WOF | 17th
OPTICS FAIR . WENZHOU

www.opticsfair.cn

Wenzhou Int'l Optics Fair, China

10-12 MAY 2019

Wenzhou Int'l Convention & Exhibition Center



Sponsors:
Zhejiang Optometric & Optical Association
Zhejiang Donnor Exhibition Co., Ltd.
Supervisor：Wenzhou Bureau of Commerce
Organizers:
Wenzhou Optical Association
Wenzhou Donnor Exhibition Co., Ltd.
Co-Organizer:
Linhai Optometric & Optical Association
Ruian Optical Association
Yuhuan Optometric & Optical Association
Wenzhou Ouhai Optometric & Optical Association
Broad International Exhibition Co., Ltd.

EXHIBITOR MANUAL



Dear Exhibitors,
Warm greetings!

Welcome to the 17th Wenzhou Int' l Optics Fair, China (WOF for short)!

The Organizer is pleased to introduce the Exhibitor Manual to assist you having a good preparation for the fair. This Exhibitor Manual provides specific references, relevant regulations and deadlines of the fair. Please read it carefully and follow the instructions.

To apply specific service, you need to fill the application form and send the signed & sealed version via fax. Please keep a copy of application form yourself. Should you have any questions please feel free to contact us.

We will try our best to provide you with the best service.

We appreciate your business and look forward to serving you in the future!

WOF COMMITTEE
JANUARY 2019

Address: B-1403 Economic Development Zone Business Plaza,
No.198 Shangjiang Road, Wenzhou, Zhejiang, China
TEL: 0577 - 8890 2222
Fax: 0577 - 8890 1788
Web:www.opticsfair.cn



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I. EXHIBITION BASIC INFORMATION

1. ORGANIZERS

Sponsors:
Zhejiang Optometric & Optical Association / Zhejiang Donnor Exhibition Co., Ltd.
Organizers:
Wenzhou Optical Association / Wenzhou Donnor Exhibition Co., Ltd.

Co-Organizer:
Linhai Optometric & Optical Association / Ruian Optical Association
Yuhuan Optometric & Optical Association / Wenzhou Ouhai Optometric & Optical Association
Broad International Exhibition Co., Ltd.

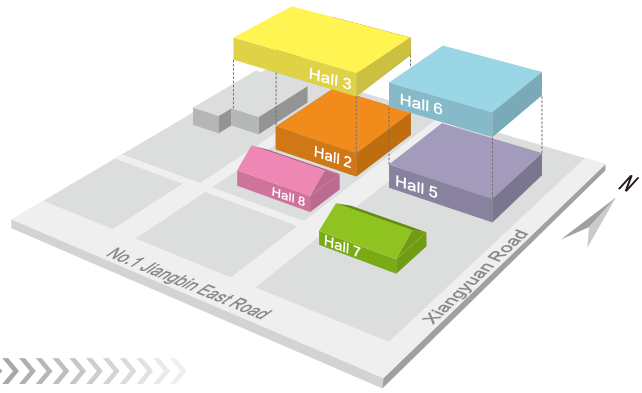
2. SHOW SCHEDULE

SCHEDULE	DATE	TIMET
MOVE-IN (Exhibitors need to register before 5:00 pm)	8th May 2019 (Wednesday)	08:30–17:00
	9th May 2019 (Thursday)	08:30–21:00
EXHIBITION (Visitors delay enter the exhibition for 30 minutes)	10th May 2019 (Friday)	08:00–17:30
	11th May 2019 (Saturday)	08:30–17:30
	12th May 2019 (Sunday)	08:30–15:30
MOVE-OUT	13th May 2019 (Monday)	16:00–24:00

3. EXHIBITION HALL FLOOR PLAN & TECHNICAL PARAMETERS

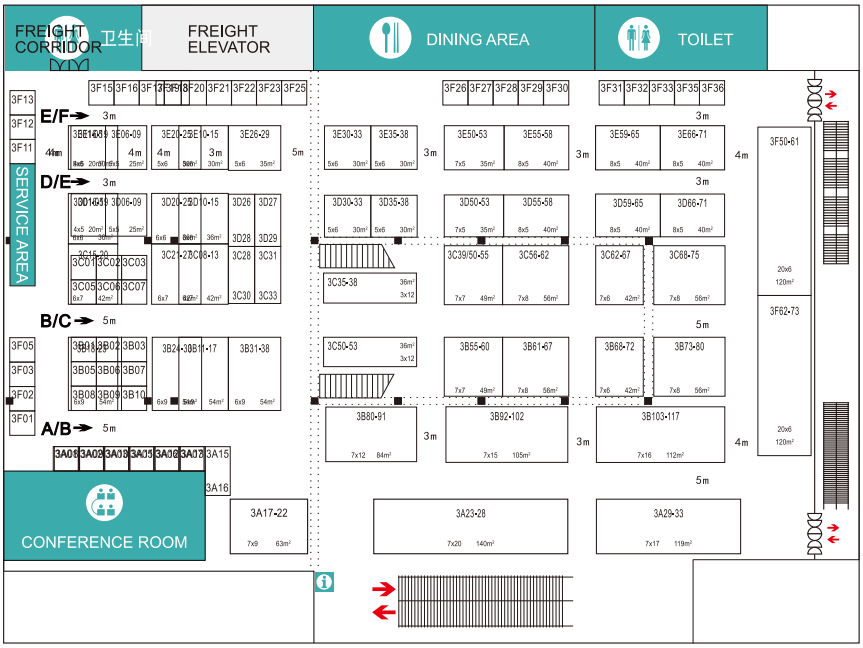
EXHIBITION HALLS	BUILDING AREA	HALL HEIGHT	NET HEIGHT	GROUND LIMITS	EXHIBITS ENTRY DOOR
1ST FLOOR HALL 2	6400m^2	7.0m	6.0m	0.5t/m^2	W6.0m × H4.5m
2ND FLOOR HALL 3	10000m^2	10.0m	8.5m	1.5t/m^2	W6.0m × H5.0m
1ST FLOOR HALL 5	7000m^2	7.0m	6.0m	1.5t/m^2	W6.0m × H3.5m
2ND FLOOR HALL 6	7000m^2	7.0m	6.0m	1.5t/m^2	W8.0m × H4.0m
SQUARE HALL 7	2800m^2	7.0m	6.0m	1.5t/m^2	W4.0m × H5.0m
SQUARE HALL 8	2600m^2	7.0m	6.0m	1.5t/m^2	W4.0m × H5.0m

TIPS
To ensure safety, exhibitors must follow the parameters of this table strictly.
Large-scale machinery with special specifications such as over-weight and over-height will not be allowed to enter the exhibition hall.
If there are special circumstances, please contact the organizer in advance and make proper



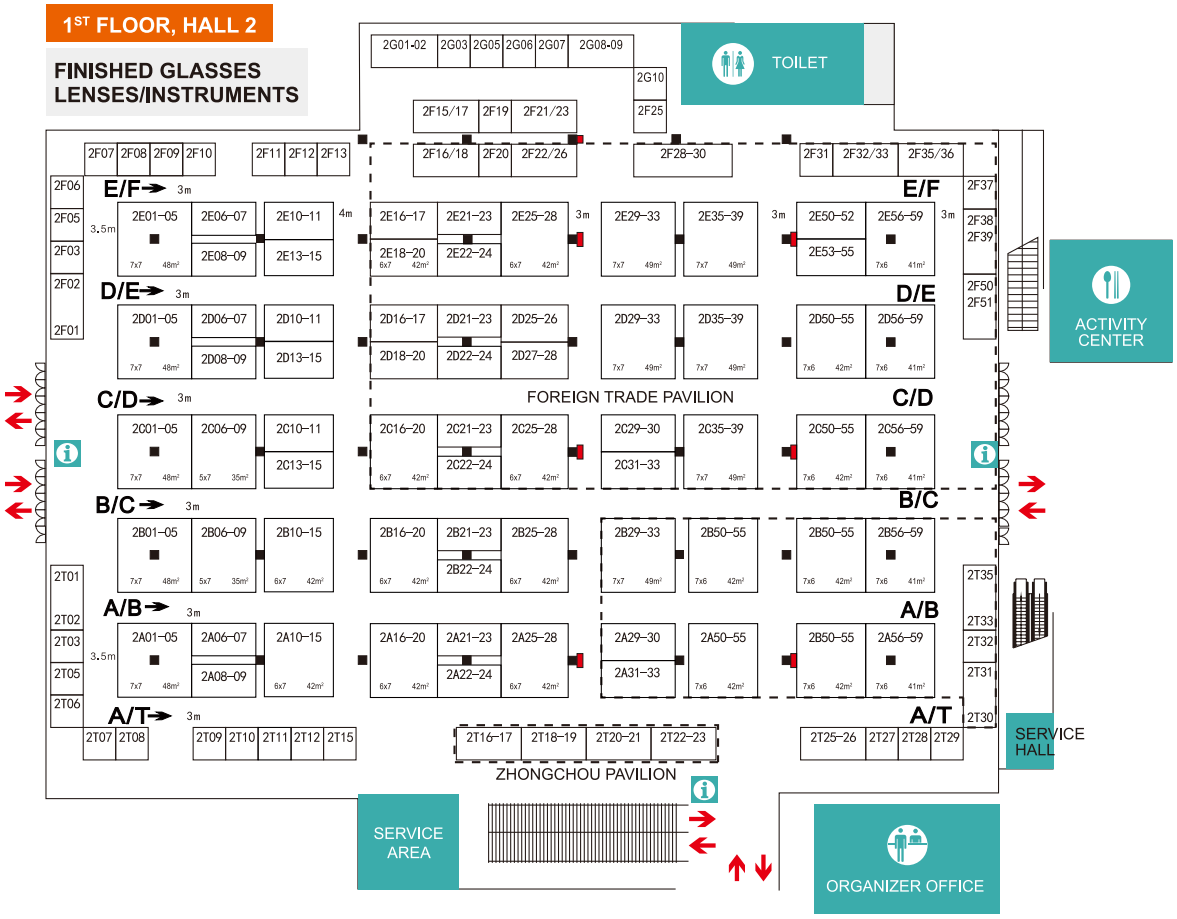
FLOOR PLAN

2ND FLOOR, HALL 3 TOOL AND MOULD/EQUIPMENT



1ST FLOOR, HALL 2

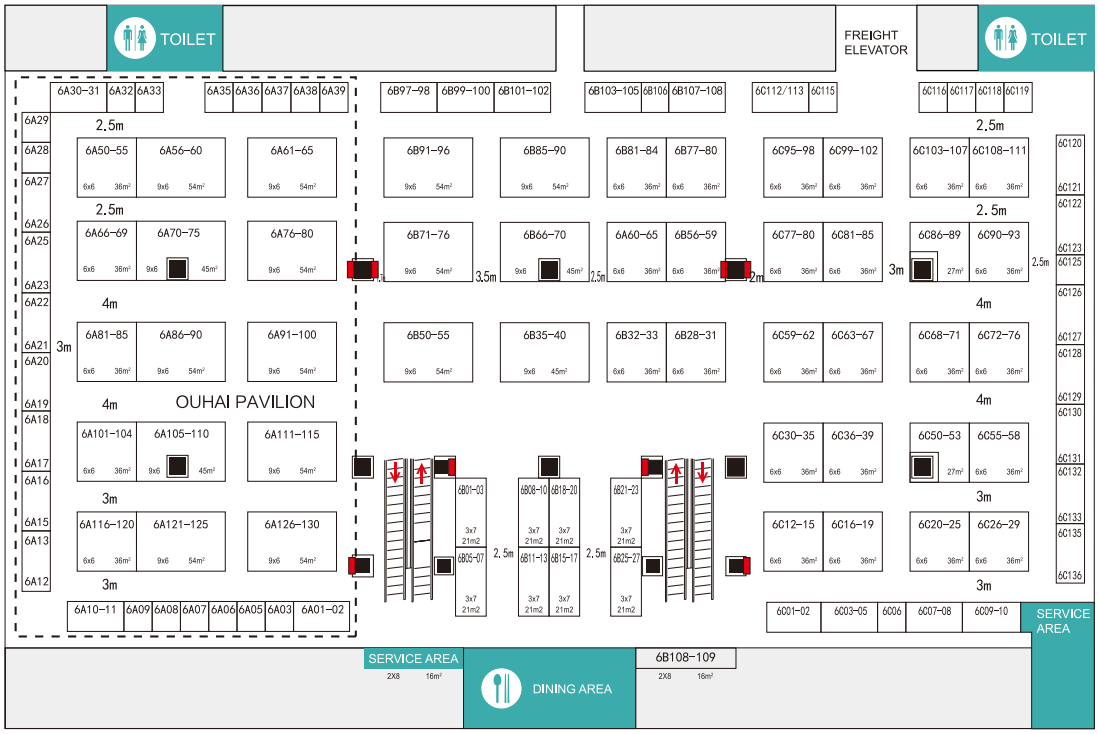
FINISHED GLASSES LENSES/INSTRUMENTS



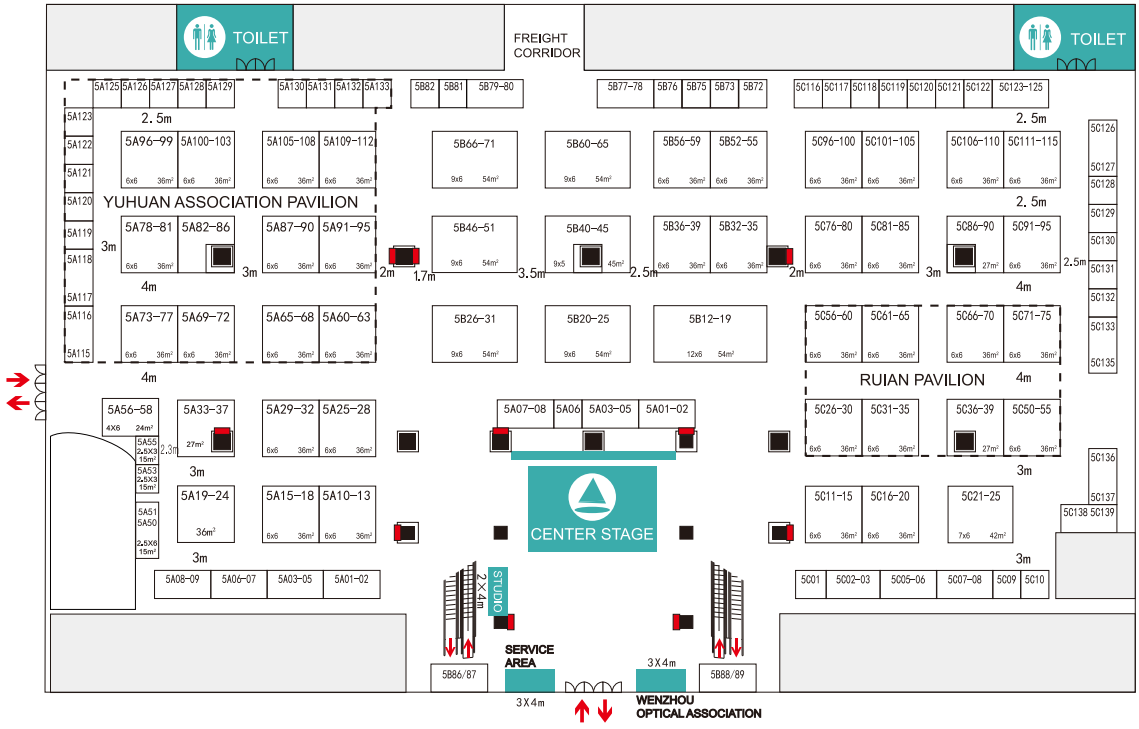


FLOOR PLAN

2ND FLOOR, HALL 6 FINISHED GLASSES



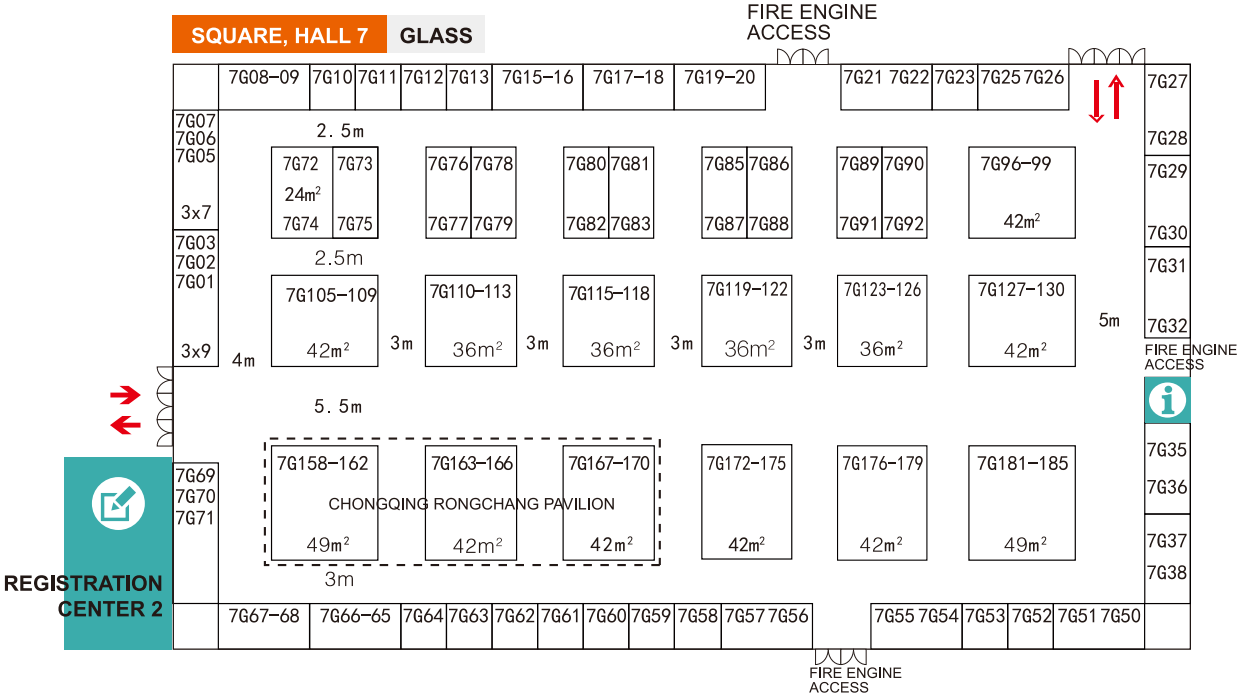
1ST FLOOR, HALL 5 FINISHED GLASSES/ACCESSORIES/PACKAGING



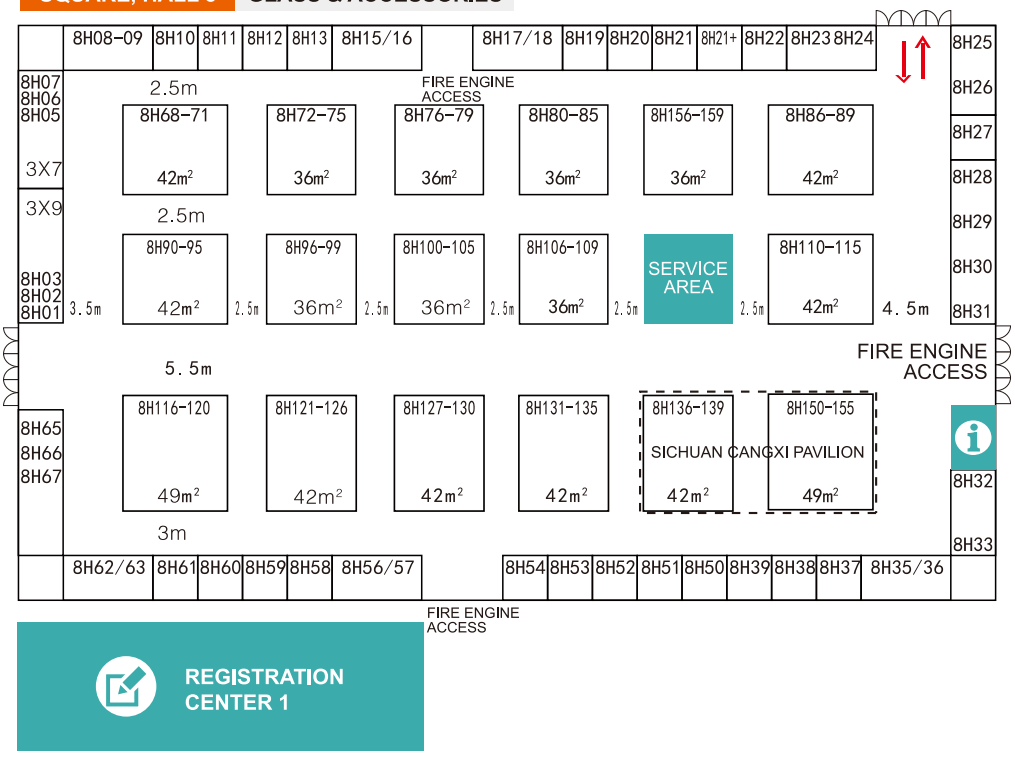


FLOOR PLAN

SQUARE, HALL 7 GLASS



SQUARE, HALL 8 GLASS & ACCESSORIES





4. VENUE & TRANSPORTATION

VENUE: WENZHOU INT' L EXHIBITION & CONVENTION CENTER

ADDRESS: NO. 1 JIANGBIN EAST ROAD, WENZHOU, CHINA

Non-Wenzhou-Vehicles Driving Route

TRANSPORTATION VEHICLES PASS (ADMISSION TIME: 9:00 P.M. - TO THE NEXT DAY 7:00A.M.)

GPS: Wenzhou Int' l Convention & Exhibition Center

BUS INFORMATION

Train Station New South Railway Station	No.86/94 Bus, About 7.2 km			WENZHOU INT'L CONVENTION EXHIBITION CENTER
South Wenzhou High-Speed Train Station	No.24/108 Bus, About 18.4 km			
Niushan Passenger Transportation Center	No.17/68/94/B113 Bus, About 9.0 km			
Shuangyu Passenger Transportation Center	No.94/B106 Bus, About 13.2 km			
Wenzhou Longwan International Airport	No.41 Bus, About 20.1 km	Xincheng Station	No.17/68 Bus, About 3.0 km	
	Airport shuttle bus line, About 22.6 km	Qiao Ertou (Civil Aviation Ticket Office)	No.86 Bus, About 7.5 km	

Note: The bus line is for reference only



II. EXHIBITION INSTRUCTION

1. BOOTH CONFIRMATION

Pay 50% of the total cost of the requested exhibit space as deposit or payment in full within 5 working days after returning Booth Contract. Once the contract and accompanying payment are received by organizer, space will be assigned, and a confirmation will be returned. The balance of your payment will be due on 1st April 2019. The organizer has the right to adjust and cancel the booth if they do not receive your payment by the deadline. The exhibitors shall be responsible for the consequences caused. Rental fee, advertising fee and service fee should be paid according to the related deadlines.

PAYMENT ACCOUNT INFORMATION:

COMPANY NAME：WENZHOU DONNOR EXHIBITION CO., LTD.

BENEFICIARY BANK: CHENGXI SUB-BRANCH of INDUSTRIAL AND COMMERCIAL BANK of CHINA

BANK ACCOUNT：1203213019200206549

PAYMENT NOTE：WOF 2019

2. EXHIBITOR BADGE

Exhibitor Badge will be printed out and mailed after the financial staff check and confirm the payment. A certain amount of free exhibitor badges will be made available to all exhibitors. Three free badges for standard booth. One company has maximum of 15 free badges.

3. EXHIBITOR REGISTRATION

EXHIBITORS:

Present your business card at organizer office of Wenzhou Int' l Convention & Exhibition Center on 8th - 9th May, 2019 from 8:30 AM to 5:00 PM and claim the exhibition related materials.

SPECIAL BOOTH CONTRACTOR:

Pay the Special Booth management fee, construction deposit and apply the booth construction certificate at the Service Hall of Wenzhou Int' l Convention & Exhibition Center on 8th – 9th May, 2019. If you need to enter the exhibition hall in advance (1-2 days) or work overtime at night, you have to apply overtime procedures ahead at Service Hall. In order to secure the time for exhibits move-in, the construction must be completed before 6:00 P.M. on 9th May.
Construction contractors and workers must wear badges authorized by the Organizers at all times.

Organizing Committee: Organizer Office at Wenzhou Int' l Convention & Exhibition Center
On-site Office Cell: 139 5775 5192 Tel.: 0577-8890 2222
Service Hall: Under the escalator of the Hall 2 at Wenzhou Int' l Convention & Exhibition Center (East)
Tel: 0577 – 8813 5109

4. Booth Construction

1). STANDARD BOOTH

All the standard booth facilities include:

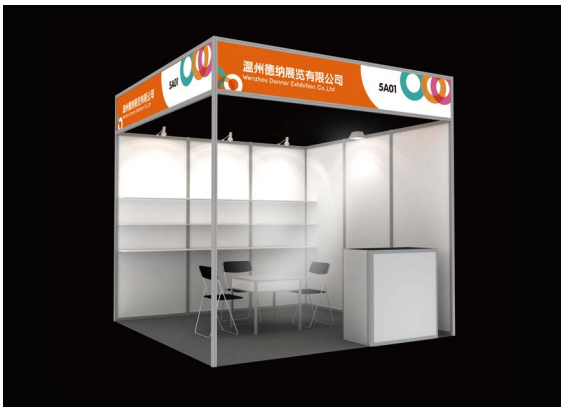
①Fascia board on each open side with company name

②1 Curtain（Two sides open with 2 Curtains）

③1 Table & 1Info Desk

④4 Folding Chairs

⑤9 Layer Boards OR Glass Case



2). DELUXE BOOTH

All the deluxe booth facilities include:

①Higher Fascia board on each open side with company name

②1 Curtain（Two sides open with 2 Curtains）

③1 Table & 1Info Desk

④4 Folding Chairs

⑤9 Layer Boards and Glass Case

⑥4 Square front Lamps



ATTENTION:

①Company name on fascia boards were printed by the organizer. Exhibitors are not allowed to make changes without organizer's approval. The company name on the fascia board must match the name on the booth contract.

② The construction height limitation of the standard booth is 3 meters. If your booth height is over the restriction, please ask organizer for approval.

③ To apply exhibition furniture other than standard booth facilities, please refer to Page 16 Rental Furniture Application, or go to the on-site rental spot at service hall of exhibition center during move-in period.

④ The lighting power and a 220V/5A single-phase power socket will provide by organizer. If exhibitor needs 380V dynamic electricity or extra power please apply and pay relevant fees, details please refer to Page 17 Electricity & Gas Application and Page 26 Exhibition Regulations regarding electricity description.



3). RAW SPACE

Raw Space does not include any display equipment, neither equipped with carpets nor electric power. If you need electricity, please apply separately and pay the corresponding fees. For details please refer to Page 17 Electricity & Gas Application and Page 26 Exhibition Regulation for instructions on using electricity.

PRECAUTIONS

① If exhibitors rent raw space to build their own booths, that is the Special Booth. We suggest selecting qualified construction contractors to design and construct the booth. Submit the Special Booth Contractor Application and report to the construction contractor' s information to the Organizer.

② The design plan and construction plan of the Special Booth should be submitted to the Organizer and the Exhibition Center for examination and filing within 20 days (15 April 2019) before move-in period. Construction can only started after passing the examination. Pay attention to the deadline, otherwise all at your own risk.

③ The design, construction and dismantling of the Special Booth must comply with the government's laws and regulations on fire control. Any consequences arising from violations of the Organizer's plan will be borne by the exhibitors.

④ Exhibitors were responsible for their rented raw space construction. The height limitation for Hall 2, 5, 6, 7 and 8 were 3.5 meters. The Hall 3's height restriction was 4 meters.

4). APPOINTED CONTRACTOR LISTS

WENZHOU INT' L CONVENTION & EXHIBITION CENTER ADVERTISING BRANCH

CONTACT: LI ZHEN MOBILE: 13695802061
ADDRESS: No. 1 Jiangbin East Road, Wenzhou

WENZHOU YIYUAN CULTURAL INDUSTRY CO., LTD.

CONTACT: LIN FENG MOBILE: 13372715033
ADDRESS: Room 201, Building 16, Qiushan Garden, Jinxiu Road, Wenzhou

SHANGHAI TONGYUAN EXHIBITION SERVICE CO., LTD.

CONTACT: CHEN JIANJUN MOBILE: 13777783371
ADDRESS: Room 1803, Building 3, Holiday Garden, Wenzhou

WENZHOU SIYUAN DISPLAY EQUIPMENT CO., LTD.

CONTACT: ZHU YE MOBILE: 13115878600
ADDRESS: 1-1 Qingshi Base, Maqiao Village, Panqiao Street, Ouhai, Wenzhou

ZHEJIANG SHENGHUO ZHIYUAN CULTURAL DEVELOPMENT CO., LTD.

CONTACT: YU FENGDAN MOBILE: 13706886869
ADDRESS: Room 101c, Building A, No. 209 Wenchang Road, High-tech Park, Wenzhou

WENZHOU HUAHUI ART DECORATION ENGINEERING CO., LTD.

CONTACT: XU YU MOBILE: 13706651391
ADDRESS: 1F, BUILDING 5, HONGDIAN INDUSTRIAL ZONE, WENZHOU

The above contractor lists are all Special Booth contractors which were appointed and recommended by the Organizer.

The appointed booth contractor was subject to the following regulations.

① Received the Wenzhou Exhibition Project Enterprise Qualification Certificate which is jointly issued by Wenzhou Exhibition Industry Association, Wenzhou Int' l Convention & Exhibition Center and Wenzhou Sports Center. Participate and pass the annual audit successfully.

②Arrange a project specialist to communicate and follow up the Special Booth construction.

③Contract the accident insurance, use fireproof materials and observe strictly to the fire safety and exhibition hall regulations. Construction heights shall be controlled in strict compliance with prescribed limitations. All safety responsibilities shall be borne by the second party.

④Deliver the best quality construction work to clients and finish booth decoration on time. Taking care of the power utilization and provide standby services during exhibition time.

⑤Arranging the move-in and move-out according to the first party' s time schedule. Responsible for safety booth disassemble & transport, trash removal and Move-out procedure application.



5). ON-SITE RULES & REGULATIONS

①. Two-story construction in the stand is strictly prohibited. Exhibitors with two-story construction must submit stand layout (Stamped by Architecture Design Institute) to Exhibition Center.

②. Exceeding the booth height limitation is prohibited. Your stand height must be built according to the Exhibition Center height limitation. The limit of Hall 2, 5, 6, 7, 8 stand height is 3.5 meters while Hall 3 is 4 meters. The walls cannot be higher than 3.5 meters within 2 meters for air conditioner vent. If construction work is above 2 meters, the constructor must do well in safety and protection work for high-attitude operation.

③. Using the structure of the exhibition hall and equipment or facilities as the support point for the booth structure is strictly prohibited. Hoisting construction is not allowed.

④. Hanging irrelevant things on the fire hydrant, power distribution box, air conditioner is strictly prohibited. In case of damage, exhibitors will be charged for the repair of damages and subject to the punishment.

⑤. Occupying exit passageway space is strictly prohibited. The maintenance channel between any temporary structures and walls must maintain at least 0.6 meters. Fire control center and fire exits must be kept free and clear of any materials that will block.

⑥. Placing anything within 1.5 meters before the fire hydrant & fire-fighting equipment or under the fire rolling curtain is strictly prohibited.

⑦. Blocking the facilities such as monitor, air conditioner outlet, fire hydrant, fire alarm button, fire shutter door etc is strictly prohibited. It is not allowed to set up booth within 2 meters of the air conditioner outlet.

⑧. Drilling, nailing and scratching on the public facilities like floor, pillars and walls at exhibition hall is strictly prohibited.

⑨.Using oil, paint, glue and other materials which are not easy to remove from the ground or walls is strictly prohibited.

⑩. Using fire and bringing inflammable, explosive article & radioactive, toxic, corrosive articles into exhibition halls is strictly prohibited. The use of machining tools on cutting, electric welding, gas welding and heavy hammer are not permitted.

⑪. All electrical cables and communication equipment in the hall will be managed by the Engineering and Technology Department of the Exhibition Center. Connect and use without authorization is prohibited.

⑫. Connecting the Exhibition Center' s network cable to router, interchanger or concentrator is not permitted.

⑬. Operating electrical work without Electrical Operation Certificate is strictly prohibited.

⑭. Booth cable laying line shall use fireproof cable or the use extra casing protection sheathing wire. Using single layer insulated wires such as plaited wire, parallel plastic wires, twisted pair, and aluminum wires is prohibited. All switch interfaces and line connection must be firmly connected. Use professional connectors for connection according to the regulations.

⑮. All switches and cables' load carrying capacity should be controlled within 80% of its designed capacity. Overload electricity is strictly prohibited.

⑯. The standard booth is equipped 220V power with consumption of 500 watts, which is limited for general lighting and low-power electrical usage, and overload electricity is strictly prohibited.

⑰. Lighting power and other power must be separately controlled for Special Booth construction.

⑱. Using iodine-tungsten lamps and other high-temperature lamps, metal hydride lamps, high-power spotlights and other heating lamps is strictly prohibited. The distance between the decoration and the printing cloth cannot be less than 0.3 meters.

⑲. The temporary power during move-in period shall be connected at designated spot at the Engineering and Technology Department of the Exhibition Center. Unauthorized wiring is strictly prohibited.

⑳. Using escalator to carry goods is strictly prohibited.

㉑. Special Booth contractor must wear construction badge for hall admission.

㉒. The construction workers must wear safety helmets when entering the construction area. Workers must wear safety ropes when working altitude is over 2 meters. Electricians and other workers who need special protection must take protective measures according to state regulations.

㉓. Be aware of the safety of surroundings when move-out, do not overthrow the booth and use heavy tools for construction.

㉔. All booth construction materials shall be fire proofed, wood materials shall use fire prevention board, part of the combustible wood must be coated with fire proof paint, booth using cloth plastic and other flammable materials for decoration must be sprayed with fire prevention fluid.

㉕. Using open fire or bringing liquefied gas bottles, oxygen bottles and other dangerous goods into the pavilion is prohibited.

㉖. In order to initiate the green construction and eliminate the pollution of exhaust gas and dust in pavilion, it is strictly prohibited putty-ing and topcoating and other construction activities during the deluxe booth construction.



6). Move-in Cautions:

① Move-in Time: 08:00-17:00, 8th May 2019
08:30-21:00, 9th May 2019

If you need work overtime during move–in, please applied in advance before 15:00 at exhibition service Hall on the same day and pay overtime fee before construction.

OVERTIME RATES ARE AS BELOW:

BOOTH AREA (X)	OVERTIME RATE (RMB/HOUR)	NOTE
X < 36 ㎡	100	Less than one hour counted as one hour. Overtime work (FREE) is only allowed till 21:00 one day before the exhibition. Move-out before 24:00 on the end of the show day.
36 ㎡ ≦ X ≦144 ㎡	200	
145 ㎡ ≦ X ≦324 ㎡	300	
X > 324 ㎡	400	

② Exhibitor shall use exhibitor pass for entering construction during move-in, the special construction unit shall use construction certificate for entering construction. All entering certificates are exclusive use for one person and cannot be lent, may not entering without certificates.

③ Each exhibitor' s booth area must be subject to the arrangement of Organizer, do not exchange or exceed boundaries at will.

④ After unpacking the exhibits, the inflammable packing materials and sundries such as shredded paper, foam and wood chips shall be cleared out in time. Sundries such as packing boxes shall not be stored behind the booth, fire shutter and the fire passage.

⑤ Do not stack goods around the passageways, corridor in front of the booth. In case of reuse the containers, it must be stored according to the location designated by the Organizer and properly kept, otherwise, the exhibitor shall be responsible for the loss of the containers.

⑥ Do not post or hang advertising slogan in any area outside the booth. In case of any damage to the facilities of the exhibition hall and the booth, compensate shall according to the cost. If you need to do any advertisements and temporary posters inside or outside the pavilion, please contact the advertising team of the Organizer.

⑦ Construction units shall not use cutting machines, chainsaws or spray painting on-site.

⑧ It is strictly prohibited to smoke in the pavilion and use open fire and temporary gas lamps, and bring inflammable, explosive, toxic and radioactive dangerous goods into the pavilion.

⑨ Construction materials must be under requirements of fire protection materials, fire coatings, using paints and other inflammable materials is strictly prohibited.

⑩ It is strictly prohibited to drill, nail, scratch and use residual adhesive (double-sided adhesive) on the floor, walls and pillars of the pavilion. Violators shall be punished according to regulations and compensate shall according to the cost of damaged public property.

⑪ It is strictly prohibited to block the fire hydrant and fire alarm button, prohibited to wire and hang goods on fire water pipe, bridge and air conditioning pipe, prohibited to set up booth or pile up goods under fire shutter, please keep firefighting facilities in normal operation.

⑫ Power supply and lighting equipment in the pavilion shall not be moved at will, power supply shall not be transferred without permission, and wires shall not be pulled chaotic. Prohibited to thread the booth without casing, if you need to increase the temporary power consumption, you should apply in advance at the service hall of the pavilion and installed by a professional electrician.

⑬ It is strictly prohibited to use bright lighting facilities without external covering in the pavilion at any time, exhibitors are not allowed to use bright lights, flashing lights or neon lights. All electrical installations must be safe, and if there are safety hazards or interference with other exhibitors and visitors, the Organizer will cut the electricity.



7). EXHIBITING CAUTIONS

① In order to ensure the safety of exhibits, the exhibitors must enter the pavilion half an hour in advance and postpone half an hour to leave the booth.
② In order to maintain public order in the exhibition hall, high-decibel music or dance is prohibited, so as not to effect other business negotiations.
③ Due to the large flow of visitors on the exhibition site, exhibitors are strongly advised to insure against their exhibits and take every precaution to protect exhibit products and personal belongings. Please keep an eye for your expensive items at such as laptops, mobile phones, cameras, handbags etc.
④ At closing time, all exhibitors need to check the power supply and turn off the equipment. After check and confirm that all is well then you can leave your booth. Cooperate with the security guards to clear the pavilion in time to ensure the safety of the exhibition.

8). MOVE-OUT CAUTIONS

① Move-out Time: 3:30 P.M. - 12:00 A.M. on 12 May 2019 (required all evacuation finished) The exhibition closed at 3:30 P.M. on 12 May. All exhibits should not be move out the pavilion before this time.
② For the sold, returned, abandoned exhibits, exhibitors must go to the Information Desk at each exhibition hall to pick up the Exhibits Release Form, fill it in and hand it over to the security guards at the entrances and exits of the exhibition halls. After approval, then the exhibits can be bring out of the exhibition hall.
③ The power supply will be cut off at 3:30 P.M. on 12 May 2019. Exhibitors are requested to turn off the equipment power before this time. In order to avoid a safety incident, please do not remove the power cords without permission.
④ To avoid traffic jams during move-out period, parking your own vehicles on each passageways is prohibited.
⑤ It is exhibitors' responsibility to remove or store all crates, garbage and other wastes properly during move-out period. All the special materials of the booth must be dismantled, all exhibits and decoration remnants must be removed within the prescribed time.
⑥ When move-out, due to the chaotic flow of people, be sure to mind your personal belongings and important items.



III. SUPPORTING SERVICE & APPLICATION

i. ADVERTISING SERVICES

1. FREE ADVERTISING SERVICE ITEMS

1) The Organizing Committee will provide the following supporting services for exhibitors free of charge:;

①. Free company introduction in the Show Directory;

②.Free company products pictures in the Exhibition Preview;

③.Free company basic information and news on the fair official website, WeChat, and electronic journals;

④.Report on your company news in our media partners' feature coverage.

2) To get fully prepared for the Show Directory and other free advertisement and support service, it is highly recommended for exhibitors to submit relevant materials immediately after the booth confirmed.

3) Please visit www.opticsfair.cn and upload the Directory materials

4)The information to be submitted are as follows:

①.Booth Number, company name (Chinese and English)

②.Contact Information: address (Chinese and English), zip code, telephone, fax, email, website, contact person (name and mobile number);

③.Company Profile (Chinese and English)

④.Main products: company main products introduction, new products and featured products

⑤.Product Application Area: application area, industries

⑥. Main Sales Markets: existing markets and target markets

⑦.Company LOGO, product photoes (please specify the company name, send to optics@donnor.com).

5) Special Instructions

①.The materials sent by the exhibitors will serve as the only information for the external publicity of the Organizing Committee. All exhibitors are required to fill in carefully and ensure the accuracy of the content.

②.Submit the company' s information as brief as possible. The Organizer reserves the right to edit materials except for booth number, company name, contact information.

③.The location of the exhibitor's profile in the Directory depends on the delivery time of the manuscript to some extent.

④.Except for the Directory, other materials production time are irregularly. Therefore, the exhibitors are requested to submit the information which needs to advertise as soon as possible after the booth confirmed, so as not to miss the promotion opportunity. If the exhibitor fails to provide the information and causes the inability to get the advertisement service, it will be considered as giving up the service. The organizer is not responsible for this.

⑤.The deadline to submit the materials of the Directory is 15 April 2019. The Organizer will not add the company profile if the exhibitor fails to submit the materials in time.

2. PAID ADVERTISING SERVICE ITEMS

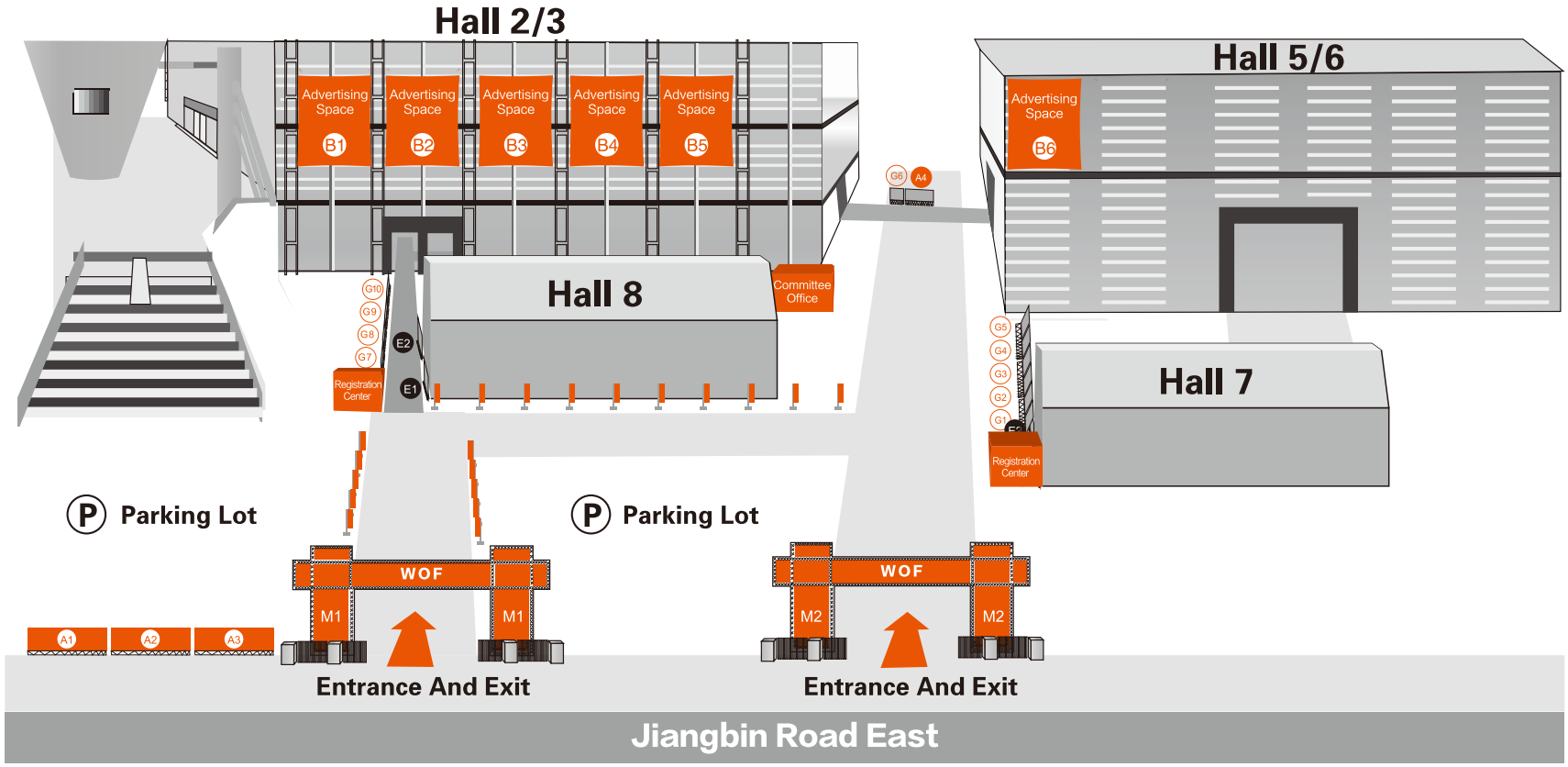
1) Exhibition official promotional materials advertising: Exhibition Preview, Directory, Visitor Guide, Customized Visitor Tickets and other printed photo advertisements, do not include advertising design.

2) Badge and handbags Advertisement: Paid advertising services in exhibition certificates (visitor badge, exhibitor badge) and hand-bag, do not include advertising design.

3. ON-SITE ADVERTISING

AD. TYPE	POSITION	SIZE (HEIGHT*WIDTH)	QUANTITY.	PRICE
Giant Printing Ad.	B1–B6	H18M*W16.1M	6	20,000RMB/Board
Hall Wall Posters Square Posters	G1–G10	H4M*W6M	10	6,000RMB/Board
Hall Wall Posters Square Posters	A1–A4	H4M*W10M	4	10,000RMB/Board
Portal Frame	M1~M2	Specification Attached	2	15,000RMB/Board
Advertising Flag		H4M*W0.9M	20	10,000RMB/10flags

EXHIBITION HALL LAYOUT





FORM I:EXHIBITOR ADVERTISING SERVICES

Deadline: 15th April 2019

Your Company(Stamp):_____ Booth No._____

Contact Person:_____ Tel.:_____ Application Date:_____

Please Return To: Wenzhou Donnor Exhibition Co., Ltd.

Address: B-1403 Economic Development Zone Business Plaza,
No.198 Shangjiang Road, Wenzhou, China

Tel: 0577-88902222 Fax: 0577-88901788

PAYMENT ACCOUNT INFORMATION:

COMPANY NAME：WENZHOU DONNOR EXHIBITION CO., LTD.

BENEFICIARY BANK: CHENGXI SUB-BRANCH of INDUSTRIAL AND COMMERCIAL BANK of CHINA

BANK ACCOUNT：1203213019200206549

PAYMENT NOTE：WOF 2019

AD. TYPE	PRICE			REMARKS
Badge Ad.	10,000RMB/10,000Pieces [ ] (OneSide, H75mm*W200mm)	/10,000 Pieces	RMB	Please tick in "[ ]" and attach Ad design
Fair Preview	3,000RMB/Half-Page [ ] (H130mm*W185mm)	/ Page	RMB	
Visitor Guidance	Size A:1,000RMB/board [ ] (H50mm*W60mm)	/ board	RMB	
	Size B: 3,000RMB/Half Page [ ] (H150mm*W160mm)	/ Page	RMB	
Gift Bags	15,000RMB/3,000 Bags [ ] (OneSide)	/Thousand Pieces	RMB	
Certificates Ad.	15,000RMB (DoubleSides, H58mm*W106mm) [ ]			
Giant Printing Ad.	20,000RMB/Board (H18M*W16.1M)	/ Piece	RMB	Position: □B1 □B2 □B3 □B4 □B5 □B6
Hall Wall Posters Square Posters	10,000RMB/Board (H4M*W10M)	/ Piece	RMB	Position: □ A1 □A2 □A3 □ A4
	6,000RMB/Board (H4M*W6M)	/ Piece	RMB	Position: □G1 □G2 □G3 □G4 □G5 □G6 □G7 □G8 □G9 □G10
Flag	10,000RMB/10Flags (H4M*W0.9M)	/ Piece	RMB	Position: Please attach Ad design
Portal Frame	15000RMB/1Piece	/ Piece	RMB	Position: □M1 □M2
Payment Total Fee	TOTAL COST:_____RMB We Confirm Wire Above Fee to the WOF Committee before ____(Month) ____(Day)____(Year) Signature:			



ii. SPECIAL BOOTH CONSTRUCTION

SPECIAL BOOTH CONSTRUCTION SAFETY OBLIGATION

All construction contractors at Wenzhou Int' l Convention & Exhibition Center shall bring company business license, legal person ID card and construction qualification copies with stamp. Read the following content carefully and stick to the rules and bear the relevant responsibility.

1) The on-site construction personnel must wear construction badge for entrance admission which issued by exhibition hall. The Booth shall be pasted with Special Booth construction certificate issued by exhibition hall which will be checked by on-site staff at any time. Any unqualified or falsely claim happens, the staff has the rights to stop the construction and ask them to leave the exhibition hall.

2) The construction unit shall truthfully declare the construction number and area, once found the omission or understatement, it shall be punished with double price of special construction management fee. The special construction deposit is comprised by construction unit and exhibitor, all costs incurred during exhibition will be deducted directly from deposit.

3) Construction materials must be fireproof or coated with fireproof materials. It is strictly prohibited to smoke, naked fire operation and use inflammable, explosive and easily contaminated goods.

4) It is strictly prohibited to drill, nail and scratch on the public facilities like floor, pillars and walls at exhibition hall. Do not use pasting materials such as double-sided and single-sided pasting materials to paste any goods on the pillars in the passage way of the exhibition hall.

5) For environment-friendly construction and eliminate the pollution of exhaust gas and dust in pavilion, it is strictly prohibited puttying and topcoating during the special booth construction.

6) It is strictly prohibited to wire and hang goods on fire water pipe, bridge and air conditioning pipe. Setting up booth, piling up goods under fire shutter, blocking the fire hydrant and fire alarm button is also strictly prohibited. Power line shall use double insulated copper sheathed wire, do not connect power line and overload power supply without authorization.

7) The stand height limitation of Hall 2, 5, 6, 7, 8 is 3.5 meters while Hall 3 is 4 meters. Some places in the exhibition hall cannot meet the above height requirements due to the air conditioner' s piping facilities. Please construct the booth according to the on-site situation to ensure the safety of construction.

8) The construction unit shall use construction certificate for entrance admission when move-out. The move-out date is 15:30-24:00 on the closing day of the exhibition. Any exhibitors failed to move-out on time, their deposit shall be deducted according to the exhibition center. Exhibitors can apply refund directly at on-site Service Center upon before 8:00 P.M. theoretically. The construction unit shall sign at 5th floor of Exhibition Service Department within 2nd-5th working days after move-out and then apply refund procedures at Exhibition Financial Department. If overdue within 7 days shall be fined 10% deposit, and 50% deposit will be fined if overdue 15 days.

9) If the exhibitor and construction unit violate above related regulations such as the pavilion safety and property facilities losses caused shall bear legal liability and pay compensation.

CONSTRUCTION UNIT：
DIRECTOR (SIGNATURE)：
DATE：

Special Construction Inquiries：0577-8813 5173
Advertisement Department Inquiries：0577-8813 7278
Financial Department Inquiries：0577-8813 5158
On-site Safety Inquiries：0577-8813 5135
Electricity Inquiries：0577-8813 5162



FORM II: SPECIAL BOOTH CONTRACTOR APPLICATION

(Applicable to Rental Raw Space)

Deadline: 15th April 2019

COMPANY NAME (STAMP): _____

Booth #: _____ Booth Area: _____ m^2 Size: _____ m * _____ m

Contact Person: _____ Contact Number: _____ Application Date: _____

Send this Form to Wenzhou Donnor Exhibition Co., Ltd.

Address: B-1403 Economic Development Zone Business Plaza,No.198 Shangjiang Road, Wenzhou, China

Tel: 0577-8890 2222 Fax: 0577-8890 1788

Dear Client:

In order to facilitate the on-site merchants, purchase and visit, the Organizing Committee stipulates: Exhibitors with Island Booth which bounded by 4 aisles only allows one side wall construction or partial closure booth design. The booth design of Hall 2, 5, 6, 7, and Hall 8 are limited to 3.5 meters, while Hall 3 limitation is 4 meters. We appreciate all exhibitors' cooperation. Thanks for your support!

SPECIAL BOOTH CONTRACTOR INFORMATION:

Company Name: _____ Tel: _____ Fax: _____

Contact Person: _____ Position: _____ Mobile: _____

Venue Supervisory Contact Person: _____ Mobile: _____

Notes:

Special Construction Management Regulations of the Wenzhou Int' l Convention & Exhibition Center:

1. Business License and the person in charge' s ID card copies of the construction unit shall be provided when apply the "Construction Certificate".

2. Raw space exhibitors need to pay special installation management fee: 8 RMB/ ㎡ .

3. Construction unit needs to pay construction deposit: 500 RMB/ 9 ㎡ .

4. The decoration materials must use fireproof materials and fireproof coatings that meet the fire protection requirements.

5. For environment-friendly construction and eliminate pollution from exhaust gas and dust in pavilion, puttying and topcoating during the special booth construction is strictly prohibited.

6. It is strictly prohibited to drill, nail, scratch and use residual glue (double-sided tape) on the ground, wall and pillar.

7. It is strictly prohibited to block the fire hydrant and the fire alarm button. Piling up goods under fire shutter, blocking the fire hydrant and fire alarm button is also strictly prohibited.

8. It is strictly prohibited to pull and hang items on fire hoses, bridges and air conditioner pipes.

9. Wires must be protected with insulating sleeve and cannot be exposed.

10. It is the construction unit' s responsibility to clean the decoration garbage after move-out.

11. After move-out, the "Construction Certificate" should be returned (If lost, 30 RMB/piece of compensation), the Service Department of the Wenzhou Int' l Convention & Exhibition Center will check and sign the deposit receipt. The exhibitors will receive the deposit from the financial department of the Exhibition Center afterwards.

iii. RENTAL DISPLAY

PARTIAL RENTAL DISPLAY PICTURES


HALF-ROUND RECEPTION COUNTER


INFORMATION DESK


SQUARE TABLE


RECTANGULAR COUNTER


STAIRS


MEETING TABLE & CHAIR


TALL GLASS SHOWCASE


MEDIUM GLASS SHOWCASE


RECEPTION COUNTER


TALL GLASS SHOWCASE


SMALL GLASS SHOWCASE


SHELF


TRADE SHOW TENT


ROUND GLASS TABLE


WATER SERVER


SPOTLIGHT WITH ARM



FORM III: RENTAL FURNITURE APPLICATION

Deadline: 15th April 2019

Company Name:_____ Booth Number:_____

Contact Person:_____ Telephone:_____ Application Date:_____

Send this Form to Wenzhou Donnor Exhibition Co., Ltd.

Address：B-1403 Economic Development Zone Business Plaza, No.198 Shangjiang Road, Wenzhou, China

Tel:0577-8890 2222 Fax.:0577-8890 1788

METHOD OF PAYMENT:

BENEFICIARY BANK: CHENGXI SUB-BRANCH of INDUSTRIAL AND COMMERCIAL BANK of CHINA
COMPANY NAME：WENZHOU DONNOR EXHIBITION CO., LTD.
BANK ACCOUNT：1203213019200206549
PAYMENT NOTE：WOF 2019

NO.	ITEM (METER)	UNIT PRICE (RMB/PIECE)	QUA-NTITY	AMOUNT
1	Tent	400		
2	High Glass Showcase	400		
3	High Glass Showcase	400		
4	Middle Glass Showcase	300		
5	Small Glass Showcase	240		
6	Rectangular Counter	200		
7	Reception Counter	200		
8	Information Desk	150		
9	Half-round Reception Counter	300		
10	Square Table	120		
11	Glass Table	150		
12	Meeting Table	100		
13	Folding Chairs	20		
14	Spotlight with arm	50		
15	Outlet	20		
16	Square Front Lamps	100		

NO.	ITEM (METER)	UNIT PRICE (RMB/PIECE)	QUA-NTITY	AMOUNT
17	Television	250 0		
18	Television	2000		
19	Water Sever	100		
20	Fixed Shelf	40		
21	Movable Shelf	50		
22	Truss	20		
23	Stairs	200		
24	Display Shelves	300		
25	Fascia Board	150		
26	Retractable Door	200		
27				
28				
29				
30				
TOTAL				

NOTE: EXHIBITOR SHOULD PLAN IN ADVANCE AND SUBMIT APPLICATION BEFORE THE DEADLINE. RENTAL EQUIPMENT SUPPLY IS NOT GUARANTEED DURING THE MOVE-IN PERIOD AT THE EXHIBITION HALL



iv. ELECTRICITY & GAS APPLICATION

FORM IV: ELECTRICITY & GAS APPLICATION

DEADLINE: 15TH APRIL 2019

Company: _____ Booth No.: _____

Contact Person: _____ Tel: _____ Application Date: _____

Send this Form to Wenzhou Donnor Exhibition Co., Ltd.
Address: B–1403, New Century Business Building, Shangjiang Road, Wenzhou, Zhejiang, China
Tel: 0577–88902222 Fax: 0577–88901788

PAYMENT ACCOUNT INFORMATION:

COMPANY NAME：WENZHOU DONNOR EXHIBITION CO., LTD.
BENEFICIARY BANK: CHENGXI SUB–BRANCH of INDUSTRIAL AND COMMERCIAL BANK of CHINA
BANK ACCOUNT：1203213019200206549
PAYMENT NOTE：WOF 2019

TYPE	BOOTH AREA (wooden Structure)	PRICE (RMB)	AMOUNT	NOTES	
SPECIAL BOOTH ELECTRICITY (MOVE-IN)	36–53m²	200			
	54–71m²	300			
	≧72 m²	400			
POWER SUPPLY (EXHIBITION)	**SPECIFICATION**			Three–Phase Four–Wire	Three–Phase Five–Wire
	5kw (Three–Phase)	800			
	10kw (Three–Phase)	1000			
	15kw (Three–Phase)	1500			
	20kw (Three–Phase)	2000			
	30kw (Three–Phase)	3000			
	40kw (Three–Phase)	4000			
	50kw (Three–Phase)	5000			
	60kw (Three–Phase)	6000			
COMPRESSED AIR	100–300 L/Min	600		Pressure within 6kg, additional fee will be charged if exceeded	
	301–600 L/Min	800			
	601–1000 L/Min	1500			
TOTAL					

ATTENTIONS:

1) Above electricity specification refers to one line electricity consumption and price.

2) Exhibitors who need above electricity facilities supply must have all equipment installed by licensed electricians.

3) Temporary electricity application during move-in shall be charged triple.

4) The company needs special electricity consumption with three-phase five-wire (grounding wire) must report to Organizer before deadline. Temporary application shall not be processed, and the exhibitor shall be responsible for any loss or inconvenience caused thereby.



v. Exhibits Shipping and Handling

FORM V: EXHIBITS SHIPPING AND HANDLING APPLICATION

Deadline: 15th April 2019

Company: _____ Booth No. _____

Contact Person: _____ Tel: _____ Application Date: _____

Send this Form to Wenzhou Donnor Exhibition Co., Ltd.
Address: B–1403, New Century Business Building, Shangjiang Road, Wenzhou, Zhejiang, China
Tel: 0577–88902222 Fax: 0577–88901788

Handling Exhibits Information:

EXHIBITS	SIZE (UNIT: METER)			Weight (Unit: Ton)
	LENGTH	WIDTH	HEIGHT	

Shipping and Handling Transportation Requirement:

Handling Equipment: ☐ _____ Crane (Tons) ☐ _____ Forklift (Tons)

Special Transportation Requirement (Please specify): _____

Exhibits Arrival Date in Wenzhou: _____

SPECIAL INSTRUCTION:

1. If the exhibits weight over 10 tons and need crane, the exhibitor should inform the Organizer designated shipper three days before move-in regarding the goods' arrival time, transportation and handling tool needed.

2. In general, the Organizer will allow the heavy equipment to enter the exhibition hall one day in advance, please see further notice.

3. Please refer to Page 3 Venue & Transportation for the transportation route.

Appointed Exhibits Shipper: Guangzhou East Asia Logistics Co., LTD.
Contact: Ms. Zheng Jiali Mob: +86 135 7544 9595 Tel: +86 577-8813 5128 Fax: +86 577-8813 5126

ON-SITE TRANSPORTATION CHARGE (HANDLING FEE OF EXHIBITS IN AND OUT):

NO.	SERVICE ITEM	PRICE	NOTE	SERVICE AREA
1	FORKLIFT	180RMB/Ton	Less than 1 ton counted as 1 ton	Move–in & out
2	CRANE	210RMB/Ton	Less than 1 ton counted as 1 ton	Move–in & out
3	FORKLIFT & CRANE	240RMB/Ton	Less than 1 ton counted as 1 ton	Move–in & out
4	PACKING MATERIAL STORAGE	50RMB/Cubic Meter	The minimum is 1 Cubic Meter	Packing &Collecting& Shipment Service
5	ENCASEMENT, DEVANNING	30RMB/Cubic Meter		
6	HYDRAULIC CART RENTAL	100RMB/Time (2 hours)	Deposit 1000RMB	
7	HANDCART RENTAL	50RMB/Time (2 hours)	Deposit 400RMB	



vi. COMMUNICATION FACILITIES RENTAL

FORM VI: COMMUNICATION FACILITIES RENTAL APPLICATION

Deadline: 15th April 2019

Company: _____ Booth No.: _____

Contact Person: _____ Tel.: _____ Application Date: _____

Send this Form to Wenzhou Donnor Exhibition Co., Ltd.

Address: B–1403, New Century Business Building, Shangjiang Road, Wenzhou, Zhejiang, China

Tel.: 0577–88902222 Fax.: 0577–88901788

COMMUNICATION FACILITIES RENTAL PRICE LIST

ITEM	PRICE	NOTE
POS Machine Line	200 RMB/Set/During the exhibition	
Broadband	200 RMB/Set/During the exhibition	

RENTAL CRITERIA

1. During the Move–in period, if you need to add temporary facilities, it will be increased 30% additional service charge based on the original rental charge. (Organizer won't guarantee to provide temporary requests for any additional equipment).

2. The charge for all rental facilities is subject to this reservation. If you need to reduce the rental numbers temporarily, the charge will still be calculated based on the number of reservations.

3. Submit the communication facility rental application before 15 April 2019. Pay the fees to the Rental Service at Wenzhou Int'l Convention & Exhibition Center when you register on 8–9 May 2019.



vii. MEETING ROOM RENTAL

FORM VII: LECTURE / TECHNICAL SEMINAR VENUE APPLICATION

Deadline: 15th April 2019

Company: _____ Booth No.: _____

Contact Person: _____ Tel.: _____ Application Date: _____

Send this Form to Wenzhou Donnor Exhibition Co., Ltd.

Address: B–1403, New Century Business Building, Shangjiang Road, Wenzhou, Zhejiang, China

Tel.: 0577–8890 2222 Fax.: 0577–8890 1788

EXHIBITORS CAN ORGANIZE TECHNICAL SEMINAR DURING THE EXHIBITION TO INTRODUCE THE COMPANY'S TECHNOLOGY AND PRODUCTS.

1. The Lecture / Technical Seminar theme must be reviewed by the Organizing Committee, the Organizer reserves the right to refuse meetings that are considered inappropriate.
2. The meeting venue charge is 6,000 RMB/session and each seminar time limited to 1 hour.
3. The venue equips the following resources:
   ①A meeting venue that can accommodate approximately 100 people
   ②A projector
   ③A set of audio equipment (including microphones, speakers)
4. You can copy this form if the exhibitor needs to apply for more than one meeting.

Meeting Theme: _____

Speaker: _____ Language: _____

Contact Person: _____ Mobile: _____

Meeting Date: _____ May 2019 _____

(In principle, the time is 09:00 –12:00 or 13:00 – 16:00)

Special Request: _____



viii. HOTEL RESERVATION

FORM VIII: HOTEL RESERVATION APPLICATION

Deadline: 15th April 2019

Company: _____ Booth No.: _____

Contact Person: _____ Tel.: _____ Application Date: _____

Send this Form to Wenzhou Donnor Exhibition Co., Ltd.

Address: B–1403, New Century Business Building, Shangjiang Road, Wenzhou, Zhejiang, China

Tel.: 0577–88902222 Fax.: 0577–88901788

HOTEL	PRICE (SINGLE)	ADDRESS
(Five–star) Shangri–la Hotel	805 RMB/ROOM	1 Xiangyuan Road, Wenzhou
(Four–star) Dynasty Hotel	498 RMB/ROOM	2 Civil Aviation Road, Wenzhou
(Four–star) New Southasia Hotel	398RMB/ROOM	4 Dongyou Road, Lucheng District, Wenzhou
(Four–star) Guomao Grand Hotel	350 RMB/ROOM	1 Liming West Road, Wenzhou
(Three–star) Vienna Hotel	298 RMB/ROOM	In front of Wenzhou Train Station
(Three–star) Jinyuelijia Hotel	218RMB/ROOM	Wenzhou Avenue, 500m from the Wenzhou Train Station East

(The above favorable price inclusive 50% – 70% discount and 10% tax & breakfast. You can enjoy the favorable price only through the Organizer.)

HOTEL	ROOM TYPE	QUANTITY	CHECK IN DATE	CHECK OUT DATE	COMPANY	CONTACT NAME	MOBILE

Note: Please book the room before the deadline in case of hotel room shortage during the exhibition period. Your reservation will be kept until 6:00 P.M., otherwise it will be canceled. If you have any questions, please contact the hotel directly.



viiii. CLIENT INVITATION

FORM VIIII: CLIENT / BUYER INVITATION (VISITOR BADGE) APPLICATION

Deadline: 15th April 2019

Company: _____ Booth No.: _____

Contact Person: _____ Tel.: _____ Application Date: _____

Send this Form to Wenzhou Donnor Exhibition Co., Ltd.

Address: B-1403, New Century Business Building, Shangjiang Road, Wenzhou, Zhejiang, China

Tel.: 0577-8890 2222 Fax.: 0577-8890 1788

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1. If exhibitors invite clients to attend the exhibition and have special needs, the Organizer can customize advertisement in the Visitor Badge according to the exhibitor's requirement. For details, see P9 "Paid Advertising Service Items" of the exhibition official publicity materials.

2. Exhibitors can apply for 1-2 VIP badge(s) for important clients. VIP documents must be reviewed by the Organizer.

REQUEST ITEMS

☐Visitor Badge

Quantity _____ Sheet

Claim method ☐ Mailing ☐ On site

☐VIP Badge

Quantity _____ Sheet

Claim method ☐ Mailing ☐ On site

VIP 客户信息:

NAME	COMPANY	POSITION	TEL./CELL	CLIENT CATEGORY
				☐A1 ☐A2 ☐A3 ☐ A4 ☐A5, _____
				☐A1 ☐A2 ☐A3 ☐ A4 ☐A5, _____

A1: Industry Big Names; A2: Long-term cooperation clients; A3: Long-term procurement clients; A4: Leader of domestic industry associations; A5: Others, please specify.



Ⅳ. EXHIBITION REGULATIONS

1. Exhibition Agreement Exemption Clauses Ordinance

1) The Organizer has the rights to postpone, shorten, extend or cancel the exhibition under the unavoidable circumstances, including but not limited to, the following: acts of nature, force majeure, acts of governments etc. The Organizer shall not be held responsible for the exhibitor' s loss or damage. The exhibitor cannot cancel the contract or seek compensation if the exhibition postponed, shortened, extended or canceled from such causes, but shall relinquish the booth and bear a fair share of the cost incurred by the Organizer for the preparation of the exhibition.

2) The Organizer reserves the rights to change the exhibition plan, venue and location at any time without prior notice to exhibitor. Subject to the approval of the Organizer, the booth rent may reduce by an appropriate proportion to the exhibitor (at the discretion of the Organizer) but will not pay further compensation to exhibitor.

3) The Organizer shall not be responsible for the consequences of any introduction or business transaction made during the exhibition.

4) Once the booth is allocated, the exhibitor will receive a notice (Exhibitor Manual) from the Organizer for exhibition preparation and arrangement. Any consequences caused by ignoring this notice will be borne by the exhibitor.

5) The Organizer reserves the rights to lien property of exhibitor with whom have causality in financial issues (including claims and damages) related to the exhibition.

6) This agreement coexists with the exhibitor application form and it is deemed to abide by the agreement at the same time upon submit the application form. This is a legally binding agreement. The Organizer reserves the rights to interpret, modify and amend this agreement and to release additional rules & regulations at any time for the smooth progress of the exhibition, meanwhile, it also has the final rights to interpret the supplementary rules and regulations of this agreement.

2. Exhibition Instruction

1) The Organizer has the rights to cancel the exhibition one month prior to the opening of the exhibition. Questions will be agreed upon by the organizer and the exhibitor after consultation: the Organizer will refund the exhibitor's booth fee according to its specific circumstances.
2) The Organizer has the rights to choose the company and exhibits to participate in the exhibition.
3) Exhibitor shall not transfer or sublease the applied booth (including joint ventures) or exhibit the exhibits out of scope permitted by the exhibition. In case of any violation, the Organizer has the rights to cancel any applications. The exhibitor must accept the decision by the Organizer unconditionally.
4) The display exhibits must match to the names of the declared exhibits.
5) Exhibitor and attendee are not allowed to sell exhibits or goods anywhere in the exhibition hall.
6) Promotion activities (handing out pamphlets and display billboards, etc) are permitted only within your booth. Placing them outside your booth without permission of organizer is also prohibited. Otherwise, the Organizer has the rights to deal with it accordingly.
7) It is exhibitors' responsibility to remove all garbage in their own booth.
8) Exhibitor must be responsible for the safe operation of the products demonstration. Any demonstration may cause harm to the audience must have proper safety precautions.

3. Booth Allocation and Operation



1) The Organizer has the rights to allocate the booth. Organizer' s sudden decisions will be decisive. When the Organizer consider it is necessary and shall reserves the rights to change the exhibition location, booth size and location for overall benefits of the exhibition. In case of any change, the Organizer will inform exhibitor on paper in time so that the exhibitor can work properly.

2) Exhibitor should be clear about the location and booth size and shall confirm with the Organizer as soon as possible. Any form of sublease, distribution or abandonment of the booth is not allowed.

3) During the move-in period, the Organizer has the rights to turn off any machinery, equipment and special equipment which are dangerous, noisy and not in accordance with the normal operation. Exhibitor and company representatives shall take proper coercive measures when their colleagues do not work in accordance with the rules. For exhibitors who refuse to comply with the instructions, the Organizer shall use legal means to remove their machinery, equipment and misbehaving personnel from the exhibition. Exhibitor will not receive any compensation for their losses and transferring losses on the way.

4. Booth Cancellation

After the exhibitor signed the booth contract with the Organizer, the payment shall be made in accordance with relevant regulations of payment terms. The reserved booth may be cancelled if any charges of the payment are not paid in full. Exhibitor cannot cancel, change or reduce the number of designated booths at will. If the exhibitor decides to cancel the contract, the Organizer shall have the rights not to refund the exhibitor fees and shall require the exhibitor to pay part or all fees or damage expense. If exhibitor have special reasons, the Organizer has the rights to evaluate issue on a case by case basis.

5. Construction Guide

1) To maintain uniformity, all standard booth' s company names on fascia boards are printed by the Organizer. Exhibitor has to re-make the unapproved fascia board or font according the Organizer' s standard.

2) Special Booth refers to book and design the stand by the exhibitors themselves. Exhibitors can hire Organizer appointed contractors or employ their own booth contractor. Organizer and Exhibition Center must be informed of exhibitors' booth constructing company details and design plan 10 days before move-in. The design, construction and removal of Special Booth must subject to the government fire protection rules and regulations. Any consequences caused by violation of the Organizer's plan will be borne by the exhibitor.

3) Before get the permission of the Organizer, the height of booth design and construction shall not exceed 3.5 meters for Hall 2, 5, 6, 7, 8 while Hall 3' s height limitation is 4 meters. The exhibits must not exceed the height limitation neither.

4) Exhibitors who construct their own booth including staffs and booth contractors are responsible for waste water and rubbish during move-in and move-out. Blocking or dumping of construction waste in the public is prohibited. It is exhibitors' responsibility to keep the booth clean all the time. The organizer will not provide packing boxes for the exhibitor during the exhibition.

5) Before construction, the exhibitor with standard booth must comply with the following terms and conditions as proposed of designated contractors by the Organizer:

① All booths are constructed with high-quality aluminum, so exhibitor cannot apply methods such as drilling, nails and screws. Do not use wallpaper or drilling on the display board. Using glue, destructive tape, adhesive paper, screws, nails or metal nails, tacks and paint is prohibited. Any exhibitor who violates the above regulations shall be fully responsible for all disputes.

② The exhibitor may apply for the use of one or two pins or adhesive tape for fixing.

③ The pavilion is equipped an empty container stacking area. After move-in, the exhibitor may move the storage items or other non-exhibition goods to the designated transportation agent by the Organizer and put them in the empty container stacking area.



6) Exhibitors are not allowed to drill holes and use nails, glue, screws, pins or similar materials in exhibition hall. The pavilion only allows the use of non-residual single-sided or double-sided or preferably cloth tape to fix carpets and other floor coverings to cement floors. Do not use pastes on the wall. Any damages to the constructions caused by using of unauthorized tape and other materials for fixing, all expenses incurred shall be borne by the exhibitor. When constructing a wall, the plywood or building paper must be set up under the wall to protect the floor. The exhibitor shall bear all damages to the floor caused by booth construction and removal.

7) Exhibitors are not allowed to work in the entrance hall without permission. It is not allowed to set barriers or display boards for storage items near the firefighting facilities, monitoring facilities and air conditioner vents in the hall/room. Smoking in the exhibition hall is strictly prohibited.

8)The Organizer and exhibition center reserve the right to remove any unauthorized constructions or structures in violation of the above regulations, all expenses shall be borne by the exhibitor.

6. Booth Regulations

1) You must stand at your booth all the times. Exhibitors and staffs should arrive at booth half an hour before opening time and leave the exhibition hall half an hour after closing time. Exhibitors are responsible for their staffs, agents or their representatives.

2) If the Organizer considers that the relevant activities of the exhibitor in the exhibition hall is harmful to the public or affects other exhibitors, the Organizer reserves the right to stop it. For example: the display of audio-visual equipment is not properly placed, high volume and so on.

3) Special materials for exhibits should be restricted, including weight, ground load and size, so the exhibitor should get permission from the Organizer first. The exhibits weight cannot exceed the weight capacity of the exhibition hall.

4) If there is a vertical vibration part during the operation of the exhibit, the above ground load should be reduced by 50%. Exhibitor shall fully compensate for any damage to the building or any place in the exhibition hall caused by the overweight of the goods. Exhibitor should contact the Organizer in advance when they meet any special problems regarding exhibits weight. The Organizer will try their best to help the exhibitors.

5) All demonstration machines should be equipped with safety devices and operation signs. The operated machine must keep a relatively safe distance from the audience. It is recommended to use a safety protection device, and the words “Hands Off” in English and Chinese should be used to remind the audience before the exhibits. If any exhibitors need to demonstrate the machines and equipment, please provide the organizer's detailed writing instructions on their movements. Demonstration machines and appliances only can operate by qualified personnel and in the area of rented by the exhibitor. All the operation should be supervised by the above-mentioned personnel. Exhibitors must be fully prepared for firefighting to ensure the safety of other exhibitors, visitors, pavilions and Organizer. The generator, engine or power are prohibited to drive the machine if the exhibitor does not take adequate fire protection measures.

6) Booth construction must be completed during the move-in period. The exhibits need to be transported, repaired or exchanged during the exhibition, or additional materials, must be approved by the Organizer before entering or exiting the exhibition hall.

7) Hand carried exhibits should be registered before entering the exhibition hall.

8) Before move-out, the exhibits need to get approval and receive the Exhibits Release Form issued by the Organizer.

7. Application Guidelines of Dangerous Materials

1) Naked flames and temporary gas lamps are prohibited in the exhibition hall without the written approval of the Organizer and relevant government departments. Hazardous materials such as flammable, explosive and corrosive materials are prohibited in the exhibition hall.

2) Using the strong lighting equipment without external cover in the exhibition hall is prohibited.



8. Security

1) Reminder: The Organizer places security guards at the show venue throughout the show period. However, exhibitors are responsible for securing their own booth, display and products as the booth is completely open. Exhibitors are strongly advised to take good care of the mobile phones, laptops, personal belongings such as handbags, valuables, portable items, rental equipment. The Organizer does not bear any responsibility of exhibitors' property.

2) Exhibitors are responsible for securing their personal belongings and expensive items. The Organizer will not bear any responsibility for any loss, damage or theft of exhibitors, contractors & visitors' property.

9. Power Supply

1) All matters related to electricity are subject to the Organizer' s designated contractor to specific operations. In the standard booth configuration, the power supply system will provide a single-phase 220V/5A power outlet, while the 380V three-phase power outlet and the raw space exhibitor's power supply will require additional applications. Exhibitor who rent raw space booth are required to bear their own electricity charges.

2) The Organizer has strict regulations and restrictions on all electrical installation equipment. Please submit the construction installation materials to the organizer for approval half a month before the booth construction. The operation cannot be carried out without the permission of the organizer.

3) Exhibitors must submit the total power consumption of the exhibits while filling in the Power Supply Application. The electricity consumption of the power installations shall not exceed the power load. In case of any adverse impact on the operation or power system of other exhibitors caused by overload, the Organizer will immediately stop the booth power supply, and the exhibitor shall be responsible for any loss caused thereby.

4) Exhibitors are not allowed to use bright lights, flashing lights, neon lights, etc. All power installations must be safe otherwise the Organizer will stop the power supply if there' s any potential risk or bring bad influence on other exhibitors and visitors.

5) All power receptacles need to be one machine - one receptacle. Using all-purpose outlet is prohibited.

6) The Organizer' s appointed electricians are responsible for the equipment power connection. The exhibitors are responsible for the power and equipment cable.

7) For machines that require 24 hours power supply, delay power outages, water cuts, or compressed air, exhibitor must apply to the Organizer in advance.

10. Noise Restriction

During the exhibition period, the volume should be operated less than 70 decibels. If exceed 70 decibels, the Organizer reserves the right to demand the exhibitor to keep the volume below the prescribed level (less than 70 decibels).

11. Insurance

1) Exhibitors are strongly advised to insure against their exhibit's theft, fire, natural disasters and other force majeure losses.

2) Exhibitors shall insure their staff and contractors against any damage to buildings, floors, walls and pavilions in the course of transportation, handling, construction and cleaning.

3) Each exhibitor has the responsibility to protect the exhibition hall and its facilities, the Organizer and its agents to avoid losses. It shall not undermine the exhibition and shall respect each other for any conduct, expense, speech, personal affairs for the sake of the public organization or Chinese government department interest protection.



12. Damage

The exhibitors are responsible for damages to the exhibition hall buildings, construction material and supporting facilities caused by exhibitors, their agents, construction companies or relevant employees.

13. Dining

The exhibitor shall have meals in the Business Center and fast-food restaurant in the exhibition hall. Please refer to the on-site signs for specific location.

14. Firefighting

All exhibitors and their contractors, staff, agents and service personnel must abide by the Fire Protection Law of the People's Republic of China and the fire safety regulations of Wenzhou Int' l Convention & Exhibition Center. Anyone who encounters a fire should initiate a fire alarm regardless the fire small or large, try to put out the fire or control it, evacuate all items nearby. Packing materials or brochures cannot be stored at the back of the stand panels or public service area. The firefighting exits must kept free from obstruction.

15. Exhibits Handling

1) After the exhibitor's freight vehicles arrived at the exhibition hall, it shall be unloaded in the specified position according to the pavilion' scheduled arrival order and route.

2) In the process of handling goods, the exhibitor must arrange for a representative to receive the goods at the booth when the Organizer or any other person is unable to do it for you. The exhibitor and representative shall take responsibility to take care of the goods.

3) During the move-out period, all unattended items and display items left behind will be deemed to be abandoned. The exhibitor shall bear the losses in the process of transferring the goods by themselves.

16. Others

1) Promotion activities such as brochures and advertising pages are permitted only within your booth. It is prohibited to distribute any materials in the public area of the pavilion without the written permission from the organizer; those who affix the advertisement without permission, in addition to prohibiting the paste, also needs to bear the arising costs.

2) Exhibitor who is not in compliance with any of the exhibition rules before or during the exhibition, will be deprived of the participation in the exhibition. The Organizer will not refund any paid charges and losses caused.

3) The Organizer has the rights to change and amend the rules and regulations and to add additional regulations if it's necessary to maintain the order of the exhibition. The Organizer is allowed to explain and disagree this issue and has the rights to stipulate the exhibitor's rights, obligations and responsibilities.

4) The Organizer will not bear any responsibility or financial compensation for the adverse consequences caused by the failure of the exhibition due to force majeure.

5) Unforeseen circumstances: the Organizer has the final decision if the unforeseen circumstances beyond these specified "Regulations" in the Exhibitors Contract.



EXHIBITION LIABILITY INSURANCE PROPOSAL

PICC 中国人民财产保险股份有限公司
PICC PROPERTY AND CASUALTY COMPANY LIMITED



DEAR EXHIBITOR & CONSTRUCTOR,

Warm greetings!
PICC Property and Casualty Company Limited, high-quality insurance service provider, equipped with rich experience in liability risk management and combined the potential risk during your booth construction and Exhibition, will provide you full range of accidental risk protection to solve your worries.

I. INSURANCE WAYS AND RATE PROPOSAL

INSURANCE WAYS PROPOSAL

Buying the "Exhibition Liability Insurance" , the insured can be the exhibition constructor or companies related to the exhibition. During the insurance period, the following losses or expenses caused by negligence of the insured or its employees when loading exhibits, running machines, and other activities related to the exhibition at pavilion which specified in the insurance police, shall be covered by the insured in accordance with the laws of the People's Republic of China (excluding Hong Kong, Macao and Taiwan law). And the insurer shall compensate in accordance with insurance agreement:

1. Casualties of personnel hired by the insured
2. Casualties of the third party

Please find the details below:
Refer to the contractor

Package 1.
The accumulative accident compensation limit is RMB 1 million, compensation limit per person is RMB 300,000, booth area ≤36 ㎡ , Insurance charge RMB 100.

Package 2.
The accumulative accident compensation limit is RMB 2 million, compensation limit per person is RMB 300,000, 36 ㎡ <booth area≤ 144 ㎡ , Insurance charge RMB 200.

Package 3.
The accumulative accident compensation limit is RMB 3 million, compensation limit per person is RMB 300,000, 144 ㎡ <booth area≤ 324 ㎡ , Insurance charge RMB 300.

Package 4.
The accumulative accident compensation limit is RMB 4 million, compensation limit per person is RMB 500,000, booth area>324 ㎡ , Insurance charge RMB 450.

II. Services Measures & Commitments

PICC' s principle is market oriented and customer centered. We have established the extensive, advanced management and professional technology customer service system in China, and actively provides high-quality and efficient insurance services for customers.

1. SERVICE LINE 95518

PICC takes the lead in launching the 24-hour and 365-day service hotline 95518 nationwide and offering customers with wide range of service functions such as insurance consulting, report and complaint.
The insured can use this special line to receive consultant service, claim notification and making a complaint.



2. PROFESSIONAL INSURANCE SERVICE TEAM

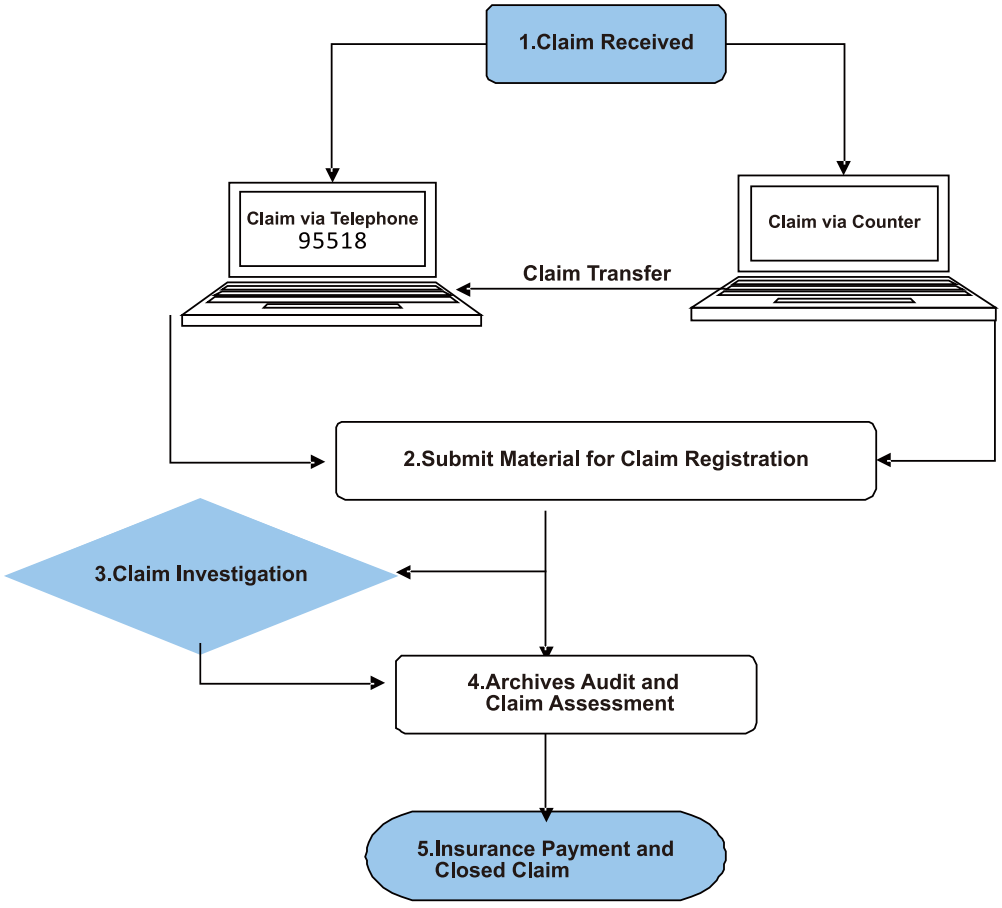
In order to provide the high-quality and professional insurance service, PICC will establish customer contact system: Set up an insurance service specialist for this project (Tel: 137-0665-2877) Note: PICC will inform you as soon as possible in case of any change of the contact person.

Insured Procedures:
Insure: Applicant provide related materials and submit insurance policy
Charge: Applicant pay the premium in accordance with insurance policy
Insurance Policy: Insurer sign and issue insurance policy

3. PROMPT, REASONABLE, ACCURATE CLAIM SERVICE

After receiving the claim notification from the insured, PICC claim service staff will contact you immediately and go to on-site to make preliminary claims investigation and records. The loss within the scope of insurance liability, PICC shall pay the compensation within the agreed time upon reaching the relevant compensate agreement with the insured.

CLAIM FLOW CHART





III. OTHER VALUE-ADDED INSURANCE SERVICE

Provide legal consultant service for insurance and civil damages.

IV. Claim Instruction

The insured shall provide following certificates and materials to insurer when claim for compensation.

1. Original Policy
2. Claim Application form filled by the insured or its agent
3. Claim Materials to the insured by victims or their agents
4. Victim personal injured, shall provide include: Original documents of victim' s clinical history, diagnosis certificate and medical expenses. Proof of victim' s personal injury degree. If the victim disabled, it is required to provide the certificate of disability degree issued by the medical institution with disability qualification. If the victim died, it is required to provide death certificate provided by public security bureau or medical institution
5. Causing victim' s property loss, shall provide loss and expense list
6. The indemnity or reconciliation agreement signed by the insured and the victim. In case of a judgment or arbitration, it is required to provide written judgment or arbitration document
7. Other certificates and materials in connection with confirmation of the nature of insured accident, the cause and loss degree etc. shall provide by the applicant and the insured
8. On-site photo or video

The insurance plan designed in this proposal is the preliminary advice lunched by PICC and based on the current situation, it is only for your reference. If you have any requirement, PICC would like to communicate with you at any time. In addition, it should be emphasized that the insurance commodity will provide prospective compensation and the value of insurer is reflected in credit and strength, service level, management experience etc. As the leading force of domestic insurance market, PICC always follow the principle of "Loyal Service, Abiding Credit" and earnestly fulfill the service commitment, sincerely value your trust.

Wish PICC will be your first and reliable choice.

PICC Property and Casualty Company Limited
Lucheng Branch

PICC PROPERTY AND CASUALTY COMPANY LIMITED
EXHIBITION RESPONSIBILITY INSURANCE CLAUSES
GENERAL PRINCIPLES

1. The insurance contract is composed of insurance clauses, insurance slip, insurance policy and endorsement. Any agreements involving this insurance contract should be in written version.

2. The exhibition sponsors (including Organizers and Co-organizers), Exhibitors, Venue Units, Construction Contractors and other companies related to exhibition may all serve as the insured under the insurance contract.



INSURANCE DUTY

3. During the insurance period, the following losses or expenses caused by negligence of the insured or its employees when loading exhibits, running machines, and other activities related to the exhibition at pavilion which specified in the insurance police, shall be covered by the insured in accordance with the laws of the People's Republic of China (excluding Hong Kong, Macao and Taiwan law). And the insurer shall compensate in accordance with insurance agreement:

1) Damage of buildings, various types of capital equipment, ground and foundation used for the exhibitions rented;
2) Casualties of personnel hired by the insured;
3) Casualties of the third party

4. After an insurance accident occurs, if the insured is brought into arbitration or litigation due to the accident, the insurer is responsible for compensation in accordance with this insurance contract corresponding to the arbitration or litigation charge paid by the insured and other necessary and reasonable expenses previously agreed by the insurer written consent ("legal expenses" for short).

LIABILITY EXEMPTION

5. The insurer is not responsible for compensation of the following losses, expenses and liabilities caused by the following reasons:

1) Intentional or gross negligence action of the insurance applicant, insured and their representatives;
2) Wars, hostilities, military acts, armed conflicts, strikes, riots, uprisings, terrorist activities;
3) Nuclear radiation, nuclear explosions, nuclear pollution and other radioactive pollution;
4) Air pollution, land pollution, water pollution and other various types of pollution;
5) Administrative acts or judicial acts;
6) Tsunami, earthquake and its secondary disasters

6. The insurer is not responsible for compensation of the following losses, expenses and liabilities:

1)Any other kind of contracts or agreements signed by the insured, the insured shall bear liability even without such an agreement;
2) Penalties, fines and punitive damages;
3)Compensation for moral damages;
4) Any indirect loss;
5) Loss of all property except the buildings, various types of capital equipment, the ground, building foundation and other property of the exhibition site managed or rented by the insured;
6) Liability for compensation caused by the insured or its hired personnel' s owned motor vehicles;
7) Liability for products manufactured, sold or distributed by the insured outside the area specified in the insurance policy;
8) The deductible stated in this insurance contract.

7. The insurer shall not be liable for any losses, expenses and liabilities that are exclusive the range of this insurance liability.

LIABILITY LIMITATION AND DEDUCTIBLE EXCESS

8. Unless otherwise stated, the liability limitation includes the limit of liability for each accident and each person. The cumulative liability limitation is determined by the policy holder and the insurer in consultation and is stated in the insurance contract

9. The deductible excess for each accident shall be agreed by the insured and the insurer and shall be stated in the insurance contract.



INSURANCE PERIOD

10. Unless otherwise stated, the insurance period is one year and subject to the date in the policy.

INSURER DUTY

11. Upon the signed insurance contract, the insurer shall promptly issue the policy or other insurance certificates to the applicant.

12. The insurer get right of rescission under article 16 of this policy. From the day that the insurer knows the rescission cause, it will be eliminated if not exercise over 30 days.
Knowing that the applicant has not been truthfully informed when the insurance contract is signed, the insurer cannot terminate the contract. If an accident occurs, the insurer shall bear the liability for compensation.

13. When insured accident occurred, the applicant or the insured provide incomplete certificates and materials relating to the claim, the insurer shall promptly notify the applicant or the insured to provide additional materials in time.

14. On receipt of the insured's claim, the insurer shall timely ascertain whether it is covered under the policy and then inform the insured of the result of the ascertainment. For some complicated circumstances, the insurer fails to ascertain the insurance liability within 30 days after receiving the indemnity claim of the insured, during the reasonable consultation period between the insurer and the insured according to the actual situation, the insurer shall ascertain result and notify the insured within the agreed period. For those in the liability coverage, the indemnity obligation shall be performed within 10 days after the compensation amount agreement reached with the insured.
After the insurer ascertained result in accordance with the provisions of the preceding paragraph, for those out of the liability coverage, a notice of refusal compensation shall be issued to the insured within three days from the date of ascertainment and offer reasons.

15. If the insurer is unable to determine the amount of the insurance indemnity within 60 days from the date of receipt of the claim for insurance indemnity and the relevant certifies and materials, it shall prepay the determined amount according to the certifies and materials available. After the insurer finally determines the amount of indemnity, it shall pay the corresponding balance.

THE APPLICANT OR THE INSURED DUTY

16. The applicant should truthfully inform and answer the inquiry regarding the circumstance of insurance contract propose by insurer and fill in application slip according to the facts.
The applicant intentionally or gross negligence and fails to truthfully inform fact as provided in the preceding paragraph, the insurer shall have the right to terminate the contract if it is sufficient to affect the insurer's decision whether or not to agree to underwrite or increase the premium rate. Insurance contract shall terminate under the insurer's termination notice arrived at the applicant or the insured.
The applicant intentionally not truthfully inform according to the facts, for insurance accident happened before the contract terminate, the insurer do not promise to compensate liability and return insurance premium.
The applicant gross negligence and fails to perform the truthfully inform fact obligation, if it is seriously affecting the occurrence of the insurance, the insurer shall return the premium to the insured for insurance accident happened before the contract terminate.

17. Unless otherwise stated, the applicant should pay insurance premium when insurance contract signed. The insurer shall not be liable for insurance accident happened before the premium is paid.

18. The insured shall strictly comply with the relevant laws and regulations of the state and relevant government departments, and employ professional workers and to use reasonable measures, ensure all site installations and equipment are in good condition. Any defects found shall be repaired immediately and shall take interim preventive measures, strengthen management, take reasonable preventive measures, and try to avoid or reduce the occurrence of accident.
The insurer can examine the conditions under the insured complies with the provisions of the preceding paragraph and offer written suggestions to the applicant for eliminating the insecurity and hidden dangers, the applicant shall conscientiously put them into practice.
If the applicant or the insured fails to comply with the above provisions and causes insured accident, the insurer shall not be liable for compensation. If the insured fails to comply with the above provisions and thus causes the increase of the loss, the insurer shall not be liable for the increase of the loss neither.



19. During the insurance contract period, the insured shall timely notify the insurer as the labeled danger degree in the insurance increase significantly, or any other changes in the insurance contract which may affect the insurer's decision to underwriting or increase the premium. The insurer shall have the right to demand an increase in the premium or terminate the contract.
If the insured failed to notify the insurer timely, the insurer shall not be liable for the compensate for an insured accident caused by the any change of above important matters in the insurance contract.

20. Once the insured knows or ought to know that an accident of injury happened which may cause a claim under this insurance shall do the following:

1) Try to take necessary and reasonable measures to prevent or reduce losses, otherwise the insurer does not liability for the compensation for the expanded losses occurs.

2) Timely inform the insurer and explain the reason, accident course and loss circumstance in written form. Failed to inform the nature, reason, loss degree intentionally or due to gross negligence reasons which leading difficult to ascertained of insured accident timely, the insurer shall not be liable for the part which cannot be ascertained. Except for the insurer already knew through other way or ought to know insurance accident happening timely.

3) Protect accident on-site, allow and assist insurer to conduct accident investigation. Any deny or hinder action for the insurer to conduct accident investigation and cause the inability to determine the accident cause or to verify the loss, the insurer does not liability for the compensation.

21. The insured shall immediately notify the insurer upon receives the claim from the victim. Without the insurer' s written consent, the insurer shall not be bound by any promise, refusal, offer, agreement, payment or compensate by the insured to the victim or his agent. The insurer shall have the right to reassess the amount of compensate undertaken or paid by the insurer. If the amount of compensate is beyond the scope of this insurance or limited, the insurer shall not be liable for compensation. In the process of the claim, the insurer has the right to handle any case of claim for which the ultimately liability rests in the insurer, and the insured has the obligation to provide the insurer with the information and assistance.

22. The insured shall immediately notify the insurer the possibility of litigation and arbitration in written version. After received court summons or other legal document, the insured shall send its copy to the insurer timely. The insurer shall have the right to handle relevant litigation or arbitration matters under the name of the insured, and the insured shall provide relevant documents and give necessary assistance.
The insurer shall not be liable for any further loss arising from failure timely notice or necessary assistance.

23. The insured shall provide following certificates and materials to insurer when claim for compensation.

1) Original Policy

2) Claim Application form filled by the insured or its agent

3) Claim Materials to the insured by victims or their agents

4) Victim personal injured, shall provide include: Original documents of victim' s clinical history, diagnosis certificate and medical expenses. Proof of victim' s personal injury degree. If the victim disabled, it is required to provide the certificate of disability degree issued by the medical institution with disability qualification. If the victim died, it is required to provide death certificate provided by public security bureau or medical institution

5) Causing victim' s property loss, shall provide loss and expense list

6) The indemnity or reconciliation agreement signed by the insured and the victim. In case of a judgment or arbitration, it is required to provide written judgment or arbitration document

7) Other certificates and materials in connection with confirmation of the nature of insured accident, the cause and loss degree etc. shall provide by the applicant and the insured

If the applicant and the insured fail to fulfill the obligation of providing the claim materials as agreed in the preceding paragraph and causing the insurer unable to verify the loss, the insurer shall not be liable for the unverifiable part.

24. When a third party is responsible for a loss recoverable under the Policy, the insured shall reserve the right to claim compensation from the responsible party.
After an insured accident happened, if the insured waives the right to claim compensation against the responsible party before the insurer fails to perform the compensate obligation, the insurer shall not liable for compensation.
After the insurer compensates the insurance premium to the insured, the insured waives the right to request compensation from the responsible party without the consent of the insurer, this behavior is invalid.
When the insurer exercises the right of request subrogation to claim compensation from the responsible party, the insured shall provide the insurer with the necessary documents and related information.
When the insurer exercises the right of request subrogation to claim compensation from the responsible party, the insured shall provide the insurer with the necessary documents and related information.
Due to the intentional or gross negligence of the insured, the insurer cannot exercise the right to request compensation for subrogation, the insurer may deduct or demand the return of the corresponding amount of compensation.



CLAIM TREATMENT

25. The insurer's compensation is based on the insured's liability determined in one of the following ways:
1) The insured and the victim who filed a claim for damages are consulted and confirmed by the insurer
2) Arbitration Institution decision
3) People's Court judgment
4) Other ways approved by the insurer

26. If the insured causes damage and did not compensate to the third party, the insurer is not responsible for compensating the insurance premium to the insured.

27. The insurer shall calculate the compensation as follows if the loss took place within the scope of insurance liability:
1) For each loss caused by the accident, the insurer shall calculate compensation for each accident liability limitation, and the maximum amount of compensation for each person shall be limited to the liability limitation
2) According to the calculation based on item 1) of this article, the insurer shall compensate for the deductible of each accident
3) During the insurance period, the sum of the compensation amount by the insurer for multiple accidents shall not exceed the cumulative liability limitation

28. Unless otherwise stated, the insurer shall separately calculate the amount of compensation for the legal expenses of each accident in addition to the compensation amount calculated in article 27. However, the compensation amount for each accident legal expenses shall not exceed 10% of the liability limitation for each accident specified in the insurance policy 10%。
During the insurance period, the insurer's accumulated compensation amount for legal expenses shall not exceed 10% of the cumulative liability limit stated in the insurance policy.

29. In the event of an insurance accident, if the insured' s loss can be compensated under other insurances with the same guarantee, the insurer shall be liable for compensation in accordance with the ratio of the compensation limit of this insurance contract to the sum of the compensation limits of other insurance contracts and this insurance contract.
The insurer is not responsible for the advance payment of compensation that other insurers should bear. The insured shall truthfully explain to the insurer the circumstances of other insurance contracts related to the insurance liability of this insurance contract when requesting compensation. If the insured fails to truthfully inform the insurer and caused to pay more compensation, the insurer has the right to claw back the excess payment from the insured

30. The time limit for the insured to claim compensation from the insurer is two years calculating from the date on which it knows or should know the insured accident.

APPLY TO CONTROVERSY SETTLEMENT AND LAWS

31. The dispute arising from the performance of this insurance contract shall be settled by the parties through negotiation. If the negotiation fails, submit the arbitration to the arbitration institution specified in the insurance policy. If the insurance policy does not specify the arbitration institution and the arbitration agreement has not been reached after the dispute occurs, it shall be brought to the People's Court of the People's Republic of China for legal action according to the law.

32. The disputes resolution in this insurance contract shall be governed by the laws of the People' s Republic of China (excluding the laws of Hong Kong, Macao and Taiwan).

OTHERS

33. Before the insurance liability begins, if the insured requires the termination of the insurance contract, the insurer shall pay the surrender charge equivalent to 5% of the insurance premium, and the insurer shall refund the remaining part of the insurance premium. If the insurer requests to terminate the insurance contract, the insured shall not be charged the handling fee and shall refund the premium already charged.



After the insurance liability begins, if the insured claims to terminate the insurance contract, the insurance contract shall be terminated from the date of terminate notification. The insurance premium shall be charged by the insurer at the short-term rate from the date beginning of the insurance liability to the date of termination of the contract, and the remaining part of the insurance premium will refund by the insurer. The insurer can also issue a notice of termination to the insured 15 days in advance to terminate the insurance contract. According to the period from the beginning of the insurance liability to the date of termination of the contract, after the insurance premium is calculated based on the daily ratio of the insurance period, the remaining insurance premium will be refunded.

INTERPRETATION

Employment: Refers to workers who have labor relations or service relations with the insured.
Capital Equipment: Refers to the fixed building appurtenant equipment which is an inseparable facility from the building including houses, ventilation, oil pipelines, circuits, electric lines, elevators, sanitary equipment, etc.
Third Party: Refers to the insurer, insured, and person other than the insured' s hired person.

APPENDIX: SHORT RATE TABLE

MONTHS COUNT DURING INSURANCE PERIOD (MONTH)	1	2	3	4	5	6	7	8	9	10	11	12
ANNUAL RATE RATIO (%)	10	20	30	40	50	60	70	80	85	90	95	100

Note: The portion of the insurance period less than one month is calculated as one month.

Contact Person: Hu Zhenzhen 13706652877 88870002