

Dear Exhibitor,

### **MOVE-IN RULES AND REGULATIONS**

To ensure that the fair runs smoothly for everybody and to prevent any disruptions to neighbouring booths, certain rules have been specified in the Exhibitor Manual. We would like to highlight some of the rules for your kind attention:

#### **Exhibitors Entrance and Leave Time During Exhibition Period**

1. Exhibitors are allowed to enter the exhibition hall from **Entrance no. 1, no. 2** during show period (i.e. **8:30 a.m.** on 10 – 13 October). Exhibitors must leave the exhibition hall ONE hour after the fair closes (i.e. 6:00 p.m. except on 13 October)
2. Please note that the move-out of exhibits or booth before 4:00 p.m. on 13 October is not allowed. We kindly request your co-operation in this regard.

#### **Onsite Demonstration and Noise Control**

1. For any advertising/promotional activities, there must be adequate space available for spectators in the booth. Presentation must not cause any obstruction in the aisles or neighboring booths.
2. Loudspeakers and lighting effects must face inwards towards the booth. We strongly urge our exhibitors to adhere to these necessary regulations in order to preserve the undesired and professional atmosphere at our fair.
3. The noise level of product demonstrations must not exceed 70dB. Exhibitors have to comply with this rule at all times during the fair. There will be staff patrolling during the fair. Shall any exhibitor be found exceeding the noise level specified the above for the 1<sup>st</sup> time, a written warning will be given. If the exhibitor did not comply after the written warning, the Organisers will confiscate the performance deposit. If the same exhibitor did not comply after that, the electricity to his stand will be cut off as penalty.
4. At Music China, all cash sales or retail sales of temporarily imported exhibits or samples by exhibitors are strictly prohibited. Samples can be distributed only if they are free of charge. If you have imported samples to give away or sell, please be aware that you are required to pay customs and duties. Please check with our **official forwarder's Kuehne & Nagel Limited onsite office at booth no. W1B38 in Hall W1**. The delivery of goods, the provision of services and the payment thereof (in cash, by cheque, credit card or any other means) may take place only after the fair and outside the fairground.

#### **Other general rules and regulations**

1. General security in the exhibition hall will be provided. Please ensure that all personal and valuable property, portable and rented items in your booth should not be left unattended at any time before, during and after the show, particularly for laptops, mobile phones, jackets over back of chairs, etc.
2. To secure your exhibits, any exhibit leaving the hall is required to have a move-out permit. Please contact our **official freight forwarder, Kuehne & Nagel Limited at W1B38 in Hall W1**. There will be service counters in all halls assisting your enquiry.
3. Smoking is strictly prohibited in the exhibition halls.
4. No photographing, video shooting or sound recording is allowed in the exhibition halls unless prior approval from the organisers.
5. All contractors on your booth have to apply for working passes and move-in permit badges that are only valid to access exhibition hall during move-in and move-out times.
6. If 24 hours electricity supply for exhibits is necessary, please apply at the Organiser Office at room no. E1-M11 in Hall E1 in writing before 9 October 2024 at 3:00 p.m.
7. All boxes and packing materials should be placed in the assigned areas. No exhibits or packing materials is allowed to be placed in the aisles. Please refer to *Storage of Empty Carton Boxes* for more details.

Should you need any assistance, please feel free to visit us at the Information Counter in each hall or our **Organiser Office at room no. E1-M11 in Hall E1**.

Thank you once again for your kind co-operation and may wish you every success in Music China!

Best regards,

Music China Team