

MOVE-IN NOTICE

Dear Exhibitor,

We are looking forward to welcoming you to R+T Asia 2019. In order to assist you in the preparation of the exhibition, we offer you this Move-in Notice. We kindly ask you to read this notice carefully. For further information, please do not hesitate to contact us.

VNU Exhibitions Asia

Contact:

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ViewShop Exhibits & Display(shanghai)Co.,Ltd

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Contact: Mr. Louis Liu Mob: +86 135 1213 2873

R+T Asia 2019 will be held at:

Shanghai New International Expo Center (SNIEC), Hall N1 - N5

Address: No.2345,Longyang Road, Pudong New Area, Shanghai P.R. China

Website: www.sniec.net

We wish you all the best with your preparation for the show, a safe travel to Shanghai, and of course very successful show!

Best regards,
R+T Asia project team
R+T Asia 2019

Move-in Instructions

1) Exhibition Operating Schedule

	RAW Space Exhibitor	Shell Scheme Exhibitor
Move-in :		
Booth Construction	09:00 – 21:00, Monday, Feb 25	N/A
Booth Decoration	09:00 – 22:00, Tuesday, Feb 26	12:00 – 22:00, Tuesday, Feb 26
Exhibits Move-in	09:00 – 21:00, Monday Feb 25	N/A
	09:00 – 22:00, Tuesday, Feb 26	12:00 – 22:00, Tuesday, Feb 26
Booth Power and Compressed Air Supplied to Booths (Approved by SNIEC)	10:00, Tuesday, Feb 26	
Exhibition Time	09:00-18:30, Wednesday, Feb 27	
	09:00-18:30, Thursday, Feb 28	
	09:00-15:00, Friday, Mar 1	
Move-out :		
Exhibits and Material Packing and Move-out	15:00 – 21:00, Friday, Mar 1	

2) Registration

√ Time

The registration on-site will be in the East Entrance Hall (Entrance No.3):

For **raw space** construction: Feb 25-26, 2019; 09:00 AM – 05:00 PM

For **shell scheme** construction: Feb 26, 2019; 10:00 AM – 05:00 PM

√ Venue

East Entrance Hall (Entrance No. 3) of the Shanghai New International Exhibition Center (SNIEC) \

√ Process

Please take signed and stamped **Move-in Notice** and your **business card** with you for registration!

For **raw space** exhibitors: Both Management Fees and On-site Deposit must be paid to official contractor Viewshop located beside the Organizer Registration Counter in East Entrance Hall (Entrance No. 3). This part of process may be delegated to your pointed contractor.

3) Exhibitor Kit

During the registration at the Entrance Hall we will provide you an Exhibitor Kit. Your Kit includes:

- A. Exhibitor Badge (according to the data submitted by you in the E-forming system)
- B. On-site instructions
- C. Show Directory coupon: you will receive the show Directory presenting the coupon at the Organizer Office in Hall **N1F62** during Feb 27-28, 2019.

4) Parking

Shipping vehicles: please enter and exit according to the traffic guide attached.

Parking fee for trucks & vans of non-official freight forwarders entering loading area: RMB 100 / 90 minutes (deposit: RMB 300 / vehicle).

5) Build-up

√ Overtime

Move-in (build-up) period for **raw space** only will be allowed exclusively:

- Feb 25, 2019; 09:00 AM - 09:00 PM,
- Feb 26, 2019; 09:00 AM - 10:00 PM

Move-in (build-up) period for **shell scheme** booths will be allowed exclusively:

- Feb 26, 2019; 10:00 AM – 10:00 PM

Exhibitors or constructors who need to work beyond the scheduled hours must apply at the Exhibition Center in East Entrance (Entrance No. 3) before 3:00 PM on the date intended, and will be responsible for overtime. Charges imposed by the exhibition center.

- Feb 27 – 28, 2019

07:00 PM – 10:00 PM; **RMB 1300/ hour/ booth**

After 10:00 PM **RMB 2600/ hour /booth**

√ **Management Fee**

For raw space booths, the Management Fees must be paid to official contractor Viewshop located beside the Organizer Registration Counter in East Entrance Hall (Entrance No. 3). The cost is **RMB 30 / sqm**.

√ **On-site Deposit**

The payment of the On-site Deposit should be paid to the official contractor Viewshop, located beside the Organizer Registration Counter in East Entrance Hall (Entrance No.3)

Booth space	Cost
<50sqm	RMB 5,000/booth/show
≧ 50sqm, ≧ 100sqm	RMB 10,000/booth/show
≧ 101sqm, ≧ 200sqm	RMB 20,000/booth/show
≧ 201sqm, ≧ 350sqm	RMB 30,000/booth/show
>350sqm	Calculated by area

All exhibitors should adhere to the regulation of the exhibition. If there is no destruction in/around the booth area, the official constructor will refund On-site Deposit after move-out on Mar 1, 2019 (in one month).

√ **Construction permission**

Exhibitors' booth constructors or workers need to go to SNIEC's counter to acquire

√ **Contractor Badges (RMB 50/piece).**

6) Security

General security in the exhibition hall will be provided by the organizer. Exhibitors and their staff will not be allowed in the exhibition hall after opening hours.

All personnel in the exhibition halls must wear identification badges. Exhibitors' passes

and temporary passes are available from the organizer's counters in the South Entrance Hall (Entrance No. 1).

Smoking is prohibited in the exhibition halls.

7) Safety & Precaution

As rule set by SNIEC, all building material must be made from fire retardant materials.

8) On-site orders

There will be an extra charge of 50% on top of the total cost for all on-site orders for electricity and furniture.

9) Business center

There will be a business center in North entrance hall (Entrance No.3) offered Internet access, long-distance telephone, postal service, fax, copying, typing, business card production and other services.

10) Shuttle bus service

There will be shuttle buses between major hotels.

11) Traffic Guides

Address: Shanghai New International Expo Center, No. 2345 Longyang Road, Pudong Area, Shanghai

By Taxi: 30 min from Shanghai City Center; 30 min from Pudong International Airport; 60 min from Hongqiao International Airport.

No.3 East Entrance Hall: Luoshan Road, next to Huamu Road

Show the address in Chinese to the taxi driver

地址：上海市浦东新区，花木路近罗山路

By Metro: Huamu Road Station on line 7 (2 minutes walk) or Longyang Road on line 2 (7 minutes walks or shuttle bus)

By Maglev: The magnetic railway from Pudong International Airport links Longyang Road Station with the Airport. The 30 km ride will take 7 minutes.

Another option is the Airport shuttle Bus, which leaves at 20-minutes intervals from the airport Bus stop near the airport exit.

12) Noise control – during the show

We take the opportunity in this bulletin to remind you the regulation for noise control. Sound box is forbidden to be used in your booth. Otherwise the booth construction deposit will not be refunded!

During the exhibition there will be staff checking the noise level in the halls.

In the event of justifiable complaints from other exhibitors; the organizer reserves the right to determine the acceptable sound level and extent of demonstrations.

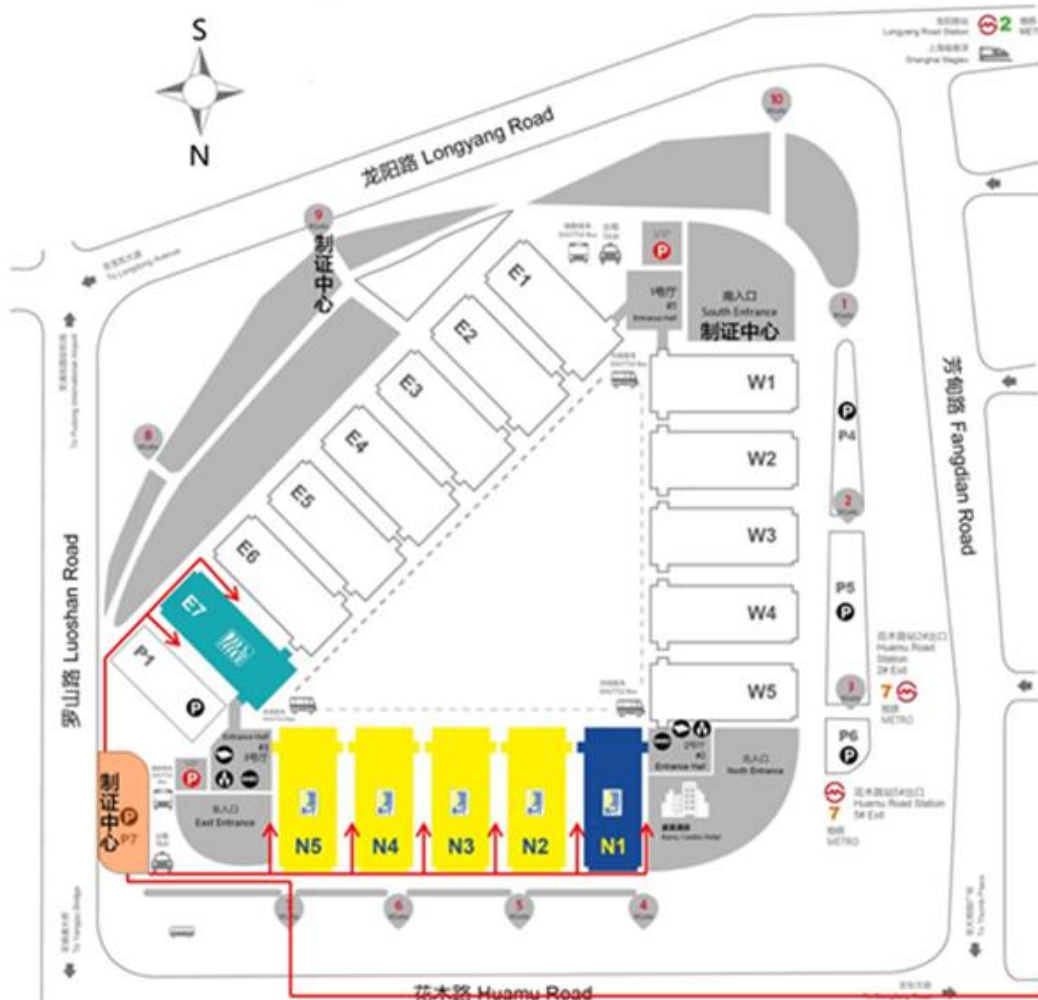
Adequate noise reduction measures must be taken for all machine-related or promotional activities, which emit noise levels in excess of 70dB, so that this level is not exceeded. In cases where the noise level is above this level, the given machinery or promotional activity may only be demonstrated during the first 10 minutes of every full hour. The inconvenience to other exhibitors must still be within a decent level. This will be judged by the organizer. If an exhibitor breaks this rule the organizer will give the exhibitor an official warning. After the second warning the organizers will use the right to shut down the electricity of the exhibitor's booth.

13) Visitor pre-registration

We would like your assistance in urging your clients to register on line for free entry to www.rtasia.org to avoid onsite registration fee of RMB 50 before March 17, 2018.

Truck Map

2019 R+T Asia & HD+ Asia 布、撤展货运车辆行驶路线



N1-N5 \ E7 货运车辆由花木路7号门进入P7停车场办理车证

-  穿梭巴士
SHUTTLE BUS
-  出租车上车点
TAXI
-  地铁7号线 - 花木路站
METRO LINE 7
HUAMU ROAD STATION

车辆路线说明

 N1-N5 \ E7

Move-in Notice

Dear Exhibitor,

R+T Asia 2019 MOVE-IN NOTICE

Your company _____ has a booth in R+T Asia 2019
with the booth No.:_____.

Welcome to R+T Asia 2019!

The registration on-site will be:

For raw space constructions: Feb 25, 2019; 09:00 AM – 05:00 PM, in the East Entrance Hall (Entrance No. 3)

For shell scheme constructions: Feb 26, 2019; 10:00 AM – 05:00 PM, in the East Entrance Hall (Entrance No. 3)

* For the safety of your exhibits, please make sure to purchase the insurance in advance to avoid unnecessary loss.

The R+T project team will welcome you at the Exhibitors Service Counter in the East Entrance Hall (entrance No. 3).

Person-in-charge Signature _____

Company (Seal) _____

Please take signed and stamped Move-in Notice and your business card with you to the Exhibition East Entrance Hall (Entrance No. 3) for registration!

R+T Asia Project Team
VNU Exhibitions Asia