



## LASER World of PHOTONICS CHINA 2020 Move in Notice

Dear Exhibitors,

Thank you for your active preparation for taking part in **LASER World of PHOTONICS CHINA 2020**. We also appreciate your vigorous cooperation. The exhibition is getting closer. At this moment, we particularly want to remind you to pay attention to these important issues as follows,

### I. Time Schedule

Please be noted the following time arrangement related to the exhibition

Description	Date	Time
<b>BUILD - UP PERIOD</b>		
Exhibitor nominated stand contractors move-in	1 July. 2020	09:00 – 18:00
	2 July. 2020	09:00 – 20:00
Exhibitors' check-in & badge collection	Raw space exhibitors	1 July. 2020
		2 July. 2020
	Shell scheme exhibitors	2 July. 2020
Exhibits move in	1 July. 2020	09:00 - 18:00
	2 July. 2020	09:00 - 20:00
All exhibits ready for display	2 July. 2020	20:00
<b>EXHIBITION PERIOD</b>		
Opening hours of exhibition	3 – 4 July. 2020	<b>08:00 - 17:00 (Exhibitor)</b>
	3 – 4 July. 2020	09:00 - 17:00 (Visitor)
	5 July. 2020	<b>08:00 - 16:00 (Exhibitor)</b>
	5 July. 2020	09:00 - 16:00 (Visitor)
<b>TEAR - DOWN PERIOD</b>		
Forwarder delivers empty crates, etc.	5 July. 2020	16:00 - 18:00
Booth dismantling	5 July. 2020	16:00 - 22:00

#### Reminding:

- If you need extended working hours during build-up and teardown period, please go to the Customer service counter, South entrance hall I (8-meter-high), NECC (Shanghai) before 15:00 every day. Besides, **all exhibits must remain on display until the show has closed at 16:00 on 5 July, 2020.**
- According to the regulation of NECC (Shanghai) every contractor and freight forwarder must wear the helmet on site during move-in and move-out period at the fairground (indoor& outdoor). Meanwhile, the exhibitors must wear the helmets as well during move-in and move-out period at open area.
- This exhibition is not open to minors. Please pay attention to it.
- To prevent the traffic jam in the exhibition center, vehicles have to comply with the following regulations: During move-in period, all vehicle need to move to P9 parking area for first round waiting in 30th June afternoon and process waiting permit, then they need to hold the certificate and queue up in North Square parking area for the second time waiting at 30th June night, then they are required to display the permit and queue up at internal road for move-in in 1st July morning.**
- According to the regulation of NECC, the raw space booth should submit application form to get furniture entry form before move in when they bring furniture, electrical appliances or plants.

### II. Exhibitor Check in

- Please take the relevant documents of **Business cards**. You can get your exhibitor badges and related materials at the Exhibitor Check-in counter, South entrance hall (8-meter-high), NECC
- Exhibitors please remember your booth number, so as to cope with the materials released from the Check in counter staff.



### III. Raw Space Contractors Move-in

#### Before Move-in

**Real - name Authentication Procedure  
Required by NECC (Shanghai)  
Check in online**

**A. Documents required:** Original second-generation ID of the person in charge of the work from the contractor; Two photo copies (front and back sides) of second-generation ID cards of the person in charge of the work from the contractor; Two photo copies of the contractor's business license, which bear the company seal; "Real-name Authentication Form of NECC (Shanghai)" (should be filled in, signed and stamped by the responsible person of the contractor) "Safety Declaration Letter of NECC (Shanghai)" (for the use of accreditation center) (should be filled in, signed and stamped by the responsible person of the contractor)

**B. How to handle:** Check in online

#### During Move-in

**Claim General Management Deposit  
receipt from Official Contractor  
@ Official Contractor Counter in  
South entrance hall (near Hall 7.1),**

Organizer and NECC (Shanghai) require raw space contractors and exhibitors who build their booths on their own to pay Hall Management Fee & General management deposit to **the official contractor before move-in.**

**Date for getting a stamped deposit receipt onsite**

**30 June 2020 (9:00-18:00)**

**1 July 2020 (9:00-18:00)**

**2 July 2020 (9:00-20:00)**

**At Official Contractor Milton Counter in in South entrance hall (near Hall 7.1)**

**Purchase Contractor Badges with  
Receipt of General Management  
Deposit  
@ Certification Center in  
North Entrance Hall**

All contractors who pass real-name authentication procedure and carry out above procedures should purchase contractor badges from NECC (Shanghai). Personnel may not engage in construction activities without a badge.

**A. Price:** RMB 30/each Cash in RMB

**B. Payment date and place:** please purchase the contractor badges from Certification Center in North Entrance Hall.

**Vehicle Admission to Loading Bay  
@ Certification Center at P9 Parking Lot  
or North Entrance Hall**

All vehicles entering the loading bay require to pay the parking fee.

**A. Price:** RMB50/vehicle/entry/1.5hrs(Loading Bay Parking Fee), deposit RMB 300

**B. Documents required:** Exhibitor with Exhibitor badges; contractor with the receipt of hall management fee and general management deposit.

**C. Payment place:** Certification Center at P9 Parking Lot or North Entrance Hall



### Important notice for the entry of freight vehicles

**Important notice\*\* To prevent the traffic jam in the exhibition center, vehicles have to comply with the following regulations:**

1. During move-in period, all vehicle need to move to P9 parking area for first round waiting in 30<sup>th</sup> June afternoon and process waiting permit, then they need to hold the certificate and queue up in North Square parking area for the second time waiting at 30<sup>th</sup> June night, then they are required to display the permit and queue up at internal road for move-in in 1<sup>st</sup> July morning.
2. All vehicles should print and put entry license **【see the attachment】** in obvious place for security check and instruct.
3. Vehicle pass for entering the loading area of the exhibition center can be applied at the Certification Centre at North Hall / p9 with the receipt of general management deposit receipt (for raw space contractor) or exhibitor's badge.

1. The freight vehicles enter in P9 to wait, after processing "loading district vehicle guide permit + loading district vehicle ID card" and "waiting permit", the vehicles can drive out of P9 and enter in the north square.

Notice: The routes, prices and proofs are for reference only. Actually based on site and follow the guidance of the security guard. Please purchase the badges at Certification Centre at P9 Parking Lot or north entrance hall by showing **the general management deposit.**

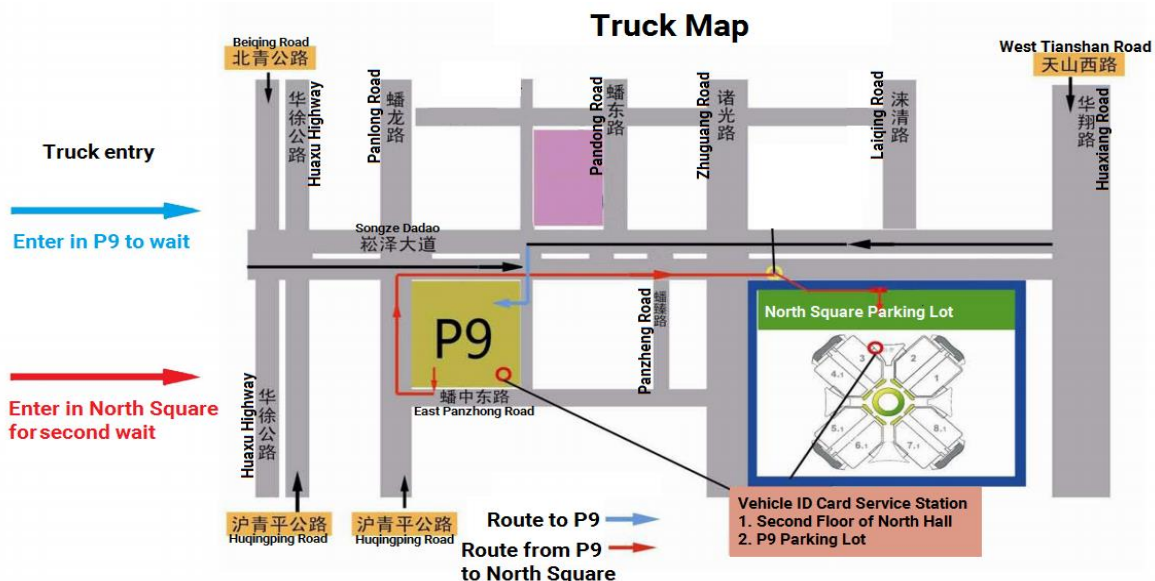
**It will be recharged after 24 hours.**

"waiting permit" charge			
Type of vehicles	In 0.5 hour	From 0.5 hour to 6 hour	From 6 hour to 24 hour
Small truck (below 2t)	free	RMB 30	RMB 60
Medium truck (2t-4t)	free	RMB 40	RMB 80
Large truck (above 4t)	free	RMB 50	RMB 100

" loading district vehicle guide permit + loading district vehicle ID card" charge	
<ul style="list-style-type: none"> <li>➢ RMB 350 / piece, which includes production fee RMB 30, management fee 20 and deposit RMB 300. production fee and management fee will not be refund after badges finished. After using 90 minutes loading time (use vehicle ID card to start swiping time when enter in the loading bay), The overtime charge will be levied at RMB100 per vehicle per every half hour timeout (the overtime charge for less than half an hour is also RMB 100).</li> <li>➢ Notice: "loading district vehicle guide permit "and "loading district vehicle ID card" are in one set. For any loss or damage of the "loading district vehicle ID card", the deposit will not be refunded, and the card should be re-applied. RMB 50 deposit will be deducted for the loss of " loading district vehicle guide permit "</li> </ul>	

2. The truck will enter the North Square corresponding to the queuing area from Gate 10 and wait for the second time, waiting for on-site security guide to enter in the hall.







#### IV. Shipping Forwarding and Empty Cases Services - contact official freight forwarder Before the show (Till Jun. 29)

##### Top-trans Expo Logistics Co., Ltd.

Rm 2001, Zhong Dian Building, No. 1029,  
North Nanquan Road, Shanghai 200122, CHINA

##### Local Exhibits

Email:

heero.pan@top-trans.com.cn

ricardo.li@top-trans.com.cn

Contact Persons:

Mr. Heero Pan +86-175 2173 3856 (Hall 7.1)

Mr. Ricardo +86-138 1684 9542 (Hall 8.1)

##### Overseas Exhibits

Email:

Linda.zhang@top-trans.com.cn

[anthony.nie@top-trans.com.cn](mailto:anthony.nie@top-trans.com.cn)

Contact Persons:

Ms. Linda Zhang +86-159 0176 6833

Mr. Anthony.Nie +86-138 1872 1467

#### Build up period (July.1-2):

a. Service counter: South entrance hall (near Hall 7.1), NECC (Shanghai)

b. Container Outside Hall 8,1/ 7.1 loading bay near Gate 17.

#### During the show (July. 3-5):

Booth 8.1C247 Infor Counter (Near Gate 9, Hall 8.1)

#### V. Furniture rental or Stand Construction Services - contact official stand contractor Before the show (Till Jun. 29)

##### Milton Exhibits & Engineering (Shanghai) Ltd.

Milton Exhibits House, Block16, Shanghai Shineland, No.1188 Huyi Highway, Jiading District, Shanghai 201802, China

Tel.: +86-21- 6183 0668 Fax: +86-21- 6183 0688

Hall 7.1 Ms. Trudy Tang (Ext. 682) +86- 135 8579 2840 [trudytang@milton-sh.com](mailto:trudytang@milton-sh.com)

Hall 8.1 Ms. Oliver Hou (Ext. 635) + 152 2118 0476 [oliverhou@milton-sh.com](mailto:oliverhou@milton-sh.com)

#### Build up period (July. 1-2):

Milton Service counter at South entrance hall (near Hall 7.1), NECC (Shanghai)

#### During the show (July. 3-5):

Booth 8.1C205 (Near Gate 8, Hall 8.1)

#### VI. Other Important Notice and Reminding

##### Reminding:

Be sure to look after your property carefully during the construction and the whole exhibition. The organizer will take no responsibility for the loss.

##### Important Notice for move-out:

1. Considering safety of booth dismantling, all power supply, compressed air and water will be cut off at 16:00 on 5 July. Please turn off all electrical equipments and machines and exam all facilities **by 15:45 in advance**.
2. Due to the traffic rush hour during move-out period (after 16:00, 5 July.) , please arrange your truck get into the fair ground parking area as early as possible to avoid long time queuing.



## Important Notice of Fire Protection

### **Regarding the Electric Appliances and Circuits:**

- 1 Fire-resistant cables and insulate casing must be used during wiring works; insulation porcelain and plastic connectors must be used during branch circuit connections. Aerial laying must be used when laying the wires, ground laid wires should be protected by cubes or by bridge plates.
- 2 All metallic structures and shells shall have a reliable grounding. Any electrical terminal switches should be installed with 30mA leakage protectors.
- 3 Lighting fixtures may not be attached to flammable decorations, among other things. Heat insulation measures must be taken when electrical appliances is close to non-flammable materials. The safe distance between lighting fixture and flammable exhibits must be kept more than 50cm.
- 4 Exhibitors/contractors of raw space booths must cut off the electrical power supply before leaving the booth during build-up/show/dismantling period. An electrical master switch must be installed.
- 5 Any exhibiting combustible vehicles or machines can't be repaired or operated. Only 10% of the gasoline can be stored inside.
6. **All metallic structures and shells shall have a reliable grounding. The grounding wires shall be fixed on electrical box. Cables cannot cross the aisle**

### **Regarding the Construction Materials:**

- 1 All the construction materials must conform to the fire protection regulations with relevant quality testimonials. The flammability rank of the materials must be higher than rank B1 (difficult-flammable)
- 2 All the carpets paved in the booth must bear the fire prevention aptitudes. Booth construction will be suspended if the carpets are not qualified before replacement.
- 3 All the wooden structures must be painted with fireproofing paintings, contractor should prepare the fireproofing testimonials of the paintings.
- 4 The use of taslorn is highly prohibited. Gridding cloth should not contain any kind of taslorn fabric.
5. **According to the latest environmental regulations from NECC(shanghai), all paint buckets, KT boards, carpets and low-pressure plastic paper (bubble plastic paper) must not be discarded after use, and must be recycled by exhibitor or contractor own self. Otherwise, the general management deposit will be deducted.**

### **Booth ceiling should be kept open.**

All the contractors and exhibitors are required to strictly follow the rules above so as to avoid any suspension due to booth modifications or accidents. Exhibitors and contractors are responsible for all the losses caused by inappropriate use of building materials



现场联系方式 / On-site Contact Persons

Construction Service		Contact Person 联系人	Mobile Phone 手机
Official Stand Contractor 主场搭建商 名唐展览服务(上海)有限公司 Milton Exhibits & Engineering (Shanghai) Ltd.	Hall 7.1	Ms. Trudy Tang 唐莉小姐	135 8579 2840
	Hall 8.1	Mr. Oliver Hou 侯家怡先生	152 2118 0476
	Hall 8.1	Mr. Jason Ge 葛晨先生	139 1865 7490
Official Freight Forwarder 指定运输代理 高锐 (上海)国际物流有限公司 TOP-TRANS	Hall 7.1	Mr. Heero Pan 潘尧先生	175 2173 3856
	Hall 8.1	Mr. Ricardo LI 李浩先生	175 2173 3856
Organizer's Operations 主办单位技术运营部	Hall 7.1	Ms. Joe Zhou 周杨小姐	182 9793 7870
	Hall 8.1	Ms. Iris Qian 钱佳雯小姐	139 1676 6868
Complaining Hotline 投诉电话	Mr. Leo Liu 刘琛先生		137 6115 6196

**Notice:**

**If there is any complaint, try to take a photo for evidence and then report to the organizers.**