Section 1

Key contacts & Information

**Director**
Matt Thompson
Tel: +44 (0) 20 8846 2906
E: mthompson@tarsus.co.uk

**COTTM China Representative**
Qinghui Qing
Tel: +86 (21) 6439 5504
E: qqing@tarsus.co.uk

**Sales**
Jane Carter
Tel: +44 (0) 20 8846 2902
E: jcarter@tarsus.co.uk
Sarah Hu
Tel: +86 (21) 6439 6310
E: shu@tarsus.co.uk

**Operations**
Paul Booth
Tel: +971 (0) 4 603 3300
E: pbooth@tarsus.co.uk

**Marketing & Press/PR**
Sarah Palmer
Tel: +44 (0) 20 8846 2922
E: spalmer@tarsus.co.uk

**China Marketing & Buyers**
May Cui
Tel: +86 (21) 6439 2043
E: mcui@tarsus.co.uk

**Stand Contractor**
Sidex: Eric Thong
Tel: +86 (10) 8459 2408
E: sidex@163.net

**Official Freight/Delivery Contractor**
CEVA Showfreight:
Tel: +44 (0) 13 22 312058
E: graham.ridge@cevalogistics.com
Graham Ridge

APT Showfreight:
Tel: +86 (10) 5158 1473 Ext 106
Mobile: +86 135 1102 6875
E: rain.tian@aptshowfreight.com

**Organisers Address:**
Tarsus Travel Exhibitions
Ltd. Metro Building
1 Butterwick
Hammersmith
London W6
8DL UK
Tel: +44 (0) 208 846 2700
Fax: +44 (0) 208 846 2801

**Exhibition Address:**
COTTM 2019
National Agriculture Exhibition Centre
Hall 11
No. 16 Beijing East Third Ring Road,
Chaoyang District,
Beijing,
China
Tel: +86 (10) 6501 8877

PLEASE DO NOT ARRANGE FOR DELIVERIES TO BE SENT DIRECT TO THE EXHIBITION CENTRE. ALL DELIVERIES MUST GO VIA THE OFFICIAL FREIGHT FORWARDER CEVA SHOWFREIGHT, AS THE VENUE CANNOT ACCEPT DIRECT DELIVERIES.
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<td>Visa Requirements - see <a href="http://www.cottm.com">www.cottm.com</a></td>
<td>Section 4</td>
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*Order forms are in the Forms Section, some items are orderable by email & fax.*
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   • Index – Alphabetical Listing
   • Index – Section Heading

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   • Show checklist with important deadlines
   • Show timetable
   • General Information A-Z
   • List of Contractors
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   • Security
   • Public Liability Insurance (PLI)
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   • Delivery of exhibits
   • Dragon Link freight services
   • Freight deadlines & consignment instructions
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Section 2

Important Show Information: COTTM2019 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, in particular take note of the following key points, all of which are referred to in the A-Z General Information section within manual content.

Build up and Breakdown times
Vital information about when your stand will be ready.

Show Guide Entry URGENT: Deadline 18th March 2019
Ensure every visitor recognises your stand and what you offer! Submit your listing for the show guide.

Interpreters/ Translators
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. We 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/venue-travel.

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 manual at: http://prereg.cottm.cn/2019/reg/exhibitor/login_en.asp any queries, please email: shu@tarsus.co.uk

Pillars & Height Restrictions
Some stands have pillars and/or height restrictions. For details of the maximum height for stand build please contact the Official Stand Contractor, Sidex on sidex@163.net

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.
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<th>LOCATION</th>
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<td>Show Guide entry</td>
<td>18 March</td>
<td>Online exhibitor system: Click Here</td>
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<tr>
<td>Exhibitor Badges</td>
<td>08 April</td>
<td>Online exhibitor system: Click Here</td>
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<tr>
<td>Section 3 of this manual</td>
<td></td>
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</tr>
<tr>
<td>Shell scheme fascia/ Name board</td>
<td>20 March</td>
<td>Online exhibitor system: Click Here</td>
</tr>
<tr>
<td>*compulsory for all shell/package stands</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit Space only stand plans</td>
<td>09 March</td>
<td>B7 - Send form &amp; design directly to: <a href="mailto:sidex@163.net">sidex@163.net</a></td>
</tr>
<tr>
<td>(space only stands who are not using the official contractor, Sidex)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stand Sharers</td>
<td>11 March</td>
<td>Online exhibitor system: Click Here</td>
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<tr>
<td>(complete if you have additional companies sharing your stand space)</td>
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<td></td>
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<tr>
<td>Contractor &amp; Vehicle Passes</td>
<td>09 March</td>
<td>Send name &amp; details directly to: <a href="mailto:sidex@163.net">sidex@163.net</a></td>
</tr>
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<td>(Shell stands: section 6)</td>
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<tr>
<td>Hotel accommodation &amp; Visas – we don’t offer this service, but our ground handler CTS offers this service &amp; can help with both at:</td>
<td>ASAP</td>
<td>Click Here</td>
</tr>
<tr>
<td><a href="http://www.cottm.com/venue-travel">http://www.cottm.com/venue-travel</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lifting, Shipping etc.</td>
<td>ASAP</td>
<td>Please see next page for full contact details of CEVA.</td>
</tr>
<tr>
<td>(Sea freight takes at least 3 weeks, air freight at least 5 days in addition to time processing and passing customs). The official contractor can assist with this.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visitor Data Capture devices</td>
<td>ASAP</td>
<td>Please see next page for full contact details of Expotec.</td>
</tr>
</tbody>
</table>
## List of Official Contractors

| OFFICIAL Contractor for provision of: | Beijing Sidex  
NO.2A Zhonghuan  
South Road,  
Wangjing, Unit 1106,  
Chao Yang District, Beijing  
China 100102 | T: +86 (10) 8459 2408/09/10  
E: sidex@163.net  
Contact: Eric Thong |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Shell Scheme, Electrics, Carpet, Floral, Furniture, Telecommunication, IT and Audio-Visual, Staffing / Interpreters</td>
<td></td>
</tr>
</tbody>
</table>
| Lifting/ Forwarding & Customs | CEVA Showfreight,  
Unit 3A, National Exhibition Centre,  
Birmingham,  
B40 1PJ  
England  
United Kingdom | T: +44 (0) 1322 312058  
F: +44 (0) 1322 312057  
E: graham.ridge@cevalogistics.com |
| APT Showfreight (CEVA China agent) | T: +86 (10) 5158 1473 Ext. 106  
M: +86 (13) 51102 6875  
Contact: Rain Tian  
E: rain.tian@aptshowfreight.com |
| Leisure Tours | Global Travel Service, Beijing,  
China  
Contact Person: Tony Li  
Mr. Tony Li  
T: +86 (10) 655 32766  
E: global2766@sina.com  
Wechat: li13901126052 |
| Visitor Data Capture and Registration  
(lead retrieval devices – these can be ordered when ordering your exhibitor badges) | Expotec | T: +86 (21) 3126 9808  
F: +86 (21) 5219 0609  
E: cottm.service@expotec.com.cn |
| Printing Services (not an official contractor, but an optional company to use) | Mr Shan Zhanjun, General Manager: 北京华瑞吉通文化传媒有限公司  
Beijing Hua RuiJi  
Tong Cultural Media Co., Ltd  
T: +86 (10) 848 34126  
E: 249828313@qq.com  
M: +86 (18) 6010 66877 |
**Show Timetable**

### Build Up

<table>
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<th>Time</th>
<th>Description</th>
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<tr>
<td>Saturday 13th April</td>
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<td>Space only contractors</td>
</tr>
<tr>
<td>Sunday 14th April</td>
<td>08:30 – 17:00</td>
<td>Space only contractors</td>
</tr>
<tr>
<td>Sunday 14th April</td>
<td>12:00 – 17:00</td>
<td>Exhibitors Dressing Shell Scheme stands</td>
</tr>
</tbody>
</table>

Shell Scheme Exhibitors – Please do not arrive prior to 12:00noon on Sunday 14th April 2019 as your stand will not be ready

### Registration & Badge Collection

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<thead>
<tr>
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</thead>
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<tr>
<td>Sunday 14th April</td>
<td>12:00 – 17:00</td>
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**IMPORTANT**
If you need to work later than the specified times, please contact the Organisers Office no later than 2pm on that day. Beijing operates strict employment regulations, which means that substantial overtime fees 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.

### Show Opening Times

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<td>09:30 – 17:00</td>
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<tr>
<td>Tuesday 16th April</td>
<td>09:30 – 17:00</td>
</tr>
<tr>
<td>Wednesday 17th April</td>
<td>09:30 – 16:00</td>
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</tbody>
</table>

08.30am: Venue access each morning for exhibitors.

Please note:
Power to stands will be switched off each evening 30mins after the show closes, 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

<table>
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<th>Date</th>
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<td>Wednesday 17th April</td>
<td>16:00 – 20:00</td>
<td>Exhibition breakdown</td>
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<td></td>
<td>16:30 – 20:00</td>
<td>Power to stands off</td>
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All products stand fitting and waste must be removed by 20:00 on Wednesday 17th April 2019.

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 Paul Booth [pbooth@tarsus.co.uk](mailto:pbooth@tarsus.co.uk) if you have any queries.
Important Information

Car parking
There are parking facilities available at the venue. Provided on a first-come, first-served basis. A fee is charged. The price is approximately 5-10RMB per hour, dependent on the size of car. Whilst double-charges apply between 21:00 – 07:00 (the next day).

Catering
There are catering facilities. There is a restaurant onsite at the venue selling teas, coffees and packed snacks, as well as more substantial food.

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.

National Agricultural Exhibition Center (NAEC)
COTTM will be held in The National Agricultural Exhibition Center, a purpose built venue with a great location in Beijing. For more information on the venue, and the surrounding area please visit: [http://www.chinaexhibition.com/china_trade_shows_venue_profile/69-China_%28Beijing%29_National_Agriculture_Exhibition_Center_%28CNAEC%29.html](http://www.chinaexhibition.com/china_trade_shows_venue_profile/69-China_%28Beijing%29_National_Agriculture_Exhibition_Center_%28CNAEC%29.html)

(Click ‘translate this page’ should you have any problems with the language it appears).

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, the medical emergency number in China is 120. Please report to the Organisers 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 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 organisers 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.

**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 15 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.

**Noise levels (Important)**

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:-

- **Monday 15\textsuperscript{th} April 2019** 09:30 – 17:00
- **Tuesday 16\textsuperscript{th} April 2019** 09:30 – 17:00
- **Wednesday 17\textsuperscript{th} April 2019** 09:30 – 16:00

Please see the “Show Timetable” for further details. Exhibitors will be able to access the hall at 08:30am each morning on show days.

**Organisers office**

The Organisers Office will be open from Saturday 13\textsuperscript{th} April 2019 at 08:30am
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 hall 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 Paul Booth on pbooth@tarsus.co.uk if you wish to hire a security guard. Security guards are available at a cost, 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 valuables 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 night-sheet.
- 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 hall is open each morning from 08:30am 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 08:30am each day. Exhibitors are responsible for ensuring their stand is manned when the doors are opened.

Visa Requirements
You may require a visa. Please check with Chinese embassy in your country via: http://www.fmprc.gov.cn/mfa_eng/wjb_663004/zwjg_665342/2490_665344/
Business visa invitation letter issuing

COTTM organiser, Tarsus Exhibitions and Publishing Ltd, is able to issue business visa invitation letters in English and Chinese (via Tarsus Exhibition Shanghai Company) to exhibitors. Such letters will be issued by the organiser within 1-3 working days upon request.

Some exhibitors may need Confirmation Letter of Invitations for their visas from China Foreign affairs local office. Once requested by exhibitors, the COTTM organiser is able to apply for such letters from Shanghai Municipal Foreign Affairs office. The Foreign Affairs office will need 5 working days to process such applications.

All letters issued by the organiser or by the Foreign Affairs office are free of charge.

Public Liability Insurance (PLI)

The exhibitor is fully responsible for obtaining insurance protection for his exhibits, property & personnel against all risks as stated in the shows General Conditions. Equipment should be insured both in transit and on location at the exhibition site for the entire period of the exhibition.

All copies of exhibitors PLI policies must be submitted to the COTTM2019 organisers before buildup can commence. Failure to do so will result in exhibitor passes not being issued and accesses the halls being denied.

The Exhibitor is fully responsible for obtaining Public Liability Insurance to value of US$2,000,000. If your coverage does not meet our regulations we can issue a policy that is valid from 13th April – 17th April 2019 inclusive.

• The cost of the policy is €195Euro and the payment is acceptable by credit card only
• This insurance is available to exhibiting companies only; stand contractors much obtain their own insurance to the required level of cover

Please note Exhibitors are only covered from the day payment is received so advance payment is advised.

Exhibitor insurance cover should include:

- PLI (Public Liability Insurance to the value of US$2,000,000)
- Personal Injury
- Third Party Claims
- Expenses incurred and/or losses of any kind, including losses resulting from the abandonment or postponement of the exhibition
- Medical expenses and baggage cover
- Value of the stand, including the fittings

Exhibitor PLI can be purchased as part of your exhibiting package by opting in as part of the booking form process, or purchased directly from TARSUS Support for €195Euro.
Tarsus Support is a dedicated team set up by the organisers whose main goal is to make your life easier while planning and participating at COTTM2019. Please contact Tarsus Support with any queries you have in the lead up to the exhibition and take a look at their website which is full of easy to digest guides, training and advice

Tarsus Support details:
Email: help@tarsussupport.com
Tel: +44 (0) 208 846 2717
Website: www.tarsussupport.com
Twitter: https://twitter.com/TarsusSupport
Instagram: https://www.instagram.com/tarsussupport/

Personal Protective Equipment (PPE & Health & Safety)

This section is designed to give you guidance and assist you in adhering to your legal responsibilities to ensure the health, safety and welfare of you, your colleagues, your contractors as well as everyone involved with the event. Please remember that failing to do so, may lead to prosecution, other legal sanctions and very significant financial sanctions. More importantly it may also lead to people being seriously hurt or worse. If you are unsure of your duty of care toward H&S please contact the COTTM2019 Operations Manager.

H&S Policy Statement

Tarsus recognises that our exhibitors expect us to provide a trading environment on the exhibition floor which is safe and without risks to health. We also recognise that running an event places a special responsibility on Tarsus and extends our duty of care not only to our staff but to exhibitors, contractors, venue staff and visitors.

To ensure that all Tarsus health and safety obligations are met, the COTTM2019 team will:

- Allocate sufficient resources to meet health and safety objectives
- Provide adequate control of health and safety risks arising from our work activities
- Consult with the venue, exhibitors and contractors on matters affecting health and safety
- Provide relevant health and safety information to employees and others
- Ensure all employees are competent to do their tasks particularly with regard to health and safety training
- Ensure that the contractors we engage for the show are competent, as far as is reasonably practicable.
- Prevent accidents and cases of work related ill-health and maintain safe and healthy working conditions, again so far as is reasonably practical.
Risk Assessment
Tarsus has carried out suitable and sufficient assessment of the hazards & risks associated with this event. Copies of this can be obtained from the organiser’s office on request. General risks associated with any exhibition are as follows:

- Trip & slip hazards
- Multiple contractors working in a single workplace
- Fall from working at heights and working on a live edges
- Objects falling from height or loads falling from vehicles
- Impact injury from moving vehicles
- Structural collapse of seating and/or an exhibition stand
- Outbreak of water-borne disease - e.g. Legionnaires disease from a water feature
- Food poisoning incident - e.g. from temporary catering outlets
- Fire
- Major incident and/or civil emergency
- Excessive working hours.

Tarsus and the Venue have made the following arrangements for overall site safety and a safe working environment.

Health and Safety Floor Manager/Operations Floor Management
The operations floor manager will be patrolling the hall throughout the COTTM2019 tenancy. However, if you wish to make contact with them regarding something specific then he can be summoned via the Organiser’s Office.

Fire
The venue will be providing fire coverage during all phases of the event. First response firefighting equipment is provided in the halls by the venue and additional fire extinguishers will be placed

First Aid
First aid cover is provided by the venue. If you have the need for first aid, please go to the show organisers office and arrangements can be made.

Security
Security is provided by the Venue. In addition to security duties the role security is also to assist with evacuation in emergencies should the need arise.

Health and Safety Advice
If you have any H&S queries please contact the operations department directly.

This is an overview and by no means a comprehensive account of the hazards & risks involved at this event. In general terms, emphasis should always be placed on eliminating or reducing risk at source. It must be remembered that personal protective equipment is usually a control of last resort.
<table>
<thead>
<tr>
<th>Impact with moving objects</th>
<th>Protect eyes using suitable glasses.</th>
<th>Safety glasses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eye contact with chemicals</td>
<td>General recommendation: EU Approved to class EN166</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Loud noise</th>
<th>Protect ears from noise using appropriate type of device with the correct attenuation.</th>
<th>Ear plugs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General recommendation: EU Approved to class EN352-2 (earplugs)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Person working at a height</th>
<th>Persons working at height where there are no guard rails should be clipped on via a lanyard or wearing fall arrest equipment.</th>
<th>Lanyard/Fall arrest equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General recommendation: EU Approved to class EN361 (full body harness)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact with hazardous chemicals</th>
<th>Protect hands from harm using appropriate type of gloves (consider glove material, dexterity needs, performance) see further guidance section.</th>
<th>Safety gloves</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact with human fluids</td>
<td>General recommendation: EU Approved to class EN388 (mechanical) and EN 374 (chemical)</td>
<td></td>
</tr>
<tr>
<td>Dirty workplace</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Handling sharp objects</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Objects being moved (trapping)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Inhalation of dust, gas or fumes</th>
<th>Protect the body from breathing or ingesting hazardous materials.</th>
<th>Respirator</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General recommendation: EU Approved to class EN149</td>
<td></td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Hazard</th>
<th>Advice</th>
<th>PPE</th>
<th>examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slippery surfaces</td>
<td>Safe footwear should be worn to prevent slipping and foot injuries.</td>
<td>Safe footwear</td>
<td></td>
</tr>
<tr>
<td>Nails and sharp objects on the floor</td>
<td><strong>Safe footwear is mandatory during the construction activities of build up/breakdown for ALL personnel entering the halls.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heavy items dropped during movement or fitting</td>
<td>General recommendation: EU Approved to class EN345 (safety footwear)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Moving vehicles</td>
<td>Hi-visibility vests have highly reflective properties or a colour that is easily discernible from any background.</td>
<td>High Visibility vest/jacket</td>
<td></td>
</tr>
<tr>
<td>Vehicle/pedestrian interaction</td>
<td><strong>Wearing Hi visibility vests is mandatory during the construction activities of build up/breakdown for ALL personnel entering the halls.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Poor visibility</td>
<td>General recommendation: EU Approved to class EN471</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Danger of falling objects or overhead work taking place.</td>
<td>A hard hat should be worn to protect the head if an object falls from a height</td>
<td>Hard hat</td>
<td></td>
</tr>
<tr>
<td></td>
<td>General recommendation: EU Approved to class EN397</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Section 3

Registration

Contractor passes
Space Only Contractors must obtain badges through the official contractor, Beijing Sidex. A list of names must be sent 15 working days before tenancy commences to sidex@163.net. Exhibitors using a non-official contractor for stand construction MUST REFER to the stand fitting regulations as strict regulations are imposed, including strict deadlines for submission of information for approval. Note that if you are using a non-official contractor, a returnable deposit is payable to Sidex in advance of the exhibition, before passes can be issued. This is to guarantee payment of services such as electrics, and to ensure no damage is caused to the venue. This money is refunded at the end of the breakdown period. For information on this please contact sidex@163.net.

Exhibitor badges
You will be able to order your exhibitor badges online via a weblink which will be available at: http://prereg.cotmm.cn/2019/reg/exhibitor/login_en.asp

You will need a username and password to access the online ordering system and these details will be sent to you by email.

Once logged into the system, you will be able to edit your company details, apply for badges and order lead generation devices. You may continue to add or edit your badge requirements up to two weeks before the exhibition. Exhibitor Badges are valid throughout the build up, open periods & breakdown; you do not require a separate contractors pass.

Exhibitor badges will be available for collection from the registration area at the front of the hall from 12:00noon on Sunday 14th April 2019. Badges will NOT be posted in advance.
Section 4

Hotel, Travel and Interpreter/Translation Information

Accommodation, transfers and leisure tours
For your convenience, we have obtained online reservation links for a number of nearby hotels. These can be found on our website http://www.cottm.com/venue-travel.

We have also created a hotel booking form for your convenience – this form can also be found at http://www.cottm.com/venue-travel.

Most hotels also operate a transfer service or airport car. However, if you need additional assistance with your travel arrangements or if you wish to book a leisure tour whilst in Beijing we recommend the following travel agent:

Global Travel Service, Beijing, China
Contact Person: Tony Li
Tel: +86-10-65532766
E-mail: global2766@sina.com
Wechat: li13901126052

Translating and Interpreter Services (form B3) – deadline 20<sup>th</sup> March 2019
Many of our visitors do not speak English. Therefore, in order to make the most of your participation, we strongly recommend that you have Chinese speaking staff on your stand. Interpreters can be ordered from Sidex using form B3 in the forms section.

We also recommend that all marketing collateral is translated to Chinese. Translating services are available and calculated by ‘word count’. Below are details of companies who can provide this service.

Global Tone Communication Technology Co Ltd.
Contact person: Yu Lan
Tel: 150-10015180
Email: yusulan@gtcom.com.cn

Beijing Language Bridge Translation
Contact: Account Dept
Tel: 010-82337800
Email: blb@languagebridge.com.cn
Section 5

Shell Scheme and Space Only Stand Information

Build-up and breakdown
Please refer to the timetable at the beginning of the manual. If you have any queries please contact Paul Booth: pbooth@tarsus.co.uk

Canvassing
Exhibitors may only conduct business and distribute literature from their own stands. Under no circumstances may activities spill into gangways. If you are approached on your stand by unwelcome visitors trying to sell their products, please take a business card and inform the Organisers Office so that appropriate action can be taken. Note that it is not uncommon in China for exhibitors to be approached by individuals not associated with the exhibition, touting for business, selling goods such as dvds, electrical equipment, clothing etc. Please inform the Organisers Office if you are approached, so that we can remove the offenders from the venue.

Contractors
The Organisers have appointed contractors to undertake specific duties in connection with the Exhibition. A list of these ‘Official Contractors’ is contained in the front of this manual and Exhibitors are requested to utilise their services wherever possible. Unfortunately, it is very difficult to prevent unauthorised contractors entering the hall and it is important that you do not conduct business with any unofficial contractors as they are not trustworthy and may not deliver goods promised. All solicitations should be ignored – please go to the service desk onsite if you need any assistance.

Dilapidations
Exhibitors are responsible for all panels, walls, columns, flooring, shell scheme stands, hired accessories etc within their stand area and any damages will be made good at the exhibitor’s own expense. All exhibits and stand fitting materials must be cleared from the venue and charges will be levied for the removal of any abandoned articles.

Fixings to building
As stated in the Rules & Conditions, exhibitors may not fix or attach anything to the structure of the building. This also applies if you have a pillar in your stand – you may build around the pillar but may not attach anything directly to it. Fire hydrants and hoses and electrical service boxes may not be obstructed.

Furniture hire (form B1) – deadline 20th March 2019
Beijing Sidex is responsible for all furniture hire. Please complete the order forms in the form section to order additional furniture.

If you have ordered a Shell Scheme stand, it will be equipped with the following package, per 9m² of space (i.e. you will receive 1 set for a 9m stand, and 2 sets of this package for an 18m stand).

Items list overleaf:
• One white square table
• Waste paper basket
• Two white folding chairs
• Information counter (without lockable cabinet)

(See electrical section for details of electrical items included)

Graphics
If you require graphics for your stand, Sidex can print these for you, to fit the shell scheme panels. Please contact Eric Thong directly for a quotation on sidex@163.net

Height restrictions
Please note that height restrictions are in place in the hall. The maximum build height of a space only stands at cottm2019 is 4.0m. Please contact Sidex for further information on this.

Shell scheme fascia/ Name boards (via online system)
As a Shell Scheme Exhibitor, you are automatically provided with a sign on your stand indicating your company name.

Please complete the form online by 19th March 2019 specifying the company name you require. If this is not completed, the name will be taken from our records and we cannot guarantee that it will be correct. If you wish your name to appear in Chinese, please supply the Chinese translation. Alternatively, we can arrange for your name to be translated into standard mandarin but can not be held accountable for subjectivity of translation etc.

Stand Restrictions
Please ensure you have checked your stand position on the floor plan and are aware of any stand restrictions. Please also note that it is not possible to affix anything to the frame of the shell scheme structure.

Space only (And new walling rule)
If you have booked a Space Only stand it is mandatory that you provide your own carpet, electrics, stand build, furniture etc. We strongly suggest you arrange this through the official contractors, Beijing Sidex, as all other contractors are subject to strict regulations and will be required to submit full details to the official contractors – see the stand fitting section for full details. If you wish to change your type of stand from space only to shell scheme, please contact Jane Carter on Tel: +44 (0)20 8846 2902 or jcarter@tarsus.co.uk

Please submit a copy of your stand plans, along with all other information required as per the stand fitting section, to Eric Thong at sidex@163.net.

Note - long runs of walling along open perimeters of stands are not permitted. Only 50% of any open side is permitted to be a solid wall. Where long runs of walling are present along open sides they must be relieved by display items and not left in plain colours.
If perimeter walling is more than 1.5m high, it must not occupy more than 50% length of any one side. If long runs of walling are essential and are over 50% of the length of stand, they must be recessed by 0.5m from the perimeter of the stand and will be subject to written approval by the Organisers
For stand walls (above 1.5 metres in height) that are on a gangway facing another exhibitor’s stand, these should either have natural breaks, glazed panels or other such features

Stand sharers
It is important that you let us know who your stand sharers are, and register them a sharer on the online exhibitor system to obtain their show guide entry. You are responsible for letting us know the details of the stand sharers on your stand, please do this by completing the form in the forms section. Please note that stand sharers do not receive a copy of this manual. To avoid confusion and duplication, we ask that only main stand holders order items from the contractors (such as electrics etc). Therefore please liaise with your sharers and ensure you order any items they require on their behalf.

Stand personnel/temporary staff
Interpreters stand attendants and security guards can be ordered using form B3 in the forms section. Please note the deadline for orders on this form is 20th March 2019. Please ensure you order an exhibitor badge for all personnel working on your stand – see section 3.

The exhibition has been sold on the basis of either ‘space only’ or ‘shell scheme package’. Your stand dressing should be contained within your shell scheme stand – i.e. should not be more than 2.35m in height.

Walling in on open sides (Open frontages):
Long runs of walling along open perimeters of stands are not permitted. Only 50% of any open side is permitted to be a solid wall. Where long runs of walling are present along open sides they must be relieved by display items and not left in plain colours.
If perimeter walling is more than 1.5m high, it must not occupy more than 50% length of any one side. If long runs of walling are essential and are over 50% of the length of stand, they must be recessed by 0.5m from the perimeter of the stand and will be subject to written approval by the Organisers.
For stand walls (above 1.5 metres in height) that are on a gangway facing another exhibitor’s stand, these should either have natural breaks, glazed panels or other such features
COTTM 2019: Standard shell scheme booth:

SHELL SCHEME PACKAGE consists of:
- Rear & dividing walls in white laminated panels with white aluminium system poles. The panels are approximately 1m wide by 2.5m in height. 
  *However, for graphic purposes, the panels are 95cm by 235cm.*
- Grey stand carpet
- Red fascia board to include cut-out medium letterings of company’s name and stand number
- Please complete the shell scheme name-board form (Form B5) found in the order form section. If you wish your company name to also appear in Chinese characters, you will need to supply the Chinese characters also.

6–17sqm Stands will receive the following package items:
- One white square table
- Two white folding chairs
- One waste paper basket
- Two fluorescent light tube
- One information counter (without lockable storage cupboard, not suitable for valuable items – for general storage only)
- One 5 amp/220v single phase 3 pin socket

For larger stands, you will receive this package for each complete multiple of 9sqm space occupied (18sqm stands will receive 2 packages, 27sqm will receive 3 packages etc.)
ADDITIONAL SHELL SCHEME OPTIONS

The shell scheme optional extras are included on the shell scheme additions order form (Form B2). Please note there is a deadline for this form of 20th March 2019

Exhibitors using the shell scheme service should complete and return this order form only if they require any additional interior work i.e. office/storage area, fasteners for hanging graphic boards etc, or shelving. A sketch showing the position of any shelving, modular partitions, doors etc must be provided using the Service Location plan (Form B5) in the order form section.

SHELL SCHEME STAND REGULATIONS/GUIDANCE NOTES

a) No additional stand fittings or display may be attached to the stand shell structure, by means which will incur permanent damage i.e. No drilling, nailing, wall papering, self adhesive tape etc will be allowed, so please ensure that you have enough chains, hooks etc. to hang posters and other displays. The cost of repair or replacement of damaged equipment will be charged to the exhibitor.

b) No financial credit will be given for items included in the type of stand booked which are not utilized. Please refer to your contract, which will detail the equipment already included in your stand. If required additional services and equipment can be ordered, please refer to the Order Forms at the end of this manual.

c) To stabilize construction it might be necessary to include additional supporting poles and beams or wall panels (up to 3m free standing only) which are not necessarily shown on our stand layouts. Should you need to remove these supports temporarily due to the delivery of large exhibits on to your stand you must have the permission of the stand constructor before and make sure that all possible safety measures are taken.

d) Keys for folding or hinged doors and/or locks for cupboards and/or showcases can be collected from the stand constructor’s office onsite against a returnable deposit of US$10 for a key and US$20 for a lock.

e) Any change to the type or colour of the floor covering provided must be by prior negotiation with Beijing Sidex contractor and any costs incurred must be paid directly by the exhibitor.

f) An exhibitor occupying a corner booth will automatically have the sides exposed to the gangways open to visitors, with an overhead fascia board displaying their company name.

g) Exhibitors are not permitted to attach anything to shell scheme structure or any part of the building. Please ensure you check your stand position on the floor plan for any obstructions/fire hydrants.

H) Height restrictions apply in the venue, the maximum height of a space only stand at COTTM2019 is 4.0m
NB. HEIGHT RESTRICTIONS APPLY
The maximum build height for space only stands is 4.0m. You must ensure this information is passed to your stand contractor, to ensure that your stand design is suitable and will fit within the height restrictions.

If you have booked a Space Only stand you will need to order your own carpet, electrics, build, furniture etc through the official contractor or an approved contractor. We suggest for convenience you use the official contractor – Beijing Sidex. If you use a different contractor, it is imperative that you pass this section to the contractor of your choice as it contains vital information regarding the paperwork which MUST be completed and approved in advance.

You should also consider that if you choose not to use the official contractor, you will be responsible for overseeing that your chosen contractor complies with all legislation and builds the stand safely and within the allocated build up and breakdown period.

If you wish to change your type of stand, please contact Jane Carter on +44 (0)20 8846 2902 or jcarter@tarsus.co.uk

Choosing a custom design & build stand contractor
If you are interested in an individually designed innovative and original exhibition stand, please contact our official stand contractor.

Beijing Sidex Exhibition Service Co Ltd
NO.2A Zhonghuan South Road, Wangjing, Unit 1106, Chao Yang District, Beijing China 100102
Tel: (8610) 8459 2408 / 09 / 10
Fax: (8610) 8459 2411
Email: sidex@163.net

Please note that if you wish to engage your own stand contractor, apart from the official recognised stand contractor, additional regulations must be abided by as follows. Please ensure your contractors are aware of these regulations:

- Provide elevation plan, electrical layout, perspective drawing, a sample of materials used for stand 40 days before move-in date.
- Carpet must be treated to be fire retardant and fire certificate provided. No double-sided tapes are allowed for securing carpet to the floor; only black tapes shall be used.
- For electricians, they must have locally recognized electrician certificate. A sample of all wires must be submitted for approval 40 days before move in.
- A hall management charge will be imposed as it is a standard charge by the hall and a US$5,000 cash deposit must be given before move in. The cash deposit will be refunded immediately after the show, providing that all services (electrics etc) have been paid in full, all waste material has been removed and no damage has occurred to the venue.
- A list of contractor names and 2 copies of their respective photographs (international passport size) must be given to the official contractor. The issuing of passes will be from Beijing Sidex and at a nominal charge. No construction, sawing, painting is allowed on site unless approved by Beijing Sidex.
- Unauthorized or illegal contractors are not allowed on site construction. For contractors who wish to do construction, the register of company certificate (photo copy) must be submitted to Beijing Sidex.
- If light boxes are used on the stand, they must have heat dissipating facility.
- If temporary power is required during the stand build up, this must be applied for through Beijing Sidex. Such power will be connected only by Beijing Sidex, and no other contractors are allowed to tap any power to their stands without the approval of Beijing Sidex.
- No smoking is allowed within the hall. Offenders could be fined and barred from the hall by the security personnel.

a) Upon receipt of this manual, you are required to advise immediately the name of your stand builder, address, contact name, telephone and fax number to Beijing Sidex Exhibition Service Co., Ltd. Please note that Beijing Sidex Exhibition is the only recognised official stand contractor, the contact details are as follows:

Beijing Sidex Exhibition Service Co Ltd
NO.2A Zhonghuan South Road,Wangjing,Unit 1106,
Chao Yang District, Beijing China 100102
Tel: (8610) 8459 2408 / 09 / 10
Fax: （8610）8459 2411
Email: sidex@163.net

b) Floor covering (e.g. Carpet) and also rear and side walls of a minimum height of 2.5m must be provided by the exhibitor or his stand builder.

c) Construction may exceed a height of 2.5m, but only with the permission in writing from Beijing Sidex and final approval by the local authorities, after receipt of the proposed stand design, prior to the exhibition. Submission should reach Beijing Sidex 40 days before move-in and approval will be notified 30 days before move-in.

d) If the reverse side of your wall/s exceeds the height of those on neighbouring stands (i.e. if it exceeds 2.5m in height) must be made good, in plain neutral colours with no logos or advertising. No part of the stand structure may extend beyond the boundaries of the site allocated.

e) The outer surface (wall panels 2.5m height) must be decorated if visible from the aisles. If the back of the exhibitor’s wall is taller than the company on the stand behind, the top part overlooking this other company must be finished in a neutral colour with no logos.

f) Three copies of the technical stand layouts indicating all measurements including heights have to be presented to Beijing Sidex for approval latest 40 days before move in dates.

g) The position of entry points for ordered electricity, water, telephone connections etc. must also be clearly marked on the stand layouts. All electrical connections must be done by Beijing Sidex only. Beijing Sidex has the exclusive right for water connection and electrical connection.

h) Attention! There are also special rules in the NAEC for the approval of space only stands, not built by the official contractor (Beijing Sidex). Plans must be presented to Beijing Sidex no less than 1 month before the show. To find out exactly which documents are needed, in what format and details about the approval procedure, please contact Beijing Sidex at sidex@163.net

Regarding fire safety and safety of stand construction and electrical equipment please contact Beijing Sidex at E-mail: sidex@163.net
i) Before erecting your stand or placing your outdoor exhibits, the Tarsus or Beijing Sidex on- site office must be contacted to ensure that the correct space will be occupied. If a stand is built in the wrong space and Tarsus or Beijing Sidex had not been contacted before, you will be forced to dismantle your stand at your expense and build it up again in the correct space.

j) We do not provide fascia panels for space only sites. The exhibitor and/or his stand constructor have to ensure that the stand prominently displays the name of the exhibitor as well as the stand number to the aisles.

k) Exhibitors or their stand builders are not allowed to use double-sided sticky tapes to secure carpet to the floor. The cost of repair or replacement of damaged pavilion facilities/equipment will be charged to the exhibitor and the damage fee will be subtracted from the US$5000 deposit.

l) Double Decker stands are not permitted by the venue.

m) No part of any structure may extend beyond the boundaries of the site allocated.

n) The minimum width of the gangways in the exhibition hall is 3.5 meters. The main gangway width is (minimum) 5 meters. The width of the gangway facing opening stands on the four sides of the exhibition hall is 3.5 metres. COTTM2019 has a maximum build height of 4.0 metres for space only stands. For further information on this, please contact Sidex sidex@163.net

o) Minimum distance between the protruding parts of the venue wall and start of the stand is 1 meter. In case there is a power switch board behind your stand panel, a 1 meter wide passage should be left and permission must be granted by Beijing Sidex.

p) The name and stand number of the exhibitor should be prominently displayed. This is mandatory for space only stands.

q) Columns, pillars, fire points and/or utility connection points may not always be conveniently located with regards to the stands allocated. This may result in longer lengths of cables and pipes being visible: possibly across your stand.

r) No suspension may be made from the ceiling of the exhibition hall nor may be made to the floor, walls or any other part of the building. For sponsorship opportunities, please refer to http://www.cottm.com/sponsorship.
**Design of Stand and Fire Safety/Electrical Regulations**

Employment of labour
Exhibitors must ensure that their Contractors and sub-Contractors conduct their industrial relations in accordance with best practice. Any person who, in the opinion of the Organiser, is carrying out work contrary to the requirements of the Organiser and of the local or other competent authority and of the Landlords of the building, will be required to stop immediately and may be directed to leave the exhibition site. We suggest you use the officially recommended contractors.

General
The design of the stand must be such that the stand can be erected and dismantled within the time given. Note that excessive overcharge costs (US$900 per hour) are charged by the venue. The build up times for space only stands are in Section 2 of this manual.

Height limits & partition walls
All space only exhibitors are required to construct free standing partition walls between their own & adjoining stands. These must be to a minimum height of 2.5m & a maximum height of 4.0m. There is a maximum build height of 4.0m at COTTM2019, please contact Sidex for further information sidex@163.net

Note: Where partitioning walls are constructed over 2.5 m in height, it is the responsibility of the exhibitor constructing the wall to dress the rear of the partition wall down to a height of 2.5 m in a neutral colour (normally white or very light grey).

Maximum height includes platforms and the use of flags and balloons. Logos and branding are not permitted on the rear face of partition walls when these walls overlook neighbouring stands.

Walling in on open sides (Open frontages):
Long runs of walling along open perimeters of stands are not permitted. Only 50% of any open side is permitted to be a solid wall. Where long runs of walling are present along open sides they must be relieved by display items and not left in plain colours.

If perimeter walling is more than 1.5m high, it must not occupy more than 50% length of any one side. If long runs of walling are essential and are over 50% of the length of stand, they must be recessed by 0.5m from the perimeter of the stand and will be subject to written approval by the Organisers.

For stand walls (above 1.5 metres in height) that are on a gangway facing another exhibitor’s stand, these should either have natural breaks, glazed panels or other such features

Space Only stand numbering
All space only exhibitors must display their company name and stand number prominently on their stand so that they can be viewed from each approaching gangway. This will assist visitors in locating their position within the hall and finding the stands they wish to visit.

Obstructing gangways & stand platforms
No part of any stand or exhibit, including fascia, signs, lighting, corner posts, etc, shall project into or over the gangway or obscure any fire or exit signs and the Organisers reserve the right to remove any such item. Platforms are essential in space only stand structures. The platform height may not exceed 100 mm (4”) but areas may be super-elevated for display purposes. Details of super platforms, above the height of 600 mm (24”) to which persons have access must be submitted to the Organiser for approval by the Authorities. Corners should be rounded off and platforms should incorporate a ramp into their design for disabled access to meet the requirements introduced under the recent Disability Discrimination Act.
The flooring must not be less than a nominal 25 mm (1") thick & be laid with close joints. Platforms must be of a strength and stability sufficient to carry and distribute the weight of the stand fitting, stand personnel, visitors and exhibits having regard to the loading limits of floors.

Doors and windows
To avoid accidents, all doors and windows along gangway edges must open inwards. Other doors and windows which open outwards should not exceed beyond the site boundaries and should have a vision panel.

Height and floor loading restrictions
There is a maximum build height of **4.0m** at COTTM2019 for space only stands. If you would like more on the stand maximum build height please contact Sidex sidex@163.net the maximum floor loading is 1500kg/sqm.

Fire safety & electrical regulations
Some stands will be provided with a fire extinguisher (water type) for the duration of the show, by the Fire Officer – it must not be removed. Exhibitors should ensure that their stand contractors & staff are aware of how to use these extinguishers & of the location of the fire exits & alarm points within the hall. Any exhibitor requiring a special type of extinguisher owing to the nature of their exhibits must make their own arrangements. Any exhibitors particularly concerned about the flammable nature of their exhibits are strongly advised to bring their own fire extinguishers. Please note as standard exhibition rules and COTTM is no exception, all materials used to build the stand should be fire-retardant.

1. Exhibitors are responsible for fire safety and compliance with fire safety regulations during installation, actual operation and dismantling of fairs and exhibitions.
2. Compliance with the present rules is supervised by the technical personnel of Beijing Sidex, the management of the exhibition and by the state fire protection authorities.
3. The exposition plan of space only stands shall be submitted by the exhibitor or his stand builder to Beijing Sidex as regards fire safety regulations at least two months before the announced commencement date of installation.
4. The layouts of closed and open expositions to be submitted by foreign participants shall be required to indicate:
   a) The layout of exhibits, offices, various auxiliary premises (cinema hall, film projecting rooms, kitchen, dining rooms, restaurants, bars, information desk). Showing all dimensions and tied up with a particular exposition area.
   b) Location of evacuation exits, fire hydrants, internal fire cocks and power cabinets, according to the copy of the pavilion plan from Beijing Sidex. Unobstructed access to the exits, fire hydrants, internal fire cocks and power cabinets and an adequate zone required for their normal operation must be provided.
   c) Exhibits displayed in operation, operation principles of engines, fuel and lubricants used, and raw materials processed.
   d) Conventional signs and symbols to easily read drawings and the necessary legends.
   e) Exposition plans shall be submitted in triplicate.
   f) The legends and inscriptions in the plans shall be made in English.
5. No radioactive, inflammable and explosion-hazardous materials are permitted at the exhibition.

6. Stationary stand structures may be made of conventional building materials (fire-retardant). Fireproof and slow burning materials shall be used for finishing the interior of stands, offices, podiums, ceilings and fencing. All flammable materials must be treated with a fireproofing compound. The use of draping materials from flammable plastics which are not susceptible to treatment with fireproofing compound, shall not be allowed.

8. During installation and dismantling of exhibits, the approach ways (passages) pavilions shall be kept vacant. Unneeded transportation crates, packaging and other materials and equipment shall immediately be removed from the pavilions.

9. Threshold and turnstiles shall not be set up in evacuation and visitor traffic paths. Aisles for visitors shall have a width of at least three meters and a circular layout and offer free access to evacuation passages, power cabinets, fire boxes and other fire fighting facilities. Stairwells, evacuation exits, passages, corridors and vestibule should always be kept free from any objects preventing the flow of people.

10. The use of electrical devices for making tea or coffee shall be allowed only in rooms specially allocated for these purposes by agreement with the fire safety service. Gas-fired devices are strictly prohibited.

Electrical heating devices, refrigerators and air conditioners shall be connected separate networks equipped with starting protection devices.

11. Exhibition stands shall not be adapted to purpose such as: Construction of storage and workshops; Storage of combustible and flammable liquids; Installation of combustible gas containers; and demonstration of operating exhibits using naked flame is strictly prohibited.

12. If the permissible current of low-power electrical devices (electric motors, transformers, etc.) mounted on an electrically powered stand is below the rated value of the automatic protection device of the network, additional electrical protection shall be provided. All electrical units shall be adequately grounded.

13. In the absence of a threat of mechanical damage being done to open electric networks, it shall be allowed to use cables clad in a non-combustible or slow burning out sheathing.

All wire and cable connections and tapings shall be made by welding, soldering, moulding or the use of special-purpose clamps. Wire and cable strands must be reliably insulated at connecting and tapping points.

14. Mobile power equipment shall be connected with the use of flexible conductor safely protected against mechanical damage. All power installation devices (distribution boxes, sockets, etc) used must be certified products only.

15. Electric lighting devices adapted to fire-hazardous premises of class P-P shall be used for illuminating the hall and stands.

It shall not be allowed to use diffusers made of acrylic plastic, polystyrene and other flammable materials in lighting fixtures.

The distance between intensifying lighting fixtures and combustible or slow burning surfaces shall be equal to at least 30 cm.
16. Demonstration of operating models and units using flammable liquids or combustible gases in exhibition halls are not allowed unless through special approval with the provision that these are pumped via pipelines from containers installed outside the building and the exhaust gases are vented to the outside.

Installation and demonstration of fire-hazardous exhibits and processes (welding and soldering jobs, other jobs involving naked fire, combustible solvents, etc.) shall be subject to approval by the COTTM show management.

17. Storage of promotional materials and goods shall not be arranged in the pavilion buildings. They shall be kept in office premises in quantities not exceeding daily requirements.

Exhibits, standby equipment, crates and packages shall be stored outside the pavilions or in specially allocated premises.

18. Smoking inside exhibition pavilions will not be allowed unless in places specially allocated for the purpose and in negotiation rooms provided with ashtrays. No smoking is allowed in the venue at all.

19. Welding and other fire-hazardous jobs shall be carried out with written authorization of the fair or exhibition management and existing fire safety regulations shall be carefully followed in the process.

20. If the design of an exposition does not meet the present regulations, the exhibition management shall be entitled to demand from the exhibitor and/or his stand builder that the exposition be dismantled, or closed down with immediate effect if during event timings.

21. All fair and exhibition participants shall be required to know and follow fire safety regulations and know how to behave in case of a fire and use first-hand fire-fighting means.

Penalties shall be imposed on foreign representatives by State Fire Fighting Service bodies in legally established procedure for the breach of fire safety regulations.
Audio visual (Form B2) – Deadline 20th March 2019
Beijing Sidex is the recommended supplier of Audio Visual equipment, including computers, plasma screens 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 for a quotation.

Electrical services (Form B2) – Deadline 20th March 2019
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 shell scheme stand space ordered:
- 2 x Fluorescent lights
- 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 30mins after the show has closed. At 17:30hrs each day. See also electrical regulations in the stand fitting section.

Flowers & plants (Form B2)
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 - Order form B2 in the forms section can be used to order plants.

IT & Computer equipment (Form B2) – Deadline 20th March 2019
Beijing Sidex is the recommended supplier of IT equipment and can arrange internet connectivity on your behalf.

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 B2) – Deadline 20\textsuperscript{th} March 2019
You can order telephone connections through Beijing Sidex, please email your requirements to 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.
Section 7

**Freight and Shipping**

Customs Clearance

CEVA Showfreight has been appointed as the official customs brokers for the exhibition. For further information, please contact them on:

**UK contact:**
Graham Ridge
International Operations Manager
CEVA Showfreight
Unit 3A, National Exhibition Centre
Birmingham, B40 1PJ
United Kingdom
Tel: +44 (0)1322 312058
Fax: +44 (0)1322 312057
Email: graham.ridge@cevalogistics.com

**China contact:**
Rain Tian
General Manager
APT Showfreight (CEVA China agent),
Beijing, PR China
Tel: +86 (10) 5158 1473 Ext. 106
Fax: +86 (10) 5158 1483
Mob: +86 (13) 51102 6875
Email: rain.tian@aptshowfreight.com
Website: www.aptshowfreightlogistics.com

Delivery of exhibits
Please note that shipping goods to China takes time, due to the distance involved. It is far cheaper to ship items by sea than send them air freight, but you must allow approximately 4 weeks for this service. Therefore we strongly recommend you contact CEVA Showfreight and arrange your freight delivery as soon as possible in order to secure the most cost effective price.

Lifting and handling
CEVA Showfreight has been appointed as the official Lifting contractors for the exhibition. Please see their tariff in the Shipping Instruction and Tariff document found in this section of the manual.
They will be able to advise you of your local CEVA Showfreight agent. Remember that it takes time to ship goods to China; please ensure you contract their services as soon as possible to ensure your goods can be sent in time for the exhibition. Please also note that strict regulations apply on the shipment of goods to China, and you may need to complete additional paperwork and allow extra time for complex customs clearance procedures – please contact CEVA Showfreight as soon as possible to begin arrangements.

CEVA Showfreight has been appointed as the official freight forwarder for COTTM2019 and offers a comprehensive range of services including customs clearance, transportation, on-site handling and re-export arrangements.

CEVA Showfreight recommends that you engage the services of their overseas offices and agents worldwide for a complete logistics package for your exhibits ‘door-to-door’ from your country to your exhibition stand in China. If you decide, however, not to use the recommended agents, please pass this information to your freight forwarder for their compliance so that your exhibits can be correctly dispatched and consigned to CEVA Showfreight. This is extremely important, to help your goods pass through customs.

CEVA Showfreight would be delighted to provide a quotation for your requirements, please contact them directly and they will put you in touch with your local agent who will guide you through the process of shipping your goods.

PLEASE NOTE THAT ADDITIONAL REGULATIONS AND PROCEDURES APPLY FOR SHIPPING GOODS TO CHINA – THE INFORMATION THAT FOLLOWS IS SIMPLY A SUMMARY OF THE KEY POINTS. FOR EXAMPLE, DUE TO CENSORSHIP REGULATIONS ALL LITERATURE/FILMS/SLIDES/VIDEO TAPES AND GIVE-AWAY ITEMS MUST BE SUBMITTED TO CHINESE CUSTOMS IN ADVANCE FOR PRIOR APPROVAL.

CEVA SHOWFREIGHT’S SHIPPING AGENT IN YOUR COUNTRY WILL BE ABLE TO GIVE YOU MORE DETAILED INFORMATION ON THE PAPERWORK AND PROCEDURES TO BE FOLLOWED.

PLEASE CONTACT THEM AS SOON AS POSSIBLE

Handheld items through customs
Please note - Exhibitors who hand-carry significant exhibits to Beijing should pass through the RED CHANNEL at the airport customs and declare the exhibition goods. Please prepare a set of “Declaration Form for Temporary Import Exhibits” for hand carried items.

The Beijing airport Customs might detain the hand-carried exhibits and will issue a receipt to the exhibitor. Exhibitors should pass the receipt to the CEVA Showfreight representatives on site at the exhibition who will arrange customs clearance and pick up the hand carried exhibits from the airport for delivery to the exhibitor’s booth under bond. Those exhibits will only be released to exhibitors after the examination by Customs at the National Agricultural Exhibition Centre. The charges for this service will be collected on the exhibition site from the exhibitor directly. After the exhibition, CEVA Showfreight can arrange the customs clearance and take the hand carried items to Beijing Airport and meet the exhibitors in front of the gate of the red channel, to help them through the customs procedure.
COTTM2019: Official Contractor Details, Information & Forms

Attn: Mr. Eric Thong
Tel: (86 – 10) 8459 2408/09/10
Add: No. 2A Zhonghuan South Road, Wangjing, Unit 1106, Chao Yang District
Fax: (86 - 10) 8459 2411
E-mail: sidex@163.net
Beijing 100102. China

SHOW SERVICES:

· Exhibition Design/Construction        · Audio Visual Equipment/Engineering
· Project Management/Consultancy       · Graphics Production/3 Dimension Booth Design
· Electrical and utilities             · Furniture
· Telephone                             · Custom Booth and Pavilion Design and Construction

Note: Prices include installation, rental and removal.

SPECIAL DESIGN FURNITURE/ DISPLAY AIDS & GRAPHICS:
Besides standard furniture items available for rental, Beijing Sidex will provide a quote, without obligation, should you require any special furniture display aids and graphics. Exhibitors may want to order sufficient barricade posts and chairs to close off their stands because of the large number of visitors who attend shows in China.

CANCELLATION POLICY:
Items cancelled will be charged at 50% of original price after move-in begins and 100% of original price after installation.

PAYMENT INFORMATION:
1) All orders must be accompanied with full payment via Telegraphic Transfer to Beijing Sidex by March 10, 2019
   Beneficiary’s Name : Beijing Sidex China.
   Beneficiary’s Bank: Bank of China Beijing Lido Hotel Sub-Branch
   ACCT No: 3454 5600 6922
   SWIFT CODE: BK CH CN BJ 110
   Bank Address: Jichang Road, Jiang Tai Road, Lido Holiday Inn, Beijing, China
   ZIP : 100004
   Orders without remittance will not be entertained.
2) Late order: a 30% surcharge will be charged for orders received after the deadline.
   For on-site orders a 50% surcharge will be imposed
3) Where it is not otherwise stated, the prices are for the duration of the exhibition days.
4) All electrical fittings must be done by Beijing Sidex Exhibition Service Co., Ltd.
5) Exhibitors who order on-site must pay on-site with cash. No credit cards will be accepted.

LATE ORDERS:
For late orders received after March 20th 2019 we do not guarantee availability and an additional 30% surcharge will be levied for orders received after the deadline.
* THIS SURCHARGE WILL BE UP TO 50% ONSITE.
Shell Scheme Booth Information

Standard Furniture / Fittings include:

Wall panel: Per one metre aluminum railed white standard wall panel is 950 mm wide and 2360 mm high and supported by white alloy aluminum uprights (Any corner booth will be fixed one more fascia board instead of wall panel).

Fascia board: The standard 3 metre fascia board is 200 mm high and 2,930 mm long for carrying company name and booth number. Different booth size and orientation may require different number of this 3 metre fascia boards. See the Fascia Board Form for detail. Please return the completed form to Beijing Sidex Exhibition Service Co., Ltd. by fax or email before March 20, 2019. Extra fees will be charged if applications exceed the deadline and for request for changes on-site.

Carpet: Each shell scheme booth has a carpet floor (The floor in the booth is grey)

Furniture: Each shell scheme booth is equipped with one Information counter, one square table, two chairs and one wastebasket.

Power resource: Each shell scheme booth is equipped with two 5A/220V outlet.

Lighting: Each shell scheme booth consists of one fluorescent lamps

Standard shell scheme booth visual: