



LABELEXPO

SOUTH CHINA 2020

SHOW TIMETABLE

BUILD UP:

Saturday 5 th December	09:00 – 18:00	Space Only Exhibitors
Sunday 6 th December	09:00 – 20:00	Space Only Exhibitors
Monday 7 th December	09:00 – 22:00	All Exhibitors

Please note:

SHELL SCHEME STANDS: Please do not arrive **before 09:00** on **Monday 7th December** as your stand will not be built

If you need to work later than the specified time, please contact the Organisers Office no later than 3pm on the day. **PLEASE NOTE THAT THE VENUE LEVIES VERY HIGH CHARGES FOR LATE WORKING WHICH MUST BE BORNE BY THE EXHIBITOR**

OPENING TIMES:

	Visitors	Hall Open to Exhibitors
Tuesday 8 th December	09:30-17:30	08:15-18:00
Wednesday 9 th December	09:30-17:30	08:15-18:00
Thursday 10 th December	09:30-15:30	08:15-18:00

Please note:

Electricity to supplies to stands will be turned off 30 minutes after the show closes each night. If you require 24-hour power, please specify this when ordering your electrics.

BREAKDOWN:

Thursday 10 th December	15:30–22:00	All Exhibitors
Friday 11 th December	09:00-15:00	All Exhibitors

Please note:

Electricity & compressed air supplies to the stands will be terminated at **16:00** on **Thursday 10th December**. If you require a temporary supply following that time, please contact ChanYeer for further details.



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GENERAL INFORMATION

Accommodation

Our official hotel for the show is the Crowne Plaza Shenzhen WECC. You can download the booking form from **Section 7- Accommodation** of this manual.

Approval of Stand Design

If you intend to build your own stand (other than shell scheme or package stand), you must upload the plans on the ChanYeer's e-system platform for approval of the design **no later than 12th October 2020**.

Please visit <http://e.chanyeer.com/exhibitor>

You will be sent the log in details to log in on the platform. If you need different log in details or if you have any questions regarding the e-system platform, please contact:

Tony Gu

ChanYeer Group (China) Co Ltd
Room 303, Bld 1, Block A, Lane 707
Wuxing Rd, Pudong District,
Shanghai 201204, China

Tel: + 86 21 6048 7372

Fax: +86 21 5156 4085

Email: tony.gu@chanyeer.com

For any other enquiries regarding Stand Designs, you can contact:

Claire Comery
Operations Director

Labelexpo London Team

Tel: +44 208 846 2706

Fax: +44 208 846 2801

Email: ccomery@labelexpo.com

Pere Ramirez
Operations Manager

Labelexpo London Team

Tel: +44 208 846 2930

Fax: +44 208 846 2801

Email: pramirez@labelexpo.com

Stand Plans **must** be accompanied by a signed **Health & Safety Declaration** and a detailed **Risk Assessment**. Both documents can also be found on the e-system platform.



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Audio Visual

Audio-visual presentations must be totally contained within the stand area. Sound and noise levels must be kept to a level that does not disturb neighbouring exhibitors (maximum is 80 decibels). The Organisers reserve the right to turn down volume and move attendees to prevent the gangways from getting obstructed.

ChanYeer is the recommended supplier of Audio-Visual equipment. Please process the order through **the ChanYeer e-system platform by 2nd November 2020**

Please visit <http://e.chanyeer.com/exhibitor>

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Email: tony.gu@chanyeer.com

Badges & Visa Requirements

Exhibitor Badges are valid during the build-up, open and breakdown periods of the show. Badges should be ordered online using the web link that will be emailed directly to you 8 weeks before the event. Exhibitor badges are not for contractors. Your contractors will need to obtain on arrival.

Contractor badges can only be issued if your stand design has been approved therefore please ensure you submit all requested information to us in plenty of time (See **Section 3** for more information on Space Only stands)

Exhibitor badges will need to be collected on site from the main entrance at Shenzhen World

Breakdown Instructions

Refer to the "Show Timetable" section in page 1.

The exhibition closes at **15:30** on **Thursday 10th December 2020**. Under no circumstances may breakdown commence before this time due to health and safety regulations, and as a courtesy to visitors and fellow exhibitors.

Overtime space charges will be applied. Please contact Pere Ramirez at pramirez@labelexpo.com if you have a difficulty regarding this.

Build-Up Period

Refer to the "Show Timetable" section in page 1.

Carpet

The official contractor for carpet is **ChanYeer Group (China) Co Ltd**

All stands are required to have carpet or floor covering.



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Shell Scheme and Package Stand exhibitors, your stand will automatically be carpeted with **LIGHT GREY** carpet.

The gangways will be carpeted in **DARK GREY**.

Please note: Inflammation capability grade of all the material which is used for booth construction or decorations must NOT be lower than grade B1 (nonflammable) and must have approval from the government department of security and fire-control.

Catering

There is a Snack Bar & Coffee Bar at Shenzhen World. Packed lunches & drinks are available on site. Shenzhen World do not offer a “stand catering” service but drinks and snacks can be purchased from the shop and restaurant onsite.

Children

We regret that no one under the age of 16 will be permitted access to this Exhibition. This rule applies to Exhibitors' and Contractors' children during the build-up, open and breakdown periods.

Compressed Air

ChanYeer are the official contractor for providing compressed air and water & waste to the hall. Please process the order through **the ChanYeer e-system platform by 2nd November 2020**.

Please visit <http://e.chanyeer.com/exhibitor>

IMPORTANT: Please note that portable compressors are not permitted in the venue for health & safety reasons. You must order mains air connections. **Shenzhen World officials will make inspections onsite and any portable compressors will be removed.**

In order to maintain the ambient noise level within the hall, air compressors up to 1 HP (electronically driven) may be placed on the exhibitor's stand however full details of the proposed installation are required by the Organiser no later than **12th November 2020**.

Only electronic compressors may be used provided that the air vessel is fitted with a pressure-gauge, approved type safety valve and a certificate of pressure test by a recognised authority is available on the stand.

PLEASE NOTE THAT ALL CONNECTIONS MUST BE MADE BY THE OFFICIAL CONTRACTOR.

Contractors

A list of 'Official Contractors' is contained in **Section 1** of this manual and Exhibitors are requested to utilise their services wherever possible. Do not engage the services of individuals working in the hall who are usually unreliable and not trustworthy. Please use the official service desk for any queries or issues



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PLEASE NOTE:

Hall Management Fee

ChanYeer levy a **25 RMB per m²** charge on all space only stands as a Hall Management Fee. This is not refundable and is payable either at ChanYeer's onsite service counter in the entrance lobby or bank transferring to ChanYeer before contractor passes can be issued. This fee applies even if you are not using a stand fitting contractor and constructing the booth yourself.

Contractor Deposit

Contractors/exhibitors are also required to pay a refundable "Contractor Deposit" to ChanYeer Group, (**RMB 10,000 for all booth 54 sq.m. or under 54 sqm, RMB 20,000 for all booth larger than 54 sq.m.**), at ChanYeer's Contractor Service Counter outside Hall 1 at Shenzhen World. This deposit is to ensure that all regulations are abided by, all services are paid in full and all stand fitting removed at the end of the event.

Contractor Badges

The procedure for ordering contractor badges will be communicated in due course.

Vehicle Passes

The procedure for ordering contractor badges will be communicated in due course.

Customs Clearance

ExpoTransWorld has been appointed as the official customs brokers for the exhibition. Shipping, Lifting and Handling information and documentation is in **Section 4** of this manual.

Please refer to the Shipping Information, which specifically outlines what you need to do and the applicable deadlines. Please ensure you allow plenty of time, to avoid problems on site. The deadlines are final dates. Ideally you should aim to ship your items before these deadlines.

ExpoTransWorld
Room 606-607, Office Tower B
NECC, No. 181 Lai Gang Road,
Qing Pu District, Shanghai, China
P.R. China

☎: + 86 21 5870 8717
Fax: + 86 21 5870 8719
Contact: James Wu /Ivy Zhu/Frank Qian
Email: james.wu@expotransworld.com
ivy.zhu@expotransworld.com
Frank.qian@expotransworld.com



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- Damage to Halls** Please ensure that you and your contractors take care not to cause any damage to the fabric of the building whilst setting up your stand. Exhibitors will be required to pay for any damage caused.
- Delivery of Exhibits** Details relating to delivery of exhibits are also outlined in the Shipping Information.
For information the address details of the venue are:
Labelexpo South China
Hall 1
Shenzhen World
No 1 Zhancheng Road,
Fuhai Street
Bao'an District
Shenzhen, P.R. China
Web: <https://asmglobal.com/p/our-portfolio/convention-exhibition-centers/shenzhen-world-exhibition-and-conference-centre>
- Dilapidations** Exhibitors are responsible for all panels, walls, columns, flooring, shell scheme stands and hired accessories within their stand area and any damages will be repaired at the exhibitor's own expense.

IMPORTANT NOTE: All exhibits and stand fitting materials must be cleared from the exhibition hall after the show and charges will be levied for the removal of any abandoned.
- Dismantling** Breakdown will commence 30 mins after the exhibition closes on **Thursday 10th December 2020.**

UNDER NO CIRCUMSTANCES may dismantling take place before this time. In addition to be a discourtesy to visitors, it is contra to the local authority regulations. Goods will not be allowed out of the exhibition building during the exhibition without a pass signed by the Organisers.
- Double Decker Stands** Please note that the organiser **no longer** permits Double Decker Stands at Labelexpo South China.
- Drop Wires** It is possible to ring banners/lighting rigs. Please see the order form in **Section 6** for further information.
- Electrical Services** **ChanYeer** has been appointed as the official electrical contractor. Please process the order through **the ChanYeer e-system platform by 2nd November 2020.**

Please visit <http://e.chanyeer.com/exhibitor>



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If you have ordered a **Package Stand** from the Organiser, you will automatically receive the following:

- **3 x spotlights**
- **1 x13 Amp/220V socket, not for lighting (max 500W)**

Space Only Exhibitors should use the order form in **Section 6** of the manual for their electrical requirements. Please specify with ChanYeer if you require a power supply at a specific time (aside from the open hours of the show) i.e. **24 hours** or during the build-up or breakdown period. On the breakdown day (Thursday 10th December 2020) power to all stands will be switched off 30 minutes after the close of the show. Shenzhen World regulations declare that power is turned on between 09:00 and 18:00 there any additional requirements need to be pre-ordered. There will be a difference in price.

Power supplied from the standard electrical mains outlets are 220V SP 50Hz AC and 380V TPN 50 Hz AC. **You should bring with you any transformer/regulator necessary if your machines cannot cope with these fluctuations. This will NOT be provided by the Organiser nor Contractor (ChanYeer Group)**

Employment of Labour

Please note that whilst security is present in the hall, unofficial contractors sometimes enter and offer their services. Please do not contract their services. They are not reliable or honest. It may seem that their services are cheap, but this is because they are substandard or dishonest – they may sell you an item and then later steal it to sell to another exhibitor. Please ignore them and report their presence to the Organiser’s office so we can have them removed.

Emissions, Exhaust & Fumes

Any exhibit or process which generates blows out or otherwise emits fumes, exhaust or smoke is subject to inspection by the venue. All such processes must be arranged to have an effective distributor and filter system and/or an effective exhaust to the outside atmosphere.

The venue reserves the right to shut down any machine that is not emissions compliant at any time. In any case machine exhaust outlets should be arranged not to discharge filtered fumes below 4 metres in height and where possible these should be ducted outside the building.

Exhibits

Exhibitors are responsible for the installation and safety of their exhibits. Where exhibits are demonstrated in operation, exhibitors must ensure that visitors are protected from danger and guardrails of adequate strength must be erected.

Films/Video Tapes/DVD’s

Any films and video tapes to be shown at the exhibition must be cleared by the Chinese Customs Authority. Please refer to the Shipping & Lifting section of this manual (**Section 4**).



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We would advise you against hand-carrying these items into China as they may be detained by Customs and considerable time and effort may be required to clear them in time for the exhibition.

Fixing to the Building

As stated in the Rules & Conditions, exhibitors may not fix or attach anything to the structure of the building, including the floor.

Floral Decorations

Floral decorations and plants are available to hire onsite at Shenzhen World.

Force Majeure

The exhibition may be postponed, shortened or extended due to any cause whatsoever outside the control of the Organisers or Manager. The Organisers and Manager shall not be responsible for any loss sustained by the Exhibitor, directly or indirectly, attributable to the elements of nature, force majeure or orders and directives imposed by any governmental authority. In the event of such circumstances, the money paid by the Exhibitors, or any part thereof, is refundable at the sole discretion of the Organisers and/or Manager.

Furniture Hire

ChanYeer have been appointed as the Official Furniture contractor. Please process the order through **the ChanYeer e-system platform by 2nd November 2020.**

Please visit <http://e.chanyeer.com/exhibitor>

Gangways

For health & safety reasons and to aid the access of other exhibitors, please keep gangways clear of all stand fitting materials and exhibits during build-up and breakdown. Anything left in the gangways may be deemed as rubbish by the cleaners and disposed of. Emergency gangways **MUST** always be kept clear.

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 & Safety

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

Information regarding Health & Safety is in **Section 5** and includes key recommendations and outlines your responsibilities and those of your contractors. **Please read it carefully!**

All exhibitors are asked to complete and return the Health & Safety Declaration in **Section 6** of this manual and return it to the Organiser no later than **12th October 2020**.

If you are a Space Only stand, please ensure you read the **Section 3** carefully and note & comply with Shenzhen World regulations.



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Height Restrictions

Maximum build height for stands is as follows:

Stands 24 sq. m. or larger	4.5m
Stands Under 24 sq. m.	4m

Please contact the Organiser if you have any questions regarding restrictions for stand heights

PLEASE NOTE THAT THE MAXIMUM BUILD HEIGHT FOR SINGLE STOREY STANDS AT SHENZHEN WORLD IS 4.5 METRES. THIS HEIGHT LIMIT MUST BE ADHERED TO

Refer also to **Section 3** for stand construction rules and regulations. Please note that the **back** of all stands above 2.5 metres **MUST** be dressed and finished in a neutral colour. Please note all space only stands above 2.5 m require approval from the Organiser. Refer to "Approval of Stand design".

Hotels

Refer to "Accommodation".



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Insurance (COMPULSORY)

While every precaution is taken, Labelexpo South China cannot accept responsibility for damage to stands/booths or loss of property on any stand or anywhere else at the exhibition, or in the course of its delivery / removal from the building for any reason whatsoever.

The organisers are not responsible for any loss sustained by exhibitors from fire, theft, damage for any reason, or for personal injury or loss to or by any person employed by the exhibitor or third parties.

Exhibitors are required to provide a valid certificate of insurance to the organizer no later than **Monday 23rd November 2020**

The coverage must include the following:

Public Liability:

Standard Cover £2,000,000 (or local currency equivalent amount) any one occurrence; Legal liability of the exhibitor to pay compensation, legal costs and expenses as a result of accidental death or injury to a third party or damage to their property at the venue.

Exhibitors are also advised to obtain insurance coverage for their exhibit and display materials while in transit to and from and for the duration of the expo.

Please send copies of your certificate of insurance to Rebecca Holister

Email: help@labelexpo.com

Tel: +44 (0) 20 8846 2717

Please let us know if your company does not have a Public Liability Insurance. We will issue an invoice for our policy that is valid from **5th December – 11th December 2020**

- The cost of the policy is
 - **RMB1,358 + VAT**

The insurance is available to exhibiting companies only; contractors must obtain their own insurance to the required level of cover.

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

PAYMENT INSTRUCTIONS: please email Rebecca Holister if you need us to provide you with an insurance and we will send you an invoice for it.

PROVIDING AN INSURANCE CERTIFICATE IS COMPULSORY FOR ALL EXHIBITORS. WE WON'T ISSUE EXHIBITOR BADGES TO ANY COMPANIES WHO HAVE NOT PROVIDED THEIR INSURANCE.

Internet

Please process the order through **the ChanYeer e-system platform by **2nd November 2020****.

Please visit <http://e.chanyeer.com/exhibitor>

Lifting & Handling

Expotransworld has been appointed as the official handling agent, shipping agent and customs brokers for the exhibition. Shipping, Lifting and Handling information and documentation is in **Section 4**.



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Please refer to the Shipping Information, which specifically outlines what you need to do and the applicable deadlines. Please ensure you allow plenty of time, to avoid problems on site. The deadlines are final dates. Ideally you should aim to ship your items before these deadlines.

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Room 606-607, Office Tower B
NECC, No. 181 Lai Gang Road,
Qing Pu District, Shanghai, China
P.R. China

☎: + 86 21 5870 8717
Fax: + 86 21 5870 8719
Contact: James Wu/ Ivy Zhu/Frank Qian
Email: james.wu@expotransworld.com
Ivy.zhu@expotransworld.com
Frank.qian@expotransworld.com

Name Board

All shell scheme package stands automatically receive a Name Board above the stand with their company name displayed on it. Please complete the order form in **the ChanYeer e-system platform**. Make sure you complete it and upload it by **2nd November 2020**.

Please visit <http://e.chanyeer.com/exhibitor>

If you do not complete and return the form, we will use your name as shown on your contract. Any amendments on site will be chargeable unless they are the mistake of the contractor. Space Only stands do not receive a Name Board.

Noise Levels

Noise levels must not be set to a level that causes annoyance or nuisance to be neighbouring exhibitors. The Organisers reserve the right to stop, control or reduce noise emissions in the case of dispute.

Opening Hours

The Exhibition will be open to visitors as follows: -
09:30-17:30 Tuesday 8th December
09:30-17:30 Wednesday 9th December
09:30-15:30 Thursday 10th December

Refer to the “**Show Timetable**” in the front of this section for further details.

Photography

A photographer will be available on site. If you wish to book the photographer, please advise the Organisers Office on site.

Public Address

A public address service will be operative 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**).



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Security

Security Officers will patrol the halls throughout the build-up, open days and breakdown of the exhibition both day and night.

Exhibitors are advised that exhibitions tend to be relatively insecure environments and that security guards cannot solely watch your stand.

It is advisable to lock any tools, computers, portable & valuable equipment etc. in a secure area overnight or if this is not possible, to hire a security guard specifically for your stand.

If you wish to hire additional security or have any particular concerns, please contact Pere on ☎ +44 (0) 20 8846 2930 or Email: pramirez@labelexpo.com

“Shell Scheme” Stands

Please refer **Section 3** and the Shell Scheme Package Stand Information

“Space Only” Stands

Please refer to the Space Only Stand document in Section 3 of this manual for full details. If you have booked a **Space Only** stand you will need to order your own carpet, electrics, furniture, utilities and services using the order forms provided.

Stand Cleaning

Shell Scheme Package stand exhibitors will have **basic stand cleaning** included as part of their package.

All other exhibitors are responsible for **arranging their own stand cleaning** and may employ the services of the official cleaning company or their stand contractor. **Note that it is the exhibitors’ responsibility to remove all stand material at the close of the event.**

Cleaning services can be ordered directly through our contractor **ChanYeer**. Please process the order through **the ChanYeer e-system platform by 2nd November 2020.**

Please visit <http://e.chanyeer.com/exhibitor>

Exhibitors who abandon stand material or excess trash at the close of the expo will be charged for removal.

Suspensions & Rigging

Rigging is permissible at Shenzhen World however plans will need to be approved by the Organiser and Venue.

Please process the rigging order through **the ChanYeer e-system platform by 2nd November 2020.**

Please visit <http://e.chanyeer.com/exhibitor>



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Storage Facilities

Shenzhen World has no storage facilities. If you require storage for non-valuable items such as empty crates, boxes or cartons, please contact Expotransworld. (see Lifting & Handling) who will be able to help you.

Telephones Lines & Internet Access

This service can be ordered directly through **ChanYeer**. Please process the order through **the ChanYeer e-system platform by 2nd November 2020.**

Please visit <http://e.chanyeer.com/exhibitor>

Visitor Data Capture

Expotec can offer devices for lead capture, to help you to manage your leads onsite. Further information will be available shortly.

Water & Waste

ChanYeer Group has been appointed to provide water & drainage to the stands. Please process the order through **the ChanYeer e-system platform by 2nd November 2020.**

Please visit <http://e.chanyeer.com/exhibitor>

Workmen/Contractor Passes

Hall Management Fee

ChanYeer levy a **25 RMB per m²** charge on all space only stands as a Hall Management Fee. This is not refundable and is payable either at ChanYeer's onsite service counter outside Hall 1 of Shenzhen World or bank transferring to ChanYeer before contractor passes can be issued. This fee applies even if you are not using a stand fitting contractor and constructing the booth yourself.

Contractor Deposit

Contractors/exhibitors are also required to pay a refundable "Contractor Deposit" to ChanYeer, (**RMB 10,000.00 for all booth 54 sq.m. or under 54 sqm, RMB 20,000.00 for all booth larger than 54 sq.m.**), at ChanYeer's Contractor Service Counter outside Hall 1 of Shenzhen World or through bank transferring to ChanYeer. This deposit is to ensure that all regulations are abided by, all services are paid in full and all stand fitting removed at the end of the event.

Contractor Badges

The procedure for ordering contractor passes will be communicated shortly

Vehicle Passes

The procedure for ordering vehicle passes will be communicated shortly.