

## Section 6

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### Additional Requirements

#### Audio visual (Form B2)

Beijing Sidex is the recommended supplier of Audio Visual equipment, including plasma screens, DVD players, etc. Basic items are available to order on Form B2. For items not shown on the form, please contact Eric Thong on [sidex@163.net](mailto:sidex@163.net) for a quotation

#### Electrical services (Form B1/B2)

Beijing Sidex is the official electrical contractor. Please see the electrical form in the forms section.

If you have ordered a shell scheme stand, you will automatically receive the following electrical items per 9sqm of space ordered (6sqm stands also receive this):

- 1 Fluorescent light
- One 5 Amp/220v single phase 3 pin socket.

Please ensure you bring any necessary adaptors/extensions as they may not be available onsite.

NB: There is NO 24 hour power supply in the venue. Power is switched off at 1730hrs on 18<sup>th</sup> & 19<sup>th</sup> April and 1630hrs on 20<sup>th</sup> April. See also electrical regulations in the stand fitting section.

#### Flowers & plants (Form B3)

If you require flowers and plants for your stand please contact Beijing Sidex, at least one week before the opening of the exhibition. If you require information in advance please call +86 10 8459 2408 or email [sidex@163.net](mailto:sidex@163.net) - Order form B2 in the forms section can be used to order plants

#### IT (Computer) equipment (Form B2)

Beijing Sidex is the recommended supplier of IT equipment and can arrange internet connectivity on your behalf.

#### Internet (Form B3)

Basic internet connectivity can be ordered using form B3, or email [sidex@163.net](mailto:sidex@163.net) listing your requirements for a quotation.

#### Stand cleaning

All exhibitors will be responsible for ensuring the cleanliness of their stands. If you have booked a shell scheme stand, your stand will be cleaned for you by the official contractor. If you use a non-official contractor to build your stand, you should ensure your contractor cleans the stand for you, or obtain a quote to do this from Sidex. Please note that during breakdown, exhibitors or their appointed contractors are responsible for the removal of unwanted materials from the Exhibition Hall.

General cleaning of the aisles will be carried out every morning prior to opening, as well as the removal of small amounts of refuse, providing they are placed in plastic bags in front of the stand in the evening. Exhibitors are advised that their stand areas must be completely cleared before finally leaving.

### Storage facilities

The venue has no storage facilities. If you require storage for non valuable items such as empty boxes or cartons, please contact the shipping contractor who will be able to help you.

### Telecommunications (Form B3)

You can order telephone and internet connections through Beijing Sidex, please email your requirements to [sidex@163.net](mailto:sidex@163.net). It can be advantageous to have a Chinese SIM card or mobile phone. These are not expensive and can be purchased at the airport or the supermarket adjacent to the venue.

### Water and drainage (Form B3)

Please place your order on the form in the forms section, or contact Sidex direct.