

Rail+Metro China 2021

Official Contractor's Booth Construction Application Forms

Rail+Metro China – Nov 20-22, 2021

Shanghai Convention & Exhibition Center of International Sourcing

Raw Space & Shell Scheme Booth Regulations and Forms

Shell scheme booth

Form C1	Facial Board Form
Form C2	Furniture Rental Form
Form C3	Electrical Appliances
Form C4	Shell Scheme Location Plan
Form C5	Facilities Location Plan
Form C6	Raw Space Exhibitor

Raw Space booth

Att 1	Notice for Raw Space Exhibitor
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Official Show Contractor Bank Account information:

Account Name:	Shanghai Grand Events Exhibition Co.,Ltd.
Account No:	3100 1551 7000 5000 6782
Bank:	China Construction Bank Corporation Tianlin Branch
Bank address:	No. 16 Tianlin Road, Xuhui District, Shanghai
Swift Code:	PCBCCNBJSHX

Form C1 Facial Board Form

Deadline: November 12nd, 2021

Please return by email to: Mr. HongYi Tang

Tel: +86 21 5418917308267 | Fax: +86 21-54222716

TeamD@grandeevents.com.cn (Subject : Rail+Metro China 2021 + Booth Number)

Company Name:	
Contact Person:	Tel:
Fax:	Area:
Email:	Booth No:

Booth No.

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Chinese

[illegible]

English

I have read this form carefully

Authorized Signature & Official Stamp

Date _____

Notes:

- 1、 Please print or fill in with capital letters;
- 2、 All exhibitors with standard booths must fill in this form;
- 3、 Please return to Shanghai Grand Events Convention & Exhibition Service by fax before deadline;
- 4、 **Please fill it carefully. Onsite change will cost RMB200 for each.**

Form C2 Furniture Rental Form

Deadline: November 12nd, 2021

Please return to: Mr. HongYi Tang

Tel: +86 21 5418917308267 | Fax: +86 21-54222716

TeamD@grandevents.com.cn (Title : Rail+Metro China 2021 + Booth Number)

Company Name:	
Contact Person:	Tel:
Fax:	Area:
Email:	Booth No:

Item	Description	Quantity	Unit Price (RMB)	Total
01	Information Counter 750mmH		100.00	
02	Information Counter 1000mmH		120.00	
03	Round Table		120.00	
04	Square Table		100.00	
05	Lockable cupboard		120.00	
06	Rectangular table		120.00	
07	Folding Chair		30.00	
08	Black Leather chair		60.00	
09	Bar Stool		80.00	
10	Table Showcase		250.00	
11	Tall Showcase1		400.00	
12	Shelf Rack		300.00	
13	Literature Rack		120.00	
14	Shelf		50.00	
15	Diagonal		50.00	
16	Trough plate		350.00	
	Hook		30.00/10	
17	Hole hole plate		250.00	
	Hook		30.00/10	
18	Wall Panel		80.00	
19	Folding door		200.00	
20	Socket		100.00	
21	Fluorescent Lamp (40W)		100.00	
22	LED Long-Arm Spotlight		100.00	
23	300W Floodlight		300.00	
24	Drinking Fountain plus a bottle and deposit		300+300(Deposit)	
	Bottled water		25.00	
25	Plasma Displayer 42"plus a deposit		1000.00+1000.00(Deposi	
26	Ice Box plus a deposit		800.00+500.00 (Deposit)	



GRAND EVENTS
ADVERTISING MEDIA

家具租赁
Rental Furniture



问询桌 Information Counter
1000L x 500W x 750Hmm

问询桌 Information Counter
1000L x 500W x 1000Hmm

玻璃圆桌 Round Table
800Φ x 780Hmm

铝料方桌 Square Table
700L x 700W x 760Hmm



锁柜 Lockable cupboard
1000L x 500W x 750Hmm

长方桌 Rectangular table
1400L x 700W x 750Hmm

折椅 Folding Chair
510L x 470W x 450Hmm

黑皮椅 Black Leather chair
570L x 440D x 455SHmm



吧椅 Bar Stool
460L x 400D x 455SHmm

矮身玻璃饰柜 Table Showcase
1000L x 500W x 1000Hmm

高身玻璃饰柜 Tall Showcase
1000L x 500W x 2000Hmm

高身玻璃饰柜 Tall Showcase
500L x 500W x 2000Hmm



层板架 Shelf Rack
1000L x 500W x 2000Hmm

资料架 Literature Rack
300L x 1100Hmm

平层板 Shelf
1000L x 300Wmm

斜层板 Diagonal
1000L x 300Wmm



GRAND EVENTS
ADVERTISING MEDIA

家具租赁
Rental Furniture



槽板 Trough plate
1000L x 2500Hmm



槽板钩 Hook



洞洞板 Hole hole plate
1000L x 2500Hmm



洞洞板挂钩 Hook



围板 Wall Panel
1000L x 2500Hmm



带锁折门 Folding door
1000L x 2000Hmm



饮水机(含一桶水
Drinking Fountain plus a bottle
and deposit



等离子显示器42寸
Plasma Displayer 42"plus a
deposit



插座(五孔) Socket



日光灯 Fluorescent Lamp
40W



长臂射灯 Long-Arm Spotlight
100W



金卤灯 Floodlight
300W

Form C3 Electrical Appliances & Gas & Water Form

Deadline: November 12nd, 2021

Please return to: Mr. HongYi Tang

Tel: +86 21 5418917308267 | Fax: +86 21-54222716

TeamD@grandevents.com.cn (Title : Rail+Metro China 2021 + Booth Number)

Company Name:	
Contact Person:	Tel:
Fax:	Area:
Email:	Booth No:

Item	Description	Quantity	Unit Price (RMB)	
01	15A/380V Three Phase Socket (for Lighting)		945.00	
02	32A/380V Three Phase Socket (for Lighting)		1215.00	
03	63A/380V Three Phase Socket (for Lighting)		2430.00	
04	100A/380V Three Phase Socket (for Lighting)		4320.00	
05	150A/380V Three Phase Socket (for Lighting)		6210.00	

Note: 1. Applying for electricity and water outside the exhibition hall will be charged 50% surcharge.

2. Air compressor application outside the exhibition hall is not acceptable.

Electrical Appliances Order Notes:

- All electrical rental orders must be set up by the designated service provider, 220V single phase socket cannot be used for lighting feeder.
- The exhibitors who rent three phase socket please send the location map of the socket to Shanghai Grand Events Convention & Exhibition Service Co., Ltd. by fax no later than **Sep 08th, 2021**. If the socket need to be replaced extra fee will be charged.
- All orders for payment will be charged by Grand Events Convention & Exhibition directly.
- Offers subject to the change of the venue.
- Late orders (received after November 12nd, 2021) will be surcharged 50% surcharge of the total amount.**
- All orders must be paid by the following methods, otherwise the order is invalid:
 - Check to the Shanghai Grand Events Convention & Exhibition Service Co., Ltd.
 - Cash
 - Transfer to our company bank

Account Name:	Shanghai Grand Events Exhibition Co.,Ltd.
Account No:	3100 1551 7000 5000 6782
Bank:	China Construction Bank Corporation Tianlin Branch
Bank address:	No. 16 Tianlin Road, Xuhui District, Shanghai
Swift Code:	PCBCCNBJSHX

- Full payments must be settled. Orders without remittance will not be processed.

8. The above price is for the rental of the entire exhibition.
9. All of the furniture of the exhibition period and power supply unit must be notice:
 - a. All items are for rental only, items must be kept intact.
 - b. About water and gas, Exhibitors are required to be responsible for connecting to a regulator.
 - c. Exhibitors who have particularly sensitive equipment, it is recommended to install the regulator to control voltage.
 - d. Exhibitors who need special water temperature and pressure on the water, must provide their own device.
 - e. Any dissatisfaction on the rental furniture and fittings must be noticed one day before the exhibition, otherwise it is regarded as in good condition.
 - f. Exhibitors are not allowed to have unauthorized installation of spotlights and fluorescent, if special lighting needed please contact official contractor.
 - g. Exhibitors must have the map indicate the location of the power sockets and other facilities, if exhibitors do not provide installation drawings before the deadline, we will determine the location and any move afterwards will be charged.

Deadline: November 12nd, 2021

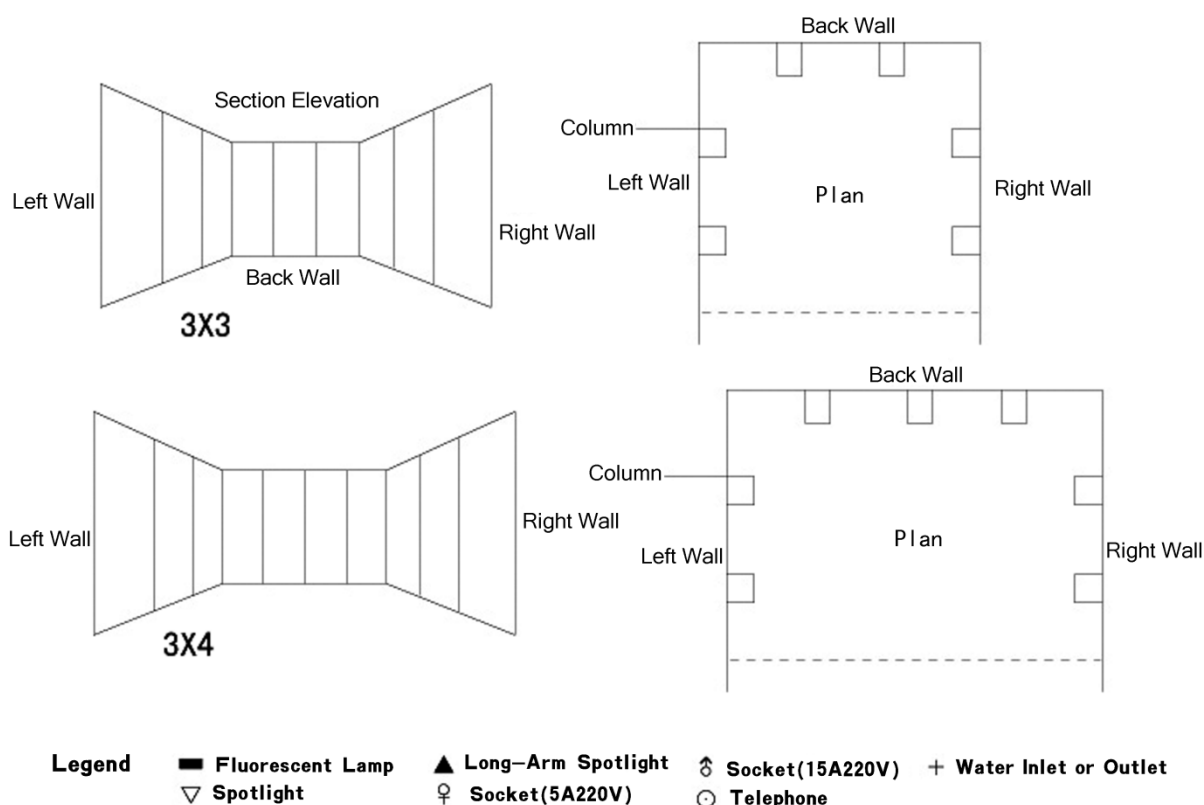
Please return to: Mr. HongYi Tang

Tel: +86 21 5418917308267 | Fax: +86 21-54222716

TeamD@grandevents.com.cn (Title : Rail+Metro China 2021 + Booth Number)

Company Name:	
Contact Person:	Tel:
Fax:	Area:
Email:	Booth No:

Location Plan



Note: Please mark out the location of the items you want, together with their quantity.

1. All items ordered are on rental basis and exhibitors are therefore responsible for any damages or losses.
2. **For water supply & air compressor, exhibitors are required to bring along their adapter for connection to their equipment. Exhibitors with very sensitive equipment are advised to bring their own stabilizer to cater for voltage fluctuation.**
3. Exhibitors have to bring their own special regulating units if they require very special water temperature or press.
4. **Any complain regarding rental furniture/installation must be lodged the day before the exhibition commences. Otherwise, all items are deemed to have been received in good order.**
5. Exhibitors are not permitted to fix their own lights. Special lighting supplied by exhibitors can be handed over to our company for installation at a nominal price.
6. Exhibitors are required to mark on the plan above the position of their electrical requirements. We will install at our discretion if we don't receive any instructions before move in. Any relocation on site of power & water connector/air compressor/telephone & broadband line supply is subjected to 50% of the on site price.

	Shell Scheme Booth Size (sqm)			
Standard Booth	9	18	27	36
Spotlights 100W	2	4	6	8
Socket (500W)	1	2	3	4
Information Counter	1	2	3	4
Folding Chair	2	4	6	8
Waste Basket	1	2	3	4

Booth Description

Floor	Booth carpeting
Booth wall	Booth carpeting size: 2500mmHx1000mmW framework of aluminum profiles, white panels. The panels and the framework can be hung publicity boards and other items, load-bearing surface panels shall not exceed 4 kg. size: 2340mmHx950mmW Notice: Booth installation, demolition, changes must be made by official contractor , and can only be used to build materials supporting
Facial	Facial size: 3000mmLx340mmH location: Above the ground 2200mm. Color: Framework of white panels of aluminum profiles. Lintel edition cover photo pattern. Lintel version of the display area 2930mmLx200mmH Notice: Booth installation, demolition, changes must be made by official contractor , and can only be used to build materials supporting.
Facial information	Facial text in Chinese and English text, text size will be adjusted accordingly to fit the size of the facial board. Notice: Please fill in the correct version of the text in this form.
Electrical	lighting: 2*100W long arm spotlights, power socket: 1*5A/220V. Notice: 9 square meters standard booth.
Furniture rental	Exhibitors should book in advance if they need to have some additional furniture for their booth, and pay the corresponding fee. For more information, please refer to Form 3.
Notice: Two sides open booth has two sides of the panels only.	

Important Notice to Exhibitors:

1. Additional Orders

Exhibitors should FAX return the order forms including additional furniture and electrical equipment on or before the deadline: **November 12nd, 2021**

2. Surcharge

Late Order

Any late order received after the deadline (**received after November 12nd, 2021**) will be subjected to 50% surcharge. If the exhibitor has an additional order, it will receive the payment notice from the official contractor as confirmation, or it will be regarded as invalid order

- Exhibitor will receive an invoice from the official contractor for confirmation if order have been placed. No reply will be assumed have no additional request.
- No exchange/refund on all items. All items provided are not exchangeable. You may choose all or part of the items listed. No refund for any cancellation items.
- Sockets are for exhibits only. Any power point and sockets are for exhibits only, and no lighting fixture is allowed to be connected by exhibitors from that.

6. No fixtures may be made to the wall panels. Brackets are suggested for the hanging of signs. Tape may be used for lighter items only.
7. No fixtures or nails are permitted. Screwing, drilling or nailing on any of the aluminum frame or wall panel is not permitted. Exhibitors will be liable for any damage to the stand/fixture and penalty will be charge at full price of the unite price.
8. Aluminum beams and post may run from the front to the back of the stand if necessary.
9. Electrical, water and air-compressors must be connected by the official contractor.

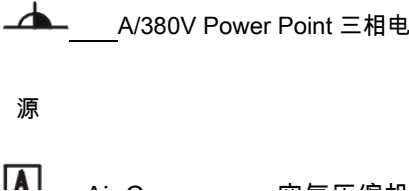
Form C5 Facilities Location Plan

Deadline: November 12nd, 2021

Mr. HongYi Tang

Tel: +86 21 5418917308267 | Fax: +86 21-54222716

TeamD@grandevents.com.cn (Title : Rail+Metro China 2021 + Booth Number)

Adjacent Booth NO.:	Adjacent Booth NO.:	
Adjacent Booth NO.:	Booth NO.:	
Adjacent Booth NO.:	Adjacent Booth NO.:	

Remark: Please mark out the location of the items you want to fix with their signs on the legend, together with their quantity.

Notes:

1. All items ordered are on rental basis and exhibitors are therefore responsible for any damages or losses.
2. For water supply & air compressor, exhibitors are required to bring along their adapter for connection to their equipment
3. Exhibitors with very sensitive equipment are advised to bring their own stabilizer to cater for voltage fluctuation.
4. Exhibitors have to bring their own special regulating units if they require very special water temperature or press.
5. Any complains regarding rental furniture/installation must be lodged the day before the exhibition commences. Otherwise, all items are deemed to have been received in good order.
6. Exhibitors are not permitted to fix their own lights. Special lighting supplied by exhibitors can be handed over to our company for installation at a nominal price.
7. Exhibitors are not allowed to fix the spotlights by themselves and the contractor will help do it. Location of facility is needed to be returned before the show, otherwise any changes onsite will incur charges

Form C6 Raw Space Exhibitor

Deadline: 12nd November, 2021

Mr. HongYi Tang

Tel: +86 21 5418917308267 | Fax: +86 21-54222716

TeamD@grandevents.com.cn (Title : Rail+Metro China 2021 + Booth Number)

Company Name:	
Contact Person:	Tel:
Fax:	Area:
Email:	Booth No:

Raw space exhibitors must submit to the official contractor the following form. All booth design (Specify the height and decoration materials) must be submitted to the official contractor before November 12nd, 2021 with color printed sheet or email. Once get the written permission of the organizer, the exhibitors are not be allowed to change afterwards.

Fill in the information:			
Exhibitor's details:			
Exhibiting Company Name:			
Booth Number:		Booth Size:	
Booth Height:			
Contact Person:		Tel:	
Contractor's details:			
Contractor's Company Name:			
Address:			
Contact Person:		Tel:	
FAX:		Mob:	

Special Notice

Dear Exhibitor:

In order to have a good conduction of the exhibition, there are some rules which raw space stand exhibitors should notice:

- According to the fire department rules: all the stands should use the fireproofing materials, wooden structure should be painting the fireproofing paint. Burring stretch fabric, elastic fabric should not be used. Stands should not be capped. Height limit is 4.4M, multi-layer structure not be permitted. Fire extinguisher should be fitted in stands. Exhibitors should turn off all the electronic equipments at the closing time otherwise venue has the right according to the fire department rules to cut the power supply. 24 hours power supply use should be book before set up.
- Electrical Appliances, Furniture Rental, etc should return the forms to us before the deadline (November 12nd, 2021). Late orders (received after November 12nd, 2021) will be surcharged 50% surcharge of the total amount. Drawings of the design is required to be sent to official contractor to check. Height limited is 4.4m. Ultra-high drawing (over 4.4m high or several level construction) will be charged an extra fee for drawing audit.
- Raw space exhibitor should notify in advance his contractor to lodge with the official contractor a construction deposit. The deposit is RMB 10, 000 or 20,000 . It can be paid by telegraphic transfer. Those who have completed the procedure can pick up “the deposit receipt” with their bank receipt at the service counter during the process of installation period. The deposit will be returned in one month after the move-out when the venue is left in good condition.
- The venue levies a management fee for contracted space by RMB 26.00/sqm. The working pass for contractor: RMB 55.00/badge. In order to save your precious time, organizer suggests you go through the relevant procedures prior to the exhibition. (Provide the copies of your ID card)
- Get the vehicle pass (Location: Gate 7 -unloading port on the 7th floor and gate 8 -unloading port on the 1st floor)

Design audit notice

- 1) Raw space exhibitors may use the official contractor or self chosen contractors to make the stand construction.
Please read the relevant notice.
- 2) The contractor exhibitors select shall be a legal enterprise, Should abide all regulations of the venue, and organizer.
- 3) Raw space exhibitors are required to submit before **November 12nd, 2021** all documents for approval of fire departments etc.

Documents include:

- Booth design drawings
- The facility layout tables, detailed annotation of the specific location of the facilities within the booth.
- Contractor details.
- Copy of business license and special types of license with company stamp
- "Shanghai New International Expo Center Security Responsibility"

Payment tips

- ★ **Construction deposit: More than or equal to 100 square meters is RMB 20000.00, under 100 square meters is RMB 10000.00.**

Before construction, designated contractor must pay construction risk deposit (clearing deposit) to official contractor, with this contractor can enter the hall.

The contractor will get the deposit back if it has not violate any regulations, has not damage any facilities, and move out the materials within the time line.

- ★ **Raw space construction management fee: RMB 26.00 / sqm**

To build two-story booth, Contractor has to pay the venue management fees of: **The second floor actual construction area * 2 + 1st floor actual construction area.**

- ★ **Contractor personnel passes (construction permit) RMB 55 / person**

This should be done 15 working days before the show, and all personnel must be wearing it all construction period.