

Section 1 General Information

1.1 Show Name:

FPD China 2025

1.2 Organizer:

Organizer: China Electronic Chamber of Commerce (CECC)

SEMI (Semiconductor Equipment and Materials International)

Management: Beijing Sanda Economic And Technology Co.,Ltd.

SEMI China (Semiconductor Equipment and Materials International)

The content may require the organizer and management's directors, officers, agents, and/or employees duly acting for SEMI in the management of the exposition.

If you have any enquiries, please contact:

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Mr. Jason Ge

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Email: jge@semi.org

1.3 Show Venue:

Hall N1-N5, E6-E7, T0-T3

[Shanghai New International Expo Centre \(SNIEC\)](#)

2345, Longyang Road Pudong New Area, Shanghai, China

TEL: +86.21.2890.6666

FAX: +86.21.2890.6777

Email: info@sniec.net

1.4 Show Dates and Times:

Wednesday, March 26, 2025 09:00 – 17:00

Thursday, March 27, 2025 09:00 – 17:00

Friday, March 28, 2025 09:00 – 16:00

Section 1 General Information

1.5 Move-in and Move-out Dates and Times

1.5.1 Move-in and move-out dates and times

N1-N5, E6-E7, T0-T3

	RAW Space Exhibitor	Decorated Space Exhibitor
Move-in Schedule:		
Booth construction	Monday, March 24 10:00–22:00	N / A
Booth layout	Tuesday, March 25 09:00–22:00	Tuesday, March 25 09:00–22:00
Move-in exhibit	Monday, March 24 12:00–22:00	N / A
	Tuesday, March 25 09:00–22:00	
Booth power and compressed air supplied to booths	SNIEC will send staffs to booths to ensure booth facilities are completely and properly installed. If the number of correctly connected booths in the current exhibition hall reaches more than 50% of the total, Alarm Device have been installed, SNIEC will provide the power. T0-T3, the power will be provided normally by 2:00p.m, March 24, 2025. N1-N5, E6-E7, the power will be provided normally by 10:00a.m, March 25, 2025. For special cases, applications for early power supply, please contact MEGA EXPO or refer to Form 5 for details.	
Aisle carpet installation	Tuesday, March 25 17:00	
Move-out Schedule:		
Material Packing and Move-out exhibit	Friday, March 28 17:00–24:00	
Booth power and compressed air supplied off to booths	Friday, March 28 16:00	
All the exhibiting materials to be packed and removed from the hall	Friday, March 28 before 24:00	N / A

The move-in/move out schedules are subject to change, which will be noticed through

Exhibitor Update.

- 1) All freight must be delivered, uncrated, and marked “empty” for storage by **16:00, Tuesday, March 25**. SEMI will begin laying the aisle carpet shortly thereafter. Exhibits must be set and design by **22:00, Tuesday, March 25**. If freight has arrived, but the booth is not set by **22:00, Tuesday, March 25**. SEMI reserves the right to “force” set-up or to remove displays/materials from the exhibit floor at the exhibitor’s expense.
- 2) Dismantle of RAW Space booth structure must be finished by **24:00, Friday, March 28** for all exhibitors. Exhibitors who dismantle their booth structure prior to the official time will lose priority points and/or may be refused the opportunity to exhibit the following year. Exhibitors and contractors are obliged to dispose of all waste, including but not limited to KT board, paint bucket, etc. **If exhibitors and contractors violates the requirements, all deposit will be deducted as penalty.**

1.5.2 Early Hall Access

During the show days (March 26 – March 28), persons with an official “exhibitor” badge will have access to the hall beginning at **08:00**.

Section 1 General Information

1.5.3 Extended Working Hours

Extended working hours can make request to the floor manager or at onsite services counter located in No.2 Entrance Lobby (North Entrance Lobby) of Shanghai New International Expo Centre before **14:00** every day with an additional fee. The floor managers' contact number will be announced soon.

1.5.4 Penalty for Early Dismantle

Exhibits may not be dismantled nor equipment removed from the booth before the official closing time on **16:00, Friday, March 28**. Exhibitors who dismantle their booth prior to the official closing time will lose priority points and booth deposit and/or may be refused the opportunity to exhibit the following year. Once dismantle begins, removal of exhibits and construction materials must be completed by **24:00, Friday, March 28**. Exhibitors and contractors are obliged to dispose of all waste, including but not limited to KT board, paint bucket, etc. **If exhibitors and contractors violates the requirements, all deposit will be deducted as penalty.**

1.5.5 Move-out permits

The Official Freight Forwarders will issue move-out permits to all exhibitors at on-site service counter near each hall entrance on **March 28**. Please complete the permit and the official freight forwarders will start to chop at **16:30**.

1.6 2025 Important Notes

1.6.1 Safety Construction Management

- 1) Exhibitors who rent raw space must appoint their own contractors to set up the booth. Exhibitor appointed contractors (EACs) must read and observe all the rules & regulations in the [《Safety Construction Guideline》](#).
- 2) All Raw Space exhibitors must finish and return the [Form 3 \(Safety Construction Manager Registration Form\)](#) prior to **February 14, 2025**. The safety construction manager (exhibitor's company full-time employee only) should be responsible for the onsite safety construction and the entire working process.
- 3) All raw space EACs are required to pay the construction deposit and hall management fee to the official contractor, MEGA EXPO, before **February 14, 2025**. In order to simplify the move-in procedure, all EACs/Exhibitors are recommended to pay the construction deposit and hall management fee to MEGA EXPO online before **February 14, 2025**. Please refer to [Section 5](#) for details.

1.6.2 Onsite Service Counter

Onsite service counter will be located in No.2 Entrance Lobby (North Entrance Lobby) of Shanghai New International Expo Centre during set up/dismantle period.

Section 1 General Information

1.7 Important Contacts

1.7.1 SEMI Offices

SEMI GLOBAL HEADQUARTERS

San Jose

673 South Milpitas Blvd.

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Fax: +1.408.428.9600

Email: semihq@semi.org

ASIA

Shanghai

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Beijing

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EUROPE

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Email: semieurope@semi.org

Berlin

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10587 Berlin, Germany

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Fax: +49 30 8187 8879

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North America

San Jose

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Washington, D.C.

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Washington, D.C. 20005, USA

Tel: +1.202.393.5554

Email: semidc@semi.org

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Fax: +81.3.3222.5757
Email: semijapan@semi.org

1.7.2 Service Suppliers

<u>Official Freight Forwarder</u>	<u>Official Stand Decorator</u>
<p>APT Showfreight Shanghai Co Ltd.</p> <p>R.12B3, Oriental Viking Building, 333 Xian Xia Road, Shanghai 200336 PR China</p> <p>Tel: +86.21.6124.0090 ext. 307 (for overseas exhibits) / 312 (for domestic exhibits)</p> <p>Fax: +86.21.6124.0091</p> <p>Email: janson.zhu@aptshowfreight.com; david.huang@aptshowfreight.com</p> <p>Contact: Mr. Janson Zhu (for overseas exhibits) / Mr. David Huang (for domestic exhibits)</p> <p>For North America Exhibitors Forwarding:</p> <p>TWI Group, Inc.</p> <p>6425 Montessouri Street, Suite 200 Las Vegas, NV 89113, USA</p> <p>Office: +1.702.691.9022</p> <p>Mobile: +1.702.587.7093</p> <p>Email: cdrum@twigroup.com; sales@twigroup.com</p> <p>Contact: Mr. Christopher Drum</p>	<p>Mega Expo (Shanghai) Co., Ltd.</p> <p>Tel: +86.18501650622 +86.18501650613 +86.18516104548 +86.15618957256</p> <p>Fax: +86.21.5481.0933</p> <p>Email: crown.lv@megaexposhanghai.com yang.lu@megaexposhanghai.com zezhen.lee@megaexposhanghai.com zhe.wang@megaexposhanghai.com</p> <p>Contact: Mr. Crown Lv Mr. Lucas Lu Mr. Zezhen Lee Mr. Zhe Wang</p> <p>Viewshop Exhibition & Display (Shanghai) Co., Ltd.</p> <p>Room A08-A11 & B01, No.850 Bo Cheng Road Shanghai 200126 China</p> <p>Tel: +86.21.3251.3138 ext.236</p> <p>Phone: +86.13801696277</p> <p>Fax: +86.21.3251.3139</p> <p>Email: john.shi@viewshop.net</p> <p>Contact: Mr. John Shi</p>

Section 1 General Information

Accommodation and Local Tour

Shanghai Vision Expo & Meeting Solutions Co., Ltd.

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+86.21.5481.6052

Fax: +86.21.5481.6032

Email: jenny@shanghai-vision.com
billy@shanghai-vision.com

Contact: Ms. Jenny Zhang (*805)

Mr. Billy Wu (*803)

Lead Retrieval Rental

Shanghai Exhibition Information Technology Inc.

Suite D&E, Floor5, No.567 Zhong Hua Road,
Huangpu District, Shanghai China 200010

Tel: +86.21.3376.5869*803

Email: tina.xie@expotec.com.cn

Contact: Ms. Tina Xie

Exhibition Safety Supervision

HAH Consulting & Exhibition Co., Ltd.

E2-2E1, 2345 Long yang Road

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+86.21.2890.6634

+86.21.2890.6635

Fax: +86.21. 2890.6000

E-mail: hah@hahchina.com

Contact: Ms. Lya Huang

Section 1 General Information

1.8 SEMI Expositions Calendar

2024- 2025	Date and Site	Contact
SEMICON Europa 2024	November 12 - 15, 2024 Messe München, Munich, Germany	Reviliani Gani/ Robert Sellnow semiconeuropa@semi.org +49.30.3030.8077-17/ -14
SEMICON Japan 2024	December 11 - 13, 2024 Tokyo Big Sight, Tokyo, Japan	Naoko Tejima ntejima@semi.org +81.3.3222.5804
SEMICON Korea 2025	February 19 – 21, 2025 Convention & Exhibition Center (COEX), Seoul, Korea	Hye-Jin Jang hjang@semi.org +82.2.531.7802
FPD China 2025	March 26 – March 28, 2025 Shanghai New International Expo Centre (SNIEC) Shanghai, China	Jesse Zhang wdzhang@semi.org +86.21.6027.8558
SEMICON China 2025	March 26 – March 28, 2025 Shanghai New International Expo Centre (SNIEC) Shanghai, China	Jesse Zhang wdzhang@semi.org +86.21.6027.8558
SEMICON Southeast Asia 2025	May 20 - 22, 2025 MITEC, KUALA LUMPUR, MALAYSIA	Theresa Lan tlen@semi.org +65 6391 9511
SEMICON Taiwan 2025	September 10 - 12, 2025 Nangang Exhibition Hall, Taipei, Taiwan	Jo-ann Su jsu@semi.org 886.3.560.1777
SEMICON West 2025	October 7 - 9, 2025 Moscone Center, San Francisco California, USA	Sandy Chapin schapin@semi.org 1.408.943.6936

***All dates are subject to change. For more information, please visit www.semi.org**

Section 2 A to Z Directory

A to Z Directory

This alphabetized listing will act as an easy reference to the most common information and regulation regarding FPD China 2025. More detailed information or regulation for each heading may be found in the appropriate section of this manual. As we get closer to the show, important updates will be followed through monthly Exhibitor Update by email.

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Advertising Areas at the Fairground

Please refer to the **Marketing Promotion Opportunity (MPO) brochure** or contact our customer services representatives at:

TEL: +86.21.6027.8500, FAX: +86.21.6027.8511, Email: semichina@semi.org

After Hour Build-up/Dismantling

Extended working hours can make request to the floor manager or at onsite services counter located in No.2 Entrance Lobby (North Entrance Lobby) of Shanghai New International Expo Centre before **14:00** every day with an additional fee. The floor managers' contact number will be announced soon

Airport Service

Through 8 minutes extremely fast adventure by Maglev train you can reach the destination Longyang Road from PVG (Shanghai Pudong International Airport) most efficiently. By an inner transfer to Metro Line 7 (Subway) and get off at Huamu Road station you can arrive at No.2 entrance lobby of the venue within 10 minutes. The Metro Line 2 can also take you from the PVG to Longyang Road directly. Taxi is available outside of arrivals hall of PVG 24 hours a day. Distance from PVG to the venue is around 35km which cost you around RMB100. The distance from SHA (Shanghai Hongqiao International Airport) is 35km approximately. You can also take the Metro Line 2 to arrive Longyang Road in 1 hour. For airport pick-up service, please contact Shanghai Vision Expo & Meeting Solutions Co., Ltd. . See details at [Section 7](#).

Alarm Device

All raw space exhibitors must rent and install alarm devices. For more information and price details, please refer to the [Alarm Device Notification](#).

Alcohol

Alcohol is prohibited in the facility for safety and insurance reasons.

Animals

Animals will not be allowed in the exhibit hall or on exposition grounds except for guide dogs for the disabled.

Back Wall

All booths, except island configurations, must provide a full back wall, minimum of 2.4 meters (8") in height. All exposed walls must be finished on all sides at the expense of the exhibitor who owns the walls. All exposed wall areas or exposed structures must be covered by white PVC cloth without any break, contamination, graphics or texts. If the back wall did not meet the above requirements, penalty will be deducted from the construction deposit.

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Badges

All persons on the premises must wear a badge during set-up, exhibit and dismantle hours. The primary exhibit contact is responsible for his/her workers and staff wearing the proper badge.

- Exhibitor Badge: By presenting the name card at the registration counter at **Hall 2** after **12:00 on Monday, March 24 to Tuesday, March 25**.

Refer to [Section 6](#) for further information regarding badges.

Badge Control

False certification of an individual as an Exhibitor's representative, misuse of an Exhibitor's badge, or any other method or device used to assist unauthorized personnel to gain admittance to the exhibit floor will be just cause for expelling the Exhibitor and his representative from the exhibition, and/or banning them from future entrance onto the exhibit floor. This may also cause the removal of the Exhibitor's booth from the floor without obligation on the part of SEMI China to refund any fees. The Exhibitor, his employees and agents, and anyone claiming to be on the exhibit floor through the Exhibitor, waives any rights or claims for damages arising out of the enforcement of this rule.

Balloons / Blimps

Balloons / blimps of any kind will not be allowed on-site.

Banking Facilities

ATM machines are located in the Entrance Hall of the venue.

Booth Approval

All raw space exhibitors must return the [EAC Form \(Form 2\)](#) to [MEGA EXPO](#) for approval prior to **Jan. 24, 2025**. Mega Expo will switch on the online raw space application system to EAC within 3 working days. When receiving the notice letter issued by online system, EAC shall finish online application within 5 working days (before Feb. 14) including but not limit to submitting safety documents, design checking, facility ordering and finishing payment of facility ordering and deposit..

Important Notice:

The maximum height for N1-N5, E6-E7 Raw Space stand structure is 4.4 meters, and for T0-T3 Raw Space stand structure is 4 meters, two-story booths are not permitted in Hall T.

Indoor single-story raw space booths: For the exhibition safety, the organizer has entrusted [HAH Consulting & Exhibition Co., Ltd.](#) to review all indoor single-story raw space booths. Please fill out and submit [Form 10-A](#) to complete the review of the booth. Only after passing the review, the booth could be built up on-site.

Double-deck Booth: All two-story booths must be approved by the venue Shanghai New International Expo Centre (SNIEC) appointed unique booth surveyor [HAH Consulting & Exhibition Co., Ltd.](#) Please fill out and submit [Form 10-B](#) to complete the review of the booth. Only after passing the review, the booth could be built up on-site.

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Booth Deposit Management

All raw space EACs are required to pay the construction deposit to official contractor, MEGA EXPO online. The specific standards are as following:

Item	Booth Space	Cost
1	Equals or Less than 54sqm	RMB 5000
2	More than 54sqm	RMB 10000

Booth Personnel

Booths must be continually staffed during exhibit hours. With the exception of convenience help (such as receptionists or professional product demonstrators), all booth personnel must be employees of the company, or its' representative, and must be fully capable of explaining products or processes on display. The appearance, dress and decorum of booth personnel must reflect good taste and be consistent with the quality standard of the exposition.

Business Centre

Business Centre is located in Venue Entrance Hall, provides faxing, typing, Internet, etc. service.

Cameras / Photography / Videotaping / Recording

Photography, videotaping of exhibits and displayed equipment (other than your own) are strictly prohibited. Audio / tape recordings within the exhibit hall or meeting rooms are prohibited. Press (properly accredited) may photograph or videotape with exhibitor's permission during exhibit hours only. Videotaping of your product outside of exhibit hours must be approved in writing by SEMI China. Written requests for videotaping must be submitted to Show Management prior to the exposition. The exhibitor must hire a security guard to be present during videotaping before or after exhibit hours.

Car Parking

Exhibitors and visitors who enter SNIEC by motor vehicles must follow the guidance of the security staff and pay applicable car parking fees.

Parking Lots	P1	P2	P3	P4	P5	P6
Parking Space	2000	900	500	800		
Parking Price	RMB5/hour, Maximum RMB40/Day (Subject to change by Facility)					

Catering

Outside catering and boxed lunches are not permitted to bring in the exhibition hall. The exhibition hall is equipped with a variety of food service outlets, if you require catering please refer to the information below.

Kerry Parkside

Kerry Parkside is fully integrated with SNIEC's No.2 Entrance Hall. With 45,000 sq. meters of shops and restaurants, you'll have plenty of space to spoil yourself.

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La Cite Café

A simple continental French style brand coffee shop. Some sandwich and snacks are provided as well. Business sets and coffee tea break can be pre-ordered.

Location: Hall N5, E6

Tel: +86.21.2890.6873, Mobile: +86.159.0096.6003

Co-exhibitor

All Co-Exhibitors receive the full exhibitor profile listing including Online Highlights, Products and Product Categories; Company Name and Booth Number in onsite Visitor Guide. All co-exhibitors must submit a co-exhibitor Event Directory Form in order to be recognized as an official co-exhibitor at FPD China 2025.

For further information, please visit www.fpdchina.org under Exhibitors Section.

Co-Exhibitor	Cost
SEMI Member	USD \$600
Non SEMI Member	USD \$800

Compressed Air

Compressed air must be ordered thru [Form 6](#). Portable compressors are not allowed in exhibitors' booth or utility aisles at any time. For special request, please contact [MEGA EXPO](#).

Conference/Meeting Rooms

Conference rooms are available at Shanghai New International Expo Centre (SNIEC). To check on the cost and availability, please refer to [Form13](#).

Cross-Aisle Carpet

Cross aisle carpet will be allowed to join exhibits for an additional charge upon written approval from SEMI China, which should be at least 30 days prior to the exposition opening. A fee of 25% of the raw space rate will be applied. Aisle carpet must be pulled up immediately upon the close of the exhibition.

Damage

Exhibitors will be charged for the cost of making goods, restoring or renewing any damages to the hall on site. For example, damage of the exhibiting floor or the main power supply box, etc.

Decoration

Show Management has the authority to determine whether placement, arrangement and appearance of all items displayed by the exhibitor are in compliance with the exposition standards. This may require the replacement, rearrangement or redecoration of any item or of any booth. Show Management is not liable for any cost that may be incurred by the exhibitor.

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All booth spaces (unless otherwise specified) must be fully carpeted or covered. Carpeting enhances your corporate image and continues the overall professional look of the exposition. You may supply your own carpet or rent it from [MEGA EXPO](#). All floor coverings must be fire retardant in compliance with local fire department regulations.

According to the latest fire control regulations, booth construction materials and carpet must be fire-resistant to reach the burning level B1. Ceiling of the booth can't be closed entirely, various elastic fabrics are prohibited, and wooden materials must be in fire-resistant coating finish. For the sake of safety, SEMI China kindly suggests all decorators and exhibitor to comply with above regulation and evidence must be available and presented upon request.

Disabled Visitors

All disabled people must be given the same opportunities as able-bodied persons. This includes the ability to attend exhibitions and look at any of the exhibits. We would ask that you ensure that your booth and exhibits are easily accessible to those disabled visitors with wheelchairs. Any booth with a platform should provide an appropriate access ramp.

Dismantle/Move-out

Exhibitors from **N1-N5, E6-E7&T0-T3**, booth dismantle begins at **17:00, Friday, March 28, 2025** and **MUST** complete that day. Exhibitors and contractors are obliged to dispose of all waste, including but not limited to KT board, paint bucket, etc. **If exhibitors and contractors violates the requirements, all deposit will be deducted as penalty.**

Distribution of Promotional Material/Displays

Exhibitors must remain within their own exhibit space when distributing literature, product samples, or other materials. Company information dissemination or promotion in any way is strictly forbidden at show entrances, registration areas, seminar rooms, or public areas within the convention facility or official hotels, which includes hotel room drops. Any flyers, brochures, signs, etc. found in any location other than the exhibiting company's display space will be removed by show management.

Displays must be confined within the exhibitor's booth and must not be designed to obstruct the clear view of nearby booths or interfere with the flow of traffic example: video monitor(s) should be places where visitors viewing the monitor(s) do not block the aisle.

Double-deck Booth/Two-story Booth

The maximum height for N1-N5, E6-E7 Raw Space stand structure is 4.4 meters, and for T0-T3 Raw Space stand structure is 4 meters, two-story booths are not permitted in Hall T. All two-story booths must be approved by the venue Shanghai New International Expo Centre (SNIEC) appointed unique booth surveyor [HAH Consulting & Exhibition Co., Ltd.](#) Please fill out and submit [Form 10-B](#) to complete the review of the booth. Only after passing the review, the booth could be built up on-site.

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Early Dismantle

Exhibits may not be dismantled nor equipment removed from the booth before the official closing time 17:00 (March 28). Exhibitors who dismantle their booth prior to the official closing time will lose priority points and booth deposit and/or may be refused the opportunity to exhibit the following year.

Early Hall Access

During the show days (March 26-March 28), persons with an official “exhibitor” badge will have access to the hall beginning at 8:00.

Electrical Installation

All raw space booths require a main power supply and must order is through [Form 5](#).

The installation personnel for electric lines and facilities must hold valid electrician operation certificates. Only qualified electrical materials are used in the build-up of booths.

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 aluminum 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).

Electrical Wiring

Use of another Exhibitor’s electrical hook-up is strictly forbidden due to potential fire and hazard risks. In the event that the exhibit hall is damaged or destroyed due to negligence or failure on the part of the exhibitor to comply with the local fire agency’s fire and hazard regulations, the Exhibitor is responsible and liable for all damages incurred.

Event Directory

The FPD China 2025 Event Directory has been available via FPD China website at <http://www.fpdchina.org/en/1>.

Exhibition Hall Specifications

The floor: solid concrete; indoor loading capacity is 3,000 kgs / square meter for N1-N5, E6-E7, and indoor loading capacity is 500 kgs / square meter for T0-T3.

The access of N1-N5 exhibits/freight door is 4.9m (w) x 4.4m (h), the access of E6-E7 exhibits/freight door is 4.0m (w) x 4.0m (h), and the access of T0-T3 exhibits/freight door is 2.0m (w) x 2.0m (h)

The maximum height for N1-N5, E6-E7 Raw Space stand structure is 4.4 meters, and for T0-T3 Raw Space stand structure is 4 meters.

Exhibitor Appointed Contractor (EAC)

Exhibitors may use their own bona fide personnel for labor. Non-official or Exhibitor Appointed Contractors (EAC) hired by Exhibitors may also use their own labor. All EACs must be provided with construction qualification and submit certificate of security

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insurance for the show. Follow all new regulations in order to ensure your plans can be approved in good time thus avoiding potential problems and costly amendments. Detailed rules and regulations for EAC please refer to [Section 5](#).

Fabrics

Textile fabrics used for interior display/decoration purpose on the booth must be flame resistant. Elastic fabric is not allowed to be used for booth display/decoration purpose at SNIEC.

False Ceilings/Canopies

Water penetrable materials must be used in false ceilings and must conform to local fire code. Impenetrable materials are forbidden due to the potential fire and safety risks. Please refer to [Section 5](#) for details.

Fire Protection Measures/Fireproofing

All materials used in the construction and decoration of an exhibit must be flame retardant. All carpeting and floor coverings must have Class 1 flame spread rating and UL between 0 and 25. No storage of flammable materials is allowed in the utility areas.

First Aid/Emergency

If an emergency occurs, please inform Show Management and Security immediately. A Staffed First Aid Station is located in Show Management Office.

Floor Plan

Online floor plan will be updated at real-time. Please click below link to view your most updated booth location. <http://www.fpdchina.org/en/1>

General Security

SEMI China will provide general perimeter exhibit security in the facility during set-up, exhibit days and dismantle; however, the primary responsibility for safeguarding your exhibit and merchandise is yours. Remember that set-up and dismantle periods are

particularly sensitive times when thefts (especially handbags and laptop computers) are most likely to occur. Do not leave your booth unattended during those times.

Giveaways/Handouts

Items, samples, souvenirs, etc., may only be distributed by the exhibitor from within the confines of the exhibitor's booth. Show Management reserves the right to evaluate the safety and/or offensiveness of novelty item handouts. Failure to comply may result in the loss of priority points or approval to exhibit the following year.

Hall Management Fee

Exhibitors who contracted Raw Space in FPD China 2025 are subjected to a Hall Management Fee per rules published by SNIEC. All raw space exhibitors are required to

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pay the Hall Management Fee. In order to save your moving time, your EAC can pay the hall management fee to official contractor, MEGA EXPO before **February 14, 2025**. Please refer to [Section 5](#) for details.

The price is as following:

Item	Cost
Hall Management Fee	RMB 23 / sqm

* All decorated space exhibitors don't need to pay Hall Management Fee, which has been included in Booth Fees.

Hazardous Items

No open fire, combustible gas, explosive petrol, highly flammable toxic and corrosive substance are allowed to be used in SNIEC. Radioactive substances shall not be brought into the venue. Equipment demonstrations must not pose radiation hazard. Equipment with energy beams that might be potentially hazardous must be de-activated or made inoperable before installation.

Height Limits

The maximum height for N1-N5, E6-E7 Raw Space stand structure is 4.4 meters, and for T0-T3 Raw Space stand structure is 4 meters.

Minimum height for back wall is 2.5 meters.

Housing/Hotel Accommodation

The accommodation provider appointed by SEMI China for FPD China 2025 is Shanghai Vision Expo & Meeting Solutions Co., Ltd.. Please complete the [Form 11](#) and return to Vision Expo to secure your room accommodation.

Insurance

All exhibitors are advised to take out their own insurance.

Internet Access

Free Wi-Fi service will not be provided by facility. Please submit [Form 7](#) to order wire broadband to access the internet onsite.

Juveniles

Juveniles under 18 years of age are not allowed on the exhibition floor at any time.

Lead Retrieval System

The Lead Retrieval is a barcode scanner with memory, which enables you to instantly capture the registration details and contact information of visitors who visiting your booth. ExpoTec, appointed registration agent of FPD China 2025 is delighted to offer you the advanced "Lead Retrieval System". See detail at [Form 12](#).

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Lighting

Overstatement in lighting design is to be avoided. Annoying devices such as the use of flashing, rotating, or blinking lights in an exhibit is strictly prohibited. All lighting effects must be contained within the boundaries of the booth space. Lighting which is potentially harmful, such as lasers or ultraviolet lighting is not allowed.

Lost & Found

Please turn in any lost articles to on-site Security or Show Management Office on-site.

Merchandise Pass

Any equipment or merchandise that is removed from the exhibit hall during set-up and show hours (this does not include briefcases or tool boxes) must be accompanied by a Move-out permit. The Official Freight Forwarders will issue move-out permits to all exhibitors at on-site service counter near each hall entrance on **March 28**. Please complete the permit and the official freight forwarders will start to chop at 16:30.

Obstruction of Aisles / Booth Demonstrations

Exhibitors may not conduct demonstrations or activities that result in excessive obstruction of aisles or prevent ready access to neighboring exhibitors' booths. Demonstrations are to be straightforward, professional, and relative to the displayed product. The use of demonstrators, gimmicks, mimes, magicians, robots, etc., in the aisles is prohibited at all times. Products or demonstrations must be placed inside the booth boundaries and must not result in aisles being blocked. Equipment / furniture may not be in the aisle at any time.

Overhead Working

Operators who are engaged in overhead work (height \geq 2M) must wear safety helmets and safety belts, and carry out other necessary safety measures against injuries that might be caused by falling objects.

Ladders for work (height \geq 2M) are not permitted, must use scaffold or working platform.

Only qualified overhead operation tools may be used; unqualified ones are expressly prohibited. 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.

Package Booth

SEMI China is pleased to provide FPD China 2025 exhibitors with addition hard wall booth package options, designed to alleviate your pre-show preparation and get convenience. Package booths are provided by SEMI China appointed decorator, [Viewshop Exhibition & Display \(Shanghai\) Co., Ltd.](#) For more information please refer to [Section 5](#) and submit [Form 9](#) to [Viewshop](#) before the due day.

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Pressure Tanks

All pressure vessels and equipment brought into SNIEC must conform to all relevant safety standards and regulations. The safe pressure of the materials and tubes for pneumatic equipment shall be $\geq 15\text{kg/cm}^2$, and the pipe joint must be fixed by hoop instead of iron wires or any other materials. A written application must be submitted to Show Management for approval before move-in.

Prize Drawings/Raffles

Public drawings can only be conducted if held within the confines of the booth. Due to fire safety regulations, public aisles cannot be blocked. It is recommended that instead of a public drawing (announcement) that you post the winner's name within your booth.

Programs & Events

Various technical programs and events will be held in conjunction with FPD China 2025. For further information, please refer to www.fpdchina.org, or contact Mr. Jesse Zhang, SEMI China Office, Tel: +86.21.6027.8558, Email: wdzhang@semi.org

Quarantine Requirements

Quarantine Requirements on Wood Packaging Materials (WPM) of imported consignments, see TWI Group Shipping Instructions, [Section 4.4.2](#).

Registration

Exhibitor Pre-registration will be open on **December 2024**. For more information, please refer to www.fpdchina.org.

Safety Construction Management

All Raw Space exhibitors must finish and return the [Form 3 \(Safety Construction Manager Registration Form\)](#) prior to **February 14, 2025**. The safety construction manager (exhibitor's company employee only) should be responsible for the onsite safety construction and the entire working process.

Safety Inspection System

According to safety regulation by SNIEC, the safety inspection system will be installed at the each Entrance Hall.

All exhibitors & visitors are required to walk through before you are entering to the lobby and exhibition halls during the whole show period. During show days (March 26-March 28) all visitors are allowed to enter the registration lobby from 9:00 a.m., it will be a peak time to be in the queue for the safety inspection. To secure your arrival your booth before show open at 9:00a.m., we strongly suggest all exhibitors to enter into the Hall around 8:00 a.m. during show days.

SEMI Expositions Calendar

Please see [Section 1](#), or visit www.semi.org under Events & Tradeshows for more information.

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Set-up/Move-in

All freight must be delivered, uncrated, and marked "empty" for storage by 16:00, March 25. Exhibits must be set by 22:00, March 25.

Shipment

SEMI China has appointed **APT Showfreight Shanghai Co., Ltd.** as the official freight forwarders for FPD China 2025, while **TWI Group Inc.** is appointed as the official freight forwarder in USA. For details, please refer to [Section 4, Freight Handling](#).

APT won't charge any tip without APT receipt, please **DO NOT** give any cash to the forklift drivers or workers. APT will assign number for all working vests wearing by every forklift drivers and workers who handle site handling.

Show Management Office

SEMI China Show Management Office will be set on-site for exhibitor assistance.

Smoking Policy

Smoking is prohibited throughout the exhibit hall and conference room at any time.

Soliciting Employment

Show Management does not provide an area for listing employment opportunities. Exhibitors are not allowed to advertise or solicit employment opportunities outside of their booth. Employment opportunity advertisements will not be accepted in the Event Directory.

Soliciting Exhibitors

Solicitation of Exhibitors is prohibited and could result in removal from the exhibit floor.

Sound and Noise

In general, Exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. General Rule: Sound and noise should not exceed **75 decibels**.

Storage and Portage

Facility fire regulations prohibit storing product, literature, empty crates or packing materials behind the booth boundary lines. This clearance is for access to electrical and utility outlets and may not be blocked at any time. Exhibitors requiring storage and portage during show period may arrange this with official freight forwarder. For details, please refer to [Section 4](#).

Taxi

Taxi stand is located outside of No.1 & 3 Entrance Hall. All taxi carry meters and not all drivers can speak English so always have your destination written down in Chinese or

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show a map guide to the driver to indicate your destination. Shanghai Taxi Service: +86.21.9696.5, +86.21.9682.2 or +86.21.6258.0000

Transportation Vehicles

“**Parking Permit**” and “**Queueing Number**” must be obtained before driving vehicles into the loading areas to load and unload the goods. Security staffs are authorized to stop those who fail to follow the guidance from entering. For detail information, you can refer to [“Queueing Number & Parking Permit Notice”](#).

“**Queueing Number**” to be paid online.

“**Parking Permit**” is charged at RMB 50/vehicle with a RMB 300 deposit. The refund of the deposit is based on the presentation of the “Parking Permit” as well as the deposit receipt after the timely completion of the loading. Any loss or damage of the “Parking Permit” will be fined at RMB 50 per pass.

The time limit for loading is 1.5 hours; overtime charge will be assessed at RMB100 for every half hour (the overtime charge for less than half an hour is also RMB 100).

Utility Aisles

Per SNIEC regulations, the utility aisles located behind most stands are to be left completely free and clear at all times.

VISA

Persons visiting China regardless of nationality or intended length of stay are required to have a visa to enter China. You have the option of obtaining either a tourist or a business visa for this entry. If you plan on entering China with a business visa you must obtain an invitation letter from the local government in China. In order for SEMI China to assist you with this, you have to submit the [“Request for an Invitation to PRC” Form 14](#) together with **your photo id page of the passport** no later than **Friday, February 14, 2025**. This form will be sent to China in order to get the appropriate invitation letter. A copy of your invitation letter will be faxed to both you and the consulate you indicate. For details, please refer to [Section 7](#).

Visitor Invitation/Registration Brochures

SEMI provides the editable online Visitor Invitation/Registration Brochures to all exhibitors. The online version planned to be launched on December 2024. Please follow SEMI China Wechat (ID:SEMICChina) and pay attention to SEMICON China website: www.semiconchina.org.

Water Connection

Please order water connections before the due day online.

SEMI SHOW MANAGEMENT RESERVES THE RIGHT TO PURSUE ANY ACTION IT DEEMS NECESSARY IN THE BEST INTEREST OF THE EXPOSITION AND IN

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FAIRNESS TO ALL EXHIBITORS.

Section 3 Exhibitor Responsibilities & Liabilities

3.1 Amendments / General Supervision

All exhibit matters and questions not covered by these rules and regulations are subject to the decision of SEMI Show Management. These rules and regulations may be amended at any time by SEMI and all the amendments that may be so made shall be equally binding to/on all parties affected by them as they are by the original rules and regulations. In the event of any amendment or addition to these rules and regulations, written notice will be given by SEMI to such Exhibitors as may be affected thereby.

SEMI SHOW MANAGEMENT RESERVES THE RIGHT TO REJECT, OR PROHIBIT ANY EXHIBIT, WHOLE OR IN PART, OR ANY EXHIBITOR AND HIS REPRESENTATIVES, BASED SOLELY ON ITS JUDGMENT, DISCRETION, AND AUTHORITY. PLEASE REFER TO YOUR FPD EXHIBIT SPACE APPLICATION / CONTRACT FOR ADDITIONAL RULES AND REGULATIONS.

3.2 Default in Occupancy

Any Exhibitor failing to occupy contracted space is not relieved of the payment of the full rental of such space. All display systems and equipment/products must be installed and complete prior to 22:00 Tuesday, March 25. Unoccupied space may be repossessed by Show Management for such purpose as it may see fit. Failure to notify SEMI Show Management of cancellation in advance will cause exhibitor to lose priority for exhibit space.

3.3 Exhibitor Liability

The Exhibitor assumes full financial liability for damage to the facility or neighboring exhibits caused by the construction of the exhibitor's booth structure. The Exhibitor may not apply paint, lacquer, adhesives or other coating to building columns, walls or floors.

In the event any part of the exhibit hall is destroyed or damaged so as to prevent SEMI from permitting an Exhibitor to occupy assigned space during any part or the whole exhibition period; or in the event where occupation of assigned space during any part or the whole exhibition period is prevented by strike, acts of nature, national emergency, or other cause beyond the control of SEMI; the Exhibitor hereby waives any claim against SEMI beyond a refund of rent paid for the period it was prevented from using the space, less a proportionate share of the exposition expenses incurred by SEMI.

In addition to the Rules and Regulations listed on the back of the exhibit space application/contract, the FPD rules and regulations have been established in consideration of all participants (Exhibitors, attendees, service contractors, building management, and Show Management) and apply to all participants throughout the show.

3.4 Limitation of Liability / Insurance

SEMI would like to remind the Exhibitor of the limits of liability as agreed to on the back of the original signed application/contract for exhibit space.

3.5 Reselling / Use of Space

The Exhibitor may not assign, sublet or resell; in whole or in part, their contracted space. The company logo and name shows on raw space shall be limited to the contracting company itself, the company logo and name of non-contracting company (including Co-exhibitor) must not be shown in a prominent place in principle. Contracted exhibit space must appear as one unified booth. All booths must be staffed during exhibition hours.

3.6 Violations and Penalties

SEMI Show Management may, at its discretion, eliminate or reduce priority points for violation of these rules and regulations and impose a penalty fee as outlined below. In

Section 3 Exhibitor Responsibilities & Liabilities

addition, substantial violation of these rules and regulations by the Exhibitor, its employees, or agents may, at the option of Show Management, forfeit the Exhibitor's right to occupy exhibit space and such Exhibitor shall forfeit to SEMI all moneys paid or due.

Exhibitors can contact SEMI Show Management for any questions before arriving at the venue. Failure to comply with the exposition rules will result in the following loss of priority points.

If not corrected by the end of:

Set-Up Period	+10% reduction
1st Exhibit Day	+10% additional reduction
2nd Exhibit Day	+10% additional reduction
3rd Exhibit Day	+10% additional reduction
Total	40% possible reduction of priority points

And result in the following monetary penalty:

Minimum Fee (for 1 booth): USD 3,000.00
Each additional booth is an additional USD 1,000.00

For example:

1 booth =	USD 3,000.00
2 booths =	USD 4,000.00
3 booths =	USD 5,000.00

Upon evidence of substantial violation, SEMI may enter and take possession of the space occupied by the Exhibitor and may remove all persons and goods at the Exhibitor's risk. The Exhibitor shall pay all expenses and damages that SEMI may thereby incur.

It is to your advantage to contact SEMI Show Management prior to arriving on-site with any questions.

3.7 Theft / Damages

Report thefts or damages immediately to both Security and Show Management if found.

Venue Police Information:

Location: Glass house (east of W4, near inside square)
Tel: +86.21.2890.6110

Venue Property Office Information:

Location: 2F, E6
Tel: +86.21.2892.8580

While SEMI Show Management will exercise reasonable care in safeguarding your property, neither Show Management, the facility, the security contractor, the general contractor, nor any of their officers, agents or employees assume any responsibility for such property. Exhibitors should therefore include or have a rider attached to their insurance policies covering the shipment of merchandise to the exposition, the exposition period, and return of their merchandise to their home base.

<p>SEMI SHOW MANAGEMENT RESERVES THE RIGHT TO PURSUE ANY ACTION IT DEEMS NECESSARY IN THE BEST INTEREST OF THE EXPOSITION AND IN FAIRNESS TO ALL EXHIBITORS.</p>

Section 4 Freight Handling

4 Official Freight Forwarder

SEMI has appointed **APT Showfreight Shanghai Co., Ltd.** as the sole official freight forwarders for SEMICON/FPD China 2025, while **TWI Group Inc.** is appointed as the official forwarder in USA. Copies of Shipping Manuals are included in this section of the manual.

4.1 On-site Freight Handling

APT Showfreight Shanghai Co., Ltd. has been appointed as the sole on-site handling agent for the event. While Exhibitors may use any forwarder of their choice to transport exhibition materials to the loading area, **APT Showfreight Shanghai Co., Ltd. is the ONLY freight handler allowed to transport materials from loading area to the show floor.**

4.2 Hall Specifications

Following are important details regarding hall specifications of SNIEC. It is important that exhibitors note the following weight limits and dimensions and plan their intended shipments accordingly:

- 1) **The exhibition hall T0 - T3 floor indoor load-bearing capacity is max. 500 kgs / square meter, N1 - N5 & E6 - E7 floor load-bearing capacity is max. 3,000kgs / square meter. Exhibitors who have over load-bearing capacity exhibition goods should self-prepare or rent steel plates with APT in advance to protect indoor floor. Steel plate rental fee will be quoted upon cargo enquiry.**
- 2) **The max. limit of hall N1 - N5 & E6 - E7 freight door is 4.0(w)x4.0(h) meter, hall T0 - T3 is 2.0 meter.**

4.3 Shipping Instruction and Deadline Time Schedule

The shipping instruction below should be used for sending your exhibits to Shanghai directly either by air or sea freight. Shipments will be accepted for moving into the hall after 12:00PM on **Monday, March 24, 2025**. It is recommended that your shipment be consigned through **APT Showfreight Shanghai Co., Ltd.** as they are authorized to make the customs clearance for your exhibits under temporary import exhibition cargo.

If you use other channels to send the cargo to Shanghai, **please note that your freight forwarder must clear your exhibit material through customs before arriving at SNIEC.**

DEADLINE TIME SCHEDULE:

LOE (list of exhibits) or ATA Carnet copy to APT 25 February 2025
Showfreight by email

Exhibits by Sea Freight Arrival at Shanghai Port 8 - 9 March 2025

Exhibits by Air Freight Arrival at Shanghai PVG 10 - 11 March 2025
Pudong Int'l Airport

Section 4 Freight Handling

Shipping Instruction for sending your exhibits to Shanghai directly:

All cargoes must be consigned “**Freight Prepaid**” to following consignee and notify, otherwise additional wrong consignee charges will be incurred and 10% outlay commission will be imposed on “Freight Collect” consignments. **Please issue one Master Air Waybill (AWB) with one House AWB for Each Air shipment and HAWB must be manifested by airline (not Direct / Single Master AWB, not one HAWB for each exhibitor). Please send draft B/L or AWBs to APT Showfreight for checking & approval before shipping.**

SEA Freight Consignment to Shanghai Port (for temporary import only)	AIR Freight to Shanghai PVG Pudong Int'l Airport (for temporary import only)
Consignee on Sea Bill of Lading (B/L):	Consignee on Master Air Waybill (AWB):
Shanghai AZ Logistics Co., Ltd. Room 1101, ShengTai International Building, No. 200 Siping Road, Shanghai 200086 CN CT: 0086 21 50433363 ext. 809 CP: Mr. Bao T: USCI+9131010956305351XE Email: bao@az-logistics.net	Jiangsu Feiliks International Logistics Inc. Shanghai Branch (KSF) Room A615, NO.1333, Wenju Road, PuDong New District, Shanghai 201207 CN CT: 0086 21 5096 2008 / Fax: 0086 21 68852953 CP: CALLIN ZHAO T: USCI+91310115X07304429N
Notify Party on Sea Bill of Lading (B/L):	Consignee on House AWB and Notify Party on Master & House AWB:
APT Showfreight Shanghai Co., Ltd. CT: 0086 21 6124 0090 ext. 307 CP: Janson Zhu T: USCI+91310116674641664W Email: janson.zhu@aptshowfreight.com	APT Showfreight Shanghai Co., Ltd. Room 12B3, Oriental Viking Building, 333 Xian Xia Road, Changning District, Shanghai 200336 CN CT: 0086 21 6124 0090 ext. 307 CP: Janson Zhu T: USCI+91310116674641664W Email: janson.zhu@aptshowfreight.com
Description of Goods on Sea B/L:	Nature of Goods on Master Air Waybill:
Highest value item description inside shipment, for example: Wire Bonder (Remark: 1. Please DO NOT show simple description as ‘exhibition goods’ and detail exhibition name; 2. If shipment under ATA Carnet, please also show: under ATA Carnet No.: XXX)	Consolidation as per attached cargo manifest
	Nature of Goods on House Air Waybill: Highest value item description inside shipment, for example: Wire Bonder (Remark: 1. Please DO NOT show simple description as ‘exhibition goods’ and detail exhibition name; 2. If shipment under ATA Carnet, please also show: under ATA Carnet No.: XXX)

Section 4 Freight Handling

4.4 Official Freight Forwarders Shipping Manual

SEMI has appointed **APT Showfreight Shanghai Co., Ltd.** as the sole official freight forwarders for SEMICON/FPD China 2025, while **TWI Group Inc.** is appointed as the official freight forwarder in USA. Copies of their condensed Shipping Manuals are included in this section of the manual.

The condensed official main tariff is enclosed for all exhibitors' easy reference. Exhibitors can choose to use the freight forwarding services of **APT or TWI** and contact them directly for detailed shipping instructions and full version shipping manual.

All exhibits forwarding charges collected by APT Showfreight Shanghai Co., Ltd. will be based on this shipping manual & tariff and further quotation if any. APT will only collect charges by exhibitor T/T bank remittance or on-site payment at appointed APT on-site office with APT receipt. APT won't charge any tip, please DO NOT give any cash to the forklift drivers or workers.

APT Showfreight Shanghai Co., Ltd. will assign number for all working vests wearing by every forklift driver and worker who do site handling. If exhibitors found any problem such as asking for tips etc. during on-site handling, please record the number on working vest and let APT Showfreight know immediately by contacting APT staff who responsible for your booth or coming to APT site offices. APT Showfreight will track by the number for the responsible worker and try best to provide solution to be approved by show organizer and exhibitors at show site as soon as possible.

4.4.1 Contact Details

APT Showfreight	TWI
For Overseas Exhibitors:	For North America Exhibitors:
APT Showfreight Shanghai Co Ltd. Room 12B3, Oriental Viking Building, 333 Xian Xia Road, Shanghai 200336 PR China Tel: +86.21.6124.0090 Ext. 307 Fax: +86.21.6124.0091 Email: janson.zhu@aptshowfreight.com Contact: Mr. Janson Zhu	TWI Group, Inc. 6425 Montessouri Street, Suite 200 Las Vegas, NV 89113, USA Customer Line: +1.702.706.0405 Office: +1.702.691.9091 Email: thunt@twigroup.com ; sales@twigroup.com Contact: Mr. Tyler Hunt
For Domestic Exhibitors:	
APT Showfreight Shanghai Co Ltd. Tel: +86.21.6124.0090 Ext. 312 Fax: +86.21.6124.0091 Email: david.huang@aptshowfreight.com Contact: Mr. David Huang	

Section 4 Freight Handling

4.4.2 Official Tariff

1) Sea Freight

Inward or outward handling tariff (for general individual exhibits not exceeding 3,000kg gross weight and L3.0m x W2.2m x H2.1m dimension)

From free arrival Shanghai Port to your booth OR vice versa. Services include:

- Customs clearance and handling at port, excluding: air-suspension transport, 3rd party fee as D/O exchange and Customs inspection etc.
- Transport from port to exhibition booth or vice versa
- Assistance exhibitors of un-packing / re-packing wooden case
- 1st time Positioning (excluding assembling, 2nd time positioning and stand building)
- On-site services such as empty cases storage if venue storage space available

Consignment Service Charge		USD55.00 / consignment / exhibitor
Basic handling rate	LCL	USD70.00 / cbm or 1,000 kg, whichever is greater (Min. USD70.00 / consignment (HBL) / exhibitor)
	Min. Charge for FCL Container	USD1,610.00 / 20' GP container; USD3,220.00 / 40' GP container; USD3,500.00 / 40' HC or 45' GP container
* Terminal Handling Charges	LCL	USD35.00 / cbm or 1,000 kg, whichever is greater (Min. USD105.00 / consignment / exhibitor)
	Min. Charge for FCL	USD205.00 / 20' GP container; USD305.00 / 40' GP container
Container Haulage to / from CFS		USD300.00 / 20' GP container; USD445.00 / 40' GP container
Hall T0 - T3 handling surcharge (if booth in hall T)	LCL	USD11.00 / cbm or 1,000 kg, whichever is greater (Min. USD11.00 / consignment / exhibitor)
	Min. Charge for FCL	USD253.00 / 20' GP container; USD506.00 / 40' GP container; USD550.00 / 40' HC container or 45' GP container

* Current and actual cost levied at port, terminal and Container Freight Stations (CFS), all third parties' charges including D/O exchange and inspection fee etc. will be charged at cost + 10% handling fee.

2) Air Freight

Inward or outward handling tariff (for general individual exhibits not exceeding 3,000kg gross weight and L3.0m x W2.2m x H2.1m dimension)

From arrival Shanghai PVG Pudong Int'l Airport to exhibition booth OR vice versa. Services include:

- Customs clearance and handling at airport, excluding: air-suspension transport, 3rd party fee as AWB exchange and Customs inspection etc.
- Transport from airport to exhibition booth or vice versa
- Assistance exhibitors of un-packing / re-packing wooden case
- 1st time Positioning (excluding assembling, 2nd time positioning and stand building)
- On-site services such as empty cases storage if venue storage space available

Section 4 Freight Handling

Consignment Service Charge	USD55.00 / consignment / exhibitor
Basic handling rate	USD0.90 / kg based on actual or volumetric weight, whichever is greater, (Min. USD90.00 / consignment (HAWB) / exhibitor)
* Airport Terminal Handling charges	USD0.40 / kg based on actual or volumetric weight, whichever is greater, (Min. USD40.00 / consignment / exhibitor)
Hall T0 - T3 handling surcharge (if booth in hall T)	USD0.15 / kg based on actual or volumetric weight, whichever is greater, (Min. USD15.00 / consignment / exhibitor)

*Current and actual cost levied at Airport, all third parties' charges including AWB exchange and Customs inspection fee etc. will be charged at cost + 10% handling.

* Please note Shanghai airport terminal will bill additional surcharge for **whole MAWB chargeable weight** at:

- USD0.05/kg (Min. USD50.00** per consignment): **if any sensitive cargo with shock or tilt watch** are found on outside packing cases and **all parameters under dimension L599*W229*H219cm and weight 4999kgs** or **if any non-sensitive cargo parameter exceeding L599*W229*H219cm but under L1099*W259*H264cm or weight above 4999kgs but under 14999kgs**;
- USD0.09/kg (Min. USD350.00** per consignment): **if any sensitive cargo with shock watch and tilt watch** are found on outside packing cases with **any parameter exceeding dimension L599*W229*H219cm or weight 4999kgs**, or **if any non-sensitive cargo parameter exceeding dimension L1099*W259*H264cm or weight 14999kgs**.

In order to save your cost, we suggest sending all sensitive machines with shock / tilt watch and over-size or heavy package under one separate MAWB & HAWB without consolidation with other shipment.

3) EDI Customs Data Entry Service Fee for All Shipments

EDI Data Entry Service fee	USD5.00 / page / package, Min. USD60.00 / consignment / exhibitor
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4) Quarantine Charges for All Shipments

Air/Break bulk	USD10.00 / package, min. USD75.00 / consignment / exhibitor
FCL Container	USD90.00 / 20' container; USD115.00 / 40' container
Quarantine declaration fee (Import only)	By Air: USD0.06 / kg, Min. USD10.00 / consignment / exhibitor;

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	By LCL (total under 20cbm): USD20.00 / cbm, Min. USD120.00 / consignment / exhibitor; By FCL Container: USD280.00 / container
Additional fee for wooden packing	at cost + 10% handling, min. USD10.00 / package or USD75.00 / consignment / exhibitor, whichever is the greater

Other charges such as **inspection, fumigation & sanitary treatment** will be billed as per outlay + 10% handling.

All battery, powder, gas, liquid, gel and toner or ink cartridge (inside any exhibit or individual package) are controlled dangerous items for both air and sea freight. Please note the exhibitors should take full responsibility to remove above controlled items before re-packing and transport. Otherwise, the whole cargo will be detained by port security with extra surcharges.

5) Customs Bond Handling Fee / ATA Carnet Handling Fee for All Shipments

Without ATA Carnet, Customs bond handling fee will be applicable at estimated **1.00% of CIF value** per month, **min. USD120.00** /month/consignment/exhibitor. Final rate is subject to assessment by the Customs.

If ATA Carnet is used for temporary import, the ATA Carnet handling fee is applicable to the exhibitor at **USD90.00** per Carnet per entry or exit. For all return ATA shipments by air, the Customs will do mandatory inspection and additional fee should be billed as per outlay + 10%, **min. USD160.00/ATA/consignment**.

6) Storage Upon Arrival Shanghai or After Show Close for All Shipments

A storage fee will be billed after 3 days free storage upon arrival till first move-in day and after 3 days free storage at show close till re-export departure as follows:

By LCL	USD2.00 per cbm per day, min. USD15.00
By FCL	USD15.00 per TEU (20' GP) per day, min. USD15.00
By Air	USD0.10 per kg per day, min. USD15.00

7) Venue Management Fee for All Shipments

The exhibition venue charges hall management fee for all shipments and APT Showfreight is required to collect the hall management fee and pay on behalf of exhibitors at **USD10.00** per cbm or 1,000 kg, whichever is the greater, **min. USD10.00** per consignment per exhibitor

8) On-site Handling Services

On-site handling services include: from free arrival site upto delivery of exhibits from free arrival fairground to booth or vice versa, assistance exhibitors of un-packing / re-packing wooden case, handling of empty cases, 1st time positioning (excluding assembling, 2nd time positioning & stand building) etc. on-site handling.

Section 4 Freight Handling

On-site Handling Rate	USD40.00 per cbm or 1,000 kg, whichever is greater, Min. USD40.00 per consignment per exhibitor
Hall T0 - T3 handling surcharge (if booth in hall T)	USD6.00 per cbm or 1,000 kg, whichever is the greater, Min. USD6.00 per consignment per exhibitor

Please contact us for a separate quotation if any of your exhibits exceed a weight of 3,000 kg or a dimension of 3.0m (L) x 2.2m (W) x 2.1m (H).

**On-site & domestic cargo handling charge is subject to 6% VAT.

9) Magnetism Inspection for Air Return (If Any)

As the airlines implement strict security rules and will ask for magnetic detection & protection for many sensitive items by air transportation including electric equipment, computer, speaker and etc., we will bill magnetism inspection fee if the detection and protection is incurred at **USD2.00** per kg based on chargeable weight, min. **USD200.00** per consignment.

10) Vacuum Packing Service (If required)

APT can provide vacuum packing service to protect machines. If vacuum packing required, please book in advance with APT by one day before show opening.

Vacuum packing fee with APT's foil: USD120.00 per cbm, min. USD360.00/exhibitor/order

Vacuum packing fee without APT's foil: USD60.00 per cbm, min. USD180.00/exhibitor/order

11) Given-away or Consumed Goods (If Any)

Please **PAY ATTENTION** that **only promotion catalogue / brochure is accepted as temporary importation** under exhibition. **All other given-away items** such as ball pen, USB disk, cap, clothes, scissor and stationery etc. **is not accepted temporary import under exhibition purpose**. Please consult APT for such one-way shipment about shipping instruction / deadline and quotation.

12) Early / Late Arrivals

An early arrival surcharge will be applicable if the shipment arrives before the stipulated deadlines as per outlay plus 10% reimbursement fee.

A late arrival surcharge, 30% surcharge in addition to respective handling charges, will be applicable if the shipment arrives after the stipulated deadline or the shipping documents for customs clearance and pick-up of cargo reach after 10 days before cargo arrival port even cargo arriving within deadline.

Section 4 Freight Handling

In the event of late arrivals, APT Showfreight will make all reasonable efforts to ensure delivery before the show opens; however, no guarantee can be given. The surcharge will apply regardless of delivery date to the show site. APT Showfreight also reserves the right to reject handling any cargo that arrives at the appointed seaport / airport only 7 days prior to the show open date. All additional charges incurred due to the late arrivals shall be borne by the exhibitors.

13) Heavy-lift Surcharges

Our tariff is applicable for individual exhibits not exceeding gross 3,000 kg per package or any dimension exceeding L3.0m x W2.2m x H2.1m. Please contact us for a separate additional charge quotation if any heavy and over-size exhibits.

14) Valuable / Air-Suspension Truck Transport Required / Climate Control or Dangerous Cargo

Exhibitors have to send us a specific form with company letterhead for valuable (cargo value exceeding **USD1,000.00 per kg gross weight or USD86,000.00 per piece**) and chilled / reefer or dangerous cargo. The completed forms should reach us before shipment dispatched, relevant charges will be quoted upon request.

Our service charges exclude air-suspension truck transportation. If air-suspension truck transport required, exhibitors should contact APT for quotation and order this additional service to APT before shipping.

15) Temporary Importation

The Chinese Authorities permit exhibits into China on temporary importation basis under approved trade shows. Temporary import is allowed for max. 1 month from the date of entry and must be re-exported after show closing.

ATA Carnet issued in English is accepted for temporary import in China, but **ONLY** for purpose as 'Exhibition & Fairs'. Customs Bond Fee will be levied for temporary import shipment without ATA Carnet.

Please PAY ATTENTION that only promotion catalogue / brochure is accepted as temporary importation under exhibition. All other given-away items such as ball pen, USB disk, cap, clothes, scissor and stationery etc. is not accepted temporary import under exhibition purpose. Please consult APT for such one-way shipment about shipping instruction / deadline and quotation.

All exhibition goods by temporary import are under Customs control not allowed to transfer to permanent entry and must be re-exported out of mainland China after the exhibition. The Customs won't accept exhibits as disposal or abandon after show close. Exhibitors should not allow their exhibits to be sold, abandoned or taken away from the fairground without prior agreement with the China Customs

Section 4 Freight Handling

through APT Showfreight, otherwise exhibitors will get severe punishment by the Customs. Additional charges shall be for account of the exhibitor.

16) Permanent Importation

For any exhibits which will stay in China at show close, please note direct permanent import should be arranged. The buyer in China (with valid import document & license) shall be acted as the actual consignee of shipment from arrival port. Exhibitor need to provide APT Showfreight with the actual buyer's information as well as the party who will bear the duties / taxes.

Please contact APT in advance / before shipping if any permanent import or sold exhibits is required. We shall check and advise if any solution for permanent import on each individual case.

17) Packaging Requirements

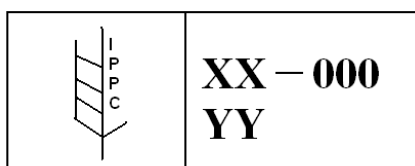
The outer packaging of the exhibits shall be suitable for repeated uses to ensure the safety of the goods during transportation and loading/unloading. The exhibitors shall be liable for any consequences arising out of improper packaging. It is suggested that:

- 1) For the convenience of disassembly and assembly, the wooden boxes shall be fixed with bolts instead of nails;
- 2) No carton shall be used for packaging if the exhibits need to be returned and shipped out of China;
- 3) Wooden boxes shall be equipped with sleepers at the bottom to facilitate forklift operations;
- 4) Packaging shall be waterproof to avoid being soaked by rain;

5) Requirements for Wooden Packaging:

I. China Customs requires all wooden packaging for goods entering China, such as wooden boxes, wooden pallets, wooden frames, skids, sleepers, lining wood (not including plywood, fiberboard and wood chipboard), must be handled by those enterprises accredited by the plant inspection and quarantine authorities in the countries or regions of origin pursuant to the inspection and processing method confirmed by China. Suggest replacing wooden pallet by plastic or plywood pallet.

II. To ensure that all goods entering China have been fumigated via heat treatment (HT) or methyl bromide (MB), all wooden packages must be marked with clear and complete IPPC logo as below on at least two opposite sides approved by the competent plant inspection and quarantine authorities:



Where:
 IPPC - Abbreviation of "International Plant Protection Convention";
 XX - International Standardization Organization (ISO) two letter country code;
 000 - Wood packing producing enterprise code approved by official plant quarantine authorizations in export countries or territories;
 YY - The phytosanitary treatment measures, Methyl Bromide Fumigating - MB, Heat Treatment - HT

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III. To ensure smooth customs clearance, the exhibitors are advised to prepare a fumigation declaration printed on paper with their company letterhead. Such declaration shall be attached to the original master air waybill (for air freight), or enclosed with the original bill of lading (for sea freight), or couriered to official forwarders. The document must be prepared pursuant to the following template.

To:
 Name of Exhibitor:
 Booth Number:
 Name of Exhibition:
 Our exhibition materials for the above event, comprising xxxxx (insert the total number of packages with wooden packing) cases, have been fumigated at xxxxxxx (name of origin port), carry the following IPPC logo and are marked with xxxxxxxx (state the exact Registered Fumigation Number i.e. XX-OOO YY).
 Authorized Signature
 Endorsed by Company Chop (stamp).
 Date.

All entering goods with wooden packages without acceptable fumigation logos or not in compliance with the above requirements will either be destroyed on the spot by China Customs, or not cleared and forcibly returned.

IV. For entering goods with non-wooden packages, the shipper shall prepare a valid letter of certification or declaration stamped with the corporate seal of the goods owner, and it shall be couriered to the official forwarders together with the original air waybill (for air freight) or bill of lading (for sea freight).

18) Controlled Items in China

In case the shipment contains any controlled items by the Chinese Government, we strongly recommend that the list of exhibits should be e-mailed to APT Showfreight for checking prior to the shipment departure from the country of origin.

The importation of below commodities is under Customs strict control even for exhibition purpose and subject to special permit in China:

- Foodstuff, Beverage
- All tableware / kitchenware such as cup, mug, tissue/wipe & bowl (including name card bowl) etc.,
- Watches, toys
- Cosmetics / Skin care items

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- Any items / materials with Endangered Species
- Animal, plant
- Art work (including: all painting, photo, print, sculpture or installation etc.), Antiques, Jewelry etc.
- Solid wood or plywood full set of furniture or component / accessory, all stand building material such as wooden or plywood or MDF floor / panel etc., or furniture
- All electric products including charger, portable battery charger/bank, lamp, wire, cable, plug etc.
- Glass or plastic products such as glass panel for stand building material
- Chemical products such as glue, paint etc.,
- Medical products such as Medicine, First-aid kit etc.

Without Chinese Customs' approval, above items can't be imported, distributed/ tasted/ sold and/or consumed during the exhibition.

19) Printed / Publicity Materials Restrictions

All exhibitors are advised that all promotional materials to be imported or give-away during the exhibition must not indicate or deem to indicate that Taiwan or Tibet is a Country such as 'ROC'.

All book / magazine with ISBN / ISSN bar code can't be imported under the exhibition. Please note magazine with ISSN code and book with ISBN code may be permanent imported through a specialized book trader agent, which will cost additional book trade agency fee to be quoted upon shipment details.

Films/ slides/ video tapes/ CDs, VCDs, DVDs/ USB disk with data or content, map and globe are not allowed to import, display, distribute & consume during the show due to import license restriction, so please DO NOT send any above items with shipment. APT will not take any responsibility of the shipment detained/delayed due to lack of import license.

In addition, exhibitors are advised that brochures, give-aways and souvenirs are subject to import duties as assessed by the Chinese Customs which must be payable on entry.

20) Hand-Carry Exhibits

Exhibitors are strongly advised not to hand-carry goods for this exhibition as it could be detained by the Chinese Customs at the airport. Once detained, please note the detained shipment may not be imported as exhibition goods because the list of exhibits of detained goods were not submitted in advance to the customs system at least one month before show. Exhibitors should immediately hand over the detention receipt and the duly filled List of Exhibits to our staff at the fairground

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to load the goods from the airport. These exhibits will then have to be returned as cargo freight.

The handling charges for the hand-carry items will be the same as our inbound airfreight charge, plus late arrival surcharges as applicable.

21) Courier Service

We do not recommend to send it via courier service (DHL, FedEx, UPS) as the cargo might be detained by customs, **unless** the shipment is very small (**under 20kgs total weight**) and low value (**under USD50 total value**). Otherwise airfreight is a better choice.

Once courier detained, please note the **detained courier shipment may not be imported** as exhibition goods because the list of exhibits of detained goods were not submitted in advance to the customs system at least one month before show. Please note the shipper should contact with APT before sending out courier.

If exhibitor insist to send by courier service, the exhibitor should know and take full responsibility for the risk that the cargo might be detained and can't be delivered in time which is beyond control. Please check with APT for detail address before sending.

Please let us have air waybill copy once available. Please also note that even shipment is not detained by customs, handling charges from free arrival our office up to your booth will still be occurred **@ USD155.00 /shipment + import duty & tax (as per outlay+10% handling fee)**. But if shipment is detained by customs, handling charges will be the same as normal airfreight shipment as per tariff.

There is courier fee of sending original shipping documents (like OB/L or ATA) at **USD60.00** per consignment.

22) Hall Floor Load-Bearing Capacity & Door Limit

The exhibition hall T0 - T3 floor indoor load-bearing capacity is max. 500 kgs / square meter, N1 - N5 & E6 - E7 floor load-bearing capacity is max. 3,000kgs / square meter. **Exhibitors who have over load-bearing capacity exhibition goods should self-prepare or rent steel plates with APT in advance to protect indoor floor. Steel plate rental fee will be quoted upon enquiry with cargo details.**

The max. limit of hall T0 - T3 freight door is 2.0(w)x2.0(h) m, N1 - N5 & E6 - E7 is 4.0(w)x4.0(h) meter.

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23) Re-export

The re-export formality takes at least 2 weeks prior to shipment departure from China. If any exhibits need to be return urgently, please write to APT Showfreight of your request before show open.

Please pay attention that the Customs system requires one exhibitor's temporary import shipment under one House AWB or B/L should return all items together as one shipment and no separate / partial return as different shipments or to different destinations can be handled after show close.

24) Hire of Labor and Additional Services

Our rates are based on services during normal work hours. If additional labor or equipment required, please contact for quotation by 48 hours before move-in.

For additional services not listed above, an individual quotation will be given upon receipt of specific requirements.

25) Insurance

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, till the return of the exhibits to domicile/ exhibits sold locally, including the period the exhibits are handled by APT Showfreight. Our tariff is computed based on volume and weight and has no correlation with the value of exhibits which means the cost of insurance cover is not included in our charges. If exhibition goods were damaged by APT's fault and no insurance covering the exhibits, maximum claim should be within three times of APT handling fee for the damaged exhibits. APT is not responsible for any damage not caused by APT's fault. If the exhibits were damaged by the third party (including but not limited to the carrier, loading and unloading company, etc.), the exhibitor shall directly claim to the third party, and APT should not be responsible for it. Third party recourse from any insurance company is not accepted.

26) Terms and Conditions

APT Showfreight does not take any responsibility for:

- a) Exhibits which are not allowed by the organizer or Chinese Customs to be sold or displayed at the fairground.
- b) Any tax/duty for sold exhibits
- c) Loss of goods whilst on display at the venue

All business is transacted only in accordance with Standard Trading Conditions. A copy is available upon request.

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Use of APT Showfreight's services – be it partly or in full – and any requirement for additional services at any time before, during or after the exhibition express orally and/or in writing and/or by conduct, implies acknowledgement and acceptance of the General Trading Conditions, terms, quotation and charges.

27) Remarks

Above rates exclude: insurance coverage, any additional services not listed above, Customs inspection fee, overtime handling after working hours on normal working days (09:00 - 18:00 every Monday to Friday), storage due in seaport/airport, terminal or freight forwarder's warehouse and removal charges due to late receipt of negotiable shipping documents, container grounding / lifting & storage at show site, demurrage & detention, any duty / tax payable to the Chinese government and endorsement of relevant government departments, which will be charged at cost plus 10% reimbursement fee. The above charges are based on USD currency, the exchange rate will change based on actual bank exchange rate. This tariff does not include any VAT. If any payment is settled to our bank account in Shanghai, 6% of the total value will be charged.

For details of shipping instructions, please contact APT and TWI for the full version Official Shipping Manual.

Section 5 Decorated and Rental

5.1 Official Decorator

The Official Decorators are

Viewshop Exhibition & Display (Shanghai) Co., Ltd.

Contact: Mr. John Shi

Tel: +86.21.3251.3138 ext.236

Phone: +86.13801696277

Fax: +86.21.3251.3139

Email: john.shi@viewshop.net

Mega Expo (Shanghai) Co., Ltd.

Contact: Mr. Crown Lv / Mr. Lucas Lu

Mr. Zezhen Lee / Mr. Zhe Wang

Tel: +86.18501650622 / +86.18501650613

+86.18516104548 / +86.15618957256

Fax: +86.21.5481.0933

Email: crown.lv@megaexposhanghai.com

yang.lu@megaexposhanghai.com

zezhen.lee@megaexposhanghai.com

zhe.wang@megaexposhanghai.com

5.2 Decorated Space

5.2.1 Decorated Space Facilities

The design, construction and decoration of all Decorated Booths are undertaken by Viewshop Exhibition & Display (Shanghai) Co., Ltd.

Decorated Booth consisting of a shell scheme [Unit Size: 3m (W) x 3m (D) x 2.5m (H)]. Includes the following as indicated by the total square meters of your space:
(Note: The following furniture and electrical equipment cannot be replaced.)

*Please refer to the Shell Scheme Diagram of 5.2.2.

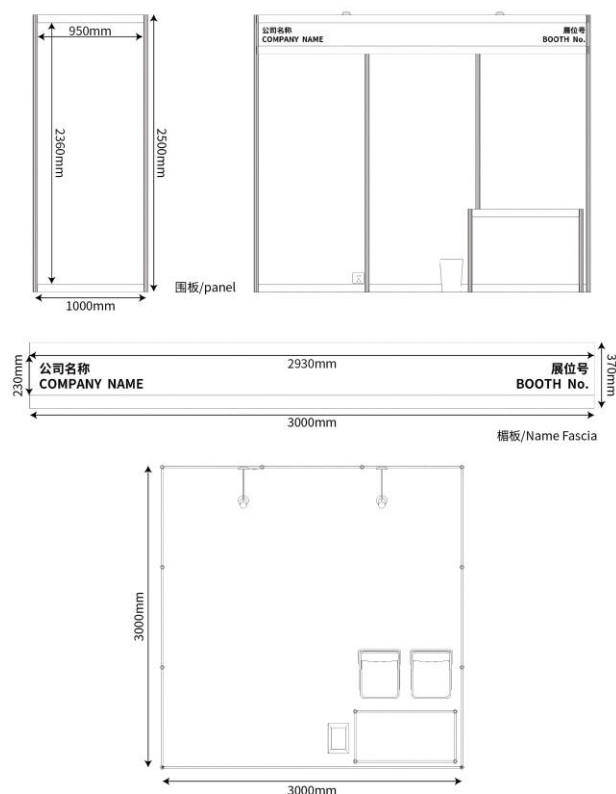
Item	Shell Scheme	9m ²	18m ²	27m ²
1	Name Fascia - 370mm height fascia board with Exhibitor's name in English (max. 24 characters) and Chinese (max. 12 characters) by sticker cutout - Corner booth has one more fascia board	1	2	3
2	Wall Paneling - Three side walls (white laminated panels) supported by white Pifex aluminum system. - For the corner booths, it will be two side walls with two fascia boards.	√	√	√
3	Carpet - Needle punched carpet covering the entire floor area of the booth.	√	√	√
4	Table/Storage - Lockable Cupboard	1	2	3
5	Chairs - Black Leather Arm Chair	2	4	6
6	Lighting - 15W Spotlight	2	4	6

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7	Power - 13A/220V Single phase socket (500W fuse)	1	2	3
8	Waste Basket - Waste Paper Basket	1	2	3

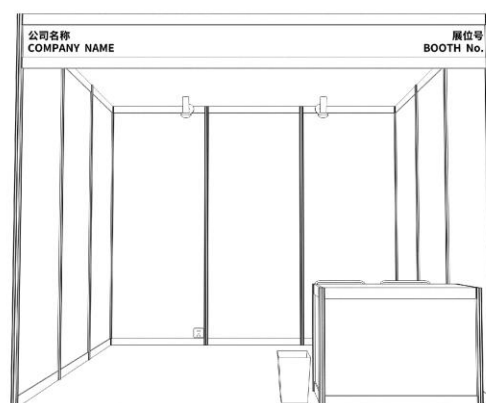
Refer to **5.2.2 Shell Scheme Diagram** on the following page.

5.2.2 Shell Scheme Diagram (Note: All units are millimeters)



FURNITURE and ELECTRICAL

- 1-1 no. Lockable Cupboard
锁柜
- 2-2nos. Black Leather Arm Chair
黑皮椅
- 3-1no. Wastepaper Basket
垃圾桶
- 4-2nos. 15W Spotlight
15W 短射灯
- 5-1no. 13A/220V(500W)Socket
13A/220V插座(500W限量)



5.2.3 Additional Electrical Services

The power outlet in the shell scheme is only for generally domestic/ offices electrical appliance other than lighting. Exhibitors who require additional lighting or lighting connections can contact [Viewshop Exhibition & Display \(Shanghai\) Co., Ltd.](#) Please refer to [Form 4 \(Furniture, Lighting & Socket Rental\)](#).

The limited value of the leakage protector in Hall T is 30 mA. Exhibitors who require electrical setting can contact [Mega Expo \(Shanghai\) Co., Ltd.](#) Please refer to [Form 5 \(Electrical Setting\)](#).

5.2.4 Additional Rental Furniture

In addition to items provided in the basic Shell Scheme Booth, exhibitors may require additional furniture items which can be supplied on a rental basis by Official Stand Contractor. Please complete the [Form 4](#) in Form Section and return promptly to [Viewshop Exhibition & Display \(Shanghai\) Co., Ltd.](#)

Section 5 Decorated and Rental

5.2.5 Rules and Regulations for Decorated Space Exhibitor

- 1) No additional booth fitting or display may be attached to the structure of decorated booth. Exhibitors who would upgrade their decorated booths. Please submit [Form 9](#) to notify the Official Contractors-Viewshop and subject to their approval. All decorated booths are on rental basis. Exhibitors are not allowed to make any alterations to the structure of the booths or remove any parts from the booths. Exhibitors wishing to remove or change the location of any standard equipment (e.g. spotlights) within the booth should contact the Official Contractors-Viewshop. The organizer has the right to dismantle any increased of the height or any alterations to the structure on the spot.
- 2) No post, tape, nail or fixture of any kind is allowed to be affixed on the partitions, floor or ceiling. Exhibitors are liable to any damage caused to their booth fixtures or fittings at the fair.
- 3) All Exhibitors who rented one or more Decorated Booth Space, the fascia name only shows the contracting company name. Please refer to [Form 1](#).
- 4) Decorated booth exhibitors requiring additional equipment such as telephone, furniture, power and water dispenser etc. should use individual Forms for placing their orders. The order forms have to be submitted no later by **Feb. 14, 2025** to the Official Contractors. Full payment in advance will be required.
- 5) No exhibits are allowed to be removed from the booth or exhibition hall until **5 p.m. March 28, 2025**, once the exhibition has been officially opened. Booth or exhibits shall not be dismantled before the official closing time on the last day of the exhibition.
- 6) Any power point and sockets provided are strictly for exhibiting display only and NO lighting fixture is allowed to be connected.
- 7) Exhibitors shall not cause any damage on the floor of the exhibition hall.
- 8) Exhibitors bringing their own air compressors to the exhibition hall are prohibited. Please contact the Official Contractors for details or refer to [Form 6](#).

5.3 Raw Space

- 1) Raw Space exhibitors will be given a floor space without booth facilities, carpet and power supply. They must design and construct their own booths, lay the carpet.
- 2) The company logo and name shows on raw space shall be limited to the contracting company itself, the company logo and name of non-contracting company (including co-exhibitor) must not be shown in a prominent place in principle.
- 3) The contractor of the exhibitor's choice must construct raw space. All raw space exhibitors must return the [Exhibitor Appointed Contractor \(EAC\) Application Form \(Form 2\)](#) prior to **Jan. 24, 2025**, and [Safety Construction Manager Registration Form \(Form 3\)](#) prior to **Feb. 14, 2025**.
- 4) All raw space exhibitors must rent and install alarm devices. For more information and price details, please refer to the [Alarm Device Notification](#).

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5.3.1 Hall Specification

- 1) The maximum height for N1-N5, E6-E7 Raw Space stand structure is 4.4 meters, and for T0-T3 Raw Space stand structure is 4 meters;
- 2) The floor: solid concrete; indoor loading capacity is 3,000 kgs / square meter for N1-N5, E6-E7, and indoor loading capacity is 500 kgs / square meter for T0-T3;
- 3) The access of N1-N5, E6-E7 exhibits/freight door is 4.9m (w) x 4.4m (h), and the access of T0-T3 exhibits/freight door is 2.0m (w) x 2.0m (h).

5.3.2 New Regulations of Exhibitor Appointed Contractor

Exhibitors who rent raw space can appoint their own contractors to set up the booth. Please ensure you and your contractor read the following information and follows all regulations as detailed below in order to ensure your plans can be approved in good time thus avoiding potential problems and costly amendments.

1) Required Documents

- A. [Exhibitor Appointed Contractor \(EAC\) Application Form](#)
- B. The copy of the contractor's business license, which has been registered at least three years, and electrician certificate, which is valid and should be the same as the electrician operating on the show site
- C. [The Safety Commitment of Erection Contractor](#) and [《Safety Construction Guideline》](#), which bear the signature of the head of the respective company and its company seal.
- D. Audit Report issued by [HAH](#) (necessary for two-story booths)
- E. Final Booth Drawings indicating height & width measurements and location of the main power supply

Remarks: Documents A, B, C, D, E should be submitted before ordering main power supply.

2) Contractor Move-in Procedure:

- A. Read detailed and observe [《Safety Construction Guideline》](#)
- B. Submit the [EAC form](#) to MEGA EXPO by **Jan. 24 2025**. Mega Expo will switch on the online raw space application system to EAC within 3 working days. When receiving the notice letter issued by online system, EAC shall finish online application within 5 working days (before **Feb.14, 2025**) including but not limit to submitting safety documents, design checking, facility ordering and finishing payment of facility ordering and deposit.
- C. You can apply for the set-up/dismantle badges from **March 19, 2025** with the notice letter issued by Mega (Self-printing Online). For detail information, you can refer to [“The Flow Chart for Obtaining Certificates”](#).
- D. You can apply for “Queueing Number” from **March, 2025** (Any time changes, please refer to Exhibitor Update) and “Parking Permit” from **March 24, 2025**. For

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detail information, you can refer to [“Queueing Number & Parking Permit Notice”](#).

E. [EAC Inspection & Move-in Process](#)

3) Booth Deposit Management:

- A. All raw space EACs are required to pay the construction deposit and hall management fee to official contractor, [MEGA EXPO](#) online before **Feb. 14, 2025**. The specific standards are as following:

Item	Booth Space	Cost
1	Equals or Less than 54sqm	RMB 5000
2	More than 54sqm	RMB 10000

Item	Cost
Hall Management Fee	RMB 23/sqm

- B. The construction deposit will be refunded if the security and cleaner confirm that all the exhibits and construction materials have been removed out of the hall and no damage to the floor or facility of the hall. It will be transferred back in 30 working days.
- C. Deduction of Construction Deposit
- 1) The compensation fee of any damages will be deducted from deposit. It will have extra charge if the deposit is not enough.
 - 2) If the onsite booth structure has big difference from booth perspectives and it is against the related rules and regulations, all deposit will be deducted as penalty.
 - 3) SEMI onsite floor manager will issue Rectification Notice to those stands which are not built qualified. After receipt of the notice for rectification, still not do the rectification or not do upon the request, SEMI will appoint the official decorator to do the rectification, the rectification cost incurred will be deducted from the deposit. It will have extra charge if the deposit is not enough.
 - 4) All the deposit will be deducted as the dismantle fee if there are no people dismantle the booth after 24:00 Friday, March 28.
 - 5) Exhibitors and contractors are obliged to dispose of all waste, including but not limited to KT board, paint bucket, etc. **If exhibitors and contractors violates the requirements, all deposit will be deducted as penalty.**
 - 6) All booths, except island configurations, must provide a full back wall, minimum of 2.4 meters (8") in height. All exposed walls must be finished on all sides at the expense of the exhibitor who owns the walls. All exposed wall areas or exposed structures must be covered by white PVC cloth without any break, contamination, graphics or texts. If the back wall did not

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meet the above requirements, penalty will be deducted from the construction deposit.

4) **Blacklist:**

- A. No action or act not upon request when receives the Rectification Notice, this EAC will be put into SEMI Blacklist System, and disqualified for next FPD show.
- B. If there are no people dismantle the booth after 24:00, March 28, this EAC will be put into SEMI Blacklist System, and disqualified for next FPD show.
- C. If the onsite booth structure has big difference from the booth perspectives and it is against the related rules and regulations, this EAC will be put into SEMI Blacklist System, and disqualified for next FPD show.
- D. If any big accident on booth decoration occurs, this EAC will be put into SEMI Blacklist System, and disqualified for next FPD show. If there is any death, this EAC will be disqualified for any SEMI activities forever.

5.3.3 Other regulations for Exhibitor Appointed Contractor:

- 1) All EACs are required to have a Set-up/Dismantle Badge while on the exposition floor. **See details at [Section 6 ----6.3 Set-Up / Dismantle Badges](#) .**
- 2) The EAC agrees that it will indemnify, and hold harmless, the Show Management and the Official Contractor from any action on account of injury or damage to persons or property caused by an act of omission, negligence or misconduct on the part of the EAC or any of its agents, servants, employees, or contractors.
- 3) The EAC shall not erect a service desk and must restrict corporate identity to the booth areas being serviced. Personnel contractor will not be permitted on the exhibit floor without the approval of Show Management.
- 4) The EAC will have a true and valid order for service from an Exhibitor in advance of the show move-in date. The EAC shall not solicit business on the exhibit floor before, during, or after the show. If a representative of an EAC violates this provision on solicitation, Show Management will remove the EAC and its representatives from the exhibit floor.
- 5) The EAC will adhere to all rules and regulations and shall complete their assigned services within the exhibitor official time limits of move-in and move-out as soon as published by SEMI Show Management. Exhibitors are responsible for the action of their EACs.
- 6) Exhibitors and their EACs are requested to wear safety helmet during Set up/Dismantle period.
- 7) Ladders for work 2m or over are not permitted, must use scafflod or working platform.

*** Please inform your EAC that they must comply with all criteria in the exhibitor services manual before being issued badges which will allow them to work or**

Section 5 Decorated and Rental

supervise on the show floor during Set up/Dismantle period.

- 8) Here we recommend you below booth decoration companies for your reference in case you need decoration service:

Viewshop Exhibition & Display (Shanghai) Co., Ltd.

Room A08-A11 & B01, No.850 Bo Cheng Road

Shanghai 200126 China

Contact: Ms. Amy Zhang

Tel: +86.21.3251.3138 ext.604

Phone: +86. 13917401037

Fax: +86.21.3251.3139

E-mail: amy.zhang@viewshop.net

5.3.4 Booth Approval

All raw space exhibitors must return the [EAC Form \(Form 2\)](#) and booth design drawings to [MEGA EXPO](#) for approval prior to **Jan. 24, 2025**.

The maximum height for N1-N5, E6-E7 Raw Space stand structure is 4.4 meters, and for T0-T3 Raw Space stand structure is 4 meters, two-story booths are not permitted in Hall T.

Formality for construction of exhibition stands:

1. For the exhibition safety, the design of all raw space booth must be subject to safety supervision by [HAH Consulting & Exhibition Co., Ltd.](#) All raw space booth could not be built until it passes the safety review, two-story booths are not permitted in tents.

The drawings subject to review include:

- a. Booth perspective drawing (1front-side and 2 sides)
- b. Ground floor plan (ground floor plan & 2nd floor plan)
- c. Cutaway view
- d. Elevation
- e. Section (Side elevation)
- f. Detailed booth material checklist
- g. Structural drawing

All drawings must be marked with the axis size of beams and posts, as well as specifications and sizes of all structural materials.

Management regulations for construction of exhibition stands:

1. For construction of all above exhibition stands, structural drawings must be provided, which shall be imprinted with seals of National Grade A Registered Structural Engineer for confirmation, accompanied by structural calculation sheet.
2. For details of building approval, please contact:

HAH Consulting & Exhibition Co., Ltd.

E2-2E1, 2345 Long yang Road

Section 5 Decorated and Rental

Pudong New Area Shanghai, 201204 P.R.C

Contact: **Ms. Lya Huang**

Phone: +86.21.2890.6633

+86.21.2890.6634

+86.21.2890.6635

Fax: +86.21.2890.6000

E-mail: hah@hahchina.com

3. Building approval form is in [Form 10](#).

5.3.5 Exhibition Safety Supervision

Indoor single-story raw space booths: For the exhibition safety, the organizer has entrusted HAH Consulting & Exhibition Co., Ltd. to review all indoor single-story raw space booths. Please fill out and submit [Form 10-A](#) to complete the review of the booth. Only after passing the review, the booth could be built up on-site.

Double-deck Booth: All two-story booths must be approved by the venue Shanghai New International Expo Centre (SNIEC) appointed unique booth surveyor HAH Consulting & Exhibition Co., Ltd. Please fill out and submit [Form 10-B](#) to complete the review of the booth. Only after passing the review, the booth could be built up on-site.

5.3.6 Exhibit Installation & Dismantling

If you, as the exhibitor, have contracted for raw space, you may use your own bona fide personnel, hire labor through a temporary agency, or utilize the services from the decorators recommended by SEMI. If you are having contracted for a shell scheme package, your stand will be finished before your arriving.

- 1) Installation: Hours and dates for installation, the exhibition, and dismantling are specified in **1.5.1 Move-in & Move-out Dates and Times** of this manual, **Section 1**. Extended hours for set-up can be requested at onsite services counter located in No.2 Entrance Lobby (North Entrance Lobby) of Shanghai New International Expo Centre before **14:00** every day with an additional fee. All crates must be tagged and ready for removal by 16:00 on Tuesday, March 25. SEMI will begin laying the aisle carpet shortly thereafter. For those exhibits not set up by 22:00 on Tuesday, March 25 and that do not have a prior variance, SEMI reserves the right to force set-up or to remove displays/material from the exhibit floor at the Exhibitor's expense. Exhibitors who do not meet the set-up deadline may forfeit the use of their booth space in subsequent expositions.
- 2) Dismantle: Exhibitors are required to maintain their exhibit intact until the close of the exhibition. On the last exhibition day, "dismantle" procedures will be distributed to each exhibiting company. Each Exhibitor must complete arrangements for the removal of exhibit material in accordance with the dismantle procedures. Exhibitors shall be liable for all storage and handling charges resulting from failure to remove materials from the exhibition hall before the conclusion of the dismantling period. Exhibitors and contractors are obliged to

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dispose of all waste, including but not limited to KT board, paint bucket, etc. **If exhibitors and contractors violates the requirements, all deposit will be deducted as penalty.**

5.3.7 Technical Installations on Stands

- 1) The inlets, outlets and connections to be installed on the stand must be ordered from the facility by completing the corresponding order form which can be found in Form Section of this manual.
- 2) Exhibitors are strictly forbidden to install their own connections to the floor boxes.
- 3) Official controllers, being fully empowered to authorize or prohibit the installation or to require alterations so as to meet technical and legal requirements, will inspect all on-stand installations.
- 4) Exhibitors are liable for any technical faults or damage that may result from non-compliance with the provisions as stipulated by the facility.
- 5) All connecting boxes in operation on the floor must be accessible at all times.
- 6) A sketch showing the desired position of the installations must accompany all order forms.

5.3.8 Rules and regulations for Raw Space Exhibitor:

1) Wall Requirements

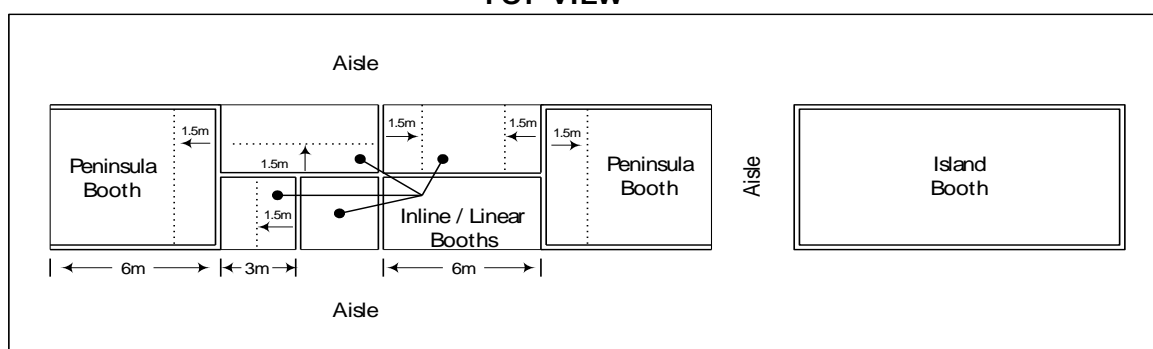
All booths, except island configurations, must provide a full back wall, minimum of 2.4 meters (8") in height. All exposed walls must be finished on all sides at the expense of the exhibitor who owns the walls. All exposed wall areas or exposed structures must be covered by white PVC cloth without any graphics or texts. If the back wall did not meet the above requirements, penalty will be deducted from the construction deposit.

2) Identification / Signage / Graphics

Displays must be confined within the exhibitor's booth and must not be designed to obstruct the clear view of nearby booths or interfere with the flow of traffic - example: video monitor(s) should be placed where visitors viewing the monitor(s) do not block the aisle. Machinery, equipment, or products cannot be shown on a raised/built-up platform or counter if they interfere with height limitations.

3) Top view

TOP VIEW



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4) During FPD CHINA 2025, SNIEC will no long provide hanging structure service

With the increasing growth of FPD China, some special designed booths are using hanging structure which brings serious safety issue but also much delay the move-in process. According to the regulation from the show venue (SNIEC), the venue will no long provide hanging structure service to all FPD China raw space exhibitors. All booths are required to be built from the ground only without any hanging structure. This change will apply to all exhibitors without any exception.

5) Decoration

Show Management has the authority to determine whether placement, arrangement and appearance of all items displayed by the exhibitor are in compliance with the exposition standards. This may require the replacement, rearrangement or redecoration of any item or of any booth. Show Management is not liable for any cost that may be incurred by the exhibitor.

All booth spaces (unless otherwise specified) must be fully carpeted or covered. Carpeting enhances your corporate image and continues the overall professional look of the exposition. You may supply your own carpet or rent it from the official service contractor. All floor coverings must be fire retardant in compliance with local fire department regulations. (Refer to **Item 9 "Fireproofing"**)

6) Booth Identification

- Placement: Company identification cannot be placed/ erected outside the booth area.
- Signs: All signs, posters and booth graphics must be professionally lettered and in compliance within the proper height limitations. Show Management reserves the right to change or remove signs (at the exhibitor's expense) that are not in keeping with the overall quality standards of the exposition.

7) Cross Aisle Configurations

- a) Upon written approval from SEMI, cross aisle carpet will be allowed to join exhibits for an additional charge. Requests, in writing, should be directed to:

SEMI China Customer Service Representative:

TEL: +86.21.6027.8500

FAX: +86.21.6027.8511

Email: semichina@semi.org

- b) Regulations regarding cross aisle carpets are:

- Written approval from SEMI, at least 30 days prior to the exposition opening.
- Aisle carpet may not be laid until the official service contractor has granted permission.

Section 5 Decorated and Rental

- Aisle carpet must be pulled up immediately upon the close of the exhibition.
- Company logos/company identification is allowed on cross-aisle carpet.
- Carpet that is laid in the aisle must be the same color as the booth carpeting that is connecting.
- Any sign that crosses the aisle and sits above the aisle, such as an arch, is prohibited in any SEMICON exhibition.

3) Cost:

- A fee of 25% of the raw space rate will be applied if carpet is placed in the aisle resulting in a visible linking of any type of booth structure. This aisle space MUST be kept completely free and is for public traffic only.
- SEMI reserves the right to invoice after the show if the above conditions are found to exist at show site.
- Please note: Cross aisle headers are NOT allowed at any FPD event.

8) Electrical Wiring

Use of another Exhibitor's electrical hook-up is strictly forbidden due to potential fire and hazard risks. In the event that the exhibit hall is damaged or destroyed due to negligence or failure on the part of the exhibitor to comply with the local fire agency's fire and hazard regulations, the Exhibitor is responsible and liable for all damages incurred.

9) Fire Protection Measures/Fireproofing

All materials used in the construction and decoration of an exhibit must be flame retardant. All carpeting and floor coverings must have Class 1 flame spread rating and UL between 0 and 25. No storage of flammable materials is allowed in the utility areas.

10) False Ceilings/Canopies

Water penetrable materials must be used in false ceilings and must conform to local fire code. Impenetrable materials are forbidden due to the potential fire and safety risks.

11) Hazardous Items

Hazardous items used in displays must be properly safeguarded, protected and registered in accordance with applicable government regulations. Hazardous items that would typically fall under these requirements include, but are not restricted to, the following:

- Evacuated containers or components
- Radioactive materials
- X-ray producing equipment

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- Equipment demonstrations must not pose a radiation hazard. If the equipment has energy beams that might be potentially hazardous, they must be deactivated or made inoperable before installation.
- High voltage equipment
- Particle accelerators
- Flammable and explosive materials
- All gas tanks/bottles/cylinders, which must be properly secured or harnessed to meet all safety standards

Any hazardous items present in a display must be approved by the local fire department/agencies in writing, with copies to SEMI Show Management, 60 days before the exposition.

12) Lighting

Overstatement in lighting design is to be avoided. Annoying devices such as the use of flashing, rotating, or blinking lights (strobe, beacons, etc.) in an exhibit is strictly prohibited. All lighting effects (including 'gobos') must be contained within the confines of the booth.

13) Noise

In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. **General Rule: Sound and noise should not exceed 75 decibels.**

14) Tipping

SEMI and all service contractors request that there be no tipping at any time.

15) Violations and Penalties

Exhibitors can contact SEMI Show Management for any questions before arriving at the venue.

SEMI Show Management may, at its discretion, eliminate or reduce priority points for violation of these rules and regulations and impose a penalty fee as outlined below. In addition, substantial violation of these rules and regulations by the Exhibitor, its employees, or agents may, at the option of Show Management, forfeit the Exhibitor's right to occupy exhibit space and such Exhibitor shall forfeit to SEMI all moneys paid or due.

5.3.9 Package Booth

Considering the extra high cost on Raw Space booth decoration, SEMI here provide some package booths design to help exhibitors to save cost and get conveniences.

Please refer to the following pictures and submit [Form 9](#) before **Feb. 14, 2025**

Viewshop Exhibition & Display (Shanghai) Co., Ltd.

Section 5 Decorated and Rental

Room A08-A11 & B01, No.850 Bo Cheng Road, Shanghai 200126 China

Contact: Ms. Amy Zhang

Tel: +86.21.3251.3138 ext.604

Phone: +86. 13917401037

Fax: +86.21.3251.3139

E-mail: amy.zhang@viewshop.net

Section 6 Badges

6.1 Rules on Badges

- 1) Exhibit hall attendance is restricted to qualified Exhibitors, attendees, and service suppliers as monitored by Show Management and Security.
- 2) Due to safety and insurance reasons, no one under the age of 18 will be admitted onto the show floor at any time.

6.2 Exhibitor Badges

- 1) All representatives of the exhibiting company (including Exhibitor Appointed Contractors) must wear the official FPD China 2025 badges at all times. Any person(s) on the exhibit floor not wearing a badge may be promptly evicted from the exhibit floor. Badges can be requested and picked up at the registration counters during the move-in, show and move-out hours indicated in Section 1 General Information.
- 2) For security reasons, each exhibiting company is allotted a limited number of badges. Exhibitors can order 6 badges for every 9 square meters of exhibit space.
- 3) Company employees who WILL NOT be working in the booth should register as a "Visitor" online at www.fpdchina.org.
- 4) Exhibitor badges are not to be issued to representatives of leasing companies, financial institutions, publishers, suppliers, vendors or others who wish to gain admittance for the purpose of making contact other than in your exhibit.
- 5) Those receiving certification for a badge are to be in the space rented while on the exhibit floor and are not admitted for the purpose of viewing other exhibits, except by invitation of other Exhibitors to visit their booths. The exhibiting company, its employees, agent and anyone claiming a right to be on the exhibit floor through the Exhibitor, waives any right or claims for damages arising out of the enforcement of this rule.
- 6) Badges are not to be defaced or altered by inserting company cards.
- 7) False identification as an Exhibitor's representative, misuse of Exhibitor's badges, or any other method or device used to assist unauthorized personnel to gain admittance to the exhibit floor is prohibited. It will result in removing the Exhibitor and his representatives from the exhibit floor and/or banning them from future entrance on the exhibit floor without obligation on the part of SEMI for refunds of any fees.
- 8) Any person on the exhibit floor who is not officially registered or who assists non-registered persons to gain access to the exhibit floor is in violation of the items specified in this manual and may be promptly evicted from the exposition.

6.2.1 Exhibitors invite customers

- 1) Every Exhibitor can invite your important customer as the visitor to the exhibition. SEMI provides the editable online Visitor Invitation/Registration Brochures to all exhibitors. The online version planned to be launched on December 2024. Please follow SEMI China Wechat (ID:SEMICHina) and pay attention to FPD China website: www.fpdchina.org.
- 2) Exhibitors cannot apply the **Exhibitor Badge** for the visitor.

6.3 Set-Up / Dismantle Badges

All workers involved in exhibition booth erection and dismantling will be required to obtain passes from the Shanghai New International Expo Centre (**SNIEC**), all Set up relevant personnel should wear the Set-up/dismantle badges during the Set-up and dismantle. Set-

Section 6 Badges

up/dismantle badges are valid only during set-up and dismantling hours of the show and invalid during show days. Set-up/Dismantle badges are only for exhibiting company personnel and contractors. Usually this would be equipment technicians, exhibit set-up and dismantle personnel or Exhibitor Appointed Contractors whose presence is required during the set-up or dismantling of exhibit equipment.

EAC Inspection & Move-in Process:

1) Required Documents

- A. [Exhibitor Appointed Contractor \(EAC\) Application Form](#)
- B. The copy of the contractor's business license, which has been registered at least three years and electrician certificate, which is valid and should be the same as the electrician operating on the show site
- C. [The Safety Commitment of Erection Contractor](#) and [《Safety Construction Guideline》](#), which bear the signature of the head of the respective company and its company seal.
- D. Audit Report issued by [HAH](#) (necessary for two-story booth)
- E. Final Booth Drawings indicating height & width measurements and location of the main power supply

Remarks: Documents A, B, C, D, E should be submitted before ordering main power supply.

2) Contractor Move-in Procedure:

- A. Read detailed and observe [《Safety Construction Guideline》](#)
- B. Submit the EAC form along with the above materials to [MEGA EXPO](#) by **Jan. 24, 2025**.
- C. Pay the construction deposit to official contractor as to the booth area,
 - Booth space equals or less than 54 m², pay RMB 5000 as deposit
 - Booth space more than 54 m², pay RMB 10000 as deposit
- D. You can apply for the set-up/dismantle badges from **March 19, 2025** with the notice letter issued by Mega (Self-printing Online). For detail information, you can refer to [“The Flow Chart for Obtaining Certificates”](#).
- E. You can apply for “Queueing Number” from March, 2025 (Any time changes, please refer to Exhibitor Update) and “Parking Permit” from March 24, 2025. For detail information, you can refer to [“Queueing Number & Parking Permit Notice”](#).
- F. [EAC Inspection & Move-in Process](#)

3) Set-Up / Dismantle Badges

All workers involved in exhibition booth erection and dismantling will be required to obtain passes from the Shanghai New International Expo Centre (**SNIEC**), who is exclusively responsible for the registration, checking, photos, production, and management of the aforementioned passes. The details are as follows:

Section 6 Badges

- a. The cost of the Set-up/Dismantle Badge is **50 RMB** each (Including insurance 20 RMB) .
- b. To reduce the time spent in on-the-spot registration, the SNIEC will set up an on-line appointment system for the issuance of the certificates. All persons in charge of the work of erection contractors and transport contractors are required to go through the Real-name Authentication procedures at the SNIEC **at least 15 days prior to the start of their work.**
- c. Documents required for Real-name Authentication procedures include:
 - ❖ The original and 2 photo copies (front and back sides) of second-generation ID cards **(first-generation cards are not accepted)** of the person in charge of the work from the contractor.
 - ❖ 2 photo copies of the contractor's business license, which bear the company seal.
 - ❖ [The Real-name Authentication Form.](#)
 - ❖ [The Safety Commitment of Erection Contractor.](#)

Remark:

- ❖ All the above-mentioned forms and certificates must be originals that have been filled out in block letters and bear the signature of the head of the respective company and its company seal.
- ❖ If the holder of the certificates and documents cannot make it to the SNIEC to go through the procedures in person, a [Letter of Authorization](#) signed and stamped by the entrusting party and the entrusted party must be provided.
- d. Supervisors in charge of the work can apply for passes of any workers under him. (On-the-spot application requires the originals of the workers' ID cards).
- e. The person in charge of the work from the erection contractor or transport contractor who fails to go through the Real-name Authentication procedures 15 days prior to the start of the exhibition will lose the privilege of making registration appointments online. The person in charge of the work will still have to go through the Real-name Authentication procedures on the spot, and the person in charge of the work shall bear all responsibilities for any time loss or other consequences resulting from the queuing, and prolonged authentication, registration, checking, photo taking, and certificate obtaining, etc.
- f. [The Flow Chart for Obtaining Certificates.](#)

6.4 Registration Procedures

FPD China 2025 registration is free open to all qualified visitors from semiconductor industry. The visitor registration will be available online at www.fpdchina.org (Detail information will be published by "Exhibitor Update").

Section 7 Other Service

7.1 Accommodation

The Accommodation and Local Tour services provider appointed by SEMI for FPD China 2025 is

Shanghai Vision Expo & Meeting Solutions Co., Ltd.

Tel: +86.21.5481.6051

+86.21.5481.6052

Fax: +86.21.5481.6032

Contact: Ms. Jenny Zhang / Mr. Paul Hou

E-mail: jenny@shanghai-vision.com

paul.hou@shanghai-vision.com

7.1.1 Hotel Distribution

SNIEC Area:

Kerry Hotel Pudong Shanghai

Himalayas Hotel Shanghai

Oriental Riverside Hotel Shanghai

Sheraton Shanghai Pudong Riverside

Doubletree by Hilton Shanghai Pudong

Renaissance Shanghai Pudong

Shanghai Marriott Hotel Pudong East

Artyzen Habitat Qiantan Shangha

Holiday Inn Shanghai Pudong

Holiday Inn Shanghai Pudong Nanpu

The Shàng by Artyzen Qiantan Shanghai

Holiday Inn Express Shanghai Jinqiao Central

上海浦东嘉里大酒店 ☆☆☆☆☆

上海喜玛拉雅酒店 ☆☆☆☆☆

上海东方滨江大酒店 ☆☆☆☆☆

上海浦东滨江喜来登酒店 ☆☆☆☆☆

上海东锦江逸林酒店 ☆☆☆☆☆

上海淳大万丽酒店 ☆☆☆☆☆

上海金桥红枫万豪酒店 ☆☆☆☆☆

上海前滩雅辰悦居酒店 ☆☆☆☆☆

上海浦东假日酒店 ☆☆☆☆

上海浦东丽晟假日酒店 ☆☆☆☆

上海前滩雅辰尚酒店 ☆☆☆☆

上海金桥中心智选假日酒店 ☆☆☆

*The above hotels are for reference only.

Section 7 Other Service

7.2 Lead Retrieval Rental

The lead retrieval system provider appointed by SEMI for FPD China 2025 is

Shanghai Exhibition Information Technology Inc.

Contact: Ms. Tina Xie

Tel: +86.21.3376.5869*803

Email: tina.xie@expotec.com.cn

7.3 PRC Visa Information

7.3.1 General Information

Persons visiting China regardless of nationality or intended length of stay are required to have a visa to enter China. You have the option of obtaining either a tourist or a business visa for this entry. Please use the following information as a guideline only for the visa process, you may want to contact the closest China Embassy/Consulate for the most up to date information.

Please submit the following documents with your application:

- 1) Passport: A valid passport and a copy of its information page. Your **valid passport** must have at least six (6) months of remaining validity and at least one blank visa page in it.
- 2) Application form: One completed Visa Application Form
Please fill the application form completely, correctly and legibly on line.
- 3) Photo: **one recently-taken color photo of 2x2 square inch** glued or stapled on the application form.
- 4) First time applicants whose former nationality was Chinese, shall write down his Chinese name in the application form and submit his original Chinese passport or the photocopy of the information page of the passport. Applicant who was formerly Chinese and has acquired a new US passport, if there is a Chinese visa in the old passport, shall submit his old US passport or the photocopy of the Chinese visa.
- 5) payment for the processing fee (more information is provided on the next page for the cost)
- 6) Non-US citizens who want to apply visa need provide the original and a photocopy of certificates for permit for residence, work, study or valid US visa.
- 7) Besides the documentations mentioned above, other documents might be required by visa officers in order to decide whether to issue the visa case by case.

For a business visa you will also require a letter of invitation in addition to the items listed above. Please see the Information on Letter of Invitation to PRC on the following page for more information about obtaining this letter.

How to apply

- 1) You may submit the application to the Visa Office of the [Embassy or Consulate - General](#) which holds consular jurisdiction over the state where you reside;

Section 7 Other Service

2) If you cannot come personally, you may entrust someone else or a travel/visa agent to submit your application to the visa office of the [Embassy or Consulate-General](#) which holds consular jurisdiction over the state where you reside; (No appointment is required. Mailed applications are not acceptable and will be refused. Mail back service is available)

Additional Information

- 1) If the visa application form is not filled out completely, correctly and legibly, your visa application may be delayed or rejected.
- 2) Usually applicant submits his visa application one month earlier before his trip.
- 3) Visa Officers are empowered to make final decision on the validity, duration of stay and times of entry of a visa and may require the applicants provide relevant documents.
- 4) Any person suffering from a mental disorder, leprosy, AIDS, venereal diseases, contagious tuberculosis or other such infectious diseases shall not be permitted to enter China.

Please note: This process takes a considerable amount of time, so it is highly recommended that you apply for both the invitation and visa as soon as possible.

7.3.2 VISA Process Fees

- 1) The regular processing time for a visa is 4 working days. For express service, additional fees of \$30 to process the application in one working day or \$20 for 2-3 working days will be charged.
- 2) Please pay by Visa, MasterCard, Money Order, Cashier's Check or Company Check. Cash or Personal checks are not acceptable. Please make the company check, cashier's check or money order payable to Chinese Embassy.

Number of Entries	American Citizens	Citizens of other countries
Single Entry	US\$140	US \$30
Double Entry	US \$140	US \$45
Multiple Entry for 6 Months	US \$140	US \$60
Multiple Entry for 12 Months	US \$140	US \$90
Multiple Entry for 24 Months	US \$140	-

*Visa fees for some countries may differ from that listed above due to reciprocity, and will be charged accordingly by Chinese Embassy.

Section 7 Other Service

7.3.3 Information on Letter of Invitation to PRC

Exhibitors who need to apply for a **business visa to China** are requested to submit this form by the **Feb. 14, 2025**, which will be sent to the China Electronic Chamber of Commerce to obtain an invitation letter issued by the China Electronic Chamber of Commerce ([click to see an example](#)). The China Electronic Chamber of Commerce will secure a letter of invitation for our exhibitors and return it to the exhibitors within two weeks from the date of their receipt of this form.

Please complete the [Form 14](#) "Request for an Invitation to PRC" and send it to Ms. Melinda Wang

SEMI China

Room 803, 2nd Building, No. 1158 Zhang Dong Road

Zhangjiang Hi-tech Park, Pudong

Shanghai, China 201203

Phone: +86.21.6027.8526

Fax: +86.21.6027.8511

Email: melinda.wang@semichina.org

Section 8 Measures on Complaints and Their Handling of Suspected IPRs Infringement

8.1 General provisions

Article 1 These Measures are formulated in accordance with the relevant national laws and administrative regulations to enhance the intellectual property rights (IPRs) protection during FPD China 2025 ("FPD"), maintain the normal transaction order, and safeguard the lawful rights and interests of the exhibitors and IPRs holders.

Article 2 These Measures are only applicable to the protection of the relevant IPRs during FPD.

Article 3 The exhibitors shall strictly perform their committed obligations of protecting the IPRs during FPD.

8.2 Complaint management

Article 4 The Reception Center for IPRs and Trade Dispute Complaints ("Complaint Center") set up by the organizer is the sole institution that accepts complaints about IPRs. FPD has invited the IPRs-related administrative law-enforcement department of the local government to go to the exhibition for the work at Complaint Center.

Article 5 The Complaint Center only accepts complaints about suspected IPRs infringement ("suspected infringement") arising inside the exhibition hall during the current FPD.

Article 6 Any IPRs dispute arising inside the exhibition hall during the current FPD shall be handled in accordance with the complaint procedure specified in these Measures. Any person, who fails to negotiate with the suspected infringing party directly through Complaint Center, and disturbs the order in exhibition hall, shall be treated as violation of the management provisions on exhibition order.

Article 7 If the exhibits, exhibits package, publicity materials or any other part of the booth of the exhibitors own proprietary IPRs, such enterprise shall participate with relevant ownership certificates for inspection when necessary.

Article 8 In the event that exhibitor breaches relevant agreement with the FPD, and disputes arise out of such breach of the IPRs of other enterprises on the exhibits, exhibits package, publicity materials or any other part of the booth on the exhibition, such exhibitor shall indemnify all expenses and loss to the party concerned.

Article 9 If the complainant files a complaint to FPD in accordance with these Measures, and requests FPD to handle such complaint against the respondent in accordance with these Measures, such complainant shall agree to pay relevant units of FPD the expenses incurred for handling such complaint and indemnify the respondent against any possible loss arising thereof.

Section 8 Measures on Complaints and Their Handling of Suspected IPRs Infringement

8.3 Complaint procedure

Article 10 Any person holding valid certificates to attend the current FPD, may lodge a complaint to the Complaint Center, in case of any suspected infringement spotted on the exhibits and publicity materials displayed in the booth or any part of the exhibits in the exhibition hall.

Article 11 Before filing a complaint, the complainant shall present the ownership certification to the personnel in Complaint Center. With respect to the same infringement case about patent or copyright complaint that has been handled by Complaint Center in the last FPD, which occurs in the current FPD, the complainant shall also present the follow-up legal documents through legal channels after the closing of last FPD. If the complainant fails to do so, the Complaint Center will not accept such complaint. The Complaint Center does not accept a repeated complaint about the same IPRs by the same complainant against the same respondent.

Article 12 After the above relevant documents are certified effective by personnel in the Complaint Center, the complainant shall fill in *Complaint Application form* as required. See Annex I for the format.

Article 13 The Complaint Center shall arrange staff to deal with the case upon the reception of the *Letter of Complaint*. The respondent shall cooperate with the Complaint Center to deal with the case as the exhibitor's representative specified in the official record of FPD.

Article 14 Inversion principle of burden of proof shall be applied to handle cases of infringement on patent and copyright. In the event that the respondent is accused of being suspected of infringing in his/her the exhibits, publicity materials or any other part of the booth, such respondent shall immediately prove his non-infringement by demonstrating relevant certificate of rights or other evidences to prove its possession of legitimate rights and interests for the items alleged. The respondent shall accordingly be required to examine the alleged items with staff from the Complaint Center.

Article 15 In the event that the respondent fails to effectively prove its non-infringement on site, the items alleged shall be temporarily detained by the Complaint Center. Meanwhile, the respondent shall sign on the *Letter of Commitment for Non-infringement on IPRs* to commit that it will not operate or exhibit the items alleged in case of its inability of providing effective evidences upon such complaint arises. The *Letter of Commitment for Non-infringement on IPRs* shall be made out in duplicates, with the respondent and the Complaint Center holding one copy respectively. See Annex II for the format,

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Article 16 In the event that the respondent disagrees with the result by the Complaint Center, it may provide supplementary evidences of non-infringement to the Complaint Center within one working day (based on the schedule of FPD). The temporarily detained items shall be immediately returned to the exhibitor and be allowed for further exhibition provided that the proof is effective; otherwise, those items shall be confiscated by FPD and forbidden in the exhibition.

Article 17 The complainant shall not to take any legal measures against the respondent in the exhibition hall prior to the close of the current FPD and subsequent to that the Complaint Center has settled the case in accordance with the provisions herein and that the outcomes have been accepted by the respondent.

Article 18 Subsequent to the closing of FPD, the Complaint Center shall keep the name list of the exhibitors suspected to have infringed on IPRs on the current FPD for record.

8.4 Punishment

Article 19 Responsibility for all infringement occurred in the booth shall be borne by the exhibitor who has entered into the Exhibition and been registered by FPD. The exhibitor shall accordingly accept the settlements finalized by FPD. The infringement committed by joint exhibitors shall be treated with reference to that of the exhibitor.

Article 20 Any complaint involving infringement on patent and copyright shall be resolved according to the procedures defined in these Measures by the Complaint Center. Exhibitors who fail to provide effective evidences of non-infringement shall be regarded as being “suspected of infringement” and the alleged exhibits will be forbidden in the exhibition, and be penalized in accordance with the provisions in these Measures.

Article 21 In the event that the exhibitor accused refuses to cooperate with the Complaint Center regarding any kinds of investigation and inspection, the Complaint Center shall be authorized to confiscate its badge, circulate a notice of criticism or cancel its qualification for next FPD subsequent to an invalid persuasion.

Article 22 Should the exhibitor be found to exhibit the same alleged exhibit in the same booth subsequent to an initial settlement has been performed by the Complaint Center, FPD may confiscate the badges of the aforesaid staff in such booth, and cancel its qualification for the current FPD.

Article 23 For the exhibitor suspected of infringement during one session of SMEINCON, the SEMINCON will keep it for record; for the exhibitor suspected of infringement on patent and copyright for two consecutive or accumulative sessions, such exhibitor shall be prohibited from participating in the FPD.

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Article 24 In the event that the exhibitor committed counterfeiting or imitating IPRs, or judged as infringing IPRs through administrative or judicial channels, the exhibitor continues to display such alleged items in FPD booth, such exhibitor shall be prohibited from participating in the FPD.

8.5 Interpretation of terminologies

Article 25 Intellectual Property Rights, in accordance with TRIPS (Agreement On Trade-Related Aspects of Intellectual Property Rights) of WTO, shall include the following:

- (a) Copyright and Related Rights
- (b) Trademark Right
- (c) Geographical Indications
- (d) Industrial Designs
- (e) Patents
- (f) Layout-Designs (Topographies) of Integrated Circuits
- (g) Protection of Undisclosed Information

Article 26 Exhibitor - the suspected infringing exhibitor referred to under these Measures is aligned with the name of the booth application enterprise (namely company marked on streamer). If the direct suspected infringer is exhibitor itself, a subsidiary company, an affiliated unit, goods supplying unit or cooperating unit, the punishment specified in Article 3 "Punishment" in these Measures, in addition to the above exhibitor, shall also be applicable to related suspected infringing enterprise with reference to the exhibitor.

Article 27 Documentary evidence— it refers to the ownership document of IPRs, including certification documents required by laws and regulations of the People's Republic of China and documents required by the Complaint Center for the complainant or the respondent as per actual situation.

8.6 Supplementary provisions

Article 28 No matter whether the Complaint Center has made settlement on the respondent, after the closing of the current session of FPD, if the Complainant intends to take further legal acts against the respondent, it shall be subject to administrative or judicial department of the place where it is located.

Article 29 Subsequent to the closing of SEMINCON, the Complaint Center will analyze related complaint data and report the name list of the exhibitors suspected to have infringed on IPRs to related departments.

Article 30 The right to interpretation of these Measures belongs to SEMI.

Article 31 These Measures comes into effect since the date of release. In case of any conflict between the previous relevant regulations of FPD and these Measures, the latter shall prevail.

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8.7 Annexes

Annex I

Letter of Complaint

To: FPD Compliant Center

I hereby officially lodge a complaint about the infringement in the exhibit named

_____ of the exhibitor _____ in

Booth No. _____ for suspected infringement of my (or representative of IPRs holder)

intellectual property rights (Patent No. _____, Type: _____) to FPD. With respect

to the above complaint, I commit and acknowledge the treatment by the Complaint Center in

accordance with provisions specified in *FPD China Measures on Complaints and their handling of*

Suspected Intellectual Property Rights (IPRs) Infringement, and agree to pay relevant units of

FPD the expenses incurred by handling such complaint and indemnify the respondent against any

possible loss arising out of improper complaint.

Holder of patent right: _____

Name of exhibitor: _____

Booth No.: _____

Authorized person: _____

Tel: _____

Date:

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Annex II

Letter of Commitment for Non-infringement on IPRs

I hereby commit to FPD China that:

1. The contents of presentation report are true and accurate;
2. The technical documents, patent certificate and information provided are true and reliable; and the technical achievements are existing for real; and
3. The IPRs in my patent are clear and complete, without stealing from any other's achievement, or infringing any other's IPRs or commercial secrets.

In case of any violation of the above commitment, I shall bear all legal liabilities.

Committed by: _____

Name of exhibitor: _____

Booth No.: _____

Tel: _____

Date: