

Our Ref: DT- 8347/09
Date: October 22, 2009

Dear Exhibitors,

FINAL REMINDER BEFORE SHOW OPENING

This Reminder is to inform Exhibitors all necessary last-minute information of the show. We shall appreciate it very much if you can take some time to read it carefully.

IMPORTANT: Make sure all your key personnel(s) attending CHINACOAT will read this Reminder, too. Electronic version (both Chinese & English versions) of this Reminder can be downloaded from:

www.chinacoat.net/2009/finalnotice

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1. VENUE — Shanghai New International Expo Centre (SNIEC)

CHINACOAT2009 will be held at the Shanghai New International Expo Centre (SNIEC), Halls E2 / E3 / E4 / E5. SNIEC locates at the Pu Dong New Area of Shanghai City.

See *Appendix 4* for Shanghai City Map / Metro Map. "Longyang Road Station" on Metro Line 2 is the nearest metro station which is about 600 metres (10 minutes walk) from SNEIC.

SNIEC Address: 2345 Long Yang Road, Pu Dong New Area, Shanghai, P. R. China

2. COLLECTION OF EXHIBITOR/ CONTRACTOR PASS

ON SITE COLLECTION: Exhibitor MUST present their **business card** and **Exhibition Contract** (original or photocopy) at the Exhibitor Registration Centre to collect their Exhibitor Pass.

The Exhibitor Registration Centre is located at the South Registration Hall of the venue. Please refer to *Appendix 6* for location.

Registration Hours: **Raw Space Exhibitors:** Nov 15..... 10:00-18:00
Nov 16/17 09:00-18:00 daily

Shell-Scheme Exhibitors: Nov 16/17 09:00-18:00 daily

BY POST: Exhibitor Pass will be sent out on 23rd October to Exhibitors who have chosen to receive their Pass by post in advance. Please remember to bring these passes when attending the exhibition. Any request for replacement on site will incur additional charge of US\$5/RMB¥30 per Pass.

Raw space exhibitors and/or their contractors can collect their Contractor Pass* from the Service Counter of the Official Contractor, Milton, which is also located at the South Registration Hall (see *Appendix 6*).

* Contractor Pass (RED): valid for move-in and move-out period only.
Contractor Pass (GREEN): valid for move-in, move-out and show period.

Contractor Pass will only be issued upon receipt of the contractor deposit (*see Point 6*), and the completion of Form RS101 "Raw Space Construction Application" on p.39 of the Exhibitor Manual. The registration/working hours for outside contractors are:

Registration/Working Hours for **Outside Contractors:** Nov 15..... 12:00-18:00
Nov 16..... 09:00-18:00
Nov 17..... 09:00-21:00

Exhibitors / Contractors must wear their Pass for access into the halls during move-in, move-out and show period. If you do not wear the Pass, you will be refused for admission.

SFCHINA Exhibition will be held concurrently in Halls E1/E2. All CHINACOAT Exhibitors and Visitors can use their Pass to visit the SFCHINA Exhibition.

All visitors are by invitation only and will wear Visitor Pass. Visitors will not be allowed to enter the venue during the move-in and move-out periods.

There will be other exhibitions being held at the same time in other halls of the venue. Therefore, the above security measures will be strictly enforced as to protect the interests of all exhibitors.

3. ON-SITE EXHIBITOR SERVICES CENTRES

The Organizer Office locates at Booth E5C35-40 in Hall E5 (near Gate #3). In addition, we will build one additional Exhibition Service Centre inside each hall. Please refer to *Appendix 6* for their locations (marked ES). Exhibitors are welcome to go to these centres to seek assistance. The staffs of the Organizers (New Expostar [SZ] Co., Ltd. / CHINACOAT Exhibition Ltd. / Sinostar Int'l Ltd.), Freight Forwarding & Custom Clearing Agent (BALtrans), and Official Contractor (Milton) will be there to help you.

4. SITE OPERATIONAL TIMETABLE

Please see *Appendix 1*.

5. IMPORTANT NOTES ON THE OPERATIONAL TIME TABLE

- a. Exhibitors/Contractors who wish to work beyond the official hours mentioned in *Appendix 1* should directly apply from the Venue Management Office at the South Registration Hall (see *Appendix 6*), and have to pay overtime charges. Minimum charge is RMB¥1'100/hour (08:00-22:00) & RMB¥2'200/hour (22:00-08:00) respectively. Application must be submitted before 15:00 hr on the day overtime work is required.
- b. Please be reminded that all outside contractors can only move-in after 12:00 noon on Nov 15.
- c. Shell-scheme Exhibitors can move-in only on or after Nov 16, 09:00 hr.
- d. The official exhibition closing time is 14:00 hr, on the last day of the show, Nov 20, 2009. To respect and for the convenience of other exhibitors, please be considerate and do not move out any exhibits before the official closing time. The empty packing materials for returned exhibits will not be delivered to exhibitors' stands before 14:00 hr on that day.
- e. All dismantling / removal work must be completed by 22:00 hr, Nov 20.

6. SPECIAL NOTES FOR RAW SPACE EXHIBITORS:

APPROVAL OF BOOTH DESIGN & CONSTRUCTION PLAN

Exhibitors who have rented raw exhibit space and have appointed their own contractors (other than Milton) for stand-building, or have obtained organizer's written approval for converting their shell-scheme booth to raw space, are required to complete Form RS101 on p.39 of the Exhibitor Manual. You and/or your contractor should return this Order Form to the Milton together with the drawings of your booth design & illustrating the materials to be used, etc. If Milton does not receive your form, your contractor will not be allowed to commence construction work.

Exhibitors with exhibit space 72 sq. m or above, or have applied for double-storey construction are reminded to submit "Permission for Construction" to Milton on/before October 30. Please see p.14 of the Exhibitor Manual for procedure details.

You should always remind your contractor to display clearly your booth number(s) in the booth design for visitor recognition.

CONTRACTOR'S DEPOSIT

- a. Exhibitors who build their own stand, or appoint their own contractor to do this, will be required to lodge with the Official Contractor, Milton, a refundable deposit:

| <u>Stand Size</u> | <u>Amount of Deposit Required</u> |
|-------------------|-----------------------------------|
| ≤ 50 sq.m. | RMB¥3'000.00 |
| 51-100 sq.m. | RMB¥6'000.00 |
| >100 sq.m. | RMB¥9'000.00 |

- b. This deposit may apply to cover any possible damages arising directly or indirectly in the course of works being carried out during move-in, show days and move-out period. In case of severe damages which the deposited amount cannot cover, the contractor and/or the exhibitors are responsible to settle the outstanding payment to the Venue Management Office.
- c. Garbage and waste materials from construction work must not be discarded into the aisles or public area and must be cleared daily by individual stand contractors concerned. Failure to do so will result in the contractor's deposit being partially or totally forfeited.
- d. The deposit will be refunded within 30 days by Milton after the exhibition closes.

CONTRACTOR INSURANCE COVERAGE

All contractors are required to insure on "Construction All Risks and Third Party Liability" (indemnity not less than RMB¥1'000'000 [one million Yuan] for third party liability; and not less than RMB¥100'000 [one hundred thousand Yuan] for each person for any one accident). All outside contractors are also required to insure on "Building Workers' Accident Insurance" for their workers or any other party(ies) engaged in connection with the contract work on exhibition site (indemnity not less than RMB¥500'000 [five hundred thousands Yuan]).

Please refer to p.16 of Exhibitor Manual for details of insurance requirement. Exhibitor/Contractors can insure via any legitimate insurance companies in China, or can contact PICC Property and Casualty Company Limited, Shanghai Branch for inquiry/quotation:

PICC

Contact: Ms. SHI, Hong (mobile: 138 1672 1202) Mr. CAO, Kai-jun (mobile 133 1171 7031)
E-mail: shihong@shangh.picc.com.cn caokaijun@shangh.picc.com.cn

A PICC service counter will be set up at the South Registration Hall. Contractors can insure the above liabilities on site. Service hours: 09:00 – 17:00 hrs, Nov. 15-17 daily.

Contractors who fail to present proof of insurance will not be allowed commence any construction works unless an Indemnity Agreement is agreed and signed between the Contractors and Milton. Once the agreement is signed, contractor will undertake all the liabilities should there is any accident occurred to their construction project during the whole exhibition period.

HALL MANAGEMENT FEE

The Hall Management Fee levied by the venue operator has been included in your booth participation fee already paid to the Organizer. Therefore you are not required to pay any Hall Management Fee to your contractor nor to Milton.

DAILY CLEANING

Raw space exhibitors/contractors are responsible for the daily cleaning of their own booth area.

7. SHELL-SCHEME EXHIBITORS — TEXTS FOR FASCIA BOARD

All shell-scheme exhibitors are reminded to return Form **BC101** to Milton even if no additional furniture or electrical items are required. If you have not done so, please do it now because Milton needs your information to produce the texts for the fascia board of your booth.

Important: If you do not return Form BC101 to Milton, we will use the name of the company which has been entered into our Exhibition Contract as the texts for your fascia board. Any on-site request for amendment will incur charges from Milton.

8. CUSTOM CLEARANCE / DECLARATION FORMS FOR EXHIBITS

CUSTOM CLEARANCE

For exhibits shipped to Shanghai from abroad through our official freight forwarder, BALtrans Exhibition & Removal Ltd., the custom clearance procedures will be taken care of by BALtrans.

Exhibitors are not recommended to carry valuable and/or customable exhibits by themselves from aboard. Custom clearance may take several working days and will hinder your exhibition plan. Please always contact BALtrans for any enquires on exhibits custom clearance in advance.

DECLARATION FORMS

Customs clearance is not required for domestic exhibits (goods manufactured in China, or goods which has already cleared the Chinese custom when entering the territories). However, as requested by the venue operator, exhibitors arranging their own '**flowers/plants**' or '**furniture**' must fill in a '*Declaration Form for Plants & Furniture Items*' before bringing these items into the venue. This Form can be obtained from onsite Exhibitor Service Centres, or can be downloaded and completed in advance from:

www.chinacoat.net/2009/plantfurnitureform.pdf

Exhibitors are also required to complete a '*Domestic Exhibits Release Form*' at the closing of the show before removing their domestic exhibits from the venue. Blank forms can be obtained from BALtrans at the Exhibitor Services Centres. Completed form should also be checked and stamped by BALtrans and handed to security/custom representatives when Exhibitors move out their exhibits from exhibition halls.

If you have any further queries over customs clearance, please contact BALtrans in advance, or seek advice from BALtrans at the Exhibitor Service Centres.

9. VEHICLE PASS FOR TRUCKS & LORRIES

Please refer to *Appendix 5* for Notes of Trucks/Lorries, where you can find:

- On site operation procedures
- Location map of the onsite venue management office, where 'Vehicle Pass' for Trucks/Lorries can be applied and deposit is to be paid
- Traffic route

Because of venue extension work, the temporary parking space for trucks/lorries will be closed. Drivers should always follow the instructions of onsite security guide, traffic coordinators and police.

10. BULKY EXHIBITS

No cranes and forklifts are allowed to be brought into the venue. Only BALtrans is permitted to work in the hall and operate lifting equipments.

Exhibitors can arrange delivery of hand-carried items by their own. However, if workers or lifting equipments are required, please make advance arrangement with BALtrans so that bulky exhibits will not obstruct the overall construction work. Exhibitors who have arranged their own transportation for bulky exhibits should also inform BALtrans upon their arrival at the venue. Please refer to the Shipping Manual provided by BALtrans, or contact BALtrans directly should there be any further questions.

| | | |
|----------|----------------------------------|----------------------------------|
| | <u>· HONG KONG ·</u> | <u>· SHANGHAI ·</u> |
| Tel : | (+852) 2798 6628 | (+86 21) 6228 1933 |
| Fax: | (+852) 2796 5606 | (+86 20) 6229 3933 |
| Email: | info.hkg@exhibition.baltrans.com | info.sha@exhibition.baltrans.com |
| Contact: | Ms. Verby YIP / Mr. William Wan | Ms. Bonbon Xu / Ms. Yuki Tian |

11. MOVE-OUT OF EXHIBITS & CONSTRUCTION MATERIALS

Please be reminded that once your exhibits have entered the exhibition hall, you cannot move them out without completing the following procedures:

Imported Exhibits:

BALtrans will handle all necessary move-out and custom clearance procedures.

Domestic Exhibits:

Please refer to Point 8 for details.

Construction Materials / Waste Disposal:

All outside contractors are reminded to completely remove all construction materials and wastes from the venue area before 22:00 hr, Nov. 20. Failing to comply will result in partial or complete forfeit of Contractor's Deposit as compensation of cost for disposal of these abandoned materials.

12. SECURITY FOR PERSONAL BELONGINGS & SMALL-SIZE EXHIBITS

There will be sufficient security guards on duty during the exhibition period. However, you are always reminded to take extra care and measures to protect your exhibits & personal belongings. All small/valuable exhibits should be displayed in lockable showcases, or be properly covered or tied, or be securely chained so that they cannot be stolen easily. Avoid bringing unnecessary valuables or excessive amount of cash into the venue. All personal belongings such as laptop computer, cell phone, passport, etc. should be carefully kept & should never be left unattended.

Important: Please note it's always exhibitors' responsibility to safeguard their exhibits and personal belongings inside the exhibition hall or inside their booth area during the entire exhibition period.

During move-out period, exhibitors should monitor the whole procedure and make sure that all items need to be returned are properly packed and marked. Always not to leave any small items unpacked or unattended inside the booth area, because all unpacked and unattended small items in the booth area may easily be considered as abandoned goods and will therefore be trashed.

The organizers or the venue operator accept no responsibility whatsoever for any claims by any exhibitors for any losses or damages of personal belongings or any exhibits. If you want to insure your exhibits, you can consult BALtrans or PICC for details.

13. PUBLIC AREAS

No exhibits or emptied packing materials etc. should be placed in the public areas such as gangways, space between booths or between booth and backing walls. All materials found in public area will be disposed of accordingly without any prior notice. If you need additional space to store packing materials or stocks, please contact BALtrans (charges will be incurred).

14. VISA APPLICATION

Exhibitors who have applied entrance visa through our Official Travel Agent – Shanghai Vision Expo & Meeting Solutions Co., Ltd., should have received by now the invitation letter from Shanghai Vision. Please follow their instructions to apply and collect your visa. If you have not received this invitation letter by now, or have encountered any difficulty during the application process, please contact Shanghai Vision immediately.

15. VISITOR REGISTRATION

- a. We have appointed "ExpoTec" to provide the computer barcode visitor registration services for the exhibition. All visitors are by invitation only. They will be registered before entering the hall, and will carry visitor pass.
- b. A color-scheme arrangement has been designed to help exhibitors to identify their targets easily:

CHINACOAT visitors will wear RED & yellow visitor pass
 SFCHINA visitors will wear BLUE & yellow visitor pass

- c. All registered visitors are free to visit both CHINACOAT & SFCHINA. The organizers therefore advise exhibitors to deliver sales materials/souvenirs in a controlled manner throughout the whole exhibition period. Some exhibitors have experienced using up all promotional materials (like catalogues, flyers, name-cards, etc) during the first few hours on the first day of the show. Please advise staffs to identify the visitors by the color of their pass as well as checking their name cards.

16. CAR PARK FACILITIES

During exhibition period, car park facilities in SNIEC are open to exhibitors and visitors. Parking fee is RMB¥20 per car per entry.

17. TRANSPORTATION & SHUTTLE BUS SERVICES

Traffic in Shanghai during the peak hours can be very congested, especially there are vest road reconstruction works undergoing in many parts of Shanghai recently. We therefore advise exhibitors to travel to SNIEC by Metro (subway). The nearest metro station from the venue is 'Long Yang Road Metro Station'. It is on Line 2 of the Shanghai Metro network, and is about 10 minutes walking distance from the venue. Please refer to *Appendix 4* or the map printed on the inside-front-cover of the Exhibitor Manual for reference.

During the exhibition period of Nov. 18-20, the organizer will provide free shuttle bus services between SNIEC and Long Yang Road Metro Station. Service time is as follows:

- Nov. 1808:00 – 18:00
- Nov. 1908:00 – 18:00
- Nov. 2008:00 – 16:00

Some official hotels will also provide shuttle bus services between the hotel and the venue. Please check with your hotel and make advance reservation by yourself if necessary.

18. THE USE OF TERM OF "TAIWAN"

Exhibitors and their associates from Taiwan are reminded that the use of the terms like "The Republic of China (ROC)", "Taiwan Republic", "Country of Taiwan" etc., and/or the display of the Taiwan flag are strictly prohibited by the law of the Chinese Government, whether they appear in publications (brochure, catalogue, pamphlet, information sheet etc), document, manuscript, video/audio recording, multi-media programme or any other means in any format. This is a legal offense in Mainland China and the organizer will not be held responsible for any consequences brought about by any violation of this law.

19. HOTEL ACCOMMODATION

Exhibitors who have reserved room(s) in our appointed official hotels should have received confirmation notice from the hotel directly. If you have any request for changing your schedules, or canceling your reservation, etc., please always contact the hotel/Shanghai Vision directly. Please do not contact the organizer on this subject. Contact details of the official hotels can be found at www.chinacoat.net or from the Exhibitor Manual. Please also refer to the website for the location map of those hotels.

20. ORGANIZER OFFICE / EXHIBITOR LOUNGE

The Organizer Office of CHINACOAT will be set-up at E5C35-40 in Hall E5 (near Gate#3). Complimentary light refreshment will be served there exclusively to Exhibitors.

21. PAYMENT — PARTICIPATION FEES & OTHER CHARGES

Exhibitors are reminded again that all payments for the exhibition, including participation fees and charges for any other additional orders, must be settled in full before the move-in period. If you have not settled any payment, please do it now. We wish to reiterate here that the Organizer reserves the rights to refuse any company to exhibit if they have not settled all payment.

22. LIST OF PERSONNEL —

ORGANIZERS, OFFICIAL CONTRACTOR & FREIGHT FORWARDER

CHINACOAT2009 is organized by New Expostar (SZ) Co., Ltd., Shanghai Branch, CHINACOAT Exhibition Ltd. and Sinostar Int'l Ltd. Our official stand-building contractor, Milton, and freight forwarding and custom clearance agent, BALtrans, will work closely with us at the exhibition site to solve any problem you may come across throughout the entire show period. Please see *Appendix 3* for full contact details.

23. CHINACOAT2010 — GUANGZHOU

CHINACOAT2010 Guangzhou will be held on Nov 15-17, 2010 at the Guangzhou International Convention & Exhibition Centre (GICEC) in Pazhou District, Guangzhou.

Exhibiting Brochure and Application Form can be obtained from our Sales Office (Hall E5, Stand E5C35-40, near Gate #3; see *Appendix 6*) at the exhibition site. However, as the final floorplan layout is yet to be approved by the venue operator, allocation of booth will only be started in February to March in 2010. Onsite Sales Office will serve for form collection and inquiry only.

We look forward to seeing you soon in Shanghai, and wishing you a successful exhibition and pleasant stay there.

Thank you!

New Expostar (SZ) Co. Ltd. Shanghai Branch / CHINACOAT Exhibition Ltd. / Sinostar Int'l Ltd.