

music

CHINA

Onsite Important Notice to Exhibitors

Dear Exhibitors,

Music China will open its door to visitors on 10 October 2024. Before the opening, there are a few important issues that we would like to remind you:

1. Exhibits Move-in & Vehicle Pass

Exhibitors can **hand carry** exhibits into the exhibition hall free of charge. For safety reason, security inspections will be conducted to all attendees before entering the fairground. All hand carried items will pass through security check at the entrance gate.

If you are unloading your exhibits from private vehicle or truck at the **loading area**, you will need to apply for Vehicle pass and pre-register for Vehicle permit.

Vehicle permit pre-registration

All vehicles and trucks have to register the vehicle permit before entering into SNIEC via WeChat (Wechat account: SNIEC_SH). [*Chinese version of detailed registration is upon request*]

Vehicle pass application (*NEW)

Apply "vehicle pass" directly at **Vehicle Pass Counter in Car parking Office or Accreditation Centre** at SNIEC South Square with receipt of stand construction deposit* for **raw space exhibitors** or **Unloading Application Form**** for **package stand exhibitors**. Details as follows:

- All vehicles and trucks have to register the vehicle permit entering into SNIEC via WeChat (Wechat account: SNIEC_SH). [*Chinese version of detailed registration is upon request*]
- The vehicle pass for entering SNIEC loading area is RMB50 for 90 minutes stay with a refundable deposit of RMB300.
- Vehicles must leave the loading bay within 90 minutes and collect the deposit upon leaving.
- Assume the unloading exceeds 90 minutes, each vehicle will be charged RMB100 per 30 minutes. Please refer to Traffic Routes for Vehicle during Move-in & Move-out in separate sheets for details.

* **Raw space exhibitors**: Go to **PICO** onsite service counter (Entrance no.1, South Entrance near Hall E1), confirm stand construction deposit and hall management fee had been settled and collect receipt.

****Package stand exhibitors**: Get the "Unloading Application Form" at **PICO** onsite service counter (Entrance no.1, South Entrance near Hall E1).

2. Parking Fee during show period

- During Music China, all carparks are open to public except VIP carpark. Parking fee: RMB 8 per hour, capped at RMB 64 per day (this rate applies to cars or other light vehicles). Please refer to the parking fee details stated on the on-site notice board.

3. On-site Operation Information

- i. According to the regulation by SNIEC, raw space exhibitors or their contractors will need to settle hall management fee (RMB27 per sqm) and stand construction deposit in cash (RMB10,000 for both size below

100sqm; RMB20,000 for booth size over 100sqm) to the official contractor. Such deposit will be refunded only if the exhibitor or contractor removes all the construction materials after the exhibition with written notice from venue owner who affirms that no damage has caused to the hall facilities. Please refer to the *Flow Chart of Raw Space Exhibitor/ Contractor Move-in*.

- ii. For any overtime work request, exhibitors or contractors are required to apply from the service center at Entrance no. 1 (south entrance hall) before 15:00 each day. The charge for overtime work is RMB2,600 per hour. Late application will be subject to a 50% surcharge by the venue.
- iii. Exhibitors or his contractor will be allowed to decorate his stand upon the rules from organisers and exhibition venue. No structure in their stand fitting may exceed a height limit of **4.5m** for a single floor construction, **6m** for a multi-level construction, and no part of any structure may extend beyond the boundaries of the space allocated.
- iv. Foamboard for Package booth decoration is prohibited. Vinyl, self-adhesive PP synthetic paper, eco-friendly materials with hooks are suggested. If it's necessary to use Foamboard, please submit application to official contractor for approval and RMB100/sqm deposit is required. All booth materials should be removed during move-out period; otherwise, deposit will not be returned.
- v. No dripping of paint & coating to ground. Waste chemical products should be poured into special collection box outside gate 1 or gate 6 of each hall. No water can be gained from toilet but from water outlet outside gate 1 or gate 6 of each hall.
- vi. Exhibitor is bound to display the announced products (exhibit that is not relevant to the exhibition subject will not be allowed to display) and is not allowed to sub-let the stand to other parties either wholly or in part. Otherwise, it may rise to the termination of exhibitor's participation and no refund of any payment will be made to the exhibitor.
- vii. To dismantle smoothly, please do not forget to keep the exhibits or machinery in shape properly for package before **14:30** because electricity supply will be shut off at **15:30 on 13 October 2024**. Temporary electricity for dismantling can be supplied in each hall.
- viii. Exhibitor who applies for hanging advertisement from hall ceiling should deliver the content, size and material weight of such structures to organisers for approval before **23 September 2024**.
- ix. After the end of the show, exhibitor who would like to have the returned of these hanging materials should wait for venue owner to release. Otherwise such materials will be discarded.
- x. All exhibitors should not leave your valuables, important documents and exhibits unattended throughout the whole exhibition period. Please take care of your own properties and keep them with you all the times.
- xi. Exhibitors should only distribute materials promoting their own products / brands and should not mention names of other companies in any case. Exhibitors should not distribute any materials which contains discourtesy or outrage to any persons, brand names or corporate . Organisers reserve the rights to confiscate all infringed materials without any prior notice.
- xii. Operators/workers who are engaged in working with height over **2M** must wear safety helmets and safety belts, and carry out other necessary safety measures against injuries that might be caused by falling objects.
- xiii. During move-in and show period, **power switch should be shut down** while no one is on the booth. Or SNIEC will turn off the main switch. And Exhibitors need to apply for the electricity to SNIEC in the morning of next day.

4) Brief Rules & Regulations of Shanghai New International Expo Centre

- Burrowing, knocking and pasting on the ground, wall and other parts of exhibition venue is strictly prohibited.
- Double-sided tapes should be used to affix the carpet, which should be environment-friendly. It is strictly prohibited to use materials that are difficult to clean up.
- It is strictly prohibited in hindering the fire protection facilities & fire channels. The passages must be of width over 1.2 metre in front of the hydrant, the technical room door and the alarm bell. A repair passage of at least 1.0 meter wide between any temporary structures and the wall surface shall be kept.
- Fireproof treatment should be applied to materials with wood made surface.

- No unauthorized hanging of any kinds of banners.
- Permissive hanging point's bearing must be lower than 200kg. And the personnel of venue management will put it into execution.
- Strict prohibition of direct pouring of water and air compressor connection directly into pipes. There should be valves in water / air inlet.
- No sewage & oil can be poured inside the hall.
- Any seemingly dangerous electricity, gas, machineries and chemicals will be considered as dangerous goods and will be replaced.
- No goods can be piled up in the fire emergency passages or the public areas during the move-in times and the show period. Otherwise the exhibitor will be penalised.
- No movement and change of any facility & equipment in the hall.
- No electric welding inside the hall, no clear-sighted fire inside the hall, no spray-paint & spread inside the hall.
- The duty side is responsible for any damage to the facility & equipment.
- Only qualified electrical wires such as cable wires, double-sheath cooper wires can be used. It is strictly prohibited to use twisted-pair and aluminum-core wires.
- It is strictly prohibited to use the exposed light and neon light.
- All the electrical operators must have valid electrical operation certificates.
- The height of the vehicle, which is allowed to come into the hall, can't be higher than 4m. The speed cannot exceed 5 km/hr.

Others:

- No smoking inside the hall.
- No cooking inside the hall.
- Catering and flower from outside cannot be brought into the hall.
- No flammability & exploding materials can be brought inside the hall during the show time.
- Exhibitors cannot bring the equipment, which we can provide in the hall.
- A move-out permit is required shall any exhibits need to be carried away from the fair ground. Move-out permit can be applied from the official freight forwarder in your respective hall.

5) Catering and Other Services offered by Shanghai New International Expo Centre

i. Catering Services:

- **98 Restaurant** – Mezzanine of Hall E3 & E4
Offering diversified Chinese food & snacks.
- **LvQuan Restaurant** – Second floor in Hall W2-W3, Hall N2-B2
Providing food & beverage of Chinese and western style, also catering services for various functions
- **JM Snack Bar** – East inside of Halls W1-W5; West inside of Halls E1-E4
Offering food and beverage of Chinese & western style
- **JM Coffee Shop** – Entrance Hall 1
Providing food and beverage with Chinese & western style.
- **Papa John's** – E4-B1
As one of the best pizza brands in the world
Offering free delivery service
- **McDonalds** – Mezzanine of Hall W5, E1-B4, E4-B2a, Hall N4-R1
- **MILANO** – E5-R1, E7-R1
Offering Italian coffee bar and fine food.
- **Munich German Restaurant - Free Delivery & Carryout** – E2-R1
Offering traditional Bavarian food & Classic HB beer. We cater for all occasions, corporate events & more!
- **La Cite Café** – E6-R1, N5-B2

- Offering coffee, sandwich and delivery service.
- **Lihua Fast Food** – Loading bays 3, 5
Offering Chinese-style fast food
- **Hui Zhan Fast Food** – Loading bays 2, 4 and 19
Offering Chinese-style fast food
- **SHIKE** – E5-B2, Second floor in No.3 Entrance Hall
Offering Chinese-style fast food
- **Dongfang Jibai** – Entrance Hall 2
Providing food and beverage with Chinese & western style
- **Paulaner Restaurant** – Hall N2-R1
Offering German style food and drink
- **LaoDaiGou Restaurant** – Hall N3-R1
Offering Chinese style fast food
- **Old Uncle Restaurant** – Second floor in Hall N3-N4
Offering Chinese style fast food
- **ShenNongShi Restaurant** – Loading Bay 10
Providing Chinese-style fast food
- **Subway** – Hall N1-B2a
Providing Western-style fast food

ii. Other Services:

- **Business Centre** – Entrance Hall No 1, No 2, No 3
Complete secretarial service is available at the business center – fax, photocopy, internet, printing, office supplies, courier, business card design and printing, luggage storage, newspaper and magazine printing, signage production and logistics arrangement.
Tel: +86 21 28906072/3/4/5/6
- **Cloak rooms** – Entrance Hall 1 / Entrance Hall 2
Open time: 9:00 – 17:00
Storage fees: RMB15/piece/daily (same day),
If the item is stored overnight, an additional management fee of RMB30/piece/night will be charged.
- **VIP Rooms** – Entrance Hall 1, Entrance Hall 2
An exclusive lounge area makes this an ideal place to pamper your VIPs. It is fully furnished with comfortable leather armchairs, coffee tables and reception corner.
Refreshment service is available on request.
- **Family Mart Convenience Stores** – W1-B2, W3-B2, E3-B1a/b
Offering various fast-food and commodities like lunch box, Sushi, Sandwiches, drinks, stationeries etc.
- **C-Store** – Hall N1-R1
Providing various commodities like lunch box, Suhsi, Sandwiches, drinks, stationeries etc.
- **Lawson** – Hall N4-B1
Providing various commodities like lunch box, Suhsi, Sandwiches, drinks, stationeries etc.
- **Shanghai Rifu Printing Co., Ltd** – Hall E2-B1
Providing relevant services like computer printing, photo printing etc.
Tel: +86 21 28906788
- **Shanghai Sunrise Expo. Co. Ltd** – Hall W2-B4
Provide furniture-leasing service, computer applications, printing and special booth build up services.
Tel : +86 21 28906186 Fax : +86 21 28906522
- **Yinxin Flower Store** – W3-B1, E2-B3

In addition to a wide range of fresh flower arrangement, Yinxin can also supply green plants or any type of floral decorations.

Tel: +86 21 28906290

- **Shanghai Pudong Tourist (Meeting) Information & Service Center** – West inside of Hall E2
Tel: +86 21 28906084/5/6/7, 28906191
Fax: +86 21 28906085
- **Shanghai Information Center for International Visitors** – Hall W3-B3
Tel: +86 21 28906090/1/2
Fax: +86 21 28906092
- **Pudong Police Administration Office / SNIEC Police Station** – East outside of Hall W4
Tel: +86 21 28906024/6, 28906014/5
- **Security Office** – W5-B2
Tel: +86 21 28906112
- **Customs Office** – West inside of Hall W2
Tel: +86 21 28906146/8
Fax: +86 21 28906145
- **Fire Controlling Office** – W2-B3
Tel: +86 21 28906997/8
- **Quarantine Controlling Office** – W3-W1, W3-W2
- **Supermarket** –
 - (i) Metro, No. 383 Baiyang Road, 10 min walking distance from SNIEC;
 - (ii) B&Q, No. 2101 Longyang Road, 10 min walking distance from SNIEC;
 - (iii) Carrefour, No. 279 Biyun Road, 10 min drive from SNIEC.
 - (iv) Ole' Supermarket, No. 1378 Huamu Road, Shop B1308 Underground Mall in Kerry Hotel, 5 mins walking distance from SNIEC.
- **Medical** –
 - (i) Parkway Health Tel: 86-21-64455999
No. 51, Hongfeng Road, Pudong New Area, Shanghai
 - (ii) East Hospital Tel: 86-21-38804518
No.150, Jimo Road, Pudong New Area, Shanghai
 - (ii) Ren Ji Hospital Tel: 86-21-58752345
No. 1630, Dongfang Road, Pudong New Area, Shanghai

In case of any queries on the above, please feel free to contact us at the **Messe Frankfurt Information Counter in each hall or Organiser Office at room no. E1-M11 in Hall E1.**

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Thank you once again for your support and we wish you every success in Music China!

Best regards

Music China team

Messe Frankfurt

Note: Chinese version is available upon request. Please contact us for more details.