



## 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.

### Instructions for Own Build Stand Exhibitors and Contractors

#### Safety Requirement

Exhibitors need to sign up for "Own Build Stand" if not choosing shell scheme, which is raw space only. Exhibitors with own build stand can select official contractor Pico, if using contractors other than official contractor for labor, supervision or any other service, exhibitor must submit the request to the organizer before **May 20<sup>th</sup>, 2022**. Any requests, addenda or substitutions received after deadline might not be considered. Exhibitors and contractors shall carefully read the provisions of the Rules and Regulations and all the requirements in the instructions, abiding by the terms, conditions, rules and regulations set forth herein.

#### Importance notice

Own Build Stand Exhibitors must ensure that the backside of the walls of their stand (facing their neighbors) is 4.4 meters. For which is lower than 4.4 meters, please seal the backside of the walls for his neighboring exhibition stand(s) on the first day of construction. Must have a white finish in fire-proof material and kept white, neutral and clean, and in the area no logos and/or advertisements are allowed. Make sure that if the main wall of exhibitor's stand connects to his neighboring stand(s), and is higher than 4.4m, the exhibitor needs to have the written approval for overheight from the adjacent stand holder(s) in advance. Without the written approval, construction over 4.4m high is prohibited.

If you need any clarification, advice or assistance regarding this matter, please contact Ms. Xubei ZHOU,

Email: [x.zhou@kci-world.com](mailto:x.zhou@kci-world.com)

Tel: 0086-21-63519609-601

2. Exhibitors must ensure that the backside of the walls of their stand (facing their neighbors) above 2.5 meters have a white finish in fire-proof material and kept white, neutral and clean, and in the area no logos and/or advertisements are allowed. The organizer reserves the right to cut off the electricity supply onsite if contractors violate the regulation.

#### Overtime and Water Air and Electrical Service

Please refer to Order Form.

- Exhibitors or contractors who need to work beyond the above hours must apply to PICO before 14:00 on the date intended. There will be an additional 50% expedited application fee for late application.
- Apply for overtime work must be continuous, intermittent overtime application does not accept the exhibition hall
- If you need to work over night, you should change a new work team to guarantee the safety.

##### Over Time Charge

Before 22:00

RMB 2010.00 / Hr. / per Booth

After 22:00

RMB 4010.00 / Hr. / per Booth

#### Construction management regulations

##### • PLANNING FOR SITE CONSTRUCTION

- 1) The structural strength designed for the booth shall meet the strength requirement for the load. The build-up shall ensure the overall strength, firmness and stability of the booth structure.
- 2) SWEECC may offer some revision suggestions before the submission of the booth plan for approval, but specific review requirements shall be conducted according to legal regulations of relevant departments.
- 3) For all booths with the height less than 4.5 meters, the exhibitor or booth contractor shall submit drawings to the official constructor for review for free before **May 20<sup>th</sup>, 2022**. Please refer to the Construction Safety Commitment, Form 1 and Form 2 in this instruction.

**PICO IES GROUP (CHINA) CO., LTD.**

Contact: Ms. Betty FENG

Email: [betty.feng@pico.com](mailto:betty.feng@pico.com)

Tel: 0086-21-60107939



**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.

4) For single-storey / two-storey booths with the interior storey height more than 4.5 meters (including 4.5 meters) and the building area of the top structure exceeding 50% (including 50%) of the booth area, the design drawings for the booth build-up (including 3D effect drawings, detailed dimensional drawing, booth floor plan, elevation drawing, dead load drawing, bill of materials and relevant calculation data) shall be reviewed and confirmed by HAH Consulting & Exhibition Co., Ltd. Shanghai before **May 20<sup>th</sup>, 2022**. i. If the exhibitor or booth contractor hires Class 1 registered structural engineers to review the drawings on its own, the exhibitor or its booth contractor shall submit the original drawings confirmed by the Class 1 registered structural engineers with seals to HAH along with the copies of qualification certificate of the registered structural engineers. HAH will charge the re-examination of drawings according to the re-examination standard. If the exhibitor is unwilling to be reviewed by the HAH and fails to submit the drawings reviewed by the registered structural engineer, the organizer has the right to prohibit the exhibitor from entering the exhibition hall for the sake of the safety of the exhibition hall. In order to discover and eliminate the obvious structural problems of exhibition booths, HAH reserves the right to conduct on-site reviewed with the organizers to ensure the smooth implementation of necessary structural changes. The organizer and HAH will review and verify all structural corrections and booth layout repeatedly. Please refer to **Flow Chart of Booth Structural Safety Checking, FORM Building Approval for Indoor Stand Design, FORM Building Approval for two-storey and out door Stand Design.**

Notice: Please confirm listing below information in your email to HAH.

1. Expo: Valve World Asia Expo & Conference 2022
2. Exhibitor name:  
Stand No.:

**HAH Consulting & Exhibition Co., Ltd. Shanghai**

**Email: [hah@hahchina.com](mailto:hah@hahchina.com)**

**Tel: 0086-21-28906633\*806**

<b>Item</b>	<b>Price</b>
Review	RMB 25.00 / m <sup>2</sup>
Re-examination	RMB 18.00 / m <sup>2</sup>

5) Materials used for the construction and installation of the exhibition booths and any other structures must consist entirely of non-combustibles with a burning diffusion rate not lower than Class B1 as required by both the national and local fire-control regulations of Shanghai.

6) Any behavior which could hamper the normal operation of the fire protection system and central supervising system, including the fire-alarm bell contact, the fire hydrant, fire extinguisher and fire escape is forbidden.

7) Free movement in and access to the fire control aisles, emergency fire escape routes and emergency exits must be ensured.

8) A passage of at least 1.2 metres (4 ft) wide between any temporary structures and the fire hydrant, equipment room doors and alarm bell contacts must be maintained.

9) A repair passage of at least 1.0 metres wide between any temporary structures and the wall surface shall be kept.

10) The maximum height of construction is 6 metres for one-storey booths and two-storey booths or above in halls.

11) No objects can be attached to or suspended from the fire sprinklers or lighting fixtures on the ceiling. The spotlights and other heat-generating equipment are not focused on nor be stationed near the fire sprinklers.

12) All the forwarders and stand-fitters to submit their workers' name lists as well as ID copies one (1) week prior to the move-in, so that SNIEC can produce standard working permits for them. Workers without permits will not be permitted to work in the Centre. Own build stand shall obtain a construction permit from SNIEC for setting up a special exhibition stand and the construction can only start by posting such a permit on the construction site.

13) The stand-fitters should carry out their work according to the floor plan approved by fire-control authority. No change is allowed without permission.

**14) SNIEC and Organizer shall be entitled to remove any form of construction or structure which is not approved or violates the above-mentioned guidelines. The Exhibitor shall be responsible for risks and expenses that may occur.**

15) All workers entering into the Centre for specific-type work must possess "Shanghai Specific-type Operator Certificate" (electricians, welders or forklift drivers and others). Operators without certificates are not allowed to work. All relative operation rules and procedure must be strictly obeyed. Non-complying operation and supervision are strictly forbidden.



**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.

16) For other fire control issues, please refer to the Provisions of Shanghai Municipality on the Administration of Fire Control in Exhibition Industry.

• **HANGING POINTS ON THE CEILING**

- 1) No hanging object is allowed in the Centre without permission. Each permitted hanging point may bear an object which weighs no more than 200KG. There are two rows of hanging points on the high beam with the distance between hanging points at 850MM. The professional staff of the Centre shall conduct the hanging work. The hanging point cannot be used to fix the structure connected with the floor.
- 2) If the booth sits close to the walls, no hanging point is allowed on parts near the walls and whether hanging points are allowed on parts away from the walls shall be decided on site. Hanging objects that affect the Center's structure or facilities' safety will not be allowed. If a single structure needs hanging, SNIEC takes responsibility for installing hanging points and blocks while Exhibitor is responsible for the remainder of construction. Hanging advertisements and structural hanging points shall not be placed above public areas unless the organizer agrees to do so. Hanging points shall not be used for lifting facilities and for bearing any moveable objects.
- 3) Structural hanging points: it may bear a single structure which weighs no more than 1000KG. If the object weighs more than 1000KG, it shall be disassembled and its hanging may be permitted when the weight requirement is met. The hanging height shall not be more than 9 meters. All hanging objects shall be composed of reliably-connected metal structures. Pure wood structures are not allowed.
- 4) Hanging of banners: the top and bottom edges of the banner shall be fixated by one metal tube without any break or connection points. If the banner has width no more than 5 meters and weight no more than 25KG, it can be hanged by cotton ropes. If not, it shall use a hanging block. Banners wider than 5 meters shall be fixated by lamp holders.

• **OVERHEAD WORK**

- 1) Operators who are engaged in overhead work (height  $\geq 2M$ ) must wear safety helmets and safety belts, and carry out other necessary safety measures against injuries that might be caused by falling objects.
- 2) Only qualified overhead operation tools may be used; unqualified ones are expressly prohibited. When passing tools or objects, throwing is forbidden. Methods such as hand-to-hand passing, or conveyance of tools or objects by bags, or lifting up and/or down with ropes, shall be adopted.
- 3) Unqualified operators are forbidden to do overhead work, and it is also strictly forbidden to do overhead work after drinking alcohol.
- 4) Lifting machines/vehicles used in the construction shall be allowed in the Center only with SNIEC's prior consent.

• **BOOTH CONSTRUCTION AND DISMANTLING**

- 1) If it intends to set up partition walls, Exhibitor shall put up plates or construction paper on the floor under the walls to protect the floor surface, and shall be responsible for the repair of any damage to the floor due to the construction or dismantling of the stand.
- 2) No nails, adhesives, drawing pins, or similar materials or hole-drilling shall be applied to any part of the premises without the prior approval of SNIEC. Exhibitor shall be responsible and liable for any damage caused even if such approval is granted. No work should be carried out in the entry lobby without permission. Any structure or other item is not allowed to lean on and fix with the facility or structure of the Centre.
- 3) Only environment-friendly carpet and double-sided cloth adhesive tapes can be laid on the floor. Inferior carpets containing CaCO<sub>3</sub>, double-sided blown-sponge or any other materials difficult to clean up are forbidden.
- 4) Exhibitor will be responsible for the removal of all adhesive tapes and residual marks within the stand Area. SNIEC is responsible for restoring any damage to the facilities due to the use of adhesive tapes that are not approved by SNIEC, but the restoring cost shall be borne by Exhibitor.
- 5) Stick-on decals or similar promotional items are forbidden to be stuck on any part of the building of SNIEC. Any cost incurred by SNIEC for the removal of these items and repair of any damage caused shall be borne by Exhibitor.
- 6) Erasable chalk and approved tape are allowed to mark the locations of the booths on the hall floor. Other marking methods on the floor are not allowed. The removal cost of any non-approved floor marking shall be borne by Exhibitor.

• **FLOOR LOAD-BEARING**

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. The floor load-bearing capacity of outdoor exhibition space is divided into three parts of 15 tons/m<sup>2</sup> for heavy load-bearing, 5 tons/m<sup>2</sup> for normal load-bearing and 2 tons/m<sup>2</sup> for light load-bearing. The above-



**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.

mentioned floor load-bearing capacity shall be taken into consideration during the goods transportation, placement, demonstration and operation. Should there be any question, inquiries are to be made with SNIEC before goods are moved into the hall.

**Other services**

• CLEANING AND GARBAGE DISPOSAL

1) Cleaning

The Cleaning personnel of SWEECC shall be responsible for public areas such as public passages and toilets and public facilities. The exhibitor and official constructor shall be responsible for the cleaning work in the booth.

2) Garbage Disposal

- Exhibitor is responsible for the removal of garbage and wastes from the Leased Area, service areas, unloading platforms and transportation passages. All booth structures shall be moved out of the.
- Before the exhibition, the booth constructor shall pay the deposit for cleaning / constructing to the official constructor. The wastes and objects in the exhibition shall be cleared and taken away before the move-out. It is prohibited to leave the wastes and objects in the range of red line or around SNIEC, or the deposit will not be returned.
- The waste water should be disposed at certain place appointed by SNIEC. Indoor and outdoor ditches, washing basins and water closets in the toilets in the Centre shall not be used for disposal of waste water, food or rubbish. The cleaning of polluted ditches, the cost of cleaning blockages in the drainage system and any other work caused thereby and the relevant legal responsibility shall be born by Exhibitor.
- Exhibitor shall properly use the ditches for utility services in the hall while setting up and dismantling the booth and ensure that the waste water will be discharged into the designated areas fitted with proper plumbing instead of into the ditches.



**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.

**Form 1:**

**DECLARATION OF STAND CONTRACTOR FOR RAW SPACE**

Deadline: 20th May 2022

Please return this form to:	Exhibitor Name:	
Pico IES Group (China) Co., Ltd.		
Contact: Ms. Betty FENG	Stand No.:	
Tel: 86 21 6010 7939	Tel:	Fax:
Email: <a href="mailto:betty.feng@pico.com">betty.feng@pico.com</a>	Email:	Contact:

**This Form must be completed and returned by ALL Raw Space Exhibitors/Contractors. This form must also be signed by the exhibitor unless power of attorney has been granted.**

1. Technical drawings of the stand design including perspective drawing, elevations and layout with dimensions must be submitted to official contractor by email for approval stand design without approval will not be permitted in the exhibition.
2. All stand construction companies must take up insurance for their employees working on the stand construction during build-up/shown/dismantling period [please consult the insurance companies for more details].
3. Contractors should pay for Hall Management Fee at RMB 38/m<sup>2</sup>. The build-up deposit shall be paid to the constructors according to the copy of construction personnel insurance contract. For booths area of smaller than 100sqm, RMB: 10,000.00/show period. For booths area of more than 100sqm, RMB: 20,000.00/booth/show period.
4. For safety concern, all workmen on site must wear contractor badges. Construction workers without contractor badges are not allowed to enter the hall.
5. Electrical power supply must be ordered through the official contractor only.
6. For each booth, the booth number must be prominently displayed, besides the exhibiting company name. Otherwise. The organizer reserves the right to mark the booth number, which may not be removed without prior consent of the organizer. The cost incurred will be borne by the exhibitor.
7. The existing company name displayed on stand construction must accord with the information in the application form. It's required to get the approval from the organizer if any modification.
8. The raw space contractors must study and sign the **Construction Safety Commitment**.
9. The booth construction height is limited to 6M for single-storey/two-storey booth.

**Please fill the information below:**

Stand contractor: \_\_\_\_\_

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

Contact person: \_\_\_\_\_ Onsite phone no.: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Electrician on duty: \_\_\_\_\_ Onsite phone no.: \_\_\_\_\_

Company stamp and legallbinding signature of exhibitor: \_\_\_\_\_

Exhibiting company: \_\_\_\_\_ Booth No.: \_\_\_\_\_

Booth type:  One level, Total height < 4.5m  One level, Total height ≥ 4.5m  two level

Contact person: \_\_\_\_\_

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

Company stamp and legally binding signature of exhibitor: \_\_\_\_\_



**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.

According to request of Organizer and SNIEC, the exhibitor nominated stand contractors and exhibitors who build their booths on their own should pay hall management fee to the venue. All stand construction companies must take up insurance for their employees working on the stand construction during build-up / show / dismantling period (please consult the insurance companies for more details) and pay a build-up deposit to our official stand contractor with showing the booth insurance contract. With completion of real-name authentication, all contractors and forwarders must buy construction badges with showing hall management fee & build-up deposit receipt, contractor/forwarder name list and ID card during build-up period.

	Move-in procedure	Handle party
1	Technical drawings of the stand design must be approved <b>before May 20<sup>th</sup>, 2022.</b> Apply for own build stand and submit materials must be approved <b>before May 20<sup>th</sup>, 2022.</b>	PICO IES GROUP (CHINA) CO., LTD. / HAH Consulting & Exhibition Co., Ltd. Shanghai
2	All exhibitors or their booth contractor must apply insurance for all employees to participate in the construction for their booth. (please contact the insurance company <a href="http://www.yzerm.com">www.yzerm.com</a> for more details) To pay build-up deposit and get the stamped receipt with showing booth insurance contract.	<a href="http://www.yzerm.com">www.yzerm.com</a>
3	Build-up Deposit ① For booth smaller than 100 sqm: RMB 10,000.00/ booth / show period For booth area of more than 100 sqm: RMB 20,000.00/ booth / show period	PICO IES GROUP (CHINA) CO., LTD.
4	Management fee ② RMB 38.00 / m <sup>2</sup> / show period (Based on the rented area)	PICO IES GROUP (CHINA) CO., LTD.
5	For the Working pass, vehicle permit Please visit the website of SWEECC <a href="https://snieccard.lzshanghai.com/web/homepage/index.html">https://snieccard.lzshanghai.com/web/homepage/index.html</a> or call: 86-21-28906888/28906666 for more details	Shanghai New International Expo Centre (SNIEC)

**Notes:**

1. To pay build-up deposit and get the stamped receipt with showing booth insurance contract. To save time for onsite procedures, the exhibitors / contractors are recommended to pay the build-up deposit in advance by transfer. Please fax the relative information concerning company name, bank name, A/C No., booth no and so on shortly after the payment is made. You can get the stamped receipt from Official Contractor during on-site check in after transfer is confirmed with showing booth insurance contract. The exhibitors / contractors should be responsible for the fees when transferring the build-up deposit. The Receipt of build-up deposit without stamped confirmation of Official Contractor is invalid and unavailable for deposit refund.
2. To pay management fee and get the stamped receipt with showing receipt of build-up deposit.



**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.

**Form 2:**

**BUILDING APPROVAL FOR BOOTH DESIGN (CONT'D)**

Deadline: 20th May 2022

Please return this form to:	Exhibitor Name:	
Pico IES Group (China) Co., Ltd.		
Contact: Ms. Betty FENG	Stand No.:	
Tel: 86 21 6010 7939	Tel:	Fax:
Email: <a href="mailto:betty.feng@pico.com">betty.feng@pico.com</a>	Email:	Contact:

**All booth height below 4.5 meters height (not including 4.5 meters height) One-layer booth drawing declaration**

- Description on construction materials

To be filled in only if the relevant Building Regulations are Applicable.

According to the listed conditions enclosed in the form, we hereby apply for building the following facility during the exhibition (brief description on construction materials)

Total Booth Area: \_\_\_\_\_ Primary Material: \_\_\_\_\_ Material Model: \_\_\_\_\_

Other Material Details

Applicable Area: \_\_\_\_\_

Name/Model: \_\_\_\_\_

- Submission of Stand Design Drawings

**The original file (or digital file) of the following documents must be submitted to the official together with the Construction Safety Commitment, Form1 and Form2 before 20th May 2022.**

- |  |  |
|--|--|
| - Perspective  | - Order Form   |
| - Plan of ground floor   | - Data related to the specifications of the detailed list of materials used in the booth |
| - Elevation  | - on-job certificates of special types of posts  |
| - Elevation (Electricity)  | - Raw space procedures and construction management regulations (please ask for PICO)     |
| - Copy of Company License of Contractor (with contractor stamp) and Copy of ID of Legal person |  |

Notes:

The booth construction height is limited to 6M for single-storey/two-storey booth.

The wall facing the aisle must be at least 50% open. The building of double-storey booths and above are forbidden.

The stand design drawings must be reviewed and approved by Official contractor.

All drawings must be in scale and dimensioned in meters.

All documents are to be submitted in Chinese and English. Documents submitted by fax cannot be processed.

**Please fill the information below:**

Stand contractor: \_\_\_\_\_

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

Contact person: \_\_\_\_\_ Onsite phone no.: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Electrician on duty: \_\_\_\_\_ Onsite phone no.: \_\_\_\_\_

Legally signature with company stamp: \_\_\_\_\_ Date: \_\_\_\_\_



**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.

**Attachment 1:**

**All booth height more than 4.5 meters (including 4.5 meters) booth drawing declaration**

For booths with the interior storey height more than 4.5 meters (including 4.5 meters) and the building area of the top structure exceeding 50% (including 50%) of the booth area, the design drawings for the booth build-up (including 3D effect drawings, detailed dimensional drawing, booth floor plan, elevation drawing, dead load drawing, bill of materials and relevant calculation data) shall be reviewed and confirmed by HAH Consulting & Exhibition Co., Ltd. Shanghai **before 20th May 2022**. If the exhibitor or booth contractor hires Class 1 registered structural engineers to review the drawings on its own, the exhibitor or its booth contractor shall submit the original drawings confirmed by the Class 1 registered structural engineers with seals to HAH along with the copies of qualification certificate of the registered structural engineers. HAH will charge the re-examination of drawings according to the re-examination standard. If the exhibitor is unwilling to be reviewed by the HAH and fails to submit the drawings reviewed by the registered structural engineer, the organizer has the right to prohibit the exhibitor from entering the exhibition hall for the sake of the safety of the exhibition hall. In order to discover and eliminate the obvious structural problems of exhibition booths, HAH reserves the right to conduct on-site reviewed with the organizers to ensure the smooth implementation of necessary structural changes. The organizer and HAH will review and verify all structural corrections and booth layout repeatedly. Please refer to **Flow Chart of Booth Structural Safety Checking, FORM Building Approval for Indoor Stand Design, FORM Building Approval for two-storey and out door Stand Design.**

Notice: Please confirm listing below information in your email to HAH.

1. Expo: Valve World Asia Expo & Conference 2022
2. Exhibitor name:  
Stand No.:

**HAH Consulting & Exhibition Co., Ltd. Shanghai**

**Email: [hah@hahchina.com](mailto:hah@hahchina.com)**

**Tel: 0086-21-28906633\*808**

<b>Item</b>	<b>Price</b>
Review	RMB 25.00 / m <sup>2</sup>
Re-examination	RMB 18.00 / m <sup>2</sup>