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### **Shipping Manual**

## Contacts

This manual is intended to make your participation at China Hi-Tech Fair 2009 as smooth and productive as possible. If you have any questions or require further assistance please do not hesitate to contact any member of our team:

➤ ***Exhibition***

Ms. Lisa Chen, Ms. Anna He, Ms. Peggy Wang  
Events Dept., Shenzhen Convention & Exhibition Center Management Co., Ltd.  
Tel: 86 755 8284 8652, 8284 8650  
Fax: 86 755 8284 8657  
E-mail: [lisa@chtf.com](mailto:lisa@chtf.com), [hecs@chtf.com](mailto:hecs@chtf.com), [wangyq@chtf.com](mailto:wangyq@chtf.com)

➤ ***Official contractor (shell scheme, furniture, electrical & water)***

Ms. Zhang Ji-Hong  
Construction Dept., Shenzhen Convention & Exhibition Center Management Co., Ltd.  
Tel: 86 755 8284 8713  
Mobile: 86 137 603 22380  
Fax: 86 755 8284 8714  
E-mail: [viven66@chtf.com](mailto:viven66@chtf.com)

➤ ***Official freight forwarder***

ATTN: Mr Harry Cheng  
**Agility Fairs & Events Logistics (Shanghai) Co. Ltd.**  
**Shenzhen Branch**  
Room 1603, Great China International Exchange Square, No.1, Fuhua Road, Futian District, Shenzhen, Guangdong 518048, PR China  
Tel: 86 755 3303 2222  
Fax: 86 755 3303 2257  
Email: [HCheng@agilitylogistics.com](mailto:HCheng@agilitylogistics.com)

➤ ***Exhibition organizer's office (during the event)***

The organizer's office will be situated in Hall 9 and clearly signposted. It will be open from Nov. 11, 2009 till the close of the event.

➤ ***Booth design approval***

Please send booth construction drawings for approval to: [hsy@chtf.com](mailto:hsy@chtf.com)  
Ms. Huang Shuyuan  
Tel: 86 755 8284 8712  
Fax: 86 755 8284 8714

## General Information

### 1. Important dates & time

Stand build-up

Descriptions	Date	Time
Raw Space Booth Assemble	Nov. 11--- Nov. 14	08:30 --- 17:30
	Nov. 15	08:30 --- 10:00
Shell Scheme Booth Set Up	Nov. 14	08:30 --- 17:30
	Nov. 15	08:30 --- 10:00

Show schedule

Date	Time	Schedule	Remarks
Nov.16 --- Nov. 21	08:30 --- 09:00	Admission for Exhibitors	
	09:00 --- 17:00	Exhibition hours	
Nov. 16		Opening ceremony	Tentative
Nov. 21	16:00	Closing ceremony & awards	Tentative

Stand breakdown

Time	Procedures	
Nov. 21	16:30	No admission for visitors
	16:45	Cut off of electricity and water supply Rentals returned
	17:00	Goods removal pass signed by show organizer Move out of hand carried items
	18:00	Move out of exhibits Dismantle of stands

### 2. Freight, deliveries & storage

Official freight forwarder

Our official freight forwarder is happy to support you in all your logistics needs.

ATTN: Mr Harry Cheng

AGILITY FAIRS & EVENTS LOGISTICS (SHANGHAI) CO. LTD

Shenzhen Branch

Room 1603, Great China International Exchange Square, No.1, Fuhua Road, Futian District, Shenzhen, Guangdong 518048, PR China

Tel: 86 755 3303 2222

Fax: 86 755 3303 2257

Email: HCheng@agilitylogistics.com

Consignment of exhibits

Exhibits sent to the exhibition should be addressed to:

China Hi-Tech Fair 2009

Exhibitor: (insert your company name)

Booth No.: (insert your booth and hall numbers)

Hall No.: Hall 9

Attn: Mr. Qi Feng-Lin

Room 1-109, Gate 8, Hall 1, Shenzhen Convention & Exhibition Center, 3 FuHua Road,  
FuTian District, Shenzhen 518048, PR China

Tel: 86 755 8284 8646 Fax: 86 755 8284 8748

Storage and delivery costs

Exhibit storage: **RMB10**/m<sup>3</sup> per day

Exhibit delivery: **RMB50**/m<sup>3</sup>

### 3. Tickets and passes

Contractor passes

Contractor passes are obligatory and must be applied at the on-site service counter before construction work can begin. To obtain the contractor passes, contractors are required to present: **(1)** a copy of the Business License of the appointed contractor; **(2)** ID cards of contracting workers; and **(3)** a *Reference Letter* by the Exhibiting Group. Contractor passes must be worn at all times during build up and break down. Each contractor pass is priced at **RMB5** and a deposit of **RMB50** for each pass may be required.

Exhibitor badges *(form enclosed)*

Exhibitor badges will allow you into any part of the halls during build up, break down and during the show. The number of exhibitor badges depends on the size of the stand. 3 free exhibitor badges are available per 6 square meters. For additional badges a charge of RMB200 each will apply. Badge will be available for pick up during move in. Please fill out exhibitor badge form and return it to us **by e-mail, together with your photo** before the deadline. Badges required after the deadline will be charged at RMB200 each.

Visitor badges

Visitor badges are valid all 6 days of the event and available at the on-site badge processing counter during the show period. Each visitor badge is priced at RMB200.

Complimentary tickets

To motivate your business partners and customers to visit your stand, we will offer you complimentary tickets. Five complimentary tickets will be offered for per 6 square meters. These tickets will be available for pick up during move in.

Daily admission tickets

Daily admission tickets are available for sale on site during the show days at a cost of RMB50 per ticket.

Parking permits

Car parking at CHTF is free. Without parking permit issued by the show organizer, no

entrance is allowed. Please order your parking permit with us in advance.

#### 4. Shell scheme booth

Official contractor

We have appointed the following contractor to act as shell scheme booth, furniture, electrical and water contractor.

Ms. Zhang Ji-Hong

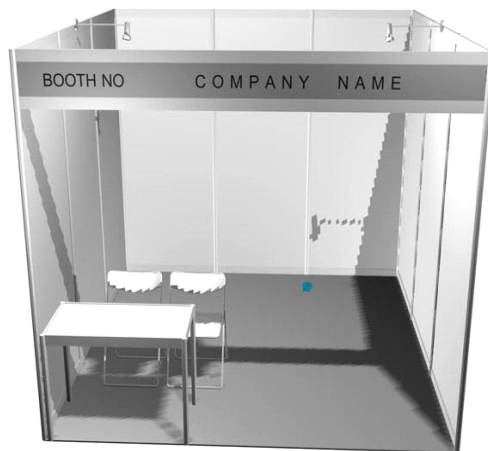
Construction Dept., Shenzhen Convention & Exhibition Center

Tel: 86 755 8284 8713    Mobile: 86 137 603 22380    Fax: 86 755 8284 8714

E-mail: [viven66@chtf.com](mailto:viven66@chtf.com)

Shell scheme booth configuration

- A. fascia with exhibitor name in Chinese and English
- B. three-side laminated panels
- C. two spot lights and one 220V/15A socket
- D. carpeting
- E. one information desk & two folding chairs
- F. one dust bin



Fascia panel (form enclosed)

Fascia panel with company name will be produced by the organizer free of charge, which can not include logos, slogans etc. Please use the attached form to advise the correct wording for your company.

Height limit

Shell scheme is 3 meters high and no suspension from the ceiling is possible.

Additional fittings

Exhibitors are requested to deal directly with the official contractor for their requirements

of additional fittings to the shell scheme stand at extra cost.

## 5. Space only stands

### Booth design approval

Booth design must be submitted for approval before any work can start. Construction approval will be issued if booth design meets all the requirements set by the show organizer. Booth design must include full dimensional drawings, building specifications and a circuit diagram.

### Height restrictions

Any exhibitor planning to build a stand in excess of 5m high must send detailed plans to the organizer to obtain prior approval.

### Construction management fee

Construction of custom-made stand will be supervised by the official contractor. Exhibitor-appointed contractors are required to pay construction management fees before booth set up. The construction management fee is RMB10/m<sup>2</sup>.

### Extended hours for booth set up

Extended hours for set up can be requested on site at the service counter. Please contact the official contractor for overtime rates. No air conditioning will be provided during the extended hours.

### Waste disposal and security

The exhibitor-appointed contractors are required to make a deposit on waste disposal and security (Please refer to the following table). Should they fail to remove all the garbage from the booth, the deposit will be used to pay for such removal by the official contractor.

Area	<100 m <sup>2</sup>	100 m <sup>2</sup> - 200 m <sup>2</sup>	>200 m <sup>2</sup>
Deposit on Waste Disposal	RMB800	RMB1,000	RMB2,000
Deposit on Security	RMB4,000	RMB6,000	RMB8,000

## 6. Booth fittings and services

### Banner suspensions

All banners must be delivered to us for suspension before October 30, 2009. Please limit the banners to the following specifications: 2m x 4m, 4m x 4m, and 4m x 6m. A suspension charge of RMB500/m<sup>2</sup> will apply to every banner.

### Electricity and water *(form enclosed)*

Safe and adequate power supply is a basic requirement for any stand while water supply at a stand makes things more convenient. Please refer to electricity and water order form for your specific requirements.

### Booth fittings and accessories *(form enclosed)*

We have a selection of furniture, electrical appliances and accessories for you to choose from to customize your stand. Please complete and return the booth fittings and accessories order form before the deadline.

Audio-visual equipment, computer & internet access (*form enclosed*)

We have the technical infrastructure to support your presence at the show. Please place your order via the relevant order form.

Interpreters and hostess (*form enclosed*)

The right temporary personnel can guarantee your presence go smoothly. We are happy to provide you with qualified personnel.

#### **7. Catalogue entry (form enclosed)**

Every exhibitor is entitled to a free 220 Chinese words and a 800 English characters entry in the official catalogue for the exhibition. Please complete the catalogue entry form and return it to us **by e-mail** before the deadline.

#### **8. Customs clearance**

It is the exhibitor's responsibility to carry out correct customs formalities for equipment and products arriving from abroad. The exhibition organizer will not be held responsible for any difficulties which may arise in connection with such formalities. It is strongly advised that the exhibitor contacts our official freight forwarder for further information.

#### **9. Renting a conference room**

Our state-of-the-art convention center offers a total of 22,000m<sup>2</sup> of space, with 25 meeting rooms ranging from 40m<sup>2</sup> to 2660m<sup>2</sup> at your disposal. Please advise us of your dates and room requirements via e-mail so that we can arrange accordingly.

#### **10. Insurance**

While every reasonable precaution is taken and the premises are patrolled day and night, the organizer accepts no responsibility for any loss or damage that may befall the person or property of the exhibitor from any cause whatsoever. Each exhibitor exhibits at his own risk. Exhibitors are recommended to cover their insurance with the company below:

Mr. Qiu Feng

Shenzhen Dowin Insurance Agency Co. Ltd.

Tel: 86 755 8831 6366, 8831 6386 Fax: 86 755 8831 6318

Mobile: 86 136 895 66180, 86 136 025 18098

E-mail: sunnyfunnybo@yahoo.com.cn

#### **11. General catering**

During open hours there will be cafes and snack bars available for the use of visitors and exhibitors.

## **12. Local weather**

With a coast line stretching 230 kilo meters, Shenzhen enjoys a sub-tropical climate with an annual average temperature of 22.4°C. The average temperature in November in Shenzhen is 22.9°C.

## **Rules & Regulations**

Exhibits installed at China Hi-Tech Fair must comply with the rules and regulations of the exposition. All exhibit matters and questions not covered by these rules and regulations are subject to the decision of the show organizer.

### **1. General rules**

1.1 Show management reserves the right to pursue any action it deems necessary in the best interest of the exposition and in fairness to all exhibitors.

#### 1.2 Subletting Space

No exhibitor may reassign or sublet any portion of the stand allocated to it for any products and/or services other than those produced or distributed by the exhibitor in the regular course of business. Only the materials, products, services and companies mentioned on the application form for space may be incorporated on the stand. The sharing of a space, stand, or signage is strictly prohibited.

#### 1.3 Business Activities

Retail sales are strictly prohibited. Without permission of the show organizer, no one is allowed to conduct business that is not related to his/her exhibit. Such activities include exterior and interior advertising, catering, retailing and selling tickets etc.

#### 1.4 Insurance

Neither show management nor the building owners accept any responsibility for injury to person, loss of or damage to products, exhibits, equipment or decorations, by fire, accident, theft or any other cause while in the building or its grounds. Exhibitors, or their agents, must provide adequate insurance for their own personnel, exhibits and materials against all such hazards.

Even though Organizers take all precautions in order to avoid robberies, damages and other losses, they are not accountable for such occurrences.

1.5 Should any rented space remain unoccupied on the opening day without justifiable cause, the organizer reserves the right to rent the said space to another exhibitor or use the said space in any other manner deemed suitable.

#### 1.6 Care of Building and Equipment

The Exhibitor shall not injure or deface the Exhibition Center or any equipment furnished by

Show Management, the Exhibition Center or any Official Contractor. If such damage occurs, the exhibitor is solely responsible and is liable to the owner of the so damaged.

#### 1.7 Animals

No animals except guide dogs are permitted.

#### 1.8 Storage

No access stock and literature or packing cases may be stored on, around or behind your stand.

#### 1.9 Goods Removal

The Goods Removal Pass must accompany goods when exiting the exhibit floor. Once complete, the form must be validated by the show organizer. This pass is for the exhibitor's own protection against theft.

#### 1.10 Patents Pending

Please ensure that you are fully covered against infringements of patents and copyrights as the organizers cannot be held responsible.

#### 1.11 Dismantle

On the last exhibition day, "move-out procedures" will be distributed to each exhibiting company. Each exhibitor will complete arrangements for the removal of exhibit material in accordance with the dismantle procedures. Exhibitors shall be liable for all storage and handling charges resulting from failure to remove materials from the exhibition hall before the conclusion of the dismantling period.

#### 1.12 Exhibitors are required to return the rental items within 30 minutes after the official closing of the show.

#### 1.13 Penalty for Early Dismantle

Exhibitors are required to maintain intact all equipment in their exhibit area and to keep their booths fully manned until the official close of the show. Exhibitors who dismantle their stand prior to the official closing time may lose priority points and/or may be refused the opportunity to exhibit the following year.

## **2. Display rules**

### 2.1 Staffing

Exhibitors should keep their booths open and staffed at all times during show opening hours.

### 2.2 Exhibits

The organizer reserves the right to determine the acceptability and extent of product demonstrations. Character of the exhibits is subject to the approval of Show Organizer.

No exhibit can neither be labeled "ROC" nor related to Taiwan separation and Falungong.

No exhibits can run against the Chinese law.

### 2.3 Handouts

All premiums and giveaways must be approved by the show organizer. We reserve the right to evaluate the safety and/or offensiveness of exhibits and handouts.

Items, samples, souvenirs, etc., may not be distributed by the exhibitor except from within the confines of the exhibitor's booth.

### 2.4 Don't block aisles or invade neighbor's space

No signs or decorative materials may protrude into the aisle or encroach upon neighboring booths. No obstruction may be placed in any aisle, passageways, lobbies, or exits leading to any fire extinguishing devices.

### 2.5 Sound

The use of any kind of sound system by the exhibitor should only be allowed inside the booth and in levels that do not disturb neighbors. The maximum volume allowed is 60 decibels. Violators will be punished by the show management.

### 2.6 Guarding and warning notices

All hot plates, ovens or other hot surfaces must carry a warning sign "this surface is hot". Where necessary, equipment must be guarded and every effort taken to prevent visitors touching heated surfaces or other hot machine parts.

## **3. Fire & safety rules**

3.1 One day before the opening of the Fair, there will be a fire safety inspection on all the exhibit halls by the Shenzhen City Fire Department and the Organizing Committee. Exhibitors will be liable for any infringement of fire protection rules set by the Department.

### 3.2 Safety Standard

Fire extinguishers of approved pattern and capacity will be supplied by us free of charge. Please ensure that staffs on your stand know how to use the extinguisher supplied and also know the position of the nearest fire alarm point in the buildings. No flammable substances or other dangerous substances may be brought into the Venue in any circumstances except with the written consent of the Organiser and in accordance with any conditions laid down by it. Any exhibitor who, because of the nature of their exhibits, require special extinguishers, should make their own arrangements.

3.3 All fire hose racks, fire extinguishers and emergency exits must be visible and accessible at all times. This includes fire protection equipment located within exhibits.

3.4 The use of hay, bamboo, rattan, paper, bark, flammable plastic and carpet, board, is permitted only if they have been made fire proof.

### 3.5 Stand roofing

The tops of all stands must in all cases be open, in order not to impair protection by the sprinkler system.

- 3.6 No storage of any kind is allowed behind booths or near electrical.
- 3.7 Dangerous exhibits and substances  
No exhibit or working demonstrations which involve substances of a dangerous explosive or objectionable nature may be brought onto the premises without prior written consent.
- 3.8 All exits, entry areas, aisles, fire extinguishing equipment, electrical equipment, and passage must be kept clear and unobstructed. Posters, signs and any other decorative element could not be attached to emergency exits and fire-fighting equipment. No stands of any kind can be built under the fire-proof reel.
- 3.9 Exhibitors must ensure that all exhibits, furniture, curtains, decorations, textiles, drapes, table coverings etc on their stand satisfy the organizer/venue management as regards resistance to flame/fire. The organizer/venue management maintain the right to remove any items which do not meet statutory requirements or which, in their view, constitute a hazard. Failure to comply with the requirement could lead to stand closure.
- 3.10 Every exhibitor will ensure each time before the closure of their stand that the electrical conductors, and equipment and public utilities (water, gas, etc.) have been switched off.
- 3.11 It is forbidden to use open flames in the Exhibition Center, including the Premises of exhibition and shows, in storage rooms and in the Premises where flammable materials are stored even during the period of construction and dismantling of the exhibition.
- 3.12 Exhibitors should ensure that all materials used in construction and decoration of an exhibit are flame retardant.
- 3.13 The Exhibitor must pay his utmost attention in move-in and-out the Exhibits, displaying, demonstrating, removing etc., in order to prevent any accident. Any display equipment must have adequate safeguards to protect the public from injury during the entire exposition period.
- 3.14 Smoking is not allowed within any of the exhibit halls.
- 3.15 Helium or hydride balloons are strictly prohibited.
- 3.16 Products strictly forbidden to enter the Venue are:  
Flammable substances, explosives, toxic and contaminated substances, gases, gas bottles and/or dangerous products, including substances, which run the risk of irradiating.

#### **4. Security**

- 4.1 Whilst every reasonable precaution is taken to ensure the safety and security of personnel and equipment and the premises are patrolled day and night, we cannot accept any

responsibility whatsoever for any injury, loss or damage or any consequential losses which may befall your personnel and their property.

4.2 Do not leave valuables unattended at any time --- especially during the build up and breakdown periods.

4.3 During Exposition Hours

At the close of the show each day, before leaving be sure to store video cameras, cameras, laptop computers, etc. in protected areas or take them with you. Exhibitors should take with them the valuables, important documents and cash, etc. Exhibitors are responsible for safety of your merchandises and personal belongings.

4.4 Move-out precautions

It is strongly recommended that Exhibitors never leave exposed show items unattended in their booths during the move-out period. During move-out, exhibitors are responsible for their own security and for their show material until they remove the said material or until the material is removed by their authorized show owner.

## **5. Stand Fitting rules**

5.1 All interior stand fittings must be contained within the shell stand structure.

5.2 Double-face tape (except for sponge double-sided kind) may be used and must be removed when the exhibition finishes.

5.3 The stalls will be decorated internally by the exhibitors at their own cost. Shell Scheme panels should not be damaged by nailing, screwing, drilling, etc. Wall papering or painting of the Shell Scheme Stand panels will not be allowed in the exhibition hall. Any damage done to the stall walls will be invoiced to the exhibitors.

5.4 No alteration to the size or position of an exhibitor's stand is permitted without the prior written approval of the Organizer.

5.5 The organizer reserves the right to modify the layouts of stand sites and gangways.

5.6 The organizer reserves the right require exhibitors to make such alterations to their stands, or to the shifting of exhibit, as they reasonably feel necessary to maintain in acceptable standard of presentation or to avoid interference with the displays of other exhibitors.

5.7 Conversion of an allocated Shell Scheme Stand to Free Design Site is not permitted.

## **Space Only Sites**

5.8 Exhibitors are responsible for their own stand design, construction, and laying their own floor covering.

- 5.9 Exhibitors should build their booth in strict accordance with the design approved by the show organizer.
- 5.10 All custom-made booths must keep at least one meter away from the fire hydrant.
- 5.11 All exhibitors or contractors are prohibited to build shell scheme booth at the exhibition center.
- 5.12 During the construction, the workers should not drill holes, brush paint or emulsion, put up posters or spread colors onto walls and grounds. Any violators who have done damages to the hall facilities will be fined at 2-5 times of their costs.
- 5.13 Booth structures should be structurally sound and the construction materials must be non-flammable.
- 5.14 Open-flame work and paint spraying are all prohibited on the construction site. Violators will be penalized.
- 5.15 There must be enough heat dissipation holes in light boxes. The fluorescent lamp must be separated from the box. Wood-made light boxes must be fireproof. Linen cords and electric tapes are not to be used for the installation of electrical appliances. All the installation must meet the safety standards.
- 5.16 Booth Perimeter Walls and Space  
All back walls and sidewalls must be finished or draped if they border an adjacent neighboring booth. See-through back walls or displays which do not cover the back wall completely will not be allowed. These walls adjacent to a neighboring booth must be devoid of copy, logos or other graphics. No signage or decorative material may protrude into the aisles or encroach upon neighboring booths. No obstruction may be posted, tacked, screwed or nailed to columns, walls, floors or other parts of the building without prior approval from Show management. Show Management at the expense of the rule-breaking exhibitor, will remedy any damage or defacement caused by infraction of this rules.

### **All Stands**

- 5.17 In the interests of the Exhibition as a whole, it may be necessary to remove or alter anything in – or forming part of –any stand. If we feel this action must be taken this would have to be at the expense of the Exhibitor concerned.
- 5.18 Under no circumstance will it be allowed to make any holes, apply any kind of ink, glue or any other material to the walls, floor, installations and structures of the Pavilion.
- 5.19 It is liable to the Exhibitor/Booth Builder any floor damage caused by spilling either fuel and

oils or any other substances.

#### 5.20 Decoration

Show Management has the authority to determine whether placement, arrangement and appearance of all items displayed by the exhibitor are in compliance with the exposition standards. This may require the replacement, rearrangement or redecoration of any item or of any booth. Show Management is not liable for any cost that may be incurred by the exhibitor.

5.21 Exhibitors who have stands either side of a gangway may not link their stands by any means. All gangways must be kept visible and clear of any obstructions. You are not permitted to carpet or use stickers or equipment of any kind of gangways without written permission from the show organizer.

5.22 All stand structures, signs, notices etc must be confined within the area allocated and may not project onto or over gangways. Doors and windows must not open outwards onto gangways.

5.23 Overstatement in lighting design is to be avoided. Annoying devices such as the use of flashing, rotating, neon lights, or blinking lights (strobe, beacons, etc.) in an exhibit is strictly prohibited. All lighting effects must be contained within the booth.

#### 5.24 Storage of Empty Packaging

Empty packaging must be removed as soon as possible and stored by the exhibitors or their transport companies.

5.25 Exhibitors should ensure that all materials used in construction and decoration of an exhibit are flame retardant.

5.26 Exhibitors are liable for any damage caused to exhibition buildings, floors, walls and columns, shell scheme equipment or other exhibitors' property.

5.27 The stalls will be decorated internally by the exhibitors at their own cost. However, painting or sticking wallpapers, posters, etc. or using nails on the partitions and walls is strictly prohibited. Any damage done to the stall walls will be invoiced to the exhibitors.

5.28 No part of any structure may extend beyond the boundaries of the site allocated.

5.29 No equipment can be operated which emits excessive noise or causes electrical interference or annoyance to other exhibitors. In this matter the decision of the Organizer will be final.

5.30 It is prohibited to drill holes, insert nails, screws, hooks and pushpins, or to attach any form of decals, promotional literature or items, or affix any form of unapproved tape.

5.31 Neither floor installations, false walls, pillars, electrical and fire protection installations nor any other fixtures may be stuck, nailed, painted or damaged in any other way. Damages shall be borne by the exhibitor and shall be invoiced. Any pillars located in the stand area, as well as electrical, fire protection and escape installations must be accessible at all times.

## **6. Electrical installation regulations**

6.1 We reserve the right to disconnect the electrical supply to any installation which in our opinion or the opinion of the Electrical Contractor, is dangerous or likely to cause annoyance to visitors or other exhibitors.

6.2 All electrical installations must be carried out by the Official Contractor. Exhibitors are strictly forbidden to install their own connections to the floor boxes. Any violation of this kind may result in the power cut-off.

6.3 Use of another exhibitor's electrical hook-up is strictly forbidden due to potential fire and hazard risks. In the event that the exhibit hall is damaged or destroyed due to negligence or failure on the part of the exhibitor to comply with the local fire agency's fire and hazard regulations, the exhibitor is responsible and liable for all damages incurred.

6.4 Exhibitors shall make arrangements for stabiliser/UPS in his stall to safeguard his machine from power fluctuations.

6.5 No flat cables of any type may be used.

6.6 All wiring must be physically protected to the satisfaction of the venue and all circuits must be separately protected for excess current with appropriate fuses. Stand switch fuses and distribution boards must be accessible at all times.

6.7 Highest level of safety precautions must be observed in all electrical wiring and installations.

6.8 Appliances supplied and used by stand holders must be tested before being used. Stand holders own equipment must also comply with these regulations and will be subject to spot checks.

6.9 No exposed means of cable joints will be permitted.

6.10 Adaptors are not allowed. Transformers should be kept in a place free of fire risk.

6.11 All electrical equipment must be suitably guarded with proper consideration for its use. Lamps and appliances with high temperature surfaces should be guarded and used well away from combustible materials.

- 6.12 All appliances for heating purposes (including kettles or cookers) must be thermostatically controlled.
- 6.13 No storage of any kind is allowed behind booths or near the electric service area.
- 6.14 Overload of electricity is to be avoided.
- 6.15 It is forbidden to connect multiple sockets to a socket base.
- 6.16 Highest level of safety precautions must be observed in all electrical wiring and installations. Main supply points and electrical installations in the stand should be easily accessible and should not be concealed.
- 6.17 Use of another exhibitor's electrical hook-up is strictly forbidden due to potential fire and hazard risks. In the event that the exhibit hall is damaged or destroyed due to negligence or failure on the part of the exhibitor to comply with the local fire agency's fire and hazard regulations, the exhibitor is responsible and liable for all damages incurred.