



# ANUFOOD China 2018

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November 2018

Dear Exhibitors,

## **Exhibitor Move-in Notice for ANUFOOD China 2018.**

Thank you once again for your participation at **ANUFOOD China 2018** held from 21 – 23 November 2018, Wednesday to Friday at China National Convention Center, Beijing (CNCC), Hall E1-E3.

We would like to take this opportunity to send you some important updates including information from the Exhibitor Manual to assist you in a smooth move in and build up the process.

### **Outstanding Payment**

All outstanding payment must be received by the Organizer before move in.

### **Exhibitor Registration**

Please proceed to the Exhibitor Registration Counter located at entrance Hall E2 of CNCC, to collect your badges between 10:00 – 17:00 on 19 November, Monday (for raw space contractors only), 09:00 – 17:00 on 20 November, Tuesday.

Please identify yourself with your business card or stand confirmation letter to retrieve your exhibitor badges.

***Kindly note that exhibitor badges will not be distributed on event days, all passes have to be collected during the stipulated date and time.***

***Please contact our official stand contractor should you wish to have different fascia lettering other than the company name in the exhibitor's application form you filled in before 09 November.***

### **Exhibitor Nominated Contractor Check In**

#### *Hall Management Fee*

All raw space exhibitors or their nominated stand contractors should pay a hall management fee to Official Stand Contractor- Beijing Syma Expo Co., Ltd. before **8 November 2018**.

#### **Beijing Syma Expo Co., Ltd.**

Tel: + 86-10-6556 8330\*118/244

Fax: +86-10-6556 8331

Email: [anufood@syma.com.cn](mailto:anufood@syma.com.cn)

Contact: Ms. Wu Miao / Mr. Leo Gao

The Hall Management Fee is **RMB 30/sqm**.

#### *Contractor Badges & Hall Clearance Deposit*

Upon payment of the Hall Management Fee, please proceed to Official Stand Contractor- Beijing Syma Expo Co., Ltd. to place a refundable Hall Clearance Deposit with the Organizer. The rates as follow:

<b>Booth Area</b>	<b>Deposit Amount</b>
100 sqm and below	RMB 20,000

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101 sqm-200 sqm (200 sqm inclusive)	RMB 30,000
201 sqm-300 sqm (300 sqm inclusive)	RMB 40,000
301sqm and above	RMB 50,000

*\*The Hall Clearance Deposit has to be made by **Cash or Wire Transfer**.*

The Hall Clearance Deposit shall be returned in full to the contractor after the fair only if the raw space site is – in Organizer’s view – clean and clear of any rubbish or litter and no damage whatsoever has been caused (including damage to the raw space site or any part of the venue building)

**Contractor’s badges:** For entry to the hall during setup days, contractors will have to apply for the contractor badges at **RMB 50 each**.

## Move In Process (Vehicles)

Please proceed to Official Stand Contractor to apply for the vehicle pass at **RMB 100** each vehicle (2 hours).

## Move In Date & Time

Description	Date/Day	Time
Exhibitor Nominated Contractor Move In	19 November 2018 Monday	08:30 – 17:30
	20 November 2018, Tuesday	08:30 – 21:30
Exhibits Move In and Stand Decoration (for Shell Scheme Exhibitors)	20 November 2018, Tuesday	08:30 – 21:30

The exhibition hall will close at 21:30 p.m. on 20 November. For the safety of exhibits and stand decoration, exhibitors must appoint at least one staff at the stand before the closing time.

## Move Out Date & Time

Description	Date/Day	Time
Exhibits Move Out and Stand Dismantling	23 November 2018, Friday	16:00 – 21:30

The exhibition closes at **16:00 p.m. on 23 November 2018, Friday**. For the safety of visitors at the exhibition, exhibitors are not allowed to dismantle their exhibits before 16:00 p.m.

Early move out will not be accepted for any reason, please plan your return flight reasonably.

## Overtime Charges During Setup

For requests on overtime, please apply and pay at the Official Stand Contractor Service Centre located at Entrance of Hall E1 by 15:00 p.m. each day. Charges for overtime as follow:

- A. 17:30 - 24:00 (minimum 1 hour)                      RMB 3500.00/hour/booth
- B. 24:00 - 08:00 (minimum 1 hour)                      RMB 6500.00/hour/booth
- C. overtime after 24:00 on 20 November will not be accepted.

## Stand Construction Structures / Equipment

Please be informed that all stand construction structure/equipment cannot exceed 4.5m in height. Each booth must have its own panels and it is not permitted to use the neighbor’s panels. If any panel is higher than the 2.5m, a flat white fireproof board must cover the back of that panel. All special designs have to be approved by the Official Stand Contractor.



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## Heavy & Large Equipment

For large/heavy exhibits move-in, all exhibitors are not permitted to use own mechanical transportation equipment, (e.g., hoist, crane, forklift, truck, jack lift, trolley etc) to deliver exhibits to the stand. Arrangements have to be made with the **Official Freight Forwarders** appointed by the Organizer to make a delivery to your booth.

Please be reminded to coordinate with your stand contractor and forwarder with regards to the move-in arrangements. To ensure that your large/heavy exhibits are positioned within the booth before the structures are being constructed.

### **Sinotrans Beijing Fairs & Events Logistics Co., Ltd.**

Tel: +86-10-6467 1724

Fax: +86-10-6467 7828

Email: [bjchxi@163.com](mailto:bjchxi@163.com)

Contact: Mr. Chen Xi

Mobile: 138 1008 7220

## Catering

The catering service is located on the 2nd floor of the exhibition hall. Please be well noted that any take-out food is prohibited in the exhibition hall.

## 24-Hour power supply

Please contact Official Stand Contractor to apply 24-hour power supply if your booth has refrigeration equipment. Power will be supplied only after 14:00 pm on 20 November. Refrigeration equipment will take around 2 hours to reach the deserved temperature for frozen exhibits.

## Using of Knives onsite

Please register all knives you will bring onsite during 19-20 November at the exhibitor service counter, keep the knives in your booth and properly guard it during the entire event days.

***Do not take any knives in or out of the exhibition halls during the event days, your knives will be identified as dangerous goods and could be confiscate by the security checkpoint.***

## Rules and Regulations

Kindly remind you to carefully go through all rules and regulations enclosed once again and ensure you follow these rules onsite properly.

## Contact Persons

Should you have any difficulties on site, please feel free to contact the following personnel at the Organizer's office located in the lobby of the exhibition hall outside the entrance of Hall E3.

### *Project / Sales Team*

Mr. Zoltan Farkas / Mr. Anna Popova / Ms. Ruby Yang / Ms. Frankie Cui

### *Operations Team*

Mr. Mark Chang / Mr. Kevin Cai

See you at **ANUFOOD China 2018!**

# RULES AND REGULATIONS

## 1 The film, Audio / Visual and Product Demonstration

All audiovisual equipment should be kept to a maximum level of 70dB unless otherwise stated by the Organizer. Sound levels will be measured using a noise meter at each booth. When in operation, audio-visual equipment must not cause nuisance to visitors or other exhibitors with excessive sound/noise. The Organizers reserve the rights to discontinue any audio-visual presentation that exceed the maximum allowable sound level or which in their opinion is detrimental to the event.

All installed speakers are to be placed facing inwards to the booth and not towards the aisle or other exhibitors.

Where a high level of noise or other objectionable factors is involved, demonstrations may only take place at timing stipulated by the Organizers, who reserve the rights to disallow a demonstration at any time.

No photography or video recording is allowed in the exhibition hall unless approval is obtained from the Organizers.

## 2 General Cleaning

The Organizers will provide general cleaning of the common areas in the exhibition premises and stands (excluding Raw Space exhibitor booths) prior to the opening of the exhibition and daily thereafter. This only includes cleaning of carpet, flooring and rubbish disposal before the exhibition opens in the morning or after the exhibition closes in the evening. Cleaning does not include exhibits and displays. It is the responsibility of the exhibitors to maintain the cleanliness of their booths at all times.

The Organizers reserve the rights to remove and dispose of any such items left in the Exhibition hall. Any storage or disposal costs incurred will be borne by the Exhibitors.

## 3 Removal of Waste

During the set-up and tear-down period, passageways in the exhibition hall must not be obstructed with packing materials, construction materials or debris. Contractors building Special Design booths or booth interiors are responsible for removing their own debris from the site at the end of each day. At the end of the exhibition, the contractor must remove from the site all the materials from their client's booth. Organizers reserve the rights to deduct the deposit paid as payment for removal by the official cleaning contractor.

The Organizers reserve the rights to charge exhibitors for the cost of removal of excessive packing materials and discarded crates or cartons.

## 4 Industrial Gas Demonstration and Fire Precaution

Exhibitors, who, because of the nature of their exhibits, require specific fire precaution, must make arrangements at their own cost for the provision of such equipment/service.

Exhibitors must not bring in or use at the exhibition site any dangerous or hazardous goods and equipment such as poisonous gas, fuel, kerosene, noxious materials, inflammables, and equipment using such inflammable materials as gas stoves and electric stoves without the prior written consent of the organizer. Even when consent is given, adequate precautionary measures must be taken by exhibitors at all times. Exhibitors are also not allowed to carry out any fire hazardous operation/work.

All safety precautions must be taken by the contractor or the exhibitor to protect the public against any danger of fire outbreak. CNCC may require an on-site inspection to ensure maximum fire safety.

Smoking is not permitted in the exhibition hall and conference rooms at all times.

## 5 Insurance and Liabilities

It is the responsibility of each exhibitor to arrange insurance coverage for their own exhibits and staff during the exhibition. Exhibitors must ensure that they are fully covered by insurance and take up public liability and comprehensive protection. They should also provide an insurance coverage for their own staff against injury.

All exhibitors must arrange at their own cost "all-risk" insurance coverage from origin country up to their exhibition booth including exhibition period and return to domicile.

Before signing the setup contract with a booth contractor, the exhibitor must check the qualifications of the contractor (whether they have purchased a full amount of exhibition insurance to avoid the risks that may be encountered in the exhibition)

The liability insurance plan should cover the following:

- 1.1 All the buildings in the exhibition venue, all kinds of fixed equipment, the ground and the foundation in the exhibition area. Cumulative compensation shall not exceed RMB500,000;
- 1.2 All compensation, medical expenses, and any other related fees caused by a personal injury suffered by any insured staff, any workers; Cumulative compensation shall not exceed RMB1,500,000; and the cumulative compensation per person shall not exceed RMB400,000;
- 1.3 All compensation, medical expenses, and any other related fees caused by a personal injury suffered by any third party; Cumulative compensation shall not exceed RMB 2,000,000 and the cumulative compensation per person shall not exceed RMB400,000.

Exhibitors are reminded of their responsibility for their representatives, which also includes their contractors and sub-contractors.

The Organiser recommends the risk consultant Exhibition Risk Management for offering consult and insurance service for raw space exhibitors and contractors.

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No.933 Zhongshan West Road,

Shanghai, 200051, P.R.China

Tel: +86-21-51113250

Mobile: +86-13818872429

Attn: Ms. Kaelyn Le

Email: yzerm2@163.com

Exhibitors are also responsible for making good any loss or damage to any item which they have rented or hired from the official contractors/ suppliers.

Though the Organizers maintain security surveillance at all times, exhibitors are reminded that goods/exhibits will, nevertheless, be at risk, especially during the move in period and the final day of the show. Please ensure your stand, especially personal and valuable property, portable and rented items, are not left unattended at any time before, during and after the show. Exhibitors are reminded that small, portable and valuable items are most at risk after the exhibition closes each day. Therefore, exhibitors are advised to keep these safely stored each day before leaving the exhibition area.

Should you wish to hire security personnel to attend to your stand exclusively after show hours, please contact the Organizer. Please be advised that exhibitors are not allowed to hire staff or personnel from other security agencies without prior approval from the Organizers.

The Organizers reserve the rights for cancellation, partial opening or postponement of the exhibition.

## 6 Booth Operation

No business activity shall be conducted by the exhibitor and his co-participant outside their booth boundaries such as, distribution of promotional material, placing of banners, signage etc., outside/above their designated booth area. Please refer to Figure 1.3 for an example.



Figure 1.3

Activities which will inconvenience or disturb the conduct of the business session, will not be allowed, i.e. promotional gimmicks, raffles, picture taking, musical entertainment, and use of animation and sound equipment. Stage shows are also not permitted.

The Organizers reserve the rights to alter the layout, plans, and positioning of all stands, if, in their opinion, such change(s) is desirable or necessary, for the benefit of the exhibition and the exhibitors.

Without special permission from Organizers, delivery of exhibits cannot be taken into the booth once the show has officially opened, nor removed from the booth before closure of the event. If exhibitors wish to remove any display item from the show area, a written request must be submitted to the Organizers for approval.

Exhibitors must give proper consideration to the conditions under which their equipment will be demonstrated. Precautions must be taken for the protection of the public.

Exhibitors are strongly encouraged to remove valuable and portable exhibits from the exhibition hall as soon as possible after 3 p.m. on the final day of the show.

Fire and Safety regulations require that no goods or packing materials may be stored in access areas behind or between booths. Exhibitors should design proper storage areas with adequate access within their own booth or approach the Official Freight Forwarder for storage.

The Exhibitor and his staff shall be responsible for any damages to the structure, floor, walls, pillars and any part of the Exhibition Hall, the Property of the Organizers, and other Exhibitors due to the transport, removal of exhibits, refuse and/or decoration works.

Aisle ways indicated on the floor plan must be kept clear of all exhibition goods or decoration materials in order to facilitate the flow of traffic. Any items left outside of the booth will be cleared away by the Booth venue/Organizers. Placing of cupboards/tables along the gangway is strictly prohibited as it will obstruct fire escape routes.

Exhibitors and contractors must clear items not for display purpose (e.g. containers, packing items) the day before the show period according to the schedule. Exhibitors will have to pay the Organizers for the cost of removing such articles from their booth if they fail to do so.

Cleaning of paint containers or any other dirty items in the washroom is prohibited.

## **7 Use of Dangerous Materials**

### Hazardous Materials

- No naked flame nor temporary gas lamps
- No explosives, petrol and highly flammable toxic or corrosive substances

### Pressure Tanks

- The exhibitor will be responsible and liable for the proper transportation and storage of all pressure tanks containing helium, compressed air, argon, carbon dioxide, and any other pressure medium
- Pressure tanks improperly secured will be immediately removed
- All pressure vessels and equipment under pressure brought into the exhibition hall must conform to all relevant safety standards and regulations.

### Water and Drains

- Polluting substances such as chemicals, lubricants, acids, and petroleum products cannot be discarded through the standard drains
- Special drains can be arranged for the disposal of polluting waste upon request

## **8 Instructions for Product Demonstration**

If product demonstration and the introduction of machines/exhibits are needed on-site, exhibitors must abide by the following instructions strictly:

- Exhibitors are required to submit a detailed description of product demonstrations in writing, including operational parts, flammable materials, laser, any dangerous articles etc. in order to get approval from the Organizers prior to the opening of the event.
- Exhibitors are required to ensure all working machines are equipped with protecting devices, and such devices can only be removed when the power is shut down.
- Exhibitors are required to ensure all working machines are operated by professionals. Any working machine without professional control is strictly prohibited.
- All machines must be installed safely. They must be fixed to a safe position to avoid possible sliding. The position of the exhibits must not pose any threat to the safety of visitors, staff or other people nearby.
- All machines must be equipped with separate start-up facilities, and must not be operated by visitors or any other non-professionals without permission.
- To avoid emitting poisonous & waste gas or other irritations in the exhibition halls, any product demonstration that may result in the above situation must seek approval from the relevant supervisory department.
- Any display involving gas cylinders, open fire flames or welding must be equipped with protection devices. Such display should be reported to Organizers in advance and approval must be sought from the Fire Safety Bureau at least 2 months before the event.

## **9 Onsite Food Tasting and Culinary Management**

### **Onsite Food Tasting:**

- Organizer allow exhibitors provide a few amounts of tasting samples for the visitor to taste onsite but don't allow any forms of selling activities in the exhibition hall.
- Onsite Food Tasting: In order to reduce the risk for the cross-contamination, all onsite food sampling action should do the following rule:
- All tasted food which provides by exhibitors must comply with the "People's Republic of China Food Law". It is forbidden to provide food does not conform to the relevant food safety standard for the visitor to eat. If found onsite, the organizer will immediately notify and hand over to the relevant law enforcement departments to deal with, all the legal consequences and the resulting economic losses shall be borne by the exhibitors.
- The exhibitors must provide a clean area for the food processing. All processing equipment must be gone through the necessary cleaning and disinfection treatment. The person who will process the food must take necessary sanitary measures (such as wearing a mask/use food processing gloves/hats, etc). Anyone sick shall not participate in food processing or distributed work.
- Food should be placed to be sampled where the exhibitor can see it and therefore supervise visitor. The exhibitors must provide the cleaning and health tableware for the visitor to use.
- To avoid providing a large quantity of tasting the food, all tasting food should be finished eating up in short time. Failed to edible food must scrap processing
- Exhibitors should set up a dedicated waste food waste bin and should inform visitor will where to throw the garbage.

#### **Onsite Food Cooking:**

- Not allowed use the open fire cooking onsite. In the exhibition hall only allow using such as induction cooker/microwave oven/oven and other heating equipment. All heating equipment must have someone to operate or care, not allowed visitors to use.
- A striking "Do not close" logo or 1-meter distance exclusion zone should be set up in front of the onsite cooking or heating equipment area. To avoid the visitor be too close to the cooking area cause accidental accidents.
- The organizer will set up the designated "food residue" collection points in each hall. All exhibitors must be dumped the waste oil/food residue which be produced during the cooking process at these designated collection points. Violators will be fined of RMB 5,000.

### **10 Sales of Exhibits & Storage**

- Retail of exhibits at the fair is not allowed at all times.
- No spare storage area will be provided for empty cartons, wooden crates, etc. at the venue. Exhibitors should make prior arrangement with their freight forwarders or the official freight forwarder for storage of their properties and packing cases.

### **11 Failure to Exhibit**

Any organization which has signed and submitted a valid contract for space reservation, and fails to exhibit or turn up for the exhibition, and has not been released from the contract by the Organizer, shall be held liable for the full cost as stated in the contract, plus any additional cost incurred by the Organizer.

### **12 Children**

The Fair is open to buyers and trade visitors ONLY. The Organizer will enforce this regulation. This includes the build-up period as well as the exhibition; if you are an overseas exhibitor traveling with your

family, please note this point. Health and safety and liability regulations prohibit visitors under 18 yrs. in the halls at all times, either as a visitor or exhibitor and there will be no alternative facilities provided.

### **13 Groups and National Pavilions**

Organizers of the group and national pavilions are responsible for ensuring that all exhibitors and/or co-exhibitors on their stand are fully aware of and agree to, and abide with all the rules and regulations stated herein.

### **14 Intellectual Property Rights Protection**

Koelnmesse Co., Ltd. as a professional organizer for international exhibition respects and expects our exhibitors to respect the lawful rights of the owners of intellectual property rights. For the purpose of protecting the lawful rights of the owners of intellectual property rights and facilitating the handling of intellectual property infringement complaints at the exhibition held by Koelnmesse, Koelnmesse hereby sets out the intellectual property protection rules to be complied with at the exhibition as follows according to the relevant PRC laws and regulations.

### **15 Unforeseen Occurrences**

In the event of any unforeseen occurrences or not stated, the decision of the Organizer shall be final.

### **16 Environmental Guidelines**

All attendees shall act the role of protecting the environment. Here are some tips for helping you to participate in the exhibition more environmentally friendly, by reducing amounts and re-using.

1. Make a reasonable plan for the quantity of distribution. Please do not print and transport materials more than the quantity you need.
2. Use environmentally or recycled materials as many as possible. Make reasonable plans for your booth design and construction. Reduce wooden materials as many as you can, but use assembled materials instead so that you can reuse them. Don't use plastic bags to distribute promotional materials. Give up advertisements and signage in PVC but use cotton or paper instead.
3. Use no toxic, volatile paint and glue for construction. And use CFL or LED lights much as possible. Recycled carpet is preferable.
4. Reduce use of packaging materials and paper boxes to the minimum quantity.