



**Valve World Asia Expo & Conference 2022**  
**July 11-12, 2022**

Shanghai New International Expo Centre, E7  
2345 Longyang Road, Pudong New Area Shanghai  
P.R.C.

All attendees to Asia Valve World Expo and Conference 2022 shall abide by all laws in People's Republic of China. Exhibitors must abide by any rules and regulations which may be imposed by the organizer at the show, including but not limited to rules and regulations which do not appear in this manual.

Failure to observe the rules and regulations may cause the organizer the closure and removal from the expo hall all or part of the stand or exhibits in the event that this occurs, and the organizer shall not take responsibility for any related damage, charge or loss thereby suffered by any exhibitors.

Exhibitors or sub-contractors are urged to read all rules and regulations hereto carefully before the set up and exhibition time. If there is any question, please inquire of the organizer and the official service suppliers.

1. By signing related forms, attendees agree to follow all the terms and regulations. By submitting the forms, and confirmed by the organizer, the contract is to be established and come into effect. Any violations of regulations can result, by decision of the organizer, in the exclusion of the transgressors whose damage claim, if any, will be rejected.
2. IPR Intellectual Property Rights (IPR) infringement is strictly prohibited. Any product to be displayed determined by a court of law to be infringement shall be subject to immediate termination of the display. In the event, the exhibitor is reported during exhibition displaying products infringing IPR, and the reporting party meets the requirement that as a victim of intellectual property rights infringement as determined by Supreme People's Court in cases of first instance it hears are final, display of the said products shall be terminated immediately. In the event that the organizer is involved in a lawsuit or suffers from other damages as a result of violation, the exhibitor shall be solely responsible for compensation. Any IPR infringement dispute arises onsite, the organizer is entitled to store, remove and/or destroy goods at exhibitor's own risk and costs. This may be the case if goods are in or around the Expo Hall before or after Valve World Asia 2022. Valve World reserves the explicit right to exclude the exhibitor whose products displayed during event determined infringing from the current and/or future event(s) without any compensation, without justification of a respective obligation.
3. Exhibitors shall not assign, sub-let, apportion or exchange the whole or any part of the assigned space, or have representatives, equipment, or materials from firms other than his own in the exhibit space. Violations may cause immediate removal of the displays, and the exhibitor is responsible for all penalties without recourse or indemnity.
4. Official contractor and official freight forwarder are recommended by the organizer to exhibitors and their service suppliers, for detailed contact, please refer to page 2. The organizer and official providers are not liable for any damage, mistake, delay or conflicts caused by non-official service provider.
5. All exhibitors shall comply with all regulations in the manual, and complete own construction and/or decoration by the date and time stipulated by the organizer, and must remove all exhibits from venue within the move-out period stipulated by the organizer. Exhibitors shall bear responsibility for any loss or damage due to early/delayed removal.
6. The organizer does not bear any insurance risk for exhibitors, exhibitors are explicitly referred to their own insurance options. Exhibitors are advised to appropriately insure their risks. The organizer recommends exhibitors and their contractors to take out their party liability insurance and relevant insurances towards employees and exhibits.
7. Exhibitors can only display or market products and/or services inside the allocated exhibit space. Exhibitors are strictly prohibited from occupying the aisles or public areas, as well as handing out brochures outside their stand.
8. Exhibitors shall ensure exhibits at their own stand, to properly secure these, to secure the safety of the products is on their own responsibility. Exhibitors are solely responsible for damages and/or injuries from improperly secured exhibits. Exhibits must be supported by solid standers, which prevent from sliding, moving, and shaking.



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9. Admission into exhibition hall will be strictly controlled. All staff onsite are required to wear corresponding badges for access into exhibition hall. One badge is limited to one person. Selling and borrowing of badge is prohibited. The organizer has the right to confiscate badges if they are not used properly.
10. Worker badges are required during construction, dismantling and exhibition. Please refer to SNIEC: **<Notice on the Unified Management of Certificates of Constructors and forwarders>**.
11. All exhibitors are requested to turn off the power supply before leaving their exhibition stands. Exhibitors who need 24 hours power supply should submit application in advance.
12. If exhibitors intend to launch activities, including performance, gift distribution and press release onsite, the plan shall be submitted to the organizer in written form. All activities have flammable substances, bottled gas, open flames, radioactive elements and/or noxious substances in the exhibition area need to have written approval from the organizer in advance.
13. The organizer reserves the right to reject the exhibits or to stop the exhibition on the exhibitor's account, if he fails to lower the noise level or to resolve exhibition pollution such as dust, smog, unpleasant odors, the emission of stimulating gases, volatile organic chemicals, or other pollutants.
14. The organizer reserves the right to restrict exhibits to be a minimum noise level, exhibitors plan to market with project images, produce sound and/or use dynamic (moving) exhibits which can be objectionable to other exhibitors must get written approval from the organizer.
15. Personnel will be arranged by the organizer during operation period for maintaining order. Responsibility for guarding stands during the build-up, exhibition, and dismantling period, shall rest with exhibitors concerned, and stands must be manned by exhibitors at all times. Please keep your personal belongs and exhibits in a safe place, and pack and remove from Expo Hall all portable, important and valued items at the end of each day. Valve World Asia is either liable for any personal damages or damages for exhibitors, nor for any compensation on lost, theft and fire.
16. The floor load-bearing capacity of indoor exhibition space is 3.3 tons/m<sup>2</sup>. If there is any vertically vibrating part in the exhibit operation, the above-mentioned floor load-bearing capacity shall be reduced at least by 50%. It is prohibited to set up a booth or pile heavy goods on the two main cable pipelines in the exhibition hall.
17. The electric box should be installed carefully inside exhibit space. Any failure caused by wrong design for opening the cover or using the appliance, it is not guaranteed to be repaired and the exhibitor shall be responsible for the corresponding consequences.
18. There are designated catering and flower suppliers in the Centre. Any other non-appointed suppliers are not allowed to run similar businesses in the Centre.
19. The organizer will arrange daily general cleaning of public areas prior to the opening hours of the exhibition and daily thereafter. Exhibitors have to take care of the cleanliness of their own stands.
20. During set-up and dismantling period, the aisles must not be occupied for decoration, display or storage purposes. Contractors for own build stand or stand interiors bear the responsibility for removing their own building waste from the site at the end of each day. No glue, double-sided tape or any material which cannot be cleaned to be pasted or stuck on the hard wall or any structure of the building. It is not allowed that covering materials are laid directly on the floor as use of floorboard underneath, if necessary, double-sided tape used for stands can be used, but must be removed at the end of exhibition. It is not allowed to dump any waste water, food or garbage into trenches, basins or pours inside or outside the hall. Exhibitors or service providers are responsible for any cost for cleaning labor or legal consequences. Please refer to: **<About Booth>**.
21. Any containers or materials used for packing, storage and consignment of exhibits are not allowed to be stored in the exhibition hall. Related service must be arranged in advance with official freight forwarder



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- and pay the relevant expense. The organizer reserve the right to remove and/or dispose any such items left in the exhibition area, and any cost incurred will be borne by the exhibitor.
22. During construction, the event dates and dismantling Valve World, neither Pico nor APT will be held responsible for theft or damage of goods left unattended at the stand. Stand-representatives must remain at the stand until all goods are of the stand or have been handed over to freight forwarder. Please plan accordingly.
  23. Smoking is prohibited in exhibition hall.
  24. Exhibitors ought not to cause interruptions and/or disruptions of the event, either inside or outside venue at any time, including exhibition, move-in and move out. If and when the interruption and/or disruption affects the order of the event or public image of Valve World Asia, and the exhibitor involved or concerned is unable to solve effectively, the exhibitor understands and agrees that the organizer can terminate the exhibition agreement. The exhibitor's stand(s) may be shut down immediately without refund.
  25. Cases of Force Majeure, which prevent Valve World Asia from fulfilling obligations either totally or in part, relieve Valve World Asia from fulfilling this contract until the case of force majeure is removed. If Valve World Asia cancels the event as a result of force majeure or other circumstances beyond its control, and costs for the preparation of the exhibition are incurred to the organizer, the exhibitor is obliged to pay these costs.
  26. Only the law of the Peoples' Republic of China applies for all the legal relations between Valve World Asia, its personnel, vicarious agents and their assistants on one hand, and exhibitor as well as its personnel, vicarious agents and their assistants on the other hand.
  27. The organizer shall have the full power to interpret and enforce all rules contained herein, the power to make amendments and to enact such further rules and regulations as it shall consider necessary for the proper conduct of Valve World Expo Asia.
  28. Any dispute caused by the performance of manual shall be settled by the both parties through amicable negotiation. If the dispute cannot be settled by negotiation, the two parties agree to submit it to the People's Court which has jurisdiction over the place where the premises under this manual situates.
  29. The organizer reserves the right to modify the exhibitors' manual without prior notice.