



ABACE
SHANGHAI, CHINA
APRIL 12, 13, 14, 2016

EXHIBITOR SERVICE KIT



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ABACE2016 WELCOME LETTER

Dear ABACE Exhibitor,

We're pleased that you'll be joining us as an exhibitor at ABACE2016, Asia's most important business aviation event of the year. The Exhibitor Service Kit ABACE2016 contains all the necessary details, reminders, policies and procedures to support your exhibit in Shanghai. All confirmed and fully paid exhibitors are provided this document.

Updates for the Exhibitor Service Kit will be posted online. We recommend that you refer to the Exhibitor Dashboard regularly as you prepare for ABACE2016. We will also routinely send epostcards notifying you of important information regarding your participation at this year's event.

In the meantime, please contact us if you have any questions.

Kind regards,

ABACE Exhibits Team



IMPORTANT DATES & DEADLINES

DATE	DEADLINE	DETAILS
Friday, November 6	Exhibitor Application Priority Deadline	Deadline for submitting exhibitor application with payment in full to be included in priority draw.
Tuesday, February 23	<i>Show Guide</i> Advertising Insertion Order Deadline	Insertion orders for <i>ABACE2016 Show Guide</i> due.
Friday, February 26	Stand Drawings Due for All “Raw” Space Exhibitors	All exhibitors with “Raw” space, including “Inline Raw” space, must submit stand drawings with front and side elevation via email. For more information, review the ABACE2016 rules.
Friday, February 29	Co-exhibitor Notifications Due	Notify ABACE management of all companies that will be sharing exhibit space and purchase company profiles for each co-exhibitor.
Tuesday, March 1	Show Guide Art Deadline	<i>ABACE2016 Show Guide</i> art due.
Wednesday, March 2	GPU & AIRCON Order Deadline	Deadline for ordering GPUs and AIRCON from AEM International. Availability and price per unit is not guaranteed after this date.
Friday, March 4	Freeman Orders Early-Bird Deadline	Deadline for discounted rates for Freeman services. Rates increase by 20% after this date.
Friday, March 11	Visa Invitation Letter Request Deadline	Deadline to submit visa invitation letter request form, along with all necessary documents.
Monday, March 16	EAC Notification Deadline	Deadline for submitting Notification of Intent-to-Use Exhibitor-Appointed Contractor (EAC) form.
Monday, March 16	EAC Insurance Information Due	Deadline for submitting proof of required insurance coverage for EACs.
Friday, March 27	Static Display Aircraft Arrival Information Form Deadline	Aircraft Arrival Information Request form due to ABACE management. For more information, refer to the ABACE2016 static display rules.
Wednesday, April 6	Double & Triple Chalet Exhibitor Move-in Begins	Chalet exhibitors in double- and triple-unit chalets may begin move in.
Friday, April 8 – Monday April 11	Hangar & Pavilion Exhibitor Move-in “Raw space exhibitors”	Date: Friday, April 8 Saturday, April 9 Sunday, April 10 Monday, April 11 Hours: 08:00 – 17:00 08:00 – 17:00 08:00 – 17:00 08:00 – 15:00

Exhibitor move-in occurs on a targeted basis. Exhibitors should refer to the target floor plan in the Exhibitor Service Kit. Exhibitors requiring additional time for indoor set up should contact NBAA's Maureen Cameron at mcameron@nbaa.org.



DATE	DEADLINE	DETAILS	
Friday, April 8 – Friday, April 15	Exhibitor Service Desk Hours	Date:	Hours:
		Friday, April 8	08:00 – 17:00
		Saturday, April 9	08:00 – 17:00
		Sunday, April 10	08:00 – 17:00
		Monday, April 11	08:00 – 19:00
		Tuesday, April 12	08:00 – 18:00
		Wednesday, April 13	08:00 – 18:00
		Thursday, April 14	08:00 – 19:00
Friday, April 15	08:00 – 17:00		
Friday, April 8, Saturday, April 9 & Monday, April 11	Single-unit Chalet Exhibitors	Date:	Hours:
		Friday, April 8	08:00 – 17:00
		Saturday, April 9	08:00 – 17:00
		Monday, April 11	08:00 – 15:00
Note: Chalet set-up on Sunday, April 10 may be restricted due to static display aircraft arrivals.			
Saturday, April 9 – Thursday, April 14	Registration Hours	Date:	Hours:
		Monday, April 11	08:00 – 18:00
		Tuesday, April 12	08:00 – 18:00
		Wednesday, April 13	09:00 – 18:00
		Thursday, April 14	09:00 – 15:00
Sunday, April 10	Static Display Aircraft Arrivals	Sunday, April 10	06:00 – 22:00
		As Shanghai Hongqiao International Airport is in continuous operation, early move-ins are not permitted. For more information, refer to the ABACE2016 static display rules.	
Monday, April 11	ABACE Press Day	Monday, April 11	09:00 – 17:00
Monday, April 11	Media Reception	Monday, April 11	16:30 – 17:30
Tuesday, April 12	ABACE Opening General Session	Tuesday, April 12	09:00 – 10:00
		ABACE management encourages all exhibitors and attendees to attend the Opening General Session and requests that exhibitors not schedule appointments that conflict with this event.	



DATE	DEADLINE	DETAILS
Tuesday, April 12 – Thursday, April 14	Exhibit Hours	Exhibit halls, chalets and static display open. Date: Tuesday, April 12 Wednesday, April 13 Thursday, April 14 Hours: 10:00 – 18:00 10:00 – 18:00 10:00 – 15:00
Thursday, April 14	Hangar and Pavilion Exhibitors Move Out	Thursday, April 14 15:00 – 22:00 only Note: All shell-scheme stands must be removed by 22:00 on Thursday, April 14.
Thursday, April 14	Chalet Exhibitors Move Out	Thursday, April 14 16:00 – 19:00 <i>Chalet move-out will begin at 15:00 after the show closes to attendees. All materials must be removed from the static display by 19:00.</i>
Thursday, April 14	Static Display Aircraft Departures	Thursday, April 14 18:00 – 24:00 Friday, April 15 07:00 – 12:00
Friday, April 15	Hangar & Pavilion Exhibitors Move Out	Friday, April 15 08:00 – 17:00 <i>All pavilion & hangar exhibitors' exhibits and materials must be completely dismantled, packed into crates and secured by Friday, April 15 at 17:00.</i> APT, the ABACE-designated freight company, will begin returning empty containers as soon as aisle carpeting has been removed from the exhibitor floor. The entire process for returning empties may take up to six hours. Note: Inclement weather may delay this process.



ABACE
SHANGHAI, CHINA
APRIL 12, 13, 14, 2016

EXHIBITOR CHECKLIST

[illegible]



FORMS/ACTION ITEMS	DEADLINE	COMPLETE
FREEMAN DEADLINES		
Discount Price Deadlines for the following:	March 4, 2016	<input type="checkbox"/>
<i>Additional Fittings</i>		<input type="checkbox"/>
<i>Audio Visual</i>		<input type="checkbox"/>
<i>Carpet</i>		<input type="checkbox"/>
<i>Cleaning</i>		<input type="checkbox"/>
<i>Fascia Company Name Sign</i>		<input type="checkbox"/>
<i>Furniture</i>		<input type="checkbox"/>
<i>Graphics</i>		<input type="checkbox"/>
<i>Lighting/Electrical</i>		<input type="checkbox"/>
<i>Plants/Flowers</i>		<input type="checkbox"/>
TWI DEADLINES		
Discount Deadline	March 15, 2016	<input type="checkbox"/>
APT SHOWFRIEGHT SHANGHAI DEADLINES		
Censorship Material to APT	February 25, 2016	<input type="checkbox"/>
Document Deadline for Sea Shipment	March 16, 2016	<input type="checkbox"/>
Document Deadline for Air Shipment	March 22, 2016	<input type="checkbox"/>
TRANSLATION/HOSTESS COMPANY DEADLINE		
Translator/Hostess Services Order Deadline	<i>Details Soon to Come</i>	<input type="checkbox"/>
TRANSPORTATION COMPANY DEADLINE		
Transportation Orders Due	<i>Details Soon to Come</i>	<input type="checkbox"/>
CATERING DEADLINE		
Catering - Sheraton	<i>Details Soon to Come</i>	<input type="checkbox"/>
INTERNET		
Internet Orders Due	March 12, 2016	<input type="checkbox"/>



EXHIBITS, CHALET & STATIC DISPLAY SCHEDULES

MOVE-IN SCHEDULE

RAW SPACE EXHIBITORS:

Friday, April 8	08:00 – 17:00
Saturday, April 9	08:00 – 17:00
Sunday, April 10	08:00 – 17:00
Monday, April 11	08:00 – 15:00

SHELL-SCHEME EXHIBITORS:

Sunday, April 10	08:00 – 17:00
Monday, April 11	08:00 – 15:00

CHALET EXHIBITORS:

Double- & Triple-Unit Chalets

Wednesday, April 6	08:00 – 17:00
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Single-Unit Chalets

Friday, April 8	08:00 – 17:00
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STATIC DISPLAY EXHIBITORS:

Sunday, April 10*	06:00 – 22:00
<i>*chalet work restricted</i>	
Monday, April 11	08:00 – 15:00
<i>Static Display set up</i>	

SHOW HOURS

Monday, April 11	09:00 – 17:00
Tuesday, April 12	09:00 – 10:00
	10:00 – 18:00
Wednesday, April 13	10:00 – 18:00
Thursday, April 14	10:00 – 15:00

REGISTRATION HOURS

Monday, April 11	08:00 – 17:00
Tuesday, April 12	08:00 – 18:00
Wednesday, April 13	09:00 – 18:00
Thursday, April 14	09:00 – 15:00

EXHIBITOR SERVICE DESK HOURS

Friday, April 8	08:00 – 17:00
Saturday, April 9	08:00 – 17:00
Sunday, April 10	08:00 – 17:00
Monday, April 11	08:00 – 19:00

MOVE-OUT SCHEDULE

HANGAR & PAVILION EXHIBITORS – RAW SPACE EXHIBITORS:

Friday, April 15	08:00 – 17:00
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HANGAR & PAVILION EXHIBITORS – SHELL-SCHEME EXHIBITORS:

Thursday, April 14	15:00 – 22:00
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CHALET EXHIBITORS:

Thursday, April 14	15:00 – 19:00
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STATIC DISPLAY AIRCRAFT DEPARTURES:

Thursday, April 14	17:00 – 24:00
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Press Day

Opening General Session

Exhibits, Chalets & Static Display Open

Exhibits, Chalets & Static Display Open

Exhibits, Chalets & Static Display Open

Exhibitor, Attendee & Press Registration

Exhibitor, Attendee & Press Registration

Exhibitor, Attendee & Press Registration

Exhibitor, Attendee & Press Registration

Tuesday, April 12	08:00 – 18:00
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Wednesday, April 13	08:00 – 18:00
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Thursday, April 14	08:00 – 19:00
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Friday, April 15	08:00 – 17:00
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KEY CONTACTS

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GENERAL CONTRACTOR – FREEMAN (Chalets, Shell Scheme, Carpet, Furniture & Accessories, Graphics and Labor)

6555 W. Sunset Road
Las Vegas, NV 89118

CLIENT SOLUTIONS VICE PRESIDENT

Roxanne Ebbers
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Mariana Jorgensen
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AUDIO VISUAL EQUIPMENT

Refer to Freeman Exhibitor Service Kit

EXHIBITOR SERVICES

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Order Confirmations/Inquires/Billing
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Email: Joanne.Wattanawongkiri@freemanco.com

ELECTRICAL

Rick Havlorson
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EXHIBITION VENUE

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Email: fbo@fboshanghai.com
Website: www.fboshanghai.com

GPUs AND AIRCON – AEM INTERNATIONAL

Ulrich Koch
Tel: +1 (514) 695-1331
Mobile: +1 (514) 887-0798
Email: ukoch@aeminternational.com

OFFICIAL FREIGHT FORWARDER – U.S. CUSTOMERS – TWI GROUP, INC

4480 S. Pecos Road
Las Vegas, NV. 89121
Bryce Larkin
Sales Manager
Tel: +1 (702) 691 9014
Email: blarkin@twigroup.com
Website: www.twiglobal.com

CUSTOMS – APT Showfreight Logistics

Tel: +86 21 6124 0090
Fax: +86 21 6124 0091

Janson Zhu
Tel: +86 21 6124 0090 Ext. 307
Email: Janson.zhu@aptshowfreight.com



INTERNET SERVICE – MEDIA INTERNATIONAL

WiFi service will be available in the hangar exhibit hall and exhibitor pavilion.

David Lee
Tel: (852) 2871 9754
Email: david@mediahk.com

EXECUTIVE TRANSPORTATION – ASIA LIMO

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Email: mj@asialimo.com

TJ
Email: tj@asialimo.com

LEAD RETRIEVAL – eShow

Tel: +1 (847) 620-4499
Email: leads@goeshow.com

FIRST AID

One First Aid station will be available inside the Shanghai Hawker Pacific Business Aviation Service Centre during move in and move out and on show days.

OFFICIAL CATERING PROVIDER – SHERATON SHANGHAI HONGQIAO HOTEL

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PLANTS & FLOWERS – FREEMAN

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TRANSLATION & HOSTESSES/TEMPORARY HELP – SUPREME INTERPRETING SERVICES (SHANGHAI) LTD

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QUICK FACTS – IMPORTANT SHOW INFORMATION

EXHIBIT HALL CARPET

ABACE management carpets aisles only. Aisle carpet is **red**. Exhibitors are responsible for floor covering for their entire exhibit space.

EXHIBITOR MOVE-IN (ON A TARGETED BASIS)

- Refer to the color-coded floor plan for your assigned freight check-in date and time. The target indicates the earliest possible time you may check in and be placed in line for same day unloading.

HANGAR & PAVILION EXHIBITORS

Move-in for hangar and pavilion exhibitors in the Shanghai Hawker Pacific Business Aviation Service Centre (SHPBASC) begins at 08:00 on Friday, April 8, 2015 and will be on a **targeted basis**.

NOTE: All exhibits must be fully installed by 15:00 on Monday, April 11, 2016, so that carpeting can be installed. Kindly remember that if the exhibit space is not occupied by this time, ABACE management will consider it canceled by the exhibitor and assumes the right to use such space as deemed appropriate.

CHALET EXHIBITORS

Move-in for double- and triple-unit chalet exhibitors begins on Wednesday, April 6, 2016 from 08:00 – 17:00.

For single-unit chalet exhibitors, move-in begins on Friday, April 8, 2016 from 08:00 - 17:00 and Monday, April 11, 2016 from 08:00 to 15:00.

There is no activity on the ramp for chalet set up on Sunday, April 10 due to static display aircraft arrivals. As Shanghai Hongqiao International Airport is in continuous operation with airline and business aircraft, early move-in is not permitted.

STATIC DISPLAY EXHIBITORS

Aircraft arrivals will take place on Sunday, April 10 from 06:00 – 22:00. As Shanghai Hongqiao International Airport is in continuous operation with airline and business aircraft, early move-in is not permitted.

Important: If you are delivering display items directly to show site and are scheduling exhibit labor, make arrangements for them to arrive at least 2 hours after your scheduled target time. Target time is per truck check-in and does not necessarily represent the time your truck will be unloaded.

REMOVAL, STORAGE AND RETURN OF EMPTIES

Please note that APT Showfreight Logistics has the exclusive authority to remove, store and return empty crates for ABACE2016. This will ensure that empty crates are returned to all exhibitors in the most expeditious manner at the close of the show.

ACCESS INTO HANGAR AND PAVILION DURING MOVE-IN

Exhibitors may begin access into the exhibit hall on a targeted basis beginning on Friday, April 8 at 08:00. All EACs (I&D labor) will be required to register and purchase photo ID badges prior to entering the exhibit hall. All exhibitors and EACs (I&D labor) will be required to wear ABACE badges prior to entering the exhibit halls during move-in and move-out. No children under 18 will be permitted to access to show site during build up and dismantling.



PERFORMANCE BOND

Exhibitors are responsible for any damage to the hangar, exhibitor pavilion and ramp space facilities caused by exhibitors, their agents, contractors or employees. Exhibitors who choose to rent stands or any components for their exhibit display shall be responsible for any damage to rented items caused by exhibitors, their agents, contractors or employees. Exhibitors and stand builders who occupy "raw" space are required to pay a performance bond of 20,000 RMB, which includes a 2,000 RMB management fee, prior to move-in. The performance bond, less the 2,000 RMB management fee, will be returned at the completion of move-out, provided there is no claim indemnity caused by the exhibitor/stand builder's behavior or negligence.

REGISTRATION HOURS

Monday, April 11	08:00 – 17:00	Exhibitor, Attendee & Press Registration
Tuesday, April 12	08:00 – 18:00	Exhibitor, Attendee & Press Registration
Wednesday, April 13	09:00 – 18:00	Exhibitor, Attendee & Press Registration
Thursday, April 14	09:00 – 16:00	Exhibitor, Attendee & Press Registration

EVENT HOURS

Monday, April 11, 2016
Press Day 09:00 - 17:00

Tuesday, April 12, 2016
Opening General Session & Opening Ceremony 09:00 - 10:00
Exhibit Halls, Static Display and Chalets Open 10:00 - 18:00

Wednesday, April 13, 2016
Exhibit Halls, Static Display and Chalets Open 10:00 - 18:00

Thursday, April 14, 2016
Exhibit Halls, Static Display and Chalets Open 10:00 - 15:00

ABACE management encourages all ABACE exhibitors and attendees to attend the Opening General Session and requests that appointments not be scheduled to conflict with this event.

Stands and static display areas must be fully staffed during official exhibit hours. Exhibitors will be admitted at 08:00 each exhibit day for early preparation of displays only. No activities — except exhibit preparations — are to be scheduled prior to official show hours.

EXHIBITOR MOVE OUT

All exhibits must remain staffed and in place until the show closes at 15:00 on Thursday, April 14, 2016. Exhibitors may not begin dismantling their exhibits before 15:00. Exhibitors found in violation of this rule will be ineligible for the priority draw for ABACE2017 and will be subject to an early tear-down penalty of U.S. \$6,400.

APT Showfreight Logistics, the official freight forwarder for ABACE, reserves the right to ship (freight collect) packages, cartons, crates, etc., left in the exhibit hall beyond the days and times of dismantling. APT Showfreight Logistics will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor.



Move-Out Hours

Shell-scheme exhibitors	Thursday, April 14	16:00 – 22:00 only
Raw space exhibitors	Friday, April 15	08:00 – 17:00 only
Chalet exhibitors	Thursday, April 14	16:00 – 19:00
Static display aircraft departures	Thursday, April 14	18:00 – 24:00

STAND EQUIPMENT

Each 3m-by-3m shell-scheme stand includes the following:

- 5m (8 ft high) partition walls – white panel on three sides of stand with silver aluminum uprights and crossbars
- Furniture – one front counter, one round table, three black meeting chairs and one wastebasket
- Fascia sign with your company's name
- Lighting – three 100W spotlights
- Carpet – uniform carpet for the entire exhibit space
- Daily cleaning service

Exhibitors may order shell scheme packages through Freeman which offer easy, convenient and cost-effective solutions for outfitting a stand. Different color options are available for the partition wall panels. Exhibitors may also choose carpet colors to create a more customized look for their stand. Please consult premium shell scheme package information in the Exhibitor Service Kit for more details and use the order form to select desired preferences.

FURNITURE RENTALS

Take advantage of discount prices and submit your completed orders, along with the method of payment form, to Freeman by **Friday, March 4, 2016**. Any order revisions and/or substitutions requested after the discount deadline date of **Friday, March 4**, are subject to the standard rates if requested items are available. Furniture cancellations after **Friday, March 4**, may be subject to a 30% restocking fee. Furniture exchanges, returns or credits will not be granted after **April 1, 2016**. On-site returns and/or cancellations are subject to a 100% cancellation charge.

FURNITURE DELIVERY DATES

Advance orders placed on or before **Friday, March 4**, will be on stands no later than 17:00 on Saturday, April 9. On-site orders (from April 8 on) will be delivered by 17:00 on Monday, April 11, if not earlier.

EXHIBITOR SERVICE DESK

The Exhibitor Service Desk will be located behind the exhibitor pavilion and will be opened during the following hours:

Date:	Hours:
Friday, April 8	08:00 – 17:00
Saturday, April 9	08:00 – 17:00
Sunday, April 10	08:00 – 17:00
Monday, April 11	08:00 – 19:00
Tuesday, April 12	08:00 – 18:00
Wednesday, April 13	08:00 – 18:00
Thursday, April 14	08:00 – 19:00
Friday, April 15	08:00 – 17:00



PARKING

With the exception of chalet display exhibitors, there is no parking available at the Shanghai Hawker Pacific Business Aviation Service Centre facility. There are a few parking spaces located outside of the facility, and pay lots located four to five blocks away.

There will be a limited number of “drop-off only” passes available for purchase in advance by exhibitors at the price of RMB800, including VAT. These passes permit convenient drop-off for passengers right outside the FBO security gate and are valid only on show days – Tuesday, April 12; Wednesday, April 13; and Thursday, April 14. These passes do not provide access to the FBO or into ABACE.

Exhibitors may purchase a maximum of two “drop-off only” passes, while supplies last. For more information, contact NBAA's Coryn Alvarez at calvarez@nbaa.org.

SMOKING

Smoking is not permitted in the Shanghai Hawker Pacific Business Aviation Service Centre or meeting rooms during set up, on show days or during teardown, or at the static display of aircraft on Hongqiao International Airport at any time.

CLEANING – EXHIBITOR PAVILION, HANGAR & CHALETS

In the exhibitor pavilion and hangar, ABACE management will only be responsible for the general cleaning of the aisle carpet and rubbish disposal during exhibition period. Exhibitors are to maintain the general cleanliness and tidiness of their exhibit space at all times. Exhibitors requiring additional cleaning services should contact the official cleaning contractor for a quotation.

In the chalets, ABACE management will only be responsible for the general cleaning of the chalet carpet and furniture during the exhibition period. All rubbish should be bagged and placed outside the chalets.

The official cleaning contractor will also be responsible for the collection and disposal of food waste at designated location only. Exhibitors should advise their appointed caterer to contact the cleaning contractor to schedule the collection of food waste.



INDOOR EXHIBIT PRICING, PAYMENTS & CANCELLATIONS

Indoor exhibits will be located in the exhibitor pavilion and hangar at the Shanghai Hawker Pacific Business Aviation Service Centre.

NEW FOR 2016 – PREMIUM PLACEMENT: This option offers exhibitors reserving indoor hangar or exhibitor pavilion space the opportunity to move to a higher priority status. To qualify for premium placement, this option must be selected on the exhibit application and full payment – on a non-refundable basis – must be received by November 6, 2015.

Raw Exhibit Space	Standard Placement	USD \$4,225 per 3m-by-3m
	Premium Placement	USD \$5,225 per 3m-by-3m
	Price after November 6, 2015	USD \$4,350 per 3m-by-3m
Inline Raw Space	Standard Placement	USD \$5,485 per 3m-by-3m
	Premium Placement	USD \$6,485 per 3m-by-3m
	Price after November 6, 2015	USD \$5,610 per 3m-by-3m
Shell-Scheme	Standard Placement	USD \$6,720 per 3m-by-3m
	Premium Placement	USD \$7,720 per 3m-by-3m
	Price after November 6, 2015	USD \$6,845 per 3m-by-3m

DISCOUNT

A special discount of USD \$125 per 3m-by-3m indoor hangar and pavilion exhibit space reserved is provided when the application and full payment are received by November, 6, 2015. There will be no discounts after November 6, 2015.

METHOD OF PAYMENT

- All payments for ABACE should be made in U.S. dollars (subject to the applicable PRC law if such law requires otherwise)
- Company checks and bank wire transfers are the preferred methods of payment.
- Payments made by wire transfer must include a \$30 wire processing fee.
- Credit card payments are accepted; credit card payments received in excess of \$20,000 will be subject to a 3% processing fee.

BANK WIRE TRANSFER INSTRUCTIONS

Bank of America
 730 15th Street NW
 Washington, DC, 20005, USA
 Routing #: 026009593
 Account Name: National Business Aviation Association, Inc.
 Account #: 2404389
 Swift Code: BOFAUS3N



Please contact the ABACE exhibits team, Coryn Alvarez at calvarez@nbaa.org, to secure an invoice number prior to making a bank wire transfer. Also, please indicate on the wire transfer the company name, invoice number and reference for payment (i.e., exhibit space, static display space, sponsorship, *Show Guide* advertising, registration, etc.). All wire transfers should be made in U.S. dollars and should be net of all bank fees.

VAT

A value added tax (VAT) of 6.7% will be added to all exhibit applications. In some cases, you may be able to deduct the VAT paid to NBAA from your VAT remittance to the Chinese Tax Authority. Please consult your tax advisor for further guidance.

CANCELLATION POLICY

All payments for ABACE are non-refundable and non-transferable. ABACE management considers all reductions to stand and/or static display space reductions; therefore, such changes in exhibit space/static display space are considered cancellations and payment made for original space is non-refundable and non-transferable. Please plan accordingly when submitting an exhibit application.

If indoor exhibit space is not occupied by 15:00 on Monday, April 11, 2016, ABACE management will consider it canceled by the exhibitor with no refund or transfer of payment, and will use such space as it deems appropriate. This rule must be strictly enforced, since lateness in setting up causes difficulties with overnight cleaning crews and jeopardizes the opening of the exhibits.

PREMIUM SHELL-SCHEME EXHIBIT SPACE



Each 3m-by-3m premium shell-scheme stand includes the following:

- 2.5m (8ft high) partition walls – white panels on three sides of stand with silver aluminum uprights and crossbars
- Furniture – one front counter, one round table, three black meeting chairs and one wastebasket
- Fascia sign with company name
- Lighting – three 100W spotlights
- Carpet – uniform carpet for the entire exhibit space
- Daily cleaning service

Maximum permitted height of exhibit materials, components and identification signs: 2.5m (8ft)



HANGAR & PAVILION STAND CONFIGURATIONS & DRAWING APPROVAL

To ensure that ABACE is a valuable event for all exhibitors, there are limitations on the stand designs permitted in the hangar and exhibitor pavilion. For all raw space booked, exhibitors must submit scaled floor plans for approval to ABACE management no later than **February 26, 2016**.

Please keep in mind the following when planning your indoor exhibit space at ABACE:

- Hanging signs, lighting trusses, materials or components are **NOT** permitted in the exhibitor pavilion or the hangar at ABACE2016.
- Perimeter hard walls occupying 50% of the stand space are **NOT** permitted in non-perimeter island spaces.
- Please try to avoid blocking small exhibits when planning your exhibit space.

STAND DRAWING APPROVALS

All raw space exhibitors, including those in inline raw exhibit space, must submit scaled floor plans for approval to ABACE management no later than February 26, 2016.

Scaled floor plans must include:

- Event name and stand number
- Maximum number of occupants allowed
- Drawings with front and side elevations
- Structural engineer's stamp certifying that the platform can bear the maximum occupant load
- Copy of the fireproof materials license indicating the building materials used (carpet, wood and paint) are fire retardant. A copy of this license must also be available on-site during move-in.

Scaled floor plans must be submitted to ABACE management via the [Stand Drawing Approval Request form](#) no later than February 26, 2016, with copies forwarded to:

Mega Expo Shanghai

Attn: Cathy Wang

Email: cathywang@megaexposhanghai.com

Exhibitor stand designs consisting of double decks or containing elements greater than 3.7m (12 ft) are subject to approval by the local Shanghai Fire Safety Authority. Exhibitors and/or EACs are responsible for any additional fees associated with stand design approvals.

Static display exhibitors are highly encouraged to develop scaled plans of their displays and submit the plans to ABACE management for final approval. Exhibitors who do not submit plans will have their displays set up at the direction of ABACE management. The scaled plans should illustrate aircraft positioning with respect to neighboring exhibitors and aisles. All tents, fences, restrooms, support offices, etc. must be factored into exhibitor's individual layout.



RAW EXHIBIT SPACE

A minimum of 36 sq. m of exhibit space is required in order to reserve raw island/peninsula exhibit space in either the hangar or exhibitor pavilion. Nearly all raw space will be sold as peninsula stand configurations and exhibitors must keep these design considerations in mind when selecting their space. There are a limited number of island configuration spaces available, and we will do our best to accommodate the requests on a first-come, first-served basis.

INLINE RAW SPACE

- Inline raw exhibit spaces do not require shell-scheme hard walls.
- Inline raw exhibit spaces may not have hanging signs, lighting trusses, materials or components above stand spaces.
- All ground-supported exhibit materials, components and identification signs will be permitted to a maximum height of 2.5m (8ft)
- A back wall that adjoins another exhibitor must be finished, in most situations.
- No identification of any kind, including company logos, is allowed on a back wall that adjoins another exhibitor.

NON-PERIMETER PENINSULA STANDS

- Hangar exhibits – maximum height: 5.6m (18ft 4in)
- Exhibitor pavilion exhibits – maximum height: 4.6m (15ft)
- A back or side wall that connects with or adjoins another exhibitor must be finished and booth plans must be approved by ABACE management.
- Permitted to have more than one display level with approval by both ABACE management and HAH (Shanghai Fire Safety Authority).
- Hanging signs, lighting trusses, materials or components are not permitted in exhibitor pavilion or hangar exhibits.
- Certain stands may require fire watches, smoke detection devices, fire extinguishers and multiple exits as required by fire prevention officials.
- No identification of any kind, including company logos, is allowed on a back wall that adjoins another exhibitor.

PERIMETER PENINSULA STANDS

- Hangar exhibits – maximum height: 5.6m (18ft 4in)
- Exhibitor pavilion exhibits – maximum height: 4.6m (15ft)
- May contain perimeter wall structures with approval by ABACE management.
- Perimeter wall structures may be unfinished on sides that face the exterior wall of the facility and that are not visible to attendees.
- Permitted to have more than one display level with approval by both ABACE management and HAH (Shanghai Fire Safety Authority).
- Hanging signs, lighting trusses, materials or components are not permitted in exhibitor pavilion or hangar exhibits.
- Certain stands may require fire watches, smoke detection devices, fire extinguishers and multiple exits as required by fire prevention officials.

FREQUENTLY-ASKED QUESTIONS – HANGAR & PAVILION EXHIBITS

1. WHAT IS THE MAXIMUM STAND HEIGHT?

Please note no hanging signs are permitted in the pavilion or the hangar.

PERIMETER PENINSULA/ISLAND STANDS

- Hangar exhibits – maximum height: 5.6m (18ft 4in)
- Exhibitor pavilion exhibits – maximum height: 4.6m (15ft)
- Scaled floor plan for drawing approval due to ABACE management by February 26, 2016

NON-PERIMETER PENINSULA/ISLAND STANDS

- Hangar exhibits – maximum height: 5.6m (18ft 4in)
- Exhibitor pavilion exhibits – maximum height: 4.6m (15ft)
- Scaled floor plan for drawing approval due to ABACE management by February 26, 2016

PREMIUM SHELL-SCHEME EXHIBIT SPACE

- Maximum height: 2.5m (8ft)

INLINE RAW EXHIBIT SPACE

- Maximum height: 2.5m (8ft)

2. DOES CARPET COME WITH MY STAND?

ABACE management carpets aisles only. The ABACE2016 aisle carpet color is red. Exhibitors are responsible for providing flooring for their entire exhibit space. Carpet may be ordered through the Exhibitor Service Kit.

3. ARE CHILDREN PERMITTED TO ATTEND?

ABACE2016 is a business event. **Children under the age of 12 are never permitted on the exhibit floor or on the static display of aircraft — under any circumstances.** Children ages 12 to 17 will be permitted into the exhibit floor and on the static display of aircraft during official exhibit hours only, provided that they register, pay appropriate fees and are accompanied by an adult at all times. Children between the ages of 12 to 17 will not be permitted in the Shanghai Hawker Pacific Business Aviation Service Centre or on the static display of aircraft at Hongqiao International Airport during installation or teardown. ABACE will not be held responsible by or for any cause whatsoever.

4. ARE HANGING SIGNS, MATERIAL AND COMPONENTS PERMITTED?

Hanging signs, lighting trusses, materials or components are **NOT** permitted in the exhibitor pavilion or hangar at ABACE2016.



5. HOW MANY BADGES DO I RECEIVE WITH MY STAND?

Exhibitor badges are required for exhibitor access to the exhibit halls, chalets and static display of aircraft. ABACE2016 badges are non-transferrable. Attendees and exhibitors will be assessed a penalty for badge swapping. Random identification checks will take place during ABACE2016.

	NUMBER OF BADGES ALLOCATED
Premium Placement Exhibitors	11 per 3m-by-3m space reserved
Indoor Hangar/Exhibitor Pavilion Exhibitors	10 per 3m-by-3m space reserved
Static Display Exhibitors	1 per 9 sqm space reserved
Chalet Exhibitors	100 badges per chalet reserved

- The maximum combined total of badges provided at no charge to exhibitors is 100.
- Additional badges may be ordered online or purchased on site for 860 RMP (approximately U.S. \$140).

Be advised that all company guests will be required to submit payment to secure their badge if the exhibitor's badge allotment has been reached. To avoid this situation, please be sure to register all guests in advance through exhibitor registration.

NOTE: Co-exhibiting companies will not receive registration logins and must coordinate their badges with the primary exhibitor.

Online exhibitor badge registration will be available on the ABACE website. ABACE badges may be picked up on site. No badges will be mailed in advance. Badges will be available for pick up at the ABACE registration desks located at the Shanghai Hawker Pacific Business Aviation Service Centre hangar beginning Saturday, April 9 at 08:00. Please bring your registration confirmation to registration to print your badge. If you prefer to pick up your exhibitor badges in bulk, kindly send an e-mail request to registration@abace.aero to ensure all badges are available at one time.

All exhibitors who use installation and dismantling companies during official show hours must provide exhibitor badges for those personnel. These badges may also be ordered online as part of your company's total allotment of badges. During hours other than official show hours, EACs are required to wear set-up and tear-down credentials.

If you have questions regarding ABACE2016 registration or badges, please contact the ABACE registration team at registration@abace.aero.

6. WHAT IS AN EXHIBITOR-APPOINTED CONTRACTOR (EAC)/STAND BUILDER?

Exhibitor-appointed contractors and/or stand builders are independent contractors hired by exhibiting companies, including the labor that builds stands, stand supervisors, stand designers, independent display companies, delivery personnel, technicians, non-official show audio-visual companies, etc. **All EACs and stand builders are required to provide ABACE management with proof of insurance prior to working on site.**



If an exhibitor utilizes the services of an EAC during official show hours, the exhibiting company must provide exhibitor badges for those personnel. These badges can be ordered online as part of the exhibitor's total allotment of badges. If an exhibitor utilizes the services of an exhibitor-appointed contractor (EAC) to provide a service prior to the official show hours, the exhibiting company is required to register for contractor photo identification badges and pay 160 RMB or (approximately U.S. \$26) per badge. Exhibitors must submit a completed EAC form along with proof of the EACs insurance in order to register for their photo identification badges.

7. WHAT IS A TARGETED MOVE-IN AND CAN IT BE CHANGED?

Each exhibiting company is assigned a target move-in date, which is the date the exhibiting company's freight should be scheduled to be delivered to their stand. Each date is determined by Freeman, the official service contractor for ABACE, based on the stand size and location and the time allotted for access to the exhibit hall. Adhering to the target move-in date is vital to allow all exhibitors accessibility to their stands and to guarantee the show can open on schedule. The target move-in date for each company is located in the ABACE Exhibitor Service Kit in the floor plan section.



EXHIBITOR GENERAL RULES & REGULATIONS

All ABACE exhibitors must review and abide by these rules & regulations. In addition, specific rules are applicable to indoor exhibitors and static display and chalet exhibitors.

ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES

ABACE management will provide reasonable accommodations to individuals with disabilities who make their situation known to ABACE personnel. Reasonable accommodations are those that do not create an undue hardship on ABACE, change the nature of scheduled events or activities, or pose a safety or health threat to other attendees.

Individuals with disabilities who wish to use personal-powered vehicles at ABACE must contact ABACE's Evelyn Wu at evelynwxy@163.com for approval. It is the policy of ABACE that these vehicles be specifically used for handicapped individuals and exhibit the stability required to operate around exhibits and airplanes. For safety reasons, only officially-approved vehicles are permitted to operate within the exhibit hall in the Hawker Pacific Business Aviation Service Centre hangar and on the static display. Only trained service animals with proper supervision are permitted at ABACE.

BADGES

Exhibitor badges are required for exhibitor access to the exhibit halls, chalets and static display of aircraft. **ABACE2016 badges are for the use of one individual for the duration of the show and are non-transferrable. Attendees and exhibitors will be assessed penalties for badge swapping. Random identification checks will be instituted.**

New for 2016: Photo ID Badges

All exhibitors must wear photo ID badges during ABACE2016. The cost per badge is 160 RMB (approximately U.S. \$26) and is payable only in cash on site.

Exhibitors will receive an allotment of complimentary badges based as follows:

	NUMBER OF BADGES ALLOCATED
Premium Placement Exhibitors	11 per 3m-by-3m space reserved
Indoor Hangar/Exhibitor Pavilion Exhibitors	10 per 3m-by-3m space reserved
Static Display Exhibitors	1 per 9 sqm space reserved
Chalet Exhibitors	100 badges per chalet reserved

- The maximum combined total of badges provided at no charge to exhibitors is 100.
- Additional badges may be ordered online or purchased on site for 860 RMB (approximately U.S. \$140).

Exhibitors may access exhibitor badge registration through the ABACE2016 Exhibitor Dashboard and are encouraged to register all stand and static display personnel online in advance to avoid waiting in lines on site. All badges will be held for on-site pickup. No badges will be mailed in advance of ABACE2016.

Be advised that all company guests will be required to submit payment to secure their badge if the exhibitor's badge allotment has been reached. To avoid this situation, please be sure to register all guests in advance through exhibitor registration.



If an exhibitor uses the services of an exhibitor-appointed contractor (EAC) during official show hours, the exhibitor must provide exhibitor badges for those personnel. These badges can be ordered online as part of the exhibitor's total allotment of badges. During hours other than the official show hours, EACs are required to have EAC photo badges.

CONTRACTOR BADGES (STAND BUILDERS/EACs)

If an exhibitor utilizes the services of an exhibitor-appointed contractor (EAC), stand builder or third-party contractor to set up and/or dismantle their stands or to provide a service prior to the official show hours, the exhibiting company is required to register for contractor photo identification badges and pay 160 RMB or (approximately U.S. \$26) per badge. Exhibitors must submit a completed EAC form along with proof of the EACs insurance in order to register for their photo identification badges.

If an exhibitor utilizes the services of an EAC during official show hours, the exhibiting company must provide exhibitor badges for those personnel. These badges can be ordered online as part of the exhibitor's total allotment of badges.

CATERING

The Sheraton Shanghai Hongqiao Hotel is the exclusive food and beverage service provider at ABACE2016. Menus and other catering information are included in this Exhibitor Service Kit. Outside food is strictly prohibited.

CO-EXHIBITORS

Exhibitors are provided one complimentary exhibitor profile per stand, chalet or static display space reserved. Additional profiles are available at a cost of **\$500** each. Co-exhibitors must complete the [Company Profile Request Form](#) to purchase their company profile.

Please note the following rules regarding co-exhibitors:

- Exhibitors must notify ABACE management by February 29, 2016, of all companies that will be sharing their exhibit space. This includes any exhibitor displaying the advertising or products/services of another company.
- Chalet exhibitors are provided three complimentary additional company profiles.
- Failure to advise ABACE management of shared exhibit space by February 12, 2016, may result in a minimum additional stand space charge of U.S. \$4,350 per company per stand and a minimum of \$4,350 per company per static display space.
- Co-exhibitors must have an established corporate relationship between themselves and the contracted primary exhibitor.
- Co-exhibitors must be members in good standing of either AsBAA or NBAA.
- Co-exhibitors do not qualify for the same benefits as the primary exhibitor.
- Co-exhibitors are not allotted badges.
- All co-exhibitors must purchase company profiles with the ABACE2016 [Company Profile Request Form](#) and submit payment of U.S. \$500 to appear in the online exhibitor directory and mobile app.
- Co-exhibitors, like exhibitors, may update their company profiles through the ABACE2016 Exhibitor Dashboard.

DIRECT SELLING

No exhibitor is to distribute materials outside of their assigned exhibit space, including areas outside of Shanghai Hawker Pacific Business Aviation Service Centre, without written approval from ABACE management.



Direct selling on the exhibit floor and at the static display of aircraft is prohibited. This includes, but is not limited to monetary transactions or exchanges of funds.

Advertising material of any description may be displayed and distributed only within the display space assigned to the exhibitor presenting such material. Canvassing by exhibitors outside their assigned exhibit is prohibited.

Distribution of publications and marketing materials outside of assigned exhibit space, including all stand-to-stand distribution, is also prohibited.

Canvassing and solicitation, except by exhibiting companies, are prohibited within 80km (50 miles) of ABACE at Shanghai Hawker Pacific Business Aviation Service Centre and the static display of aircraft on Shanghai Hongqiao International Airport.

Exhibitors found in violation of these rules against direct selling are subject to a penalty equivalent to the cost of an additional 3m-by-3m exhibit space or U.S. \$4,350.

DRESS

ABACE is a business event. Dress for ABACE is business attire. This applies to all attendees and exhibitors, as well as to personnel working on behalf of exhibitors in their stands.

EXHIBIT HOURS – HANGAR, EXHIBIT PAVILION AND STATIC DISPLAY

Tuesday, April 12	10:00 – 18:00
Wednesday, April 13	10:00 – 18:00
Thursday, April 14	10:00 – 15:00

EXHIBITOR SERVICE DESK

ABACE management provides a designated on-site area where exhibitors can order supporting items and services for their exhibits from ABACE-preferred and exclusive service suppliers. The Exhibitor Service Desk will be conveniently located in a tent near the Shanghai Hawker Pacific Business Aviation Centre and open as follows:

Friday, April 8	08:00 – 17:00	Tuesday, April 12	08:00 – 18:00
Saturday, April 9	08:00 – 17:00	Wednesday, April 13	08:00 – 18:00
Sunday, April 10	08:00 – 17:00	Thursday, April 14	08:00 – 19:00
Monday, April 11	08:00 – 19:00	Friday, April 15	08:00 – 17:00

EXHIBITS CONTAINED WITHIN PURCHASED SPACE

All display material and demonstrations must be confined within the limits of the exhibitor's purchased space. Please reserve appropriate stand and static display space size. If many people are expected to congregate at one time, in one place, demonstration areas should not be placed on the aisle side of the exhibit. Normal aisle traffic cannot be interfered with at any time. ABACE management reserves the right to restrict exhibits that because of noise, method of operation or any other reason become objectionable.

FIRST AID

A first aid station will be available inside the Shanghai Hawker Pacific Business Aviation Service Centre during move-in and move-out, and on show days. In the event of a first aid emergency, ABACE management will contact Shanghai municipal emergency services.



MAILING LIST UPDATES

Contact the ABACE U.S.A. office to correct your mailing address, or if you no longer wish to receive ABACE materials. Please send the address panel with corrections noted to:

Contact

ABACE U.S.A. Office
Attn: Courtney Easton
1200 G Street NW, Suite 1100
Washington, DC, 20005, USA
Email: ceaston@nbaa.org

OFFICIAL SERVICE CONTRACTOR

To ensure orderly and efficient installation, operation and removal of displays, and to eliminate confusion, ABACE management has designated Freeman and other firms listed in the Exhibitor Service Kit as official service contractors. ABACE management holds these firms responsible for quality service and fair prices, and will intercede on behalf of an exhibitor in the event of faulty work or unfair charges. ABACE management encourages all exhibitors to place orders with these firms, unless a permanent arrangement has been established with a display house or outside contractor to set up and dismantle exhibits.

FREEMAN CONTACTS

Roxanne Ebbers
Vice President, National Sales Group
Tel: +1 (702) 491-7796
Email: roxanne.ebbers@freemanco.com

Chalet Exhibitor Contact

John Reed
Business Development Director
Tel: +1 (214) 445-1261
Email: john.reed@freemanco.com

Hangar & Pavilion Exhibitor Contact

Amelia Rivera
Client Development Executive
Tel: +1 (214) 445-1482
Email: amelia.rivera@freemanxp.com

Chalet Exhibitor Contact

Mariana Jorgensen
Business Development Manager
Tel: +1 (214) 451-3792
Email: mariana.jorgensen@freemanco.com

PARKING

With the exception of chalet display exhibitors, there is no parking available at the Shanghai Hawker Pacific Business Aviation Service Centre facility. There are a few parking spaces located outside of the facility, and pay lots located four to five blocks away.

There will be a limited number of “drop-off only” passes available for purchase in advance by exhibitors at the price of RMB800, including VAT. These passes permit convenient drop-off for passengers right outside the FBO security gate and are valid only on show days – Tuesday, April 12; Wednesday, April 13; and Thursday, April 14. These passes do not provide access to the FBO or into ABACE.

Exhibitors may purchase a maximum of two “drop-off only” passes, while supplies last. For more information, contact NBAA’s Coryn Alvarez at calvarez@nbaa.org.

PETS

For liability reasons, and to maintain the professional appearance of the event, no pets, with the exception of service animals, will be permitted at ABACE.



SMOKING

ABACE is a non-smoking event. Smoking in exhibit halls, chalets and at the static display of aircraft is strictly prohibited.

STAFFING

Stand and static display areas must be fully staffed during official exhibit hours.

Exhibitors will be admitted at 08:00 each show day for early preparations of displays only. Stands must remain staffed and exhibits must remain in place through 15:00 on Thursday, April 14, 2016.

No activities, except stand preparations, are to be scheduled in the exhibit areas at any time other than official exhibit hours.

ABACE management reserves the right to make changes to the exhibit hours schedule with advance notice.

Exhibitors found to have dismantled their stands prior to 15:00 on Thursday, April 14, 2016, will be ineligible for the indoor priority draw for ABACE2017 and will be subject to an early tear-down penalty of U.S. \$4,350.

VALUE ADDED TAX (VAT)

The Chinese Tax Authority requires that ABACE collect and remit Value Added Tax (VAT) on all ABACE prices. The VAT rate is 6.7% and will be added to your invoice for exhibit space. In some cases, you may be able to deduct the VAT paid to ABACE from your VAT remittance to the Chinese Tax Authority. Please consult your tax advisor for further guidance.

VISAS

Attendees from countries requiring Chinese visas to attend ABACE must have an invitation letter from authorities in China in order to obtain their visa. Attendees may request such a letter by using the [ABACE Invitation Letter Request form](#), deadline of Friday, March 11. The National Business Aviation Association (NBAA) will forward requests to the appropriate Chinese Authorities, who will then issue the ABACE invitation letter. Please be advised that it will take approximately 10 to 14 business days to process requests. The invitation letter will then be sent to you via fax or email.

Note: Passports must be valid for at least six months after the date of your arrival in China.

Only registered attendees for ABACE2016 are eligible to request ABACE invitation letters.

The information provided is meant to facilitate the visa application procedure. NBAA will not be in a position to intervene in any decision made by the Chinese authorities. In addition, please be advised that all ABACE attendees must comply with Chinese laws and regulations during their stay in China and may not engage in activities which might damage China's national security or public interests. Attendees from foreign countries must be responsible for all their own costs while in China, and must be willing to bear the corresponding legal and economic responsibilities should any problems arise.

The processing fee to obtain an invitation letter from the Chinese authorities is U.S. \$30.00 plus 6.7% VAT per person. A credit card number should be provided when requesting the visa invitation letter and, upon receipt of the invitation letter, your credit card will be charged for this fee.



HANGAR & PAVILION EXHIBITOR RULES & REGULATIONS

All ABACE hangar and pavilion exhibitors must review and abide by these rules & regulations, as well as the Exhibitor General Rules & Regulations.

CARPETING

ABACE management carpets aisles only. Exhibitors are responsible for carpeting their entire stand. The ABACE aisle carpet color is red.

RAW SPACE EXHIBITORS

Exhibitors occupying raw space or inline raw space are responsible for providing the carpeting or finished flooring for their entire stand space. Carpet may be ordered through the Exhibitor Service Kit.

SHELL SCHEME SPACE EXHIBITORS

Carpet is included with all shell scheme spaces.

Immediately after show closing on Thursday, April 14, at 15:00, exhibitors or their designees must remove all carpet from the static display. Any remaining carpet will be identified by ABACE management for removal by Freeman, with fees for removal services billed directly to the responsible exhibitor.

CLEANING

ABACE management will arrange to clean aisles after show hours and prior to opening each show day. This service does not include dusting, arranging or otherwise maintaining exhibits. Exhibitors must keep their displays neatly organized. Cleaning can be ordered through Freeman.

DEFACING PROPERTY

- No part of an exhibit, or signs relating thereto, may be taped, nailed, tacked, stapled, pasted or otherwise fastened to ceilings, walls, floors, doors, windows, painted surfaces, columns, marble or fabric in any way.
- No holes may be drilled, cored or punched in the hangar and pavilion exhibit hall, walls or floors.
- No application of paint on signs, displays or other objects is permitted in the hangar and pavilion exhibit halls. The use of adhesive-backed decals or similar items is also prohibited.
- Damages to the hangar and pavilion exhibit halls arising by failure to observe these rules will be billed to the exhibitor.
- Exposed parts of displays, including backs, must be completely finished so that they are not objectionable to other exhibitors, attendees and ABACE management.

DRAWING APPROVAL

For all raw space booked, including inline raw exhibit space, exhibitors must submit scaled floor plans for approval to ABACE management no later than February 26, 2016.

Scaled floor plans must include:

- Event name and stand number
- Maximum number of occupants allowed
- Drawings with front and side elevations
- Structural engineer's stamp certifying that the platform can bear the maximum occupant load



- Copy of the fireproof materials license indicating the building materials used (carpet, wood and paint) are fire retardant. A copy of this license must also be available on site during move-in.

Scaled floor plans must be submitted to ABACE management at ABACEstanddrawings@abace.aero no later than February 26, 2016, with copies forwarded to:

Mega Expo Shanghai
Attn: Cathy Wang
Email: cathywang@megaexposhanghai.com

Exhibitor stand designs for all raw booths are subject to approval by the local Shanghai Fire Safety Authority. Exhibitor and/or the EAC is responsible for any additional fees associated with the stand design approval.

ELECTRICAL SERVICE

Freeman is the exclusive provider of electrical service for ABACE.

In exhibitor pavilion and hangar exhibits, electric current may be utilized for the operation of apparatus as long as it does not produce noises of an annoying nature.

Standard electrical service can be provided for equipment requiring 220VAC. Electrical installation is available at each stand location. Electricity, if required, must be ordered in advance.

Only ABACE-authorized electricians may install electricity to stands. Electricians with valid work certificates are permitted to handle laying and installation of lines and electrical equipment provided proper EAC information and insurance documentation is provided to show management by the deadline date. For wire laying, insulation sheaths (conduit) must be used. No color wire can be used except for bulb connections. Companies found in violation of the rules will not receive power to their stands.

EXHIBITOR-APPOINTED CONTRACTORS (EACs)/STAND BUILDERS/THIRD-PARTY CONTRACTORS

Exhibitors have the option of using Freeman (the official service contractor for ABACE), a qualified independent stand builder, an exhibitor-appointed contractor (EAC) or full-time personnel from their own company to install and dismantle displays in the exhibitor pavilion and hangar. If an exhibitor utilizes the services of an exhibitor-appointed contractor (EAC), stand builder or third-party contractor to set up or dismantle their stands, or to provide a service prior to the official show hours the following must be addressed:

EAC/Stand Builder Insurance Documentation

All third-party stand contractors and EACs must submit insurance documentation to ABACE management. Proper documentation must be provided to ABACE management in order to receive the link for the online photo ID badging process, including EAC form and insurance documentation.

Photo ID Badges

All stand contractors and EACs must wear photo ID badges during set-up and dismantling of exhibits at ABACE. The cost per badge is 160 RMB (approximately U.S. \$26) and is payable only in cash on site.



Exhibitors must submit completed EAC forms and supporting insurance documentation to ABACE management. Once information has been verified, a direct link to the online photo badge registration system will be forwarded via email. Contractors will be required to upload photographs for each badge requested. All photo ID badges will be held for on-site pickup at the “Contractors Badge and Performance Bond” service desk area located at the Shanghai Hawker Pacific Business Aviation Service Centre hangar. Exhibitors must submit completed EAC forms along with proof of the EAC’s insurance in order to register for their photo identification badges.

Note: EAC badge orders will not be accepted until all required EAC information, including insurance certificates, have been submitted to ABACE management.

- Targeted move-in floor plan: All stand contractors and EACs are required to follow the targeted move-in floor plan in order to facilitate a smooth move-in for ABACE.
- Performance bond deposits and management fee: All stand contractors and EACs for raw booth space, including inline raw space, must pay a performance bond deposit and a non-refundable management fee prior to move-in. The fees are as follows:

EAC FEES

Performance bond deposit – raw booth space:	18,000 RMB
Non-refundable management fee:	2,000 RMB

Performance bond deposits will be returned at the close of move-out, provided there exhibit space is left clean and there is no claim indemnity caused by the payer’s behavior or negligence. The performance bond and management fees must be paid in cash and on site at the “Contractor Badge and Performance Bond” service desk area located at the Shanghai Hawker Pacific Business Aviation Service Center Hangar. The performance bond will be returned on Friday, April 15, after the tenancy if, by then, there is no claim indemnity caused by the payer’s behavior or negligence.

EACs shall dismantle their stand assemblies in the timeframe specified and confirmed by show management. The dismantling shall be quick and well organized, and must not obstruct or block exits or cargo doors. All booth structures, including all exhibit space debris (wood, nails, screws, etc.), must be removed from the indoor exhibit area and the freight yard.

EAC Show Badges

If an exhibitor utilizes the services of an EAC during official show hours, the exhibiting company must provide exhibitor badges for those personnel. These badges can be ordered online as part of the exhibitor’s total allotment of badges. During hours other than official show hours, EACs are required to wear set-up and teardown EAC photo ID badges.

HANGING SIGNS, MATERIALS AND COMPONENTS

Hanging signs, lighting trusses, materials or components are **not** permitted in the exhibitor pavilion or hangar at ABACE2016. Helium balloons and remote-control blimps are **not** permitted in the hangar and pavilion exhibit hall areas.



MOVE-IN (ON A TARGETED BASIS)

Refer to the color-coded floor plan for your assigned freight check-in date and time.

Move-in for hangar and pavilion exhibitors begins at 08:00 on Friday, April 8, 2016, and will be on a **targeted basis**.

All hangar and pavilion exhibits must be set and in place by 15:00 on Monday, April 11, 2016, so that aisle carpeting can be installed.

If the exhibit space is not occupied by this time, ABACE management will consider it canceled by the exhibitor and assumes the right to use such space as deemed appropriate.

Pavilion and hangar exhibitors requiring additional hours for indoor set up should contact NBAA's Maureen Cameron at mcameron@nbaa.org or +1 (202) 783-9453.

MOVE-OUT

All exhibits must remain staffed and in place until the show closes at 15:00 on Thursday, April 14, 2016. Exhibitors may not begin dismantling their exhibits before 15:00. Exhibitors found in violation of this rule will be ineligible for the priority draw for ABACE2017 and will be subject to an early tear-down penalty of U.S. \$6,400.

APT Showfreight Logistics, the official freight forwarder for ABACE, reserves the right to ship (freight collect) packages, cartons, crates, etc., left in the exhibit hall beyond the days and times of dismantling. APT Showfreight Logistics will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor.

Move-Out Hours

Shell-scheme exhibitors	Thursday, April 14	16:00 – 22:00 only
Raw space exhibitors	Friday, April 15	08:00 – 17:00 only
Chalet exhibitors	Thursday, April 14	16:00 – 19:00
Static display aircraft departures	Thursday, April 14	18:00 – 24:00

NOISE LEVELS

Noise levels within the exhibitor's stand space should not exceed 80 decibels and must not interfere with the conduct of business of neighboring exhibits. ABACE management reserves the right to enforce compliance of this rule.

PERFORMANCE BOND

Exhibitors are responsible for the damage to the hangar, exhibitor pavilion and ramp space facilities caused by exhibitors, their agents, contractors or employees. Exhibitors who choose to rent stands or any components for their exhibit display shall be responsible for any damage to rented items caused by exhibitors, their agents, contractors or employees. Exhibitors and stand builders who occupy "raw" space are required to pay a performance bond of 20,000 RMB, which includes a non-refundable 2,000 RMB management fee, prior to move-in. The performance bond, less the 2,000 RMB management fee, will be returned at the completion of move-out, provided there is no claim indemnity caused by the exhibitor/stand builder's behavior or negligence.



PLATFORM FLOORING IN STANDS

Exhibitors requiring platform flooring for their stands must ensure the height of the flooring is a minimum of 15cm (5.48in) in height. Electrical wiring underneath raised floors must be installed using approved conduit or sheathing.

SECURITY

While ABACE2016 exhibits are open, a limited amount of perimeter security staff will be provided. ABACE security officers will be on duty for the static display area from 18:00 on Saturday, April 9, 2016, to 15:00 on Thursday, April 14, 2016.

Notwithstanding the foregoing, ABACE, Shanghai Hawker Pacific Business Aviation Service Centre and Hongqiao International Airport will not be liable for loss or damage to exhibitor's property, as further provided under the section entitled "Liability" in the ABACE exhibit application terms and conditions. Exhibitors are advised to obtain additional insurance coverage in advance to cover losses such as theft and damage to property.

SHIPPING/STORAGE

Official Freight Forwarder – U.S. Exhibitors

TWI Group, Inc.
4480 S. Pecos Road
Las Vegas, NV 89121
Website: www.twiglobal.com

Contact

Bryce Larkin
Tel: +1 (702) 691-9014
Email: blarkin@twigroup.com

Customs

APT Showfreight Logistics
Tel: +86 21 6124 0090
Fax: +86 21 6124 0091

Contact

Janson Zhu
Tel: +86 21 6124 0090 Ext. 307
Email: janson.zhu@aptshowfreight.com

VIOLATIONS

All exhibits must remain staffed and in place until the show closes at 15:00 on Thursday, April 14.

WASTE REMOVAL

Exhibitors and stand builders are responsible for removal of their waste during move-in and move-out at ABACE. In order to limit costs for waste removal, it is recommended that exhibitors and stand builders use recyclable materials for stand construction whenever practical.

CHALET EXHIBIT OPTIONS

	Single Chalet Turn Key	Double Chalet Semi-custom	Triple Chalet Semi-custom
Discount price if application and payment received by November 6, 2015.	\$132,000 (Regular price: \$137,000)	\$227,000 (Regular price: \$234,000)	\$334,000 (Regular price: \$343,000)
	10m-by-10m (100 sqm) chalet structure	20m-by-10m (200 sqm) chalet structure	30m-by-10m (300 sqm) chalet structure
FEATURES:			
Fascia header for branding on all four sides of chalet, to include graphics	X	X	X
Glass front and door panels	X	X	X
Wooden rear door	X	X	X
Heavyweight flooring system	X	X	X
High-grade carpeting	X		
Lighting and power sockets	X	X	X
Electrical power supply with 48 sockets (power for catering is not included)	X	X	X
Finished ceiling	X	X	X
Interior perimeter surrounding walls with laminate finish	X	X	X
Conference and storage room walls, doors and bar counter, all in laminate finish	X		
3.5m buffet service area, 3.5m buffet counter and interior walls in laminate finish	X		
One 42-inch plasma screen monitor	X		
Two flag poles	X	X	X
Air conditioning and heating	X	X	X
INDOOR FURNISHINGS:			
3m Reception counter	1	not included	not included
White round dining tables	5	not included	not included
Dining chairs	20	not included	not included
Single-seat sofa	4		
Double-seat sofa	2	not included	not included
Silver/glass rectangle coffee table	1	not included	not included
Silver glass tables	3	not included	not included
Lounge chairs	4	not included	not included
Wooden laminate conference table	1	not included	not included
Black conference chairs	8	not included	not included
White high bar tables	2	not included	not included
White bar stools	4	not included	not included
Refrigerator- large	1	not included	not included
Shelves for storage & kitchen	4	not included	not included
Tables for office & kitchen	3	not included	not included
3.5m Buffet counter	1	not included	not included
2m Bar counter	1	not included	not included
PATIO & PATIO FURNISHINGS:	3m-by-10m (30 m ²) patio with privacy fence & outdoor carpeting	3m-by-20m (60 m ²) patio with privacy fence & outdoor carpeting	3m-by-20m (60 m ²) patio with privacy fence & outdoor carpeting
Patio tables	3	not included	not included
Patio chairs	12	not included	not included
Market umbrellas	3	not included	not included
ADDITIONAL SERVICES:			
Day cleaning	X	X	X
Executive cars with drivers and parking at the Shanghai Hawker Pacific Business Aviation Service Centre (on exhibit days and during exhibit hours only)	2	not included	not included
Wireless Internet service on the three show days	X	X	X
100 complimentary exhibitor guest badges	X	X	X
Four complimentary company profiles	X	X	X
Catering	Exclusively through Sheraton Shanghai Hongqiao Hotel	Exclusively through Sheraton Shanghai Hongqiao Hotel	Exclusively through Sheraton Shanghai Hongqiao Hotel



CHALET EXHIBITOR RULES & REGULATIONS

All ABACE chalet exhibitors must review and abide by these chalet exhibitor rules and regulations, as well as the Exhibitor General Rules & Regulations.

CATERING

The Sheraton Shanghai Hongqiao Hotel is the exclusive food and beverage service provider at ABACE2016. Menus and other catering information is provided in the Exhibitor Service Kit.

CLEANING

ABACE management will arrange for daily cleaning and removal of trash after show hours and prior to opening each show day. A one-time dusting and wipe down of the interior is also provided prior to the start of the event, however additional requirements in order to maintain chalet are the exhibitors' responsibility.

ELECTRICITY

Electric power is provided for the chalet to include power for lighting, 48 sockets and refrigerator. Additional power required can be provided at the exhibitor's expense. Freeman and its partners are the exclusive providers of electrical power, connections and installation within the chalet.

EXHIBITOR-APPOINTED CONTRACTORS (EACs)

Exhibitors have the option of using Freeman (the official service contractor for ABACE), a qualified independent stand builder, an exhibitor-appointed contractor (EAC) or full-time personnel from their own company to supervise the set-up of the chalet. Only two supervisors are allowed on-site supervising the chalet set-up. Supervisors (EACs) are not to perform work and must follow EAC badge and insurance rules. Any exhibitor using a non-official, exhibitor-appointed stand builder for installation and dismantling must provide ABACE management with the following by March 14, 2016:

- Notification on the exhibitor's letterhead of its intent to use an exhibitor-appointed stand builder or EAC.
- Proof of the exhibitor-appointed stand builder's workers' compensation insurance with the limit to be at least 1,000,000 RMB; employer's liability and general liability limit to be at least 1,000,000 RMB.

Exhibitors who fail to provide notification of workers' compensation insurance information for the exhibitor-appointed stand builder or EAC by the March 14, 2016, deadline will be required to hire the services of the official service contractor for ABACE, Freeman, for installation and dismantling of their stand.

Exhibitors utilizing the services of an installation and dismantling company/EAC during official show hours must provide exhibitor badges for those individuals. Installation and dismantling individuals working other than official show hours are required to wear setup and tear-down EAC photo-ID badges.

Chalet Move-in

- Double- and triple-unit chalet supervisors are allowed on show site beginning on Wednesday, April 6.
- Single unit chalet supervisors are allowed to have their supervisors on site starting Friday, April 8.



SEMI-CUSTOM (UNBUNDLED) CHALET FURNITURE PROCEDURES

Exhibitors who reserved double- or triple-unit chalets are permitted to source their own furniture and must adhere to the following rules:

- Third-party furniture suppliers are considered exhibitor-appointed contractors and all insurance and performance bond rules apply.
- Third-party furniture is considered freight and normal and customary material handling charges will apply.
- Furniture can only be delivered or picked up from outside chalets. Freeman is responsible for moving the furniture into and out of the chalets. Normal and customary labor fees will apply.
- Furniture deliveries must take place between 08:00 and 12:00 on Saturday, April 9. Early deliveries will be refused by ABACE management and late deliveries will incur additional labor charges.
- Furniture pick up must occur between 08:00 and 10:00 on Friday, April 15. Late pick-ups will result in the loss of the EAC performance bond and additional charges for labor and storage.

Exhibitors who reserved single-unit chalets are not permitted to source their own furniture.

DOUBLE- AND TRIPLE-UNIT CHALET INTERIOR DESIGN PROCEDURES

Exhibitors who reserved double- or triple-unit chalets are permitted to use third-party companies to assist with the design of the chalet interiors, however, Freeman is the exclusive provider of all chalet fabrication and installation services. Exhibitors using third-party companies to assist must adhere to the following rules & regulations:

- Exhibitors must notify ABACE management and Freeman of their intent to use a third-party company for the interior design in writing no later than February 13, 2016.
- Third-party design companies understand that Freeman is the exclusive provider of all chalet fabrication and installation services.
- Interior plans must be final no later than February 26, 2016.
- Final interior design plans must be approved by ABACE management and Freeman.
- Up to two representatives of the design company may supervise the installation of the interior.
- All audio visual equipment must be sourced through Freeman. Third-party AV companies are not permitted.
- All electrical equipment and appliances (not including personnel computers/devices) must be sourced through Freeman.



STATIC DISPLAY EXHIBITOR RULES & REGULATIONS

All ABACE static display exhibitors must review and abide by these static display rules & regulations, as well as the Exhibitor General Rules & Regulations.

AIRCRAFT ARRIVALS

Aircraft arrival operations will be conducted between 06:00 and 20:00 on Sunday, April 10, 2016.

Shanghai Hongqiao International Airport has restrictions for aircraft with a maximum takeoff weight (MTOW) of less than seven tons. ABACE has been granted special arrival procedures for aircraft in this size category. Aircraft are required to arrive during non-airline hours from Saturday, April 9 at 23:00 to Sunday, April 10 at 07:00.

Aircraft arrival times will be assigned via a zone system, with the times designated for each zone used to estimate aircraft arrival times. Specific aircraft arrival times will be determined by the location of each aircraft in the static display. In some circumstances, assigned times may not correspond precisely with the zone system.

Arrival times assigned by ABACE management will be considered the deadline for aircraft arrivals. Aircraft that miss their assigned arrival deadlines may be denied placement on the ABACE static display.

Shanghai Hongqiao International Airport will use a prior permission required (PPR) slot program for all arriving and departing aircraft. Exhibitors will receive PPR assignments directly from Shanghai Hongqiao International Airport; it is the exhibitor's responsibility, however, to ensure the PPR is within the assigned arrival window.

Aircraft Arrival Deadline

Zone arrival deadlines on Sunday, April 10, 2016 are as follows:

Zone 1	06:00 – 10:00
Zone 2	10:00 – 12:00
Zone 3	12:00 – 14:00
Zone 4	14:00 – 16:00
Zone 5	16:00 – 18:00
Zone 6	18:00 – 20:00

Shanghai Hongqiao International Airport Aircraft Arrival Procedures

Normal Operating Hours: 06:00 – 22:00

Peak Operating Hours: 10:00 – 12:00
17:30 – 19:30

Arrivals and departures at Shanghai Hongqiao International Airport during peak hours may be difficult. It is suggested that aircraft plan to arrive and depart during non-peak hours. Please coordinate with your appointed FBO or ground-handling agent.

All aircraft must arrive before the assigned targeted deadline. In the interest of safety, ABACE management reserves the right to deny placement of aircraft not arriving by the required deadline. Aircraft on the static display are not permitted to leave before show closing on Thursday, April 14, 2016, at 15:00. ABACE will begin towing aircraft for departure at 18:00.



To further assist in planning, exhibitors must complete and return the Aircraft Arrival Information Form to NBAA's Joe Hart at jhart@nbaa.org or Tracy Tippet at ttippet@nbaa.org no later than Monday, April 4, 2016. While some information, such as specific tail numbers or type of aircraft, may not be known by this date, it is important that ABACE management knows the scope of your display. If the specifics are not known, please provide general type of aircraft (light, mid, large jet, turboprop, etc.) and any known information.

AIRCRAFT INVITATION LETTERS

All aircraft are required to obtain a letter of invitation prior to filing their flight plan. Details for applying for and receiving the letter of invitation will be sent to each static display exhibitor in mid-February 2016.

ALLOCATION OF SPACE

Although it is ABACE management's intent to place static display exhibitors in their space of choice, this may not always be possible.

Static display space will be allocated based on the following priority:

1. Applications received by November 6, 2015, with both chalet exhibits and static display aircraft
2. Applications received by November 6, 2015, with only static display aircraft
3. Applications received after November 6, 2015.

Note: All placements are subject to space availability and are determined by the size of the aircraft being displayed.

The cost per static display space is payable to ABACE management, with no billing coming from the airport. Normal and customary aircraft landing and handling fees are the responsibility of the exhibitor or aircraft operator. These fees will be paid directly to the company providing the service.

ABACE2016 management has a policy of no refunds or transfer of funds for cancellations or downsizing at any time. Ancillary charges to support the static display exhibits will be billed directly by the vendors providing those services. Detailed information will be available in the Exhibitor Service Kit.

For the safe and efficient placement of equipment into the static display, a targeted layout will be used for this event. More information will be provided in the Exhibitor Service Kit.

All aircraft must arrive before the assigned targeted deadline. In the interest of safety, ABACE management reserves the right to deny placement of aircraft not arriving by the required deadline. Aircraft on the static display are not permitted to leave before show closing on Thursday, April 14, 2016, at 15:00. ABACE will begin towing aircraft for departure at 18:00.

Important: If static display space is not occupied by 18:00 on April 10, 2016, it will be considered canceled by the exhibitor. At that time, ABACE management shall use space as deemed appropriate. This rule must be strictly enforced. Due to the size of the ABACE2016 static display, set up or movement aircraft of would cause difficulties with other exhibitors and would jeopardize the opening of the exhibits.

AUXILIARY POWER UNIT (APUs)

Aircraft auxiliary power units (APUs) are not permitted to run during static display hours. Aircraft APUs may not be used after half hour after arrival and before half hour prior to departure without written permission from show management.



CARPET

Aircraft entry carpet and walkway carpets are permitted. Carpet cannot be affixed to the pavement with nails, screws or glue. Double-sided carpet tape is permissible.

Immediately after show closing on Thursday, April 14, 2016, at 15:00, exhibitors or their designees must remove all carpet from the static display. Any remaining carpet will be identified by ABACE management for removal by Freeman, with fees for removal services billed directly to the responsible exhibitor.

DISPLAY SITE ACCESS

Access between the static display is limited to the hours listed below. Exhibitors needing after-hours access must make prior arrangements with ABACE2016 management and will be required to hire the appropriate security.

Monday, April 11	08:00 – 19:00
Tuesday, April 13	08:00 – 19:00
Wednesday, April 14	08:00 – 19:00
Thursday, April 15	08:00 – 16:00

DELIVERY TRUCK ACCESS

Static display deliveries (exhibit materials, etc.) must be coordinated directly with APT Showfreight Logistics. Deliveries will only be accepted and/or coordinated for Friday, April 8 and Saturday, April 9, 2016.

ELECTRICAL SERVICE

Freeman is the exclusive provider of electrical service for ABACE.

Standard electrical service can be provided for equipment requiring 220VAC. Electrical installation is available at each stand location. Electricity, if required, must be ordered in advance.

On the static display and in chalets, standard electrical service can be provided for equipment needing 220 VAC and 400 VAC (50 or 60 Hz) service. Electrical service is billed directly from Freeman to the exhibitor based on KVA required. This billing is in addition to, and completely separate from, any charges from ABACE for exhibit space.

Exhibit Hours

Tuesday, April 12	10:00 – 18:00
Wednesday, April 13	10:00 – 18:00
Thursday, April 14	09:00 – 15:00

EXHIBIT LAYOUT PLANS

Exhibitors are highly encouraged to develop scale plans of their displays and submit the plans to ABACE management for final approval. Exhibitors who do not submit plans to ABACE management will have their displays set up at the direction of ABACE management. ABACE management can assist exhibitors with developing scale plans. The layout should illustrate aircraft positioning with respect to neighboring exhibitors and aisles. Exhibit layouts must be submitted to ABACE management no later than Monday, March 7, 2016.



FBOs/GROUND HANDLING AGENTS

The official ABACE2016 FBO and ground handling agent is Shanghai Hawker Pacific Business Aviation Service Centre. Many companies provide ground handling services at Shanghai Hongqiao International Airport. Exhibitors may use any of the approved ground handling agents upon their arrival for ABACE2016.

Shanghai Hawker Pacific Business Aviation Centre
No. 99, Yingbin Seven Road
Shanghai Hongqiao International Airport
Shanghai, 200335, China
+86 21 2234 1702

GROUND POWER UNITS (GPUs) & AIR-CONDITIONING UNITS (ACUs)

AEM International is the exclusive provider of GPUs and ACUs at ABACE2016. All GPUs and ACUs must be sourced directly and solely from AEM. AEM recognizes the right of exhibitors to provide their own GPUs and ACUs at any or all static display subject to the following:

- Exhibitor-owned GPUs and ACUs must be the wholly-owned property of the exhibitor and not the real property of the exhibitor's I&D contractor, display house, contracted third-party or agent or provided to the exhibitor under loan, lease or rent wherein full ownership of the equipment does not reside with the exhibitor at all times.
- Exhibitor-owned GPUs and ACUs approved by AEM for use at the static displays will be subject to an administrative fee from AEM to the exhibitor equal to 15% of the equivalent equipment quote value for GPUs and ACUs supplied by AEM.

Contact

AEM International
Ulrich Koch
Email: ukoch@aeminternational.com
Tel: +1 (514) 695-1331

MOVE-IN

General move in is Monday, April 11, 2016 from 8:00 to 19:00. As Hongqiao International Airport is in continuous operation with airline and business aircraft, early move-in is not permitted.

SUPPORT VEHICLES

No support vehicles of any kind are permitted on the static display.

TEAR-DOWN

All exhibits must remain staffed and in place until the show closes at 15:00 on Thursday, April 14, 2016, and exhibitors may not begin dismantling their exhibits before 15:00.

There will be no aircraft movements until after 17:00 on Thursday, April 14, 2016.

All aircraft and exhibit materials must be removed from the static display of aircraft by 21:00 on Thursday, April 14, 2016.

Exhibitors found in violation of this rule will be ineligible for the indoor priority draw for ABACE2017 and will be subject to an early tear-down penalty of US \$4,350.



ABACE management will direct the official freight forwarder for ABACE to ship (freight collect) packages, cartons, crates, etc. left in the exhibit hangar or pavilion beyond the days and times of dismantling. ABACE management will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor.

TEAR-DOWN SCHEDULE

In order to facilitate a smooth tear down, exhibitor personnel will observe the following schedule on Thursday, April 14, 2016:

15:00	Show closes to attendees
15:15 – 15:30	Security will escort attendees from static display
15:00 – 16:30	Exhibitors pack display materials
16:30	Security clears ramp of all personnel
16:45	Once ramp is cleared, airport begins removing security barricade
17:00	First aircraft movements begin

Due to the high level of security at Shanghai Hongqiao International Airport, only one and a half hours are allotted for exhibitor move-out on the static display. Exhibitors must plan their static display move-out accordingly and plan to have all exhibit materials – including signs, flags, banners, carpet, fencing and furniture – packed and the forklift ready within this 1 ½ hour timeframe.

Aircraft will be moved out of the static display in the approximate reverse order they were moved into the static display.

All aircraft must either depart or be returned to transient parking by 23:00 on Thursday, April 14, 2016.

TENTS, CHALETS, HOSPITALITY STRUCTURES, BANNERS & GRAPHICS

Tents and other structures are not permitted on the ABACE static display ramp, with the exception of ABACE chalets. Exhibitors are permitted to use market-style umbrellas/parasols in their static display. Small aircraft entrance units (canopies) and aircraft signage are also permitted, with the approval of ABACE management. Decisions made by ABACE management are final.

All items on the static display must be secured with weights. Absolutely no drilling will be permitted into the ramp. Structures that require assembly/construction using nails, screws, saws, drills or other power tools are strictly prohibited. The assembly of aircraft signs using basic hand tools and common hardware is permissible.

Banners, banner poles, flags and graphics on fabric must be weighted sufficiently to withstand the wind and elements. All exhibitors utilizing vertical banners, banner poles, horizontal banners or signage must take down these items whenever the display is unattended, when winds exceed 12 mph or when requested by show management. Exhibitors that fail to take down these items when notified or when exhibit is not attended will be billed for the takedown or removal services.

WASTE REMOVAL

Exhibitors and stand builders are responsible for removal of their waste during move-in and move-out at ABACE. In order to limit costs for waste removal, it is recommended that exhibitors and stand builders use recyclable materials for stand construction whenever practical.



ABACE STATIC DISPLAY CONTACTS

Tracy Tippet

Tel: +1 (202) 478-7767

Mobile: +1 (202) 415-1247

Email: ttippet@nbaa.org

Joe Hart

Tel: +1 (202) 783-9456

Mobile: + 1(202) 415-1219

Email: jhart@nbaa.org



STATIC DISPLAY AIRCRAFT INFORMATION REQUEST FORM

PLEASE BE ADVISED THAT FOR ABACE MANAGEMENT TO BEST SERVE EACH EXHIBITOR, IT IS VERY IMPORTANT TO KNOW THE FOLLOWING AIRCRAFT REGISTRATION INFORMATION

There are arrival or departure slot requirements. ALL Aircraft must during the assigned zone arrival window.

Exhibiting Company: _____

Aircraft Make	Aircraft Model	Aircraft Reg #	Arrival Slot Assignment

EXHIBITOR CONTACT INFORMATION (please print clearly):

On-site Contact: _____

Cell Phone Number: _____

E-mail Address: _____

Scheduler/Dispatcher Contact (If applicable)

Phone Number: _____ **E-Mail Address:** _____

Name of Lead Scheduler/Dispatcher _____

Return completed form by Friday, March 27 to:

ABACE Management

Attn: Tracy Tippet

Email: ttippet@nbaa.org

Tel: +1 (202) 478-7767



EXHIBITOR-APPOINTED CONTRACTOR (EAC)/STAND BUILDER RULES & REGULATIONS

Please note that exhibitors are responsible for the damage of pavilion facilities caused by exhibitors, their agents, contractors or employees. Exhibitors who choose to rent stands or any exhibit components for their stand shall be responsible for the damage to rented items caused by exhibitors, their agents, contractors or employees.

SAFETY REGULATIONS FOR STAND CONSTRUCTION

- Materials, carpets and display items used for construction and publicity shall be of low flammability and with the fireproof test reports issued by the fire department.
- Open flame and flammable, explosive, radioactive, poisonous or corrosive items are not permitted at ABACE2016.
- The use or display of electric arc, welding flame, high voltage electrical appliances, neon lights or similar items require advanced approval by ABACE management, or they will not be allowed.
- Hanging promotional items, such as flags or signs, are prohibited without specific permission from ABACE management. Hanging signs are **NOT** permitted in the pavilion or hangar at ABACE2016.
- Refer to the Hangar & Pavilion Exhibit Booth Configurations & Drawing Approval information to make sure stand structures conform to height and dimension requirements based on the type and location of the stands. For all raw exhibitors, including inline raw space, stand drawings must be submitted for approval no later than February 26, 2016 via email to ABACEstanddrawings@abace.aero, with a copy sent to Cathy Wang at cathywang@megaexposhanghai.com.
- Entrances, exits, fire emergency alarms or fire hoses must not be blocked, obstructed or hampered by any decoration, display items or equipment.

EAC PHOTO ID BADGE PRICES

Service	Unit	Unit Price (RMB)
Construction personnel photo ID badges	1 badge per worker	\$26/160 RMB

Construction personnel photo ID badges online process with login details will be sent directly to the exhibitor-appointed contractor (EAC) via email once the EAC form and insurance documentation has been received by ABACE management. Photo ID badges are valid during move-in and move-out only.

PERFORMANCE BONDS & MANAGEMENT FEE

Exhibitors and stand builders who occupy "raw" space are required to pay a performance bond of 20,000 RMB, which includes a 2,000 RMB management fee, prior to move-in. The performance bond, less the 2,000 RMB management fee, will be returned at the completion of move-out, provided there is no claim indemnity caused by the exhibitor/stand builder's behavior or negligence.

Fee	Amount (RMB)	Terms
Performance Bond	18,000.00	Refundable
Management Fee	2,000.00	Non-refundable

Construction companies shall dismantle their stand assemblies in the time frame specified and confirmed by show management. The dismantling shall be quick and well-organized and must not obstruct or block exits and cargo doors. **All booth structures shall be removed from the indoor exhibit area and the freight yard.**



INSURANCE GUIDELINES – EXHIBITORS & EACs/STAND BUILDERS

EXHIBITORS

Prior to show set up, all exhibitors must comply with ABACE insurance requirements. While ABACE management will not be responsible for collecting evidence of insurance documentation, it will be the responsibility of the exhibitor to maintain coverage that satisfies the requirements for insurance. ABACE management reserves the right to request proof of satisfactory insurance coverage as it deems appropriate.

EXHIBITOR-APPOINTED CONTRACTOR (EAC)

Exhibitors have the option of using Freeman (the official service contractor), a qualified independent stand builder, an exhibitor-appointed contractor (EAC) or full-time personnel from their own company to install and dismantle displays.

Any exhibitor using a non-official, exhibitor-appointed stand builder for installation and dismantling must provide ABACE management with the following by **March 16, 2016**:

- Submit intent to use [Exhibitor-Appointed Contractor \(EAC\)/Stand Builder form](#) online.
- Upload signed Exhibitor-Appointed Contractor (EAC)/Stand Builder application/contract.

Exhibitors who fail to provide notification of workers' compensation insurance information for the exhibitor-appointed stand builder or EAC by the **March 16, 2016**, deadline will be required to hire the services of the ABACE official service contractor (Freeman) for installation and dismantling of their stand. Exhibitors utilizing the services of an installation and dismantling company/EAC during official show hours must provide exhibitor badges for those individuals. Installation and dismantling individuals working other than official show hours are required to wear set-up and tear-down wristbands.



NOTIFICATION OF INTENT TO USE EXHIBITOR-APPOINTED CONTRACTOR (EAC)/STAND BUILDER

Exhibitors who plan to use an exhibitor-appointed contractor (EAC) or stand builder must complete the online [Notification of Intent to Use Exhibitor-Appointed Contractor \(EAC\)/Stand Builder form](#).

DEADLINE DATE:

March 16, 2016

PLEASE NOTE:

- Exhibitors with “raw” space may use either the official show contractor (Freeman) or an exhibitor-appointed contractor of their choice.
- All exhibitor-appointed contractors (EACs)/stand builders must provide insurance for their employees working on show premises.
- Technical drawings of stand designs must be submitted to NBAA for approval before the deadline. Stand designs without approval will not be permitted to begin stand construction.
- For security purposes, exhibitors and their contractors must wear exhibitor/contractor badges at all times while on show premises during set-up and tear-down. Construction workers without badges/wristband will not be permitted to enter.
- A backwall or partition must be installed for each raw space stand structure, except island stands. All back and side walls facing neighboring booths must be professionally finished and kept clean. Exhibitors are not allowed to use the reserve of backwall or partition of neighboring booths to display their own exhibiting company name, logo, graphics, etc.
- Exhibitors with shell-scheme stands must order their electrical fitting, furniture, main connection, etc., from Freeman. Freeman will have the rights to stop their electrical supply in the event exhibitors hire non-official electrical fitting, furniture, etc.

EACs/STAND BUILDERS

An exhibitor-appointed contractor is any individual (or company) that is not an employee of an exhibitor hired to install/dismantle/provide service your booth (i.e., installation/dismantle contractors, booth designers/builders, non-official florists, furniture suppliers, laborers, etc.).

Notification of Intent to Use Exhibitor-Appointed Contractor form must be submitted by the exhibitor for each company contracted to work on your booth.*

Note: It is the exhibitor's responsibility to ensure that all representatives of the exhibitor-appointed contractor (EAC) abide by ABACE2016 Rules & Regulations and have proper badges.

**For electrical, material handling, and booth cleaning, Service Contractor designated by ABACE management must be used, without exceptions.*



MEDIA & MARKETING OPPORTUNITIES

ABACE management works year round to promote ABACE across Asia and around the world. As a result, more than 650 members of the media come from news outlets from all continents to report on the most important business aviation event in Asia. Additionally, ABACE makes available a number of resources to help exhibitors promote their participation and get the greatest value from their investment in the show.

ABACE PRESS HEADQUARTERS

The ABACE Press Headquarters is open to credentialed members of the press and provides a working area for them to report on ABACE. Use of the ABACE Press Headquarters, including all beverages and food, is reserved for registered and credentialed members of the press only.

ABACE Press Headquarters opens on ABACE Press Day, Monday, April 11, at 08:00 – one day before ABACE opens. Shelf space is available in the ABACE Press Headquarters for exhibitors to distribute their press materials.

PRESS CONFERENCES

Host a press conference at the show to let the industry know about your company's latest news. ABACE management provides exhibitors with dedicated press conference rooms that include audio-visual equipment and a translation booth for a nominal fee. Press conferences are held in the ABACE meeting rooms located immediately outside the exhibit hall and adjacent to the exhibitor pavilion.

Press conferences may be scheduled for Monday, April 11 and Tuesday, April 12. Press conferences are scheduled on the hour, allowing 15 minutes for setup and 45 minutes for the press conference.

[Press Conference Room Reservation Request Form](#)

For more information on reserving press conference rooms, please contact Samantha Lohse at slohse@nbaa.org or +1 (202) 783-9365.

PRESS CONFERENCE SCHEDULING

Press conferences will be held beginning at 09:00 on Monday, April 11, 2016. Press conference rooms will be in the press conference/meeting rooms located immediately outside the exhibit hall and adjacent to the exhibitor pavilion. A schedule of press conferences will be listed online at ABACE.aero, and a final listing will be available in the ABACE press headquarters on ABACE press day, April 11. Press conferences are scheduled to provide maximum press coverage without conflicts. We encourage use of official ABACE press facilities to avoid conflicting events whenever possible. Exhibitors may, however, schedule invitation-only press events at their stands or at other locations. Please alert ABACE management to where and when your press conferences will be held so that we can provide proper notice to the media and attendees. Only exhibitors at ABACE may hold press briefings. To reserve a press conference room, exhibitors must fill out an ABACE [Press Conference Request](#).

Press conferences are scheduled in 45-minute time slots that begin on the hour. The last 15 minutes before the next hour are set aside to prepare for the next hour's press conferences. For instance, if a press conference is scheduled for 10:00, the exhibitor may begin setting up at 09:45. The press conference must end by 10:45 so that set up can begin for press conferences taking place in the next hour.



PRESS CONFERENCE ROOM CHARGES

There is a \$1,000 fee per time slot for use of the press conference rooms.

This fee includes:

- A raised dais at the front of each room
- Three table microphones on the dais
- One skirted table
- Five chairs
- Room equipped for audio/visual presentations
- LCD projector, monitor and screen with dress kit

Press conference fees must be paid upon request of ABACE. All exhibitors and co-exhibitors must be paid in full and current on all accounts with AsBAA and NBAA to maintain their press conference slot. We do not recommend that you serve food during press conferences due to their brevity and because food is provided throughout the day in the ABACE press headquarters for the convenience of credentialed members of the press.

INVITING PRESS TO THE PRESS CONFERENCE

Exhibitors are responsible for inviting the press to attend their events. ABACE management will e-mail a list of press conferences to the media shortly before ABACE and an updated press conference schedule will be posted in the ABACE press headquarters, as well as online on the ABACE website.

ABACE management will provide a list of all press registered for ABACE to exhibitors upon request.

PRESS CONFERENCE SIGNAGE

Signs provided by ABACE management will direct press and attendees to the ABACE press headquarters and press conference rooms, but not to individual events. A sign posted outside each press conference room will list all companies that have scheduled press conferences on a given day. In addition, an easel will be located outside each press conference room should you wish to provide a sign during your scheduled press conference time. The ABACE logo will appear on the front of the podium. If your company requires any signage hung behind the dais, you must coordinate with The Freeman Companies as the official service contractor for ABACE.

PRESS KITS

ABACE management provides shelf space in the ABACE press headquarters for exhibitors' press materials on a first-come, first-served basis. Exhibitors are responsible for the shipment of press materials, as well as the maintenance of shelf space. Please do not ship materials directly to the ABACE press headquarters; instead, kindly hand-deliver them on site. Kits may be placed on shelves any time after 08:00 on Monday, April 11, 2016. We anticipate that approximately 200 members of the media will be registered at ABACE. Please remove any press materials you wish to keep by Thursday, April 14, 2016 at 15:00, since those left in the press headquarters after that time will be discarded.

ABACE PRESS INQUIRIES

NBAA: Dan Hubbard

Tel: +1 (202) 783-9360

Email: dhubbard@nbaa.org



SHOW DAILIES

ABACE management does not produce a show daily, however, two publications – B/CA Show News and ABACE Convention News – are published and distributed on site daily at ABACE. Both publications have editorial offices at ABACE. Exhibitors are encouraged to submit news and press releases to the daily show publications in advance.

ABACE CONVENTION NEWS

Editorial Contact: Ian Sheppard
Email: isheppard@ainonline.com
Tel: +44 (0) 775-945-5770

Advertising Contact: Nancy O'Brien
Email: nobrien@ainonline.com
Tel: +1 (530) 949-1075

AINalerts

Editorial Contact: Chad Trautvetter
Email: ctroutvetter@ainonline.com
Tel: + 1 (201) 874-7104

Advertising Contact: Nancy O'Brien
Email: nobrien@ainonline.com
Tel: +1 (530) 949-1075

BUSINESS & COMMERCIAL AVIATION (BCA)

1166 Avenue of the Americas
10th Floor
New York, NY 10036

Editorial Contact: William Garvey
Email: william_garvey@aviationweek.com
Tel: + 1 (203) 244-5096

Advertising Contact: Elizabeth Zlitni, CEM
Email: Elizabeth.zlitni@penton.com
Tel: + 1 (913) 967-1348

BCA ShowNews

Editorial Contact: John Morris
Email: morrisoff@aol.com
Tel: + 1 (860) 365-0445

Advertising Contact: Iain Blackhall
Email: iain.blackhall@aviationweek.co.uk
Tel: +44 207 152 4495



COMPANY PROFILES FOR ABACE2016 DIRECTORY OF EXHIBITING COMPANIES & MOBILE APP

ONLINE EXHIBITOR DIRECTORY & ABACE2016 MOBILE APP

Exhibitors are provided one complimentary exhibitor company profile per stand, chalet or static display space reserved. Exhibitor contacts will be sent login information to access the ABACE2016 Exhibitor Dashboard to update their directory information online.

Additional company profiles for co-exhibitors are available at a cost of U.S. \$500 each and will appear in the online exhibitor directory and the ABACE2016 mobile app. Companies wishing to purchase additional company profiles must complete the ABACE2016 [Company Profile Request Form](#), available in the Exhibitor Dashboard.

New For ABACE2016: Company descriptions will be included in the online exhibitor directory and ABACE2016 mobile app, but **not** in the printed *ABACE2016 Show Guide*. The printed *ABACE2016 Show Guide* will only include the company name and stand location.

Exhibitors are listed alphabetically in the online exhibitor directory and the ABACE2016 mobile app with the following:

- Stand location
- Company address
- Company logo
- Phone and fax numbers
- Website and email addresses
- A description of the company's products or services
- A maximum of five buyers guide categories per exhibitor

Important: All company details entered will appear **live** on the online exhibitor directory and mobile app. All changes will be reflected immediately. Features like the company logo will appear on the live floor plan as well.

EXHIBITORS SHOULD NOTE THE FOLLOWING:

- Exhibitors receive one complimentary show guide listing per exhibit application received.
- **NOTE:** All co-exhibitors must complete the ABACE2016 [Company Profile Request Form](#) and submit payment of U.S. \$500 to appear in the online exhibitor directory and ABACE2016 mobile app.
- Exhibitors and co-exhibitors must be members in good standing (i.e., paid in full for all accounts with either NBAA or AsBAA) in order to have company profiles appear in the online exhibitor directory and ABACE2016 mobile app. Please review the new rules for co-exhibiting companies for ABACE2015.
- Exhibitors and co-exhibitors must pay all required ABACE exhibit fees in order to have company profiles appear in the online exhibitor directory and ABACE2016 mobile app.



ABACE 2016 - Shanghai, China.

April 12-14, 2016.

Air Conditioning Reservation Sheet, Static Display

Your Order Information

Air Conditioning Units

Final billing will reflect an additional \$200 setup charge per unit.

	Company	Space #	Quantity	Price / Unit	Total
3 Ton Unit 220V 1phase 30amp 7KVA (60Hz)				\$3,300	
5 Ton Unit 220V 3phase 30amp 10KVA (60Hz)				\$4,300	

*ELECTRICAL POWER TO SUPPORT EACH UNIT WILL NEED TO BE ORDERED SEPARATELY.

PLEASE REFER TO THE ELECTRICAL ORDER FORM TO PLACE YOUR ELECTRICAL REQUIREMENTS FOR EACH UNIT

Your company Information

(or paste business card here)

Company Name:

Address:

Contact Name:

Phone Number:

Fax Number:

For order confirmation please attach
completed Method of Payment Form.

**Please fax your order to Ulrich Koch at (514) 695-1344
before March 2, 2016.**

Availability and price per unit is not guaranteed after March 2, 2016.

For further information please contact Ulrich Koch at (514) 695 1331
or email: ukoch@aeminternational.com



ABACE 2016 - Shanghai, China.

April 12 - 14, 2016.

GPU Reservation Sheet, Static Display

Your Order Information

Ground Power Units

Final billing will reflect an additional \$200 setup charge per unit.

	Company	Space #	Quantity	Price / Unit	Total
28V DC Unit 220V 3phase 25Amp 10 KVA (50 or 60Hz)				\$3,300	
AC 400hz Unit 380V 3phase 40Amp 25KVA (50 or 60Hz)				\$4,300	

*ELECTRICAL POWER TO SUPPORT EACH UNIT WILL NEED TO BE ORDERED SEPARATELY.

PLEASE REFER TO THE ELECTRICAL ORDER FORM TO PLACE YOUR ELECTRICAL REQUIREMENTS FOR EACH UNIT

Your company information

(or paste business card here)

Company Name:

Address:

Contact Name:

Phone Number:

Fax Number:

For order confirmation please attach
completed Method of Payment Form.

**Please fax your order to Ulrich Koch at (514) 695-1344
before March 2, 2016.**

Availability and price per unit is not guaranteed after March 2, 2016.

For further information please contact Ulrich Koch at (514) 695 1331
or email: ukoch@aeminternational.com



ABACE 2016 - Shanghai, China.

April 12-14, 2016.

Air Conditioning Reservation Sheet, Static Display

Your Order Information

HIGH PRESSURE Air Conditioning Units

Final billing will reflect an additional \$200 setup charge per unit.

	Company	Space #	Quantity	Price / Unit	Total
30 Ton				\$12,900	

High Pressue Unit

400V 3phase 100amp 40KVA (60Hz)

*ELECTRICAL POWER TO SUPPORT EACH UNIT WILL NEED TO BE ORDERED SEPARATELY.

PLEASE REFER TO THE ELECTRICAL ORDER FORM TO PLACE YOUR ELECTRICAL REQUIREMENTS FOR EACH UNIT

Your company Information

(or paste business card here)

Company Name:

Address:

Contact Name:

Phone Number:

Fax Number:

For order confirmation please attach
completed Method of Payment Form.

**Please fax your order to Ulrich Koch at (514) 695-1344
before March 2, 2016.**

Availability and price per unit is not guaranteed after March 2, 2016.

**For further information please contact Ulrich Koch at (514) 695 1331
or email: ukoch@aeminternational.com**



ABACE 2016 - Shanghai, China.
April 12-14, 2016.



Method Of Payment Form

NAME OF SHOW: _____			
COMPANY NAME: _____		BOOTH#: _____	
ADDRESS: _____			
(STREET)		(P.O. BOX)	
PHONE #: _____ EXT.: _____ FAX#: _____ E-MAIL: _____			
ORDERED BY: _____		PRINT NAME: _____ DATE: _____	
<input type="checkbox"/>			

Ensure all payments are received prior to the event

☐ **COMPANY CHECK**

Please make check payable to: AEM International. Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)

☐ **CREDIT CARD**

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative.

Please complete the information requested below:

☐ **BANK TRANSFER**

Royal Bank of Canada (514)856 8900, 3131 Cote Vertu - Local F1 St-Laurent, Qc. Canada, H4R 1Y8 - Bank # 003 - Transit # 03051

■ Account # 400-444-6 - ABA # 021000021

■ BIC/SWIFT* ROYCCAT2

■ Recipient: AEM International (450) 424 2202

Please reference Name of Show and company name on all Bank Transfers so we may properly credit your account.
Note: Customers are responsible for any bank processing fees.

MASTERCARD

VISA

Account No.: _____	Exp. Date: _____
<input type="checkbox"/> Personal Credit Card <input type="checkbox"/> Company Credit Card	
Cardholder Name: (Print) _____	Signature: _____
Cardholder Billing Address: _____	
City/State/Zip: _____	
E-mail Address for Invoice Notification: _____	


Total =

Shipping Instructions
For
ABACE 2016
Shanghai Hawker Pacific Business
Aviation Center



Appointed by:




 Air /Ocean Freight

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TWI Group has been appointed by **NBAA** as the official overseas transportation coordinator for U.S. exhibitors participating in **ABACE 2016**.

TWI is able to assist you with every aspect of your shipping needs, all inclusive from your doorstep through delivery to your stand, including required documentation. We provide you with personalized attention to meet your every expectation.

AIR FREIGHT


CONSOLIDATION DEADLINE DATES

New York	Chicago	Dallas	Los Angeles
15 March	15 March	15 March	15 March

Onsite Delivery
10 April

OCEAN FREIGHT

TWI also has complete ocean forwarding capabilities. Please call TWI for sailing schedules, rates and appropriate instructions.

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AIR FREIGHT CONSOLIDATION POINTS

NEW YORK:

TWI Group
C/O Cosmic Logistics
C/O HNR Freight Logistics Inc.
175-11 148th Road
Jamaica, New York 11434
Tel: 516/544-2672
Fax: 516/544-2679

CHICAGO:

TWI Group
C/O ABX-DSV Air & Sea
C/O RM Trucking
3720 River Road, Suite 100
Franklin Park, IL 60131
Tel: 702/691-9000
Fax: 702/691-9055

LOS ANGELES:

TWI Group
C/O DSV Air & Sea
C/O Griley Airfreight
5341 West 104th Street
Los Angeles, CA 90045
Tel: 702/691-9000
Fax: 702/691-9055

DALLAS:

TWI Group
C/O Aeronet DFW
920 Minters Chapel Rd
Suite 200
Grapevine, TX 76051
Tel: 702/691-9000
Fax: 702/691-9055

Shipments direct to consolidation point prepaid

Please notify TWI Las Vegas:

- Arrival date at the consolidation point
- Carrier's Bill of Lading/ Airway Bill information
- Gross weight and total number of pieces
- Copies of the commercial invoices.

LABELS

Please ensure that all boxes / cases are labeled individually.

Exhibitor Name: **Company Name**

Show Name: **ABACE 2016**

Hall/Booth No.: **Assigned Hall/Booth No.**

c/o: **Insert Address of Applicable Airfreight Consol. Point**

Contact:

Piece Number ___ of ___

Link for printing your labels:

[Shipping Labels](#)

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Commercial Invoice


TWI will ensure that your **Commercial Invoice** is complete and in the proper format. Please prepare the **CI** with the following details:

- Temporary and permanent items must be packed separately with separate invoices.
- Commercial invoices and packing lists can be combined on one document if they list quantity, description, value of each item, weight and dimensions of each package.
- Your company's Federal Employer Identification Number and any applicable license numbers.
- Complete, precise, simple and non-technical description of all items listed on the invoice with their corresponding HTS codes.
- Case size and cubic meter (CBM)
- Electronic copy of each commercial invoice in Excel format must be sent to your TWI Representative for review.

PACKING

Please ensure that your shipment is **NOT** skidded. It must be packed in separate boxes and properly labeled. Contact your TWI Representative for further details.

Due to multiple handling of freight cases TWI urges exhibitors to use strong wooden cases. Bolted returnable types of cases that offer protections from the elements are ideal. If your cases are secured with a lock or combination please provide the key or combination for Customs purposes.

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CONSENT TO SEARCH

U.S. mandated cargo screening is now in effect. A TWI representative will be in contact if this is not on file for your company.

BATTERIES

Please contact your TWI Representative as soon as possible if you are shipping batteries, or your equipment contains batteries of any kind (including laptops and tablets), so that we may inform you whether IATA packaging and labeling requirements pertain to your shipment.

Failing to inform us ahead of time regarding any batteries that are contained in your shipment may result in delays or refusal by the airlines to accept the shipment.

[IATA Battery Regulations](#)

ATA CARNET

An ATA Carnet is recommended if you plan to send equipment to multiple countries or if you plan to send highly valued equipment.

TWI is able to issue the ATA Carnet on your behalf. Please contact your TWI Representative for more information and forms that may be needed.


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EXPORT LICENSES

By federal law, it is the exhibitor's responsibility to determine which export licenses are required to ship their display materials.

EXPORT POWER OF ATTORNEY

The Power of Attorney allows TWI to create or alter documents that relate to your shipment on your company's behalf. In order for TWI to be U.S. Customs compliant it is mandatory that this form be completed and on file in our office. If your company has multiple divisions, one Export Power of Attorney Form is sufficient. **A TWI representative will contact you if this is not on file for your company.**

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DOCUMENTATION

CERTIFICATE OF ORIGIN

Required for the importation of all goods into the country. Contact your TWI Representative for further assistance.

AUDIO/VISUAL MATERIAL

Censorship is required for all shipments going to mainland China. Please ask your TWI representative for further information.

BROCHURES/LITERATURE/ GIVEAWAYS

Submit two samples of all literature and giveaways to your TWI Representative by:

DOCUMENT DEADLINE: 14 January


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SHIPMENTS WITH NON-MANUFACTURED WOOD PACKING

All shipments containing Non-Manufactured Wood Packing (NMWP) must be either **heat-treated or fumigated**. NMWP and solid wood packing material (SWPM) must bear markings indicating the type of treatment under the ISPM 15 regulations.

Any packing that does not comply with these requirements will be refused, destroyed, or returned to its origin, resulting in a considerable delay.

Please contact your TWI Representative if you have any questions regarding the NMWP rule.

[NMWP Website](#)

INSURANCE

It is the responsibility of each exhibitor to secure insurance coverage for their goods throughout the entire shipping process. It is the responsibility of the shipper to ensure the security of unattended freight.

TWI can provide insurance coverage if requested by the exhibitor in writing.


Send completed Insurance Application to:

Email: Carnetinsurance@twigroup.com

Fax to: Attn: Insurance Department at 702/691-9045.


A commercial invoice must accompany the insurance application.

[Cargo Insurance Application.](#)

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TWI STAFF

To assist you with your shipment please contact:

TWI LAS VEGAS, NV

4480 South Pecos Road

Las Vegas, NV 89121

Telephone: 702/691-9000

Fax: 702/691-9045

Bryce Larkin

blarkin@twigroup.com

TWI NEW YORK, NY

2 Lincoln Avenue

Suite #400

Rockville Centre, New York 11570

Telephone: 516/544-2672

Fax: 516/544-2679

Andrea Latchman

alatchman@twigroup.com

TWI wishes you a successful show and we will be happy to assist you in any way possible. If you have any questions, special arrangements, or require further information regarding shipping to an international exhibition please contact us at your convenience.


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Click on the links below to access the appropriate forms required.

[Terms and Conditions](#)

[Commercial Invoice](#)

[Shipping Labels](#)

[IATA Battery Regulations](#)

[Radio Frequency Devices](#)

[Cargo Insurance Application](#)

[Return Shipping Instructions](#)



**ABACE 2016
12 – 14 April 2016
SHANGHAI HAWKER PACIFIC BUSINESS AVIATION
SERVICE CENTRE, SHANGHAI, P.R. CHINA**

Shipping Manual

**APT Showfreight Shanghai Co., Ltd.
Room 2005, Modern Plaza Tower 1,
369 Xian Xia Road, Shanghai 200336 PR China
Tel: 86 (21) 6124 0090
Fax: 86 (21) 6124 0091
Email: enquiry@aptshowfreight.com**

TIME SCHEDULE

Censorship Material to APT Shanghai Office

Arrival of censorship brochures & souvenir by Courier but **25 FEB 2016**
excluding films and video tapes / discs

Seafreight to Shanghai Port

Documents Deadline **16 MAR 2016**

Exhibits Arrival Deadline **23 - 25 MAR 2016**

Airfreight to Shanghai Airport

Documents Deadline **22 MAR 2016**

Exhibits Arrival Deadline **25 - 27 MAR 2016**

DOCUMENT REQUIREMENT

- ☐ 1 original Bill of Lading or 1 copy of Express Bill of Lading or 1 copy of Master Air Waybill and 1 copy of House Air Waybill
- ☐ 1 copy of List of Exhibits (the legitimate document accepted by Customs, refer to the appendix) or ATA Carnet with POA / 1 copy of Insurance Policy (if insured)

CONSIGNMENT INSTRUCTION

All cargoes must be consigned "**Freight Prepaid**" to the following consignee, otherwise a 5% outlay commission will be imposed on all "Freight Collect" consignments. Each AIR shipments should be under ONE MASTER Air Waybill with back to back HOUSE Air Waybill (not for each exhibitor) and the HAWB must be manifested by airline. Additional charges will be incurred for wrong consignee details.

SEAFREIGHT to Shanghai Seaport

Consignee:

APT Showfreight Shanghai Co., Ltd
Room 2005, Modern Plaza Tower 1
369 Xian Xia Road,
Shanghai 200336 PR China
Tel: +86 21 6124 0090
Fax: +86 21 6124 0091

Notify:

ABACE 2016

Exhibitor Name: XXX Booth No.: XXX

AIRFREIGHT to Shanghai PVG Airport

Consignee on both Master AWB & House AWB:

Jiangsu Feiliks International Logistics Inc.
Shanghai Branch
Rm. A615, NO.1333, Wenju Road, PuDong New
Area, Shanghai, 201202 PR China

Notify on both Master AWB & House AWB:

APT Showfreight Shanghai Co., Ltd
Tel: +86 21 6124 0090 / Fax: +86 21 6124 0091

ABACE 2016

Exhibitor Name: XXX Booth No.: XXX

Please be noted that if only MAWB is issued, the shipment won't be distributed to our assigned warehouse right after the shipment arriving Shanghai airport. Therefore, a HAWB which is manifested by airline for the whole shipment must be issued in addition so as to avoid any extra terminal and/or storage charges levied.

TEMPORARY IMPORTATION

The Chinese Authorities permit exhibits to be imported into China on temporary import basis on approved trade shows. Temporary import is allowed for 3 months from the date of entry and must be re-exported unless duties and taxes are paid in the event of conversion to permanent import. Extension of temporary import is allowed subject to Customs' approval.

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

EARLY / LATE ARRIVALS

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

A late arrival surcharge, **30%** based on basic handling rate (**min. USD129.00** per consignment per exhibitor), will be applicable if the shipment arrives after the stipulated deadline.

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

CASE MARKINGS

For easy identification of exhibits, all packages must be marked as follows:

ABACE 2016

C/O APT Showfreight Shanghai Co., Ltd

Name of Exhibitor : _____

Stand Number : _____

Case Number : _____

Gross Weight/Net Weight: _____

Dimensions : _____

RESTRICTIONS

All exhibitors are advised that all promotional materials to be imported or giveaways during the exhibition must not indicate or deem to indicate that Tibet or Taiwan is a Country.

PRINTED / PUBLICITY MATERIALS

The Ministry of Foreign Economic Relations and Trade in China stipulates that all advertising materials (like printed matters and giveaway items) and technical information materials in all media shall be allowed display or use at the exhibition only after customs has inspected and approved the censorship clearance.

Exhibitors are requested to submit samples of literatures (2 copies each) and souvenirs (2 each) in advance to APT Showfreight with a List of Exhibits (LOE). All these materials will be handed over to the Chinese Customs for inspection in advance. These materials should arrive at APT Showfreight no later than **45 days before show opening**.

Films/slides/video tapes/ CDs, VCDs, DVDs are not allowed distributed & consumed during the show. For demonstration purpose, the censorship must be submitted 45 days prior the shipment arrival and 100% returned to the origin once the exhibition closed. APT will not take any responsibility of the shipment detained/delayed due to lack of video products import license.

In addition, exhibitors are advised that brochures, giveaways and souvenirs are subject to import duties as assessed by the Chinese Customs which must be payable on entry. The import of alcoholic drinks, cigarettes and foodstuff to exhibition are restricted by Chinese Customs.

HAND-CARRY EXHIBITS

Exhibitors are strongly advised not to hand-carry goods for this exhibition as it could be detained by the Chinese Customs at the airport. Exhibitors should immediately hand over the detention receipt and the duly filled List of Exhibits to our staff at the fairground to load the goods from the airport. These exhibits will then have to be returned as a shipment.

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

CONTROLLED ITEMS CHINA

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

If required, APT Showfreight Limited will apply necessary license/ permit on behalf of the exhibitors, but under no circumstances that APT Showfreight Limited can guarantee such license will be granted.

The importation of Foodstuff, Beverage, CD-Roms, Watches, Cosmetics items, Live plant, animal and etc are subject to an import permit in China, even for exhibition purpose. Without Chinese Customs' approval and authorization, these items cannot be distributed/ tasted/ sold and/or consumed during the exhibition.

If exhibitors need to ship any controlled items to China, exhibitors are required to submit to APT Showfreight the following documents/ information for application of import permit to China at least **60 (Sixty) days** prior to the shipment departure from the country of origin:

- a. Catalogue/ Brochure of commodities
- b. Export Permit Issued by the Products' Originating Country/ Place
- c. Certificate of origin and/or Health Certificate
- d. Commercial Invoice and Packing List / List of Exhibits

Relevant handling charge and guidelines, permit application fee in China for controlled items will be quoted upon request.

COURIER SERVICE

We do not recommend to send it via courier service (DHL, FedEx, UPS) as the cargo might be detained by customs and it still need to do the customs clearance as normal airfreight shipment, unless the shipment is very small and low value otherwise airfreight is a better choice. Please contact with us before sent out shipment by courier.

If exhibitor insist to send by courier service (there is a risk that the cargo might be detained and can't be delivered in time which is beyond our control) please send it to our contact as follows:

APT Showfreight Shanghai Co., Ltd.
Room 2005, Modern Plaza Tower 1, 369 Xian Xia Road, Shanghai, 200336 China
Tel: 86-21-61240090
Contact: Ms. Yolanda Yuan

Please let us have air waybill copy once available. Please also note that even shipment is not detained by customs, handling charges from free arrival our office upto your booth will still be occurred @ **USD129.00/shipment + duty/tax (as per outlay+10% handling fee)**. But if shipment is detained by customs, handling charges will be the same as normal airfreight shipment as per tariff. .

HEAVY AND OVER-SIZE EXHIBITS

If exhibitors have heavy and oversize exhibits, exhibitors must be on-site early to direct the operation of uncrating and positioning. If crane or forklift is required for installation of equipment, please send your

requirement to us as early as possible so that we could arrange contracting such equipment in advance. A quote will be given after receiving your enquiry.

PACKING OF EXHIBITS

Exhibitors shall be responsible for the consequences of improper packing.

A. Protection against Damage and Rain

As the exhibits are repeatedly loaded and unloaded during transportation, shocking/bumping will sometimes be inevitable. Moreover, exhibits will be placed outdoors many times, including open-air storage at the exhibition centre before and after the exhibition. Therefore, exhibitors must take necessary precautions against damage and rain, since we cannot assume any responsibility for the damage, especially when the return exhibits are to be packed with used-packing materials (the case as well as aluminium foil, plastic covers, etc., very often would have been damaged already during unpacking).

B. The Case

The case must be strong enough to avoid damage during transportation as well as unpacking, and in particular, be suitable for repacking and for sale for return movement after the exhibition. Packing in cartons is not considered suitable for repeated handling, especially for valuable or delicate equipment.

C. Vacuum Packing Service

APT can provide Vacuum Packing Service. Please order it to APT at least 2 days before required service.

MOVE-IN DAYS

Exhibits will be transferred to the exhibition venue during the move-in days. Representatives of APT Showfreight will be available to help the exhibitors with the move-in logistics including unpacking and storage of empties as applicable. However, a responsible representative of the exhibitor must be available on-site during the move-in period for supervision. In some circumstances, however, the customs at the ports or fair site may inspect the case without your presence.

MOVE-OUT DAYS

Prior to the move-out days, exhibitors will be given a 'Return Shipping Instructions' to fill in based on the List of Exhibits given at time of entry of goods into China. Exhibitors are required to advise APT Showfreight if the goods will be re-exported, sold or disposed, as applicable.

During move-out days, representatives of APT Showfreight will be on-site to help exhibitors with return of empty cases, repacking, re-export, etc. as applicable. In order to ensure the closing of the exhibition can be operated smoothly, those exhibitors having heavy and oversized exhibits may be required to repack their exhibits on the next day. Our on-site operational staff will inform exhibitors the exact arrangements. Similarly, during exhibition closing, exhibitors must also supervise the dismantling and repacking of exhibits, especially for delicate or heavy equipment. When used-packing materials repack exhibits, the packing is regarded as no longer suitable to protect the equipment against damage/moisture compared with the original. Exhibitors shall therefor bear the responsibility for the consequences arising therefrom.

In the event of non-compliance of return instructions, all goods left at the exhibition venue shall be subject to disposal by the Chinese Customs and all charges relating to the disposal including duties and taxes if any, shall be borne by the exhibitor.

Exhibitors must pay special attention to the following Customs' regulations:

- Items other than those declared exhibits (e.g. personal effects, souvenir bought in China) are absolutely not allowed to be returned together with exhibits.
- Violations of these regulations will result in confiscation and heavy fines imposed by the Customs.
- **Battery, powder, liquid and gel are controlled items by airline. If exhibitors can't provide certificate for safe transport of chemical goods, please take out above items before re-pack.**

RE-EXPORT

The re-export formality will require about 2 weeks prior to the re-export shipment out of China. If the exhibitor needs the goods to be re-exported urgently, please advise representatives of APT Showfreight on-site of your request as applicable.

SOLD GOODS / DISPOSAL

All goods sold or disposed or given away or not re-exported shall be subject to import duty and taxes of the CIF value or appraised value by Customs whichever is greater. The duty varies with commodities and the VAT is 17% of CIF value. The Procedures for Sold Goods are as follows:

- Exhibitors are required to submit a copy of the sales contract, buyer's company name, address and contact number to APT Showfreight by the end of the show.
- The buyer is required to present to Customs the invoice/packing list and sales contract for the processing of permanent import and payment of duty and taxes.
- After the duties and taxes are paid, buyer will be allowed to take delivery of the goods from the Customs bonded warehouse.
- For exhibits pending sale or waiting for signing of the sales contract, the exhibits will be transferred and kept in the Customs bonded warehouse subject to a maximum period of **THREE (3) MONTHS** from the date of import. After the period of three (3) months, the exhibits must either be re-exported or sold.

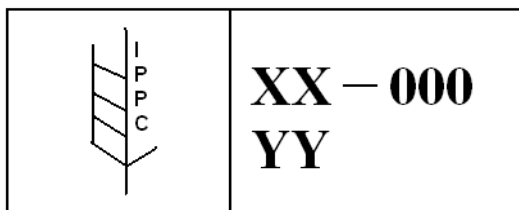
For sold exhibits, all duties and taxes must be paid and all import formalities must be completed within 3 month time. Failure to comply, cargo will be forfeited by the Customs. Sold goods pending conversion to permanent import shall be transferred to Customs bonded warehouse for storage. Additional charges shall be for account of the exhibitor unless assigned to the buyer.

FUMIGATION RULES IN CHINA

Effective 1 January 2006, ALL CARGOS WITH SOLID WOOD PACKING MATERIAL (WPM) to China (such as wood block cases, lath cases, pallets, frames, drums, axes, chocks, stow-wood, crossties and so on), fumigation must be arranged in the country of origin before sending the cargo to China.

To ensure the WPM is properly treated either by Heat Treatment (HT) or Methyl Bromide (MB), following information **MUST** be marked or stamped on the outside packing as the below sample:

WOOD PACKING MATERIALS WITHOUT ACCEPTABLE STAMP OR NOT IN COMPLIANCE WITH THE ABOVE REQUIREMENTS WILL BE DESTROYED. If the IPPC stamp was unclear/ half-printed/ hidden, the CIQ department will force to destroy the case with penalty before our delivery.



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

HIRE OF LABOUR OR EQUIPMENT ETC

If additional labor or equipment required, please contact us for quotation at least 48 hours before move-in.

INSURANCE

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, till the return of the exhibits to domicile/ exhibits sold locally, including the period the exhibits are handled by APT Showfreight Limited. Our tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits which means the cost of insurance cover is not included in our charges.

ADDITIONAL SERVICES

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

TERMS OF PAYMENT

Inward : Upon uplift of goods, prior to delivery to stand.

Outward : Upon presentation of invoice/prior to delivery to premises.

All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset.

Details of our bank account:

Beneficiary Bank Name: HSBC Hong Kong

Beneficiary Bank Code: 004

SWIFT Address: HSBCHKHHHKH

Account Number: 813-221496-838

Account Name: APT SHOWFREIGHT LIMITED

(Remitting bank charges are to be borne by the exhibitor)

TERMS AND CONDITIONS

APT Showfreight Limited does not take any responsibility for:

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

All business is only transacted in accordance with our Standard Trading Conditions. Copy is available upon request.

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

INWARD / OUTWARD HANDLING TARIFF FOR SEA-FREIGHT

From free arrival Port of Shanghai to exhibition booth or vice versa, services include: customs clearance and handling at port, transport from port to exhibition fairground or vice versa, delivery to booth, handling of empty cases, un-packing/ re-packing, positioning (assembling & 2nd time positioning excluded) etc. on-site handling.

1. Consignment service fee **USD80.00** /consignment (HBL) /exhibitor
2. Basic handling charge **USD85.00** per cbm or 1,000 kg, whichever is the greater
 - a) Min. Charge for LCL **USD170.00** /consignment (HBL) /exhibitor (min. 2 cbm)
 - b) Min. Charge for FCL **USD2,150.00** /20' GP; **USD4,250.00** /40'GP ;
USD4,650.00 /40' HQ or 45' GP
3. Terminal handling charge* **USD65.00** per cbm or 1,000 kg, whichever is the greater
 - a) Min. Charge for LCL **USD130.00** /consignment (HBL) /exhibitor
 - b) FCL terminal charge* **USD485.00** /20' ; **USD585.00** /40'

**Current and actual cost levied by Container Freight Stations (CFS), all third parties' charges incurred including D/O change fee will be charged at cost.*

4. Container Haulage to / from CFS
 - 20' container **USD375.00** /20'
 - 40 container **USD500.00** /40'
5. D/O handling fee **USD40.00** /consignment (HBL)

INWARD / OUTWARD HANDLING TARIFF FOR AIR-FREIGHT

From free arrival Shanghai Pudong Int'l Airport to exhibition booth or vice versa, services include: customs clearance and handling at airport, transport from port to exhibition fairground or vice versa, delivery to booth, handling of empty cases, un-packing/ re-packing, positioning (assembling & 2nd time positioning excluded) etc. on-site handling services.

1. Consignment service fee **USD80.00** /consignment (HBL) /exhibitor
2. Basic handling rate **USD0.85** per kg based on actual or volumetric weight, whichever is the greater,
min. **USD125.00** per consignment (HAWB) per exhibitor
3. Airport terminal charge* **USD0.32** per kg based on actual or volumetric weight, whichever is the greater,
min. **USD48.00** per consignment (HAWB) per exhibitor

** Current and actual cost levied by Airport, all third party's charges not listed above will be charged at cost.*

4. Terminal agent handling fee **USD65.00** /consignment (HAWB)

IMPORTANT NOTES:

1. The above rates (for both seafreight and airfreight) exclude stand dressing, assembly of display panels or machinery or decoration of any kind. If these special services are required, it will be subject to a mutual agreement with the exhibitor and additional charges will be levied.
2. Each AIR shipment should be under one Master AWB with one back to back House AWB and the HAWB must be manifested by airline. All shipments not following our shipping instructions will incur additional agency fees, which will be billed at cost as per outlay plus 10% reimbursement fee.
3. For all consolidation, a Consolidation Cargo Manifest must also be provided.
4. For ATA carnet shipment, it is a '**MUST**' to have ATA Carnet number on MAWB.

ON-SITE HANDLING SERVICES

On-site handling services include delivery of exhibits from arrival fairground to booth or vice versa, unpacking, repacking, positioning (assembling & 2nd time positioning excluded) and/or handling of empty cases during the show period.

Handling Rate	USD60.00 per cbm or 1,000 kg, whichever is the greater
Minimum Charge	USD100.00 per consignment per exhibitor
Vehicle Pass	USD45.00 per vehicle
Crane for unloading or loading aircraft from truck	USD195.00 per aircraft per operation (exhibitor should responsible for certain lifting frame)
Porter service from registration counter to Chalet or Booth or Vice Versa	USD20.00 per trolley per trip, min. USD20.00 per consignment per exhibitor (individual package under 10kg per piece)

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

HEAVY-LIFT SURCHARGES

Exhibits in excess of 3,000kg per package will be additionally charged as follows:

From 3,001 to 6,000 kg	USD45.00 per 1000 kg
From 6,001 to 8,000 kg	USD80.00 per 1000 kg
From 8,001 to 10,000 kg	USD110.00 per 1000 kg

Please contact us for a separate quotation if any of your exhibits exceeding 10,000kg or any dimension exceeding L4.0m x W2.2m x H2.0m.

EDI CUSTOMS DATA ENTRY FEE

EDI Customs data entry fee	USD6.00 per shipping case per page (Min. USD30.00 per exhibitor per shipment)
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QUARANTINE & INSPECTION CHARGES

Per package	USD12.00 per package
Quarantine and / or customs inspection fee	USD65.00 per consignment per exhibitor

Other charges such as **fumigation, sanitary treatment** will be billed as per outlay.

All battery, powder, toner or ink cartridge, liquid and gel are controlled items by airline, please take out these items during re-pack. Otherwise, the whole shipment will be detained by airport security office.

CUSTOMS BOND HANDLING FEE

Customs Bond Fee will be levied for temporary import shipment without ATA Carnet. If customs bond is arranged by APT on behalf of the exhibitor as per exhibitor's written request for temporary import, a customs bond handling fee is applicable to exhibitor at **1.0% of CIF value for 1 month, min. USD113.00/month/consignment/exhibitor.**

STORAGE CHARGES IN CHINA

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

Sea LCL Cargo	USD2.20 per cbm per day or part thereof (Min. USD15.00)
Sea FCL Cargo	USD15.00 /TEU/day (Min. USD15.00)
Air Cargo	USD1.00 per 10 kgs per day (Min. USD10.00)
Container stored on-site during exhibition	USD65.00 /TEU/day (Min. USD65.00)
Storage after 3 days free from exhibition close	USD16.00 per cbm per week or part thereof (Min. USD16.00)

VALUABLE OR DANGEROUS CARGO

Exhibitors have to send us a specific form printed on company letterhead for valuable (unit price exceeding USD100,000 per piece) and dangerous cargo. The completed forms should reach us before shipment dispatched, relevant charges will be quoted upon request.

ATA CARNET HANDLING FEE ATA

If ATA Carnet is used for temporary import, an ATA Carnet handling fee is applicable to exhibitor at **USD130.00** per Carnet per entry or exit endorsement (for ATA with general list under 10 pages).

Please note that the individual MAWB or B/L must be issued for cargo which is sent under ATA Carnet. Kindly consult APT Showfreight for the detailed consignment instruction for issuing the individual MAWB or B/L.

GIVEN-AWAY OR CONSUMED SOUVENIR EXHIBITS

Customs formality fee for given-away or consumed items (excluding foodstuff & beverage) on which tax/duty are levied during the exhibition

Customs formalities	USD130.00 /consignment/exhibitor
Customs duty & tax	At cost + 5% APT handling fee

MAGNETISM INSPECTION FEE FOR ELECTRIC ITEMS AIR FREIGHT RETURN

As the airlines implement strict security rules and will ask for magnetism detection & protection for many sensitive items by air transportation including electric equipment, computer, speaker and etc., we will bill magnetism inspection fee if the detection and protection is incurred.

Magnetism inspection fee **USD2.00** per kg based on chargeable weight, min. **USD200.00** per consignment per exhibitor

CUSTOMS BONDAGE STORAGE

Goods not re-exported and pending 'sold goods procedure' or storage for another exhibition shall be transferred from the fairground to Customs Bonded Warehouse for temporary storage. The following charges shall apply as additional to the exhibitor unless it is assigned to the buyer.

Transferring cargo from booth to **Sea Cargo: USD50.00** per cbm or 1,000kg whichever is the fairground loading area the greater, min. **USD100.00** per consignment per exhibitor

Air Cargo: USD0.50 per kg based on actual or volumetric weight, whichever is the greater, min. **USD75.00** per consignment per exhibitor

Transfer from fairground to **USD30.00** per cbm or 1,000kg whichever is the greater, bond warehouse min. **USD60.00** per consignment per exhibitor

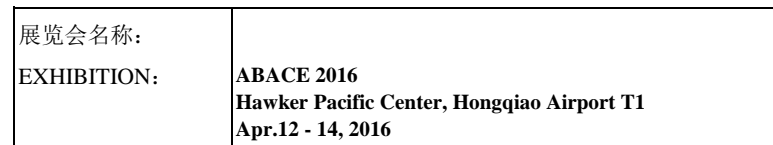
Similarly, if any exhibits are required to be, transferred from the Customs bonded warehouse to the fairgrounds, the above handling rate will also be applicable. Additionally, Customs cover application fee **USD129.00** per application per exhibitor will be levied for such transfer.

ADDITIONAL SERVICES

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

REMARKS

Above rates exclude: overtime storage due in pier, airport terminal / Freight Forwarder's warehouse, seaport/airport storage charges and removal charges due to late receipt of negotiable shipping documents, container grounding / lifting at show site, container storage at show site, any duty / tax payable to the Chinese government and endorsement of relevant government departments, which will be charged at cost.



****IMPORTANT NOTES:**

- 1. THIS FORM MUST BE COMPLETED ACCURATELY BY TYPEWRITING.** 此表格须用电脑或打字机准确填写。
- 2. ONE PAGE FOR ONE CASE ONLY.** 请分别为每一件包装单独填写一页清单。
- 3. THE COLUMN 'H.S. NO.' (HARMONIZED SYSTEMS) NEEDED TO BE COMPLETED BY EXHIBITORS.** 海关商品代码一栏需由展商填写完整。
- 4. THE BRAND NAME/ MODEL NO./ SEAL NO. MUST BE STATED CLEARLY IF EXHIBITS ARE MACHINES, ELECTRIC APPLIANCES OR COMPUTERS. ALSO, IT MUST BE SHOWN ON THE OUTSIDE PACKING SURFACE.** 如展品是机器、电器或电脑, 请务必将商标/型号/序列号清楚列明并将其标注在外包装上。

日期 Date:

FREEMAN

901 E South St
Anaheim, CA 92805
(714) 254-3594 • Fax: (469) 621-5602
Joanne.Peau@freemanco.com



ABACE2016
April 12-14, 2016
Shanghai Hongqiao Airport
Shanghai, China

TERMS & CONDITIONS

- All items are provided on a rental basis.
- All pictures are for reference only. Actual products may vary depending on availability.
- Exhibitors are responsible for the care of rental products while in their booth and will be expected to provide compensation for any damage or loss.
- Orders will not be processed until estimated payment is received in full.

DISCOUNT PRICE DEADLINE DATE

- Submit your order with payment by **Friday, March 4, 2016** to receive the Discount Price.
- Orders received after the **Friday, March 4, 2016** discount deadline or without payment will be processed at the Standard or On-Site Price as applicable.
- Orders received after **Friday, April 1, 2016** will be processed at the On-Site Price.

REVISIONS AND CANCELLATIONS

- Any order revisions and/or substitutions requested after the discount deadline date of **Friday, March 4, 2016** are subject to the Standard or On-Site Price as applicable if requested items are available.
- Credits will not be issued for any furniture returns or exchanges after **Friday, April 1, 2016**.

FREEMAN

901 E South St
Anaheim, CA 92805
(714) 254-3594 • Fax: (469) 621-5602
Joanne.Peau@freemanco.com



DISCOUNT PRICE
DEADLINE DATE
FRIDAY, MARCH 4, 2016

INCLUDE THIS FORM WITH YOUR ORDER COMPLETE
WITH CREDIT CARD INFORMATION OR COPY OF CHECK/
WIRE CONFIRMATION. PLEASE USE BLACK INK.

NAME OF SHOW: **ABACE2016 / April 12-14, 2016 / Shanghai, China**

COMPANY NAME: _____ BOOTH#: _____
ADDRESS: _____ BOOTH SIZE _____ X
CITY/STATE/ZIP: _____ CUSTOMER # _____
PHONE #: _____ EXT.: _____ FAX #: _____
SIGNATURE: _____ PRINT NAME: _____
CONTACT'S E-MAIL _____

E-MAIL FOR INVOICE _____ ☐ CHECK IF YOU ARE A NEW FREEMAN CUSTOMER

Invoices will be sent by request only prior to the event. Please provide e-mail address of the person who reconciles your invoices if different than above.

METHOD OF PAYMENT

BY SUBMITTING THIS FORM VIA FAX OR POSTAL MAIL OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

☐ COMPANY CHECK

Please make check payable to: Freeman. Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)

Please reference (419302) on your remittance.

☐ CREDIT/DEBIT CARD

For your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

☐ AMERICAN EXPRESS ☐ MASTERCARD ☐ VISA **FREEMAN NOW ACCEPTS DEBIT CARDS**

☐ BANK TRANSFER

Bank Transfer to Bank of America, N.A.; Dallas, TX

Wire Transfer

ABA#: 026009593 ACCT #1252039192 Freeman

International Wire Transfer

Swift Code: BOFAUS3N ACCT #1252039192 Freeman

ACH Direct Deposit

ABA# 111000012 ACCT #1252039192 Freeman

Please reference Name of Show & Booth Number so we can properly credit your account.

Note: Customers are responsible for any bank processing fees.

Please request an invoice in advance if required to process payment.

Account No.: _____ Exp. Date: _____

Cardholder Name (Print): _____ Signature: _____

Cardholder Billing Address: _____

City/State/Zip: _____

ENTER TOTALS HERE

BOOTH PACKAGES	ADDITIONAL FITTINGS	CHALET	FURNISHINGS	CARPET	CLEANING	GRAPHICS
INSTALLATION LABOR	DISMANTLE LABOR	AUDIO VISUAL	ELECTRICAL & LIGHTING	ELECTRICAL (STATIC DISPLAY)	PLANTS & FLOWERS	GRAND TOTAL

- Remember to order in advance to save time and money. You may place your order by phone, fax, or mail. **We do not accept credit card information via email.**
- Orders received without payment or after the discount price deadline date will be charged at the standard or on-site price as applicable.
- Orders received at the show will be charged at the on-site price.
- Copies of invoices may be picked up from the Service Desk prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Sales Representative.

TELL US WHAT YOU THINK

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.

<http://feedback.freemanco.com/?419302>

(419302)

FREEMAN method of payment

F R E E M A N

901 E South St
Anaheim, CA 92805
(714) 254-3594 • Fax: (469) 621-5602
Joanne.Peau@freemanco.com

**ABACE2016 / April 12-14, 2016 / Shanghai, China**

In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from Freeman, to be bound by all terms and conditions as described in the Terms & Conditions section of this services manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

BY SUBMITTING THIS FORM VIA FAX OR POSTAL MAIL OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

EXHIBITOR NAME: (PLEASE PRINT) _____

EXHIBITOR SIGNATURE: _____

DATE: _____

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME: _____

BOOTH #: _____

EXHIBITING COMPANY ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____

EXT. _____

FAX: _____

CONTACT'S E-MAIL: _____

Indicate which services are to be invoiced to the Third Party:

- ☐ **ALL SERVICES**
☐ **LABOR/SUPERVISION**
☐ **AUDIO VISUAL**
☐ **ELECTRICITY**

- ☐ **FURNISHINGS/CARPET**
☐ **GRAPHICS**
☐ **BOOTH CLEANING**
☐ **OTHER** _____

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME: _____

CONTACT NAME: _____

THIRD PARTY BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____

EXT. _____

FAX: _____

CONTACT'S E-MAIL: _____

E-MAIL FOR INVOICE: _____

Invoices will be sent by request only prior to the event. Please provide e-mail address of the person who reconciles your invoices if different than above.

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

- ☐ **AMERICAN EXPRESS** ☐ **MASTERCARD** ☐ **VISA** **FREEMAN NOW ACCEPTS DEBIT CARDS**

ACCOUNT NO: _____

EXP. DATE: _____

CARDHOLDER NAME (PLEASE PRINT): _____

CARD TYPE: _____

AUTHORIZED SIGNATURE: _____

CARDHOLDER BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

(419302)

FREEMAN third party authorization

PAYMENT & LABOR

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between Freeman and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- THE METHOD OF PAYMENT FORM IS SIGNED; OR
- AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH FREEMAN; OR
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY FREEMAN.

DEFINITIONS

For purposes of this Contract, Freeman means Freeman Expositions, Inc. and its respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors Freeman may appoint. The term "Exhibitor" means the Exhibitor, its employees, agents, or representatives.

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Freeman except where specifically identified as a sale. All rentals include delivery, installation, and removal from Exhibitor's booth. In case of cancellation of any orders or services by Exhibitor, a one-hour "per person, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond Freeman's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Freeman will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is Exhibitor's responsibility to advise the Freeman Service Center Representative of problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the Show or Event. If Exhibitor is exempt from payment of sales tax, Freeman requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International Exhibitor's, Freeman requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by Freeman shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, Exhibitor agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Freeman for its services, as an offset against the amount of any alleged loss or damage. Any claims against Freeman shall be considered a separate transaction, and shall be resolved on its own merits. Freeman reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by Exhibitor, or for any charges that Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, Freeman hereby provides notice that it reserves the right, and Exhibitor authorizes Freeman, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor's account.

ELECTRICAL

Claims will not be considered, or adjustments made unless filed in writing, by Exhibitor, prior to the close of the event. Freeman is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement.

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES:

Exhibitor shall be responsible for the performance of labor provided under this option. It is the responsibility of Exhibitor to supervise labor secured through Freeman in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Freeman's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of Exhibitor to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION:

Exhibitor agrees to indemnify, hold harmless, and defend Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out of or occasioned by the acts or omissions of Exhibitor. The Exhibitor's indemnification of Freeman includes any and all violations of Federal, State, County or Local ordinances, Show or Event Regulations and/or Rules as published and/or set forth by Facility or Show Management, and/or directing labor provided by Freeman to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

PLEASE REFER TO FREEMAN'S "MATERIAL HANDLING TERMS & CONDITIONS" AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO THE "SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT" AS IT RELATES TO TRANSPORTATION SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH FREEMAN. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH FREEMAN.

FREEMAN

901 E South St
Anaheim, CA 92805
(714) 254-3594 • Fax: (469) 621-5602
Joanne.Peau@freemanco.com



DISCOUNT PRICE
DEADLINE DATE
FRIDAY, MARCH 4, 2016

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH
YOUR ORDER COMPLETE WITH CREDIT CARD INFORMATION
OR COPY OF A CHECK/WIRE CONFIRMATION.

NAME OF SHOW: **ABACE2016 / April 12-14, 2016 / Shanghai, China**

COMPANY NAME:

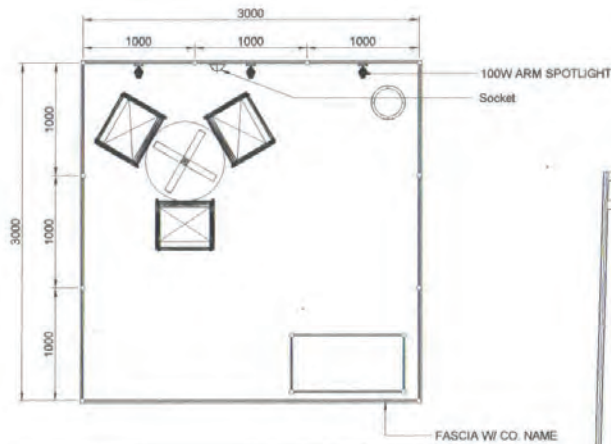
BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

"PREMIUM" SHELL SCHEME BOOTH PACKAGE



****Ordered through National Business Aviation Association**

Structure

Partition walls: White panels covered on three sides with silver aluminum uprights and crossbars (colored panels available – quoted upon request). Note: Panels may be damaged by certain types of Velcro tapes and double-sided scotches. Please use suitable tapes that can be obtained at the exhibitor service desk. Damaged panels will be billed to the exhibitor.

Furniture Set (one set per 9m² stand)

(1) BCF017 front counter (not lockable / No Storage), (1) BCF025 round table, (3) BCF034 black meeting chairs and (1) wastebasket.

Fascia name board

All Premium Shell Scheme package booths are equipped with (1) white fascia name board per 9m² stand. White fascia name board on front of stand (2000mm X 350mm high) includes printed Company Name and stand number. Please complete the *Fascia Name Board Order Form* for preferred lettering.

Lighting

(3) spotlights 100W per 9m², fixed to electrical rail on backwall panel.

Power for spotlights is included in booth package. Please see *Electrical Order Form* if you require power for any other equipment.

Carpet

Uniform carpet to fit whole booth surface will be supplied. Please select color on the *Carpet Order Form*. If no color is selected by the **Friday, March 4, 2016** deadline, carpet color will be Gray. Changing the carpet color after this date will require payment for the full standard price of carpet.

Daily cleaning

The carpet will be vacuumed and trash bins will be emptied before opening on all three show days.

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Joanne.Peau@freemanco.com



**DISCOUNT PRICE
DEADLINE DATE
FRIDAY, MARCH 4, 2016**

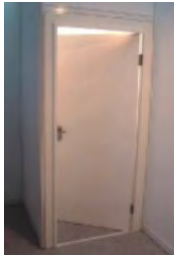
**INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH
YOUR ORDER COMPLETE WITH CREDIT CARD INFORMATION
OR COPY OF A CHECK/WIRE CONFIRMATION.**

E-MAIL ADDRESS:

(419302)

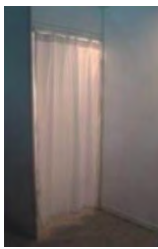
FREEMAN fascia name board

Furniture



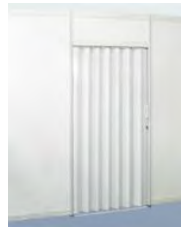
Lockable Door
1000x2000H(mm)

BCF001



Curtain
1000x2000H(mm)

BCF002



Folding Door
1000x2000H(mm)

BCF003



System Metal Grid
1000x1000H(mm)

BCF004



Ceiling Metal Grid
1000x1000(mm)

BCF005



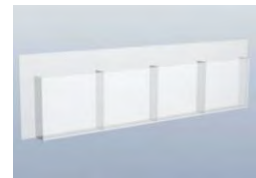
Metal Hook
100H(mm)

BCF006



Catalogue Rack
1300H(mm)

BCF007



4 Pocket Catalogue
1000H(mm)

BCF008



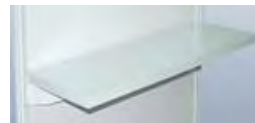
System Coat Hanger
1000L(mm)

BCF009



Glass Shelf
1000x300(mm)

BCF010



System flat Shelf
1000x300(mm)

BCF011



System slope Shelf
1000x300(mm)

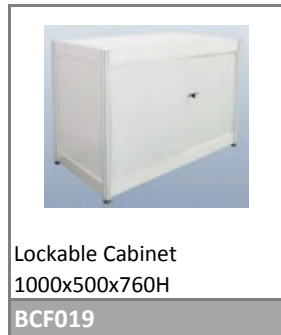
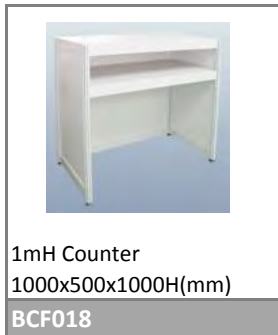
BCF012



A4 Holder
200x300x1000H(mm)

BCF013

FURNITURE - 1





Square Coffee Table (Black)
500x500x500H(mm)

BCF030



Square Coffee Table (Glass)
500x500x500H(mm)

BCF031



Rectangular Coffee Table
(Glass)
110x500x500H(mm)

BCF032

FURNITURE - 2



White Meeting Chair
560x550x820H(mm)
BCF033



Black Meeting Chair
560x550x820H(mm)
BCF034



Gilbert Chair - Wooden
580x530x900-880H(mm)
BCF035



Gilbert Chair - Black
580x530x900-880H(mm)
BCF036



Alu Conference Chair
580x600x900H(mm)
BCF037



Office Chair
580x600x880-960H(mm)
BCF038



Abi Conference Chair
580x600x880-960H(mm)
BCF039



Black barstool
(non-adjustable)
450x450x700H(mm)
BCF040



Bonbon Barstool - White
450x400x770-980H(mm)
BCF041



Bonbon Barstool - Black
450x400x770-980H(mm)
BCF042



Princess Stool - White
450x450x700H(mm)
BCF043



Princess Stool - Black
450x450x700H(mm)
BCF044



Fiesta Barstool - White
450x450x700H(mm)
BCF045



Fiesta Barstool - Black
450x450x700H(mm)
BCF046

FURNITURE - 3



Barcelona - 1 seat White
800x770x850H(mm)

BCF047



Barcelona - 1 seat Black
800x770x850H(mm)

BCF048



Barcelona - 2 seats White
1470x770x850H(mm)

BCF049



Barcelona - 2 seats Black
1470x770x850H(mm)

BCF050



Tivoli (White)
600x570x730H(mm)

BCF051



Tivoli (Black)
600x570x730H(mm)

BCF052



Tiffany (White)
780x710x450H(mm)

BCF053



Tiffany (Beige)
780x710x450H(mm)

BCF054



White Swan Chair
720x630x830-480H(mm)

BCF055



Black Swan Chair
720x630x830-480H(mm)

BCF056



White - 1 seat sofa
810x850-750x440H(mm)

BCF057



Black - 1 seat sofa
810x850-750x440H(mm)

BCF058



Outdoor rattan made single
seat sofa

BCF059



Outdoor rattan made
sofa set includes: 1 single
seat sofa, 1 two seat sofa, 1
coffee table

BCF060

FURNITURE - 4



Belt Barricade
1000-1200Lx900H(mm)
BCF061



Rope Barricade
900H(mm)
BCF062



Brochure Rack 1
270x250x1200H(mm)
BCF063



Brochure Rack 2
420x300x1400H(mm)
BCF064



Metal Trash Bin
220x220x250H(mm)
BCF065



Floor Hanger
1700H(mm)
BCF066



Garden Set
BCF067



Standing Coat Hanger
1600x1600H(mm)
BCF068



Small fridge 90L
550x550x900H(mm)
BCF069



Large Fridge 140L
600x600x1300H(mm)
BCF070



Counter
600x600x1300H(mm)
BCF071



Drape Table (White)
1800x600x750H(mm)
BCF072



Drape Table (Black)
1800x600x750H(mm)
BCF073



Drape Table (Red)
1800x600x750H(mm)
BCF074



Drape Table (Blue)
1800x600x750H(mm)
BCF075

FREEMAN

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Joanne.Peau@freemanco.com



**DISCOUNT PRICE
DEADLINE DATE
FRIDAY, MARCH 4, 2016**

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH
YOUR ORDER COMPLETE WITH CREDIT CARD INFORMATION
OR COPY OF A CHECK/WIRE CONFIRMATION.

NAME OF SHOW: **ABACE2016 / April 12-14, 2016 / Shanghai, China**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

ADDITIONAL FITTINGS ORDER FORM

Item #	Description	Discount Price (USD) Orders Received by March 4, 2016	Standard Price (USD) Orders Received March 4 - April 1, 2016	On-Site Price (USD) Orders Received after April 1, 2016	Quantity	Total (USD)
BCF001	Lockable Door	\$78.00	\$93.60	\$117.00	_____	\$ _____
BCF002	Curtain	\$39.20	\$47.05	\$58.80	_____	\$ _____
BCF003	Folding Door	\$47.80	\$57.35	\$71.70	_____	\$ _____
BCF004	System Metal Grid	\$17.40	\$20.90	\$26.10	_____	\$ _____
BCF005	Ceiling Metal Grid	\$45.65	\$54.80	\$68.50	_____	\$ _____
BCF006	Metal Hook	\$4.40	\$5.30	\$6.60	_____	\$ _____
BCF007	Catalogue Rack	\$28.30	\$33.95	\$42.45	_____	\$ _____
BCF008	4 Pocket Catalogue	\$30.00	\$36.00	\$45.00	_____	\$ _____
BCF009	System Coat Hanger	\$17.10	\$20.50	\$25.65	_____	\$ _____
BCF010	Glass Shelf	\$25.00	\$30.00	\$37.50	_____	\$ _____
BCF011	System Shelf (straight)	\$17.10	\$20.50	\$25.65	_____	\$ _____
BCF012	System Shelf (angled)	\$17.10	\$20.50	\$25.65	_____	\$ _____
BCF013	A4 Holder	\$13.00	\$15.60	\$19.50	_____	\$ _____
					TOTAL	\$ _____

* Please refer to Terms and Conditions for additional details. *

Signature: _____

Date: _____

Signature	Stamp Box

* For Chinese Customers Only *

FREEMAN

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DEADLINE DATE
FRIDAY, MARCH 4, 2016**

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH
YOUR ORDER COMPLETE WITH CREDIT CARD INFORMATION
OR COPY OF A CHECK/WIRE CONFIRMATION.

NAME OF SHOW: **ABACE2016 / April 12-14, 2016 / Shanghai, China**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

FURNITURE ORDER FORM - PAGE 1

Item #	Description	Discount Price (USD) Orders Received by March 4, 2016	Standard Price (USD) Orders Received March 4 - April 1, 2016	On-Site Price (USD) Orders Received after April 1, 2016	Quantity	Total (USD)
BCF014	Large Display Unit	\$26.10	\$31.30	\$39.15	_____	\$ _____
BCF015	Medium Display Unit	\$26.10	\$31.30	\$39.15	_____	\$ _____
BCF016	Small Display Unit	\$26.10	\$31.30	\$39.15	_____	\$ _____
BCF017	0.76mH Counter	\$32.60	\$39.10	\$48.90	_____	\$ _____
BCF018	1mH Counter	\$43.45	\$52.15	\$65.20	_____	\$ _____
BCF019	Lockable Cabinet	\$52.15	\$62.60	\$78.25	_____	\$ _____
BCF020	Multi Level Rack	\$76.05	\$91.25	\$114.10	_____	\$ _____
BCF021	Small Show Case	\$104.30	\$125.15	\$156.45	_____	\$ _____
BCF022	Tall Show Case	\$130.40	\$156.50	\$195.60	_____	\$ _____
BCF023	Square Table	\$34.80	\$41.75	\$52.20	_____	\$ _____
BCF024	Rectangular Table	\$52.15	\$62.60	\$78.25	_____	\$ _____
BCF025	Round Table	\$34.80	\$41.75	\$52.20	_____	\$ _____
BCF026	Wood Round Table	\$39.15	\$47.00	\$58.75	_____	\$ _____
BCF027	Glass Round Table	\$47.80	\$57.35	\$71.70	_____	\$ _____
BCF028	Round Table High	\$34.80	\$41.75	\$52.20	_____	\$ _____
BCF029	Coffee Table (white)	\$33.40	\$40.10	\$50.10	_____	\$ _____
BCF030	Coffee Table (black)	\$33.40	\$40.10	\$50.10	_____	\$ _____
BCF031	Coffee Table (glass)	\$33.40	\$40.10	\$50.10	_____	\$ _____
BCF032	Rectangular Coffee Table (glass)	\$50.10	\$60.10	\$75.15	_____	\$ _____
BCF033	Meeting Chair (white)	\$17.35	\$20.80	\$26.05	_____	\$ _____
BCF034	Meeting Chair (black)	\$17.35	\$20.80	\$26.05	_____	\$ _____
BCF035	Gilbert Chair (wood)	\$49.95	\$59.95	\$74.95	_____	\$ _____
BCF036	Gilbert Chair (black)	\$49.95	\$59.95	\$74.95	_____	\$ _____
BCF037	Alu Conference Chair	\$84.75	\$101.70	\$127.15	_____	\$ _____
BCF038	Office Chair	\$84.75	\$101.70	\$127.15	_____	\$ _____
BCF039	Abi Conference Chair	\$84.75	\$101.70	\$127.15	_____	\$ _____
BCF040	Black Barstool	\$57.40	\$68.90	\$86.10	_____	\$ _____
BCF041	Bonbon Barstool (white)	\$43.45	\$52.15	\$65.20	_____	\$ _____
BCF042	Bonbon Barstool (black)	\$43.45	\$52.15	\$65.20	_____	\$ _____
BCF043	Princess Stool (white)	\$47.60	\$57.10	\$71.40	_____	\$ _____
BCF044	Princess Stool (black)	\$47.60	\$57.10	\$71.40	_____	\$ _____
BCF045	Fiesta Barstool (white)	\$68.10	\$81.70	\$102.15	_____	\$ _____
BCF046	Fiesta Barstool (black)	\$68.10	\$81.70	\$102.15	_____	\$ _____

NAME OF SHOW: **ABACE2016 / April 12-14, 2016 / Shanghai, China**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

FURNITURE ORDER FORM - PAGE 2

Item #	Description	Discount Price (USD) Orders Received by March 4, 2016	Standard Price (USD) Orders Received March 4 - April 1, 2016	On-Site Price (USD) Orders Received after April 1, 2016	Quantity	Total (USD)
BCF047	Barcelona - 1 seat (white)	\$173.85	\$208.60	\$260.80	_____	\$ _____
BCF048	Barcelona - 1 seat (black)	\$173.85	\$208.60	\$260.80	_____	\$ _____
BCF049	Barcelona - 2 seats (white)	\$303.20	\$363.85	\$454.80	_____	\$ _____
BCF050	Barcelona - 2 seats (black)	\$303.20	\$363.85	\$454.80	_____	\$ _____
BCF051	Tivoli (white)	\$76.35	\$91.60	\$114.55	_____	\$ _____
BCF052	Tivoli (black)	\$76.35	\$91.60	\$114.55	_____	\$ _____
BCF053	Tiffany Chair (white)	\$145.30	\$174.35	\$217.95	_____	\$ _____
BCF054	Tiffany Chair (black)	\$145.30	\$174.35	\$217.95	_____	\$ _____
BCF055	Swan Chair (white)	\$151.95	\$182.35	\$227.95	_____	\$ _____
BCF056	Swan Chair (black)	\$151.95	\$182.35	\$227.95	_____	\$ _____
BCF057	1 Seat Sofa (white)	\$154.10	\$184.90	\$231.15	_____	\$ _____
BCF058	1 Seat Sofa (black)	\$154.10	\$184.90	\$231.15	_____	\$ _____
BCF059	Outdoor Rattan Single Sofa	\$158.65	\$190.40	\$238.00	_____	\$ _____
BCF060	Outdoor Rattan Sofa Set	\$701.40	\$841.70	\$1,052.10	_____	\$ _____
BCF061	Belt Barricade	\$21.20	\$25.45	\$31.80	_____	\$ _____
BCF062	Rope Barricade	\$21.20	\$25.45	\$31.80	_____	\$ _____
BCF063	Brochure Rack 1	\$27.55	\$33.05	\$41.35	_____	\$ _____
BCF064	Brochure Rack 2	\$27.55	\$33.05	\$41.35	_____	\$ _____
BCF065	Metal Trash Bin	\$20.00	\$24.00	\$30.00	_____	\$ _____
BCF066	Floor Hanger	\$27.55	\$33.05	\$41.35	_____	\$ _____
BCF067	Garden Set	\$543.25	\$651.90	\$814.90	_____	\$ _____
BCF068	Standing Coat Hanger	\$74.20	\$89.05	\$111.30	_____	\$ _____
BCF069	Small Fridge - 90l	\$95.00	\$114.00	\$142.50	_____	\$ _____
BCF070	Large Fridge	\$145.75	\$174.90	\$218.65	_____	\$ _____
BCF071	Counter (black)	\$197.00	\$236.40	\$295.50	_____	\$ _____
BCF072	Drape Table (white)	\$77.60	\$93.10	\$116.40	_____	\$ _____
BCF073	Drape Table (black)	\$77.60	\$93.10	\$116.40	_____	\$ _____
BCF074	Drape Table (red)	\$77.60	\$93.10	\$116.40	_____	\$ _____
BCF075	Drape Table (blue)	\$77.60	\$93.10	\$116.40	_____	\$ _____
TOTAL						\$ _____

*** Please refer to Terms and Conditions for additional details. ***

Signature: _____

Date: _____

Signature	Stamp Box

*** For Chinese Customers Only ***

FREEMAN furniture

F R E E M A N

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 DEADLINE DATE
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NAME OF SHOW: **ABACE2016 / April 12-14, 2016 / Shanghai, China**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

CARPET ORDER FORM

Description	Discount Price (USD) Orders Received by March 4, 2016	Standard Price (USD) Orders Received March 4 - April 1, 2016	On-Site Price (USD) Orders Received after April 1, 2016	Total (USD)
-------------	---	--	---	-------------

Premium Shell Scheme Package

Included

Please select color:

☐ Black ☐ Red ☐ Gray ☐ Blue

Booth Size: _____ m x _____ m = _____ m2

Premium Carpet (needle punch approximately 7mm)

\$13.10

\$15.70

\$19.65

\$ _____

Please select color:

☐ Black ☐ Red ☐ Gray ☐ Blue

Booth Size: _____ m x _____ m = _____ m2

Standard Carpet (needle punch approximately 3mm)

\$7.70

\$9.25

\$11.55

\$ _____

Please select color:

☐ Black ☐ Red ☐ Gray ☐ Blue

Booth Size: _____ m x _____ m = _____ m2

TOTAL \$ _____

Prices are valid for the duration of the event (3 days) and include delivery, installation and removal.

*** Please refer to Terms and Conditions for additional details. ***

Signature: _____

Date: _____

Signature	Stamp Box

*** For Chinese Customers Only ***

F R E E M A N

901 E South St
Anaheim, CA 92805
(714) 254-3594 • Fax: (469) 621-5602
Joanne.Peau@freemanco.com



**DISCOUNT PRICE
DEADLINE DATE
FRIDAY, MARCH 4, 2016**

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH
YOUR ORDER COMPLETE WITH CREDIT CARD INFORMATION
OR COPY OF A CHECK/WIRE CONFIRMATION.

NAME OF SHOW: **ABACE2016 / April 12-14, 2016 / Shanghai, China**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

CLEANING ORDER FORM

Description	Discount Price (USD) Orders Received by March 4, 2016	Standard Price (USD) Orders Received March 4 - April 1, 2016	On-Site Price (USD) Orders Received after April 1, 2016	Total (USD)
-------------	---	--	---	-------------

Cleaning (includes vacuuming, emptying of trash)

\$2.20

\$2.65

\$3.30

\$ _____

Please select number of days needed:

☐ One ☐ Two ☐ Three

Booth Size: _____ m x _____ m = _____ m²

TOTAL \$ _____

Signature: _____

Date: _____

Signature	Stamp Box

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COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

GRAPHICS ORDER FORM

All Premium Shell Scheme booths are equipped with 1 fascia name board per 9m² booth. Corner booths can purchase an additional fascia name board for \$47.50 USD.

Item #	Description	Discount Price (USD) Orders Received by March 4, 2016	Standard Price (USD) Orders Received March 4 - April 1, 2016	On-Site Price (USD) Orders Received after April 1, 2016	Quantity	Total (USD)
BGF003	Feather Banner	\$118.35	\$142.00	\$177.55	_____	\$ _____
BGF004	Retractable Banner	\$131.70	\$158.05	\$197.55	_____	\$ _____
BGF005	Logo on Fascia Board	\$88.00	\$105.60	\$132.00	_____	\$ _____
BGF006	Graphics on 1M Panel	\$220.00	\$264.00	\$330.00	_____	\$ _____
BGF007	3M x 2.5M Seamless Wall	\$714.30	\$857.15	\$1,071.45	_____	\$ _____
BGF008	6M x 2.5M Seamless Wall	\$1,428.60	\$1,714.30	\$2,142.90	_____	\$ _____
BGF009	Logo for Counter	\$88.00	\$105.60	\$132.00	_____	\$ _____
17804	Fascia Name Board (Add.)	\$47.50	\$57.00	\$71.25	_____	\$ _____
TOTAL						\$ _____

Description	Discount Price (USD) Orders Received by March 4, 2016	Standard Price (USD) Orders Received March 4 - April 1, 2016	On-Site Price (USD) Orders Received after April 1, 2016	Total (USD)
Digital Graphics	\$88.00	\$105.60	\$132.00	\$ _____

- * Minimum order per graphic 1m2
- * Double m2 for double-sided graphics
- * Prices include installation
- * All graphics are subject to 100% Cancellation Charge

Please select backing material:

- ☐ Forex
☐ Foamcore
☐ Self Adhesive Paper
☐ Vinyl Sticker Cut-Out

_____ L x _____ W = _____ m2

TOTAL \$ _____

Note: File conversion, retouching, cloning or color correcting may incur additional charges. Please see Customer Guidelines for Submitting Graphics Artwork.

*** Please refer to Terms and Conditions for additional details. ***

Signature: _____

Date: _____

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COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

DISPLAY LABOR ORDER FORM

Skilled workers can be hired to build stands, lay carpet, unpack crates, set up graphics or for any other work related to the installation of your stand at ABACE.

Rates: Straight Time
 (Monday - Friday, 0800 - 1800h)

USD \$54.30 / hour

Overtime
 (Monday - Friday, 1800 - 0800h, all day Saturday - Sunday)

USD \$79.30 / hour

Please order labor in advance to save time and money! All on-site labor orders will be subject to a surcharge and labor will only be available on a first-come, first-serve basis.

Description of Work	Start Date	Start Time	Number of Workers	Number of Hours	Rate (USD)	Total (USD)
						\$ _____
						\$ _____
						\$ _____
						\$ _____
						\$ _____
TOTAL						\$ _____

Cancellation Policy: Labor must be cancelled in writing (or in person at the exhibitor service desk) 24 hours in advance to avoid a one (1) hour cancellation fee per worker.














Signature: _____

Date: _____

Signature	Stamp Box

*** For Chinese Customers Only ***

Auido Visual Order Form

 <p>42" Plasma</p> <p>BAV-1</p>	 <p>Diagonal 50" (126 cm)</p> <p>50" Plasma</p> <p>BAV-2</p>	 <p>Plasma Floor Stand</p> <p>BAV-3</p>	 <p>Sanyo Projector PLC-XF46 (3LCD, 12000Lumen)</p> <p>BAV-4</p>
 <p>Sanyo Projector PLC-XF41 (3LCD, 7700Lumen)</p> <p>BAV-5</p>	 <p>Tripod Projection Screen 1.5m x 1.5m</p> <p>BAV-6</p>	 <p>Projection Screen Screen Works EF11-6x8(120")</p> <p>BAV-7</p>	 <p>Laptop Computer IBM or Others</p> <p>BAV-8</p>
 <p>Power Loud Speaker Meyersound UPA-1P -Pair</p> <p>BAV-9</p>	 <p>Powered Loud Speaker NEXO PS15 - Pair</p> <p>BAV-10</p>	 <p>Speaker only - Pair</p> <p>BAV-11</p>	 <p>Wireless Microphone set</p> <p>BAV-12</p>
 <p>Power Amplifier</p> <p>BAV -13</p>			

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INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH
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OR COPY OF A CHECK/WIRE CONFIRMATION.

NAME OF SHOW: **ABACE2016 / April 12-14, 2016 / Shanghai, China**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

AUDIO VISUAL ORDER FORM

Item #	Description	Discount Price (USD) Orders Received by March 4, 2016	Standard Price (USD) Orders Received March 4 - April 1, 2016	On-Site Price (USD) Orders Received after April 1, 2016	Quantity	Total (USD)
BAV1	42" Plasma	\$618.10	\$741.70	\$927.15	_____	\$ _____
BAV2	50" Plasma	\$935.50	\$1,122.60	\$1,403.25	_____	\$ _____
BAV3	Plasma Floor Stand	\$61.25	\$73.50	\$91.90	_____	\$ _____
BAV4	Sanyo Projector PLC-XF46	\$4,300.00	\$5,160.00	\$6,450.00	_____	\$ _____
BAV5	Sanyo Projector PLC-XF41	\$2,683.00	\$3,219.60	\$4,024.50	_____	\$ _____
BAV6	Tripod Projection Screen	\$180.05	\$216.05	\$270.10	_____	\$ _____
BAV7	Projection Screen	\$478.10	\$573.70	\$717.15	_____	\$ _____
BAV8	Laptop Computer	\$345.25	\$414.30	\$517.90	_____	\$ _____
BAV9	Meyersound UPA Speaker	\$826.30	\$991.55	\$1,239.45	_____	\$ _____
BAV10	Speaker NEXO PS15 Pair	\$475.80	\$570.95	\$713.70	_____	\$ _____
BAV11	Speaker Only Pair	\$413.95	\$496.75	\$620.95	_____	\$ _____
BAV12	Power Amplifier	\$597.05	\$716.45	\$895.60	_____	\$ _____
BAV13	Wireless Microphone Set	\$516.10	\$619.30	\$774.15	_____	\$ _____
BAV14	DVD Player	\$178.05	\$213.65	\$267.10	_____	\$ _____
					TOTAL	\$ _____

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Signature: _____

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COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

ELECTRICAL & LIGHTING ORDER FORM

INDOOR EXHIBITS

- Any exhibitor requiring power (other than for spotlights in Shell Scheme packages) must order an electrical outlet.
- Outlets are installed in advance in Shell Scheme booths as they cannot be delivered on an as-needed basis. If the service is utilized, exhibitors will be charged the on-site price if power is not ordered in advance. An electrical audit is conducted on the first day of the show.
- The main power will be turned on only during show hours. Temporary power will be available during move-in at locations to be determined.

Electrical Power Supply

Item #	Description	Discount Price (USD) Orders Received by March 4, 2016	Standard Price (USD) Orders Received March 4 - April 1, 2016	On-Site Price (USD) Orders Received after April 1, 2016	Quantity	Total (USD)
703	15 amp Single Phase 220V	\$347.70	\$417.25	\$521.55	_____	\$ _____
706	30 amp Single Phase 220V	\$445.45	\$534.55	\$668.20	_____	\$ _____
704	15 amp Three Phase 380V	\$630.15	\$756.20	\$945.25	_____	\$ _____
705	30 amp Three Phase 380V	\$912.65	\$1,095.20	\$1,369.00	_____	\$ _____
					TOTAL	\$ _____

Lighting (available upon request)

STATIC DISPLAY OF AIRCRAFT

- Quiet generators will supply all electrical power in the Static Display area.
- Power will be turned on one (1) hour prior to show opening and turned off one (1) hour after show close each day.
- If power is required outside these hours, additional generator run time charges will apply.

Description	Discount Price (USD) Orders Received by March 4, 2016	Standard Price (USD) Orders Received March 4 - April 1, 2016	On-Site Price (USD) Orders Received after April 1, 2016	Quantity	Total (USD)
Electrical Power per KVA	\$158.10	\$189.70	\$237.15	_____	\$ _____
				TOTAL	\$ _____

KVA requirements for AEM equipment:

3 Ton Air Con unit - 10 kva each

28 volt GPU - 10 kva each

5 Ton AirCon unit - 10 kva each

400 hz GPU - 25 kva each

*** Please refer to Terms and Conditions for additional details. ***

Signature: _____

Date: _____

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PLANTS & FLOWERS



P1
1.5m(H)



P2
1.2m(H)



P3
1.2m(H)



P4
1.2m(H)



P5
1.2m(H)



P6
1.2m(H)



P8
1.5m(H)



F1
90cm(H) x 90cm(W)



F2
90cm(H) x 90cm(W)



F3
60cm(H) x 45cm(W)



F4
76cm(H) x 30cm(W)



F5
76cm(H) x 45cm(W)



F6
76cm(H) x 45cm(W)



F7
15cm(H) x 10cm(W)

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NAME OF SHOW: **ABACE2016 / April 12-14, 2016 / Shanghai, China**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

PLANTS & FLOWERS ORDER FORM

Item #	Description	Discount Price (USD) Orders Received by March 4, 2016	Standard Price (USD) Orders Received March 4 - April 1, 2016	On-Site Price (USD) Orders Received after April 1, 2016	Quantity	Total (USD)
P1	Plant - 1.5M (H)	\$72.00	\$86.40	\$108.00	_____	\$ _____
P2	Plant - 1.2M (H)	\$85.00	\$102.00	\$127.50	_____	\$ _____
P3	Plant - 1.2M (H)	\$72.00	\$86.40	\$108.00	_____	\$ _____
P4	Plant - 1.2M (H)	\$50.90	\$61.10	\$76.35	_____	\$ _____
P5	Plant - 1.2M (H)	\$60.00	\$72.00	\$90.00	_____	\$ _____
P6	Plant - 1.2M (H)	\$77.00	\$92.40	\$115.50	_____	\$ _____
P8	Plant - 1.5M (H)	\$85.05	\$102.05	\$127.60	_____	\$ _____
F1	Flower - 90cm (H) x 90cm (w)	\$110.20	\$132.25	\$165.30	_____	\$ _____
F2	Flower - 90cm (H) x 90cm (w)	\$110.20	\$132.25	\$165.30	_____	\$ _____
F3	Flower - 90cm (H) x 45cm (w)	\$122.45	\$146.95	\$183.70	_____	\$ _____
F4	Flower - 76cm (H) x 30cm (w)	\$122.45	\$146.95	\$183.70	_____	\$ _____
F5	Flower - 76cm (H) x 45cm (w)	\$102.30	\$122.75	\$153.45	_____	\$ _____
F6	Flower - 76cm (H) x 45cm (w)	\$150.40	\$180.50	\$225.60	_____	\$ _____
F7	Flower - 15cm (H) x 10cm (w)	\$60.10	\$72.10	\$90.15	_____	\$ _____
					TOTAL	\$ _____

*** Please refer to Terms and Conditions for additional details. ***

Signature: _____

Date: _____

Signature	Stamp Box

*** For Chinese Customers Only ***

Attachment 1 (Hangar and Pavilion)

Breakfast Selection List

Assorted Danish

各款丹麦卷（面粉，黄油，鸡蛋，糖）

Assorted Croissant

各款羊角包（面粉，黄油，鸡蛋，糖）

Banana Walnut Muffin

香蕉核桃玛芬（香蕉，核桃，面粉，黄油，鸡蛋，糖）

Assorted Cookies

各款饼干（面粉，黄油，鸡蛋，糖）

Chocolate Cake

巧克力蛋糕（巧克力粉，面粉，黄油，鸡蛋，糖）

Cherry Swiss Roll

樱桃瑞士卷（樱桃，面粉，黄油，鸡蛋，糖，果酱）

BBQ Pork Puff

叉烧酥（买进半成品，制作后送去现场）（叉烧，面粉，鸡蛋）

Cinnamon Sugar Donuts

月桂甜甜圈（月桂粉，糖霜，面粉，黄油，鸡蛋，糖）

Pecan Crumb Cake

香脆山核桃蛋糕（柠檬，面粉，黄油，鸡蛋，糖）

PineApple Turnover

菠萝卷（菠萝馅，面粉，黄油，鸡蛋，糖）

Icing Donuts

糖粉甜甜圈（月桂粉，糖粉，面粉，黄油，鸡蛋，糖）

Vegetarian Samosa

素咖喱角（买进半成品，制作后送去现场，面粉，鸡蛋，土豆，洋葱，咖喱粉，胡萝卜）

You may select 4 items from the above list per day
and a selection of fresh seasonal fruit will be served on a daily basis
您可以任意选择以上菜单中的 4 款食物加时令水果

This Package is priced at RMB1, 800 per portion
(One portion is for 10 persons of 4 items and fruit)
此套餐为人民币 1,800 元每例，每例可提供 10 人份的食物 4 款和水果

Attachment 2 (Café Shop – Sandwich List)

Café Shop Menu

<u>Item</u>	<u>Price (RMB)</u>
Grilled Vegetarian Sandwich 烤蔬菜三文治	68
Roast Turkey Sandwich 烤火鸡胸三文治	88
Ham Egg Sandwich 火腿鸡蛋三文治	88
Tuna, Cucumber and Mayonnaise Sandwich 金枪鱼黄瓜蛋黄酱三文治	88
Smoked Chicken Salad and Bacon Roll 熏鸡肉蔬菜培根卷	88
Roasted Beef Mustard Lettuce and Gherkins 烤牛肉芥末蔬菜酸黄瓜卷	88

The Above Food is provided by Mei Xin Food Manufacture Company 以上食品都由美心食品公司提供

Hot Food 热菜

Daily Menu 每天菜单

Fried Rice with Minced Beef & Ginger 姜末牛松炒饭 (大米, 鸡蛋, 牛末, 调料)	58
Shanghai Fried Noodle with Shredded Pork & Mixed Vegetables 碧绿上海肉丝炒面 (猪肉, 杂菜, 油面, 调料)	58
Sausage and Bread (猪肉, 牛肉, 调料) 香肠和面包	68

Attachment 3 (Café Shop - Beverage List)

Beverage List

SOFT DRINK**Price (RMB)**

Coke Cola 可口可乐 (330ml/can)

18

Diet Coke 健怡可乐 (330ml/can)

18

Sprite 雪碧 (330ml/can)

18

JUICE

Orange Juice 橙汁(250ml/bottle)

28

Apple Juice 苹果汁(250ml/bottle)

28

BEER

Tsing Tao 青岛(330ml/bottle)

30

WATER

Local Mineral Water 本地矿泉水 (330ml/bottle)

10

Perrier 巴黎水 (330ml/bottle)

30

Evian 依云水 (330ml/bottle)

30

COFFEE/TEA

Coffee (Cup)

35

Tea (Cup)

35

CHAMPAGNE

特级干型香槟，酩悦，法国

1200

Brut Imperial, Moët et Chandon , France

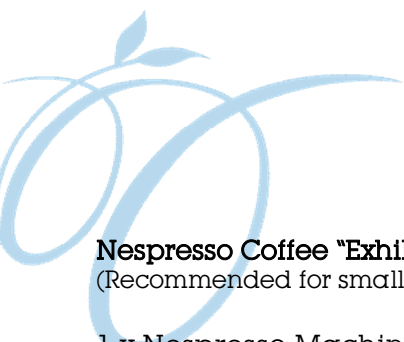
WINE

桑娇维赛，珍藏系列，力宝山路，意大利

550

Sangiovese, Reserve, Nipozzano, Italy

Attachment 4



Coffee Machine Packages (3 days package)

Nespresso Coffee "Exhibit" Package (small)
(Recommended for small exhibition booth)

RMB3000

1 x Nespresso Machine (single brew unit)
2 boxes Coffee Capsules (50 capsule per box)
6 x Milk (1 liter each)
1 x Drum Water (18.5 Liter)

Nespresso Coffee "Chalet" Package (large)
(Recommended for large exhibition chalet)

RMB9000

1 x Nespresso Coffee Machine (double brew unit)
6 x boxes Coffee Capsules (50 capsule per box)
12 x Milk (1 Liter each)
3 x Drum Water (18.5 Liter)

Add on

Nespresso Capsule (50 capsule per box)

Lungo Leggero
Lungo Decaffeinato

RMB500 per box
RMB500 per box

Lavazza Coffee Beans (1kg bags. Approx 100 cups)

RMB1000 per bag

Milk (1liter)

RMB30 per box

Drum Water (18.5 Liter)

RMB150 per drum

The above price is quoted in RMB.
以上价格均以人民币为单位。



Attachment 1 (chalet exhibitors)

Breakfast Selection List

Assorted Danish
各款丹麦卷（面粉，黄油，鸡蛋，糖）
Assorted Croissant
各款羊角包（面粉，黄油，鸡蛋，糖）
Banana Walnut Muffin
香蕉核桃玛芬（香蕉，核桃，面粉，黄油，鸡蛋，糖）
Assorted Cookies
各款饼干（面粉，黄油，鸡蛋，糖）
Chocolate Cake
巧克力蛋糕（巧克力粉，面粉，黄油，鸡蛋，糖）
Cherry Swiss Roll
樱桃瑞士卷（樱桃，面粉，黄油，鸡蛋，糖，果酱）
BBQ Pork Puff
叉烧酥（买进半成品，制作后送去现场）（叉烧，面粉，鸡蛋）
Cinnamon Sugar Donuts
月桂甜甜圈（月桂粉，糖霜，面粉，黄油，鸡蛋，糖）
Pecan Crumb Cake
香脆山核桃蛋糕（柠檬，面粉，黄油，鸡蛋，糖）
PineApple Turnover
菠萝卷（菠萝馅，面粉，黄油，鸡蛋，糖）
Icing Donuts
糖粉甜甜圈（月桂粉，糖粉，面粉，黄油，鸡蛋，糖）
Vegetarian Samosa
素咖喱角（买进半成品，制作后送去现场，面粉，鸡蛋，土豆，洋葱，咖喱粉，胡萝卜）

You may select 4 items from the above list per day
and a selection of fresh seasonal fruit will be served on a daily basis
您可以任意选择以上菜单中的 4 款食物加时令水果

This Package is priced at RMB1, 800 per portion
(One portion is for 10 persons of 4 items and fruit)
此套餐为人民币 1,800 元每例，每例可提供 10 人份的食物 4 款和水果

Attachment 2 (Café Shop – Sandwich List)

Café Shop Menu

<u>Item</u>	<u>Price (RMB)</u>
Grilled Vegetarian Sandwich 烤蔬菜三文治	68
Roast Turkey Sandwich 烤火鸡胸三文治	88
Ham Egg Sandwich 火腿鸡蛋三文治	88
Tuna, Cucumber and Mayonnaise Sandwich 金枪鱼黄瓜蛋黄酱三文治	88
Smoked Chicken Salad and Bacon Roll 熏鸡肉蔬菜培根卷	88
Roasted Beef Mustard Lettuce and Gherkins 烤牛肉芥末蔬菜酸黄瓜卷	88

The Above Food is provided by Mei Xin Food Manufacture Company 以上食品都由美心食品公司提供

Hot Food 热菜

Daily Menu 每天菜单

Fried Rice with Minced Beef & Ginger 姜末牛松炒饭 (大米, 鸡蛋, 牛末, 调料)	58
Shanghai Fried Noodle with Shredded Pork & Mixed Vegetables 碧绿上海肉丝炒面 (猪肉, 杂菜, 油面, 调料)	58
Sausage and Bread (猪肉, 牛肉, 调料) 香肠和面包	68

Attachment 3 (Café Shop - Beverage List)

Beverage List

SOFT DRINK**Price (RMB)**

Coke Cola 可口可乐 (330ml/can)

18

Diet Coke 健怡可乐 (330ml/can)

18

Sprite 雪碧 (330ml/can)

18

JUICE

Orange Juice 橙汁(250ml/bottle)

28

Apple Juice 苹果汁(250ml/bottle)

28

BEER

Tsing Tao 青岛(330ml/bottle)

30

WATER

Local Mineral Water 本地矿泉水 (330ml/bottle)

10

Perrier 巴黎水 (330ml/bottle)

30

Evian 依云水 (330ml/bottle)

30

COFFEE/TEA

Coffee (Cup)

35

Tea (Cup)

35

CHAMPAGNE

特级干型香槟，酩悦，法国

1200

Brut Imperial, Moët et Chandon , France

WINE

桑娇维赛，珍藏系列，力宝山路，意大利

550

Sangiovese, Reserve, Nipozzano, Italy

Attachement 4 (Chalet Exhibitors– Breakfast Menu)

ABACE – Chalet Menu 2016

Buffet Breakfast Menu 早餐自助菜单

Selection of Fruit Juice

精选果汁

(Orange, Apple, Pineapple, Tomato and Grapefruit)

橙汁, 苹果汁, 菠萝汁, 番茄汁和西柚汁

Seasonal Fresh Whole Fruit

时令整粒水果

2 Types of Cereal

2 款谷物

(Corn Flakes and Coco Pops with Fresh or Low Fat Milk)

玉米片和可可米配自选麦片配鲜牛奶或低脂奶

Breakfast Bread Basket:

早餐面包篮

Chocolate and Plain Croissant, Selection of Danish Pastries,

Raisin and Plain Muffin, Soft Roll

Served with Honey, Marmalades, Margarine and Butter)

(巧克力味和原味羊角面包, 精选丹麦面包, 果味和原味松糕, 软包

配蜂蜜酱, 果酱, 麦淇淋和黄油)(面粉, 黄油, 鸡蛋, 糖, 巧克力粉)

Banana Cake and English Fruits Cake

香蕉蛋糕和英式水果蛋糕(面粉, 黄油, 鸡蛋, 糖, 香蕉, 混合干果)

Priced at RMB2,000 for 10 persons

人民币 2,000 元每 10 人份

Additional Breakfast Menu

You may select below items from the list to your breakfast, starting selling 10 persons
 您也可挑选下列款项加入到您的早餐中去，10 人起卖

Asian Food 亚洲美食	PRICE 价格 (RMB 人民币)	QUANTITY 数量
Seafood Fried Rice 海鲜炒饭 (大米, 虾仁, 叉烧, 墨鱼粒, 调料)	1000RMB/portion (10 pax)	
Fried Rice Noodles with Chicken 鸡肉炒米粉 (鸡肉, 韭黄, 广东菜心, 调料)	1000RMB/portion (10 pax)	
Boiled Egg 煮蛋 (鸡蛋)	300RMB/portion (10 pax)	
Scambled Egg 炒蛋 (鸡蛋)	300RMB/portion (10 pax)	
Chicken Sausage 鸡肉香肠	500RMB/portion (10 pax)	
Pork Sausage 猪肉香肠	500RMB/portion (10 pax)	
Cheese Plate 芝士拼盆 (各款口味奶酪)	500RMB/portion (10 pax)	

Attachement 5 (Chalet Exhibitors –Buffet Lunch Menu)

ABACE – Chalet Menu 2016

Buffet Lunch Menu – Tuesday, 12 April 2016

自助午餐菜单 – 周二 2016 年 4 月 12 日

BREAD 面包

Home-Made Soft and Hard Bread Rolls /, served with Butter and Margarine

各款自制面包配黄油和麦淇淋

Mixed Lettuce

时令蔬菜

SOUP 汤

Mushroom Soup

蘑菇汤 (蘑菇, 高汤, 调料)

Seafood with Sweet Corn

粟米海鲜羹(虾, 鱿鱼 鱼肉, 粟米)

WESTERN HOT DISHES 西式热菜

Please select 3 choices of below 请选以下三种

- ☐ Mashed Potato
奶香土豆泥 (小土豆, 香料, 调料)
- ☐ Sauteed Chicken and Mushroom Fricasie
奶油鸡肉炒鲜菇 (鸡肉, 蘑菇, 奶油, 调料)
- ☐ Spinach and Cheese Ravioli, arrabiata sauce.
意式菠菜芝士饺配香辣番茄酱 (菠菜, 面皮, 芝士, 香辣番茄酱)
- ☐ Miso Seared cod fillet, sauteed asparagus.
味噌鳕鱼配鲜芦笋 (鳕鱼, 芦笋, 味噌酱, 调味料)
- ☐ Lamb Navarin with Root Vegetable
蔬菜香料炖羊肉 (芹菜, 胡萝卜, 洋葱, 土豆, 羊肉, 香料, 番茄酱, 肉汁, 调味料)

CHINESE HOT DISHES 中式热菜

Wok-Fried Fresh Squid with Mushroom

烧汁杏鲍菇炒鱿鱼(烧汁, 杏鲍菇, 鲜鱿, 调料)

Stir Fried Kidney Bean with Minced Pork

干煸四季豆 (肉糜, 四季豆, 调料)

Stir-fried Broccoli with Garlic and Dried Scallops

金蒜瑶柱西兰花 (瑶柱, 西兰花, 大蒜, 调料)

Fried Rice with Minced Cod Fish and Pumpkin

鳕鱼粒南瓜炒饭 (鳕鱼粒, 南瓜, 大米, 调料)

Carving Station

烤肉档

Grilled Home Made Gourmet Sausage (Pork, Beef)

自制烤香肠 (猪肉, 牛肉)

DESSERTS 甜品

Seasonal Fresh Whole Fruit

时令整粒水果

Double Chocolate Cupcakes

巧克力纸杯蛋糕 (黄油, 面粉, 鸡蛋, 巧克力, 糖)

Green Tea Almond Financier

绿茶杏仁蛋糕 (抹茶粉, 杏仁片, 黄油, 面粉, 鸡蛋, 糖)

Apple Crumble Tart

苹果酥挞 (黄油, 面粉, 鸡蛋, 苹果, 糖)

Carrot Cake

胡萝卜蛋糕（黄油，面粉，鸡蛋，胡萝卜，糖）

Chocolate walnut Tart

巧克力核桃塔（黄油，面粉，鸡蛋，巧克力，核桃，糖）

Priced at RMB10,000 per portion for 20 Persons

人民币 10,000 元每 20 人份

ABACE – Chalet Menu 2016

Buffet Lunch Menu – Wednesday, 13 April 2016

自助午餐菜单 – 周三 2016 年 4 月 13 日

BREAD 面包

Home-Made Soft and Hard Bread Rolls / served with Butter and Margarine

各款自制面包配黄油和麦淇淋 (面粉, 黄油, 鸡蛋, 糖)

Mixed Lettuce

时令蔬菜

SOUP 汤

Seafood Hot and Sour Soup

酸辣海鲜羹 (虾仁, 金针菇, 豆腐, 海参, 调料)

Vegetable Soup

蔬菜汤 (蔬菜粒, 高汤, 调料)

WESTERN HOT DISHES 西式热菜

Please select 3 choices of below 请选以下三种

- ☐ Pan-fried Sole Fish Fillet with Lemon Butter Sauce
香煎鱼柳配柠檬黄油 (龙利鱼, 柠檬汁, 黄油, 调料)
- ☐ Gratinated Potato with Cream and Cheese
奶油芝士焗土豆 (土豆, 芝士, 奶油, 调料)
- ☐ Veal Osso Bucco Soft Polenta
炖小牛腱配玉米糊 (玉米糊, 肉汁, 胡萝卜, 芹菜, 香叶和牛膝肉)
- ☐ Fried Mussel with Thai Chili Sauce
泰味青口 (青口贝, 甜酸酱)
- ☐ Roast Chicken Drumstick with Barbeque Sauce
烤鸡腿配烧烤酱 (鸡腿肉, 烧烤酱, 调料)

CHINESE HOT DISHES 中式热菜

Fried Crisp Chicken with Garlic

蒜香脆鸡球 (鸡球, 大蒜, 调料)

Fried Rice with Salted Egg Yolk and Minced Beef

咸蛋黄牛松炒饭 (咸蛋黄, 牛松, 米饭, 调料)

Wok-Fried Baby Cabbage

煲淋娃娃菜 (娃娃菜, 调料)

Wok Fried Pork Fillet with Zucchini in Black Pepper Sauce

黑椒里脊炒云南小瓜 (猪里脊, 黑椒汁, 胶瓜, 调料)

Carving Station

烤肉档

Beef Tenderlion with Mushroom Sauce 2-2.3KG

烤牛柳配菌菇汁 (牛柳, 菌菇, 肉汁, 红酒, 香料)

DESSERTS 甜品

Seasonal Fresh Whole Fruit

时令整粒水果

Pineapple Crumble Tart

菠萝酥挞 (木瓜, 黄油, 糖, 面粉, 鸡蛋)

Orange Hazelnut Cake

橙味榛子蛋糕 (橙, 黄油, 糖, 面粉, 鸡蛋, 榛子)

Cream Caramel

焦糖布丁 (黄油, 糖, 面粉, 鸡蛋)

Chocolate Sacher Cake

巧克力沙哈蛋糕（黄油，糖，面粉，鸡蛋，巧克力）

Carrot Cake Cupcakes

胡萝卜纸杯蛋糕（黄油，糖，面粉，鸡蛋，胡萝卜）

Priced at RMB10,000 per portion for 20 Persons

人民币 10,000 元每 20 人份

ABACE – Chalet Menu 2016

Buffet Lunch Menu – Thursday, 14 April 2016

自助午餐菜单 – 周四 2016 年 4 月 14 日

BREAD 面包

Home-Made Soft and Hard Bread Rolls served with Butter and Margarine

各款自制面包配黄油和麦淇淋

Mixed Lettuce

时令蔬菜

SOUP 汤

Tomato of Cream Soup

奶油番茄汤 (番茄, 奶油, 调料)

Matsutake Bean Curd Soup

松茸豆腐羹 (松茸, 豆腐, 调料)

WESTERN HOT DISHES 西式热菜

Please select 3 choices of below 请选以下三种

- ☐ Beef Goulash with Bell Pepper and Potato
匈牙利烩牛肉 (牛肉, 土豆, 彩椒, 调料)
- ☐ Grilled Bacon Roll with Vegetable Stick
烤培根蔬菜卷 (培根, 蔬菜条, 调料)
- ☐ Roast Cajun Spiced Potato Wedges
烤卡真土豆角 (土豆, 调料)
- ☐ Roast Pork Neck with Cranberries and Orange Sauce
烤猪颈肉配蔓越莓和橙汁 (猪颈肉, 橙汁, 蔓越莓)
- ☐ Mixed Seafood with Tomato Sauce
海鲜番茄汁 (虾, 鱿鱼, 鱼柳, 番茄酱, 调料, 香料)

CHINESE HOT DISHES 中式热菜

Wok-Fried Beef Fillet with Shitake Mushroom in Oyster Sauce

蚝皇鲜菇牛肉 (牛柳, 鲜菇, 调料)

Stir Fried Pork Ribs with Bitter Melon

豉味京瓜排骨 (凉瓜, 排骨, 豆豉, 调料)

Deep Fried Fish Fillet with Sour and Spicy Sauce

酸辣脆鱼柳 (鱼柳, 酸辣汁, 调料, 配料)

Fried Cabbage With Chili Sauce

湘乡卷心菜 (卷心菜, 调料)

Fried Rice with Seafood

海鲜炒饭 (大米, 虾仁, 叉烧, 墨鱼粒, 调料)

Carving Station

烤肉档

Lamb Chop with Mustard and Gravy 4(3portion)KG

羊排配芥末肉汁 (羊排, 芥末, 调料, 香料)

DESSERTS 甜品

Seasonal Fresh Whole Fruit

时令整粒水果

Seasonal Fruit Oatmeal Crumble

水果麦片酥挞 (时令水果, 麦片, 黄油, 鸡蛋, 面粉, 糖)

Strawberry jam roll

草莓酱瑞士卷 (黄油, 鸡蛋, 面粉, 糖, 草莓酱)

Opera Cake

噢培拉蛋糕 (黄油, 鸡蛋, 面粉, 糖, 巧克力, 咖啡粉)

Banana Walnut Cake, Chocolate Ganache

香蕉核桃蛋糕,巧克力酱(黄油,鸡蛋,面粉,糖,香蕉,核桃,巧克力酱)

Chocolate Tart

巧克力挞(黄油,鸡蛋,面粉,糖,巧克力)

Priced at RMB10,000 per portion for 20 Persons

人民币 10,000 元每 20 人份

Attachment 6 (Chalet – Wine List)

Wine List

白葡萄酒

White Wine

瓶

Bottle

霞多丽白, 珍藏系列, 伯通酒庄, 法国
Chardonnay, Reserve Special, Gerard Bertrand, France

500

意思林, 哥伦比亚谷, 圣密夕木舟, 美国
Riesling, Columbia Valley, Chateau Ste .Michelle, USA

500

白芙美, 纳帕谷, 蒙大菲, 美国
Fume Blanc, Napa Valley, Robert Mondavi, USA

500

灰皮诺, 乐挂, 班菲, 意大利
Pinot Grigio, Le Rime, Banfi, Italy

500

苏维翁, 珍匣, 新玛丽新西兰
Sauvignon Blanc, Private Bi, Villa Maria, New Zealand

500

霞多丽, 珍藏系列, 怡园, 中国
Chardonnay, Tasya's Reserve, Grace Vineyard, China

500

红葡萄酒

Red Wine

瓶

Bottle

珍藏系列西拉红, 伯通酒庄, 法国
Reserve Special Syrah, Gerard Bertrand, France

465

梅洛, 舟岭, 圣密夕木舟, 美国
Chateau Ste .Michelle, USA

600

赤霞珠, 纳帕谷, 蒙大菲, 美国
Cabernet Sauvignon, Napa Valley, Robert Mondavi, USA

650

桑蛟维赛, 珍藏系列, 力宝山路, 意大利
Sangiovese, Reserve, Nipozzano, Italy

550

香槟及起泡酒

Champagne and Sparkling Wine

瓶

Bottle

特级干型香槟, 酩悦, 法国
Brut Imperial, Moet et Chandon , France

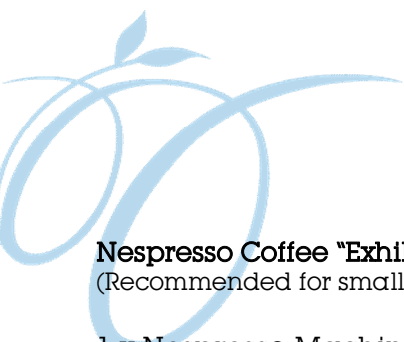
1200

干起泡, 圣密夕, 美国
Brut Domaine Ste, Michelle, USA

550

The above price is quoted in RMB.
以上价格均以人民币为单位。

Attachment 7



Coffee Machine Packages (3 days package)

Nespresso Coffee "Exhibit" Package (small)
(Recommended for small exhibition booth)

RMB3000

1 x Nespresso Machine (single brew unit)
2 boxes Coffee Capsules (50 capsule per box)
6 x Milk (1 liter each)
1 x Drum Water (18.5 Liter)

Nespresso Coffee "Chalet" Package (large)
(Recommended for large exhibition chalet)

RMB9000

1 x Nespresso Coffee Machine (double brew unit)
6 x boxes Coffee Capsules (50 capsule per box)
12 x Milk (1 Liter each)
3 x Drum Water (18.5 Liter)

Add on

Nespresso Capsule (50 capsule per box)

Lungo Leggero
Lungo Decaffeinato

RMB500 per box
RMB500 per box

Lavazza Coffee Beans (1kg bags. Approx 100 cups)

RMB1000 per bag

Milk (1liter)

RMB30 per box

Drum Water (18.5 Liter)

RMB150 per drum

The above price is quoted in RMB.
以上价格均以人民币为单位。





Asian Business Aviation Conference & Exhibition

Shanghai Hongqiao International Airport
at Shanghai Hawker Pacific Business Aviation Service Centre
Shanghai, China. April 12-14, 2016

Please return this order form on/before **12 March 2016**.
Tel (852) 2871 9754 or david@mediahk.com

ADSL & Dedicated Internet Connection Order Form

Company Name	<input type="text"/>	Booth No.	<input type="text"/>
Main Contact	<input type="text"/>	SSID for WiFi	<input type="text"/>
Tel No.	<input type="text"/>		

Description	Unit Cost	QTY	Total Amount
1.) ADSL 2MB/256k Local Broadband	US\$1,320.00		
2.) Dedicated Internet Connection – Minimum 5MB *	US\$1,980.00		
Additional Connection Speed for item 2	US\$220.00/MB		
3.) WiFi Router – Installation	US\$300.00	1	US\$300.00
4.) Equipment Deposit (Refundable)	US\$500.00	1	US\$500.00
5.) Cat 5 patch (10MB)	US\$10.00/cable		
6.) Wire Transfer, Bank charges	US\$50.00		
7.) Local Telephone Line - Without IDD	US\$370.00		
8.) Late order charge on/after 12 March, 2016 25% on all items.	+25%		

* China Government's Internet censorship is enforced, all traffic to and from outside of China will be filtered. Many popular websites & company VPNs are also blocked. International Internet speed will be reduced.

Total :

If internet is vital during ABACE, please contact david@mediahk.com

Payment Type:



☐ Credit Card

VISA or MasterCard Only

Credit Card Payment will be charged in 2 parts

- 1) Order Amount less desposit, once received order.
- 2) Deposit will be HELD by Paypal for 14 day, from 10 April, 2015.
Deposit will automatically cancel from hold if equipment is returned as picked up.

☐ Wire Transfer

An Additional US\$50 for Bank Charges

Deposit will be returned in US\$ cheque, 4-6 weeks after Event, if payment is done by bank transfer

Card No.

CVV No.

Expire Date

Card Holder Name

Signature

For Wire Transfer

(order will only be confirmed once "wire transfer receipt" is forwarded to david@mediahk.com or 852-28719754 before 12 March, 2016)

Bank Info:

Hang Seng Bank Ltd. Cheung Sha Wan Plaza Branch, 833 Cheung Sha Wan Rd. Hong Kong

Account no.: (024) 368-8-701535

SWIFT code: HASE HKHH

Account name: Media International Ltd.



至尚翻译服务（上海）有限公司

Supreme Interpreting Services (Shanghai) LTD

Supreme Interpreting Services (Shanghai) LTD
Suite 506, New Xuhui Business Center, 1480 Xietu Road, Shanghai
Tel: +86 2160513261
<http://www.interpretingchina.com>

Translation Services Order Confirmation

翻译服务确认单

Service Provider 服务提供商	Client 客户
Supreme Translation Services(Shanghai) LTD 至尚翻译服务（上海）有限公司	Name: 公司名称:
Project Manager: Alice Han 项目经理:	Contact Person: 联系人:
Tel 电话: +86 21 60513261	Tel 电话:
Email 邮箱: alice.han@interpretingchina.com alice.han@translationinchina.com.cn	Email 邮箱:

Order Description

订单详情

Languages 语言 (English/Chinese)	Unit Price 单价 (USD)	Quantity 数量	Sub-total 小计 (USD)
exhibition stand oral interpreting 展台翻译	150/person/day		
written translation 笔译	0.18/English word		
consecutive interpreting 交替翻译	1100/person/day		
Simultaneous Interpreting 同声翻译	1400/person/day		
Bosch II SI Main Control System 博士二代同传主机	500/set/day		
Headsets 耳机+接收器	5/set/day		
Booth 同传间	80/set/day		
Technician 技术人员	130/person/day		
		Subtotal 小计	
		Total Costs 总价	

[Notes]

- Please fill in the quantity column (or describe your assignment) first and send to alice.han@interpretingchina.com to get the final price before signing.
请先写明数量要求，然后发送给 alice.han@interpretingchina.com 获得最终报价，然后再签署本订单。
- Other language combinations can be provided upon request, please send email to alice.han@interpretingchina.com for quotation.

至尚翻译还可以提供其它语言的服务，请联系 alice.han@interpretingchina.com 索取报价。

3. Please note that the order will be effective once we receive the Services Order Confirmation with your signature.

请注意，一旦本公司收到经贵司签署的服务确认单，本订单即刻生效。

4. For Consecutive Interpreting and Simultaneous Interpreting services, SIS will send a proposal for client to sign as well, please contact alice.han@interpretingchina.com for more details.

对于交传和同传服务，至尚翻译还会另外发送翻译合同，请联系 alice.han@interpretingchina.com 获取更多详情。

[Charge Instructions 付费要求]

All service fees should be paid in total before 31st, March, 2016.

所有服务费用必须在 2016 年 3 月 31 日付清。

[Order Cancellation 订单取消]

Client will be charged 50% of total service fees for any order cancellation before the exhibition and need to bear bank fee for refunding.

如果客户在展会前取消任何订单，至尚翻译将收取总费用的 50%作为补偿，且客户需承担退款的银行费用。

[Bank Detail 银行信息 I]

All payment must be made into the below bank account before 31st, March, 2016.

Bank: Bank of China , Shanghai Damuqiao Road Sub-branch
Beneficiary's name: HAN HUI JIE
Account: 621785 0800013295983
Bene's Banker Name& Address: Bank of China, Shanghai, Damuqiao Road Sub-branch No.123 Da Mu Qiao Road, Shanghai, China
Swift Code: BKCHCNBJ300

Supreme Interpreting Services (Shanghai) Client:
LTD.

至尚翻译服务（上海）有限公司

Stamped 盖章

Stamped 盖章

Rep Signature
代表签字:

Director 总经理
Supreme Interpreting Services (Shanghai) Ltd.
至尚翻译服务上海有限公司
Date 日期:

Date 日期:

ABACE2016 - Shanghai, China - Limousine Service Application Form - HANGAR AND PAVILION EXHIBITORS ONLY

Please complete this application form below email or fax it to AsiaLimo

Email: abace@asialimo.com

Tel: +86.21.5358.0208

Fax: +86.21.5358.5084

Company name:		Chalet Number (if you have)	
Contact person name:		Telephone:	
Contact person Email:		Fax:	
Address:			

Vehicle Type	Model	Airport transfer rate/way (RMB)	Hourly Rate (RMB)
Executive Sedan	Audi A6L	780	290
Luxury Sedan	Mercedes Benz S-class	1480	590
Standard MPV (6 passengers)	Buick GL8	880	290
Luxury MPV(6 passengers)	Mercedes Benz Viano	1180	390
22 Passenger Minibus	Toyota Coaster	1280	390
45 Passenger Bus	Golden Dragon	1380	390

If you need limousine service, please email or fax the reservation to us.

* For airport transfer service: please provide date and time, vehicle type, flight number, pick up/drop off location, and number of passengers.

* For as directed service: please provide date and time, vehicle type, routing detail, and passenger number.

Notes:

*All rates are ALL inclusive except parking at the Show. Show parking must be applied separately.

*All cars: there is an 8 hour minimum charge on hourly service.

*The airport transfer rate is one way transfer from airport to the hotel in downtown Shanghai.

Payment:

If the payment is to be made by wire transfer:

Payable to: Kao TzyJeng

Beneficiary Bank: China Merchants Bank, Head Office, Shenzhen, China

Swift Code: CMBCCNBS Account No: 4100 6202 1007 5335

You may choose pay by credit card, please fill in your information below:

☐ Visa ☐ M/C ☐ AmEx ☐ Discover

Amount:

Card No:

Exp. Date:

Print Name (as it appears on card):

Cardholder Address(Address, City, State & Zip):

Cardholder Signature:

Date:

*** Cancellation Policy

Driver and insurance are included. No refund will be issued for cancellations within 15 days of the show.

Please contact us if you have any questions. Thank you and we look forward to working with you at ABACE2016 Shanghai

Asialimo

Website: www.asialimo.com Email: abace@asialimo.com

Tel: +86.21.5358.0208

Fax: +86.21.5358.5084

10 Shunchang Road Suite 17C, Shanghai, 200021, China

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Contact person name:		Telephone:	
Contact person Email:		Fax:	
Address:			

Each reserved Chalet is provided with two complimentary limousines provided by ABACE, one Mercedes Benz S-class and one Mercedes Benz Viano/Vito MPV. The ABACE Chalet package price includes usage for 8 hours for each of the Show days (April 12 - 14). Hours used beyond the 8 hours per day during April 12-14 are the sole responsibility of the Exhibitor and can be reserved at the discount rate listed below. Please let us know if additional vehicles or hours are required.

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