

DenTech China 2020

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第二十四届 中国国际口腔器材展览会 暨学术研讨会

The 24th

China International Exhibition & Symposium
on Dental Equipment, Technology & Products

Exhibitors' Manual

参 展 商 手 册

批准单位：中华人民共和国商务部

主办单位：中国国际科技交流中心 / 上海交通大学医学院附属第九人民医院 / 国家口腔疾病临床医学研究中心
上海市口腔医学会 / 上海博星展览有限公司

协办单位：上海交通大学口腔医学院 / 上海市口腔医学研究所 / 同济大学口腔医学院 / 复旦大学附属口腔医院

Approved by: Ministry of Commerce of the People's Republic of China

Organized by: China Centre for International Science and Technology Exchange / Shanghai Ninth People's Hospital, Shanghai Jiao Tong University School of Medicine / National Clinical Research Center for Oral Diseases / Shanghai Stomatological Association
Shanghai Informa Markets ShowStar Exhibition Company Limited

Co-organized by: College of Stomatology, Shanghai Jiao Tong University / Shanghai Research Institute of Stomatology / School of Stomatology, Tongji University / Shanghai Stomatological Hospital, Fudan University



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OFFICIAL WECHAT



2020.10.28-31 上海世博展览馆

Shanghai World Expo Exhibition and
Convention Center, Shanghai, China

**VERY IMPORTANT INFORMATION !
PLEASE GO THROUGH CAREFULLY !**

This manual has been designed to simplify preparation for the Exhibition.

Carefully study of the contents of this manual will enable all relevant matters to be processed smoothly. You are kindly required to retain one copy of the returned forms to enable queries to be settled quickly and invoices accurately checked.

Though every endeavor will be made to maintain rates and prices quoted, there is a possibility they may vary to meet with any fluctuation in the cost of labor or materials occurring before the Exhibition.

If you have inquiries, please feel free to contact us at address below. We shall assure you a quick response to at your questions and give you the information concerned.

**Shanghai Informa Markets ShowStar Exhibition Company Limited
9F CIROS Plaza, No. 388 Nanjing Road (W),
Shanghai 200003, China
Tel: +86-21-6157 3953, 6157 3956
E-mail: sandra.shen@informa.com; sylvia.zhu@informa.com
Contact: Ms. Sandra Shen or Ms. Sylvia Zhu**

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GENERAL INFORMATION

1. Show Name

DenTech China 2020

The 24th International Exhibition & Symposium on Dental Equipment, Technology & Products

2. Show Date and Venue

Date: October 28 - 31, 2020

Venue: Shanghai World Expo Exhibition and Convention Center (SWEECC)

North Gate: No. 850 Bocheng Road, Pudong, Shanghai 200126, China

South Gate: No. 1099 Guozhan Road, Pudong, Shanghai 200126, China

3. Contact the Organizers

Shanghai Informa Markets ShowStar Exhibition Company Limited

Add: 9F CIROS Plaza, No. 388 Nanjing Road (W), Shanghai 200003, China

Tel: +86-21-6157 3953, 6157 3956

E-mail: sandra.shen@informa.com; sylvia.zhu@informa.com

Contact: Ms. Sandra Shen or Ms. Sylvia Zhu

On-site Standfitting Contact

Shanghai ShowStar Exhibition Service Co., Ltd.

Add: Room 22C Jiali Mansion, No. 1228 Yan'an Road (W), Shanghai 200052, China

Tel: +86-21-6294 6967, 6294 6968

E-mail: tony@showstar.net

Contact: Mr. Tony Dong

4. Registration of Exhibitors

Registration of Exhibitors will be carried out at the **Organizers' Office** at the south entrance of the Exhibition Hall 2 of Shanghai World Expo Exhibition and Convention Center, where each exhibitor will be issued the entrance permit badges on October 28 - 31, 2020. Exhibitors are kindly required to log in assigned page on our official website (www.dentech.com.cn/en-us/index) with the account name and password that Organizer provides to complete Badges submission before the deadline, as we shall prepare the badges in advance. Exhibitors can get the badges at the organizers' office on October 26 - 27, 2020. The **Organizers' Office** will also serve as an **Information Desk** where you can get the Services Guideline we specially prepare for you to enable your stay at the Show easy and enjoyable.

5. Time Table of Site Operation

All shipments to reach the venue refer to the Shipping Guideline (separate manual prepared by the freight forwarder)

	Date	For Exhibitor	For Visitor
Raw Space Stand construction & exhibits move-in	Oct. 26-27, 2020	08:30 – 17:00	
Shell Scheme Stand construction & exhibits move-in	Oct. 27, 2020	08:30 – 17:00	
Grand opening of the Show	Oct. 28, 2020	09:00	09:00
Exhibition open days and hours	Oct. 28 – 30, 2020	08:30 – 17:00	09:00 – 16:30
	Oct. 31, 2020	08:30 – 14:00	09:00 – 14:00
Stand dismantling & exhibits move-out	Oct. 31, 2020	14:00 – 22:00	

6. Admission Tickets

The exhibitors can assure that Organizer will launch comprehensive and dynamic promotion plan for their exhibits and services to attract more and more buyers. Besides, we encourage the exhibitors to capitalize on their own promotion activity to charm the existing and potential buyers. Exhibitors can create E-Invitation Letter on Organizer's official website (www.dentech.com.cn/en-us/index) to send to the target customers.

7. Show Activities

- * The Grand Opening Ceremony of DenTech China 2020 will be held at 09:00 am on October 28, 2020 at the Central Lobby of Shanghai World Expo Exhibition and Convention Center. By then, Chinese officials from public health departments, famous dentists, professionals, leaders of dental hospitals, end-users from all over the country and representatives of the exhibitors will be invited to the ceremony.
- * Symposium on Dental Technology will be held during DenTech China 2020. Symposium program will be provided separately. International speakers and hundreds of dentists will be invited to the Symposium.
- * Exhibitors can hold seminars during the show. The organizers and our sponsors will support these activities by arranging 80-100 professional attendees including National Education Classes students to attend each seminar. Each 2-hour seminar including microphone, screen, projector and drinking water will cost CNY15,000.00. Exhibitors who are deciding to hold seminars shall return or fax back **Form E** to the organizers before July 31, 2020.

8. Booth Construction Regulations

- A. Please refer to Item 5 for stand construction and exhibits move in.
- B. For additional furniture rental, please return **Form I** to the organizers before deadline. Orders (if accepted) of furniture's rentals during September 16th to September 30th are subject to a charge of 50% on the basic rates. And the orders (if accepted) after October 1st or any on-site orders or changes requested by the exhibitors will be

subjected to 100% surcharge and the availability of time and manpower. All orders must be accompanied by full remittance made payable to the Official Contractor. Orders without remittance will not be entertained.

- C. Exhibitors using non-official contractors (whether for shell scheme or raw space) must inform and obtain consent from the Organizer. The Organizers reserve the right to reject any contractor and design they deem inappropriate. All non-official contractors, including exhibitors who construct their own booths, must submit Construction Management Fee to the organizers before **September 15, 2020**.

Construction Management Fee	
Date	Price
Before September 15 th	CNY 56.00/sqm
From September 16 th to September 30 th	CNY 84.00/sqm
After October 1 st	CNY 112.00/sqm

*No admission for non-official contractors if the construction management fee has not been paid or if the plans for such work have not been received and approved by the organizer.

- D. Basic hall-lighting will be provided by the Organizers.
 Standard power supplies: 220V/5A for single phase
 Don't allow to use power overload. Please rental extra power point for your large power machines. Exhibitor should assume all responsibilities and payment for the overload power using.
 Electricity to stand will be switched off 30 minutes after the end of the exhibition each day. 24-hour power supplies can be provided by the Official Contractor by prior arrangement. Such supplies cannot be arranged at short notice and additional payment is necessary.
 *To ensure maximum safety, all electrical operations must be carried out by the Official Contractor.

9. Freight Forwarding & Customs Clearance

- A. The official freight forwarder and customs clearance agent is:
APT Showfreight Shanghai Co., Ltd.
Add: Room 2005, Modern Plaza Tower 1, 369 Xian Xia Road, Shanghai 200336
PR China
Tel: +86-21-61240090; +86-13512132873
Fax: +86-21-61240091
E-mail: Louis.Liu@aptshowfreight.com
Contact: Mr. Louis Liu
- B. Exhibitors who decide to consign their own exhibits to the official forwarders should return **Form J** to the organizers before **August 31, 2020**. The Organizers will not be responsible for any forwarding matters.
- C. Users of public car park have to pay a parking fee by themselves.
- D. During the exhibition period, no exhibits can be taken out of the exhibition hall except with the special permission from the Organizers. Exhibitors must present the move-out permit upon every departure.
- E. No storage area will be provided for the empty cartons, wooden crates, etc., at the

venue. Exhibitors should make prior arrangement with their forwarders or agents for storing their properties and packing cases.

- F. The organizers have no responsibility for any loss (both at home and abroad), if exhibitors don't use the official freight forwarder and customs clearance agent.

10. Recommended Hotels

- A. Rayfont Shanghai Xuhui Hotel
Add: No.7 Zhaojiabang Road, Shanghai (5 km, Metro Line 13 / 11min by taxi)
Tel: +86-21-54077000
- B. Lee Gardens Hotel Shanghai
Add: No.255 Dong'an Road, Shanghai (6 km, Metro Line 7 / 18 min by taxi)
Tel: +86-21-33988888
- C. Jinjiang Inn (Shanghai World Expo Licheng Road)
Add: No.40 Licheng Road, Shanghai (about 15 mins' walk)
Tel: +86-21-58800108
- D. Wassim Hotel (Shanghai World Expo Center)
Add: No.551 Gaoke West Road, Shanghai (2 km, Metro Line 7 / 10 min by taxi)
Tel: +86-21-58832000
- E. Vienna International Hotel (Shanghai World Expo Garden)
Add: No.3039 Shangnan Road, Shanghai (4 km, Metro Line 8 / 15 min by taxi)
Tel: +86-21-68329999-0
- F. Grand You You Hotel
Add: No.2111 South Pudong Road, Shanghai
Tel: +86-21-58810888
- G. Four Points by Sheraton (Shanghai)
Add: No.2111 South Pudong Road, Shanghai
Tel: +86-21-50399999
- H. Sheraton Grand Shanghai Pudong Hotel
Add: No.38 Pujian Road, Shanghai (shuttle bus)
Tel: +86-21-50899999

※ If the exhibitors need to reserve above hotels, please directly contact the hotel to make the reservation.

HALL SPECIFICATIONS & REGULATIONS

1. HALL SPECIFICATIONS

Technical data	Hall 1	Hall 2
Area of the hall	125*185.2m=23150 m ²	90*185.2m=16668 m ²
Floor type	Solid Concrete	Solid Concrete
Floor bearing	Loading capacity at 3.5 Tons/m ²	Loading capacity at 2.0 Tons/m ²
Number of Cargo path	6 Entries,5.4m×5.75m*2 , 4.2m×4.3m*4 (H×W)	4 Entries , 4.2m×4.3m (H×W)
Number of column	Pillar-free	45 columns
Elevator	None	4 Cargo lifts of 5 tons 4 Cargo lifts of 3 tons Size of 3 tons: 2.7×1.50×2.75m (L×W×H) Size of 5 tons: 3.7×2.10×2.75m (L×W×H)
Power supply	3-Phase.5-Line,380V/ 220V,50HZ	3-Phase.5-Line,380V/ 220V,50HZ
Power	6230A	To be confirmed
Lighting	250Lux	300Lux
Height of hall	23.00m	12.00m
Clear height	14.70m	9.00m
Height for booth construction	4.50m	4.50m
Water supply	208 outlets, each outlet at 25mm(D)	49 outlets, each outlet at 25mm(D)
Drainage	208 outlets, each outlet at 75mm(D)	193 outlets, each outlet at 75mm(D)
Compressed air	normal pressure: 8.5KG, unloading pressure: 10KG	normal pressure: 8.5KG, unloading pressure: 10KG
Fire protection	Detection and Alarm System, Hydrant, Automatic Fire Sprinkler, Central Control Unit	Detection and Alarm System, Hydrant, Automatic Fire Sprinkler, Central Control Unit
Width of Hydrant	22 cm	22 cm
Air conditioning	Central Air Conditioning	Central Air Conditioning
Ventilation	Available	Available
Security system	24Hours security patrol, central video surveillance and sensor alarm system	24Hours security patrol, central video surveillance and sensor alarm system
Broadcasting system	Available	Available
Emergency lighting	Available	Available

2. Presentation Of Exhibits

Exhibitors must present their exhibits throughout the period of the exhibition from October 28 - 31, 2020. **No exhibitor is allowed to remove his exhibits from the exhibition floor prior to the official closing of the exhibition.** Every exhibitor should have an authorised representative present at the exhibition stand throughout the period and during the installation and dismantling of his exhibits.

3. Exhibit Demonstration And Operation

- A. Exhibitors are responsible for the safe demonstration of working exhibits. Exhibits likely to pose a risk to visitors must be appropriately protected.
- B. Exhibitors must ensure that working exhibits being demonstrated do not emit radiation or gases likely to be harmful to human life e.g. laser, toxic gases.
- C. All machines for demonstration must be equipped with safety devices and running signs, which may be removed only when the machines are disconnected from power without any latent danger.
- D. Should any working machine present a risk to the public, the exhibitor must erect signs to warn the visitors to keep a safe distance from the machine, and protection device such as glass shield should be set up between the machine and visitors.
- E. Any machine or apparatus can only be operated on the stand, and operated and supervised by qualified persons. No motors, engines or power driven machines are to be used without adequate fire-protection measures taken by Exhibitor.
- F. Exhibitors are required to demonstrate their operation to the safety officers during the move-in.

4. Food & Beverage and No Smoking

According to the Government stipulation, all the exhibitors and staff are not allowed to smoke in the Exhibition halls. Exhibitors may have food and beverages at the cafeteria and restaurant inside the exhibition center.

5. Stand Cleaning

The organizers will arrange for the general cleaning of the Show premises and stands (excluding exhibits/displays) prior to the opening of the Show and daily thereafter, but it is the responsibility of the exhibitor to keep its stand tidy at all time. Exhibitors are requested to place any rubbish or discarded materials in the aisles at the end of each day to avoid confusion for the removal by the cleaners.

Exhibitors are to arrange their packing materials, empty cartons and wooden crates to be removed and disposed before the Show opens and daily.

6. Environment Protection Measure

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

- A. Make reasonable plan for quantity of distribution. Please do not print and transport materials more than the quantity you need.
- B. Use environmentally or recycled materials as many as possible. Make reasonable plan of 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.

- C. Use no toxic, volatile paint and glue for construction. And use CFL or LED light as many as you can. And so is recycle carpet.
- D. Reduce using packaging materials and paper boxes to the minimal quantity.

(With little effort you can protect environment and the earth.)

7. Security

Though the organizers maintain security surveillance at all times, exhibitors are reminded that goods will be most at risk immediately after the Show closes on the final day. Please make sure your stand, especially personal property, portable and rented items are not left unattended at any time before, during and after the Show.

8. Insurance & Liability

Insurance

In order to protect the safety of staff working on-site and insure against any risk of liability to any exhibitor and its respective appointed contractor arising from the use or construction of each raw space during the move-in days, each raw space exhibitor is required to purchase a liability insurance plan. Each liability insurance plan should be reviewed and approved by our officially appointed insurance company, Orix Insurance Agency Co., Ltd. before processing its application such as getting booth design approval, ordering electricity and settling hall management fees, etc. prior to moving-in.

As the officially appointed insurer for the Exhibition, Orix Insurance Agency Co., Ltd. will provide the most preferential conditions and insurance services to the Exhibition, including on-site insurance applications, on-site supervision on safety, dealing with insured accidents and claim payments etc. Their contact details are as below:

Orix Insurance Agency Co., Ltd.

Address: Room 608, No. 1900 Tianshan Rd. Changning District, Shanghai 200051, China

Contact: Nancy Lin

Contact: Yolanda Duan

Tel: +86-13795447441

Tel: +86-13021092086

Email: nancy.lin@ clema-rs.com

Email: yolanda.duan@ clema-rs.com

- 1) All raw space contractors, exhibitors should be named as the insured under such liability insurance plan.
- 2) The liability insurance plan of each raw space exhibitor should cover the following:
 - A. 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 RMB1,000,000.00;
 - B. All compensation, medical expenses and any other related fees caused by personal injury suffered by any insured staff, any workers; Cumulative compensation shall not exceed RMB2,000,000; and the cumulative compensation per person shall not exceed RMB400,000;
 - C. All compensation, medical expenses and any other related fees caused by personal injury suffered by any third party; Cumulative compensation shall not exceed

RMB2,000,000.00 and the cumulative compensation per person shall not exceed RMB500,000.00;

- D. The insurance premium for such liability insurance plan shall be no less than USD100.

Liability

- 1) The sponsors, hosts and organisers are not responsible for loss, theft or damage by fire or injury of any nature to any person or article.
- 2) Each exhibitor participating in the exhibition needs to indemnify the organisers against all claims of all kind against the organisers, due to or in any way, connected with their participation in the exhibition.
- 3) The organisers are not liable to the exhibitors or their agents or employees in respect of any direct or indirect damage, loss or injury, to persons or property arising out of or in any way, connected with the exhibition.
- 4) The sponsors, hosts and organisers shall not be liable for loss, damage, delay or cancellation as a result of any unforeseen reason or resulting from acts of war, civil commotion, strikes, economic blockade, terrorist attacks, military activity or any other circumstances which shall render it impossible or inadvisable for the organisers to hold the exhibition at the time and place provided. The organisers reserve the right to reschedule the exhibition at a later date. Exhibitors have to acknowledge that the organisers will have sustained damages and losses as a result of the foregoing as well, and shall and does hereby waive all claims for damages or compensation. The sums paid to the organisers as fees or otherwise in connection with the exhibition shall remain the property of the organisers.
- 5) In the case an exhibitor withdraws from the exhibition after confirmation of participation by the organisers, all payment made shall be forfeited. Notice of withdrawal must be made in writing to the organiser who shall arrange for reallocation of such space which does not necessarily entitle the exhibitor the right to claim for refund or any payments made, or release from any sums of which he has already committed or become liable to.
- 6) The sponsors, host and organisers bear no responsibility for any errors or omissions in the exhibition directory, which is compiled from the information supplied by the exhibitors and/or their agents.
- 7) The sponsors, hosts, co-organisers and organisers are not responsible for any loss, damage, or delay incurred in freight shipments (transport, handling and clearing) into and out of P.R. China. Exhibitors are urged to adequately insure all shipments.

9. Fire Precaution Measures

No materials are allowed to place on the area marked with "yellow boxes". Do not obstruct fire exits and sliding gates. All exhibitors shall take measures against fire and to protect the public.

10. Photographing / Video Shooting

Unauthorized photo/video shooting and sound recording in the venue is not allowed.

Commercial photographers representing the appropriate media may wish to photograph your stand or an individual exhibit you are showing. Exhibitors that wishing to restrict photographs for any reason should place a notice to the exhibit and are advised to hire their own security guard to enforce the restriction.

11. Interpreter Service

The organizer will arrange interpreter service in order that the exhibitors communicate with local buyers and visitors conveniently. If you need this service, please return or email back Form F before August 31, 2020.

12. Prohibition Items

- A. No business or promotional activity shall be conducted by any exhibitor and/or staff outside their booth areas. No exhibitors are permitted to distribute any publicity materials, like product catalogues and brochures, souvenirs and the like outside their own booth area and in public area of the exhibition venue.
- B. No advertising signs are permitted out with the boundaries of individual stands or pavilions. The Organizer reserves the right to remove signage or posters that does not comply with this regulation and/or which in the opinion of the Organizer do not conform to the purpose and image of the Show.
- C. No activities which, in the opinion of the Organizers, amount to a nuisance or annoyance to the visitors or other exhibitors shall be conducted by exhibitors within the vicinity of the show.
- D. Non-exhibitors are strictly forbidden to affect sales or any form of promotional activity in the exhibition floor that will be prejudicial to the interests of exhibitors or of the Show. Exhibitors are requested to report such activities to the Show management at once.
- E. The exhibition is only open to professionals, minors under the age of 18 (whether exhibitors or visitors) are not allowed to enter the exhibition hall.

13. Other Information

Customs & Excise

Tax is normally not paid on all displays, stationery and drinks to be consumed in the exhibition hall. However, import tax may be charged on souvenirs and gifts. In order to avoid complication, exhibitors are encouraged to abstain from distributing gifts at the stand, except in very small quantity. If the gifts are too expensive, too large in size or are electronic products, the Chinese customs office may refuse clearance even if the carrier is willing to pay the import tax. Exhibitors are therefore advised not to carry these in their personal luggage. Slides, video, movies and all literature for distribution in the exhibition must be vetted and approved by Chinese Customs in advance. For details, please refer to the manual concerning freight forwarding.

Credit Cards

Small hotels, shops and restaurants only accept cash. You are therefore advised not to rely entirely on credit cards for your daily expenses. Only major hotels and high-class restaurants accept credit cards; MasterCard, Visa and American Express are most commonly accepted in China.

Medical

Please bring with you prescribed drugs you may need since these might not be available in China.

No Smoking

Smoking is prohibited within the exhibition area, except in the special areas designated by the organisers. The exhibitor shall be held responsible for any damage or loss caused by smoking in the exhibition area.

Arrival Formalities

Health declaration, entry card and the Customs Declaration forms are normally presented to you by the aircrew before landing.

If you are hand carrying exhibit items or publicity literature, please declare these at Customs. Should difficulties of clearance arise, request that the cargo be customs bonded. You will be able to debond and clear the same article at the exhibition halls with the on-site Customs officers. For details, please contact the official freight forwarder.

Note: If you are hand carrying exhibits and other items into the exhibition venue, please ensure you declare the same to the on-site customs officer. Otherwise, it would not be possible for you to carry it out of the halls.

General Regulations

- A. The control of the exhibition is vested, at all times, in the organisers whose decision is final and binding on all exhibitors and contractors.
- B. Exhibitors shall be bound by the conditions, rules and regulations set forth in the contract and any changes must be made in writing and signed by the organisers, who shall have full power to interpret and to make or amend these rules provided that such amendments and additions do not operate to diminish the rights reserved for the exhibitor under this application, and shall not operate to increase liabilities of its organisers or sponsors.
- C. The organisers shall have the right, without appeal, to resolve all cases not provided in the regulations in this manual.
- D. Exhibitors agree to observe by all regulations contained in this manual and further amendments and addendum where required by signing the Application Form with the organisers.

Control & Use of Exhibition Stands

- 1) Exhibitors' stands are provided for the sole-purpose of displaying products and items.
- 2) All displays shall not obstruct the view of adjoining exhibits nor be operated in any manner objectionable to other exhibitors. The organisers reserve the right to remove or modify any exhibits whose fittings or operations are considered, under the Regulations, unsuitable, noisy, obnoxious, objectionable or dangerous to the exhibition, the visitors or neighbouring exhibitors. All costs incurred for the removal of such exhibits shall be claimed on the exhibitor.
- 3) The volume of any performance should be controlled properly so as not to disturb the other exhibitors.
- 4) Access to stands must be provided at all times for officers of the official safety services and other government authorities concerned for inspection purposes.

Stand Construction and Management

When an exhibitor appoints an outside contractor to build their stand or an exhibitor builds their stand by themselves (if an exhibitor is building their own stand, they are considered as an outside contractor during the move-in/out period), both the exhibitor and contractor must fully understand following information and regulations. Exhibitors and contractors are expected to comply with any building regulations, all government rules and regulations, and regulations laid down by the organisers

1. Contractor Insurance Coverage

Individual Stand Contractors are required to take out and maintain public liability insurance in respect of the Individual Stand Contractor's liability for death or injury to any person, or loss or damage to property arising out of the performance of the Services in a sum not less than £ 2,000,000.00 (CNY21,230,000.00) for any single claim, unlimited in aggregate. In addition, an Individual Stand Contractor shall take out and maintain valid and adequate insurance cover against theft, fire, damage to property, accidents, natural calamities, acts of God and such other risks normally insured against by a reasonable person in the position of the Individual Stand Contractor, or as UBM Live may require, in connection with, inter alia, the Individual Stand Contractor's property (including all equipment, fittings, furniture, materials and other facilities used or provided by the Individual Stand Contractor in the performance of the Services) and the performance of the Services. The insurance shall be maintained in force at all times during the Move-in, Exhibition and Move-out Period.

Each Individual Stand Contractor **MUST HAVE** valid and adequate insurance cover of not less than £ 2,000,000.00 (CNY21,230,000.00) against public liability. **Individual Stand Contractors are required to present their certificate to the Official Stand-fitting Contractor on their registration at the exhibition site. The Organizers will reject work and refuse entry to Stand Contractors that fail to do so.**

2. Stand Height Limits

The maximum height of construction is 4.5 metres for raw space stands. **Double-deck stands are not permitted.**

Shell scheme stands are 2.5m high.

3. Method Statement

All space only exhibitors building complex structures must submit a suitable Method Statement with their stand designs, detailing the processes by which the stand will be built and operate. These statements should be followed by all involved parties on-site to ensure that all necessary steps and precautions are taken.

Method Statements should cover the following areas:

- A. The employee who will be responsible for construction & breakdown of your stand.
- B. Loadings, dimensions, location, unusual stand features.
- C. Details of entry points into the halls and the route to the final position.

- D. The sequence & schedule in which all the stand elements will be built, including alignment, electrical connections, etc.
- E. Methods of ensuring adequate structural support of stand elements requiring cross-bracing, with calculations & inspection certificate from an independent structural engineer.
- F. Specify the equipment(s) to be used, their capacities, weight, locations and floor loadings. Check the operatives' current license or Certificate of Competence. Check machine's inspection certification or maintenance record.
- G. Include details of temporary & mobile scaffolds, access towers & other work at height which you intend to carry out. People working close by must be protected.
- H. Consider any abnormal noise that may be present, or work which may create dust or fumes. What ventilation and other control measures will be provided?
- I. State where electrical work will be carried out, welding, gases, compressed air, water or waste services will be brought on-site.
- J. Identify the safety equipment & precautions you will be providing on-site, including any protective measures you will be implementing, and areas of risk as highlighted from your Risk Assessment.
- K. Provide the Organisers with details on exhibits which may present a risk to the public and / or the operator. How will this exhibit be delivered onto your stand? What machine guarding or other special requirements are there? What hazardous waste will be produced, and what measures will be employed to dispose of that waste?

4. Personal Protective Equipment (PPE)

Safety Helmets

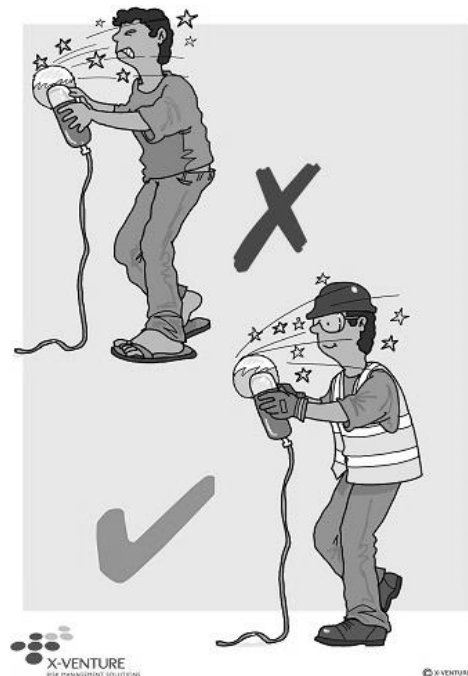
All stand contractors working in the exhibition centre must wear safety helmets. Safety helmets are essential in the case of working at height, or being in the vicinity of contractors working at height. Please make sure that you wear your safety helmet properly, fitting the chinstrap to avoid the helmet falling off.

Footwear

Correct footwear protecting against nails, debris and etc are required for exhibitors / contractors working in the exhibition centre during build-up and dismantling.

Use of Tools and Equipment

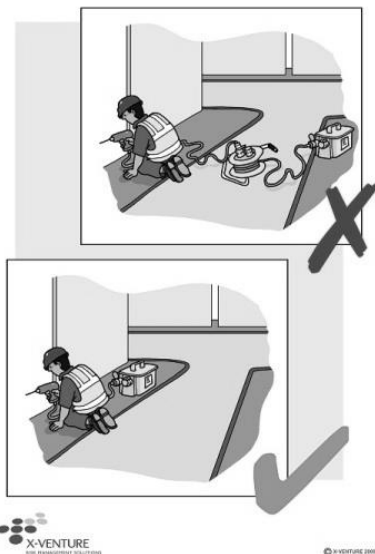
Contractors are required to have any other PPE which are suitable for their work such as gloves, goggles, masks, earplugs.



X-VENTURE
EXHIBITION SOLUTIONS

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5. No Obstruction To Gangways



During the process of installation, construction and removal of stands, the gangways must not be used at any time for the storage of plants, materials or debris of any kind. The organisers may at their discretion order the removal of such objects and the exhibitors / contractors will be liable for the cost of removal.

6. Stand Construction

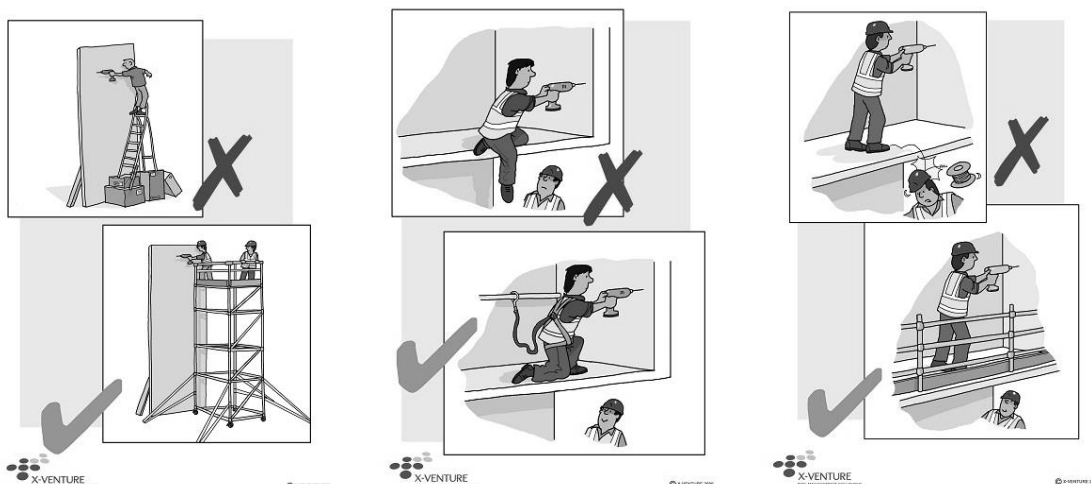
- A. Materials used for the construction and installation of the exhibition stands and any other structures must consist entirely of non-combustibles with a burning diffusion rate not lower than Class B1 as required by both the national and local fire-control regulations of Shanghai. **Stretch fabrics which are inflammable are forbidden in the exhibition centre. Stand roof-sealing is forbidden. Raw Space stand should be equipped with at least one portable extinguisher.** All the carpet used in the hall must be the flame retardant carpet. Contractor must bring the flame retardant test report to the fire department checks to use. If the carpet doesn't have the test report, the carpet will not be allowed to use in the hall.
- B. Any behavior which could hamper the normal operation of the fire protection system and central supervising system, including the fire-alarm bell contact, the fire hydrant, fire extinguisher and fire escape is forbidden. If the hall pillar in your booth, the power facilities switch and fire fighting equipment which on the hall pillar must not be covered or wrapped live. All those equipment must ensure that the normal open or use.
- C. According to fire regulations, there should be 50-60 cm clearance between the outer partition walls of the stands and the walls of the exhibition hall for safety inspection.
- D. No objects can be attached to or suspended from the fire sprinklers or lighting fixtures on the ceiling. Spotlights and other heat-generating equipment should not be focused or be stationed near the fire sprinklers.
- E. The organisers or exhibition centre shall be entitled to remove any form of construction or structure which is not approved or violates the above-mentioned guidelines. Exhibitors and contractors shall be responsible for risks and expenses that may occur.
- F. Contractors must put a protective covering on the hall floor before any work commences, and shall be responsible for the repair of any damage to the floor due to the construction or dismantling of the stand.
- G. No nails, adhesives, drawing pins, or similar materials or hole-drilling shall be applied to any part of the Shell Scheme booth or exhibition centre premises, otherwise, the exhibitor/contractor

shall be responsible and liable for any damage caused. All stands must be self-supporting; no structure or other item is allowed to lean on or be fixed to adjacent stands or structure of the exhibition centre.

- H. Only environment-friendly carpet and double-sided cloth adhesive tapes can be laid on the floor. Inferior carpets containing CaCO₃, double-sided blown-sponge or any other materials difficult to clean up are forbidden.
- I. Stick-on decals or similar promotional items are forbidden to be stuck on any part of the building of the exhibition centre. Any cost incurred by the exhibition centre for the removal of these items and repair of any damage caused shall be borne by the contractor.
- J. No open flame or combustible gas is allowed to be used in the exhibition centre.
- K. No pungent glue is allowed.

7. Working At Height

- A. Operators who are engaged in working at height (2 metres or above) must carry out necessary safety measures against injuries that might be caused by falling, or objects being dropped.
- B. When passing tools or objects, throwing is forbidden. Methods such as hand-to-hand passing, or conveyance of tools or objects by bags, or lifting up and/or down with ropes, shall be adopted.
- C. Unqualified operators are forbidden to do overhead work, and it is also strictly forbidden to do overhead work after drinking alcohol.
- D. If work is above 2 metres, ladders are not allowed, and a suitable metal scaffold or working platform is necessary. The scaffold/platform should be properly fitted with a guard rail, mid rail, toe board, outriggers and wheel locks. High stability is required, with a maximum height to least base dimension ratio of 3.5 (indoors) and 3 (outdoors). Workers must wear safety belt/harness and clip on to a secure anchorage point. Scaffolds/platforms may not be moved while in use or occupied.
- E. Access to areas in the vicinity must be controlled to prevent persons walking or working directly under high work. Workers in the vicinity must wear suitable head protection e.g. safety helmet.



8. Electrical Installation

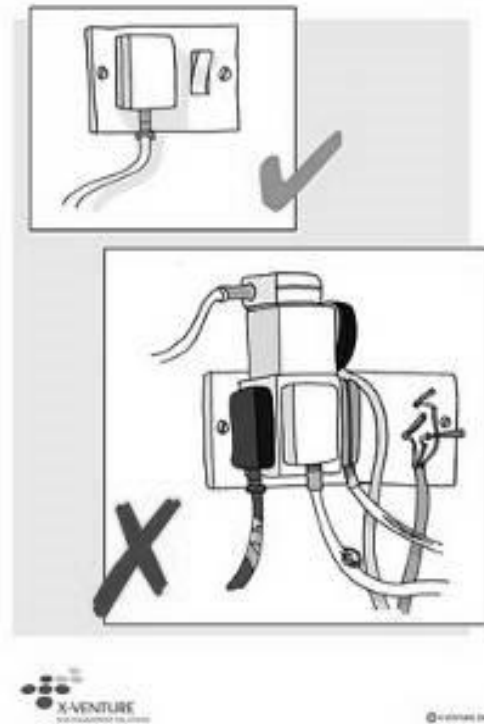
Application for Distribution Box

Raw Space stand contractor must apply electrical link-up (Distribution Box) from the Official

Stand-fitting Contractor before the deadline. Please find the application form in Attachment – Contractor Service Manual.

Connection of Distribution Box

- 1) The installation personnel for electric lines and facilities must hold valid electrician operation certificates.
- 2) Only qualified electrical materials are used in the build-up of booths (including both Shell Scheme booths and Raw Space Stands). Double-sheath copper wires and cable lines must be used, and the section of the conducting wires must be ≥ 1.5 mm. Electrical materials must be equipped with enough safe loading capacity. It is strictly forbidden to use single wires with no sheath, twist pairs or aluminium wires. As to the configuration of wires, three-phase five-wire system shall be applied for the line voltage (L1 L2 L3, N, PE) and single-phase three-wire system for the phase voltage (L, N, PE).



- 3) All metallic structures and shells shall have a reliable grounding. The conducting wires should be fixed in a cellular or other from instead of being randomly installed on roads, grounds or doorways. Electric lines crossing passageway shall be protected by a cable bridge. When sub-circuits are connected, insulating porcelain and plastic joints must be used instead of being wrapped directly by insulating adhesive tape before any insulation protection measures are taken.
- 4) The distribution box must be installed in a cable duct or in the exhibition stand. It is strictly forbidden to leave a distribution box in doorways, fire-control passages or any conspicuous place in exhibition stands.
- 5) Outdoor electrical and lighting equipment shall be waterproof. Safety measures such as moisture-proofing, water-proofing and weather-proofing, etc. shall be implemented. All electrical apparatus, wires/cables etc. which can be easily contacted by people shall be covered with special protection.

Electricity Supply

The exhibition centre will supply electricity to stands at 10:00 on October 26, 2020 (the time may be subject to change, and the exact time will be broadcast two hours prior to supply). Exhibitors and contractors shall carry out inspections within those two hours to ensure conformity to the Rules of Operating Low-Voltage Electric Facilities.

Electricity Cut-off – Show Close (October 28 - 31)

To ensure the safety of the exhibition hall and eliminate fire risks, exhibitors and contractors must cut off electricity to all facilities (electricity to Shell Scheme stands will be cut off by the Official Stand Contractor) when the exhibition day ends. If there are stands whose electrical supply is not cut off,

the exhibition centre shall turn off the power and the exhibitors and contractors will be responsible for all ensuing consequences.

In the case of stands which require 24 hours power, the exhibitors or contractors must apply to the Official Stand Contractor.

Electricity Cut-off – Show Close (October 31)

Electricity will be cut off at 14:00 on October 31, 2020. Please turn off all the facilities and exhibits beforehand, otherwise, the exhibitors and contractors will be responsible for all ensuing consequences.

Electrical Apparatus

All electrical apparatus, their electrical load and sensitivity in electrical insulation must comply with the relevant PRC regulations.

Emergency Procedures

Emergency Number

Call the SWEECC Customer Service Centre +86-21-20893600

This number should be called **first** in the case of an emergency. The venue staff will immediately engage local fire, ambulance and police services as required, and will escort emergency vehicles through the venue.

Useful Telephone Numbers

Ambulance: +86-21-112

Police: +86-21-110

Fire: +86-21-119

Use these numbers **ONLY** when the Emergency Number is busy or is not answered

Emergency Exits

All emergency exits are marked with green signage.

Medical

If you need any medical assistance, please check the floor plan and go to the nearest Organizer office

In the case of an accident/injury, please take following measures:

- A. Call the Emergency Number immediately, giving the exact location and details of the accident/injury
- B. If possible, help treat/comfort the injured party until qualified help arrives

Fires

The venue is equipped with a fire sprinkler and alarm system. Portable hand-held fire extinguishers are also located at each gate inside the halls.

If you detect fire or smoke:

- A. Activate the nearest fire alarm if possible and safe to do so.
- B. Call the Emergency Number immediately, giving the exact location and details of the fire.
- C. Leave the exhibition hall immediately by the nearest exit.
- D. Close doors behind you.

If you hear a fire alarm: Remain calm and alert, prepare at once to leave the SWEECC.

Evacuation

If you hear a fire alarm evacuation announcement or instruction:

- A. Leave the SWEECC by the nearest safe exit.
- B. Follow announcements over the public address system or instructions by SWEECC staff and/or fire/police officials.
- C. Once outside the SWEECC, stay clear of the venue; do not return until it is declared safe to do so by SWEECC management, or fire/police officials.

重要事项！ 请仔细阅读！

本手册是为方便参展商的操作而设计。

请仔细阅读本手册的各项内容，以使各项准备工作顺利进行。并敬请各参展商及时将有关表格发回主办单位，以便主办单位能及时安排各项工作。

虽然我们将尽力保持各项已报价格不变，但在展览会开幕前，由于人工或材料价格的变化，我们将有可能对某些报价作适当调整。

如果您有任何疑问，请随时按以下方式与我们联系，我们将尽快给您满意的答复。

上海博星展览有限公司

上海市南京西路 388 号仙乐斯广场 9 楼 邮编: 200003

电话: +86-21-6157 3953, 6157 3956

电子邮件: sandra.shen@informa.com 或 sylvia.zhu@informa.com

联系人: 沈如玥 小姐 诸静 小姐

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展览会概况

1. 展览会名称

DenTech China 2020

第二十四届中国国际口腔器材展览会暨学术研讨会

2. 展览会日期和地点

日期： 2020 年 10 月 28 - 31 日

地点： 上海世博展览馆

南门入口：上海市浦东新区国展路 1099 号

北门入口：上海市浦东新区博成路 850 号

3. 主办单位联络方式

上海博星展览有限公司

地址： 上海市南京西路 388 号仙乐斯广场 9 楼 邮编： 200003

电话： +86-21-61573953, 61573956

电子邮件： sandra.shen@informa.com 或 sylvia.zhu@informa.com

联系人： 沈如玥 小姐 诸 静 小姐

主场搭建服务联系方式

上海展星展览服务有限公司

地址： 上海市延安西路 1228 号嘉利大厦 22 楼 C 座 邮编： 200052

电话： +86-21-62946967, 62946968

电子邮件： tony@showstar.net

联系人： 董 烽 先生

4. 展商注册

参展商于 2020 年 10 月 26-27 日进馆时，在展厅主办单位办公室登记注册（世博展览馆 2 号馆入口处），并领取参展证后方可进入展厅。为缩短各参展商注册时间，务必请展商凭主办方提供的用户名及密码在截止日期前登录至展会官网（www.dentech.com.cn），填写相关信息完成参展商工作证申请。

5. 进馆、展出及撤馆时间

	日期	展商	观众
光地展商进馆时间	2020 年 10 月 26-27 日	08:30 – 17:00	
标摊展商进馆时间	2020 年 10 月 27 日	08:30 – 17:00	
开幕式	2020 年 10 月 28 日	09:00	09:00
展出时间	2020 年 10 月 28-30 日	08:30 – 17:00	09:00 – 16:30
	2020 年 10 月 31 日	08:30 – 14:00	09:00 – 14:00
撤馆时间	2020 年 10 月 31 日	14:00 – 22:00	

6. 参观券

主办单位将实施全面、积极的观众组织宣传计划，以确保展商的展品和服务能吸引更多的买家。我们同时鼓励展商自己进行宣传活动，以吸引已有的及潜在的买家。这是众多展商业已成功、获益非浅的经验。展商可登录展会官网（www.dentech.com.cn）相关页面，生成展商电子邀请函并自行发送至目标客户。

7. 展览会活动安排

- * 展览会开幕式将于 2020 年 10 月 28 日星期三上午 09:00 在上海世博展览馆一楼中厅隆重举行。届时，医疗卫生部门有关领导、口腔界知名专家学者、各大口腔医院领导、全国各地用户及参展商代表将莅临指导。
- * 为使各参展商能与更多专业人士交流洽谈，展览会期间，主办单位与上海交通大学口腔医学院将同时安排举办专业研讨会及国家级学分制继续教育学习班，学员将来自全国各地的公立医院，民营医院、门诊部以及私立诊所等的口腔专业人士。
- * 主办单位欢迎各参展商举办专题讲座，主办单位可协助安排来自全国各地的学习班学员参加，每场 80-100 人，每次讲座时间为 2 小时，该类专题讲座每次收费 15000 元人民币。参展商如欲举办专题讲座，请将附表 E 在 2020 年 7 月 31 日前交回主办单位。

8. 展位装修须知（详情请见展台搭建须知）

- A. 进/撤馆时间安排：请参阅第 5 条；
- B. 展位增租器材，请将附表 H 交回主办搭建登记，9 月 16 日-9 月 30 日增订家具需加收 50% 的加急费，10 月 1 日之后增订家具需加收 100% 的加急费，主办单位不保证现场有够数量的家具可供使用；
- C. 付款方式一请使用支票或电汇至：
上海丹拓展览制作有限公司
银行名称： 中国银行上海市番禺路支行
银行帐号： 444259224354
- D. 参展商若聘用其他承建商进行个别装修及摊位设计，须先征得主办机构同意方可进行。主办机构有权拒绝接纳其他承建商及其摊位设计图样。参展商必须在 2020 年 9 月 30 日前向主办单位提交其他承建商的资料、详细设计图纸以及所有装修表格。
- E. 所有其他承建商（包括自行装修展位的参展商）必须于 2020 年 9 月 15 日前缴交现场施工搭建管理费及施工证制作费用。

搭建管理费标准	
日期	管理费
9 月 15 日及以前	CNY 56.00/平方米
9 月 16 日至 9 月 30 日	CNY 84.00/平方米
10 月 1 日以后	CNY 112.00/平方米

施工证制作费： CNY30.00/张

***未经批准或未缴现场施工搭建管理费的其它承建商，主办单位将拒绝其进入会场施工且不承担任何赔偿。**

- F. 主办机构提供基本展览场馆照明

每个 9 m² 的标准摊位的电力供应为：单相 220V / 5A，严禁超负荷用电，如有大负荷用电设备请额外租用电箱，展商超负荷使用电力造成的一切后果由展商自行负责，并为此承担由此产生的一切费用，包括场馆罚款。

展位电力供应于每日展览会结束后三十分钟关闭。但若需要二十四小时电力供应，请开幕前 10 天与大会主办单位联系取得批准并需另付费用。申请供电的参展商，必须交付接驳费用并由大会指定承建商施行。大会承建商根据参展商交回的摊位图及附表在指定位置安装，现场更改须视当时人手及时间许可而定，亦须收取 100%加急费。

9. 展品运输及报关代理

A. 展览会指定货运及海关报关代理为：

上海安普特物流有限公司

地址：上海市仙霞路 369 号现代广场 1 号楼 2005 室

邮编：200336

电话：+86-21-61240090; +86-13512132873

传真：+86-21-61240091

电子邮件：Louis.Liu@aptshowfreight.com

联系人：刘昂 先生

B. 参展商如欲委托大会指定之货运公司收运展品，可将附表 J 填写于 2020 年 8 月 31 日前交回主办单位，主办单位及展馆均不负责接收任何展品。参展商如需特别安排，请于展览会前与主办机构联络。

C. 展商停车，需自行缴付停车费用。

D. 展览期间，参展商须向警卫员出示由主办单位签发的出门证，经检验核对后，方可携带展品离场。

E. 会场内没有空余地方为参展商储存木箱、纸箱包、装物，故参展商应与指定运输公司商定处理储物事宜。

F. 若展商由于未使用大会指定运输商而导致的任何损失（包括在国内及国外），大会不负任何责任。

10. 展览会推荐酒店

A. 上海徐汇瑞峰酒店

地址：上海徐汇区肇嘉浜路 7 号（可搭乘 13 号线抵达展馆）

电话：021- 54077000

B. 上海利园国际大酒店

地址：上海徐汇区东安路 255 号（可搭乘 7 号线抵达展馆）

电话：021-33988888

C. 锦江之星(上海世博园区历城路店)

地址：上海浦东新区历城路 40 号（可步行至展馆，约 15 分钟）

电话：021- 58800108

- D. 万信酒店（上海世博园店）
地址：上海浦东新区高科西路 551 号（可搭乘 7 号线抵达展馆）
电话：021-58832000

- E. 维也纳国际酒店（上海世博园店）
地址：上海浦东新区上南路 3039 号（可搭乘 8 号线抵达展馆）
电话：021-68329999-0

- F. 上海由由大酒店
地址：上海浦东新区浦东南路 2111 号
电话：021-58810888

- G. 上海浦东福朋喜来登由由酒店
地址：上海浦东新区浦东南路 2111 号
电话：021-50399999

- H. 上海浦东喜来登由由大酒店
地址：上海浦东新区浦建路 38 号（主办方提供班车）
电话：021-50899999

- 参展商如欲订房，请直接与酒店联系。

场 馆 规 格 及 守 则

1. 展览厅的相关数据

技术参数	一号展馆	二号展馆
展馆面积	125*185.2m = 23150 m ²	90*185.2m = 16668 m ²
地坪材质	强固水泥	强固水泥
展馆承重	3500kg/m ²	1000kg/m ²
货物入口	2 个 5.4m×5.75m , 4 个 4.2m×4.3m (高×宽)	4 个 4.2m×4.3m (高×宽)
柱子数	无柱	45 根
电梯	无	5 吨货梯 4 部、3 吨货梯 4 部 3 吨尺寸 2.7×1.50×2.75m(长×宽×高) 5 吨尺寸 3.7×2.10×2.75m(长×宽×高)
地沟	共 18 条地沟, 南北各均匀分布 9 条, 每条间距 9 米	
供电方式	三相五线制, 380V/220V, 50HZ	三相五线制, 380V/220V, 50HZ
电量	6230A	暂定
展馆亮度	250Lux	300Lux
高度	4.50 米	4.50 米
给水口	共 208 个给水口, 管径 25mm	共 49 个给水口, 管径 25mm
排水口	共 208 个排水口, 管径 75mm	共 193 个排水口, 管径 75mm
压缩空气	正常压力 8.5KG, 卸载压力 10KG	正常压力 8.5KG, 卸载压力 10KG
消 防	烟感报警、消防栓、自 动喷淋 消防 炮系统、中央监控 系统	烟感报警、消防栓、 自动喷淋 中央监控系统
柱上消防栓宽度	22 厘米	22 厘米
空 调	中央空调	中央空调
新 风	有	有
安保系统	24 小时保安服务、中央监控、传感报 警	24 小时保安服务、中央监控、传感报 警
广播系统	有	有
应急照明	有	有

2. 展品展示

展商必须在 2020 年 10 月 28-31 日的整个展览期间展示其展品。在展览会正式结束之前, 任何展商不得擅自将展品撤离展馆。在整个展期以及进、撤馆, 展品装卸期间, 展商都必须指派专人在场。

3. 展品演示及操作规定

- A. 展商对展品演示的安全操作负责，凡对观众可能造成损害的演示必须有妥善的安全保护措施。
- B. 展商必须保证其展品在演示时不会产生诸如激光、毒气等有害身体健康的射线或气体。
- C. 所有做运行演示的机器均应安装安全装置及运行标志，只有当机器被切断动力源，并确保无安全隐患时，这些安全装置才能拆除。
- D. 运行的机器必须与参观者保持相对安全的距离，并应该使用安全防护装置。
- E. 仅能在所租用区域的展位上演示机器、设备，并由合格的人员操作，运作时必须由上述人员监管。若展商没有采取充分的防火措施，不得使用发动机、引擎或动力驱动机器。
- F. 进馆期间，展商可能会被要求向官方安全监察人员演示展品，如要求，请配合执行。

4. 楼内禁烟及饮食

根据政府规定，展馆内禁止吸烟，故参展人员及工作人员在展馆内严禁吸烟。参展商不得携带任何饮品或食物进入展厅，如需进食可惠顾设在展览中心内的咖啡商务休息区。

5. 清洁

主办机构将在开幕前清洁会场及安排每日摊位清理工作。此外，参展商及承建商必须在每天展览会开始前负责把包装空盒、木条板箱等清理完毕。如有任何包装物品遗下，经主办机构清理后，需额外收费。

6. 环保方针

所有与会者扮演着保护环境的角色，这里有一些措施帮助您的参展更环保，减少用量、重复使用、再利用。

- A. 合理计划您打算分发的资料量——印刷和运输的资料不要多过你所需要的量。
- B. 尽量采用环保或可再生材料。合理计划您的展台设计和装潢，尽量减少木质材料的使用，使用可组装的材料，以便重复使用。不用塑料包装袋发放材料；摒弃PVC材料的广告和标志，使用棉或纸质材料代替。
- C. 搭建中不使用有毒、挥发性油漆和胶水，尽量使用CFL或LED照明灯具；使用可再生的地毯。
- D. 将包装材料和纸箱的使用量控制到最低。
(举手之劳，就可以保护环境，保护我们的地球。)

7. 保安

- A. 会场的保安由主办单位安排，实行二十四小时保安。但是，主办单位并不负责确保参展期间（包括进馆及撤展期间）参展商财产的安全存放或安全保管。主办单位并不负责确保参展商接受或交付任何财产。对参展商和其他有关人士因展览（包括但不限于偷窃、火灾、使用保安室、展览取消、提前关闭或开馆闭馆的时间的延迟，或出现的自然灾害或天灾）造成的任何损失（包括其衍生之损失）、损毁、要求、费用、索偿、收费或其他支出，主办单位概不负责。
- B. 展览期间（包括布展及撤展期间），参展商须始终负责其各自财产安全，为防止任何损失或损毁，参展商在需要时可自费聘用保安人员，但须事前与主办单位取得联络。
- C. 在展览期间，所有摊位应有工作人员看守。参展单位职员必须在展览会开始前三十分钟进入会场，并在展览会结束后三十分钟内离开会场。
- D. 所有参展商必须负责其工作人员之良好行为。参展商及其职员，如非经许可不得擅自进入其他展位。如发现偷窃、损失或其他类似事件的可疑人物，必须立即通知主办单位和展览馆内的保安人员或拨紧急电话通知保安部门或主办单位现场工作人员。
- E. 所有贵重财产应始终存放于上锁及安全之处。如系价值极高之展品，请预先通知主办单

位并自行安排额外保安措施。

F. 参展商应确保有足够职员负责看守财产和展位，午餐时间尤其注意。

8. 保险和责任

保险

主办单位要求所有空地特装展位**必须**购买累计总限额不低于 500 万人民币的**展览会责任险**。主办单位提醒各位展商对于各自的员工，其展品，自搭建展台结构的施工人员的安全同样负有责任。因此要求特装搭建商购买第三者责任等相应保险。

为转移定做方与承揽方使用或搭建特装展位的责任风险以及确保现场施工人员的安全保障，每个特装展位必须事前购买符合本规定要求的展览会责任保险后，方可办理有关报电、审图、缴押金等入场手续。

- 1) 每个特装展位必须将搭建商（承揽方）、参展商（定做方）列为被保险人。
- 2) 每个特装展位展览会责任险的保险责任要求如下：
 - A. 对于所租用展览场所的建筑物、各种固定设备及地面、地基的损失；
累计赔偿限额：人民币 100 万元。
 - B. 由于所雇请工作人员的人身伤害，所引起的抚恤金、医疗费和其它有关费用；
累计赔偿限额：人民币 200 万元；每人累计赔偿限额：人民币 40 万元。
 - C. 由于第三者的人身伤害，所引起的抚恤金、医疗费和其它有关费用。
累计限额：人民币 200 万元；每人累计赔偿限额：人民币 50 万元。
每份保单保费为人民币 500 元。
- 3) 展览会责任险专用投保采用在线投保方式，具体操作流程如下：
 - ① 登录网址 <http://ubm.shpicc.cn/>
 - ② 选择“**第二十四届中国国际口腔器材展览会暨学术研讨会**”并按照提示填写被保险人、施工方、快递地址、联系人等必填栏目
 - ③ 填写完成后点击“**确认并付款**”
 - ④ 通过支付宝在线付款，确认付款完成后会生成电子版保险凭证供下载打印
 - ⑤ 人保财险将在 30 天内开具增值税普通发票并通过短信发送下载链接到付款人手机号码。

特别提醒：每个光地展位需投保一份保险

- 4) 上海一鸣优信保险代理有限公司作为本次展会保险推荐服务单位，为本次展会提供优惠的统保条件及服务，服务包括展前投保服务、现场保险投保服务、现场保险事故报案及理赔处理等服务工作。

特装展位**在线投保**请登录上海一鸣优信保险代理有限公司投保网址 <http://ubm.shpicc.cn/> 进行投保。

保险事宜联系方式如下：

上海一鸣优信保险代理有限公司

林小兰 女士

电话：+86-13795447441

Email: nancy.lin@clema-rs.com

段振慧 女士

电话：+86-13021092086

Email: yolanda.duan@clema-rs.com

现场保险理赔服务：

如果发生保险事故请立即对出险现场进行拍照取证，并拨打现场报案电话。

5) 特别提醒：

一个展位一个搭建商一份保险

搭建商必须按要求购买适当的保险。空地特装展位完成展会责任险投保后（即在收到人保财险出具的保单凭证或保单之后），主场搭建商上海展星展览有限公司方能向搭建商发放施工证办理凭证。

请各展商在 2020 年 9 月 30 日前购买保险，以便完成各项报馆工作！

责任

- 1) 主办单位及支持单位对遗失、失窃、火灾引起的损失，任何性质对人身或物品造成的伤害概不负责。
- 2) 由于展商参展或任何与其参展相关的原因而使主办单位遭受索赔的，该展商应对主办单位作出补偿。
- 3) 主办单位对展商或其代理、雇员的人身以及其财产因展览而造成的直接或间接的遗失、破坏、损毁概不负责。
- 4) 主办单位及其支持单位对因任何不可抗力如战争、内乱、罢工、经济封锁、武装暴力以及其它使得主办单位无法或不利于该展览会在原地如期举行的客观因素所造成的损失、破坏、延误或取消等概不负责。主办单位有权将展会推迟。展商应该认识到主办单位由于上述原因还将继续遭受损失，故确实应该免于作出其它赔偿。展商已支付给主办单位的有关费用归主办单位所有。
- 5) 如展商在确认参展后宣布退出，其在此之前支付给主办单位的所有费用均不予退还。展商退出展览会必须书面通知主办单位，以便于其对原有展位作出重新安排，展商无权据此提出退款或其它请求。
- 6) 参展商名录之内容由参展商或其代理提供，主办单位及支持单位对展商名录内的错误或遗漏概不负责。
- 7) 主办单位及支持单位对展品出、入境货运过程（包括运输、搬运及报关）中所造成的遗失、损坏或延误概不负责。展商应投保充分的运输险。

9. 防火措施

所有物料及展品一律严禁放置于展馆的消防通道内或消防设施旁。参展商应采取一切防火措施以保障展览会安全。

10. 摄影及录影

未经主办机构许可，不得擅自摄影、录影或录音。

如有传播媒介或商业摄影师要求拍照，若参展商不同意，可在摊位内放置禁止摄影之标志，或由其雇员来禁止拍照。

11. 译员聘用

为方便海外参展商在展览期间与本地买家及参观人士的交流，大会特安排译员聘用之服务项目，若贵公司需雇用任何语种之译员，请与主办机构联络。

12. 禁止事项

A. 所有商业或宣传活动只可在摊位范围内进行，参展商不得在其摊位范围以外，如会场内

的公共地方派发任何产品目录、小册子、纪念品或同类物品。

- B. 所有宣传广告不得放置于摊位外，主办机构有权要求参展商撤走任何不当或任何大会认为不符合展览会宗旨或形象之宣传广告板或海报。
- C. 参展商不得在会场范围内滋扰参观者或其他参展商。
- D. 非参展商严禁在会场内进行任何销售或宣传活动。参展商如发现此等情形，请即通知主办单位。
- E. 本展会仅对专业人士开放，任何 18 岁以下未成年人（不论是展商或观众）都不得进入展馆。

13. 其它重要信息

展会总则

- A. 展览会的主办单位依法对展览会的整个进程拥有控制权，其决定是最终的、不可改变的并对所有展商和承包商具有约束力。
- B. 展商必须遵守合约背面所列的各项条款与规定。任何修改意见都必须以书面形式提交主办单位由其签字确认。主办单位将在有关的修改和补充条款的实施不致损害展商的应有权益，并且加重主办单位和支撑单位的负担的前提下，赋有全权对上述条款和规定进行诠释、制定至修改。
- C. 主办单位有权独立处理本手册未能述及之一切情况。
- D. 展商同意在与主办单位签署申请表后，遵守本手册的所有规定、补充说明及附录。

展台管理

展台仅供展商展示其产品之用，展示产品只限于在“参展合同”中参展产品一栏所注明之产品范围，如展商展示的产品严重背离展会主题，并造成任何对展会的负面影响，主办单位有权当场取消该展商的参展资格，所交展台费用概不退还。

展品的展示与现场操作不得妨碍邻近展商的展示活动。对按规定属于有噪声、有害、有危险或不适合展览会正常进行的展示装置和现场操作，主办单位有权将其撤离或做出调整，由此而引起的费用均由该展商承担。

展台搭建与管理

如果展商指定一家搭建商来搭建展台，或者展商自己搭建、布置展台，展商和搭建商必须充分理解以下的信息和规定。展商/搭建商必须遵守所有搭建规定，政府相关法律法规以及主办单位的規定。

1. 搭建商保险

展台搭建商对由于其施工时所引起的任何人员伤亡，或者财产损失负有责任，主办单位要求展台搭建商办理相关公众责任险，对任何单个主张或者累计主张的总保额不得低于 1000 万元。另外，搭建商须办理有效且充足的保险来应对搭建商人员或者关于搭建商的财产（包括所有设备、器材、家具、材料和其他在其服务中所提供或使用的设施）的失窃、火灾、财产损失、意外事故、自然灾害、不可抗力和其他诸如此类的普通风险。在整个展期（包括进馆、展出和撤馆），搭建商都必须携带该保险合同或副本并确保保险在此期间有效。

主办单位要求搭建商事先购买有效且足够的公众责任险，保额不得低于 1000 万元。搭建商现场报到时将被要求向主场搭建商出示保险合同或副本，对不能按规定执行并存在安全隐患的搭建商，主办单位有可能拒绝其进入展馆并禁止其施工。

2. 展台高度限制

展台搭建高度**限高4.5米，禁止搭建双层展台**。标准展位高2.5米。

3. 安全措施

所有 30 平方米以上光地展位或者展示机械的展位必须提交一份《安全措施》。所有参与现场工作者必须严格按照既定的步骤和措施执行。《安全措施》应包括：

- A. 展台搭建商 / 操作机械的展商的负责人。
- B. 载重，尺寸，位置，特殊结构或设施。
- C. 从展馆的入口到达展位的路线。
- D. 展台各部分搭建的次序和日程，包括定位、布电线等。
- E. 描述确保需要十字 / 交叉支撑的展台结构的稳定性所采取的方法，包括由独立结构工程师提供的数据和审核。
- F. 说明所需起重设备和其占地空间大小、重量、位置和地面承重。检查操作人员执照或资格证件。检查设备使用证件或养护记录。
- G. 要详细说明临时 / 活动脚手架，高台和其他您将采取的登高行为。登高作业范围内的人员必须得到有效保护。
- H. 必须考虑任何施工噪音，或施工产生的灰尘或烟。将采取什么通风设备和控制措施？
- I. 说明在现场是否会使用电气施工、焊接、可燃气体、压缩空气、水处理？具体操作地点和清洁工作。
- J. 说明你要采用的安全设备和措施，包括措施和《风险预计表》中特别强调的情况。
- K. 向主办单位提供可能会对公众或工作人员造成伤害的展品的详细信息。如何将该展品运送到展台上？有什么保护装置和其他特别要求？有什么污染物排放？如何处理排放物？

4. 劳动防护用品

安全帽

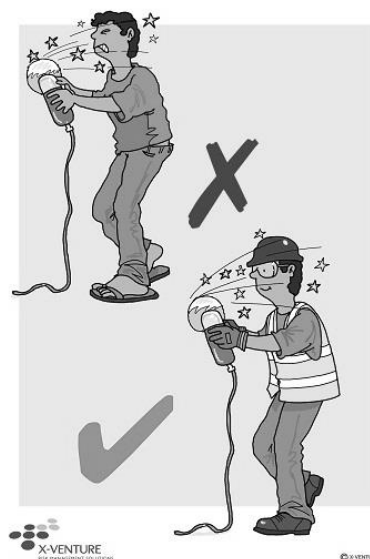
所有施工人员必须配戴安全帽。根据展馆案例，安全帽有效减少施工人员的伤亡率。对于登高作业或在有登高作业区域内，安全帽的作用尤为重要。请确保你的安全帽配戴正确，系住下颚处的皮带防止安全帽掉落。

防护鞋

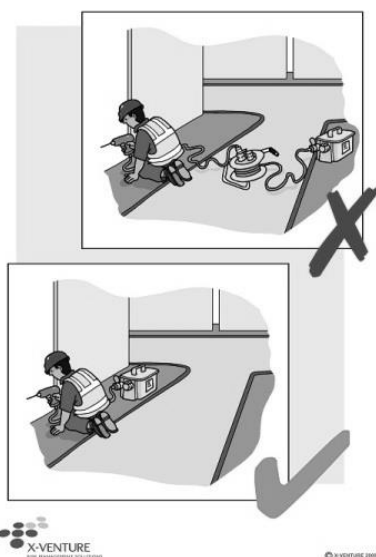
在进撤馆期间主办单位要求展商/搭建商穿着正确的防护鞋以防止钉子、碎片对脚造成伤害。

使用其他工具和装备

施工人员需要配有其他劳动防护用品，例如：防护手套、护目镜，焊工面罩，耳塞等。根据各自岗位、工种配备。



5. 紧急通道/消防通道



展品就位、展台布置以及空箱和多余搭建材料运离展馆期间，走廊及主通道都不得用来堆放展品、空箱、搭建材料和建筑垃圾，必须保证通道畅通。

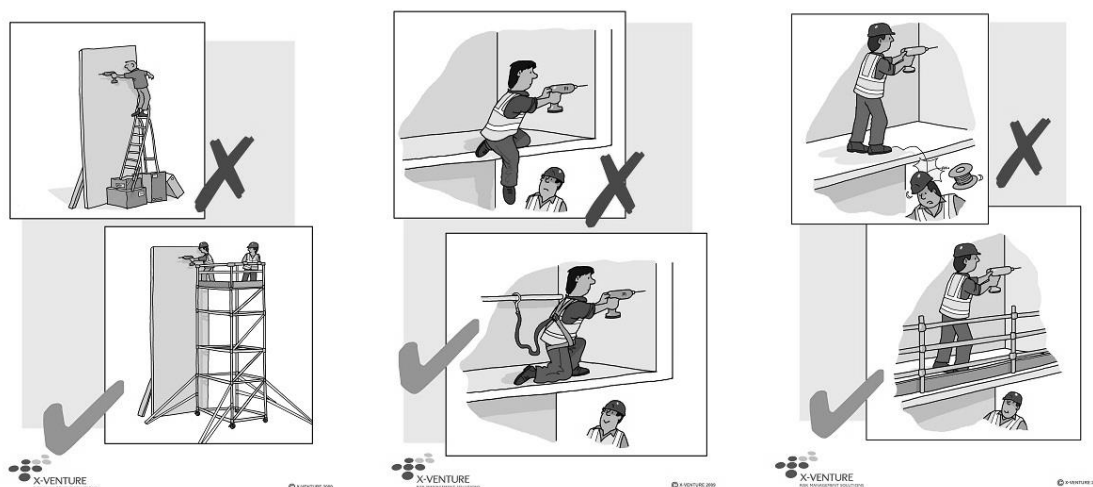
6. 展台搭建

- A. 搭建展位或其它建筑所使用的材料应为中华人民共和国国家和上海市地方消防安全法规所定的非易燃物且燃烧扩散率不低于 B1 级。弹力布、尼龙布之类的易燃材料严禁使用，严禁封闭展台顶部，木结构必须涂上防火漆，特装展位必须配备至少一个灭火器，一经发现违规，展馆将勒令该展台中止施工。所有在展馆内使用的地毯，必须为阻燃地毯，请搭建商携带好地毯的阻燃证明，以便消防部门抽查使用，未携带阻燃证明的地毯，将不得在展馆内使用。
- B. 严禁任何妨碍火警警铃触点、消防栓、灭火器、安全门等消防以及监控设施正常运行的行为。如果展位内有展馆的支柱，在展位设计时，不可将支柱上的电力设施开关和消防设备封死或包裹住，必须确保相关设备能够正常打开和使用。
- C. 根据消防规定，在展台外隔墙与展厅大墙之间需留有 0.5 米的消防通道，以便安全检查。
- D. 不允许在吊顶喷淋装置或照明装置上附着或悬挂任何物品。不允许将聚光灯和其它发热装置对准或靠近消防喷淋装置。
- E. 主办单位/展馆有权拆除和移开任何未经批准或违反上述规定的搭建物或结构物，风险和费用由展商/搭建商承担。

- F. 在开始施工前，应在展馆地板上铺设夹板或建筑用纸来保护地面。搭建商承担所有由于展位搭建和拆除而造成的地面损坏产生的修复费用。
- G. 不得在标准展位或展厅建筑物的任何部分上使用钉子、胶、图钉或类似材料或钻洞，否则，该展商/搭建商应对此产生的一切损失承担责任。展台必须独立支撑，不得擅自倚靠、借力使用临近的展台或展馆的任何结构、设施和设备。
- H. 地毯铺设必须使用环保地毯及布制双面胶，严禁使用含碳酸钙的劣质地毯、双面海绵胶及其它难以清除的材料。
- I. 不允许将可直接粘贴的图案或宣传品粘贴于标准展位或展馆建筑物的任何部位，有关因清除此类物品并修复任何损害所产生的费用应由该展商/搭建商承担。
- J. 不得在展览中心内使用明火和易燃气体。
- K. 不得使用有刺激性气味的胶水。

7. 登高作业

- A. 凡登高作业（2M 及以上作业）人员须采取必要安全措施以防人员摔落或高空物品坠落伤人。
- B. 传递工具或物件时严禁用抛掷的方式传递，应采用传递方式或装袋或绳子吊等方式。
- C. 凡不符合高处作业人员，一律禁止高处作业。严禁酒后作业。
- D. 高于 2 米作业时，不允许使用梯子，必须采用脚手架或登高工作平台。确保搭建稳固的脚手架/工作平台，可使用舷外支架巩固，脚手架/工作平台的高度和舷外支架的纵横比应保持在 3.5M 以内。同时，脚手架/工作平台应安装防止人员摔落的护栏以及防止物品工具坠落的底部围栏。工作人员必须系上安全带/绳索，安全带/绳索要扣住脚手架/工作平台的悬挂点。工作中，脚手架/工作平台不允许移动，移动式脚手架/工作平台必须锁住轮子。
- E. 必须防止人员进入高空作业区域下方或在高空作业区域下方施工。



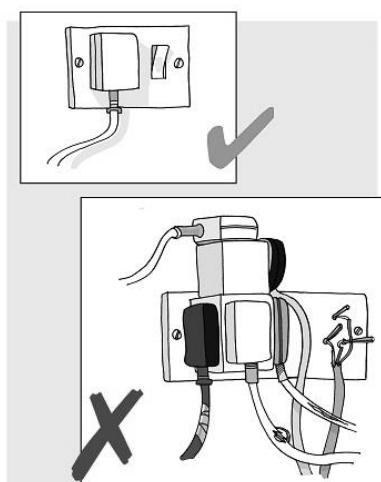
8. 电气安装

电箱申请

光地展台搭建商必须在截止日期前向主场搭建商申请展台用电，申请表格请见《展台搭建须知》

电箱接驳

- 1) 电气线路、电气设备的安装人员应持有效电工安全操作证。



- 2) 展台的搭建过程中，应使用合格的器材。材料使用双层护套铜芯线、电缆线，导线截面必须 $\geq 1.5\text{mm}$ 。电气材料必须配备充足的安全载流量。严禁使用无护套单线、双绞线、铝芯线。配线应采用：线电压采用三项五线方式（L1、L2、L3、N、PE）；相电压采用单相三线方式（L、N、PE）。
- 3) 所有的金属构架、金属外壳必须可靠接地；导线敷设必须固定，不得随意敷设在道路、地坪及通道上，应穿管或采用其它方式敷设固定，电气线路穿越走道时必须有过桥板进行保护；导线支路连接时不得采用绝缘胶布直接包扎，必须采用绝缘瓷、塑接头连接再做好绝缘保护措施。
- 4) 电箱应放入展厅电缆沟内或展台内，电箱严禁放在过道、消防通道和展台的明显部位。
- 5) 室外展场所使用的电器照明设备都应采用防雨型，须落实防潮、防雨、防风等安全措施。人易接触到的电气设备、电线、电缆等需有特殊隔离装置。

通电

展馆于 10 月 26 日上午 10:00 向展台供电（确切时间可能会变化，届时会提前两小时广播通知）。展商搭建商应该在此时间段内进行自我检查，并确保符合《低压电器安全操作规程》。

展览闭馆期间全场断电（10 月 28-31 日）

为确保展览全场的安全，杜绝消防安全隐患，展商和搭建商应确保在当天展览结束后，切断所有设施的电源供应（标准展位用电由主场搭建商切断）。如果有未切断电源的展位，展馆将关闭电源总闸，由此造成的一切后果，由展商和搭建商承担。

如有需要 24 小时不间断供电设施的展位，展商或搭建商应向主场搭建商申请。

撤展断电（10 月 31 日）

10 月 31 日 14:00 断电。请提前关闭所有电器设施和展品，以免发生损坏。

电器设施

电气设备及其负载和绝缘性能需符合中华人民共和国的有关规定。

紧急措施

应急电话

请拨打展馆客户服务中心电话：021-20893600

如遇紧急情况，请**首先**拨打应急电话。展馆工作人员会立即联络当地消防，医疗和公安部门，并且协助救护车迅速进入展馆到达事发地点。

常用电话：

救护车：112

公安局：110

火警：119

当应急电话忙线或无人接听时，再拨打以上常用电话。

安全出口

安全出口的标志为绿色。

医疗救助

在整个展会期间，主办在现场服务处设立临时医务室，向参展商/搭建商/观众等提供轻微外伤的治疗服务。

如果发生严重意外伤害，请采取以下措施：

- A. 立即拨打应急电话，并告知确切位置和事故的详细情况。
- B. 采取可行的措施救治并安抚受伤者，直到专业救援队伍到达。

火灾

展馆配有火警警报和消防喷淋设施，同时，展馆内每个门处设有便携灭火器。

如果你察觉到火情或浓烟

- A. 在可能的情况下，启动最近的火警警报。
- B. 立即拨打应急电话，并告知确切位置和火情。
- C. 从最近的安全出口离开展馆。
- D. 关上你身后的门阻断氧气进入，但不要锁门。

如果你听到火警警报：

保持冷静和警觉，立即准备好离开展览中心。

撤离

当你听到火警撤离通知或指示

- A. 从最近的安全出口离开展览中心。
- B. 按照展馆广播或者消防/公安/工作人员的指示行动。
- C. 一旦离开了展览中心，不要马上返回展馆，直到展览中心管理人员或者消防/公安部门宣布安全之后再进入展览中心。

EXHIBITION SERVICE FORMS

展览事务表格

Please complete and return all related forms, with full remittance, to the Organizers and related parties directly.

请按要求向主办单位或相关合作单位，提交填妥后的相关表格，并全额支付有关费用。

FORM A: Free Listing in Show Directory

表格 A — 展览会会刊免费文字介绍

DenTech China 2020

第二十四届中国国际口腔器材展览会暨研讨会

Email to 请发邮件至:

Shanghai Informa Markets ShowStar Exhibition
Company Limited

上海博星展览有限公司

Add: 9F CIROS Plaza, No. 388 Nanjing Road
(W), Shanghai 200003, China

地址: 上海市南京西路 388 号仙乐斯广场 9 楼

邮编/P.C: 200003

Contact: Ms. Sylvia Zhu

联系人: 诸静小姐

E-mail (电子邮件): sylvia.zhu@informa.com

Tel (电话): +86-21-61573956

DEADLINE: August 15, 2020

截止日期: 2020 年 8 月 15 日

There will be a free listing of the participating firms on Organizer's Online Exhibits Profile. Please log in assigned page on our official website (www.dentech.com.cn/en-us/index) with the account name and password that Organizer provides to edit your company information. No late entry will be accepted. If exhibitor has not submitted the online information before deadline, it will be regarded as the abandonment of the free online listing. The Organizers will not be responsible for accuracy of the information.

参展商在主办方展览会线上展商名录中会有一段免费文字介绍其公司, 请凭主办方提供予贵公司的用户名及密码, 在截止日期前登录至官网 (www.dentech.com.cn) 进行线上填写相关信息。如在截止日期仍未收到参展商提交的资料, 将视为参展商自动放弃。

Booth No. 摊位号码: _____ Tel 电话: _____

Company Name 公司名称: _____

Contact Person 负责人: _____ Date 日期: _____

Company Chop & Signature 公司盖章及签署: _____

FORM B: Advertisement in Show Directory

表格 B — 会刊广告征订

DenTech China 2020

第二十四届中国国际口腔器材展览会暨研讨会

Email to 请发邮件至:
Shanghai Informa Markets ShowStar Exhibition
Company Limited
上海博星展览有限公司
Add: 9F CIROS Plaza, No. 388 Nanjing Road
(W), Shanghai 200003, China
地址: 上海市南京西路 388 号仙乐斯广场 9 楼
邮编/P.C.: 200003
Contact: Ms. Sandra Shen
联系人: 沈如玥 小姐
E-mail (电子邮件): sandra.shen@informa.com
Tel (电话): +86-21-61573953

DEADLINE: August 15, 2020 截止日期: 2020 年 8 月 15 日

Show Directory Advertisement helps you to focus on your target during and after the exhibition.
会刊广告将助您在展会后找到买家!

Show Directory will be delivered to exhibitors, professional visitors, consulates, industry associations and buyers involved in this show all over the world. Even decades after the exhibition, buyers can still capitalize on this Directory in searching for the new liaison content and service promptly.

展览会刊将会被发放给各参展商、专业观众、领事馆、行业协会及未能前来参展的遍布全球的买家手中。即使在展后多年, 买家还可利用本会刊迅速查找新的联络与服务内容。

Our company is interested in the advertisement in Show Directory 我公司有意在会刊中做广告。

Content 内容	Colour or Black 彩色或黑白	Price 价格 (人民币)	Sub-Total 小计
1. Back Cover 封底	Colour 彩色	CNY 20,000.00	
2. First page of show director 首页	Colour 彩色	CNY 15,000.00	
3. Inside Front Cover 封二	Colour 彩色	CNY 15,000.00	
4. Inside Back Cover 封三	Colour 彩色	CNY 10,000.00	
5. Inside page 内页整版	Colour 彩色	CNY 8,000.00	
Total 合计			

Manual Size 会刊尺寸-A5 (148 毫米 X 210 毫米):

Advertising Size 广告尺寸 (宽 X 高):

Spread cover Net Size 整版净尺寸-A5 (148 毫米 X 210 毫米):

Spread cover Gross (bleeding) Size 整版毛 (出血) 尺寸 (154 毫米 X 216 毫米)

Advertising Data 广告资料:

Please provide the diachronic film and design drawing for the color advertisement, film and design drawing for advertisement. The advertisement doesn't allow to infract Advertisements Law of the People's Republic of China, Intellectual Property Law Legislations, etc. Exhibitor should assume all responsibilities for the advertisement content.

所有广告请参展商自行提供稿件光盘及分色打样稿。参展商提供的广告内容不得违反中华人民共和国广告法、知识产权法等相关法律法规, 以及国家有关医疗器械和药品的相关规定, 并对其所有内容负全部责任。

The exhibitors can ask the typography of the organizers to do the advertisement designing, typesetting, letters collating and filmmaking if they require, above services are charged additionally.

展商如需广告设计、排版、文字校对及菲林制作的服务, 可由主办单位的印刷商负责, 费用另计。

Our company confirms that the organizers will not print the advertisement in the Show Directory until we wire transfer the total advertising fee to the organizer before the deadline.

我司确认只有在截止日期前将全部广告费汇给主办单位并提供稿件的参展商, 主办单位才将其广告印入会刊。

Booth No. 摊位号码: _____ Tel 电话: _____
Company Name 公司名称: _____
Contact Person 负责人: _____ Date 日期: _____
Company Chop & Signature 公司盖章及签署: _____

FORM C: Exhibitors' Badges

表格 C — 参展商工作证

DenTech China 2020

第二十四届中国国际口腔器材展览会暨研讨会

Email to 请发邮件至:
Shanghai Informa Markets ShowStar Exhibition
Company Limited
上海博星展览有限公司
Add: 9F CIROS Plaza, No. 388 Nanjing Road
(W), Shanghai 200003, China
地址: 上海市南京西路 388 号仙乐斯广场 9 楼
邮编/P.C: 200003
Contact: Ms. Sylvia Zhu
联系人: 诸静小姐
E-mail (电子邮件): sylvia.zhu@informa.com
Tel (电话): +86-21-61573956

DEADLINE: August 15, 2020 截止日期: 2020 年 8 月 15 日

- A. Exhibitors' staff present at the exhibition must wear badge issued by the Organizers as identification at all time within the show period.
所有参展商之工作人员必须配带参展商工作证。
- B. 5 complimentary exhibitor badges per booth will be issued upon direct request. Please log in assigned page on our official website (www.dentech.com.cn/en-us/index) with the account name and password that Organizer provides to complete Badges submission before the deadline. The final version will also be subject to the online submission. Badges will be issued directly at the check-in counter of the organizers located at the Exhibition Center on October 26-27 from 8:30 to 17:00.
每个展位可申请五个工作证, 请凭主办方提供的用户名及密码在截止日期前登录至展会官网 (www.dentech.com.cn), 填写相关信息完成参展商工作证申请。最终工作证信息主办方将以网站为准。参展商可于 10 月 26-27 日上午 8:30 至下午 17:00 在展厅主办单位接待台领取证件。
- C. Exhibitors should request a new badge if his / her badge is lost, damaged or forgotten. Each replacement badge will be charged at CNY50.00.
如参展商遗失、弄损或忘记携带参展商工作证, 必须即时补领新证, 每个新证费用人民币伍拾元整。
- D. Exhibitors are not allowed to sell or loan exhibitor badges to other people. Otherwise, the organizer has the power to cancel his exhibit qualification.
主办单位如发现参展商将其工作证倒卖或出借他人使用, 一律没收, 并有权终止其参展资格。
- No more than 5 exhibitor badges for one booth. For more badges please contact the Organizer. Extra CNY50.00 per badge will be charged for exceeding the limitation.
每个展台最多有五个免费工作证。如需增加工作证请联系主办方。额外的每张工作证价格为伍拾元人民币。
 - **Please take the copy of Space Reservation Contract and the business card to collect badges at the check-in counter of the organizers located at the Exhibition Center.**
请携带展位合同复印件和名片到展商报道处领取参展商工作证。

Booth No. 摊位号码: _____ Tel 电话: _____
Company Name 公司名称: _____
Contact Person 负责人: _____ Date 日期: _____
Company Chop & Signature 公司盖章及签署: _____

FORM D: Application for Admission Tickets
表格 D — 入场券申请

DenTech China 2020

第二十四届中国国际口腔器材展览会暨研讨会

Email to 请发邮件至:
Shanghai Informa Markets ShowStar Exhibition
Company Limited
上海博星展览有限公司
Add: 9F CIROS Plaza, No. 388 Nanjing Road
(W), Shanghai 200003, China
地址: 上海市南京西路 388 号仙乐斯广场 9 楼
邮编/P.C: 200003
Contact: Ms. Sylvia Zhu
联系人: 诸静小姐
E-mail (电子邮件): sylvia.zhu@informa.com
Tel (电话): +86-21-61573956

DEADLINE: August 15, 2020 截止日期: 2020 年 8 月 15 日

Promotion Self-Determined by the Exhibitors

The exhibitors can assure that Organizer will launch comprehensive and dynamic promotion plan for their exhibits and services to attract more and more buyers. Besides, we encourage the exhibitors to capitalize on their own promotion activity to charm the existing and potential buyers. Exhibitors can create E-Invitation Letter on Organizer's official website (www.dentech.com.cn/en-us/index) to send to the target customers.

展商自主的观众邀请活动

主办单位将实施全面、积极的观众组织宣传计划, 以确保展商的展品和服务能吸引更多的买家。我们同时鼓励展商自己进行宣传活动, 以吸引已有的及潜在的买家。这是众多展商已成功、获益非浅的经验。展商可登录展会官网 (www.dentech.com.cn) 相关页面, 生成展商电子邀请函并自行发送至目标客户。

Booth No. 摊位号码: _____ Tel 电话: _____
Company Name 公司名称: _____
Contact Person 负责人: _____ Date 日期: _____
Company Chop & Signature 公司盖章及签署: _____

FORM E : Application for Technical Seminar
表格 E — 技术交流会申请

DenTech China 2020

第二十四届中国国际口腔器材展览会暨研讨会

Email to 请发邮件至:
Shanghai Informa Markets ShowStar Exhibition
Company Limited
上海博星展览有限公司
Add: 9F CIROS Plaza, No. 388 Nanjing Road
(W), Shanghai 200003, China
地址: 上海市南京西路 388 号仙乐斯广场 9 楼
邮编/P.C: 200003
Contact: Ms. Sylvia Zhu
联系人: 诸静小姐
E-mail (电子邮件): sylvia.zhu@informa.com
Tel (电话): +86-21-61573956

DEADLINE: July 31, 2020 截止日期: 2020 年 7 月 31 日

All seminar topics are subject to the approval of the organizers before **July 31, 2020**. Seminar duration is usually 2 hours.

The organizers are not in charge of the fact attendees. Arrangements for date, venue and audience of the seminar are at the sole discretion of the Organizers.

Cost: CNY15000.00-per seminar session (with the capacity for 80-100 people).

The cost is inclusive of rental of a seminar room, an overhead projector, a screen, a microphone, and drinking water.

为了能够更好的帮助展商宣传, 所有技术交流会题目及主讲人名单需在 **7 月 31 日** 提供并经主办单位认同, 每场交流会时间为 2 小时。

主办单位对每场交流会的实际到场人数不负责任, 具体时间、场地和听众由主办单位决定。

每场能容纳 80-100 人左右的交流会费用为 15000 元人民币。

此费用包括会场租金、一台投影仪、屏幕、话筒和饮用水。

Seminar Topic 交流会题目: _____

Speaker 主讲人: _____ Date 使用日期: _____

Rental of Additional Facilities 额外租用器材: _____

Synopsis 内容: _____

Booth No. 摊位号码: _____ Tel 电话: _____

Company Name 公司名称: _____

Contact Person 负责人: _____ Date 日期: _____

Company Chop & Signature 公司盖章及签署: _____

FORM F: Interpreter Service

表格 F — 译员聘用服务

DenTech China 2020

第二十四届中国国际口腔器材展览会暨研讨会

Email to 请发邮件至:
 Shanghai Informa Markets ShowStar Exhibition
 Company Limited
 上海博星展览有限公司
 Add: 9F CIROS Plaza, No. 388 Nanjing Road
 (W), Shanghai 200003, China
 地址: 上海市南京西路 388 号仙乐斯广场 9 楼
 邮编/P.C: 200003
 Contact: Ms. Sylvia Zhu
 联系人: 诸静小姐
 E-mail (电子邮件): sylvia.zhu@informa.com
 Tel (电话): +86-21-61573956

DEADLINE: August 31, 2020 截止日期: 2020 年 8 月 31 日

Services available to exhibitors are as follows 为参展商提供译员服务如下:

Daily Rate 收费 (每天)

-English 英语 CNY 800.00

Language Required (for Interpreter) 所需翻译的语言	Date / Time From – To 雇用日期/时间	Number of Staff required 人数	Total Cost (CNY) 总额 (人民币)

Terms of Employment 雇用说明:

1. The count of interpreter work time takes the day as the unit of time (for example, the exhibition will last out for 4 days)
 2. The standard working hours is 8 hours (exclusive 1-hour lunch-break)
 3. Work on Saturday / Sunday and Public Holidays will be charged at 2 times of the regular rate.
1. 译员时间以天为计算单位 (如整个展期为 4 天)
 2. 标准工作时间为 8 小时。
 3. 星期六星期日及公众假期之收费为正常收费之 2 倍。
- * **On-site order is subject to the availability of personnel.**
 现场申请须视当时译员之调配而定。

Booth No. 摊位号码: _____ Tel 电话: _____
 Company Name 公司名称: _____
 Contact Person 负责人: _____ Date 日期: _____
 Company Chop & Signature 公司盖章及签署: _____

Form G: Shell Scheme Fascia Name
表格 G: 展位楣板标准内容

DenTech China 2020

第二十四届中国国际口腔器材展览会暨研讨会

Email to 请发邮件至:
Shanghai Informa Markets ShowStar Exhibition
Company Limited
上海博星展览有限公司
Add: 9F CIROS Plaza, No. 388 Nanjing Road
(W), Shanghai 200003, China
地址: 上海市南京西路 388 号仙乐斯广场 9 楼
邮编/P.C: 200003
Contact: Ms. Sylvia Zhu
联系人: 诸静小姐
E-mail (电子邮件): sylvia.zhu@informa.com
Tel (电话): +86-21-61573956

DEADLINE: August 15, 2020 截止日期: 2020 年 8 月 15 日

If you apply for the standard booth, please fill your company name in this form.
凡申请标准展台的展商, 请将您公司名称填入下表: (请用正楷填写)

Deadline: August 15, 2020 截止日期: 2020 年 8 月 15 日。

English Name 公司英文名称 (一般不多于 22 个字母):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Chinese Name 公司中文名称:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Booth No. 摊位号码: _____ Tel 电话: _____
Company Name 公司名称: _____
Contact Person 负责人: _____ Date 日期: _____
Company Chop & Signature 公司盖章及签署: _____

Form H: Additional Rental of Furniture, Water & Power Supply
表格 H: 家具, 水/电力租用

DenTech China 2020

第二十四届中国国际口腔器材展览会暨研讨会

Email to 请发邮件至:
 上海丹拓展览制作有限公司
 Add: Room 22C Jiali Mansion, No. 1228 Yan'an Road (W), Shanghai 200052, China
 地址: 上海市延安西路 1228 号嘉利大厦 22 楼 C 座
 邮编/P.C: 200052
 Contact: Ms. Eva Shen
 联系人: 沈如璜 小姐
 E-mail (电子邮件): eva@showstar.net
 Tel (电话): +86-21-62946967, 62946968

DEADLINE: September 15, 2020 截止日期: 2020 年 9 月 15 日

额外家具租用: 此页请发邮件至 eva@showstar.net

Additional Rental of Furniture: Please send Form I to eva@showstar.net.

Item No.	Description		Unit Price (CNY)	Qty	Amount (CNY)
AS01	咨询桌	Information Counter	180		
AS02	锁柜	Lockable Cupboard	300		
AS03	矮身展示台	Low Display Cube	180		
AS04	高身展示台	Tall Display Cube	240		
AS05	矮身玻璃柜	Low Glass Showcase	310		
AS06	高身玻璃柜	Tall Glass Showcase (small)	500		
AS07	高身玻璃柜	Tall Glass Showcase (large)	600		
AS08	货架 (4 层)	Cargo Rack	600		
AS09	电视柜	TV-Video Stand	180		
AS10	资料架 (A4)	Calalogue Holder	150		
AS11	平层板	Flat Shelf	70		
AS12	斜层板	Sloped Shelf	70		
AS13	锁门	Lockable Door	420		
AS14	折门	Folding Door	240		
AS15	阶梯型咨询桌	Information Counter	300		
AS16	展板 (一号馆)	Panel (HALL 1)	500		
AS16	展板 (二号馆)	Panel (HALL 2)	180		
AS17	废纸篓	Wastepaper Basket	25		
MT01	白面圆桌	Round Table	180		
MT02	方台	Square Table	150		
C01	折椅	Folding Chair	40		
C02	黑色皮椅	Black Leather Arm Chair	150		
C03	葫芦椅	Glisso	220		
S01	沙发	One Seat Sofa	600		
S02	沙发	Sofa	800		
CT01	单人咖啡台	Coffee Table	220		

Item No.	Description		Unit Price (CNY)	Qty	Amount (CNY)
CT02	双人咖啡台	Coffee Table	300		
BT01	吧桌	Bar Table	260		
BS01	L 型吧椅	Bar Stool	145		
BS02	S 型吧椅	Bar Stool	280		
M01	杂志架 A	Magazine Rack A	120		
M02	杂志架 B	Magazine Rack B	230		
D01	长条桌 (不铺围裙)	Square table	240		
D02	签到桌 (铺蓝色围裙)	Registration table (blue cover)	450		
D03	会议桌	Meeting Table	450		
AV02	42 寸 LCD 液晶电视	42" LCD	3600		
	50 寸 LCD 液晶电视	50" LCD	5000		
E01	冰箱	Refrigerator (90L)	1000		
E03	饮水机 (不含电源)	Water Dispenser (without power)	360		
L01	金卤灯 (150 瓦)	HQI Floodlight (150W)	240		
L02	石英长臂射灯 (50 瓦)	halogen spotlight (50W)	120		
L03	LED 长臂射灯 (9 瓦)	LED Long-arm Spotlight (9W)	145		
L04	日光灯 (40 瓦)	Fluorescent Tube (40W)	120		
P01	插座 (最大 500 瓦, 只供标准展位使用)	Power Socket (Square Pin) Max.500W (only for standard booth)	120		
1	15A 380V 三相电源 (机器用电)	15 Amp 380V Three Phase Power Point	2200		
2	30A 380V 三相电源 (机器用电)	30 Amp 380V Three Phase Power Point	4300		
3	15A 220V 单相电源 (照明用电)	15Amp 220V Single Phase Power Point (For Lighting)	3600		
4	30A 220V 单相电源 (照明用电)	30 Amp 220V Single Phase Power Point (For Lighting)	5700		
5	机器用水	Water supply to machine	4000		
6	水源 (连洗手盆)	Water supply to basin	3000		

- Orders (if accepted) of furniture's rentals during September 16th to September 30th are subject to a charge of 50% on the basic rates. And the orders (if accepted) after October 1st are subject to a charge of 100% on the basic rates. Organizer will not guarantee the sufficient quantity of onsite supply. (First come first serve basis)
9月16日-9月30日增订家具需加收50%的加急费, 10月1日之后增订家具需加收100%的加急费, 主办单位不保证现场有够数量的家具可供使用。
- If exhibitor places rental order from non-official contractor by himself, Organizer will not guarantee the safety of the furniture.
参展商如自行向不是主办单位指定的家具供应商租赁有关家具, 主办单位将不保证家具的安全。
- Excess load of power use is not permitted. Exhibitors are advised to plan the power consumption within the limitation in advance.
严禁超负荷使用电力, 参展商请事先计算用电量, 以免电源超负荷使用。

Booth No. 摊位号码: _____ Tel 电话: _____
 Company Name 公司名称: _____
 Contact Person 负责人: _____ Date 日期: _____
 Company Chop & Signature 公司盖章及签署: _____



AS01
咨询桌
Information Counter
1000L x 500W x 750H mm



AS02
锁柜
Lockable Cupboard
1000L x 500W x 750H mm



AS03
矮身展示台
Low Display Cube
500L x 500W x 500H mm



AS04
高身展示台
Tall Display Cube
500L x 500W x 1000H mm



AS05
矮身玻璃柜
Low Glass Showcase
1000L x 500W x 1000H mm



AS06
高身玻璃柜
Tall Glass Showcase
500L x 500W x 2000H mm



AS07
高身玻璃柜
Tall Glass Showcase
1000L x 500W x 2000H mm



AS08
货架
Cargo Rack
1000L x 500W x 2000H mm



AS09
电视柜
TV-Video Stand
1000L x 500W x 1000H mm



AS10
资料架
Catalogue Holder (metal)
950L x 50D x 280H mm



AS11
平层板
Flat Shelf
1000L x 300W mm



AS12
斜层板
Sloped Shelf
1000L x 300W mm



AS13
锁门
Lockable Door
950W x 2000H mm



AS14
折门
Folding Door
950W x 2000H mm



AS15
阶梯型咨询桌
Information Counter
1030L x 535W x 1100H mm



AS16
展板
Panel
1000W x 2500H mm



AS17
废物箱
Wastepaper Basket
250L x 170W x 290H mm



MT01
白色圆桌
Round Table
800φ x 750H mm



MT02
方台
Square Table
650L x 650W x 700H mm



C01
折椅
Folding Chair
460W x 400D x 455H mm



C02
皮椅
Black Leather Chair
570W x 440D x 455H mm



C03
葫芦椅
Glisso
480W x 550D x 800H mm



S01
沙发
One Seat Sofa
700W x 700D x 455H mm



S02
沙发
Sofa
1500W x 700D x 450H mm



CT01
单人咖啡台
Coffee Table
550L x 550W x 450H mm



CT02
双人咖啡台
Coffee Table
1000L x 550W x 450H mm



BT01
吧桌
Bar Table
600φ x 1000H mm



BS01
吧椅
Bar Stool
460W x 400D x 455H mm



BS02
吧椅
Bar Stool
370W x 370D x 850H mm



M01
杂志架A
Magazine Rack A
380W x 1500H mm



M02
杂志架B
Magazine Rack B
270W x 250D x 1200H mm



D01
长条桌
Registration table
1200L x 600W x 750H mm



D02
签到桌 (蓝色围裙)
Registration table
1200L x 600W x 750H mm



D03
会议桌
Meeting Table
1400L x 700W x 750H mm



AV02
LED (42寸/50寸)



E01
冰箱
Refrigerator (90L)
550L x 550W x 860H mm



E03
饮水机
Water Dispenser



L01
150W金卤灯
150W HQI floodlight



L02
50W石英长臂射灯
50W halogen spotlight



L03
100W长臂射灯
100W Long Arm Spotlight



L04
40W日光灯
40W Fluorescent Tube



P01
插座
Power Socket
Max.500W

*图片样式仅供参考 Pictures Only For Reference

Form I: Broadband Rental

表格 I: 宽带租赁

DenTech China 2020

第二十四届中国国际口腔器材展览会暨研讨会

Email to 请发邮件至:

上海丹拓展览制作有限公司

Add: Room 22C Jiali Mansion, No. 1228 Yan'an Road (W), Shanghai 200052, China

地址: 上海市延安西路 1228 号嘉利大厦 22 楼 C 座

邮编/P.C: 200052

Contact: Ms. Eva Shen

联系人: 沈如璜 小姐

E-mail (电子邮件): eva@showstar.net

Tel (电话): +86-21-62946967, 62946968

DEADLINE: August 31, 2020 截止日期: 2020 年 8 月 31 日

A. RENTAL DETAILS 租用

DESCRIPTION 项目租用	COST CNY/period 费用 (人民币/展期)	Qty. 数量	TOTAL(CNY). 总额 (人民币)
1. Wired, 10M 有线网络, 10M	CNY 5,000.00	_____	_____
2. Wired, 20M 有线网络, 20M	CNY 6,000.00	_____	_____
3. Wired, 30M 有线网络, 30M	CNY 7,000.00	_____	_____
4. Wireless router 无线路由器	CNY 800.00	_____	_____
Total 总额:			_____

B. REMARKS 注意事项:

- A charge of CNY 1000.00 will be imposed for lost and / or damaged wireless router.
无线路由器如有任何损坏或遗失, 需缴付赔偿人民币 1000.00。

C. PAYMENT 付款详情

- All orders must be submitted with FULL PAYMENT, exempt from any bank charges, together with required deposit in CNY. Orders without remittance will not be accepted.
所有申请需连同费用扣除银行手续费及保证金一并交回。
- No order will be accepted after the deadline.
逾期将不接受预订。
- Payment methods 付款方法:
For payment method and account numbers, Please refer to the page of **EXHIBITION SERVICE FORMS**.
有关付款方式及帐号, 请按**展览事务表格**一页。

Booth No. 摊位号码: _____ Tel 电话: _____

Company Name 公司名称: _____

Contact Person 负责人: _____ Date 日期: _____

Company Chop & Signature 公司盖章及签署: _____

CONDITIONS OF RENTAL

租用守则

1. All items ordered are on rental basis. Exhibitors have to keep everything rented in good order and penalty will be made if any damage or loss incurred.
参展商必须保持所有租用物品完整无缺，如有损坏，必须负责赔偿。
2. Exhibitors with very sensitive equipment are advised to bring their own stabilizer to cater for voltage fluctuation.
参展商如使用较敏感的仪器，请自备稳定器以作电压变动之用。
3. Any complaints regarding rental furniture / installation must inform the Official Contractor immediately. Otherwise all items are deemed to be in good order.
电力租用有任何投诉，请即日与大会承建商联络，否则有关投诉将不获接纳。
4. Exhibitors are not permitted to fix their own spotlights or fluorescent lights. Special lighting supplied by exhibitors can be handed over to the official contractor for installation at a nominal price.
所有电力装置及接驳必须由大会指定承建商操作。
5. Where it is not otherwise stated, the prices are for the duration of the exhibition.
除特别列明外，所有租金以整个展期为计算单位。
6. No order will be accepted after the deadline.
逾期将不接受预订。
7. All orders must be accompanied by Full Payment.
所有申请须连同费用一并缴付。
8. Please tick the appropriate spaces for items to be leased and indicate the location of these items on the Location Plan.
请将所租用物品的品种及数量，用打“”形式在表格空白处，并将具体需要安装的位置标于摊位图内。
9. All items are on rental basis and any cancellation of orders will not be refunded.
所有物品均为租用，若取消定单，恕不退款。

Form J: Freight Forwarding 表格 J: 展品运输

DenTech China 2020

第二十四届中国国际口腔器材展览会暨研讨会

Email to 请发邮件至:
APT Showfreight Shanghai Co., Ltd.
上海安普特物流有限公司
Add: Room 2005, Modern Plaza Tower 1, 369 Xian
Xia Road, Shanghai 200336 PR China
地址: 上海市仙霞路 369 号现代广场 1 号楼 2005 室
邮编/P.C.: 200336
Contact: Mr. Louis Liu
联系人: 刘昂 先生
E-mail (电子邮件): louis.liu@aptshowfreight.com
Tel (电话): +86-21-61240090
Fax (传真): +86-21-61240091

DEADLINE: August 31, 2020 截止日期: 2020 年 8 月 31 日

APT Showfreight Shanghai Co., Ltd. has been appointed as the official forwarder. They will be responsible for shipping, customs clearance and site handling of exhibit freight. For the contact details, please read page 5. Shipment schedule, documentation and related matters will be handled directly between the official freight forwarder and exhibitors, please contact the official forwarder.

Exhibitors can also fill in the form bellow and return the form to the organizers.

上海安普特物流有限公司是本次展览会指定展品运输及报关代理（联系办法见本手册第 24 页）。他们将负责展品的运输报关及现场搬运，展商可直接请展运公司处理有关货运及报关手续。展商也可将所运的展品填写如下，由主办单位交展运公司。

Exhibit 1 展品:	_____	Quantity 数量:	_____	Weight 重量:	_____
Exhibit 2 展品:	_____	Quantity 数量:	_____	Weight 重量:	_____
Exhibit 3 展品:	_____	Quantity 数量:	_____	Weight 重量:	_____
Exhibit 4 展品:	_____	Quantity 数量:	_____	Weight 重量:	_____
Exhibit 5 展品:	_____	Quantity 数量:	_____	Weight 重量:	_____
Exhibit 6 展品:	_____	Quantity 数量:	_____	Weight 重量:	_____

Booth No. 摊位号码: _____ Tel 电话: _____

Company Name 公司名称: _____

Contact Person 负责人: _____ Date 日期: _____

Company Chop & Signature 公司盖章及签署: _____

Dentech China 2020

www.dentech.com.cn

ShowStar

informa **markets**

上海博星展览有限公司

Shanghai Informa Markets ShowStar Exhibition Company Limited

中国上海南京西路388号仙乐斯广场9楼 邮编: 200003

电话: 021-6157 7288 (总机) / 6157 3953 (沈如玥 小姐) / 6157 3955 (许晶晶 小姐)

电子邮件: sandra.shen@informa.com / jingjing.xu@informa.com

9F CIROS Plaza, No. 388 Nanjing Road (W), Shanghai 200003, China

Tel: +86-21-6157 3953 (Ms. Sandra Shen) / 6157 3956 (Ms. Sylvia Zhu)

E-mail: sandra.shen@informa.com / sylvia.zhu@informa.com