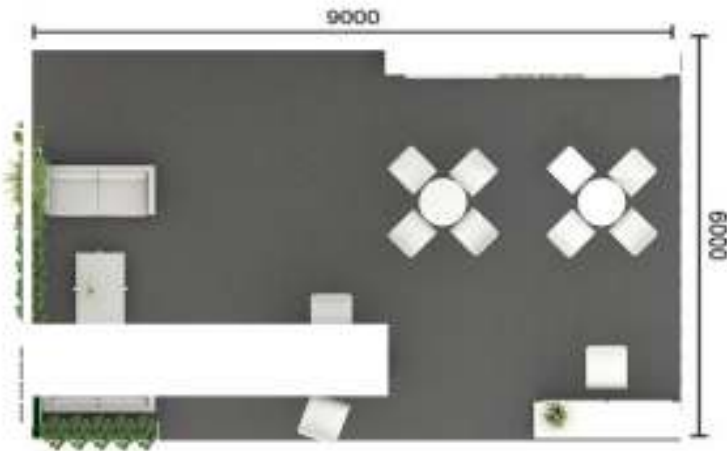
\* This package is suitable for 54-72 sqm of single open, two sides open or peninsula booth

# 54 平方米

sqm

## Stand Package-C03

Size:3000mmL x 6000mmD x 4000mmH



### 展位配置 Entitlements

I 家具配置 Furniture Included	数量 Qty
1.1米高咨询桌 1mH Information Counter	×1
2.吧桌 Bar Table	×2
3.白色吧椅 Bar Stool (White)	×11
4.咖啡桌 Coffee table	×1
5.双人沙发 Double Seat Sofa	×2
6. LED Spotlight LED射灯	×5
7.500W插座 Socket	×2
8.垃圾桶 Waste Basket	×2

II 照明配置 Lighting	包含 Included
III 美工 Graphics	包含 Included
IV 其他 Others	数量 Qty
1.地毯: 灰色 Carpet: Gary	54



\* This package is suitable for 54-72 sqm of two sides open or peninsula booth

- The quotation above for all types of schemes is tax inclusive, including labor costs for truck transportation, construction and demolition. Excluding the extra rental items for exhibitors and the exhibition hall fees, such as management fee, electric rental fee, etc.
- The above scheme is for reference only, the exact quotation is subject to the final design.

### **Please Contact US**

#### **Milton Exhibits & Engineering (Shanghai) Ltd.**

Block 16, Shanghai Shineland, No.1188 Huyi Highway, Jiading District Shanghai  
201802, China

**Website:** [www.milton-exhibits.com](http://www.milton-exhibits.com)

**Attn:** 范佳雪 Barbara Fan

**Tel:** 86 021 6183 0597

**E-Mail:** [barbarafan@milton-sh.com](mailto:barbarafan@milton-sh.com)

[Back to Section 5 – Stand Construction](#)

## SECTION 6 – Health, Safety & Security

This section is designed to give you guidance to assist you with your legal responsibilities to ensure the health, safety and welfare of you, your colleagues, and contractors, as well as everyone involved with the event. Please remember that failing to do so can lead to prosecution, other legal sanctions, and very significant financial penalties. More importantly, however, it may also lead to people being badly hurt, or worse. Please do not leave health and safety issues to the last minute. The earlier we have your information the better the support we can give you.

### **PARTICIPATION**

Exhibitors and contractors shall demonstrate a commitment to the health, safety, and welfare of their people by;

- Taking, as reasonably as practicable measures to prevent injury or ill health
- Providing a safe and healthy work area related to all associated stand activities
- Ensuring the Informa Markets Health and Safety (H&S) Policy and related objectives are implemented
- Extending safe conditions responsibilities to contracted services when outsourced
- Communicating the importance of H&S with your appointed contractor(s) / sub-contractor(s), and extending safe conditions responsibilities to those services contracted

### **ROLES AND RESPONSIBILITIES**

Informa Markets shall enforce the requirements of the venue to maintain a safe environment and reduce any impact on the venue conditions.

Exhibitors shall assume accountability for all relevant stand activities and outsourced (sub) contracted services. Contractor appointment cannot transfer an exhibitor's liability and it is an exhibitor's responsibility to ensure relevant H&S legislation and safe systems of work during construction and dismantlement are adhered to at all times. An exhibitor's H&S responsibility does not finish until the dismantling works are completed safely and the halls are vacated.

Informa Markets shall provide sufficient competent supervision during the entire tenancy.

The exhibitor shall appoint a competent Contractor to supply adequate resources e.g., manpower and materials, to design and/or control the safe build up, use and dismantlement of temporary structures to maintain safe conditions for themselves and others at all times. Exhibitors are required to ensure contractors and stand design details are submitted on time.

Exhibitors and contractors can seek H&S guidance on their obligations, throughout this manual and via the appointed H&S Contractor **Milton Exhibits** (listed below) on any matters relating to appropriate H&S legislation, regulations, and standards.

#### **Milton Exhibits**

Ms. Cara Li

Tel: +86 21 61830665

Email: [csc@milton-sh.com](mailto:csc@milton-sh.com)

[Back to content page](#)

Sub-contracted services are still under the responsibility of you as the nominated contractor and you shall ensure they are competent to undertake work and always maintain safe conditions for themselves and others.

### **ACTIONS TO ADDRESS HEALTH AND SAFETY RISK**

Exhibitor and contractor shall assess all stand activities, to determine appropriate risk through adequate controls. A documented Risk Assessment shall be submitted to demonstrate known hazards before any action is implemented.

- |                        |                                       |
|------------------------|---------------------------------------|
| 1. Identify Activities | 3. Describe existing control measures |
| 2. Identify Hazards    | 4. Rate risk level; High/Medium/Low   |

High rated risk shall be reduced by adding further controls. Referenced sources e.g., G-Guide, are available in multiple languages to aid acceptable control measures and acceptable level of risk.

Appointed H&S Partners / Technical Services shall offer a secondary resource to the referred material.

**Hazard identification** should consider;

- Design, assembly, construction, dismantling and disposal
- Quality of contracted services
- On-stand activities
- People
- Those with access to the stand and activities, including staff, contractors, and visitors
- Those close to the stand who can be affected by the activities

Event open day on-stand activities (e.g., entertainment, music, demonstrations) requiring further assessment and approval can be found in **A-Z of Information** section. Applied controls shall be observed to ensure they are effective. Informa Markets reserves the right to reject, stop or restrict any practice, which they consider dangerous or detrimental to the show.

### **AWARENESS**

The exhibitor and contractor shall ensure all people, including outsourced contracted services are aware of the impact of not conforming to the H&S requirements.

- Familiarisation with the venue and event floor plan
- Do everything reasonably practicable to protect themselves and others
- Awareness of Venue emergency arrangements e.g., escape routes and assembly points
- Site safety rules
- Use of appropriate Personal Protective Equipment for the required task
- Coordinate activities with the organiser
- Onsite H&S induction/training
- Control unsafe behaviour
- Badging protocols
- Onsite signing in and out (process) as required

[Back to content page](#)

- Report dangerous acts which may lead to serious injury or incident occurrences
- Ensure no form of modern slavery, forced or coerced labour, human trafficking, or child labour

### PERSONAL PROTECTIVE EQUIPMENT

All onsite individuals must be familiar with the H&S information before entering the halls during any stage and use appropriate Personal Protective Equipment correctly.



### SECURITY

Informa Markets assesses protection measures to establish an acceptable culture to secure the event and our attendees in partnership with the venue to;

- Deter opportunist or motivated criminal activities.
- Detect onsite adversaries.
- Delay suitable & appropriate obstacles that can delay the advance and withdrawal of adversaries.

Exhibitor access to the hall(s) during build up and breakdown is restricted, there are scheduled access times for space only stands and shell scheme stands. Badges will be required to access the venue, please refer to the badges section of this manual for more information.

Prior to entering the hall(s) for build / breakdown, Exhibitors and contactors are required to;

- Check safety signage to confirm the site safety rules
- Present your ID badge to security
- Ensure adequate PPE is worn for the planned task(s) in accordance to Informa Markets & venue standards
- Read and acknowledge the Event Safety Declaration prior to entry (*if badge not already issued*)
- Always display H&S Inducted Wristband / Badge where required
- Badges visually displayed at all times to identify all those with permitted access.

Exhibitors and contractors requiring access to the halls beyond the show timetabled hours, must contact the InfoHub to seek permission for out of hours access.

Informa Markets shall be entitled to conduct those measures required for guarding, including bag checks as may be necessary. Those who refuse to submit to these checks, carried out by legally authorised persons, will be excluded from the halls, regardless of their status (exhibitor, visitor, contractor or otherwise).

[Back to content page](#)

Informa Markets assumes no liability for items brought into the halls by exhibitors. In particular, no compensation shall be provided for damaged or stolen goods. If necessary, exhibitors should organise guarding of their stands themselves. Stand guards shall be supplied directly by the guard services company appointed by Informa Markets or the venue only.

Informa Markets reserves the right to admit children or young people to our show days, based on the present level of risk. Parents/guardians maintain overall responsibility for minors, and guided Informa protocols shall be followed. Children or young people under 18 CANNOT enter the halls during build or breakdown.

### **FLOOR SAFETY MANAGEMENT**

Informa safety professionals shall monitor the stand activities and overall exhibition floor H&S risk exposure; as far as reasonably practicable, to safeguard;

- The assigned venue areas
- Encourage exhibitor appointed contractors to adopt good safety practices
- Removal and disposal of waste appropriately
- Monitor high risk activities
- Appropriate information, guidance, and supervision, on H&S issues
- Manage incidents/accident immediate scenes, including high potential near misses

Unsafe behaviour, or conditions may result in work being stopped and require additional controls to be implemented to correct issues prior to stand activities continuing. No resolution may result in offenders being asked to leave the site.

### **FIRST AID COVER**

Onsite assistance will be available to aid injured or seriously ill person(s) prior to professional medical help can be obtained for the onsite duration. First aid stations shall be easily accessible via clear signage to guide all parties of the location(s).

### **EMERGENCY RESPONSE**

Exhibitors and contractors shall be aware of the venue emergency arrangements and will participate or comply with any requirement to apply a prompt response in the event of a serious, unexpected, and dangerous situation. Upon hearing the Alarm, you shall;

1. Stay calm, check own safety, and follow Security guidance
2. Use directed escape route(s) and nominated emergency exit(s)
3. Do NOT stop to collect personal belongings
4. Remain at designated Assembly Area until further notice
5. Report to supervisor and report any serious concerns for missing person(s)
6. Do not leave assembly area and/or re-enter venue
7. Await 'ALL CLEAR', back to event announcement

[Back to content page](#)

If a fire or any other serious or dangerous situation is observed and no alarm has been raised, inform the nearest security officer or floor safety official. In event of imminent danger use Call Points prior to following above action sequence.

**INCIDENT / ACCIDENT REPORTING**

All significant incidents must be reported to the Info-hub directly or via the floor safety team as soon as it is safe to do so. Information required;

Date and time of occurrence	Extent of injury / illness (if applicable)
Nature of accident	Damage or loss incurred (if applicable)
How it occurred	

Informa Markets may investigate incidents and gather information and may request a statement of events to assist and prevent reoccurrence. Investigation outcomes may lead to a formal Improvement Notices being issued to any contracted service and subsequent Awareness Notifications being issued to Exhibitors. Financial penalties maybe incurred post investigation of any serious or dangerous occurrences that impact the exhibition.

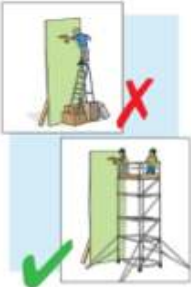





Informa Markets is customer focused and implementing a duty of care in our commitment to protect the health, safety and welfare of our Exhibitors and others as a core business objective. Driven through proper planning and onsite control to demonstrate efficiency, effectiveness and ultimately a successful show

**ADDITIONAL CONTRACTOR GUIDANCE:**

**SAFE BEHAVIOUR**

<p>Safe electrics</p> 	<p>Slip &amp; Trip hazards</p> 
<p>Vehicle Movement</p> 	<p>Fire Safety and waste removal</p> 

[Back to content page](#)

<p>Working on ladders</p> 	<p>Safe Lifting</p> 
<p>Working at height</p> 	<p>Manual handling</p> 
<p>Personal Protective Equipment</p> 	<p>Exposure to harmful substances</p> 

Unsafe behaviour, or conditions may result in work being stopped and require additional controls to be implemented to rectify issues prior to stand activities continuing. No resolution may result in offenders being asked to leave the site.

#### STAND BUILD AND BREAKDOWN HAZARDS

- Being under the influence of **alcohol or drugs** onsite is completely forbidden. Any person found to be under the influence of alcohol or drugs will be removed from the halls and the authorities may be contacted.
- Contractors are not to block **aisle access**. All waste must be removed by contractors and disposed of in a sustainable manner. Designated emergency aisles, portable fire extinguishers and fixed installations must be kept clear at all times - items left in these gangways are liable to removal and may be disposed of without liability. Lifting contractors are not permitted to place and block freight loads in designated emergency aisles.

[Back to content page](#)

- Use of **compressed gases** will only be permitted where essential and only by exception and these must be recorded on the stand risk assessment. Installation must be completed by a competent registered gas fitter to appropriate local standards.
- Any **damage** caused by you within the exhibition grounds, its buildings, or to the equipment or furnishings may be remedied by the Organiser following investigation and expensed to the exhibitor at a later date.
- During the build-up and breakdown power must only be taken from the temporary supplies provided by the official **electrical** contractor and not from cleaners' sockets or other hall sockets. All work must be carried out by competent electrician and all temporary installations must be protected by an RCD and inspected before power is supplied. There should be sufficient correctly installed and rated power sockets to preclude the use of extension leads and long trailing flexes. If essential, extension leads must be correctly fused and limited to one per socket, with a flex length not exceeding 2m. Multi-sockets or 'block adaptors' must not be used at any time.
- Exhibitors have a duty to ensure proper **food hygiene** to guard against contamination and food poisoning. Foods with allergenic content must be clearly marked as such (e.g., nuts). To comply with the law, you must provide the following if you are preparing or serving food from the stand:
  - A double sink for washing and rinsing with piped supplies of hot and cold water
  - A wash hand basin or anti-bacterial wipes if only pre-packaged food is being served
  - Suitable nonslip floor covering for food prep area
  - Suitable refuse facilities
  - Any foods likely to support the growth of pathogenic or microorganisms must be kept at or below 8°C
  - For hot food storage must be provided and stored at or above 63°C
  - All foods on display must be protected from the risk of contamination
  - A suitable first aid box must be provided with waterproof plasters
  - Counters and shelves must be smooth, impervious, and easily cleaned
  - All food containers must be kept clean
  - Open food must not be placed less than 150 mm from the ground
  - Those serving or preparing food must:
    - Not be suffering (or have suffered in the last 2 days) from gastro-enteritis, or any illness or infection likely to cause food poisoning
    - Wear clean washable clothing to protect food from contamination
    - Keep hands and clothing clean
    - Cover all cuts with a waterproof dressing (anyone with septic wounds must not be allowed to handle food)
- Contractors have a duty to exercise proper controls over the release of **harmful fumes** and if necessary, carry out a COSHH assessment (see hazardous substances). Engines of vehicles in the halls must not be left on idle. Where this is unavoidable i.e., for cranes, the lifting supervisor is responsible for ensuring that the fumes caused by combustion do not build up in the halls, service tunnels or basements areas as a result.

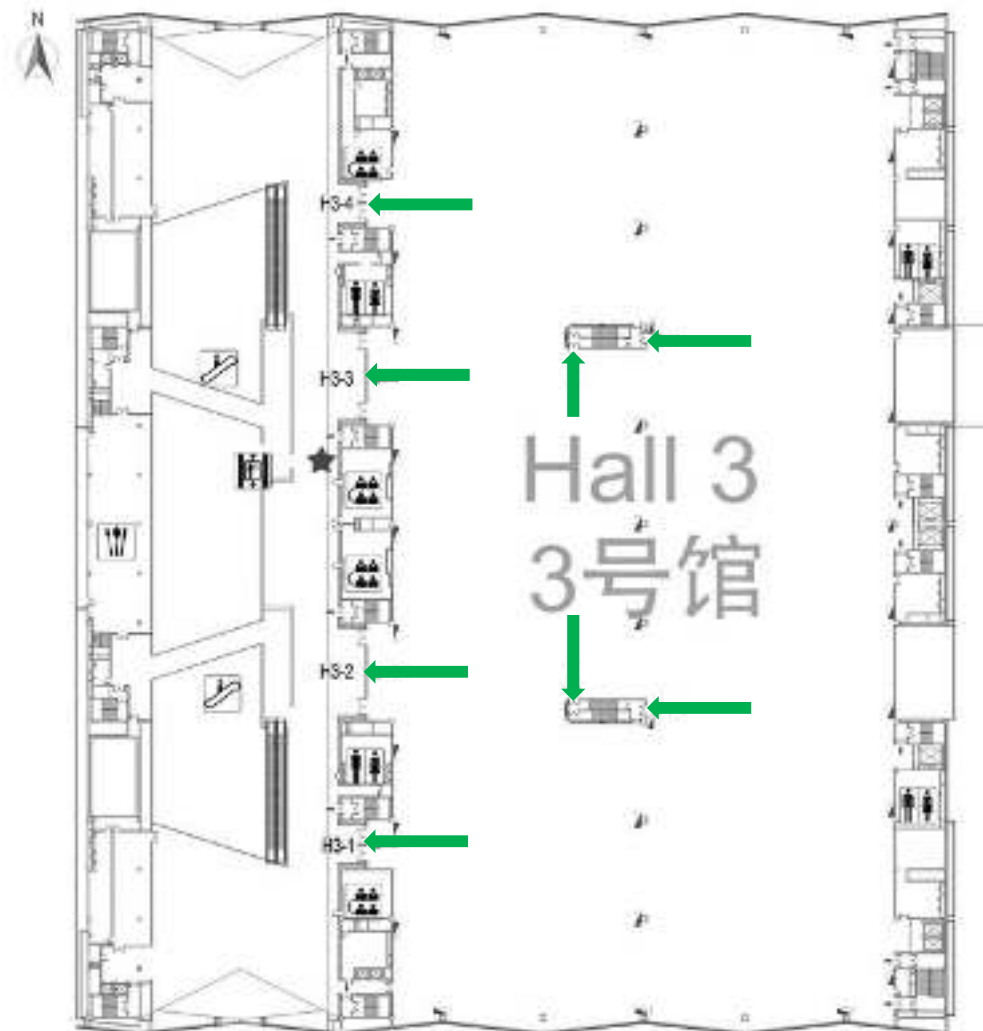
[Back to content page](#)

- **Hanging wires** are not to be left hanging below head height and must be marked with tape.
- **Hazardous substances** are not to be brought into the halls unless essential. The use of hazardous substances must be subject to a COSHH assessment. Contractors must declare the use or display of hazardous substances as a special risk. Where substances may be potentially hazardous (e.g., certain paints and treatments), Material Safety Data Sheets must be available for inspection on demand. Where the nature or hazardous potential of a substance cannot be established, it will be excluded from the hall.
- All **special effects** must be treated as high risks and are subject to strict controls in accordance with a risk assessment and the appropriate legal and venue requirements. Further information can be obtained on these from the organiser.
- **Smoking** is not permitted in the halls at any time. Offenders may be asked to leave the halls and the exhibiting company will be informed.
- **Smoke generators and pyrotechnics** are not allowed.
- **Vehicles** may not be displayed without written permission. The vehicle must be made safe from risks of fire, fuel leak and unauthorised use. Motor vehicles used on stands must have minimum fuel, just enough to enter and leave the exhibition venue at the end of the event. Batteries remain disconnected and hold the appropriate certification from the country of origin.
- **Working at height** must be in accordance with the EU Working at Heights Directive (2001/45). As such, all working at heights is subject to risk assessment. IT IS IMPORTANT THAT YOU AND YOUR CONTRACTORS UNDERSTAND THAT UNCONTROLLED 'LIVE EDGE' WORKING WILL NOT BE TOLERATED UNDER ANY CIRCUMSTANCES.
  - All rigging from the roof is to be carried out by one of the official rigging contractors
  - All working platforms are to have a guard-rail, mid-rail, and toe-board. Tools are to be kept on lanyards so far as is reasonably practicable. Outriggers must be deployed at all times. No person is to remain on any static tower structure whilst it is being moved from one location to another.
  - Static and mobile access working platforms must be fit for purpose (see Working platforms) and assembled correctly to manufacturers' specifications.
  - Separate risk assessments are required for working on a live edge (before rails are in place). In such cases fall arrest equipment must always be used.
  - Operatives working at height other than on a static working platform designed for that purpose (e.g., Scaffold or scaffold tower) must wear an appropriate harness, lanyard, and a suitable arrestor for the height at which they are working at the time. Operatives must be 'clipped' on at all times. Those who are expected to move regularly must have a twin-clip harness, with one clip fastened to an appropriate structure at all times.
  - Operatives working at height must have suitable head protection e.g., bump caps.
  - Ground access to areas in the vicinity must be controlled to prevent persons accidentally walking directly under high works (e.g., a ground based operative and the use of hi-vis tape to cordon-off the area. Ground workers in the vicinity must not work directly under high works and wear suitable head protection e.g., hard hats.
- All **Mobile Elevated Working Platforms (MEWS)** must be properly maintained. Written evidence of this must be available for inspection on demand.

[Back to content page](#)

- All working platforms are to have a guard rail, mid rail, and toe board. Mobile access towers must be correctly constructed.
- Mobile access towers must be fit for purpose. Outriggers are to be used correctly with the correct height to width ratio (3.5 x shortest base width indoors and 3 x shortest base width outdoors).
- Mobile access towers may not be moved whilst in use and wheels must be locked off.
- Ladders must be footed or tied off. The use of domestic ladders and steps is strictly forbidden.
- All of the above are a summarised guide. For full details on any particular aspect, you must seek professional advice. If you do not know who to contact for these services, please seek advice from the Informa Markets operations team.

## VENUE EVACUATION PLAN



[Back to content page](#)

## SECTION 7 – Shipping, Customs and Handling Information

The Organisers have appointed EFI Logistics as the sole official freight forwarding agent, customs broker and lifting contractor for this event.

For shipping instructions, please go to <https://www.efilogistics.com/intermodalasia2024> for details and downloading the order form. Any questions, you can email to Ashley Head [ops@efilogistics.com](mailto:ops@efilogistics.com).

[Back to content page](#)

## SECTION 8 – Mandatory Forms and Approved Supplier Order Forms

### **ONLINE ORDER FORM**

Forms are required fill in online [sh.milton-exhibits.cn](https://sh.milton-exhibits.cn):

1. Fascia Name (**MANDATORY TO SHELL SCHEME STAND**)
2. Floral, Furniture
3. Electrics
4. IT/Telecom
5. AV Equipment
6. Graphics
7. Stand Design Submission
8. Non-Official Contractor Form (**MANDATORY TO SPACE ONLY STAND**)
9. Health Safety Declaration Form
10. Risk assessment, method statement

### **OTHER AVAILABLE FORM**

Form A - Catering Service Form

Form B - Temporary Staff Form

Form C - On-Stand Activities Form

[Back to content page](#)