

赞助商手册

Sponsorship Manual

我们很荣幸欢迎您成为 2019 国际通信大会的赞助商。本次峰会将于 2019 年 5 月 20-24 日于上海上海国际会议中心隆重开幕。该手册将帮助您做好此次活动的前期准备。

该手册包含以下详细信息：

We are proud to welcome you as a sponsor of the 2019 IEEE International Conference on Communication. The Conference will be held on 20th May 2019 at the Shanghai International Convention Center in Shanghai. This manual will help you with the preliminary preparations for the conference. The Manual contains the following information:

■ 峰会及展会场地

Conference and Exhibition Venue

■ 展会搭建及个性化展位设计

Construction and customization of Exhibits

■ 大会设计要求

Requirement on Conference Paper

■ 重要联络信息

Important Contact Information

■ 重要截止日期

Important Deadlines

■ 家具及音像设备申请表

Rental Application Forms for Furniture and Audio Visual Equipment

我们强烈建议在阅读本手册时参考您的赞助商合同。

We strongly recommend that you refer to your sponsorship contract when reading this manual

谢谢！ Thank You!

IEEE ICC™ 2019 团队 The IEEE ICC™ 2019 Team

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The Sponsor shall be responsible for the design, creation and construction of their exhibit.

The Sponsorship contract includes only the cost of using the exhibit space.

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1A. 重要截止日期

1A. Important Deadlines

编号 No.	赞助商及参展商时间表 Timetable for Sponsors and Exhibitors	截止日期 Deadline
1	提交公司名, 公司 logo 的矢量图 (文件格式为 AI), 或者高分辨率 PDF 格式 (最小 300dpi) 以及用于网站超链接的公司网址。 Submission of company name, vector of company logo(in .AI format) or high resolution PDF format(no smaller than 300 dpi) as well as company website hyperlink	4月27日 27th April
2	在开始搭建前, 向展会秘书处提交标准展位设计图以供审核。如通过审核, 展位必须严格按照核准的设计图纸搭建。 Before exhibit construction, submit the design of the standard exhibit to the Secretariat for approval. Once approved, construction must proceed exactly as specified in the design	4月27日 27th April
3	向展会秘书处提交音像服务和家具申请表。 Submission of Rental Application Forms for Furniture and Audio Visual Equipment to the Secretariat	5月4日 4th May

1B. 重要联系人

1B. Important Contacts

姓名 Name	负责内容 Area of Responsibility	单位 Affiliation	联系方式 Means of Contact
Kimmy Wang	餐饮服务 有线网络连接酒店 酒店相关服务 Food and Beverages Hotel wired internet connection Other hotel related services	上海国际会议中心 Shanghai International Convention Center	wzj@shicc.net +86 186 1652 1119
沈佳韵 Lilian Shen	个性化展位策划 家具及音像设备申请 Customization of exhibits Rental application for furniture and AV equipment	Pacific World Group	sponsor@pacificworld.com +86 139 1862 7969

2. 日程一览表

2. Program-at-a-Glance

查看最新日程表请登录: <https://icc2019.ieee-icc.org/program>

To obtain the latest program schedule please visit: <https://icc2019.ieee-icc.org/program>

Time	Monday 20 th May		Tuesday 21 st May		Wednesday 22 nd May		Thursday 23 rd May		Friday 24 th May				
09:00 – 10:30	AM Tutorials	Workshops	Exhibition (10:00 - 16:30)	Technical Symposia	IF&E Panels	Exhibition (10:00 - 16:30)	Technical Symposia	IF&E Panels	Exhibition (10:00 - 16:30)	Technical Symposia	IF&E Panels	AM Tutorials	Workshops
10:30 – 11:00	Coffee break			Coffee break			Coffee break			Coffee break		Coffee break	
11:00 – 12:30	AM Tutorials	Workshops		Welcome, Opening Ceremony and Keynotes A&B Awards Luncheon (Inclusive with FULL Conference Registration)			Keynote C and CTO Forum			Keynotes D, E and Best Paper Awards Ceremony		AM Tutorials	Workshops
12:30 – 14:00	Lunch break			Lunch break			Lunch break			Lunch break		Lunch break	
14:00 – 15:30	PM Tutorials	Workshops		Technical Symposia	IF&E Panels		Technical Symposia	IF&E Panels		Technical Symposia	IF&E Panels	PM Tutorials	Workshops
15:30 – 16:00	Tea break			Tea break			Tea break			Tea break		Tea break	
16:00 – 17:30	PM Tutorials	Workshops		Technical Symposia	IF&E Panels		Technical Symposia	IF&E Panels		Technical Symposia	IF&E Panels	PM Tutorials	Workshops
18:30 – 19:00	Welcome Reception (Exhibition Official Opening)				Conference Banquet (Inclusive with FULL Conference Registration)								
19:00 – 21:00													
21:00 – 22:30													

3. 场地信息

3. Venue Information

此次峰会及展会将在上海国际会议中心举行。具体地址为:

The Conference and the Exhibition shall be held at the Shanghai International Convention Center. Its address is:

中国上海浦东滨江大道 2727 号

2727 Binjiang Ave, Pudong Xinqu, Shanghai, China

- 大会签到处将设置在酒店一层一号门。

Conference sign-in point shall be at Gate 1 of the hotel first floor

- 大会主会场将在酒店七层上海厅进行。

The main conference shall be held at the Shanghai Hall on the 7th floor of the hotel

- 展会将在一楼华夏厅进行。

The exhibition shall be held at the Huaxia Hall on the 1st floor of the hotel

4.展会相关信息

4. Exhibition Information

4A. 现场秘书处

4A. On-site Secretariat

关于展会搭建的问题请联系：

For questions regarding exhibit construction, please contact:

联系人:	Lilian Shen
Contact Name:	
电话:	139 1862 7969
Contact Number:	
邮箱:	sponsor@pacificworld.com
Email:	

请注意在展览会进行时，未经会场工作人员许可，任何物资不得移出场外。

Please note that during the exhibition, no material may be removed from the exhibition area without permission from the exhibition staff.

4B. 参展商重要截止日期

4B. Important Deadlines for Exhibitors

编号 No.	赞助商及参展商时间表 Timetable for Sponsors and Exhibitors	截止日期 Deadline
1	提交公司名，公司 logo 的矢量图（文件格式为 AI），或者高分辨率 PDF 格式（最小 300dpi）以及用于网站超链接的公司网址。 Submission of company name, vector of company logo(in .AI format) or high resolution PDF format(no smaller than 300 dpi) as well as company website hyperlink	4月27日 27th April
2	在开始搭建前，向展会秘书处提交标准展位设计图以供审核。如通过审核，展位必须严格按照核准的设计图纸搭建。 Before exhibit construction, submit the design of the standard exhibit to the Secretariat for approval. Once approved, construction must proceed exactly as specified in the design	4月27日 27th April

3	向展会秘书处提交音像服务和家具申请表。 Submission of Rental Application Forms for Furniture and Audio Visual Equipment to the Secretariat	5月4日 4th May
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4c. 展会时间

4C. Exhibition Schedule

进场及展位搭建:

Arrival and Exhibit Construction

特殊设计展位:	5月19日 10:00- 5月20日 7:00
Special Design Exhibit	19 th May 10:00-20 th May 07:00

所有展位必须在 **5月20日上午7:00** 前完成搭建，并将所有废弃物移出会场外。请迅速将货箱拆封后移出场外妥善保管，以保持通道清洁畅通。如果赞助商未在上述时间前到达展位及完成搭建，IEEE ICC™ 2019 办公室将保留合理使用此空间的权利。

All exhibit construction must be finished by **7:00 am** on **20th May** and all refuse removed from the venue. In order to keep the venue clean and prevent congestion, please remove all boxes and other containers from the venue immediately after use. If the sponsor failed to arrive at the exhibit and complete construction on time, the IEEE ICC™ 2019 Management Office reserves the right to use the space in a reasonable manner.

展会开放时间: Exhibition Time	
5月20日 20 th May	18:30pm-21:00pm
5月21日 21 st May	9:00am-17:30pm
5月22日 22 nd May	9:00am-17:30pm
5月23日 23 rd May	9:00am-17:30pm

5月20日晚上的开幕鸡尾酒会是整个大会的重要环节。所有的展位在鸡尾酒开始前直至结束必须全程开放并有工作人员在场。鸡尾酒会是ICC活动上人流量最多的一个活动也是每个展商最佳的展示良机。

Monday evening's reception is also the Grand Opening of the Conference Exhibition. All booths should be fully staffed for this Monday (May 20) evening's reception. This is the most crowded event at ICC. All exhibitors would be able to showcase their exhibitions at this event most effectively.

在展会开放时间，所有展位必须全程开放并有工作人员在场。请牢记大会时间表中的茶歇时间，因为这段时间将会是您展位人流量的高峰期。请注意峰会可能长于展会时间

During the exhibition, all exhibits must remain open and staffed at all times. Please pay special attention to the break time in the program schedule as that will be the peak hour for visitor to your exhibit. Please note that the conference time may be longer than the exhibition time

展位拆除撤场： Dismantling and Removal of Exhibits	
5月23日 23th May	18:00– 24:00

大会将于5月23日18:00正式闭幕；因为与会者离场前会经过展览会区域，请不要在16:00之前开始拆除展位。任何工具及货箱不得在18:00前进入展会区域。

The Conference shall formally end at 18:00 on 23th May. As attendees will be passing by the exhibition area on their way out, please do not begin the dismantling of exhibits before 16:00. No tools or containers are allowed in the exhibition area before 18:00.

所有展示材料必须在2019年5月24日中午12:00前移出展会区域。如果参展商无法完全清理自己的展会区域，大会组织者有权清理任何参展商留下的物品，清理费用由该参展商支付。

All exhibition material must be removed from the exhibition area before 12:00 on 24th May 2019. If the exhibitor is unable to fully clean up its exhibit area, the conference organizer has the right to dispose of any items left by the exhibitor. The cost of this shall be borne by the exhibitor in question.

4D. 展位设计及搭建者

4D. Exhibit Design and Builders

赞助商或参展商将负责其展位的设计，制作及搭建。**赞助商及参展商签订的协议中仅包含展位空间的使用费用。**

The Sponsor or exhibitor shall be responsible for the design, creation and construction of their exhibit.

The contract signed by sponsor and exhibitors includes only the cost of using the exhibit space

赞助商或参展商可以雇用任何第三方制作公司设计，制作及搭建展位。外方搭建必须遵守 PWC 提供的指引，并将设计提前交到展会秘书处审核。**特别展位的搭建限高为 3 米。**

The sponsor or exhibitor may engage any third-party companies to design, create and construct their exhibit.

All third-party construction must abide by the guidance provided by PWC and submit their design to the exhibition Secretariat for approval in advance. The height limit for special exhibits is 3m

4E. 供电

4E. Power Supply

如果参展商有特别供电要求，请于 **5 月 4 日**前将您的要求提交到大会秘书处。秘书处将尽可能解决您的合理需求。

如果您使用自己的展位设计，那么您的供应商应负责为您铺设线路。参展商可以自带电源延长线。

If the exhibitor has any special power supply requirements, please submit your request to the conference Secretariat before **4th of May**. The Secretariat shall meet your reasonable requests to the best of its abilities. If you are using your own exhibit design, your supplier shall be responsible for the laying wires. Exhibitors may bring their own power extension cords.

电箱型号/Electric Box Type	价格/Rates (RMB)	数量/Amount	备注/Remarks
380V,10A	1380		
380V,15A	2070		
380V,30A	3350		
380V,40A	3800		
220V,15A	1500		
220V,30A	1850		
220V,45A	2300		

注：请根据您的展位用电需求选择合适的电箱，并填写数量后发送给展会秘书处 [sponsor](#)。如有特殊用电需求，请在备注中注明并尽早告知展会秘书处。以上所有报价均需另外收取 6.8% 的增值税。

Note: Please select the appropriate electric box type based on the need of your exhibit and send your request to the Secretariat after filling in the numbers needed. For any special electricity requests, please note them down in the Remarks column and notify the exhibition Secretariat as soon as possible. A VAT of 6.8% is levied on all the prices above.

4F. 网络

4F. Internet services

展位内提供免费 WIFI 服务。如果您需要额外的专线网络服务，请于 4 月 22 日之前联系 Lilian Shen 13918627969

Free WIFI is provided for the exhibits. If you require additional dedicated network services, please contact Lilian Shen at 13918627969 before April 22nd.

4H. 废弃物处理

4H. Refuse disposal

请注意所有参展商需要清除自己展位的废弃物，并保持通道清洁。否则，该参展商需要支付相应清洁费用。国际会议中心将负责公共区域和大宴会厅内其他区域的清洁。

Please note that all exhibitors are required to dispose of any refuse on their own exhibit as well as keep the passages clean. Any exhibitor that fails to comply will be charged for the cleaning of their refuse. The Shanghai International Convention Center shall be responsible for the cleanliness of the public areas and other areas of the Halls.

如果由参展商自行搭建展位，主办方将会根据展位尺寸收取相应的垃圾处理费：20 元/m²。

If the exhibitor elects to build their exhibit themselves, the host shall, based on the size of the exhibit, charge a refuse disposal fee of 20RMB/m².

4. 参展商押金

4I. Exhibitor Deposit

如果由参展商自己搭建标准展位，主办方将会收取以下押金：

If the exhibitor elects to build their own standard exhibit, the host shall charge a deposit as specified below

RMB 20,000	每个展位 Per exhibit
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主办方在收到押金后提供“会议搭建押金收据”。

The host shall provide a “conference construction receipt” upon receiving the deposit

押金将会在参展商退场后没有造成场地任何损坏的情况下全额退回。请保存好凭证。联系邮件地址是 sponsor@pacificworld.com。

The deposit shall be refunded in full once the exhibitor withdraws from the exhibition without causing any damages to the venue. Please keep the receipt safe. The contact email is sponsor@pacificworld.com

5. 参展商技术性信息

5. Technical Information for Exhibitors

为了确保您能顺利参与 IEEE ICC™ 2019 大会，请仔细阅读以下信息及技术说明：

To ensure a smooth and successful IEEE ICC™ 2019 experience for you, please read the following information and technical instructions carefully

5A. 安保措施

5A. Security Measures

展会区域内将安排 24 小时的安保措施；但是我们不建议将您的贵重物品放置在展区内。参展商及供应商应对展会开始前，会中及会后的任何物品损失及个人财产损失负责，以及对所属参展人员，公司职员及与会代表的人身安全负责。为确保峰会的安全，我们希望您能遵守以下规定及指引：

While the exhibition area shall be under 24hrs security measure, we recommend against leaving your valuables in the exhibition area. The exhibitor and suppliers shall be responsible for any loss of items or personal property as well as the safety of exhibition personnel, company staff and conference representatives before, during and after the exhibition. To keep the conference safe, we hope that your will abide by the following regulations and instructions:

- 请在进场阶段、大会中及离场阶段全程佩戴您的胸牌以出入展览会会场；
Please wear your conference badge when entering or leaving the exhibition area at all times
- 如果在展会开始前，会中及关闭后如您有任何的递送或收取物品需要，参展商需向大会秘书处索取必要证明，以获得相关人员进入展会区域的许可；
If you need to receive or deliver any item at any time, the exhibitor must obtain relevant documentations from the conference secretariat and permission for relevant personnel to enter the exhibition area
- 非展览会开放时间内，请将您的赠品和宣传材料保管好；
When the exhibition is closed, please safe keep your gifts and promotion materials
- 展会非开放时间，禁止在展位内进行会议；
When the exhibition is closed, do not hold meetings in the exhibits
- 请保持所有通道的畅通清洁，任何超出展位范围的家具，展示及材料不得放置在通道中阻碍交通。
Keep all passages clean and free from congestion. Any furniture or exhibition material exceeding the area allotted to the exhibit may not be placed in the passages.

5B. 大会语言

5B. Conference Language

由于本次会议为国际性会议，请同时准备中文版本和英文版本的宣传资料。

Due to the international nature of the conference, please prepare your promotion materials in both Chinese and English

5c. 展区技术规格说明

5C. Technical Specifications of Exhibition Venue

地面承重:	300 公斤/平方米
Loading Bearing:	300kg/m ²
特殊展位限制高度:	2.5 米(高)
Height Limit for Special Exhibits:	2.5m(Height)
货运通道限制:	1.9 米(宽)*2.2 米(高)
Freight Passage Limit:	1.9m(Width)*2.2m(Height)

6.大会设计文件要求

6. Requirements for Conference Design Paper

1. PSD 格式要求: 图面尺寸为制作出来的原尺寸大小, (如打印出来的尺寸为 1mx1m, PSD 格式的文件的图面就应该为 1mx1m) 所有文字需转曲。

分辨率 (DPI) 数值设置应: 大于等于 72, 请自行检查分辨率大小, 交给我方之后自动视为客户默认的清晰度。

1. PSD Format requirement: Picture dimension must be the same as the physical product, (For example, if the picture dimension is 1mx1m when printed out, the dimension of the picture in PSD format must also be 1mx1m),all texts converted to curves

2. AI 格式要求: AI 文档必须保证在 CS6 或之前的版本

2. AI format requirement: AI file must be save in CS6 or an earlier version

图面尺寸: 制作尺寸为: 1:1 或 1:10, (如打印出来的尺寸为 1mx1m,AI 格式的图面 1:1 大小为 1mx1m,1:10 大小就为 0.1mx0.1m) 所有文字需转曲。

Dimension of pictures: 1:1 or 1:10 ration with the physical product, (If the printed picture has dimension of 1mx1m, the AI format picture will have a dimension of 1mx1m under the 1:1 ration or 0.1mx0.1m under the 1:10 ration) all texts converted to curves

如果有穿插图片, 图片规格不大, 必须内嵌在 AI 文件内

If there are picture inserts, small pictures must be embedded in the AI file

如果有穿插图片, 图片过大, 可以不用内嵌, 但必须和 AI 文件放在一个文件夹(标好尺寸和商家)并做好链

接，交付我方后的 AI 图面档案自动视为客户默认的 AI 档案。

If the picture insert is too large, embedding is optional. However, it must be placed into the same folder as the AI file(specifying dimension and company name) and a link prepared. Once submitted the AI picture file will be considered the customer' s default AI document.

3. JPG 格式要求: 图面尺寸为制作出来的原尺寸大小, (如打印出来的尺寸为 1mx1m, PSD 格式的文件的图面就应该为 1mx1m)
4. JPG format requirements: Picture dimension must be the same as the physical product, (For example, if the picture dimension is 1mx1m when printed out, the dimension of the picture in PSD format must also be 1mx1m)
5. 分辨率 (DPI) 数值设置应: 大于等于 72, 请自行检查分辨率大小, 交给我方之后自动视为客户默认的清晰度。
6. DPI value setting: Greater or equal to 72. Please ensure the DPI value complies with the requirement. Once submitted it shall be considered the customer' s default resolution.

7. 货物运输信息

7. Information on Transportation of Exhibition Material

7A. 运输货物

7A. Material Transportation

一层载货电梯: First Floor Cargo Elevator:

(靠近酒店 7 号门) (Near Hotel Gate 7)

中国上海浦东新区滨江大道 2727 号- 上海浦东国际会议中心 一层 9 号货梯 (09:00-17:00 请在货箱上按要求贴上会议名称)。

2727 Binjiang Ave, Pudong Xinqu, Shanghai, China-Shanghai International Convention Center 1F Cargo Elevator 9(09:00-17:00 please stick the conference name on the cargo container as per requirement)

- 请不要将需要清关的货物直接寄往酒店。请与您的物流供应商确认相关规定

Please do not send items that require customs clearance directly to the hotel. Please consult your logistic provider on relevant regulations

- 酒店仅接收参展文件类资料, 大型参展物资无法代收。

The hotel shall only receive document type material for the exhibition. It will not receive large exhibition

items.

- 酒店将于 2019 年 5 月 15 日起开始接收货物。

The hotel shall begin receiving material on 15th May 2019

请注意：发件人必须填写【IEEE ICC™ 2019 展位材料】及【公司名称】，以便后续物料提取

Please note: the sender must fill in "IEEE ICC™ 2019" and "Company name"
to facilitate the withdrawing of materials later

发件人: Sender:	
IEEE ICC™ 2019 展位材料 IEEE ICC™ 2019 Exhibit Material	
公司名称 Company Name	
展位号码 Exhibit Number	
手机号码 Handphone Number	
公司地址 Company Address	
现场联系人电话号码 Phone number of on-site contact	

收件人: Receiver	
Kimmy Wang	
电话: Phone Number:	+86 186 1852 1119
电邮: Email:	wzj@shicc.net
浦东国际会议中心, 中国上海浦东新区滨江大道 2727 号 Pudong International Convention Center, 2727 Binjiang Ave, Pudong Xinqu, Shanghai, China	
箱号____, 共有____箱 Container No.____, Total ____ Containers	

7B. 会后运输

7B. Removal of Material Post-Conference

请确保您的运输供应商在 2019 年 5 月 24 日 20:00 之前取走需要会后运走的货物。寄件人需要自行办理货物清关手续。ICC™ 2019 及上海浦东国际会议中心均不具备办理清关手续的能力

IEEE Please ensure that your transportation provider remove all material that need to be removed post conference before 20:00 on 24th May 2019. The senders need to complete customs clearance procedures themselves. Please note that IEEE ICC™ 2019 and the Shanghai Pudong International Convention Center do not possess the capabilities to process customs clearance procedures.




8. 音像服务及家具申请表

Rental Application Forms for Furniture and Audio Visual Equipment

公司: Company :			
展位号: Exhibitor NO.:			
联系人: Contacts:			
邮件: E-mail:			
电话: Phone Number:		手机: Mobile:	

预订服务截止日期：2019 年 5 月 4 日

Please submit your request to the conference Secretariat before 4th of May.

电器/Electrical Appliances				
项目/Items	Advance order service deadl	费用/Cost RMB	数量/Quantity	备注/Comment
1.40瓦低电压聚光灯/40 watt low voltage spotlight		230		
2.100瓦射灯/100 watt spotlight		230		
3.电源延长线/Power extension cord		175		
4.插座/power outlet		175		
5.苹果电脑/Mac		1725		
6.笔记本电脑 (联想T420) /PC (Lenovo T420)		1380		
电视/Monitor				
项目/Items		费用/Cost RMB	数量/Quantity	备注/Comment
1.42寸电视/42-inch monitor		1900		Please order HDMI Cable, TV stand and Power extension cord at the same time
2.55寸电视/55-inch monitor		2530		Please order HDMI Cable, TV stand and Power extension cord at the same time
3.60寸电视/60-inch monitor		3680		Please order HDMI Cable, TV stand and Power extension cord at the same time
4.电视机支架/TV stand		330		
4.HDMI线/HDMI Cable		115		
家具/Furniture				
项目/Items		费用/Cost RMB	数量/Quantity	备注/Comment
1.高脚酒桌/high bistro table		140		
2.S形吧椅/s-shaped bar chair		175		
3.酒吧凳/bar stool		70		

4.老板椅/director chair		310		
5.圆桌/round table		140		
6.贝壳椅/shell chair		210		
7.葫芦椅/glisso		115		
8.单人沙发/one seat sofa		300		
9.咖啡桌(长方形)/coffee table (Rectangle)		245		
10.杂志架/magazine rack		230		
11.长条桌/square table		140		
12.签到桌/registration table		140		
13.会议桌/meeting table		690		
14.高档黑色伊姆斯椅/ high-grade black eames chair		175		

15.垃圾桶/litter bin		25		
16.皮质拱形沙发椅/cortical arch sofa chair		140		
17.高档圆形沙发/high-grade round sofa		3000		
18.掌形低背布艺沙发/fabric sofa		370		
19.沙发圆凳/sofa stool		115		
<p>上述费用为一个展期的费用，一个展期为三天，逾期使用请缴纳20%附加费/ The above quotation is applied only for 3-day duration, any extra used time will be charged another 20% on the original basis.</p>				
<p>请注意，上述费用可能会产生6%的营业税/ Please be noted a 6% business tax is chargeable upon all of the above fee.</p>				
<p>展商申请订单截止日期至4月29日，逾期所有订单加价30%/ The order deadline is April 29th, all orders overdue will be increased by 30%.</p>				
<p>展商订单联系: sponsor@pacificworld.com contact:sponsor@pacificworld.com</p>				
<p>总计/Sum:</p>				

- 价格包含了递送，组装及拆卸服务。如有任何印刷需求，请直接联系大会秘书处。

价格将根据印刷纸质和数量决定。

Price includes delivery, setting up and dismantling. For any printing request, please contact conference Secretariat directly.

The price will be determined by the quantity and types of paper printed

- 请将签名的申请表格于 **2019 年 5 月 4 日前**发送至 Sponsor@pacificworld.com

Please submit signed application forms to Sponsor@pacificworld.com by 4th May 2019

- **2018 年 5 月 4 日**之后收到的订单，将额外收取 20%的附加服务费。

Orders received after 4th May 2019 will be charged extra 20% additional service fee

- 申请额外设备的费用请于发票开具后的 5 天之内直接支付中国的大会秘书办公室。收到填写完整的申请表后，我们向您发送付款通知，包含费用总额及银行信息。发票开具后超过 5 天付款的，其订单将不予处理。

Please pay the fee for application of additional equipment directly to the conference Secretariat office in China within 5 days after receiving the receipt. After receiving the completed application form, we will send the payment notification to you including sum total and bank information. Payment made after this period will not be processed

- 未在会前收到全额支付的额外设备申请将不予处理。

Applications for equipment that have not been fully paid before the conference will not be processed

日期: _____

Date

签名及公司盖章(务必)

Signature and company seal(required)

9. 第三方搭建要求及规定

9. Requirements and Regulations On Third-party Builders

9A. 搭建施工证

9A. Building Permits

为加强保安，所有第三方搭建商必须向上海国际会议中心申请搭建施工证。第三方搭建商必须预先向大会指定搭建商缴纳押金，方可申请搭建施工证。

To ensure security, all third-party builders must apply for building permit from the Shanghai International Convention Center. Third-party builders must first pay deposit to the conference designated builder before applying for the permit

第三方搭建商施工证申请流程：

- 1.提交所需承建商工作证数量
- 2.提交工人身份证复印件

Third-party builder building permit application procedure:

1. Submit all the number of building services contracted
2. Submit copies of workers' identifications

搭建施工证	50.00/张
Building Permit	50.00/permit

9B. 搭建进场特别需要注意事项

9B. Special Notes on Entry for Third-party Builders

为加强上海国际会议中心现场作业安全管理，提高作业单位自身安全意识和防护责任，维护会展中心和社会公共安全，所有第三方搭建商必须与上海国际会议中心签订《搭建进场特别需要注意事项》，并于2019年5月4日前将电子版交于主办方，将正本于搭建当天交于主办方进行报馆手续。

In order to strengthen the management of construction safety at the Shanghai International Convention Center, raise the safety consciousness and responsibility to prevent on part of the constructors, and maintain the safety of the Convention Center and the public, all third-party builders are to sign the "Notes on Special Requirements for Entry of Third-party Builders" with the Shanghai International Convention Center, submit the electronic copy to the host before 4th May 2019 and submit the physical copy to the host on the day the construction begins.

9c. 第三方搭建审核

9.C Third-party Building Approval

第三方搭建商，需提交以下资料由或主场搭建单位审核并交本中心备案：

All third-party builders are to submit the below documents to the host organization for approval and filing by the Convention Center:

- 1) 展位施工图结构图（并且提供剖面图）、平面图、电路图、展位整体效果图（多角度），施工材质标示图；
Exhibit structure plan(including cross-section plans), layout plan, electric wiring plan, exhibit rendering(multiple angles), construction material illustration plan

- 2) 施工单位营业执照复印件；

Copy of the business permit of the building company

3) 施工单位法人代表或其授权委托人身份证、施工布展运输证、所有施工人员身份证、所涉特种作业操作证（电工作业、金属焊接切割、起重机械、企业内机动车辆驾驶、登高架设及高空悬挂作业等）；

Identification of the legal representative of the company or their authorized attorney, exhibition construction transport permit, the identifications of all construction personnel, permit for special works (electrical works, metal welding and cutting, heavy machinery operation, operation of vehicles within enterprise, scaffolding etc)

4) 经签字盖章的《搭建进场特别需要注意事项》。

Signed “Notes on Special Requirements for Entry of Third-party Builders” bearing seals of approval

9D.资料提交截止日期

19D. Document submission deadline

特装展台图纸审核 Special Exhibit Plan Approval	2019年5月4日
押金缴纳 Deposit Payment	2019年5月4日
垃圾处理费缴纳 Refuse Disposal Fee Payment	2019年5月4日
《搭建进场特别需要注意事项》签订 Signing of “Notes on Special Requirements for Entry of Third-party Builders”	2019年5月4日

9E. 重要联系人

9E. Important contacts

第三方需提交的资料全部发送至 sponsor@pacificworld.com

All relevant documents for third-parties are to be submitted to sponsor@pacificworld.com

搭建进场特别需要注意的事项

Notes on Special Requirements for Entry of Third-party Builders

活动名称:

Event Name:

搭建单位必须遵守执行上海国际会议中心有限公司搭建安全保证书的规定，并强调特别注意事项如下：

The construction company must abide by the regulations as written in the Shanghai International Convention Center Co. Ltd Letter of Guarantee, with emphasis on the following articles:

- 1、平面图上划线标注部分说明已通过安保部审核，请搭建单位严格按图及要求施工。如要变更搭建方案，请重新至安保部申报，私自更改搭建方案将被扣除搭建商支付总场地押金 20%。
1、 Underlined portions on the layout plan have passed security approval. Building companies are required to build without deviation from the plan. If any changes are required to the plan, please submit the new plan to the Security Department for approval. Any unapproved alterations to the building plan will result in a 20% deduction from the deposit paid by the building company.
- 2、搭建单位进场之前要应先对场馆进行检查，发现破损部位请拍照留存同时告知场馆方安保当班负责人知晓，避免造成不必要损失。
2、 The building company is to inspect the exhibition ground before commencing construction. Take and keep photographs any damages found and inform the venue security IC so as to avoid unnecessary losses.

- 3、搭建单位进场时必须要对场馆方产品采取保护措施，（如：门框、玻璃门保护，地毯、大理石地面用木板保护，出货梯至搭建场馆沿线地毯保护等），保护措施标准参照图片附后，保护材料自带。如材料不足，酒店可有偿提供。联系电话：13788966606*6116。未采取保护措施将被扣除搭建商支付的总场地押金 20%
- 3、 The building company is to take necessary measure to protect items belonging to the Convention Center (For example: minding door frames, protecting glass doors, covering carpets and marble floor with wood tiles, protecting the carpets between the cargo elevators and exhibition venue etc). A photo-illustrated example of standard protection measures is attached at the back. The building company is to supply protective materials. In case the company has insufficient materials, additional material may be purchased from the hotel. Contact number is 13788966606*6116. Failing to take necessary protective measures will result in a 20% deduction from the deposit paid by the building company.
- 4、 电工必须持有效电工证件接驳电源线，电源线排线必须规范整齐，电源线经过人行区要铺设专用过桥板，防止发生安全事故。
- 4、 All electricians must hold effective electrician permits to conduct wiring connection. Electrical cords must be arranged in orderly fashion. Where electrical cords cross passageways scaffold boards must be laid to prevent accidents.
- 5、 禁止使用未经防火处理过的泡沫板、KT板、宝丽板等化工材料物品，如有特殊需要必须预先提出申请，同意后须按规定（泡沫板、kt板、宝丽板上禁止安装灯光及串电源线，所有灯光及LED屏必须跟以上物品保持60公分距离）方可使用。违者扣除搭建商支付的总场地押金 20%
- 5、 The use of chemical materials such as Styrofoam boards, KT boards and Polaroid Boards that have not undergone fireproof treatment is prohibited. If such materials are needed, application must be submitted in advance and their use must strictly comply with regulation(No installation of lights or wiring on Styrofoam boards, KT boards and Polaroid Boards, all lights and LED screens must be kept at least 60cm away from said material). Any found in violation will be fined 20% of their deposit.
- 6、 禁止未经防火处理的布质材料(除地毯) 在场馆内使用, 违者扣除搭建商支付的总场地押金 20%。
- 6、 The use of fabric materials that have not been fireproofed (except carpets) is strictly prohibited in the Center. Any found in violation will be fined 20% of their deposit.
- 7、 所有木结构材料背景上必须刷上防火涂料才能在场馆内使用, 违者扣除总场地押金 20%。
- 7、 All wooden background must be coated with fireproof material before being used in the Center. Any found

in violation will be fined 20% of their deposit.

8、搭建结束后场馆内所有的剩余搭建材料（包括航空箱）必须全部清理出内场，放到酒店指定区域堆放，堆放联系电话 50370119。违者扣除总场地押金 20%。

8、 All leftover construction material (including air boxes) after construction completes must be removed from the venue and placed at area designated by the hotel. Contact 50370119 for information. Failing to comply will result in a 20% deduction of the deposit.

搭建单位名称:

Name of the construction company

办证人签字:

Signature of the Applicant

年 月 日 Date