

Section 2

Important Show Information

Dear Exhibitor

Welcome to the **COTTM 2012** Exhibitor Manual.

This manual contains all of the information and forms you will need to plan your participation at the event. However, it is not intended to replace our personal service. If you have any queries or concerns, please do not hesitate to contact a member of the team.

There is a lot of information in this manual and we appreciate it can be difficult to find the time to read it all, however we strongly suggest you read it through thoroughly, and in particular take note of the following key points, all of which are referred to in the A-Z General Information section

Build up and Breakdown times

Vital information about when your stand will be ready

Show Guide Entry (URGENT: Deadline imminent)

Ensure every visitor recognises your stand and what you offer! Submit your listing for the show guide via the online exhibitor system.

Interpreters

Please remember that many of our visitors do not speak English. We strongly recommend that you hire interpreters on your stand if you do not have Chinese speaking staff. You should also ensure all literature available on your stand is in Chinese.

Visas

Depending on where you are travelling from, you may require a visa. Our agents can help you obtain this by issuing an official invitation letter. This invite letter should then be sent with your visa application to your local embassy. Full details and the visa letter invite can be found on our website <http://www.cottm.com/travel/visa-invitation-letter>

Shipping

It takes time to ship goods to China, and there are stringent customs regulations. Please DO NOT courier items direct to the venue, you must consign deliveries to our local supplier - see section 7 for full details

Badge Orders

Order your exhibitor badges for your staff, using the online exhibitor system.

Pillars & Height Restrictions

Some stands have pillars and/or height restrictions. **In Hall 2, the maximum height for stand build is 3 metres, in Hall 1 the maximum height for stand build is 5 metres.** Please see a copy of the floor plan which will have been sent with your contract, or contact us if you are unsure.

Shell Scheme Stands

Check the details of what is included, and use the forms to order any additional requirements

Space Only Stands

If you have not booked a shell scheme stand, you will need to provide your own carpet, walls, furniture etc. We strongly recommend you use the official contractor, Sidex, to build your space only stand. If you are using a different contractor it is vital that you read through the space only section and ensure they are aware of all the information contained therein.

We look forward to welcoming you to **COTTM 2012**.

Check List

TASKS	DEADLINE	
HIGH PRIORITY / COMPULSORY FORMS		
<p>Show Guide (Complete via the online exhibitor system http://prereg.cottm.cn/exhibitor/login_en.asp)</p>	12 March	O notes:
<p>Exhibitor Badges (Complete via the online exhibitor system http://prereg.cottm.cn/exhibitor/login_en.asp)</p>	23 March	O notes:
<p>Nameboard *compulsory for all shell/package stands (Complete via the online exhibitor system http://prereg.cottm.cn/exhibitor/login_en.asp)</p>	12 March	O notes:
<p>Submit Space only stand plans (space only stands who are not using the official contractor - section 6)</p>	Form B7 12 March	O notes:
<p>Stand Sharers Form (complete if you have additional companies sharing your stand space)</p>	Form B9 12 March	
ADDITIONAL/OPTIONAL SERVICES		
<p>Contractor & Vehicle Passes (space only stands, section 6, submit names to Sidex)</p>	12 March	O notes:
<p>Electrics & Lighting (Shell stands: section 6)</p>	Form B2 12 March	O notes:
<p>Hotel accommodation & Visas</p>	ASAP	O notes:
<p>Lifting, Shipping etc. (sea freight takes at least 3 weeks, air freight at least 5 days in addition to time processing and passing customs)</p>	ASAP	O notes:
<p>Visitor Data Capture devices (via web link when ordering exhibitor badges)</p>	23 March	O notes:

List of Contractors

OFFICIAL Contractor for provision of:

Shell Scheme, Electrics, Carpet, Floral, Furniture, Telecommunication, IT and Audio-Visual, Staffing / Interpreters

Beijing Sidex
No.2A Zhonghuan
South Rd,
Wangjing, Unit
1106, Chaoyang
District, China
100102

Tel: +86 10 8459 2409
Fax: +86 10 8459 2411
Email: sidex@163.net
Contact: Eric Thong

Lifting/ Forwarding & Customs

CEVA Showfreight
National Westminster Bank PLC
1 St Philips Place, Birmingham
B3 2PP United Kingdom

Tel: +44 (0) 1322 312 058
Fax: +44 (0) 1322 312 057
Email: graham.ridge@cevalogistics.com
Contact: Graham Ridge

Leisure Tours

China Travel Service Head
Office(Beijing) Co.,Ltd
28F Building A#38 Dong San Huan
North Road, Chaoyang District,
Beijing, China 100026 P. R.

Tel: + 86 10 8590 8697
Fax: + 86 10 8590 8684
Email: liuxu.cl@ctsho.com
Contact: Mr. Liu Xu

Visitor Data Capture and Registration

(lead retrieval devices - these can be ordered when ordering your exhibitor badges)

Expotec

Tel: +86 21 3126 9808
Fax: +86 21 5219 0609
Email: tina.zhang@expotec.com.cn

Show Timetable

Build Up

Monday 16th April	08:30 - 17:00	Space only contractors
Tuesday 17th April	08:30 - 17:00	Space only contractors
Tuesday 17th April	12:00 - 17:00	Exhibitors dressing Shell Scheme stands

Shell Scheme Exhibitors - please do not arrive prior to 12:00 on Tuesday 17th April, as your stand will not be ready.

Registration / Badge Collection

Tuesday 17th April	12.00 - 17.00
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IMPORTANT

If you need to work later than the specified times, please contact the Organisers Office no later than 3pm on the day. Beijing operates strict employment regulations, which means that substantial overtime fees (US\$900 per hour) would be payable for any "late working", these costs would need to be met by the exhibitor or their contractors. If you are building a space only stand, it is therefore important to ensure your contractors can safely build the stand within the time allotted to avoid incurring extra expense.

Opening Times

Opening Ceremony	09:30
Wednesday 18th April	09:30 - 17:00
Thursday 19th April	09:30 - 17:00
Friday 20th April	09:30 - 16:00

Please note:

Power to stands will be switched off each evening at 17:30 and at 16:30 on Friday, therefore please ensure you close down computers etc prior to this time. Please note that there is no 24 hour power supply in the venue.

Dismantling / Breakdown

Friday 20th April	16:30	Power to stands off
	16:00 - 20:00	Exhibition breakdown

All products stand fitting and waste must be removed by 20:00 on Friday 20th April 2012.

Exhibitors are responsible for the removal of all items from their stand, including waste material such as carpet - fines will be imposed by the venue on any exhibitor not removing all items relating to their stand/stand construction.

Please contact Claire Bassett at cottm@tarsus.com if you have any queries.

Important Information

Car parking

Limited parking facilities are available near the hall on a first come first served basis. A fee is charged.

Catering

Attached to the exhibition hall are a number of cafes and restaurants in the shopping mall. There will also be a café in the show, selling teas, coffees and packed snacks. There is a supermarket, 5 minutes walk from the venue, where you can purchase water and snacks etc for your stand.

Children

We regret that no one under the age of 18 will be permitted access to this Exhibition. This rule applies to Exhibitors' and Contractors' children during the build-up, open and breakdown periods.

China World Trade Centre

COTTM will be held in The China World Trade Centre, a purpose built venue in the heart of Beijing. For more information on the venue, and the surrounding area please visit <http://www.cwtc.com/english/about/index.asp>

Fire regulations

Please ensure that you comply with all the regulations regarding materials used for building, hazardous waste etc. Please see the fire regulations in the stand fitting section for full details.

First aid

In case of a medical emergency, there is an infirmary onsite at CWTC. The medical emergency number in China is 120. Please report to the Organising Office for minor problems so you can be directed accordingly.

Gratuities

Appointed contractors will carry out all work in good time and you should not be asked for any sort of gratuity to obtain priority service. If monies are solicited, please inform the Organisers immediately.

Health and safety

As an exhibitor, it is your legal and moral responsibility as far as is reasonably practical to ensure the health, safety and welfare of everyone sharing your work site at the exhibition.

Please be aware of these key responsibilities:

- You should consider completing a suitable and sufficient Risk Assessment to address the significant risks in the activities you are undertaking. If you are employing a contractor to build your stand for you, you should also obtain a copy of their Risk Assessment and you must satisfy yourself (by obtaining references, accident statistics, inspecting risk assessments completed) that they are competent to complete the job safely. This is particularly important if you are building a complex stand that is over 4m in height and are using a local Chinese contractor, as they have very low safety standards and may cause injury to yourselves or others. As their employer, you are responsible for ensuring that they are competent and will not cause an accident through their acts or omissions, as you may be held liable in the event of an incident.

Ensure that you brief staff on the findings of risk assessments and ensure they receive the necessary training and instruction to enable them to do their job without undue risk - for example if they are likely:

- To be handling items they will need to be trained in manual handling techniques. You must provide staff with any relevant personal protective equipment suitable for the tasks they are undertaking. You should also make them aware that exhibition venues during build up are hazardous environments. Some common hazards include: moving vehicles and fork lift trucks, contractors working at height - and potential items/people falling from height, slips, trips and falls due to debris in gangways, injury due to sharp nails sticking out of wood etc. Ensure they are responsible and safe whilst onsite by drawing their attention to these risks in advance of the event.
- You should ensure that all materials being used to build and dress your stand comply with the relevant venue fire regulations
- Co-operate with other employers sharing the workplace and obey any venue or organiser instructions with regard to evacuation procedures etc.

Please ensure you have a copy of your company Health and Safety policy with you on your stand for inspection.

The emergency medical number in China is 120. An infirmary is onsite at the venue.

Mobile phones

It can be helpful to have a local mobile phone number whilst in China. It is possible to buy SIM cards for approximately US\$15, from the supermarket 5 minutes away from the venue. They are also for sale at the airport as you arrive in Beijing. However, please bear in mind that some of the newer versions of mobile phone do not enable you to use a SIM card from China. If you have trouble using a Chinese SIM card, you may wish to consider purchasing a mobile phone, they are available for approximately US\$50, and can obviously be re-used each time you visit China.

IMPORTANT - Noise levels

Noise levels must be kept below 80 decibels & not cause annoyance to neighbouring exhibitors and / or the public. In the case of dispute the Organisers decision is always final. We reserve the right to disconnect stand power/music amplification if exhibitors do not comply. If you are planning to run demonstrations, or play music/have performers on your stand please let us know in advance. It may be necessary to agree a timetable of performances that fits around the other activities within the exhibition hall.

Opening hours

The Exhibition will be open to visitors as follows:-

Wednesday 18th April 09:30 - 17:00
Thursday 19th April 09:30 - 17:00
Friday 20th April 09:30 - 16:00

Please see the "Show Timetable" for further details. Exhibitors will be able to access the hall at 08:45 each morning

Organiser's office

The Organisers Office will be open from Monday 16th April at 08:30. You will be sent further information about arriving onsite and entering the venue in April.

Public address

A public address service will operate throughout the Exhibition. Please note that this is for official announcements only and is not available to visitors or exhibitors (except in cases of emergency)

Security

Security Officers will patrol the halls throughout the tenancy. However, security guards cannot solely watch your stand. It is advisable to remove portable valuables overnight. If this is not possible, we suggest you hire a security guard specifically for your stand. Please contact Claire Bassett on cottm@tarsus.com if you wish to hire a security guard. Security guards are available at a cost of around US\$15 per 8 hour shift, and will be supplied and under the control of the venue.

Exhibition halls are vulnerable places and your stand should be considered as an open shop without windows or doors. It is notoriously difficult to secure exhibition halls in China. Laptops, mobile phones and personal effects are most at risk - please ensure that these items are not left unattended or out of sight AT ANY TIME. The organisers cannot accept responsibility for items lost or stolen. Please consider how you can secure your products and belongings while on-site. The following tips should assist you.

- Plan Your Arrival And Departure From The Venue During Build-Up & Breakdown.
- Ensure that there are at least two representatives setting up and dismantling your stand, so that the stand is never left unattended during these vulnerable periods.
- Book Sufficient Staff for Your Stand During The Show.
- This ensures it is always staffed. Do not ask a neighbouring exhibitor to watch over your stand: they may become busy and not be able to keep an eye on your stand.
- Order a Lockable Cabinet On Your Stand.

Lock away brief cases, mobile phones, handbags, laptops, literature etc during the day even when you are on your stand. If you get busy, you may not notice someone taking them.

We recommend that you remove all valuables overnight, as locked cupboards do get broken into.

- Do Not Position Desirable Items At The Front Of Your Stand.
- You may not always be able to keep an eye on them and they may be easily removed.
- Book A Night Security Guard Or Hire An Alarm Or Nightsheet.
- Security can be hired using the form in the forms section. If there are high value items on your stand, take them away each evening.
- Avoid Leaving Your Stand Each Evening Before Visitors Are Clear Of The Show.
- Likewise, ensure your stand is fully staffed by the show opening. Remember, however, the halls are open each morning from 0845 for all exhibitors and their maintenance staff.
- REPORT ANYTHING OF A SUSPICIOUS NATURE TO THE ORGANISERS OR SECURITY.
- Leads can be followed up to avoid incidents of theft.

The doors will be unlocked at 08:45 each day. Exhibitors are responsible for ensuring their stand is manned when the doors are opened.

Visa Requirements

You may require a visa. Please see the additional information on our website by following this link: http://www.cottm.com/pages/visa_info1