



ABACE
SHANGHAI, CHINA
APRIL 11 – 13, 2017



EXHIBITOR SERVICE KIT



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WELCOME LETTER

Greetings, ABACE2017 Exhibitor.

We are pleased that you'll be joining us as an exhibitor at the 2017 Asian Business Aviation Conference & Exhibition – ABACE2017. The show takes place on Tuesday, April 11; Wednesday, April 12; and Thursday, April 13 at the Shanghai Hawker Pacific Business Aviation Service Centre in Shanghai, China.

The conference will once again bring together thousands of business aviation leaders, entrepreneurs and other purchase decision-makers during this three-day event in Shanghai. Your company will join over 150 exhibitors representing aircraft manufacturers, handling organizations, fractional providers, charter/leasing companies, maintenance and repair services, pre-owned aircraft resellers, spare part companies and more.

To help you in your planning for ABACE2017, we have put together this Exhibitor Service Kit. Here, you'll find a tremendous amount of information, including important deadlines, stand/chalet/static display rules & regulations and order information for all exclusive and preferred service providers to help make your participation at ABACE a success.

Should you have questions or require further information, please do not hesitate to contact any member of the ABACE team.

We look forward to working with you on ABACE2017.

Kind regards,

ABACE Exhibits Team



IMPORTANT DATES & DEADLINES

DATE	DEADLINE	DETAILS
Thursday, November 10	Exhibitor Application Priority Deadline	Deadline to submit exhibitor application with payment in full to be included in priority draw and priority placement.
Monday, February 13	Stand Drawings Due for "Raw" Exhibit Space Exhibitors	All exhibitors with raw space, including inline raw exhibit space, are required to submit stand drawings with front and side elevations for prior approval to show management via email. For more information, review the ABACE2017 rules .
Monday, February 13	Static & Chalet Exhibitors Stand Drawings Due	All chalet exhibitors are required to submit stand drawings with front and side elevations for prior approval to show management via email. For more information, review the ABACE2017 rules .
Monday, February 13	Co-exhibitor Registration Due	Exhibitors must register all companies that will be sharing exhibit space.
Monday, February 20	ABACE2017 Show Guide Advertising Insertion Order Deadline	Insertion orders due for exhibitors who wish to purchase ads in the <i>ABACE2017 Show Guide</i> .
Monday, February 27	ABACE2017 Show Guide Ad Art Deadline	Exhibitors who purchased ads in the <i>ABACE2017 Show Guide</i> must submit the art for their ads by this date.
Wednesday, March 1	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 3	Freeman Early-Bird Pricing Deadline	Deadline for discounted rates for orders for Freeman services. <i>Rates increase by 20% after this date.</i>
Friday, March 3	APT Showfreight Deadline for Receiving Censorship Material	Deadline to send censorship material to APT for shipping.
Friday, March 10	EAC Notification Deadline	Deadline for submitting Notification of Intent-to-Use Exhibitor-Appointed Contractor (EAC) form.
Friday, March 10	EAC Application and Insurance Information Due	Deadline for EACs to submit EAC application and proof of required insurance coverages.
Friday, March 10	Visa Invitation Letter Request Deadline	Deadline to submit visa invitation letter request form, along with all necessary documents.
Saturday, March 11	Translator/Hostess Order Deadline	Deadline to order translator/hostess services from Supreme Interpreting Services (Shanghai) LTD.
Tuesday, March 14	TWI Shipping Discount Pricing Deadline	Deadline for discounted rates for orders for TWI services.



DATE	DEADLINE	DETAILS
Friday, March 24	APT Showfreight Deadline for Sea Shipment	Deadline to submit documents for sea shipment of materials.
Friday, March 24	Executive Transportation Order Deadline	Deadline to order transportation services from Asia Limo.
Friday, March 24	Catering Order Deadline	Deadline to order catering through the Sheraton.
Sunday, March 26	APT Showfreight Deadline for Air Shipment	Deadline to submit documents for air shipment of materials.
Monday, April 3	Static Display Aircraft Arrival Information Form Deadline	Aircraft Arrival Information form due to ABACE management. For more information, refer to the ABACE2017 static display rules .
Monday, April 3	Static Display Aircraft Invitation Letter Requests	Aircraft Arrival Information form due to ABACE management. For more information, refer to the ABACE2017 static display rules .
Wednesday, April 5 – Monday, April 10	Double- & Triple-Unit Custom Chalet Move-in	<p>Chalet exhibitors in double- and triple-unit custom chalets may move in.</p> <p>Double- & Triple-Unit Chalet Move-in Schedule: Wednesday, April 5 12:00 – 20:00 Thursday, April 6 08:00 – 20:00 Friday, April 7 08:00 – 20:00 Saturday, April 8 08:00 – 20:00 Sunday, April 9* 08:00 – 20:00 Monday, April 10 08:00 – 15:00</p> <p>Note: *Chalet set-up on Sunday, April 9 may be restricted due to static display aircraft arrivals.</p>
Friday, April 7 – Monday April 10	Raw Exhibit Space Exhibitor Move-in*	<p>Raw Exhibit Space Move-in Schedule: Friday, April 7 08:00 – 17:00 Saturday, April 8 08:00 – 17:00 Sunday, April 9 08:00 – 17:00 Monday, April 10 08:00 – 15:00</p> <p>Note: *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.</p>



DATE	DEADLINE	DETAILS
Friday, April 7 – Friday, April 14	Exhibitor Service Desk Open	Exhibitor Service Desk Schedule: Friday, April 7 08:00 – 17:00 Saturday, April 8 08:00 – 17:00 Sunday, April 9 08:00 – 17:00 Monday, April 10 08:00 – 19:00 Tuesday, April 11 08:00 – 18:00 Wednesday, April 12 09:00 – 18:00 Thursday, April 13 09:00 – 19:00 Friday, April 14 08:00 – 12:00
Friday, April 7 - Monday, April 10	Single-unit Chalet Move-in	Single-Unit Chalet Move-in Schedule Friday, April 7 08:00 – 17:00 Saturday, April 8 08:00 – 17:00 Sunday, April 9* 08:00 – 17:00 Monday, April 10 08:00 – 15:00 Note: Chalet set-up on Sunday, April 9 may be restricted due to static display aircraft arrivals.
Saturday, April 8 – Thursday, April 13	Registration Hours	Registration Schedule: Hours: Saturday, April 8 08:00 – 17:00 Sunday, April 9 08:00 – 17:00 Monday, April 10 08:00 – 18:00 Tuesday, April 11 08:00 – 18:00 Wednesday, April 12 09:00 – 18:00 Thursday, April 13 09:00 – 15:00
Sunday, April 9 – Monday April 10	Shell-Scheme Exhibitor Move-in	Shell-Scheme Exhibitor Move-in Schedule: Sunday, April 9 08:00 – 17:00 Monday, April 10 08:00 – 15:00
Sunday, April 9	Static Display Aircraft Arrivals	Sunday, April 9 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 ABACE2017 static display rules .
Monday, April 10	ABACE Press Day	Monday, April 10 09:00 – 17:00
Tuesday, April 11	ABACE Opening General Session	Tuesday, April 11 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 11 – Thursday, April 13	Exhibit Hours	Exhibit halls, chalets and static display open. Exhibit Hours: Tuesday, April 11 10:00 – 18:00 Wednesday, April 12 10:00 – 18:00 Thursday, April 13 10:00 – 15:00
Thursday, April 13	Shell-Scheme Exhibitors Move Out	Shell-Scheme Exhibitor Move-Out Schedule: Thursday, April 13 15:00 – 22:00 only Note: All shell-scheme exhibitors in the hangar and pavilion must be moved out by 22:00 on Thursday, April 13.
Thursday, April 13	Single-Unit Chalet Move Out	Single-Unit Chalet Move-Out Schedule: Thursday, April 13 15:00 – 20:00 Note: Single-unit chalet move-out will begin on Thursday, April 13 at 15:00 after the show closes to attendees. All materials must be removed from the chalet by 20:00.
Thursday, April 13 – Friday, April 14	Double- & Triple-Unit Chalet Move Out	Double- and Triple-Unit Chalet Move Out Schedule: Thursday, April 13 15:00 – 20:00 Friday, April 14 08:00 – 16:00 Move out for double- and triple-unit chalets will begin at 16:00 on Thursday, April 13, 2017. All exhibit material and interior build outs must be removed from the chalet and ramp by Friday, April 14 at 16:00.
Thursday, April 13	Static Display Aircraft Departures	Aircraft Departure Schedule: Thursday, April 13 17:00 – 24:00
Friday, April 14	Raw Space Exhibitors Move Out	Raw Space Exhibitor Move-out Schedule: Friday, April 14 08:00 – 17:00 All raw space exhibitors in the pavilion & hangar must be completely dismantled, packed into crates and secured by Friday, April 14 at 17:00. Note: Inclement weather may delay this process.



EXHIBITOR CHECKLIST

FORMS/ACTION ITEMS	DEADLINE	COMPLETE
ABACE DEADLINES		
Exhibitor Application Priority Deadline	November 10, 2016	<input type="checkbox"/>
Co-Exhibitor Registration Due	Fri., February 10	<input type="checkbox"/>
Stand Drawings Due for all Raw Space Exhibitors, including Inline Raw Space Exhibitors	Mon., February 13	<input type="checkbox"/>
Stand Drawings Due for all Static and Chalet Exhibitors	Mon., February 13	
Exhibitor Insurance Details Due	Mon., February 13	<input type="checkbox"/>
Exhibitor's EAC Intent-to-Use Form Due	Mon., February 13	<input type="checkbox"/>
EAC Registration & Proof of Insurance Due	Mon., February 13	<input type="checkbox"/>
Insertion Orders for Ads in ABACE2017 <i>Show Guide</i> Due	Mon., February 20	<input type="checkbox"/>
Artwork Due for ads in ABACE2017 <i>Show Guide</i>	Mon., February 27	<input type="checkbox"/>
Visa Invitation Letter Request Deadline	Fri., March 10	<input type="checkbox"/>
Static Display Aircraft Arrival Form Due	Mon., April 3	<input type="checkbox"/>
Double- & Triple-Unit Custom Chalet Move-in Begins	Wed., April 5 at 12:00	<input type="checkbox"/>
Raw Exhibit Space Exhibitors Move-in Begins	Fri., April 7 at 08:00	<input type="checkbox"/>
Single-Unit Chalet Move-In Begins	Fri., April 7 at 08:00	<input type="checkbox"/>
Shell-Scheme Exhibitor Move-in Begins	Sun., April 9 at 08:00	<input type="checkbox"/>
Static Display Aircraft Arrivals	Sun., April 9 by 15:00	<input type="checkbox"/>
Hangar & Pavilion Exhibitor Set-Up Deadline	Mon., April 10 at 15:00	<input type="checkbox"/>
Shell-Scheme Exhibitors Move Out	Thur., April 13, 15:00 - 22:00	<input type="checkbox"/>
Single-Unit Chalet Move Out	Thurs., April 13, 15:00 - 19:00	<input type="checkbox"/>
Static Display Aircraft Departures	Thurs., April 13, 17:00 – 24:00	<input type="checkbox"/>
Raw Exhibit Space Exhibitors Move Out	Fri., April 14, 08:00 – 17:00	<input type="checkbox"/>
Double- & Triple-Unit Custom Chalet Move Out	Fri., April 14, 08:00 – 16:00	<input type="checkbox"/>



FORMS/ACTION ITEMS	DEADLINE	COMPLETE
FREEMAN DEADLINES		
Discount Pricing Deadline for ordering:	Fri., March 3	<input type="checkbox"/>
<i>Audio Visual</i>	Fri., March 3	<input type="checkbox"/>
<i>Carpet</i>	Fri., March 3	<input type="checkbox"/>
<i>Cleaning</i>	Fri., March 3	<input type="checkbox"/>
<i>Fascia Company Name Sign</i>	Fri., March 3	<input type="checkbox"/>
<i>Furniture</i>	Fri., March 3	<input type="checkbox"/>
<i>Graphics</i>	Fri., March 3	<input type="checkbox"/>
<i>Lighting/Electrical</i>	Fri., March 3	<input type="checkbox"/>
<i>Floral (Plants/Flowers)</i>	Fri., March 3	<input type="checkbox"/>
APT SHOWFREIGHT SHANGHAI DEADLINES		
Deadline for Receiving Censorship Material at APT	Fri., March 3	<input type="checkbox"/>
Deadline for Receiving Documents for Sea Shipment at APT	Fri., March 24	<input type="checkbox"/>
Deadline for Receiving Documents for Air Shipment at APT	Sun. March 26	<input type="checkbox"/>
MEDIA INTERNATIONAL – INTERNET SERVICE		
Deadline to order Internet Service from Media International	Fri., March 10	<input type="checkbox"/>
SUPREME INTERPRETING SERVICES (SHANGHAI) LTD DEADLINE		
Deadline to order Translator/Hostess Services	Sat., March 11	<input type="checkbox"/>
TWI SHIPPING DEADLINE		
Discount Pricing Deadline for shipping to show site	Tues., March 14	<input type="checkbox"/>
ASIA LIMO DEADLINE		
Deadline to order Transportation from Asia Limo	Fri., March 24	<input type="checkbox"/>
CATERING DEADLINE		
Sheraton – Catering Order Deadline for Sheraton	Fri., March 24	<input type="checkbox"/>



EXHIBITS, CHALET & STATIC DISPLAY SCHEDULES

MOVE-IN SCHEDULE

RAW SPACE EXHIBITORS*:

Friday, April 7 08:00 – 17:00
Saturday, April 8 08:00 – 17:00
Sunday, April 9 08:00 – 17:00
Monday, April 10 08:00 – 15:00

**Move-in is scheduled on a targeted basis*

SHELL-SCHEME EXHIBITORS:

Sunday, April 9 08:00 – 17:00
Monday, April 10 08:00 – 15:00

CHALET EXHIBITORS:

Single-Unit Chalet:

Friday, April 7 08:00 – 17:00
Saturday, April 8 08:00 – 17:00
Sunday, April 9* 08:00 – 17:00
Monday, April 10 08:00 – 15:00

**Chalet work may be restricted due to aircraft arrivals.*

Double- & Triple-Unit Custom Chalets:

Wednesday, April 5 12:00 – 20:00
Thursday, April 6 08:00 – 20:00
Friday, April 7 08:00 – 20:00
Saturday, April 8 08:00 – 20:00
Sunday, April 9* 08:00 – 20:00
Monday, April 10 08:00 – 15:00

**Chalet work may be restricted due to aircraft arrivals.*

STATIC DISPLAY EXHIBITORS:

Sunday, April 9 06:00 – 22:00
Monday, April 10 08:00 – 15:00

MOVE-OUT SCHEDULE

RAW EXHIBIT SPACE EXHIBITORS:

Friday, April 14 08:00 – 17:00

SHELL-SCHEME EXHIBITORS:

Thursday, April 13 08:00 – 22:00

CHALET EXHIBITORS:

Single-Unit Chalet:

Thursday, April 13 15:00 – 17:00

Double- & Triple-Unit Custom Chalets:

Thursday, April 13 15:00 – 20:00
Friday, April 14 08:00 – 16:00

**All materials and interior build outs must be removed from the chalet and ramp by Friday, April 14 at 16:00.*

STATIC DISPLAY AIRCRAFT DEPARTURES:

Thursday, April 13 17:00 – 24:00



EXHIBITS, CHALET & STATIC DISPLAY SCHEDULES

SHOW HOURS

Monday, April 10	08:00 – 18:00	Press Day
Tuesday, April 11	09:00 – 10:00	Opening General Session
	10:00 – 18:00	Exhibits, Chalets & Static Display Open
Wednesday, April 12	10:00 – 18:00	Exhibits, Chalets & Static Display Open
Thursday, April 13	10:00 – 15:00	Exhibits, Chalets & Static Display Open

REGISTRATION HOURS

Saturday, April 8	08:00 – 17:00	Exhibitor Registration
Sunday, April 9	08:00 – 17:00	Exhibitor & Press Registration
Monday, April 10	08:00 – 17:00	Exhibitor & Press Registration
Tuesday, April 11	08:00 – 18:00	Exhibitor, Attendee & Press Registration
Wednesday, April 12	09:00 – 18:00	Exhibitor, Attendee & Press Registration
Thursday, April 13	09:00 – 15:00	Exhibitor, Attendee & Press Registration

EXHIBITOR SERVICE DESK HOURS

Friday, April 7	08:00 – 17:00	Tuesday, April 11	08:00 – 18:00
Saturday, April 8	08:00 – 17:00	Wednesday, April 12	09:00 – 18:00
Sunday, April 9	08:00 – 17:00	Thursday, April 13	09:00 – 19:00
Monday, April 10	08:00 – 19:00	Friday, April 14	08:00 – 12:00



KEY CONTACTS

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Las Vegas, NV 89118

Roxanne Ebbers
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Email: amelia.rivera@freemanxp.com

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Joanne Peau
Tel: +1 (714) 254-3594
Email: Joanne.Peau@freemanco.com

ELECTRICAL

Megan Parry
Email: megan.parry@freemanco.com

EXHIBITION VENUE

Shanghai Hawker Pacific Business Aviation Service Centre

No.99, Yingbin Road No.7
Hongqiao International Airport
Shanghai, 200335, China
Tel: +8621 5114 8728
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

TJ
Tel: +86 21 5358 0208
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 PROVIDERS

Sheraton Shanghai Hongqiao Hotel
Jennifer Hu
Tel: +86 21 6275 8888 ext 3413
Mobile: +86 138 1696 8695
Email: jennifer.hu@sheraton.com

FLORAL - FREEMAN

Joanne Peau
Tel: (714) 254-3594
Email: Joanne.Peau@freemanco.com

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

Alice Han
Tel: +86 2-64261376
Email: alice.han@interpretingchina.com
Website: www.interpretingchina.com

SECURITY – ADEN SECURITY

Maggie Liang
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Email: maggie.liang@adenservices.com



QUICK FACTS – IMPORTANT SHOW INFORMATION

EXHIBIT HALL CARPET

- ABACE management carpets aisles only. Aisle carpet is grey.
- Raw and inline raw exhibitors are responsible for providing floor covering for their entire purchased exhibit space.
- Shell-scheme exhibitors receive carpet as part of their stand package.

EXHIBITOR MOVE-IN (ON A TARGETED BASIS)

- Refer to the color-coded target 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.
- **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.

RAW EXHIBIT SPACE EXHIBITORS

Move-in for exhibitors with raw exhibit space in the hangar or exhibitor pavilion begins at 08:00 on Friday, April 7 and will occur on a **targeted basis**. Please review the targeted floor plan for specific times.

SHELL-SCHEME EXHIBITORS

Move-in for exhibitors with shell-schemes in the hangar or exhibitor pavilion begins at 08:00 on Sunday, April 9.

NOTE: All exhibits in the hangar and exhibitor pavilion (raw and shell-scheme) must be fully installed by 15:00 on Monday, April 10, 2017, 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.

DOUBLE- & TRIPLE-UNIT CUSTOM CHALET EXHIBITORS

Move-in for double- and triple-unit custom chalet exhibitors begins on Wednesday, April 5 at 12:00.

SINGLE-UNIT CHALET EXHIBITORS

Single-unit chalet exhibitors may begin to move in on Friday, April 7, 2017 at 08:00..

STATIC DISPLAY EXHIBITORS

- Aircraft arrivals will take place on Sunday, April 9 from 06:00 – 20:00.
- As Shanghai Honggaio International Airport is in continuous operation with airline and business aircraft, early move-in is not permitted.

REMOVAL, STORAGE AND RETURN OF EMPTIES

Please note that APT Showfreight Logistics has the exclusive authority to remove, store and return empty crates for ABACE2017. 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 hangar and pavilion exhibit halls on a targeted basis beginning on Friday, April 7 at 08:00. If an exhibitor utilizes the services of an EAC for set up, the EACs are required to wear set-up and teardown EAC photo ID badges. Review the Exhibitor-Appointed Contractor rules for further details. No children under 18 will be permitted to access to show site during build up and dismantling.



QUICK FACTS – IMPORTANT SHOW INFORMATION

PERFORMANCE BONDS & MANAGEMENT FEES

Hangar/Pavilion Exhibits

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

Single-Unit Turnkey Chalet

**A maximum of two supervisors are permitted*

Performance bond deposit:	18,000 RMB
Non-refundable management fee:	2,000 RMB

Custom Double- and Triple-Unit Chalets

Performance bond deposit:	75,000 RMB
Non-refundable management fee:	10,000 RMB

Static Display

Performance bond deposit:	18,000 RMB
Non-refundable management fee:	2,000 RMB

- 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 18,000 RMB and a 2,000 RMB non-refundable management fee prior to move-in.
- Exhibitors and stand builders who occupy single-unit turnkey chalets are required to pay a performance bond of 18,000 RMB and a 2,000 RMB non-refundable management fee prior to move-in.
- Exhibitors and stand builders who occupy double- or triple-unit custom chalets are required to pay a performance bond of 75,000 RMB and a 10,000 RMB non-refundable management fee prior to move-in.
- Static display exhibitors and stand builders are required to pay an 18,000 RMB performance bond and a 2,000 RMB non-refundable management fee prior to move-in.
- 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.
- 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 stand structures, including all exhibit space debris (wood, nails, screws, etc.), must be removed from the indoor exhibit area and the freight yard. Further move-in and move-out details will be included in the Exhibitor Service Kit.
- The performance bond will be returned at the completion of move-out, on Friday, April 14, 2017 after the tenancy, provided there is no claim indemnity caused by the exhibitor/stand builder’s behavior or negligence. Management fees will not be returned.



QUICK FACTS – IMPORTANT SHOW INFORMATION

REGISTRATION HOURS

Saturday, April 8	08:00 – 17:00	Exhibitor Registration
Sunday, April 9	08:00 – 17:00	Exhibitor & Press Registration
Monday, April 10	08:00 – 17:00	Exhibitor & Press Registration
Tuesday, April 11	08:00 – 18:00	Exhibitor, Attendee & Press Registration
Wednesday, April 12	09:00 – 18:00	Exhibitor, Attendee & Press Registration
Thursday, April 13	09:00 – 15:00	Exhibitor, Attendee & Press Registration

EVENT HOURS

Monday, April 10

Press Day	09:00 - 17:00
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Tuesday, April 11

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

Wednesday, April 12

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

Exhibit Halls, Static Display and Chalets Open	10:00 - 15:00
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- **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 13, 2017. 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 ABACE2018.

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 Schedule:

Shell-Scheme Exhibitors	Thursday, April 13	15:00 – 22:00 only
Raw Space Exhibitors	Friday, April 14	08:00 – 17:00 only
Single-Unit Chalet Exhibitors	Thursday, April 13	15:00 – 19:00
Static Display Aircraft Departures	Thursday, April 13	17:00 – 24:00
Double- & Triple-Unit Custom Chalets	Thursday, April 13	15:00 – 20:00
	Friday, April 14	08:00 – 16:00

Note: All materials and interior build outs must be removed from the chalet and ramp by Friday, April 14 at 16:00.



QUICK FACTS – IMPORTANT SHOW INFORMATION

SHELL-SCHEME STAND EQUIPMENT

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

- 2.5m (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 a variety of shell scheme packages through Freeman that 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 refer to premium shell scheme package information in the Exhibitor Service Kit for more details and use the order form to select desired preferences. Please note that electrical service is not included in shell scheme stands.

FURNITURE RENTALS

Take advantage of discount prices and submit your completed orders, along with the method of payment form, to Freeman by **Friday, March 3, 2017**. Any order revisions and/or substitutions requested after the discount deadline date of **Friday, March 3**, are subject to the standard rates if requested items are available. Furniture cancellations after **Friday, March 3**, may be subject to a 30% restocking fee. Furniture exchanges, returns or credits will not be granted after **March 31, 2017**. On-site returns and/or cancellations are subject to a 100% cancellation charge.

FURNITURE DELIVERY DATES

Advance orders placed on or before **Friday, March 3**, will be on stands no later than 17:00 on Saturday, April 8. On-site orders (from April 7 on) will be delivered by 17:00 on Monday, April 10, 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:

Exhibitor Service Desk Schedule:

Friday, April 7	08:00 – 17:00
Saturday, April 8	08:00 – 17:00
Sunday, April 9	08:00 – 17:00
Monday, April 10	08:00 – 19:00
Tuesday, April 11	08:00 – 18:00
Wednesday, April 12	08:00 – 18:00
Thursday, April 13	08:00 – 19:00
Friday, April 14	08:00 – 12:00



QUICK FACTS – IMPORTANT SHOW INFORMATION

PARKING

With the exception of parking for chalet display exhibitors, there is no parking available on site at the Shanghai Hawker Pacific Business Aviation Service Centre. There are a few parking spaces located outside of the facility, and pay lots are 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 800 RMB, 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 11; Wednesday, April 12; and Thursday, April 13. These passes **do not** provide access to the FBO or into ABACE.

Exhibitors may purchase “drop-off only” passes through the online exhibitor badge registration located in the Exhibitor Dashboard, while supplies last. For more information, contact NBAA’s Maureen Cameron at mcameron@nbaa.org.

REGISTRATION

Exhibitor badges are required for exhibitor access to the exhibit halls, chalets and static display of aircraft.

New for 2017: Due to required security procedures, all exhibitor stand personnel that wish to access the show floor must provide their picture on site at ABACE registration to obtain their badge. Pictures will not be printed on individual badges, but will be electronically monitored by security personnel before entering the exhibit hall.

Exhibitors from mainland China will be required to provide their name and company in Chinese, as well as their Chinese identification card number. This information will be printed on the back of the exhibitor badges, as required by the public police.

All exhibitor stand personnel and attendees from countries outside of mainland China must include their passport number on their registration and be prepared to present their passport at registration to obtain their badge.

ABACE2017 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.

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 Maximum of 100 complimentary badges
Indoor Hangar/Exhibitor Pavilion Exhibitors	10 per 3m-by-3m space reserved Maximum of 100 complimentary badges
Static Display Exhibitors	1 per 9sqm space reserved No maximum number of complimentary badges
Chalet Exhibitors	<ul style="list-style-type: none">• 100 badges per single-unit chalet reserved• 150 badges per double-unit chalet reserved• 200 badges per triple-unit chalet reserved No maximum number of complimentary badges



QUICK FACTS – IMPORTANT SHOW INFORMATION

Exhibitors may purchase additional badges online or on site at the discounted rate of 900 RMB.

Exhibitors may access exhibitor badge registration through the [ABACE2017 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 ABACE2017.

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.

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 200 RMB (approximately U.S. \$29) and is payable only in cash on site.

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

Shell scheme spaces will be vacuumed and have trash removed each night. Exhibitors must keep their displays neatly organized. All exhibitors are responsible for the removal of all of their trash and booth elements at the conclusion of the show.

Please refer to exhibitor-appointed contractor rules and regulations regarding performance bonds and trash.

Single-Unit Chalets

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. Additional cleaning requirements in order to maintain chalet are the exhibitor's responsibility.

Double-Unit and Triple-Unit Chalets

ABACE management will also arrange to clean aisles and general/common areas after show hours and prior to opening each show day.

ABACE management does not provide cleaning and/or removal of trash for double and triple-unit chalets. It is the exhibitor's or stand builder's responsibility to clean and remove all trash. If services are required, trash pick-up and removal order forms can be found in the Exhibitor Service Kit under Freeman.



QUICK FACTS – IMPORTANT SHOW INFORMATION

Static Display

ABACE management will arrange to clean aisles and general/common areas after show hours and prior to opening each show day.

Exhibitors may order additional cleaning services from Freeman through the Exhibitor Service Kit.

FREQUENTLY-ASKED QUESTIONS

1. WHAT IS THE MAXIMUM STAND HEIGHT?

	NON-PERIMETER ISLAND & PENINSULA STANDS	PERIMETER PENINSULA & ISLAND STANDS	INLINE RAW STANDS	PREMIUM SHELL-SCHEME STAND
Maximum Height	Hangar: 5.6 m (18 ft 4 in) Pavilion: 4.6m (15 ft)	Hangar: 5.6 m (18 ft 4 in) Pavilion: 4.6m (15 ft)	Exhibit elements: 2.5m (8 ft) Company header: 2.9m (9.5ft)	Exhibit elements: 2.5m (8 ft) Company header: 2.9m (9.5 ft)
Hard Walls	<ul style="list-style-type: none"> No more than 50% All exposed walls must be finished 	<ul style="list-style-type: none"> No more than 50% All exposed walls must be finished 	N/A	N/A
Display Levels	May have one or more display levels	May have one or more display levels	N/A	N/A
Use of Space	Full use of the purchased exhibit space is permitted.	Full use of the purchased exhibit space is permitted.	Full use of purchased space is permitted.	Full use of purchased space is permitted.
Stand Drawings Required to be Approved in Advance	Yes Due by February 13, 2017	Yes Due by February 13, 2017	Yes Due by February 13, 2017	No

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

2. DOES CARPET COME WITH MY STAND?

In the hangar and exhibitor pavilion, ABACE management carpets aisles only. The ABACE aisle carpet color is grey.

Raw and Inline 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.

3. ARE CHILDREN PERMITTED TO ATTEND?

ABACE2017 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 ABACE2017.



FREQUENTLY-ASKED QUESTIONS

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.

New for 2017: Due to required security procedures, all exhibitor stand personnel that wish to access the show floor must provide their picture on site at ABACE registration to obtain their badge. Pictures will not be printed on individual badges, but will be electronically monitored by security personnel before entering the exhibit hall.

Exhibitors from mainland China will be required to provide their name and company in Chinese, as well as their Chinese identification card number. This information will be printed on the back of the exhibitor badges, as required by the public police.

All exhibitor stand personnel and attendees from countries outside of mainland China must include their passport number on their registration and be prepared to present their passport at registration to obtain their badge.

ABACE2017 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.

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 Maximum of 100 complimentary badges
Indoor Hangar/Exhibitor Pavilion Exhibitors	10 per 3m-by-3m space reserved Maximum of 100 complimentary badges
Static Display Exhibitors	1 per 9sqm space reserved No maximum number of complimentary badges
Chalet Exhibitors	<ul style="list-style-type: none">• 100 badges per single-unit chalet reserved• 150 badges per double-unit chalet reserved• 200 badges per triple-unit chalet reserved No maximum number of complimentary badges

Exhibitors may purchase additional badges online or on site at the discounted rate of 900 RMB. Exhibitors may access exhibitor badge registration through the [ABACE2017 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 ABACE2017. 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.



FREQUENTLY-ASKED QUESTIONS

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.

If you have questions regarding ABACE2017 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 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 items 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 200 RMB (approximately U.S. \$29) and is payable only in cash on site.

Once ABACE management receives the completed EAC forms and supporting insurance documentation and 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 a completed EAC form 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 deposit and management fee: All stand contractors and EACs must pay a performance bond deposit and a non-refundable management fee prior to move-in. These fees are as follows:

EAC Fees

Performance Bonds – Hangar/Pavilion Exhibits

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

FREQUENTLY-ASKED QUESTIONS

Single-Unit Turnkey Chalet

**A maximum of two supervisors are permitted*

Performance bond deposit:	18,000 RMB
Non-refundable management fee:	2,000 RMB

Custom Double- and Triple-Unit Chalets

Performance bond deposit:	75,000 RMB
Non-refundable management fee:	10,000 RMB

Static Display

Performance bond deposit – Static Display:	18,000 RMB
Non-refundable management fee:	2,000 RMB

- 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 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.
- 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 stand structures, including all exhibit space debris (wood, nails, screws, etc.), must be removed from the indoor exhibit area and the freight yard. Further move-in and move-out details will be included in the Exhibitor Service Kit.
- The performance bond, less the 2,000 RMB management fee, will be returned at the completion of move-out, on Friday, April 14, 2017 after the tenancy, provided there is no claim indemnity caused by the exhibitor/stand builder’s behavior or negligence.

EAC 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.

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 floor plan is located on the Exhibitor Dashboard.



EXHIBIT PRICING, PAYMENTS & CANCELLATIONS

INDOOR EXHIBITS

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

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 10, 2016.

INDOOR EXHIBIT SPACE PRICING

Raw Exhibit Space	Standard Placement	USD \$4,350 per 3m-by-3m
	Premium Placement	USD \$5,500 per 3m-by-3m
	Price after November 10, 2016	USD \$4,500 per 3m-by-3m
Inline Raw Space	Standard Placement	USD \$5,650 per 3m-by-3m
	Premium Placement	USD \$6,800 per 3m-by-3m
	Price after November 10, 2016	USD \$5,800 per 3m-by-3m
Shell-Scheme	Standard Placement	USD \$6,920 per 3m-by-3m
	Premium Placement	USD \$8,070 per 3m-by-3m
	Price after November 10, 2016	USD \$7,070 per 3m-by-3m

DISCOUNT

A special discount of USD \$150 per 3m-by-3m indoor hangar and pavilion exhibit space reserved is provided when the application and full payment are received by November 10, 2016. No discounts are provided after November 10, 2016.

CHALET PRICING

NEW FOR 2017 – DOUBLE- AND TRIPLE-UNIT CHALET CHANGES

Beginning in 2017, double- and triple-unit chalets are now offered as custom units permitting exhibitors the opportunity to work either with the official contractor, Freeman, or an approved EAC/independent contractor of their own choosing to customize and design the interior units of their chalets. Exhibitors will be required to submit stand drawings of all double- and triple-unit custom chalet interiors in advance to be approved by both the local Shanghai fire marshal and NBAA. **All Exhibitors, EAC's and or independent contractors will be required to adhere to all rules, regulations and fees associated with ABACE2017.**

CHALET PRICING

[Single-Unit Turnkey Chalet](#)
[Double-Unit Custom Chalet](#)
[Triple-Unit Custom Chalet](#)

Discounted Pricing Through November 10, 2016

USD \$134,000
 USD \$182,000
 USD \$268,000

Regular Pricing After November 10, 2016

USD \$139,000
 USD \$189,000
 USD \$277,000

Chalet catering is available exclusively through the Sheraton Shanghai Hongqiao Hotel. Other services available at additional cost include: graphics, installation & dismantle labor (to assist with exhibitor-owned materials), audio/visual, floral arrangements and furnishings.



EXHIBIT PRICING, PAYMENTS & CANCELLATIONS

STATIC DISPLAY PRICING

Ramp Space \$48.25 per square meter reserved

New for 2017! \$32.00 per square meter reserved for all piston airplanes and single-engine helicopters. Static display space is calculated on an aircraft-by-aircraft basis based on the aircraft length and wingspan dimensions. For exhibits featuring multiple aircraft, the space required for each aircraft (length times wingspan) should be added to determine the total amount of space required. Ancillary charges for services to support the static display exhibits, including towing, will be billed separately.

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.

FAPIAO

Exhibitors requiring fapiaos must advise the ABACE exhibits team prior to making payment so that billing information can be provided in RMB.

VALUE ADDED TAX (VAT)

A value added tax (VAT) of 6.45% 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.

EXHIBIT PRICING, PAYMENTS & CANCELLATIONS

If indoor exhibit space is not occupied by 15:00 on Monday, April 11, 2017, 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.

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

Exhibit materials: Maximum height of 2.5m (8 ft)

Identification signs: Maximum height of 2.9m (9.5 ft)

SINGLE-UNIT TURNKEY CHALET FEATURES

	Single Chalet Turn Key
Discount price if application and payment received by November 10, 2016.	\$134,000 (Regular price: \$139,000)
	10m-by-10m (100 sqm) structure
FEATURES:	
Fascia header for branding on all four sides of chalet, to include graphics	X
Glass front and door panels	X
Wooden rear door	X
Heavyweight flooring system	X
High-grade carpeting	X
Lighting and power sockets	X
Electrical power supply with 48 sockets (power for catering is not included)	X
Finished ceiling	X
Interior perimeter surrounding walls with laminate finish	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
42-inch plasma screen monitor	1
Flag kit – flag poles, flag, string and base	2
Air conditioning and heating	X
INDOOR FURNISHINGS:	
3m Reception counter	1
White round dining tables	5
Dining chairs	20
Single-seat sofa	4
Double-seat sofa	2
Silver/glass rectangle coffee table	1
Silver glass tables	3
Lounge chairs	4
Wooden laminate conference table	1
Black conference chairs	8
White high bar tables	2
White bar stools	4
Refrigerator- large	1
Shelves for storage & kitchen	4
Tables for office & kitchen	3
3.5m Buffet counter	1
2m Bar counter	1
1m reception counter	1
PATIO & PATIO FURNISHINGS:	3m-by-10m (30 sqm) patio with privacy fence & outdoor carpeting
Patio tables	3
Patio chairs	12
Market umbrellas	3
ADDITIONAL SERVICES:	
Day cleaning	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
Wireless Internet service on the three show days	X
Complimentary exhibitor guest badges	100
Complimentary company profiles	4
Catering	Available exclusively through Sheraton Shanghai Hongqiao Hotel

DOUBLE- AND TRIPLE-UNIT CUSTOM CHALET FEATURES

Discount price if application and payment received by November 10, 2016.	Double-Unit Custom Chalet	Triple-Unit Custom Chalet
	\$182,000 (Regular price: \$189,000)	\$268,000 (Regular price: \$277,000)
FEATURES:	20m-by-10m (200 sqm) structure	30m-by-10m (300 sqm) structure
Flat roof chalet structure	20m-by-10m (200 sqm)	30m-by-10m (300 sqm)
Plywood double flooring on timber frame	X	X
Fire retardant timber flooring	X	X
Ballast stones with vinyl covers for standard fascia headers	12	16
Glass front walls	X	X
Glass front double wing door	X	X
Cassette exterior walls	X	X
Rear door	X	X
ABC fire extinguishers for mandatory interior requirement	2	3
Flag kit – flag poles, flag, string, base	2	2
Fascia header – standard, 4-sided	X	X
Gable column wood encasing	3x	5x
Tent freight, setup/removal and machinery	X	X
PATIO & PATIO FURNISHINGS:	3m-by-20m (60 sqm) wood patio with aluminum skirting	3m-by-30m (90 sqm) wood patio with aluminum skirting
1m-high white picket patio fencing	X	X
Green astro turf patio floor covering	X	X
ADDITIONAL SERVICES:		
Parking passes at SHPBASC	3	4
Wireless internet service on three show days	X	X
Complimentary company profiles	4	4
Complimentary exhibitor guest badges	150	200
Catering	Available exclusively through Sheraton Shanghai Hongqiao Hotel	Available exclusively through Sheraton Shanghai Hongqiao Hotel



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, including inline raw space, exhibitors must submit scaled floor plans for approval to ABACE management no later than **Monday, February 13, 2017**.

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 ABACE2017.
- Perimeter hard walls occupying more than 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 via [Stand Drawing Approval Request Form](#) no later than Monday, February 13, 2017.

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 online to ABACE management via the [Stand Drawing Approval Request Form](#) no later than Monday, February 13, 2017, 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.

CHALET DRAWINGS

All double- and triple-unit custom chalet exhibitors must submit scaled floor plans for approval to ABACE management via Chalet Stand Drawing Approval Request Form no later than Monday, February 13, 2017.

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



STAND CONFIGURATIONS & DRAWING APPROVAL

- 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 online to ABACE management via the Chalet Stand Drawing Approval Request Form no later than Monday, February 13, 2017, with copies forwarded to:

Mega Expo Shanghai

Attn: Cathy Wang

Email: cathywang@megaexposhanghai.com

Custom double- and triple-unit chalet designs are subject to approval by the local Shanghai Fire Safety Authority. Exhibitor and/or EAC is responsible for any additional fees associated with chalet approval.

STATIC DISPLAY DRAWINGS

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 discretion 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 sqm of exhibit space is required in order to reserve raw 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 Exhibit Space

- Maximum height for exhibit materials: 2.5m (8 ft)
- Maximum height for identification signs: 2.9m (9.5 ft)
- Inline raw exhibit spaces are tailored for exhibitors building custom stands and have their own wall structures.
- Inline raw exhibit spaces may not have hanging signs, lighting trusses, materials or components above stand spaces.
- Stand drawings must be approved in advance by ABACE management
- A back wall that adjoins another exhibitor must be finished, unless otherwise approved in advance by show management.
- No identification of any kind, including company logos, is allowed on a back wall that adjoins another exhibitor.

Non-Perimeter Island Stands

- Maximum height: Hangar exhibits: 5.6 m (18 ft 4 in)
Exhibitor Pavilion exhibits: 4.6 m (15 ft)
- Stand drawings must be approved in advance by ABACE management.
- Permitted to have more than one display level with approval by both ABACE management and HAH (Shanghai Fire Safety Authority).



STAND CONFIGURATIONS & DRAWING APPROVAL

- Hanging signs, lighting trusses, materials or components are not permitted in exhibitor pavilion or hangar exhibits.
- May have no more than 50% hard walls regardless of size. Glass counts as a hard wall.
- Certain stands may require fire watches, smoke detection devices, fire extinguishers and multiple exits as required by fire prevention officials.

NON-PERIMETER PENINSULA STANDS

- Maximum height: Hangar exhibits: 5.6m (18ft 4in)
Exhibitor pavilion exhibits: 4.6m (15ft)
- A back or side wall that connects with or adjoins another exhibitor must be finished.
- Stand drawings must be approved in advance by ABACE management.
- Permitted to have more than one display level with approval by both ABACE management and HAH (Shanghai Fire Safety Authority).
- May have no more than 50% hard walls regardless of size. Glass counts as a hard wall.
- 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

- Maximum Height: Hangar exhibits: 5.6m (18ft 4in)
Exhibitor pavilion exhibits: 4.6m (15ft)
- May contain perimeter wall structures with approval by ABACE management.
- Stand drawings must be approved in advance 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.



Shanghai Hawker Pacific Business Aviation Center

TARGET MOVE-IN DATES & TIMES

Orange	THURSDAY, APRIL 6, - 1200
Green	FRIDAY, APRIL 7, - 0800
Pink	FRIDAY, APRIL 7, - 1000
Blue	FRIDAY, APRIL 7, - 1300
Grey	SATURDAY, APRIL 8, - 0800
Red	SATURDAY, APRIL 8, - 1300
Yellow	SUNDAY, APRIL 9, - 0800



Exhibitors requiring to work extended hours (after 1700) must contact ABACE Show Management with a written request at abacesetup@nbaa.org

MOVE-IN HOURS: 0800 - 1700 DAILY

EXHIBITOR MOVE-IN

- Check your assigned freight delivery on this target schedule.
- Advanced shipments sent through TWI/APT will be delivered to your booth on or before your target date and time.
- Target time is per truck check-in and does not represent the time your truck can be unloaded.
- All exhibitors will be assigned a designated area closest to your booth to unload.
- Truck drivers and crews are given up to 3 hours to unload.

IMPORTANT:
All freight trucks must check-in at the marshalling yard area before accessing the unloading area at the exhibit site. Trucks will not be permitted into the unloading area gate without a truck pass provided at the marshalling yard.

If you are delivering display items direct to show site and are scheduling exhibit labor, make arrangements at least 2 hours after your scheduled target time.

EXHIBITOR MOVE-OUT

- Shell Scheme Exhibitors located in the hangar and Pavilion will begin move-out at show closing at 16:00 on Thursday, April 13, 2017.
- Move-out for raw exhibit space exhibitors in the hangar and pavilion will begin at 08:00 on Friday, April 14, 2017 and all materials must be removed by 17:00 on Friday, April 14, 2017.
- **ABACE management will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor.**

Floor Plan as of March 27, 2017

FREEMAN

Every effort has been made to ensure the accuracy of all information contained on this floor plan. However no warranties, either expressed or implied are made with respect to this floor plan. If the location of building columns, utilities or other architectural components of the facility is a consideration in the construction or usage of an exhibit, it is the sole responsibility of the exhibitor to physically inspect the facility to verify all dimensions and locations.

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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.

AFTER-HOURS SET-UP FEE

Exhibitors/Exhibitor-Appointed Contractors needing to work past 20:00 during move in may request to do so in writing to Rachel Thomas at rthomas@nbaa.org or Maureen Cameron mcameron@nbaa.org. An after-hours set-up fee will be assessed at the rate of RMB 1,000 per hour.

BADGES

Exhibitor badges are required for exhibitor access to the exhibit halls, chalets and static display of aircraft.

New for 2017: Due to required security procedures, all exhibitor stand personnel that wish to access the show floor must provide their picture on site at ABACE registration to obtain their badge. Pictures will not be printed on individual badges, but will be electronically monitored by security personnel before entering the exhibit hall.

Exhibitors from mainland China will be required to provide their name and company in Chinese, as well as their Chinese identification card number. This information will be printed on the back of the exhibitor badges, as required by the public police.

All exhibitor stand personnel and attendees from countries outside of mainland China must include their passport number on their registration and be prepared to present their passport at registration to obtain their badge.

ABACE2017 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.

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 Maximum of 100 complimentary badges
Indoor Hangar/Exhibitor Pavilion Exhibitors	10 per 3m-by-3m space reserved Maximum of 100 complimentary badges
Static Display Exhibitors	1 per 9sqm space reserved No maximum number of complimentary badges
Chalet Exhibitors	<ul style="list-style-type: none">• 100 badges per single-unit chalet reserved• 150 badges per double-unit chalet reserved• 200 badges per triple-unit chalet reserved No maximum number of complimentary badges

Exhibitors may purchase additional badges online or on site at the discounted rate of 900 RMB.

Exhibitors may access exhibitor badge registration through the [ABACE2017 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 ABACE2017.



HANGAR & PAVILION EXHIBITOR RULES & REGULATIONS

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.

CARPETING

In the hangar and exhibitor pavilion, ABACE management carpets aisles only. The ABACE aisle carpet color is grey.

Raw and Inline 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.

CATERING

The Sheraton Shanghai Hongqiao Hotel is the exclusive food and beverage service provider at ABACE2017. Menus and other catering information are included in the Exhibitor Service Kit.

CLEANING

ABACE management will arrange to clean aisles and general/common areas after show hours and prior to opening each show day. Shell scheme spaces will be vacuumed and have trash removed each night. Exhibitors must keep their displays neatly organized. All exhibitors are responsible for the removal of all of their trash and booth elements at the conclusion of the show.

Please refer to exhibitor-appointed contractor rules and regulations regarding performance bonds and trash.

Order forms for additional cleaning services will be available in the Exhibitor Service Kit.

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 from failure to observe these rules will be billed to the exhibitor. More information will be provided in the Exhibitor Service Kit.

DRAWING APPROVAL

Raw Space

For all raw space booked, including inline raw exhibit space, exhibitors must submit scaled floor plans for approval to ABACE management via the online [Stand Drawing Approval Request Form](#) no later than February 13, 2017.



HANGAR & PAVILION EXHIBITOR RULES & REGULATIONS

Scaled floor plans must include:

- Event name, exhibitor 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 online to ABACE management at ABACEstanddrawings@abace.aero no later than February 13, 2017, with copies forwarded to:

Mega Expo Shanghai

Attn: Cathy Wang

Email: cathy.wang@megaexposhanghai.com

Custom stand designs consisting of a double deck or containing an element greater than 3.7 meters (12 feet) 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.

For exhibitor pavilion and hangar exhibits, electric current may be utilized for the operation of apparatus, provided 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. Information is provided in the Exhibitor Service Kit.

Only ABACE-authorized electricians may install electricity to stands. Electricians with valid work certificates are permitted to lay and install lines and electrical equipment, provided that proper EAC information and insurance documentation is provided to show management by the deadline date. For wire laying, insulation sheaths (conduit) must be used. **All electric connections and use of conduit will be inspected prior to electric service being turned on.** No colored wire can be used, except for bulb connections. Any company found to be in violation of the rules will not receive power to their stand.

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.

EXHIBITOR-APPOINTED CONTRACTORS (EACs)/STAND BUILDERS/THIRD-PARTY CONTRACTORS FOR INDOOR HANGAR/PAVILION EXHIBITORS

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 items must be addressed:



HANGAR & PAVILION EXHIBITOR RULES & REGULATIONS

- 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 200 RMB (approximately U.S. \$29) and is payable only in cash on site.

Once ABACE management receives the completed EAC forms and supporting insurance documentation and 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 a completed EAC form 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 deposit and management fee: All stand contractors and EACs must pay a performance bond deposit and a non-refundable management fee prior to move-in. These fees are as follows:

EAC Fees

Performance Bonds – Hangar/Pavilion Exhibits

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

- 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 18,000 RMB and a 2,000 RMB nono-refundable management fee, prior to move-in.
- 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.
- 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 stand structures, including all exhibit space debris (wood, nails, screws, etc.), must be removed from the indoor exhibit area and the freight yard. Further move-in and move-out details will be included in the Exhibitor Service Kit.
- The performance bond will be returned at the completion of move-out, on Friday, April 14, 2017 after the tenancy, provided there is no claim indemnity caused by the exhibitor/stand builder’s behavior or negligence.



HANGAR & PAVILION EXHIBITOR RULES & REGULATIONS

EAC Badges

Photo ID Badges: The cost per badge is 200 RMB (approximately U.S. \$29) and is payable only in cash 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. During hours other than official show hours, EACs are required to wear set-up and teardown EAC photo ID badges.

FIRE SAFETY

All exits and exit aisles in the hangar and pavilion exhibits must be kept clear and unobstructed. No furniture, signs, easels, chairs or displays may protrude into aisles. Fire hose cabinets, fire extinguishers, sprinklers or any other fire-safety device must not be hidden, obstructed or otherwise disturbed. All materials used in exhibit construction, decoration or as temporary cover must be certified as flame retardant. Flammable fluids, substances or materials of any nature may not be used. All materials and installations must comply with the Shanghai Hawker Pacific Business Aviation Service Centre fire preventions regulations.

HANGING SIGNS, MATERIALS AND COMPONENTS

Hanging signs, lighting trusses, materials or components are not permitted in the exhibitor pavilion or hangar at ABACE2017.

MARSHALING YARD FEE

In order to facilitate a smooth freight move-in for ABACE, a marshaling yard has been designated approximately 6 km away from the Shanghai Hawker Pacific Business Aviation Service Centre facility. A detailed map and truck move-in procedure will be included in the Exhibitor Service Kit. Contractors will be assessed a small fee to access the marshaling yard.

MOCK-UPS

Aircraft mock-ups are permitted in the indoor hangar and exhibitor pavilion and on the static display.

MOVE-IN

Hangar/Pavilion Exhibits

Move-in for the hangar and exhibitor pavilion begins at 08:00 on Friday, April 7, 2017, and will be on a targeted basis. The following schedule of move-in/set-up hours are permitted:

Raw Exhibit Space Move-in Schedule

Friday, April 7	08:00 – 17:00
Saturday, April 8	08:00 – 17:00
Sunday, April 9	08:00 – 17:00
Monday, April 10	08:00 – 15:00

Shell-Scheme Space Move-in Schedule

Sunday, April 9	08:00 – 20:00
Monday, April 10	08:00 – 15:00



HANGAR & PAVILION EXHIBITOR RULES & REGULATIONS

Pavilion and hangar exhibitors requiring additional hours for indoor set up should contact NBAA's Maureen Cameron at mcameron@nbaa.org or + 1 (202) 203-0609.

Please note that hours required for set up beyond this schedule may be approved subject to an additional fee. Note: All hangar and pavilion exhibits must be set and in place by 15:00 on Monday, April 10, 2017, 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.

MOVE-OUT

Hangar/Pavilion Exhibits

All exhibits must remain staffed and in place until the show closes at 15:00 on Thursday, April 13, 2017, and exhibitors may not begin dismantling their exhibits before 15:00.

Exhibitors found in violation of this rule will be ineligible for the indoor priority draw for ABACE2018 and will be subject to an early tear-down penalty of US \$4,500.

Move-out for the shell scheme exhibitors in the hangar and pavilion exhibit halls will begin at show closing at 16:00 on Thursday, April 13, 2017.

Move-out for raw exhibit space exhibitors in the hangar and pavilion exhibit halls will begin at 08:00 on Friday, April 14, 2017, and all materials must be removed by 17:00 on Friday, April 14, 2017.

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.

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.

PARKING

With the exception of parking for chalet display exhibitors, there is no parking available on site at the Shanghai Hawker Pacific Business Aviation Service Centre. There are a few parking spaces located outside of the facility, and pay lots are 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 800 RMB, 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 11; Wednesday, April 12; and Thursday, April 13. These passes **do not** provide access to the FBO or into ABACE.

Exhibitors may purchase "drop-off only" passes through the online exhibitor badge registration located in the Exhibitor Dashboard, while supplies last. For more information, contact NBAA's Maureen Cameron at mcameron@nbaa.org.



HANGAR & PAVILION EXHIBITOR RULES & REGULATIONS

PERFORMANCE BOND

Hangar/Pavilion Exhibits

- 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 18,000 RMB, and a 2,000 RMB non-refundable management fee, prior to move-in.
- The performance bond 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.
- EACs shall dismantle their stand assemblies in the timeframe specified and confirmed by show management. This dismantling shall be quick and well organized, and must not obstruct or block exits or cargo doors. All stand structures, including all exhibit space debris (wood, nails, screws, etc.), must be removed from the indoor exhibit area and the freight yard.
- The performance bond will be returned at the completion of move-out, on Friday, April 14, 2017 after the tenancy, 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 stand must ensure the height of the flooring is a minimum of 15 cm (5.48 in) in height. Electrical wiring underneath raised floors must be installed using approved conduit or sheathing.

RAW EXHIBIT SPACE

A minimum of 36 square meters of exhibit space is required in order to reserve raw exhibit space in either the hangar or exhibitor pavilion. Raw space will be sold as peninsula or island stand configurations, and exhibitors must keep the following design considerations in mind when selecting their space. There are a very 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 Exhibit Space

Exhibit materials: maximum height of 2.5m (8 ft)

Identification signs: maximum height of 2.9m (9.5 ft)

Inline raw exhibit spaces are tailored for exhibitors building custom stands and have their own wall structures.

- Inline raw exhibit spaces may not have hanging signs, lighting trusses, materials or components above stand spaces.
- 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.



HANGAR & PAVILION EXHIBITOR RULES & REGULATIONS

Non-Perimeter Peninsula Stands

Hangar exhibits – maximum height: 5.6 m (18 ft 4 in)

Exhibitor Pavilion exhibits – maximum height: 4.6 m (15 ft)

- A back or side wall that connects with or adjoins another exhibitor must be finished and stand 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.
- May have no more than 50% hard walls regardless of size. Glass counts as a hard wall.
- 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: 5.6 m (18 ft 4 in)

Exhibitor Pavilion exhibits – maximum height: 4.6 m (15 ft)

- 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.

SAFETY REGULATIONS FOR STAND CONSTRUCTION

Materials, carpets and display items used for construction and publicity shall be of low flammability and with the fireproof reports issued by the fire department. Open flame and flammable, explosive, radioactive, poisonous or corrosive items are not permitted at ABACE.

Please note when laying electric wire, insulation sheaths (conduit) must be used. All electric connections and use of conduit will be inspected prior to electric service being turned on.

The use or display of electric arc, welding flame, high voltage electrical appliances, neon lights or similar items require advance approval from ABACE management.

When constructing exhibits, please be sure to refer to the stand configurations and drawing approval sections of the Exhibitor Service Kit to ensure that exhibits conform to height and dimension requirements based on the stand type and location.

For stand types that require drawing approvals, please ensure drawings are submitted online no later than February 13, 2017.

Note: Hanging signs are NOT permitted in either the exhibitor pavilion or hangar.



HANGAR & PAVILION EXHIBITOR RULES & REGULATIONS

Entrances, exits, fire emergency alarms and fire hoses must not be blocked, obstructed or hampered by any decoration, display items or equipment.

SECURITY

While ABACE2017 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 8, 2017, to 15:00 on Thursday, April 13, 2017.

Exhibitors are advised to obtain additional insurance coverage in advance to cover losses such as theft, fire and damage to property. Order forms for additional security will be available in the Exhibitor Service Kit.

SHELL-SCHEME EXHIBIT SPACE

Inline stand spaces can be reserved as shell-scheme exhibit spaces.

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

- 2.5m (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, permitted to a maximum height of 2.9m (9.5 ft).
- Lighting – three 100W spotlights.
- Carpet – uniform carpet for the entire exhibit space.
- Daily cleaning service.

Exhibit materials: maximum height of 2.5m (8 ft)

Identification signs: maximum height of 2.9m (9.5 ft)

SHIPPING/STORAGE

Official Freight Forwarder – U.S. Exhibitors

TWI Group, Inc.
4480 S. Pecos Road
Las Vegas, NV 89121
Tel: +1 (702) 691-9000
Fax: +1 (702) 691-9045

Contact: Tyler Hunt
Tel: +1 (702) 691-9091
Email: thunt@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.shu@aptshowfreight.com



HANGAR & PAVILION EXHIBITOR RULES & REGULATIONS

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 13, 2017.

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 13, 2017, will be ineligible for the indoor priority lottery for ABACE2018 and will be subject to an early tear-down penalty of US \$4,500.

TERMS & CONDITIONS

All ABACE exhibitors must agree to and comply with the [Terms and Conditions](#) posted on the ABACE website and included within the exhibit application.

UNMANNED AIRCRAFT SYSTEMS (UAS), REMOTE-CONTROLLED AIRCRAFT AND HELIUM BALLOONS

For the safety of attendees, flying objects, including unmanned aircraft systems (UAS), remote-controlled aircraft and helium balloons, are not permitted in the hangar and pavilion exhibit hall areas. UAS may be displayed at exhibits provided they are stationary, fit within purchased exhibit space and comply with all relevant safety requirements.

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.

Hangar and pavilion exhibitors and EACs found to be in violation of the rule requiring removal of all trash will forfeit all or a portion of their performance bond deposit.



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.

AFTER-HOURS SET-UP FEE

Exhibitors/Exhibitor-Appointed Contractors needing to work past 20:00 during move in may request to do so in writing to Rachel Thomas at rthomas@nbaa.org or Maureen Cameron mcameron@nbaa.org. An after-hours set-up fee will be assessed at the rate of RMB 1,000 per hour.

BADGES

Exhibitor badges are required for exhibitor access to the exhibit halls, chalets and static display of aircraft.

New for 2017: Due to required security procedures, all exhibitor booth personnel that wish to access the show floor must provide their picture on site at ABACE registration to obtain their badge. Pictures will not be printed on individual badges, but will be electronically monitored by security personnel before entering the exhibit hall.

Exhibitors from mainland China will be required to provide their name and company in Chinese, as well as their Chinese identification card number. This information will be printed on the back of the exhibitor badges, as required by the public police.

All exhibitor booth personnel and attendees from countries outside of mainland China must include their passport number on their registration and be prepared to present their passport at registration to obtain their badge.

ABACE2017 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.

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 Maximum of 100 complimentary badges
Indoor Hangar/Exhibitor Pavilion Exhibitors	10 per 3m-by-3m space reserved Maximum of 100 complimentary badges
Static Display Exhibitors	1 per 9sqm space reserved No maximum number of complimentary badges
Chalet Exhibitors	<ul style="list-style-type: none">• 100 badges per single-unit chalet reserved• 150 badges per double-unit chalet reserved• 200 badges per triple-unit chalet reserved No maximum number of complimentary badges

Exhibitors may purchase additional badges online or on site at the discounted rate of 900 RMB.

Exhibitors may access exhibitor badge registration through the [ABACE2017 Exhibitor Dashboard](#) and are encouraged to register all stand and static display personnel online in advance to avoid waiting in lines on site.



CHALET EXHIBITOR RULES & REGULATIONS

All badges will be held for on-site pickup. No badges will be mailed in advance of ABACE2017.

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.

CATERING

The Sheraton Shanghai Hongqiao Hotel is the exclusive food and beverage service provider at ABACE2017. Menus and other catering information will be provided in the Exhibitor Service Kit.

CLEANING – CHALETS

Single-Unit Chalets

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. Additional cleaning requirements in order to maintain chalet are the exhibitor's responsibility.

Double-Unit and Triple-Unit Chalets

ABACE management does not provide cleaning and/or removal of trash for double- and triple-unit chalets. It is the exhibitor's or stand builder's responsibility to clean and remove all trash. If services are required, trash pick-up and removal forms can be found in this Exhibitor Service Kit under Freeman.

DEFACING PROPERTY

No holes may be drilled, cored or punched in the tent structure or ramp space. The use of adhesive-backed decals or similar items is also prohibited. All chalet units will be inspected prior to performance bond being returned. Any damage to the tent structure or ramp arising from failure to observe these rules will be deducted from the performance bond.

DRAWING APPROVAL

Chalets: Custom Double- & Triple-Unit

For all custom double- and triple-unit chalets, exhibitors must submit scaled technical floor plans for approval to ABACE management no later than February 13, 2017.

Scaled floor plans must include:

- Event name and chalet exhibitor name
- 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.



CHALET EXHIBITOR RULES & REGULATIONS

Scaled floor plans must be submitted online to ABACE management at ABACEstanddrawings@abace.aero no later than February 13, 2017, with copies forwarded to:

Mega Expo Shanghai

Attn: Cathy Wang

Email: cathy.wang@megaexposhanghai.com

And

Freeman

Attn: John Reed

Email: John.reed@freemanxp.com

Custom double and triple chalet designs 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.

EACs/EXHIBITOR-APPOINTED CONTRACTORS (EACs)/STAND BUILDERS FOR SINGLE-UNIT TURNKEY AND CUSTOM DOUBLE- AND TRIPLE-UNIT CHALETs

Chalet exhibitors using third-party companies to assist must adhere to the following rules & regulations:

Single-Unit Turnkey Chalets – EAC Supervisor Only

Single-unit turnkey chalet exhibitors are permitted to use an exhibitor-appointed contractor (EAC)/stand builder to supervise during move-in/move-out provided they abide by the following rules & regulations:

- A maximum of two supervisors are permitted.
- Exhibitors must notify ABACE management and Freeman of their intent to use an EAC for the interior design in writing no later than February 13, 2017.
- EAC supervisors must be qualified independent stand builders.
- EAC supervisors are permitted on site to provide supervisory help only, cannot perform work and are permitted beginning Friday, April 17 at 08:00.
- EAC supervisors must comply with all insurance and performance bond rules.
- EAC supervisors must follow the EAC badging process.
- Photo ID badges: All EACs must wear photo ID badges during set-up and dismantling of exhibits at ABACE. The cost per badge is 200 RMB (approximately U.S. \$29) and is payable only in cash on site.
- Exhibitor must submit on behalf of the EAC, notification on the exhibitor's letterhead of its intent to use an exhibitor-appointed stand builder or EAC on or before February 13, 2017.
- 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. Once ABACE management receives the completed EAC forms and supporting insurance documentation and 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 a completed EAC form along with proof of the EAC's insurance in order to register for their photo identification badges.



CHALET EXHIBITOR RULES & REGULATIONS

- EAC supervisors must provide proof of the exhibitor-appointed contractor'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.
- **EAC badge orders will not be accepted until all required EAC information, including insurance certificates, have been submitted to ABACE management.**
- Exhibitors who reserved single-unit turnkey chalets are not permitted to use EACs for chalet design.
- All stand contractors and EACs must pay a performance bond deposit and a non-refundable management fee prior to move-in.
- Single-Unit Turnkey Chalet Performance Bond and Management Fee – **(A maximum of two supervisors are permitted)**

Performance bond deposit: 18,000 RMB

Non-refundable management fee: 2,000 RMB

Double- and Triple-Unit Custom Chalets

Exhibitors who reserved double- or triple-unit custom chalets are permitted to use an exhibitor-appointed contractor (EAC)/stand builder to design and build their chalet interiors, however Freeman is the exclusive provider of all chalet structures. Exhibitors using third-party companies must adhere to the following rules & regulations:

- Exhibitor-appointed contractor (EAC)/stand builder supervisors must be qualified independent stand builders.
- Exhibitors must notify ABACE management and Freeman of their intent to use an EAC for the interior design in writing no later than February 13, 2017.
- Exhibitor-appointed contractors must comply with all insurance and performance bond rules.
- Photo ID badges: All EACs must wear photo ID badges during set-up and dismantling of exhibits at ABACE. The cost per badge is 200 RMB (approximately U.S. \$29) and is payable only in cash on site.
- Exhibitor must submit on behalf of the EAC, notification on the exhibitor's letterhead of its intent to use an exhibitor-appointed stand builder or EAC on or before February 13, 2017.
- EAC/stand builder insurance documentation: All 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. Once ABACE management receives the completed EAC forms and supporting insurance documentation and 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 a completed EAC form along with proof of the EAC's insurance in order to register for their photo identification badges.
- **EAC badge orders will not be accepted until all required EAC information, including insurance certificates, have been submitted to ABACE management.**
- EACs must provide proof of the exhibitor-appointed contractor'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.
- All stand contractors and EACs must pay a performance bond deposit and a non-refundable management fee prior to move-in.



CHALET EXHIBITOR RULES & REGULATIONS

- Double- and Triple-Unit Custom Chalet Performance Bond and Management Fee:
Performance bond deposit: 75,000 RMB
Non-refundable management fee: 10,000 RMB

ELECTRICITY – CHALETs

Single-Unit Turnkey Chalets

Single-unit turnkey chalets will receive power for:

- One 42-inch plasma
- One large refrigerator
- Four wall-mounted air conditioners
- 24 halogen lights
- Four 15-amp single phase 220V outlets

Any additional power needs will be the responsibility of the exhibitor.

Power will be turned on Monday, April 10 from 08:00 – 17:00.

On show days, power will be turned on one hour prior to show opening and turned off one hour after show closing.

If power is required outside of these hours, additional generator run time charges will apply and be billed to the exhibitor.

Double- and Triple-Unit Custom Chalets Electrical Needs

Exhibitors in double- and triple-unit custom chalets should contact Rick Halvorson with Freeman at rick.halvorson@freemanco.com to discuss your electrical requirements and to obtain a quote.

EAC FEES

Performance Bond – Single-Unit Turnkey Chalets (A maximum of two supervisors are permitted)

Performance bond deposit: 18,000 RMB
Non-refundable management fee: 2,000 RMB

Performance Bond – Custom Double- and Triple-Unit Chalets

Performance bond deposit: 75,000 RMB
Non-refundable management fee: 10,000 RMB

- Exhibitors are responsible for any damage to the chalet 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.



CHALET EXHIBITOR RULES & REGULATIONS

- 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.
- EACs shall dismantle their chalets 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 chalet materials, including all debris (wood, nails, screws, etc.), must be removed from the ramp. Further move-in and move-out details will be included in the Exhibitor Service Kit.
- The performance bond will be returned at the completion of move-out, on Friday, April 14, 2017 after the tenancy, provided there is no claim indemnity caused by the exhibitor/stand builder’s behavior or negligence.

EAC Badges

Photo ID Badges: The cost per badge is 200 RMB (approximately U.S. \$29) and is payable only in cash 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. During hours other than official show hours, EACs are required to wear set-up and teardown EAC photo ID badges.

FIRE SAFETY

All exits and exit aisles in the chalets must be kept clear and unobstructed. No furniture, signs, easels, chairs or displays may protrude into aisles. Fire hose cabinets, fire extinguishers, sprinklers or any other fire-safety device must not be hidden, obstructed or otherwise disturbed. All materials used in exhibit construction, decoration or as temporary cover must be certified as flame retardant. Flammable fluids, substances or materials of any nature may not be used. All materials and installations must comply with the Shanghai Hawker Pacific Business Aviation Service Centre fire preventions regulations.

FIRST AID

First aid supplies can be found in the ABACE registration area during move-in, move out and on show days. In the event of a first aid emergency, ABACE management will contact Shanghai municipal emergency services.

FURNITURE PROCEDURES – CHALETs

Exhibitors who reserved double- or triple-unit custom 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 pick-up must occur between 08:00 and 10:00 on Friday, April 14. 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 turnkey chalets are not permitted to source their own furniture.



CHALET EXHIBITOR RULES & REGULATIONS

MARSHALING YARD FEE

In order to facilitate a smooth freight move-in for ABACE, a marshaling yard has been designated approximately 6 km away from the Shanghai Hawker Pacific Business Aviation Service Centre facility. A detailed map and truck move-in procedure will be included in the Exhibitor Service Kit. Contractors will be assessed to access the marshaling yard.

MOCK-UPS

Aircraft mock-ups are permitted in the indoor hangar and exhibitor pavilion and on the static display.

MOVE-IN

Single-unit Turnkey Chalet – Move-in begins on Friday, April 7, 2017 and the following schedule of move-in/set-up hours are permitted:

Single-unit Turnkey Chalet Move-In

Friday, April 7	08:00 – 17:00
Saturday, April 8	08:00 – 17:00
Sunday, April 9	08:00 – 17:00
Monday, April 10	08:00 – 15:00

Double- and Triple-unit Custom Chalets – Move-in begins at 12:00 on Wednesday, April 5, 2017. The following schedule of move-in/set-up hours are permitted:

Double & Triple-Unit Custom Chalet Move-In

Wednesday, April 5	12:00 – 20:00
Thursday, April 6	08:00 – 20:00
Friday, April 7	08:00 – 20:00
Saturday, April 8	08:00 – 20:00
Sunday, April 9	08:00 – 20:00
Monday, April 10	08:00 – 15:00

Chalet exhibitors requiring additional hours for set up should contact NBAA's Linda Peters at lpeters@nbaa.org or +1 (202) 415-1297.

MOVE-OUT

All chalets must remain staffed and in place until the show closes at 15:00 on Thursday, April 13, 2017, and exhibitors may not begin dismantling their exhibits before 15:00.

Move out for all chalet exhibitors will begin at 15:00 on Thursday, April 13, 2017.

Single Turnkey – Move-out begins on Thursday, April 13, 2017 at 15:00. The following schedule for move out must be followed:

Single Turnkey Chalet Move-Out

Thursday, April 13	15:00 – 20:00	Exhibitor-owned materials removed from chalet
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CHALET EXHIBITOR RULES & REGULATIONS

Double & Triple-Unit Custom Chalet Move-Out

Thursday, April 13	15:00 – 20:00	Exhibitor move out from custom chalets
Friday, April 14	08:00 – 16:00	Exhibitor move out from custom chalets

ABACE management will direct the official freight forwarder for ABACE to ship (freight collect) packages, cartons, crates, etc. left in the Chalet beyond the days and times of dismantling. ABACE management will begin returning empty containers as soon aircraft are removed from the static display.

Detailed information on freight and material handling will be provided in the Exhibitor Service Kit.

NOISE LEVELS

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

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, Client Solutions
Email: roxanne.ebbers@freemanco.com
Tel: +1 (702) 491-7796

Chalet Exhibitor Contacts

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

PARKING

With the exception of chalet exhibitors, there is no parking available at the Shanghai Hawker Pacific Business Aviation Business 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 by exhibitors at the cost of 800 RMB. These passes permit convenient drop-off for passengers right outside the FBO security gate and are valid only on show days – Tuesday, April 11; Wednesday, April 12; and Thursday, April 13. These passes **do not** provide access to the FBO or into ABACE.

Drop-off passes will be available for purchase through the Exhibitor Badge Registration located in the Exhibitor Dashboard, while supplies last. For more information, contact NBAA's Maureen Cameron at mcameron@nbaa.org.



CHALET EXHIBITOR RULES & REGULATIONS

SAFETY REGULATIONS FOR DOUBLE- AND TRIPLE-UNIT CUSTOM CHALETs

Materials, carpets and display items used for construction and publicity shall be of low flammability and with the fireproof reports issued by the fire department. Open flame and flammable, explosive, radioactive, poisonous or corrosive items are not permitted at ABACE.

The use or display of electric arc, welding flame, high voltage electrical appliances, neon lights or similar items require advance approval from ABACE management.

When designing double- and triple-unit custom chalet interiors, please be sure to refer to the stand configurations and drawing approval sections of the Exhibitor Service Kit to ensure that chalet designs conform to rules and regulations.

All double- and triple-unit custom chalets require technical drawings to be approved in advance. Drawings must be submitted online no later than February 10, 2017.

SECURITY

While ABACE2017 exhibits and chalets 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 8, 2017, to 15:00 on Thursday, April 13, 2017.

Exhibitors are advised to obtain additional insurance coverage in advance to cover losses such as theft, fire and damage to property. Order forms for additional security will be available in the Exhibitor Service Kit.

SHIPPING/STORAGE

Official Freight Forwarder – U.S. Exhibitors

TWI Group, Inc.
4480 S. Pecos Road
Las Vegas, NV 89121
Tel: +1 (702) 691-9000
Fax: +1 (702) 691-9045

Contact: Tyler Hunt
Tel: +1 (702) 691-9091
Email: thunt@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.shu@aptshowfreight.com



CHALET EXHIBITOR RULES & REGULATIONS

STAFFING

Chalet 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. Chalets must remain staffed and exhibits must remain in place through 15:00 on Thursday, April 13, 2017.

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 with advance notice.

Exhibitors found to have dismantled their stands prior to 15:00 on Thursday, April 13, 2017, will be ineligible for the indoor priority lottery for ABACE2018 and will be subject to an early tear-down penalty of US \$4,500.

TERMS & CONDITIONS

All ABACE exhibitors must agree to and comply with the [Terms and Conditions](#) posted on the ABACE website and included within the exhibit application.

UNMANNED AIRCRAFT SYSTEMS (UAS), REMOTE-CONTROLLED AIRCRAFT AND HELIUM BALLONS

For the safety of attendees, flying objects, including unmanned aircraft systems (UAS), remote-controlled aircraft and helium balloons, are not permitted in chalets or on the ramp. UAS may be displayed in chalets provided they are stationary, fit within purchased exhibit space and comply with all relevant safety requirements.

WASTE REMOVAL

In order to limit costs for waste removal, it is recommended that exhibitors and stand builders use recyclable materials for stand construction whenever practical. It is the exhibitor's or stand builder's responsibility to clean and remove all trash. If services are required, trash pick-up and removal forms can be found in this Exhibitor Service Kit under Freeman.

Chalet exhibitors found to be in violation of the rule requiring removal of all trash will forfeit all or a portion of their performance bond deposit.



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.

ACCESS TO THE STATIC DISPLAY

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

Monday, April 10	08:00 – 19:00
Tuesday, April 11	08:00 – 19:00
Wednesday, April 12	08:00 – 19:00
Thursday, April 13	08:00 – 15:00

ACCESS FOR DELIVERY TRUCKS

Deliveries of exhibit and other materials must be coordinated directly with official freight forwarder. Details will be provided in the Exhibitor Service Kit. Deliveries will only be accepted on Monday, April 10, 2017.

AIRCRAFT ARRIVALS & PLACEMENT

Aircraft arrival operations will be conducted between 06:00 and 20:00 on Sunday, April 9, 2017.

Shanghai Hongqiao International Airport has restrictions for aircraft with a maximum takeoff weight (MTOW) of less than seven tonnes. 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 8 at 23:00 to Sunday, April 9 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 – Sunday, April 9, 2017

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



STATIC DISPLAY EXHIBITOR RULES & REGULATIONS

Shanghai Hongqiao International Airport Arrival Procedures

Normal Operating Hours:	06:00 – 22:00
Peak Operation 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 13 at 15:00. ABACE will begin towing aircraft for departure at approximately 17:00.

To further assist in planning, exhibitors must complete the [Aircraft Information Request Form](#) no later than Monday, April 3, 2017. 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 GROUND POWER UNITS (GPUs) & AIR CONDITIONING UNITS (ACUs)

AEM International is the exclusive provider of GPUs and ACUs at ABACE. 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 displays subject to the following:

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

For further information or to obtain pricing, contact:

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

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 2017.



STATIC DISPLAY EXHIBITOR RULES & REGULATIONS

ALLOCATION OF STATIC DISPLAY 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 10, 2016, with both chalet exhibits and static display aircraft.
2. Applications received by November 10, 2016, with only static display aircraft.
3. Applications received after November 10, 2016.

Note: All placements are subjects 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.

ABACE2017 management has a policy of no refunds for 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.

For the safe and efficient placement of equipment into the static display, a targeted layout will be used for this event.

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 13, 2017, at 15:00. ABACE will begin towing aircraft for departure at approximately 17:00.

IMPORTANT: If static display space is not occupied by 18:00 on April 9, 2017, 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 ABACE2017 static display, any late of setup or movement aircraft would cause difficulties with other exhibitors and would jeopardize the opening of the exhibits.

AUXILIARY POWER UNITS (APUs)

Aircraft auxiliary power units (APUs) are not permitted to run during official show hours.

CARPETING

On the static display, 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 13, 2017, 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.



STATIC DISPLAY EXHIBITOR RULES & REGULATIONS

CATERING

The Sheraton Shanghai Hongqiao Hotel is the exclusive food and beverage service provider at ABACE2017. Menus and other catering information will be provided in the Exhibitor Service Kit.

CLEANING

ABACE management will arrange to clean general/common areas after show hours and prior to opening each show day.

Order forms for additional cleaning services are available in this Exhibitor Service Kit.

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 from failure to observe these rules will be billed to the exhibitor.

ELECTRICAL SERVICE

Freeman is the exclusive provider of electrical service for ABACE.

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.

Only ABACE-authorized electricians may install electricity to stands. Electricians with valid work certificates are permitted to lay and install lines and electrical equipment, provided that 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. Any company found to be in violation of the rules will not receive power to their stand.

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

If an exhibitor utilizes the services of an exhibitor-appointed contractor (EAC), stand builder or third-party contractor to set up or dismantle their display, or to provide a service prior to the official show hours, the following items 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 200 RMB (approximately U.S. \$29) and is payable only in cash on site.



STATIC DISPLAY EXHIBITOR RULES & REGULATIONS

Once ABACE management receives the completed EAC forms and supporting insurance documentation and 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 a completed EAC form 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.

EAC Fees – Static Display

All stand contractors and EACs must pay a performance bond deposit and a non-refundable management fee prior to move-in. These fees are as follows:

Performance Bond & Management Fee:

Performance bond deposit – Static Display: 18,000 RMB

Non-refundable management fee: 2,000 RMB

- Exhibitors are responsible for any damage to the 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 static display space are required to pay a performance bond of 18,000 RMB and a 2,000 RMB management fee prior to move-in.
- 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.
- 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. Further move-in and move-out details will be included in the Exhibitor Service Kit.
- The performance bond will be returned at the completion of move-out, on Friday, April 14, 2017 after the tenancy, provided there is no claim indemnity caused by the exhibitor/stand builder’s behavior or negligence.

EAC Badges

Photo ID Badges: The cost per badge is 200 RMB (approximately U.S. \$29) and is payable only in cash 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. During hours other than official show hours, EACs are required to wear set-up and teardown EAC photo ID badges.



STATIC DISPLAY EXHIBITOR RULES & REGULATIONS

FBOs/GROUND HANDLING AGENTS

The official ABACE2017 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 ABACE2017.

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

MARSHALING YARD FEE

In order to facilitate a smooth freight move-in for ABACE, a marshaling yard has been designated approximately 6 km away from the Shanghai Hawker Pacific Business Aviation Service Centre facility. A detailed map and truck move-in procedure will be included in the Exhibitor Service Kit. Contractors will be assessed to access the marshaling yard.

After-Hours Set-Up Fee

Static display exhibitors/Exhibitor-Appointed Contractors (EACs) needing to work past 20:00 during move in may request to do so in writing to Joe Hart at jhart@nbaa.org. An after-hours set-up fee will be assessed at the rate of RMB 1,000 per hour.

MOCK-UPS

Aircraft mock-ups are permitted in the indoor hangar and exhibitor pavilion and on the static display.

MOVE-IN

See the aircraft arrival deadline for details regarding static display aircraft move-in procedures.

As Shanghai Hongqiao International Airport is in continuous operation with airline and business aircraft, early move-in is not permitted.

MOVE-OUT

All exhibits must remain staffed and in place until the show closes at 15:00 on Thursday, April 13, 2017, and exhibitors may not begin dismantling their exhibits before 15:00.

There will be no aircraft movements until approximately 17:00 on Thursday, April 13, 2017.

All aircraft and exhibit materials must be removed from the static display of aircraft by 21:00 on Thursday, April 13, 2017.

Exhibitors found in violation of this rule will be ineligible for the indoor priority draw for ABACE2018 and will be subject to an early tear-down penalty of US \$4,500.

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.



STATIC DISPLAY EXHIBITOR RULES & REGULATIONS

Detailed information on freight and material handling will be provided in the Exhibitor Service Kit. In order to facilitate a smooth move-out from the static display, exhibit personnel will observe the following schedule on Thursday, April 13, 2017:

Static Display Tear-down Schedule – April 13, 2017

- 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 exhibit 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 one-and-a-half-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 13, 2017.

PARKING

With the exception of chalet display exhibitors, there is no parking available at the Shanghai Hawker Pacific Business Aviation Business 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 by exhibitors at the cost of 800RMB. These passes permit convenient drop-off for passengers right outside the FBO security gate and are valid only on show days – Tuesday, April 11; Wednesday, April 12; and Thursday, April 13. These passes **do not** provide access to the FBO or into ABACE.

Drop-off passes will be available for purchase through the Exhibitor Badge Registration located in the Exhibitor Dashboard, while supplies last. For more information, contact NBAA's Maureen Cameron at mcameron@nbaa.org.

SECURITY

While ABACE2017 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 8, 2016, to 15:00 on Thursday, April 13, 2017.

Exhibitors are advised to obtain additional insurance coverage in advance to cover losses such as theft, fire and damage to property. Order forms for additional security will be available in the Exhibitor Service Kit.



STATIC DISPLAY EXHIBITOR RULES & REGULATIONS

SHIPPING/STORAGE

Official Freight Forwarder – U.S. Exhibitors

TWI Group, Inc.
4480 S. Pecos Road
Las Vegas, NV 89121
Tel: +1 (702) 691-9000
Fax: +1 (702) 691-9045

Contact: Tyler Hunt
Tel: +1 (702) 691-9091
Email: thunt@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.shu@aptshowfreight.com

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 13, 2017.

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 13, 2017, will be ineligible for the indoor priority lottery for ABACE2018 and will be subject to an early tear-down penalty of US \$4,500.

SUPPORT VEHICLES

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

TENTS, 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.



STATIC DISPLAY EXHIBITOR RULES & REGULATIONS

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.

TERMS & CONDITIONS

All ABACE exhibitors must agree to and comply with the [Terms and Conditions](#) posted on the ABACE website and included within the exhibit application.

UNMANNED AIRCRAFT SYSTEMS (UAS), REMOTE-CONTROLLED AIRCRAFT AND HELIUM BALLOONS

For the safety of attendees, flying objects, including unmanned aircraft systems (UAS), remote-controlled aircraft and helium balloons, are not permitted on the static display.

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. More information can be found in this Exhibitor Service Kit under Freeman.



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.

ACCOMODATIONS 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. ABACE2017 badges are for the use of one individual for the duration of the show and are non-transferrable. Attendees and exhibitors will be assessed a penalty for badge swapping. Random identification checks will be instituted.

New for 2017: Due to required security procedures, all exhibitor stand personnel that wish to access the show floor must provide their picture on site at ABACE registration to obtain their badge. Pictures will not be printed on individual badges, but will be electronically monitored by security personnel before entering the exhibit hall.

Exhibitors from mainland China will be required to provide their name and company in Chinese, as well as their Chinese identification card number. This information will be printed on the back of the exhibitor badges, as required by the public police.

All exhibitor stand personnel and attendees from countries outside of mainland China must include their passport number on their registration and be prepared to present their passport at registration to obtain their badge.

ABACE2017 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.



EXHIBITOR GENERAL RULES & REGULATIONS

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 Maximum of 100 complimentary badges
Indoor Hangar/Exhibitor Pavilion Exhibitors	10 per 3m-by-3m space reserved Maximum of 100 complimentary badges
Static Display Exhibitors	1 per 9sqm space reserved No maximum number of complimentary badges
Chalet Exhibitors	<ul style="list-style-type: none">• 100 badges per single-unit chalet reserved• 150 badges per double-unit chalet reserved• 200 badges per triple-unit chalet reserved No maximum number of complimentary badges

Exhibitors may purchase additional badges online or on site at the discounted rate of 900 RMB.

Exhibitors may access exhibitor badge registration through the [ABACE2017 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 ABACE2017.

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.

If you have questions regarding ABACE2017 registration or badges, please contact the ABACE registration team at registration@abace.aero.

CONTRACTOR BADGES (STAND BUILDERS/EACs)

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. 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 200 RMB (approximately U.S. \$29) and is payable only in cash on site.

Once ABACE management receives the completed EAC forms and supporting insurance documentation and 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 a completed EAC form along with proof of the EAC's insurance in order to register for their photo identification badges.



EXHIBITOR GENERAL RULES & REGULATIONS

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 deposit and management fee: All stand contractors and EACs must pay a performance bond deposit and a non-refundable management fee prior to move-in.

CATERING

The Sheraton Shanghai Hongqiao Hotel is the exclusive food and beverage service provider at ABACE2017. Menus and other catering information are included in this Exhibitor Service Kit. Outside food is strictly prohibited.

CO-EXHIBITORS

Co-Exhibitors/Companies Sharing Exhibit Space

ABACE management must be advised in advance of any and all co-exhibitors/companies sharing exhibit space.

Please note the following rules regarding co-exhibitors:

- Chalet exhibitors are provided three complimentary co-exhibitor company profiles.
- Co-exhibitors must have an existing corporate relationship between themselves and the contracted primary exhibitor.
- Exhibitors must register all co-exhibitors online by February 10, 2017. This includes any exhibitor displaying the advertising or products/services of another company.
- Failure to advise ABACE management of shared exhibit space in advance – including displaying the advertising of another company's products or services – may result in a minimum additional charge of \$4,500 per company, per stand and/or a minimum of \$4,500 per company, per static display space.
- All co-exhibitors must be members in good standing of AsBAA or NBAA.
- All co-exhibitors must submit the [ABACE2017 Co-Exhibitor Registration Form](#) and payment of U.S. \$500 to appear in the online exhibitor directory and the mobile app.
- Co-exhibitors, like exhibitors, will need to log in to the Exhibitor Dashboard to update their company information online for the mobile app and online exhibitor directory.
- Co-exhibitors are not allotted badges and should work through their primary exhibitors to secure badges.

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.



EXHIBITOR GENERAL RULES & REGULATIONS

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 \$4,350 USD.

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, CHALETs & STATIC DISPLAY

Tuesday, April 11	10:00 – 18:00
Wednesday, April 12	10:00 – 18:00
Thursday, April 13	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 – 12:00

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.

FAPIAO

Exhibitors requiring fapiaos should advise ABACE exhibits team in advance so that billing information can be provided in RMBs.

ABACE Management must submit tax applications to the Chinese tax bureau subsequent to ABACE for approval to issue a fapiaos. The approval and issuing process has taken about four months based prior experience. Thank you for your patience. If you have additional questions, please feel free to contact Evelyn Wu at evelynwxy@163.com or call +86 21 2234 1801.

FIRST AID

A first aid station will be available near Registration 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.



EXHIBITOR GENERAL RULES & REGULATIONS

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 Oliveira
1200 G Street NW, Suite 1100
Washington, DC, 20005, USA
Email: coliveira@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.

Freeman Contacts

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

Hangar & Pavilion Exhibitor Contact

Amelia Rivera
Business Development Manager
Tel: +1 (214) 455-1482
Email: amelia.rivera@freemanxp.com

Chalet Exhibitor Contact

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

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.

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.



EXHIBITOR GENERAL RULES & REGULATIONS

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 11; Wednesday, April 12; and Thursday, April 13. These passes do not provide access to the FBO or into ABACE.

Exhibitors may purchase “drop-off only” passes through the online Exhibitor Badge Registration located in the Exhibitor Dashboard, while supplies last. For more information, contact NBAA’s Maureen Cameron at mcameron@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 or 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 13, 2017.

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 13, 2017, will be ineligible for the indoor priority draw for ABACE2018 and will be subject to an early tear-down penalty of \$4,500 USD.

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 6.45% 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.

VISA INVITATION LETTERS

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 10. 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 4 weeks to process requests. The invitation letter will then be sent to you via email for download.

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



EXHIBITOR GENERAL RULES & REGULATIONS

Only registered attendees for ABACE2017 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 plus 6.45% 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.



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

Please note that exhibitors are responsible for any damage to chalets, the hangar or exhibitor 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 the exhibitor, 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 and flammable, explosive, radioactive, poisonous or corrosive items are not permitted at ABACE2017.
- 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 ABACE2017.
- 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 in advance by February 13, 2017, online using the [Stand Drawing Approval Request Form](#), with a copy sent to MegaExpo, Attn: Cathy Wang at cathywang@megaexposhanghai.com. Chalet exhibitors must also submit copies to John Reed at Freeman at john.reed@freemanxp.com.
- Entrances, exits, fire emergency alarms or fire hoses must not be blocked, obstructed or hampered by any decoration, display items or equipment.
- 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.

EAC RULES & REGULATIONS

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 items 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 200 RMB (approximately U.S. \$29) and is payable only in cash on site.

Once ABACE management receives the completed EAC forms and supporting insurance documentation and 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 a completed EAC form along with proof of the EAC's insurance in order to register for their photo identification badges.



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

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 deposit and management fee: All stand contractors and EACs must pay a performance bond deposit and a non-refundable management fee prior to move-in. These fees are as follows:

EAC Fees

Performance Bond & Management Fee

Hangar/Pavilion Exhibits

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

Single-Unit Turnkey Chalets

(A maximum of two supervisors are permitted)

Performance bond deposit:	18,000 RMB
Non-refundable management fee:	2,000 RMB

Custom Double- and Triple-Unit Chalets

Performance bond deposit:	75,000 RMB
Non-refundable management fee:	10,000 RMB

Static Display

Performance bond deposit – Static Display:	18,000 RMB
Non-refundable management fee:	2,000 RMB

- 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 18,000 RMB and a 2,000 RMB non-refundable management fee prior to move-in.
- Exhibitors and stand builders who occupy single-unit turnkey chalets are required to pay a performance bond of 18,000 RMB and a 2,000 RMB non-refundable management fee prior to move-in.
- Exhibitors and stand builders who occupy double- or triple-unit custom chalets are required to pay a performance bond of 75,000 RMB and a 10,000 RMB non-refundable management fee prior to move-in.
- Static display exhibitors and stand builders are required to pay an 18,000 RMB performance bond and a 2,000 RMB non-refundable management fee prior to move-in.
- 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.



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

- 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 stand structures, including all exhibit space debris (wood, nails, screws, etc.), must be removed from the indoor exhibit area and the freight yard. Further move-in and move-out details will be included in the Exhibitor Service Kit.
- The performance bond will be returned at the completion of move-out, on Friday, April 14, 2017 after the tenancy, provided there is no claim indemnity caused by the exhibitor/stand builder's behavior or negligence.

EAC BADGES

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 200 RMB (approximately U.S. \$29) and is payable only in cash 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. During hours other than official show hours, EACs are required to wear set-up and teardown EAC photo ID badges.



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 Insurance Requirements – Exhibitor Without Aircraft

Exhibitor shall maintain the following during the entire event, including move-in and move-out periods:

- comprehensive general liability insurance, including broad form contractual liability coverage, with limits of at least \$1,000,000 USD combined single limit, per occurrence, for personal and advertising injury, bodily injury and property damage;
- workers' compensation and employers' liability insurance in accordance with statutory limits; and
- if Exhibitor will own or operate any motor vehicles at Facility, automobile liability insurance with limits in an amount adequate to cover all of Exhibitor's motor vehicles at Facility but not less than \$500,000 USD.

All insurance must be primary and non-contributory to any other insurance coverage and Exhibitor shall obtain a waiver of subrogation on each policy in favor of the additional insured parties. National Business Aviation Association, Inc., NBAA-ABACE China Limited, Shanghai Hawker Pacific Business Aviation Service Centre and Shanghai Airport Authority must each be named as additional insured on the comprehensive general liability and automobile liability insurance.

Evidence of insurance meeting the requirements of this section must be furnished to Show Management upon request and must be available at the Facility during the Event. Exhibitor acknowledges that the requirements of this section in no way limit the liability of Exhibitor.

Exhibitor Insurance Requirements – Exhibitor With Aircraft

Exhibitor shall maintain the following during the entire Event, including move-in and move-out periods:

- comprehensive general liability insurance, including broad form contractual liability coverage, with limits of at least \$5,000,000 USD combined single limit, per occurrence, for bodily injury and property damage, at least \$1,000,000 USD for products-completed operations aggregate, at least US \$1,000,000 for personal and advertising injuries and at least \$50,000 USD for fire damage;
- aircraft liability insurance, including premises liability, with limits of at least \$5,000,000 USD combined single limit, per occurrence, for bodily injury and property damage including passengers;
- aircraft hull (all risk) insurance for the full replacement value of the aircraft;
- workers' compensation insurance in accordance with statutory limits and employers' liability with limits of at least \$1,000,000 USD per accident; and
- if Exhibitor will own or operate any motor vehicles at Facility, automobile liability insurance with limits in an amount adequate to cover all of Exhibitor's motor vehicles at Facility but not less than \$1,000,000 USD.



INSURANCE GUIDELINES – EXHIBITORS & EACs/STAND BUILDERS

All insurance must be primary and non-contributory to any other insurance coverage and Exhibitor shall obtain a waiver of subrogation on each policy in favor of the additional insured parties. National Business Aviation Association, Inc., NBAA-ABACE China Limited, Shanghai Hawker Pacific Business Aviation Service Centre and Shanghai Airport Authority must each be named as additional insured on the liability insurance policies to the limits of each policy, even if those limits are in excess of the requirements of this section.

Exhibitor shall furnish evidence of insurance coverage meeting the requirements of this section as requested by Show Management. Exhibitor acknowledges that the requirements of this section in no way limit the liability of Exhibitor.

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 **February 13, 2017**:

- Intent to use [Exhibitor-Appointed Contractor \(EAC\)/Stand Builder form](#).
- 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 **February 13, 2017**, 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.

EAC INSURANCE REQUIREMENTS

EAC shall maintain the following during the entire event, including move-in and move-out periods:

1. WORKERS' COMPENSATION & EMPLOYERS' LIABILITY INSURANCE

Workers Compensation

Statutory as per the respective state or country

Employers Liability

Bodily injury by accident (\$100,000 USD each accident); Bodily injury by disease (\$100,000 USD each employee & \$500,000 USD policy limit). Employers liability coverage must include coverage territory provisions to include the territories for which the event will take place.

2. COMMERCIAL GENERAL LIABILITY AND UMBRELLA/EXCESS LIABILITY INSURANCE

EAC must maintain comprehensive general liability insurance, including broad form contractual liability coverage, with limits of at least \$1,000,000 combined single limit, per occurrence, for personal and advertising injury, bodily injury and property damage.

3. AUTOMOBILE LIABILITY INSURANCE

EAC that owns or operates any vehicle at ABACE must maintain automobile liability insurance with limits in an amount adequate to cover all of their motor vehicles at ABACE, but not less than \$1,000,000 (USD).



INSURANCE GUIDELINES – EXHIBITORS & EACs/STAND BUILDERS

All insurance must be primary and non-contributory to any other insurance coverage and Exhibitor shall obtain a waiver of subrogation on each policy in favor of the additional insured parties. National Business Aviation Association, Inc., NBAA-ABACE China Limited, Shanghai Hawker Pacific Business Aviation Service Centre and Shanghai Airport Authority must each be named as additional insured on the liability insurance policies to the limits of each policy, even if those limits are in excess of the requirements of this section.

IDEMNIFICATION; ASSUMPTION OF RISK

EAC shall indemnify Show Management and each Facility, and their parent and subsidiary companies, shareholders, officers, employees, agents and contractors, against all losses, damages, claims, demands, actions, penalties, judgments and liabilities (including court costs and reasonable attorneys' fees) that arise from any acts or omissions of EAC related to ABACE2017, including, without limitation, any activities they may be conducting at the Event, or from any breach by EAC of any term of this contract. Exhibitor acknowledges that it assumes full responsibility for any risk of bodily injury, death or property damage or loss arising out of or related to the Event, whether caused by the negligence of Show Management or otherwise. The parties intend that this indemnification and assumption of risk be construed as broadly as permitted by law.

WAIVER OF LIABILITY

Under no circumstances will Show Management be liable for any lost profits or any incidental, special, indirect, punitive or consequential damages of EAC, regardless of whether such losses or damages were foreseeable or Show Management was informed of the possibility of such losses or damages. The maximum liability of Show Management under any circumstances will not exceed the exhibit fee actually paid by Exhibitor to Show Management.



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:

- February 13, 2017

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 stand.*

Note: It is the exhibitor's responsibility to ensure that all representatives of the exhibitor-appointed contractor (EAC) abide by ABACE2017 Rules & Regulations and have proper badges.

*Electrical Service

Freeman is the exclusive provider of electrical service for ABACE.

For exhibitor pavilion and hangar exhibits, electric current may be utilized for the operation of apparatus, provided 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 lay and install lines and electrical equipment, provided that proper EAC information and insurance documentation is provided to show management by the deadline date. For wire laying, insulation sheaths (conduit) must be used. All electric connections and use of conduit will be inspected prior to electric service being turned on. No colored wire can be used, except for bulb connections. Any company found to be in violation of the rules will not receive power to their stand.

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.

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 for double- and triple-unit custom chalets and static display exhibits must be submitted to ABACE management for approval before the February 13, 2017 deadline. Exhibitors without approval will not be permitted to begin construction.



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

- 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 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.



EXHIBITOR-APPOINTED CONTRACTORS APPLICATION/CONTRACT

Deadline: 13 February 2017

An exhibitor-appointed contractor (EAC) is any company (or individual) that is hired to install/dismantle/provide service to an exhibitor at ABACE2017 (e.g., installation/dismantle contractors, booth designers, non-official florists, furniture suppliers, laborers, etc.).

An exhibitor may use an EAC if:

- 1) The service to be performed is not listed as an exclusive service
- 2) The exhibitor has designated the company as their EAC to ABACE management on the Intent to Use Exhibitor-Appointed Contractor form
- 3) The EAC submits the Exhibitor-Appointed Contractors (EAC) Application/Contract to ABACE management, agreeing to all requirements
- 4) The EAC complies with all performance bond requirements

ABACE management reserves the right to deny access to ABACE2017 to EACs if these requirements have not been met or when determined to be in the best interests of the show.

EAC INSURANCE REQUIREMENTS

EAC agrees to maintain the insurance coverages listed below at all times during ABACE2017, including move-in and move-out periods. **Evidence of insurance coverage must be available for inspection at the Shanghai Hongqiao International Airport and the Shanghai Hawker Pacific Business Aviation Service Centre.** ABACE management reserves the right to request evidence of insurance coverage at any time. These requirements in no way limit the liability of the EAC.

WORKERS' COMPENSATION & EMPLOYERS' LIABILITY INSURANCE

WORKERS COMPENSATION

Statutory as per the respective state or country

EMPLOYERS LIABILITY

Bodily injury by accident (\$100,000 USD each accident); Bodily injury by disease (\$100,000 USD each employee & \$500,000 USD policy limit). Employers liability coverage must include coverage territory provisions to include the territories for which the event will take place.

COMMERCIAL GENERAL LIABILITY AND UMBRELLA/EXCESS LIABILITY INSURANCE

EAC must maintain comprehensive general liability insurance, including broad form contractual liability coverage, with limits of at least \$1,000,000 combined single limit, per occurrence, for personal and advertising injury, bodily injury and property damage. This insurance must be primary and non-contributory to any other insurance coverage and EAC must obtain a waiver of subrogation on each policy in favor of the additional insured parties. National Business Aviation Association, Inc.; Shanghai Hongqiao International Airport and the Shanghai Hawker Pacific Business Aviation Service Centre and Freeman must each be named as additional insured.

AUTOMOBILE LIABILITY INSURANCE

EAC that owns or operates any vehicle at Shanghai Hongqiao International Airport and the Shanghai Hawker Pacific Business Aviation Service Centre must maintain automobile liability insurance with limits in an amount adequate to cover all of their motor vehicles, but not less than \$1,000,000 (USD). This insurance must be primary and non-contributory to any other insurance coverage and EAC must obtain a waiver of subrogation on each policy in favor of the additional insured parties. National Business Aviation Association, Inc.; Shanghai Hongqiao International Airport and the Shanghai Hawker Pacific Business Aviation Service Centre and Freeman must each be named as additional insured.

IDEMNIFICATION; ASSUMPTION OF RISK

EAC shall indemnify Show Management and each Facility, and their parent and subsidiary companies, shareholders, officers, employees, agents and contractors, against all losses, damages, claims, demands, actions, penalties, judgments and liabilities (including court costs and reasonable attorneys' fees) that arise from any acts or omissions of EAC related to ABACE2017, including, without limitation, any activities they may be conducting at the Event, or from any breach by EAC of any term of this contract.



Exhibitor acknowledges that it assumes full responsibility for any risk of bodily injury, death or property damage or loss arising out of or related to the Event, whether caused by the negligence of Show Management or otherwise. The parties intend that this indemnification and assumption of risk be construed as broadly as permitted by law.

WAIVER OF LIABILITY

Under no circumstances will Show Management be liable for any lost profits or any incidental, special, indirect, punitive or consequential damages of EAC, regardless of whether such losses or damages were foreseeable or Show Management was informed of the possibility of such losses or damages. The maximum liability of Show Management under any circumstances will not exceed the exhibit fee actually paid by Exhibitor to Show Management.

AGREEMENT WITH RULES

EAC agrees to comply with all ABACE2017 rules and regulations, including those found in the Exhibitor Service Kit, and shall ensure that its actions do not cause an exhibitor to violate the ABACE2017 rules and regulations or the ABACE2017 Exhibitor Contract Terms & Conditions.

VIOLATIONS

ABACE Management may deny the EAC access to ABACE2017 if EAC fails to comply with the terms of this contract or the ABACE2017 rules and regulations. ABACE Management will not be liable to any exhibitor or EAC for any losses that result from an EAC's failure to comply.

AGREEMENT

By signing the ABACE2017 Exhibitor-Appointed Contractors (EAC) Application/Contract, company agrees to comply with all terms and conditions of ABACE management, as stated within this document, the ABACE2017 rules and regulations and on the ABACE2017 website.

Please complete this form in English.

EXHIBITING COMPANY: _____

STAND NUMBER: _____

EAC COMPANY: _____

EAC ADDRESS: _____

EAC ON-SITE CONTACT NAME: _____

ON-SITE CONTACT MOBILE NUMBER: _____

ON-SITE CONTACT EMAIL ADDRESS: _____

SERVICES TO BE PERFORMED: _____

SIGNATURE: _____

PRINTED NAME: _____

DATE: _____

ABACE MANAGEMENT CONTACT

Rachel Thomas

Email: rthomas@nbaa.org



ABACE SHUTTLE BUS SERVICE

SHUTTLE BUSES – HOTEL SHUTTLE BUSES

Shuttle buses will run between the following hotels:

- Hilton Shanghai Hongqiao
- Shanghai Marriott Hotel City Centre
- Sheraton Shanghai Hongqiao Hotel

Schedule

Monday, April 10 (Press Day)	07:45 – 19:00
Tuesday, April 11	07:45 – 19:00
Wednesday, April 12	08:45 – 19:00
Thursday, April 13	08:45 – 17:00



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 10, 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 CONFERENCE SCHEDULING

Exhibitors may host a press conference at the show to let the industry know about their 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. Only exhibitors at ABACE may hold press briefings.

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 10.

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.

To reserve a press conference room, exhibitors must fill out an ABACE [Press Conference Room Reservation Request Form](#).

Press conferences may be scheduled for Monday, April 10 (Press Day) and Tuesday, April 11.

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.

For more information on reserving press conference rooms, please contact Jessica Allston at jallston@nbaa.org or +1 (202) 783-9252.



MEDIA & MARKETING OPPORTUNITIES

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 post a list of press conferences on the ABACE website shortly before ABACE, and an updated press conference schedule will be posted in the ABACE press headquarters.

ABACE management will post a list of all press registered for ABACE to the Exhibitor Dashboard.

PRESS CONFERENCE SIGNAGE

Signs provided by ABACE management will direct press and attendees to the ABACE press headquarters and press conference rooms. 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 available outside each press conference room should an exhibitor wish to provide a sign during their scheduled press conference time. The ABACE logo will appear on the front of the podium. If an exhibitor requires any signage hung behind the dais, they must coordinate with Freeman, 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 10, 2017. 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 13, 2017 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



MEDIA & MARKETING OPPORTUNITIES

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: ctrautvetter@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 ABACE2017 DIRECTORY OF EXHIBITING COMPANIES & MOBILE APP

Exhibitors are provided one complimentary exhibitor company profile per stand or static display space reserved. Exhibitor contacts will be provided with access to the ABACE2017 Exhibitor Dashboard to update their company profile online.

Company profiles for co-exhibitors are provided once co-exhibitors register with ABACE management. Companies planning to co-exhibit must complete the ABACE2017 [Co-Exhibitor Registration Form](#), available in the Exhibitor Dashboard.

Note: Company descriptions will be included in the online exhibitor directory and ABACE2017 mobile app, but **not** in the printed *ABACE2017 Show Guide*. The printed *ABACE2017 Show Guide* will only include the company name and stand location.

Exhibitors are listed alphabetically in the online exhibitor directory and the ABACE2017 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 10 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.
- Chalet exhibitors receive four complimentary company profiles for co-exhibitors.
- **NOTE:** All co-exhibitors must register via the ABACE2017 [Co-Exhibitor Registration Form](#) and submit payment of U.S. \$500.
- 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 ABACE2017 mobile app. Please review the new rules for co-exhibiting companies for ABACE2017.
- Exhibitors and co-exhibitors must pay all required ABACE exhibit fees in order to have company profiles appear in the online exhibitor directory and ABACE2017 mobile app.

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



ABACE2017
April 11-13, 2017
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 3, 2017** to receive the Discount Price.
- Orders received after the **Friday, March 3, 2017** discount deadline or without payment will be processed at the Standard or On-Site Price as applicable.
- Orders received after **Friday, March 31, 2017** 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 3, 2017** 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, March 31, 2017**.

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 3, 2017**

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

NAME OF SHOW: **ABACE2017 / April 11-13, 2017 / 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 (419305) 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 **We do not accept credit card information via email.**

☐ 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

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. Forms can be viewed or downloaded www.freemanco.com/store.
- Orders received without payment or after the discount price deadline date will be charged at the standard 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.

FREEMAN

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



ABACE2017 / April 11-13, 2017 / 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

☐

OTHER

☐

FURNISHINGS/CARPET

☐

GRAPHICS

☐

BOOTH CLEANING

☐

PLANTS/FLORAL

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:

(419305)

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 LABOR SECURED THROUGH FREEMAN.

DEFINITIONS

For purposes of this Contract, "FREEMAN" or "The Freeman Companies" means Freeman Expositions, Inc., Freeman Expositions, Ltd., Freeman Audio Visual, Freeman Exhibit, Freeman Transportation, Hoffend Xposition, Stage Rigging, Inc., Kerry Technical Services, TFC, Inc., Freeman Electrical Services, and their 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, representatives, and any Exhibitor Appointed Contractors ("EAC").

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 EXHIBITORS, 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 estimate of charges and the actual charges incurred for material handling, labor time & materials, utility services or equipment usage, 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. In the event that a THIRD PARTY orders on behalf of the EXHIBITOR and 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 EXHIBITOR. All invoices are due and payable upon receipt, by either party.

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) for bodily injury, including any injury to FREEMAN employees, and/or property damage arising out of work performed by labor provided by FREEMAN but supervised by EXHIBITOR. Further, the EXHIBITOR'S indemnification of FREEMAN includes any and all violations of Federal, State, County or Local ordinances, "Show 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 3, 2017

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: **ABACE2017 / April 11-13, 2017 / Shanghai, China**

COMPANY NAME:

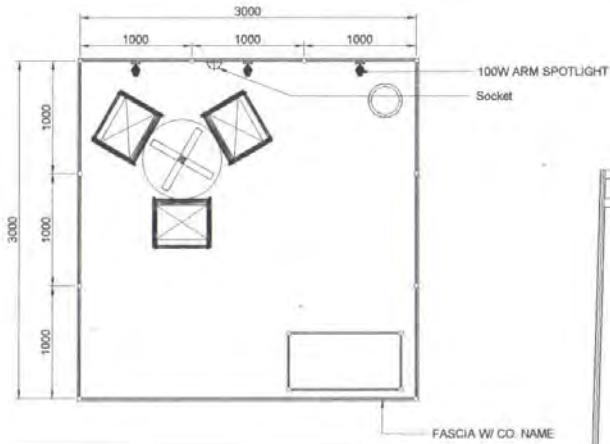
BOOTH #:

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. Corner booths can purchase an additional fascia name board for \$48.70.

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 3, 2017** 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.

FREEMAN "premium" shell scheme booth package

FREEMAN

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



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FRIDAY, MARCH 3, 2017

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OR COPY OF A CHECK/WIRE CONFIRMATION.

NAME OF SHOW: **ABACE2017 / April 11-13, 2017 / Shanghai, China**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

FASCIA NAME BOARD 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 \$48.70 USD (see Graphics Order Form).

English Letters

Black Helvetica Lettering - 130mm high on 1 line (maximum 16 letters)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

OR

Black Helvetica Lettering - 70mm high on 2 lines (maximum 40 letters)

Chinese Characters

Black Helvetica Lettering - 130mm high on 1 line (maximum 12 characters)

--	--	--	--	--	--	--	--	--	--	--	--

OR

Black Helvetica Lettering - 70mm high on 2 lines (maximum 32 characters)

Combination of Chinese Characters and English Letters

Black Helvetica Lettering - 130mm high on line 1 (maximum 16 characters/letters)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Black Helvetica Lettering - 70mm high on line 2 (maximum 20 characters/letters)

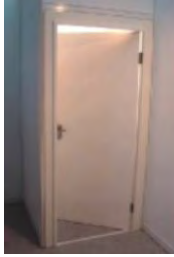
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If graphic image or company logo is required on fascia, please see Graphics Order Form. For questions, please contact Amelia Rivera at (214) 445-1482 or Amelia.Rivera@freemanco.com.

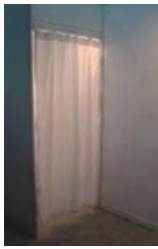
Signature: _____

Date: _____

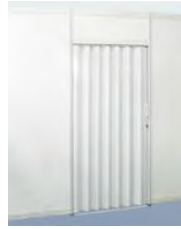
Additional Fittings



Lockable Door
1000x2000H(mm)
BCF001



Curtain
1000x2000H(mm)
BCF002



Folding Door
1000x2000H(mm)
BCF003



System Metal Grid
1000x1000H(mm)
BCF004



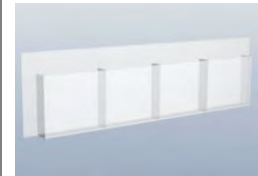
Ceiling Metal Grid
1000x1000(mm)
BCF005



Metal Hook
100H(mm)
BCF006



Catalogue Rack
1300H(mm)
BCF007



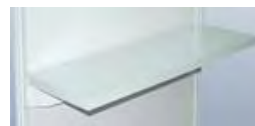
4 Pocket Catalogue
1000H(mm)
BCF008



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

F R E E M A N

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Joanne.Peau@freemanco.com



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DEADLINE DATE
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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: **ABACE2017 / April 11-13, 2017 / Shanghai, China**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

ADDITIONAL FITTINGS ORDER FORM

Item #	Description	Discount Price (USD) Orders Received by March 3, 2017	Standard Price (USD) Orders Received March 4-31, 2017	On-Site Price (USD) Orders Received after April 1, 2016	Quantity	Total (USD)
BCF001	Lockable Door	\$79.95	\$95.95	\$119.95	_____	\$ _____
BCF002	Curtain	\$40.20	\$48.25	\$60.30	_____	\$ _____
BCF003	Folding Door	\$49.00	\$58.80	\$73.50	_____	\$ _____
BCF004	System Metal Grid	\$17.85	\$21.40	\$26.80	_____	\$ _____
BCF005	Ceiling Metal Grid	\$46.80	\$56.15	\$70.20	_____	\$ _____
BCF006	Metal Hook	\$4.50	\$5.40	\$6.75	_____	\$ _____
BCF007	Catalogue Rack	\$29.00	\$34.80	\$43.50	_____	\$ _____
BCF008	4 Pocket Catalogue	\$30.75	\$36.90	\$46.15	_____	\$ _____
BCF009	System Coat Hanger	\$17.55	\$21.05	\$26.35	_____	\$ _____
BCF010	Glass Shelf	\$25.65	\$30.80	\$38.50	_____	\$ _____
BCF011	System Shelf (straight)	\$17.55	\$21.05	\$26.35	_____	\$ _____
BCF012	System Shelf (angled)	\$17.55	\$21.05	\$26.35	_____	\$ _____
BCF013	A4 Holder	\$13.35	\$16.00	\$20.05	_____	\$ _____
					TOTAL	\$ _____

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

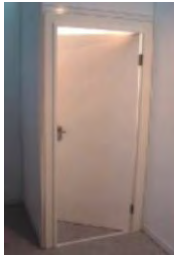
Signature: _____

Date: _____

Signature	Stamp Box

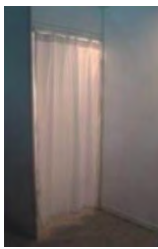
* For Chinese Customers Only *

Furniture



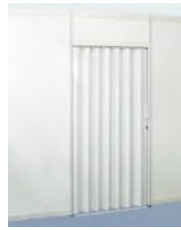
Lockable Door
1000x2000H(mm)

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



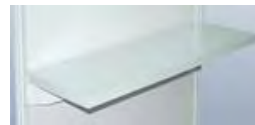
System Coat Hanger
1000L(mm)

BCF009



Glass Shelf
1000x300(mm)

BCF010



System flat Shelf
1000x300(mm)

BCF011



System slope Shelf
1000x300(mm)

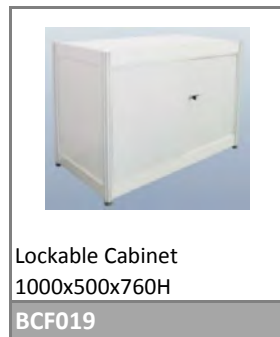
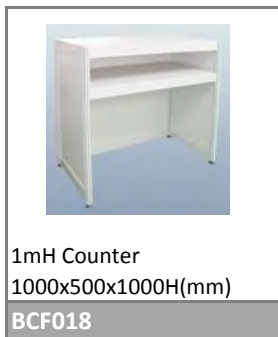
BCF012



A4 Holder
200x300x1000H(mm)

BCF013

FURNITURE - 1





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



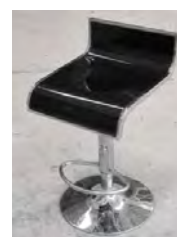
Bonbon Barstool - White
450x400x770-980H(mm)
BCF041



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



Princess Stool - White
450x450x700H(mm)
BCF043



Princess Stool - Black
450x450x700H(mm)
BCF044

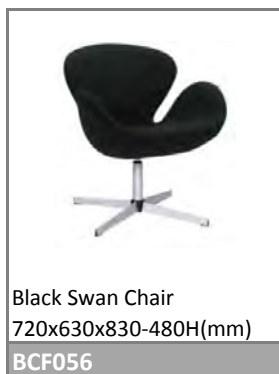
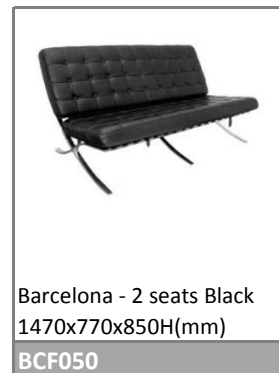
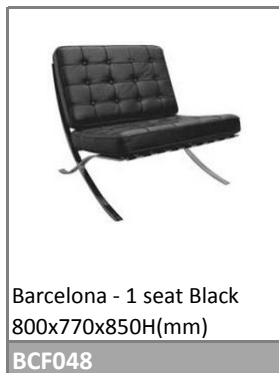


Fiesta Barstool - White
450x450x700H(mm)
BCF045



Fiesta Barstool - Black
450x450x700H(mm)
BCF046

FURNITURE - 3



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

ABACE2017 – Furniture options

Chair



Sofa



Bar stool



Coffee table



Table



FREEMAN

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Joanne.Peau@freemanco.com



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YOUR ORDER COMPLETE WITH CREDIT CARD INFORMATION
OR COPY OF A CHECK/WIRE CONFIRMATION.

NAME OF SHOW: **ABACE2017 / April 11-13, 2017 / 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 3, 2017	Standard Price (USD) Orders Received March 4-31, 2017	On-Site Price (USD) Orders Received after March 31, 2017	Quantity	Total (USD)
BCF014	Large Display Unit	\$26.75	\$32.10	\$40.15	_____	\$ _____
BCF015	Medium Display Unit	\$26.75	\$32.10	\$40.15	_____	\$ _____
BCF016	Small Display Unit	\$26.75	\$32.10	\$40.15	_____	\$ _____
BCF017	0.76mH Counter	\$33.40	\$40.10	\$50.10	_____	\$ _____
BCF018	1mH Counter	\$44.55	\$53.45	\$66.85	_____	\$ _____
BCF019	Lockable Cabinet	\$53.45	\$64.15	\$80.20	_____	\$ _____
BCF020	Multi Level Rack	\$77.95	\$93.55	\$116.95	_____	\$ _____
BCF021	Small Show Case	\$106.90	\$128.30	\$160.35	_____	\$ _____
BCF022	Tall Show Case	\$133.65	\$160.40	\$200.50	_____	\$ _____
BCF023	Square Table	\$35.65	\$42.80	\$53.50	_____	\$ _____
BCF024	Rectangular Table	\$53.45	\$64.15	\$80.20	_____	\$ _____
BCF025	Round Table	\$35.65	\$42.80	\$53.50	_____	\$ _____
BCF026	Wood Round Table	\$40.15	\$48.20	\$60.25	_____	\$ _____
BCF027	Glass Round Table	\$49.00	\$58.80	\$73.50	_____	\$ _____
BCF028	Round Table High	\$35.65	\$42.80	\$53.50	_____	\$ _____
BCF029	Coffee Table (white)	\$34.25	\$41.10	\$51.40	_____	\$ _____
BCF030	Coffee Table (black)	\$34.25	\$41.10	\$51.40	_____	\$ _____
BCF031	Coffee Table (glass)	\$34.25	\$41.10	\$51.40	_____	\$ _____
BCF032	Rectangular Coffee Table (glass)	\$51.35	\$61.60	\$77.05	_____	\$ _____
BCF033	Meeting Chair (white)	\$17.80	\$21.35	\$26.70	_____	\$ _____
BCF034	Meeting Chair (black)	\$17.80	\$21.35	\$26.70	_____	\$ _____
BCF035	Gilbert Chair (wood)	\$51.20	\$61.45	\$76.80	_____	\$ _____
BCF036	Gilbert Chair (black)	\$51.20	\$61.45	\$76.80	_____	\$ _____
BCF037	Alu Conference Chair	\$86.85	\$104.20	\$130.30	_____	\$ _____
BCF038	Office Chair	\$86.85	\$104.20	\$130.30	_____	\$ _____
BCF039	Abi Conference Chair	\$86.85	\$104.20	\$130.30	_____	\$ _____
BCF040	Black Barstool	\$58.85	\$70.60	\$88.30	_____	\$ _____
BCF041	Bonbon Barstool (white)	\$44.55	\$53.45	\$66.85	_____	\$ _____
BCF042	Bonbon Barstool (black)	\$44.55	\$53.45	\$66.85	_____	\$ _____

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

FURNITURE ORDER FORM - PAGE 2

Item #	Description	Discount Price (USD) Orders Received by March 3, 2017	Standard Price (USD) Orders Received March 4-31, 2017	On-Site Price (USD) Orders Received after March 31, 2017	Quantity	Total (USD)
BCF043	Princess Stool (white)	\$48.80	\$58.55	\$73.20	_____	\$ _____
BCF044	Princess Stool (black)	\$48.80	\$58.55	\$73.20	_____	\$ _____
BCF045	Fiesta Barstool (white)	\$69.80	\$83.75	\$104.70	_____	\$ _____
BCF046	Fiesta Barstool (black)	\$69.80	\$83.75	\$104.70	_____	\$ _____
BCF047	Barcelona - 1 seat (white)	\$178.20	\$213.85	\$267.30	_____	\$ _____
BCF048	Barcelona - 1 seat (black)	\$178.20	\$213.85	\$267.30	_____	\$ _____
BCF049	Barcelona - 2 seats (white)	\$310.80	\$372.95	\$466.20	_____	\$ _____
BCF050	Barcelona - 2 seats (black)	\$310.80	\$372.95	\$466.20	_____	\$ _____
BCF051	Tivoli (white)	\$78.25	\$93.90	\$117.40	_____	\$ _____
BCF052	Tivoli (black)	\$78.25	\$93.90	\$117.40	_____	\$ _____
BCF053	Tiffany Chair (white)	\$148.95	\$178.75	\$223.45	_____	\$ _____
BCF054	Tiffany Chair (black)	\$148.95	\$178.75	\$223.45	_____	\$ _____
BCF055	Swan Chair (white)	\$155.75	\$186.90	\$233.65	_____	\$ _____
BCF056	Swan Chair (black)	\$155.75	\$186.90	\$233.65	_____	\$ _____
BCF057	1 Seat Sofa (white)	\$157.95	\$189.55	\$236.95	_____	\$ _____
BCF058	1 Seat Sofa (black)	\$157.95	\$189.55	\$236.95	_____	\$ _____
BCF059	Outdoor Rattan Single Sofa	\$162.60	\$195.10	\$243.90	_____	\$ _____
BCF060	Outdoor Rattan Sofa Set	\$718.95	\$862.75	\$1,078.45	_____	\$ _____
BCF061	Belt Barricade	\$21.75	\$26.10	\$32.65	_____	\$ _____
BCF062	Rope Barricade	\$21.75	\$26.10	\$32.65	_____	\$ _____
BCF063	Brochure Rack 1	\$28.25	\$33.90	\$42.40	_____	\$ _____
BCF064	Brochure Rack 2	\$28.25	\$33.90	\$42.40	_____	\$ _____
BCF065	Metal Trash Bin	\$20.50	\$24.60	\$30.75	_____	\$ _____
BCF066	Floor Hanger	\$28.25	\$33.90	\$42.40	_____	\$ _____
BCF067	Garden Set	\$556.85	\$668.20	\$835.30	_____	\$ _____
BCF068	Standing Coat Hanger	\$76.05	\$91.25	\$114.10	_____	\$ _____
BCF069	Small Fridge - 90l	\$97.40	\$116.90	\$146.10	_____	\$ _____
BCF070	Large Fridge	\$149.40	\$179.30	\$224.10	_____	\$ _____
BCF071	Counter (black)	\$201.95	\$242.35	\$302.95	_____	\$ _____
BCF072	Drape Table (white)	\$79.55	\$95.45	\$119.35	_____	\$ _____
BCF073	Drape Table (black)	\$79.55	\$95.45	\$119.35	_____	\$ _____
BCF074	Drape Table (red)	\$79.55	\$95.45	\$119.35	_____	\$ _____
BCF075	Drape Table (blue)	\$79.55	\$95.45	\$119.35	_____	\$ _____

NAME OF SHOW: **ABACE2017 / April 11-13, 2017 / Shanghai, China**

COMPANY NAME:

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FURNITURE ORDER FORM - PAGE 3

Item #	Description	Discount Price (USD) Orders Received by March 3, 2017	Standard Price (USD) Orders Received March 4-31, 2017	On-Site Price (USD) Orders Received after March 31, 2017	Quantity	Total (USD)
C1118	Eames Chair (white)	\$76.35	\$91.60	\$114.55	_____	\$ _____
S78C	Long Island Chair (black)	\$76.35	\$91.60	\$114.55	_____	\$ _____
S78E	Long Island Chair (red)	\$76.35	\$91.60	\$114.55	_____	\$ _____
S26B	Audi Sofa (white)	\$227.25	\$272.70	\$340.90	_____	\$ _____
S26C	Audi Sofa (black)	\$227.25	\$272.70	\$340.90	_____	\$ _____
BS23E	Hawk Bar Stool	\$76.35	\$91.60	\$114.55	_____	\$ _____
BS24B	Miura Bar Stool	\$76.35	\$91.60	\$114.55	_____	\$ _____
BS48B	Bosco Bar Stool	\$76.35	\$91.60	\$114.55	_____	\$ _____
BS51B	Hay Bar Stool	\$83.60	\$100.30	\$125.40	_____	\$ _____
BS52C	Vines Bar Stool	\$83.60	\$100.30	\$125.40	_____	\$ _____
CT18B	Hocke Coffee Table (white)	\$51.00	\$61.20	\$76.50	_____	\$ _____
CT18C	Hocke Coffee Table (black)	\$51.00	\$61.20	\$76.50	_____	\$ _____
MT28Z	Legacy Table (glass)	\$149.00	\$178.80	\$223.50	_____	\$ _____
MT28ZC	Legacy Table (black)	\$149.00	\$178.80	\$223.50	_____	\$ _____
MT16E	Ivory Square Table	\$51.00	\$61.20	\$76.50	_____	\$ _____
MT18E	Ebony Square Table	\$51.00	\$61.20	\$76.50	_____	\$ _____
					TOTAL	\$ _____

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

Signature: _____

Date: _____

Signature	Stamp Box

*** For Chinese Customers Only ***

FREEMAN furniture

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 3, 2017**

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: **ABACE2017 / April 11-13, 2017 / Shanghai, China**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

CARPET ORDER FORM

Description	Discount Price (USD) Orders Received by March 3, 2017	Standard Price (USD) Orders Received March 4-31, 2017	On-Site Price (USD) Orders Received after March 31, 2017	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)

\$13.45

\$16.15

\$20.20

\$ _____

Please select color:

☐ Black ☐ Red ☐ Gray ☐ Blue

Booth Size: _____ m x _____ m = _____ m²

Standard Carpet (needle punch approximately 3mm)

\$7.90

\$9.50

\$11.85

\$ _____

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.

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Joanne.Peau@freemanco.com



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NAME OF SHOW: **ABACE2017 / April 11-13, 2017 / Shanghai, China**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

CLEANING ORDER FORM

Description	Discount Price (USD) Orders Received by March 3, 2017	Standard Price (USD) Orders Received March 4-31, 2017	On-Site Price (USD) Orders Received after March 31, 2017	Total (USD)
-------------	---	---	--	-------------

Cleaning (includes vacuuming, emptying of trash)

\$2.25

\$2.70

\$3.40

\$ _____

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 \$48.70 USD.

Item #	Description	Discount Price (USD) Orders Received by March 3, 2017	Standard Price (USD) Orders Received March 4-31, 2017	On-Site Price (USD) Orders Received after March 31, 2017	Quantity	Total (USD)
BGF003	Feather Banner	\$121.30	\$145.55	\$181.95	_____	\$ _____
BGF004	Retractable Banner	\$135.00	\$162.00	\$202.50	_____	\$ _____
BGF005	Logo on Fascia Board	\$90.20	\$108.25	\$135.30	_____	\$ _____
BGF006	Graphics on 1M Panel	\$225.50	\$270.60	\$338.25	_____	\$ _____
BGF007	3M x 2.5M Seamless Wall	\$732.15	\$878.60	\$1,098.25	_____	\$ _____
BGF008	6M x 2.5M Seamless Wall	\$1,464.30	\$1,757.15	\$2,196.45	_____	\$ _____
BGF009	Logo for Counter	\$90.20	\$108.25	\$135.30	_____	\$ _____
17804	Fascia Name Board (Add.)	\$48.70	\$58.45	\$73.05	_____	\$ _____
TOTAL						\$ _____

Description	Discount Price (USD) Orders Received by March 3, 2017	Standard Price (USD) Orders Received March 4-31, 2017	On-Site Price (USD) Orders Received after March 31, 2017	Total (USD)
Digital Graphics	\$90.20	\$108.25	\$135.30	\$ _____

- * 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: _____

Signature	Stamp Box

*** For Chinese Customers Only ***

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

Our goal is to provide you with the best quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. The purpose is to assist you in the process of creating files that are acceptable for production. If you are sending finished print ready files, please pass this information along to your graphic designer or art department. Please use the acceptable software and file types listed below. Make certain to follow the resolution guide to help make your image quality ideal for viewing. Also, accurate color matching can be realized if you follow the color guidelines. Adhering to these guidelines will greatly enhance the accuracy of your artwork for production.

Please Provide the Following When Submitting Artwork

RASTER ART (photos, logos containing any continuous tone images):

- Art Submitted at 1:1 (100%), resolution should be no less than 60dpi (100dpi preferred)
- Art Submitted at 2:1 (50%), resolution should be no less than 120dpi (200dpi preferred)
- Art Submitted at 4:1 (25%), resolution should be no less than 240dpi (400dpi preferred)

VECTOR ART:

- Logos should be vector and have outlined fonts (if provided as bitmap, please use high-res images)

FONTS and LINKS:

- Supply all fonts used in your design (zip Mac fonts). If unsure how to collect fonts, convert them to outlines
- Supply all links used in your document. Use packaging feature if available. If unsure how to collect links, embed them in the file when saving.

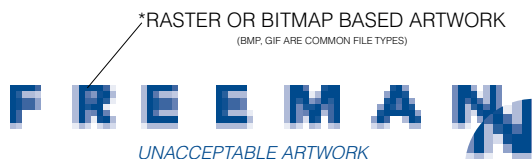
COLOR (when color match is required follow these requirements):

- If PMS color matching is required, please use original Pantone®+ Solid Coated® swatches in your artwork. Modifying Pantone® names will result in printing default color (CMYK).
- CMYK artwork will be produced "As Is". Our color output is balanced and vibrant.
- Convert RGB art to CMYK if possible.
- If you are sending Certified Color Proofs (Gracol, Swop, Fogra), please provide ICC profile information used to print your samples. Best option would be to include our ICC chart on your prints. To obtain the file, please contact memo.nuhbegovic@freemanco.com

ARTWORK IN THE STRUCTURE

- Please note that any panels going in the metal frame will hide 1/4 " of your art all the way around. If you have a continuous wall where individual panels are divided by metal, use 1.25" spacing in between each panel to account for gaps and the natural flow of the graphics.

ARTWORK EXAMPLE



Acceptable Software



Freeman prefers Adobe Creative Suite software (PC or Mac).

Please always provide:

- **Native files with fonts and links** (zipped)
- **High-res PDF-X/4 exports of the files.**

If you are an Illustrator CC user: "Packaging" feature is highly recommended. For all other versions of Adobe AI (CS6, CS5... etc) please embed linked images and convert fonts to outlines. InDesign files should always be Packaged.

Acceptable File Types and Support Files

NATIVE FILES:

- **AI CLOUD (CC) file** with Packaged supporting links and fonts. You may keep images linked for faster file opening, but Packaging feature must be used.
- **AI (CS6, CS5, CS4...)** file with embedded links and outlined fonts
- **EPS file** with embedded links and outlined fonts
- **INDD file** with Packaged supporting links and fonts

PRINT FILES:

- **High-res PDFX/4** (preferred)
- **AI with PDF content** (choose this option when saving file)
- **EPS** files with embedded links and outlined fonts

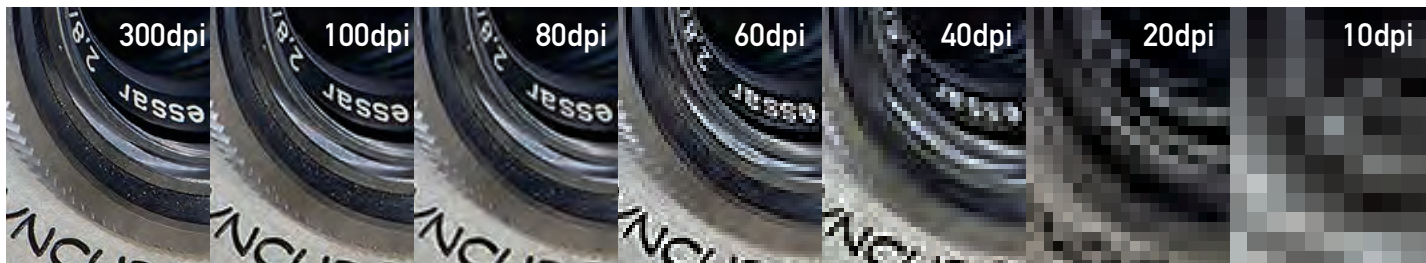
RASTER OR BITMAP ART:

- **Photoshop EPS** (Preferred, use 8-bit preview, Max. Quality JPG compression)
- **PSD** (make sure font layers are rasterized)
- **TIFF, JPG** (quality 8 and higher)

Mac users: Use Zip or Stuffit programs when submitting fonts other than OTF (Open Type Fonts)

Verifying resolution on a screen

Adjust zoom till this page measures 8.5" in width. Observe images from different distances. We noticed that from a few feet away anything above 60dpi looks acceptable!



Ways to Submit Final Artwork

- Files below 10MB can be delivered via email.
- Larger files can be sent via disc or uploaded to the Freeman FTP site: <ftp://ftp.myfreeman.com/> userid: **freeman** password: **ask for current one**

FREEMAN

901 E South St
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Joanne.Peau@freemanco.com



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DEADLINE DATE
FRIDAY, MARCH 3, 2017**

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NAME OF SHOW: **ABACE2017 / April 11-13, 2017 / Shanghai, China**

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:	<u>Advance Price</u>		<u>On-site Price</u>
	Straight Time	USD \$55.65 / hour	USD \$83.50 / hour
	(Monday - Friday, 0800 - 1800h)		
	Overtime	USD \$81.30 / hour	USD \$121.95 / hour
	(Monday - Friday, 1800 - 0800h, all day Saturday - Sunday)		

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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COMPANY NAME:

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E-MAIL ADDRESS:

AUDIO VISUAL ORDER FORM

Item #	Description	Discount Price (USD) Orders Received by March 3, 2017	Standard Price (USD) Orders Received March 4-31, 2017	On-Site Price (USD) Orders Received after March 31, 2017	Quantity	Total (USD)
BAV1	42" Plasma	\$633.55	\$760.25	\$950.35	_____	\$ _____
BAV2	50" Plasma	\$958.90	\$1,150.70	\$1,438.35	_____	\$ _____
BAV3	Plasma Floor Stand	\$62.80	\$75.35	\$94.20	_____	\$ _____
BAV4	Sanyo Projector PLC-XF46	\$4,407.50	\$5,289.00	\$6,611.25	_____	\$ _____
BAV5	Sanyo Projector PLC-XF41	\$2,750.10	\$3,300.10	\$4,125.15	_____	\$ _____
BAV6	Tripod Projection Screen	\$184.55	\$221.45	\$276.85	_____	\$ _____
BAV7	Projection Screen	\$490.05	\$588.05	\$735.10	_____	\$ _____
BAV8	Laptop Computer	\$353.90	\$424.70	\$530.85	_____	\$ _____
BAV9	Meyersound UPA Speaker	\$846.95	\$1,016.35	\$1,270.45	_____	\$ _____
BAV10	Speaker NEXO PS15 Pair	\$487.70	\$585.25	\$731.55	_____	\$ _____
BAV11	Speaker Only Pair	\$424.30	\$509.15	\$636.45	_____	\$ _____
BAV12	Power Amplifier	\$529.00	\$634.80	\$793.50	_____	\$ _____
BAV13	Wireless Microphone Set	\$612.00	\$734.40	\$918.00	_____	\$ _____
BAV14	DVD Player	\$182.50	\$219.00	\$273.75	_____	\$ _____
					TOTAL	\$ _____

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

Signature: _____

Date: _____

Signature	Stamp Box

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CHALET ELECTRICAL

10M x 10M Turnkey Chalets

10M x 10M Turnkey Chalets will receive power for (1) 42" plasma, (1) large refrigerator, (4) wall-mounted air conditioners, (24) halogen lights, and (4) 15 amp single phase 220V outlets.

Any additional power needs will be the responsibility of the exhibitor.

- Power will be turned on Monday, April 10th from 0800 to 1700.
- For show days, power will be turned on (1) hour prior to show opening and turned off (1) hour after show close each day.
- If power is required outside these hours, additional generator run time charges will apply.

20M x 10M and 30M x 10M Chalets

Freeman is the exclusive provider of electrical and generators.

Please contact Rick Halvorson at Rick.Halvorson@freemanco.com for a quote and to work through your requirements.

Fire Marshal will be onsite making routine inspections.

F R E E M A N

901 E South St
Anaheim, CA 92805
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Joanne.Peau@freemanco.com



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COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

ELECTRICAL & LIGHTING ORDER FORM

INDOOR EXHIBITS & CHALETS

- 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 for hanger and pavilion exhibits only.
- Power will not be turned on before show until inspector approves all stand electrical work. Please be sure to follow all applicable electrical rules to ensure timely approval.

Electrical Power Supply

Item #	Description	Discount Price (USD) Orders Received by March 3, 2017	Standard Price (USD) Orders Received March 4-31, 2017	On-Site Price (USD) Orders Received after March 31, 2017	Quantity	Total (USD)
703	15 amp Single Phase 220V	\$356.40	\$427.70	\$534.60	_____	\$ _____
706	30 amp Single Phase 220V	\$456.60	\$547.90	\$684.90	_____	\$ _____
704	15 amp Three Phase 380V	\$645.90	\$775.10	\$968.85	_____	\$ _____
705	30 amp Three Phase 380V	\$935.45	\$1,122.55	\$1,403.20	_____	\$ _____
					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 3, 2017	Standard Price (USD) Orders Received March 4-31, 2017	On-Site Price (USD) Orders Received after March 31, 2017	Quantity	Total (USD)
Electrical Power per KVA	\$162.05	\$194.45	\$243.10	_____	\$ _____
					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: _____

Signature	Stamp Box

*** For Chinese Customers Only ***

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)

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 3, 2017**

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: **ABACE2017 / April 11-13, 2017 / Shanghai, China**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

PLANTS & FLOWERS ORDER FORM

Item #	Description	Discount Price (USD) Orders Received by March 3, 2017	Standard Price (USD) Orders Received March 4-31, 2017	On-Site Price (USD) Orders Received after March 31, 2017	Quantity	Total (USD)
P1	Plant - 1.5M (H)	\$73.80	\$88.55	\$110.70	_____	\$ _____
P2	Plant - 1.2M (H)	\$87.15	\$104.60	\$130.75	_____	\$ _____
P3	Plant - 1.2M (H)	\$73.80	\$88.55	\$110.70	_____	\$ _____
P4	Plant - 1.2M (H)	\$52.15	\$62.60	\$78.25	_____	\$ _____
P5	Plant - 1.2M (H)	\$61.50	\$73.80	\$92.25	_____	\$ _____
P6	Plant - 1.2M (H)	\$78.95	\$94.75	\$118.45	_____	\$ _____
P8	Plant - 1.5M (H)	\$87.20	\$104.65	\$130.80	_____	\$ _____
F1	Flower - 90cm (H) x 90cm (w)	\$112.95	\$135.55	\$169.45	_____	\$ _____
F2	Flower - 90cm (H) x 90cm (w)	\$112.95	\$135.55	\$169.45	_____	\$ _____
F3	Flower - 90cm (H) x 45cm (w)	\$125.50	\$150.60	\$188.25	_____	\$ _____
F4	Flower - 76cm (H) x 30cm (w)	\$125.50	\$150.60	\$188.25	_____	\$ _____
F5	Flower - 76cm (H) x 45cm (w)	\$104.85	\$125.80	\$157.30	_____	\$ _____
F6	Flower - 76cm (H) x 45cm (w)	\$154.15	\$185.00	\$231.25	_____	\$ _____
F7	Flower - 15cm (H) x 10cm (w)	\$61.60	\$73.90	\$92.40	_____	\$ _____
					TOTAL	\$ _____

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

Signature: _____

Date: _____

Signature	Stamp Box

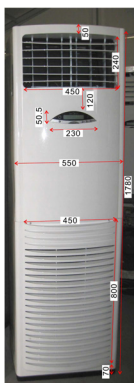
*** For Chinese Customers Only ***

Additional Chalet Offerings

Additional Chalet Offerings

- Most items must be ordered by **Friday, March 3rd**. After this date, please contact John Reed at 214.445.1261 or John.Reed@freemanxp.com for availability and pricing.

Description	Discount Price (USD) Orders Received by March 3, 2017	Quantity	Total (USD)
One Set of Sliding Entrance Doors - Per Set (if replacing set that is included) Price includes installation. Price does not include power.	\$5,893.85 / set	_____	\$ _____
Tinting for Glass Walls/Doors for Front Side of Chalets - Per SQM Price includes installation and removal. Different level of tint available - cost may vary.	\$28.40 / sqm	_____	\$ _____
5P Cabinet Standing Air Conditioner for Front Side of Chalet Refer to pictures and sizes. Price includes installation. Price does not include power.	\$697.98 / ea	_____	\$ _____
Wall-Mounted Air Conditioner Unit for Chalets Refer to pictures and sizes. Price includes installation. Price does not include power.	\$520.00 / ea	_____	\$ _____
Internal Wall/Ceiling Construction/Flooring Walls, Ceilings and Flooring can be installed prior to Third Party Arrival.	Call for Quote	_____	\$ _____
TOTAL			\$ _____



5P Cabinet AC unit

550 mm (W) * 360 mm (D) * 1780 mm (H)

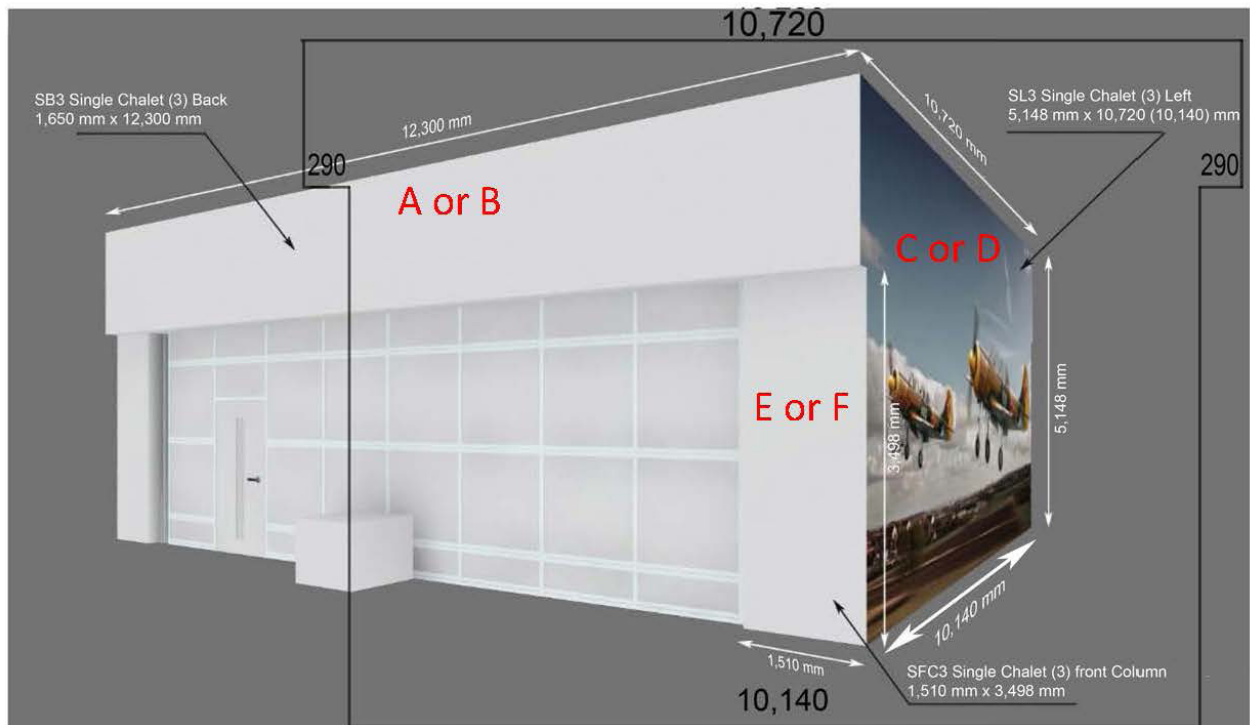
Contact your Account Representative for more information

John C. Reed

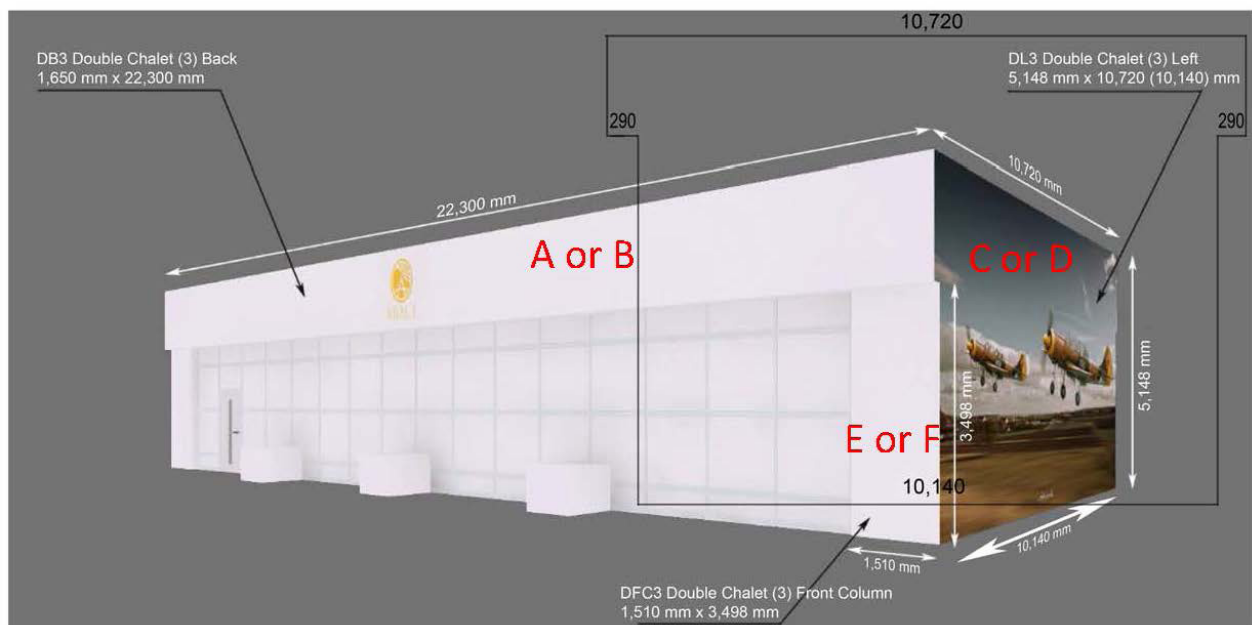
214.445.1261

John.Reed@freemanxp.com

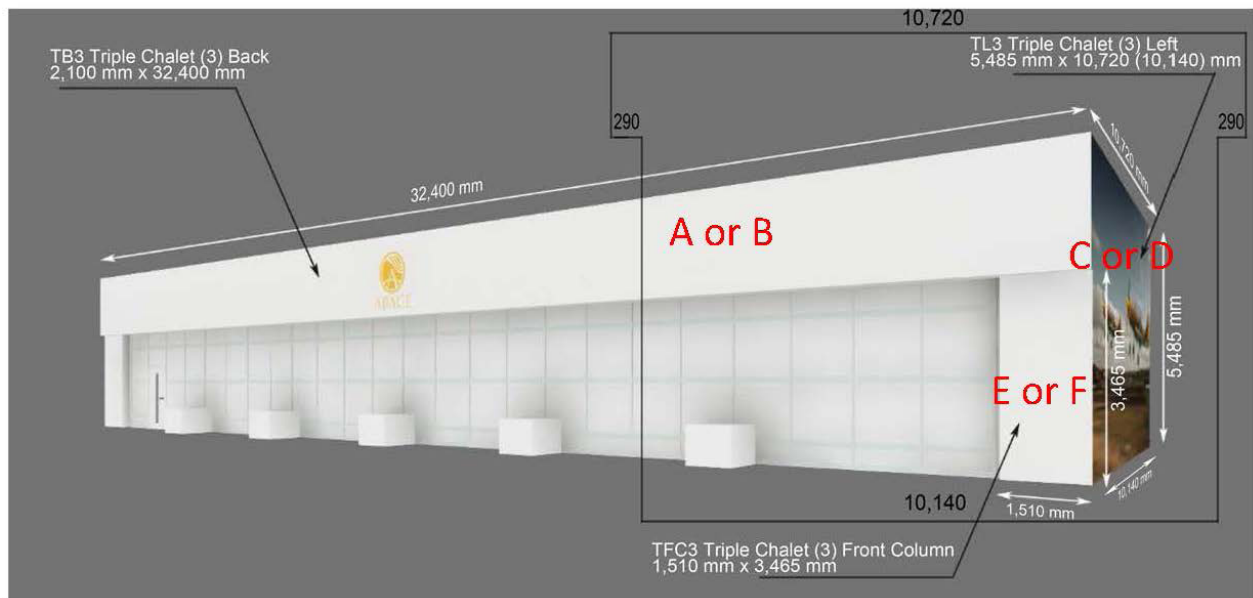
10M x 10M Full-Side Graphics



10M x 20M Full-Side Graphics



10M x 30M Full-Side Graphics



10M x 10M Standard Fascia Header Sizes



For ordering, please contact your Account Representative

John C. Reed

214.445.1261

John.Reed@freemanxp.com

10M x 20M Standard Fascia Header Sizes



For ordering, please contact your Account Representative

John C. Reed

214.445.1261

John.Reed@freemanxp.com

10M x 30M Standard Fascia Header Sizes



For ordering, please contact your Account Representative

John C. Reed

214.445.1261

John.Reed@freemanxp.com

Chalet Tent Sizing

20M x 10M and 30M x 10M

***NOTE: ALL DESIGNS AND DIMENSIONS MUST BE SUBMITTED TO NBAA AND FREEMAN PRIOR TO CONSTRUCTION TO ENSURE ACCURACY. PLEASE ALLOW THREE BUSINESS DAYS FOR RESPONSE. PLEASE SUBMIT TO JOHN REED AT JOHN.REED@FREEMANXP.COM.**

Contact your Account Representative for more information

John C. Reed

214.445.1261

John.Reed@freemanxp.com



April 11-13, 2017
Shanghai Hongqiao Airport
Shanghai, China

Graphics Order Form for Full-Side Chalet Graphics

Chalet Graphics

- Prices are per pane.
- Vinyl and print can be combined, but must contain one or the other.
- Each full side graphic panel option will have four (4) columns, front/back fascia, and two (2) full side panels.
- **Standard fascia header included in package.**

10M x 10M

Panel	Description	Discount Price (USD) Orders & Artwork Received by March 10, 2017	Standard Price (USD) Orders & Artwork Received March 10 - April 3, 2017	On-Site Price (USD) Orders & Artwork Received after April 3, 2017	Quantity	Total (USD)
A	Fascia Front/Back, Mounted Steel Frame with Print	\$1,283.25	\$1,539.90	\$1,924.87	_____	\$ _____
B	Fascia Front/Back, Mounted Steel Frame with Vinyl Only	\$689.25	\$827.10	\$1,033.87	_____	\$ _____
C	Full Side Graphic, Mounted Steel Frame with Print	\$3,488.75	\$4,186.50	\$5,233.12	_____	\$ _____
D	Full Side Graphic, Mounted Steel Frame with Vinyl Only	\$1,869.70	\$2,243.64	\$2,804.55	_____	\$ _____
E	Column Corner, Mounted Steel Frame with Print	\$336.00	\$403.20	\$504.00	_____	\$ _____
F	Column Corner, Mounted Steel Frame with Vinyl Only	\$180.50	\$216.60	\$270.75	_____	\$ _____
					TOTAL	\$ _____

10M x 20M

Panel	Description	Discount Price (USD) Orders & Artwork Received by March 10, 2017	Standard Price (USD) Orders & Artwork Received March 10 - April 3, 2017	On-Site Price (USD) Orders & Artwork Received after April 3, 2017	Quantity	Total (USD)
A	Fascia Front/Back, Mounted Steel Frame with Print	\$2,325.85	\$2,791.00	\$3,488.77	_____	\$ _____
B	Fascia Front/Back, Mounted Steel Frame with Vinyl Only	\$1,245.70	\$1,494.80	\$1,868.55	_____	\$ _____
C	Full Side Graphic, Mounted Steel Frame with Print	\$3,488.75	\$4,186.50	\$5,233.12	_____	\$ _____
D	Full Side Graphic, Mounted Steel Frame with Vinyl Only	\$1,869.70	\$2,243.64	\$2,804.55	_____	\$ _____
E	Column Corner, Mounted Steel Frame with Print	\$336.00	\$403.20	\$504.00	_____	\$ _____
F	Column Corner, Mounted Steel Frame with Vinyl Only	\$180.50	\$216.60	\$270.75	_____	\$ _____
					TOTAL	\$ _____

10M x 30M

Panel	Description	Discount Price (USD) Orders & Artwork Received by March 10, 2017	Standard Price (USD) Orders & Artwork Received March 10 - April 3, 2017	On-Site Price (USD) Orders & Artwork Received after April 3, 2017	Quantity	Total (USD)
A	Fascia Front/Back, Mounted Steel Frame with Print	\$4,295.75	\$5,154.90	\$6,443.62	_____	\$ _____
B	Fascia Front/Back, Mounted Steel Frame with Vinyl Only	\$2,300.75	\$2,760.90	\$3,451.12	_____	\$ _____
C	Full Side Graphic, Mounted Steel Frame with Print	\$3,714.30	\$4,457.16	\$5,571.45	_____	\$ _____
D	Full Side Graphic, Mounted Steel Frame with Vinyl Only	\$1,990.00	\$2,388.00	\$2,985.00	_____	\$ _____
E	Column Corner, Mounted Steel Frame with Print	\$336.00	\$403.20	\$504.00	_____	\$ _____
F	Column Corner, Mounted Steel Frame with Vinyl Only	\$180.50	\$216.60	\$270.75	_____	\$ _____
					TOTAL	\$ _____

Contact your Account Representative for more information

John C. Reed
214.445.1261
John.Reed@freemanxp.com



Shipping Instructions

ABACE 2017

11 – 13 April

**Shanghai Hawker Pacific Business
Aviation Center**

Important Deadlines

General Air Freight Cut-Off:

14 March

Delivery Date:*

09 April

*unless otherwise requested

Appointed by:



TWI Group has been approved by **APT SHOWFREIGHT** as the official overseas transportation coordinator for the U.S. exhibitors participating in **ABACE 2017**.

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/OCEAN FREIGHT

TWI has complete air and ocean forwarding capabilities.

TWI Representatives can arrange pick-up at your facility or you can send direct to one of our consolidation points.

Please notify your TWI representative at +1-702-691-9000

- Arrival date at the consolidation point
- Carrier's Bill of Lading/ Airway Bill information



LABELS

Each crate should be appropriately labeled on each side. Do not label the top of your container as items may be stacked.

Link for printing your labels: [Shipping Labels](#)

COMMERCIAL INVOICE/PACKING LIST

TWI has provided [country specific](#) commercial invoices for your use. These templates have specific verbiage for each country. Complete these Excel documents and return them in Excel format by the document deadline date.

- Temporary and permanent goods must be packed separately with separate invoices.
 - Harmonized Tariff Schedule (HTS) codes are used for commodity classifications for customs' purposes. They are mandatory for each item. Please use this link to find the appropriate code for your item. [Harmonized Tariff Website](#)

PACKING

Please ensure that your shipment is **NOT** skidded. It must be packed in separate boxes and individually labeled.

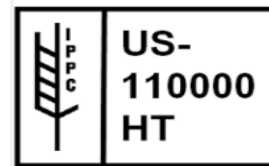
Due to multiple handling of freight cases TWI urges exhibitors to use strong wooden cases. Bolted returnable types of cases that offer protections from the elements are ideal. If your cases are secured with a lock or combination please provide the key or combination for Customs purposes.

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.

[Frequently Asked Questions](#)



SHIPMENTS CONTAINING 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/tablets), so that we may inform you whether IATA packaging and labeling requirements pertain to your shipment.

We have provided labels if they are needed. These labels must have the telephone number of a person knowledgeable about the shipment. It is not required to be monitored at all times that the package is in transit. It is acceptable for the number to be monitored during the company's normal business hours in order to provide product-specific information relative to the shipment. This cannot be a toll-free number.

A material safety data sheet (MSDS) is required for all battery shipments.

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](#)
[IATA Lithium ION Battery Label](#)
[IATA Lithium METAL Battery Label](#)

TWI CONTACT

Bryce Larkin

+1-702-691-9000

blarkin@twigroup.com



Documentation Checklist

- ☐ [TWI Terms and Conditions](#)

Documents Required for Your Company's Profile

- ☐ Import Power of Attorney
- ☐ Export Power of Attorney
- ☐ Consent to Search

Documents Required for Your Company's Shipment

- ☐ [Commercial Invoice](#)
- ☐ [Shipper's Letter of Instructions – If AES filing is required](#)
- ☐ [Return Shipping Instructions](#)
- ☐ [Insurance Application](#)
- ☐ [Country Specific Documentation](#)

** Please check with your TWI representative for additional documentation requirements.*

Additional documents are required for the following commodities:

Batteries	Weapons
Telecommunication Equipment	Toys
Food/Alcohol/Beverage	Medical Devices

If you plan to ship any of these items please contact your TWI Representative for additional information.



**ABACE 2017
11 – 13 April 2017
SHANGHAI HAWKER PACIFIC BUSINESS AVIATION
SERVICE CENTRE, SHANGHAI, P.R. CHINA**

**2017 亚洲公务航空大会和展览会
2017 年 4 月 11- 13 日
上海霍克太平洋公务航空服务中心，上海，中国**

**Shipping Manual
运输指南**

**APT Showfreight Shanghai Co., Ltd.
Room 2005, Modern Plaza Tower 1,
3169 Xian Xia Road, Shanghai 200336 PR China
Tel: 86 (21) 6124 0090
Fax: 86 (21) 6124 0091
Email: enquiry@aptshowfreight.com**

**上海安普特物流有限公司
上海市仙霞路 369 号现代广场 1 号楼 2005 室
电话: 86 (21) 6124 0090
传真: 86 (21) 6124 0091
邮件: enquiry@aptshowfreight.com**

TIME SCHEDULE 时间表

LOE & Censorship Arrival APT Shanghai Office 展品清单送审物品送抵安普特上海办公室

LOE (list of exhibits/commercial invoice & packing list) 展品清单截止日期	03 MAR 2017 2017 年 3 月 3 日
Arrival of censorship brochures & souvenir by Courier but excluding films and video tapes / discs 资料和小礼品等送审物品（但不含磁带、光盘）快递至上海	10 MAR 2017 2017 年 3 月 10 日

Seafreight to Shanghai Port 海运发运至上海港

Exhibits Arrival Deadline 货到上海日期	22 - 24 MAR 2017 2017 年 3 月 22 - 24 日
--	--

Airfreight to Shanghai PVG Airport 空运发运至上海浦东机场

Exhibits Arrival Deadline 货到上海日期	24 - 26 MAR 2017 2017 年 3 月 24 - 26 日
--	--

DOCUMENT REQUIREMENT 所需文件

- ☐ 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
海运提单正本一份 / 电放海运提单副本一份 / 空运总运单及分运单副本各一份
- ☐ 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)
展品清单一份（海关审核的法定文件，详见附件）或者 ATA 临时进出口单证册以及授权书 / 保险单一份(如有)

CONSIGNMENT INSTRUCTION 发运指示

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.

所有展品必须以“**运费预付**”发运并必须按下列要求显示收货人。若展品以“**运费到付**”发运，我司将收取运费百分之五的垫付附加费。每票空运均须出具一份总运单及一份背靠背分运单（不要每家展商出一份分运单）并且分运单须录入航空公司舱单。若因收货人资料错误而产生额外费用，我司将另外收取。

SEAFREIGHT to Shanghai Seaport (海运)

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 2017

Exhibitor Name: XXX Booth No.: XXX

AIRFREIGHT to Shanghai PVG Airport (空运)

Consignee on both Master AWB & House AWB:

SKY INTERNATIONAL LOGISTICS CO., LTD
506 WAREHOUSE NO.180 AIRPORT HIGHWAY
PUDONG INTERNATIONAL AIRPORT
SHANGHAI, CHINA (201202)
Tel: +86 21 5683 3173 / Attn: LILY CHEN

Notify on both Master AWB & House AWB:

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

ABACE 2017

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.

请注意如果货物只有总空运单，这会导致货物无法在到达上海机场后直接送至我们的指定仓库，而且会大大增加机场的操作费用以及仓储费用。所以，请发货时，除了总空运单，也一并出一份有效的分运单（针对整票货即可），以免产生不必要的额外费用。

TEMPORARY IMPORTATION 临时进口

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.

中国海关允许展品以“临时进口货品”名义进入中国，除得到海关批准，一般展品从抵达上海起计算最多可存放三个月。期满后展品必须回运或安排完税进口。

中国海关接受 ATA 国际公约，但仅限用途为“展览品”。如果货物没有 ATA 单证册，将收取海关保证金。

EARLY / LATE ARRIVALS 早到 / 晚到附加费

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.

如展品于指定日期之前到达，所有产生的早到附加费，我司将实报实销并加收百分之十垫付费。

如展品于指定日期之后到达，我司将收取基本运输费之百分之三十(30%)的晚到附加费。

对于晚到货，我司会尽全力在展览会开幕之前将展品运至展台，但是不能给予任何承诺。即使不能如期送货至展台，我司亦需收取晚到附加费。安普特物流有限公司保留拒绝操作在展览开幕前 7 天内到达上海港口/机场的晚到展品的权利。所有因晚到产生的附加费用由展商承担。

CASE MARKINGS 包装唛头

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

为了方便识别，所有货物外包装上必须印上如下唛头：

ABACE 2017

C/O APT Showfreight Shanghai Co., Ltd

Name of Exhibitor : _____

Stand Number : _____

Case Number : _____

Gross Weight/Net Weight: _____

Dimensions : _____

RESTRICTIONS 对宣传资料之限制

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.

任何宣传资料中若有提到“西藏”或“台湾”之处，展商应避免使用任何使人误会西藏或台湾为国家的文字。

PRINTED / PUBLICITY MATERIALS 印刷品 / 宣传资料

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.

中国外经贸部规定，对于广告宣传品（如印刷及纪念品）、技术信息资料等必须预先通过海关审查并得到批准后方可在展览会上用于展示之用。

请参展者将资料样本（每样两份）和纪念品样品（两件），连同一张展品清单提前递交给安普特物流。所有的这些送审样品都将预先交给中国海关检验，要求在展会开幕前一个月到达我司上海办公室。

录像带、幻灯片、光盘等展会期间不允许派发或者消耗。演示用音像制品，送审样品必须于货物抵港前45天交相关部门并展览结束后全部回运。若由于展商缺少音像制品临时进口批文而无法清关，安普特不承担任何责任。

此外，展商有可能要为有关资料、赠品或纪念品缴付入口关税，税额由海关估定。展览进口含酒精的饮料，烟草和食品是中国海关禁止的。

HAND-CARRY EXHIBITS 手提物品

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.

我们强力建议展商不要手提展品进入中国，因有可能导致货物被机场海关扣留。如发生扣货，请展商尽快把海关扣单和展品清单交给我司现场工作人员，以便办理清关和提货手续。回运时，根据海关规定，所有展品必须以货运渠道回运。

对到达上海机场之手提货物，我司所收取的运输费和空运展品运输费一致，另收晚到附加费。

CONTROLLED ITEMS CHINA 中国受管制的物品

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.

为了避免因展品中含有受中国政府管制的物品而导致被扣留，我们强烈建议展商在从所在国发运展品前将展品清单/商业发票和装箱单传真或电邮至我司以备提前检查确认。

如必要，我司可协助展商代理申请必须的进口许可证，但任何情况下我司都无法保证进口许可证申请可获批准。

如需进口食品、饮品、光盘、手表、化妆品、动物植物等货物入中国，即使是用作展览会展示用途，均须要**提前申请**进口许可证。如未能得到中国海关准许及认可，此类物品将不能在展销会期间派发/品尝/售卖或消耗。

如展商需要把任何受管制的物品运往中国，展商须在货物发运日期 **60天**之前向我司提交如下单据/信息

- a. 产品目录/商品的小册子
- b. 产品原产地/国签发的出口许可证
- c. 原产地证书以及健康证明书
- d. 商业发票和正表的装箱单 / 展品清单

有关手续费及许可证申请费将另行报价。

COURIER SERVICE 快递服务

We do not recommend to send it via courier service (DHL, FedEx, UPS) as the cargo might be detained by customs and may miss the show, 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 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 @ **USD130.00/shipment + duty/tax (as per outlay+10% handling fee)**. But if shipment is detained by customs, the shipper should deal with courier directly for give up or return. APT will not take any responsibility for shipper's lost in due course.

我们不建议使用快递服务（例如 DHL, Fedex, UPS），货物有可能会被海关扣留除非是非常小且价值极低的货物，一旦被海关扣留则无法参加展会。请在发货之前与我们联系。

如果展商还是执意使用快递服务，请自行承担货物被扣且无法送至展台的风险，货物可以寄至以下地址，

上海安普特物流有限公司
上海市仙霞路 369 号现代广场 2005 室
电话：021-61240090
联系人：袁莉莉

货物发出后，请第一时间提供运单。请注意即使货物没有被海关扣留，我司仍要收取送至展台的操作费**美元 130.00 /票（另税金实报实销+10%垫付佣金）**。但如果货物被海关扣留，请自行与快递公司接洽放弃或回运事宜，安普特不负责由此导致的任何损失或责任。

HEAVY AND OVER-SIZE EXHIBITS 超重和超大展品

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.

如果展商有超重和超限展品，务必尽早到现场来进行就位操作。如果需要叉车或吊机来帮助安置设备的话，务必尽早把要求通知给我们，以便于我们可以提前安排。在接到展商的查讯后我方会提出报价。

PACKING OF EXHIBITS 展品包装

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.

参展商要对包装不妥善造成的后果承担责任。

A) 避免损坏和雨侵

由于展品在运输中反复被装卸，震动和撞击是不可避免的。此外，展品被多次置于室外，包括展览前后在展览中心露天的放置，所以展商必须提前注意抵制损坏和雨侵。我们不承担任何损毁责任，尤其是当回程展品可能被已经使用过的包装材料重新包装的时候（有铝箔、塑料等包装情况下，很多时候在取出过程中已被损坏）。

B) 包装箱

包装箱必须要坚实到足以避免在运输和开箱时候的损坏，尤其是于展后的回程重装和销售，特别对于贵重和精密设备来说，硬纸盒包装并不适用于重复运输。

C) 展品真空包装

APT 还可提供展品真空包装服务。请提前至少 2 天下单预约。

MOVE-IN DAYS 进馆

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.

一般展品会于进馆期间送到展场，我们会协助展商拆箱并将展品就位和暂存空箱于展览场地(如场地许可)。在布展期间，请参展商务必在现场指导操作。有些情况下，港口或者展场的海关会在展商不在时审查货品。

MOVE-OUT DAYS 出馆

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 therefore 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.**

在展览闭幕前，我司会派发一份“回运指示”给各展商，展商需根据原有的展品清单向我司阐明展品的处理方式，如回运、消耗或散发等，以便我们在展览结束后安排展品的回运。

在展览会闭幕的当天，我们会将空包装箱送还各展台并协助展商包装。为了确保展会闭幕的顺利进行，持有超重或者超限展品的展商可能要在隔天完成展品的重装。我们的现场操作人员会通知展商确切的安排。展览会闭幕期间，参展商需现场督导我们进行展品的拆卸和重装，尤其是对大型或者精密设备。当用已使用过的材料重新包装展品时，很难确保设备不受损坏和潮气影响。参展商由此须自行承担责任。

如未收到展商回运指示，我们会将遗留于展场的展品交由海关处理，所有费用如销毁费及关税等由展商承担。

参展商需特别注意以下海关规则：

- 除了已申报的内容，其他货品如个人物品或在中国境内购买的纪念品，不能够随展品一同回运。
- 违反以上规则的货品将会被充公或从重处罚。
- 电池、粉末、液体和凝胶都属于航空公司管制物品，若展商无法提供适合空运的化工鉴定，请在撤馆重新包装物品时将以上电池等管制物品取出。

RE-EXPORT 回运

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.

货物回运前的复出口的海关手续至少需要 2 个星期的时间。如有任何急需回运的展品，请务必事先通知我司，并于展览会开幕前将所有指示和文件交给我司。

SOLD GOODS / DISPOSAL 展品留购 / 放弃

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.

所有留购 / 派发或放弃之展品均需按申报货值或海关评估货值缴付进口关税，及17%之增值税。留购展品之处理程序如下：

- 于展会结束前，展商需向我司提供有关之买卖合同副本一份及买家公司联系资料。
- 买家需自行处理有关展品的进口手续，并向海关提供买卖合同，展品清单等所需文件和缴付有关之进口税项
- 当进口手续完成并完税后，买家可安排从海关保税仓提取货物
- 所有留购展品会被运往海关保税仓暂存，最长存放期为三个月

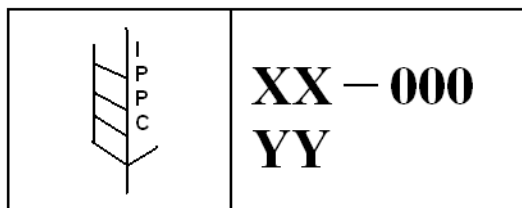
进口手续若不能于三个月内完成，展品必须安排回运，否则可能被海关做充公处理。从展场到保税仓的运输费、存仓费及放弃处理费等需由展商或买家承担。

FUMIGATION RULES IN CHINA 中国对木质包装要求须知

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 counties or territories;
 YY - The phytosanitary treatment measures, Methyl Bromide Fumigating - MB, Heat Treatment - HT

根据中国国家质量监督检验检疫总局公告，所有含木质包装的入境货物（本公告所称木质包装是指用于承载、包装、铺垫、支撑、加固货物的木质材料，如木板箱、木条箱、木托盘、木框、木桶、木轴、木楔、垫衬木、枕木等），应当由输出国家或地区政府植物检疫机构认可的企业按中国确认的检疫除害处理方法处理。

为保证所有入境货物的木质包装在输出国经过热处理（HT）或溴甲烷（MB）熏蒸，所有木质包装上必须加施政府植物检疫机构批准的 IPPC 专用标识，如图所示。

所有入境货物的木质外包装若无有效的熏蒸标识，或标识不清/不全/被遮挡，包装箱将被中国检验检疫局就地销毁并对参展商处以罚金。

HIRE OF LABOUR OR EQUIPMENT ETC 雇佣工人及设备

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

请提前 48 小时通知我司非正常工作时段内雇用工人或设备的需求，我司将另行报价。

INSURANCE 保险

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.

展商需自行投保，保险范围需要涵盖展品从始发地发运到目的地，展会期间保险，直至展品送回到发运地或者展品在当地售卖后的收货点，包括展品在安普特物流公司操作期间的保险。由于我司的报价是根据货物的体积或重量计费的，与货物价值无关，因此不包括保险费用。

ADDITIONAL SERVICES 其他服务

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

如有任何上述未有提及之收费，我司将再另行报价。

TERMS OF PAYMENT 支付条款

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)

来程费用	:	提交账单之后，送货上展台之前。
回程费用	:	提交账单之后，货物退运至目的地之前。

所有费用不得因任何索赔，反索赔或补偿而减除或延期支付。

展商可通过银行汇票或电汇至我公司账号：

收款行名称： HSBC Hong Kong



收款行编号: 004
SWIFT 地址: HSBCHKHHHKH
收款人帐号: 813-221496-838
收款人名称: APT SHOWFREIGHT LIMITED
(银行汇款手续费用由展商自付)

TERMS AND CONDITIONS 公司条款

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.

安普特物流有限公司不会负责-

- a) 任何被主办单位或中国海关拒绝于展览会售卖或陈列之展品
- b) 任何展品售卖之税项
- c) 任何于展会期间失窃的展品

所有业务根据我们的“标准贸易条款”执行，全文供索取。

在展览前、期间或展览后，无论全部或部分使用我司的服务，无论以口头、书面或行为方式所提出的额外服务要求，都表示您已清楚并接受上述各项条款。

INWARD / OUTWARD HANDLING TARIFF FOR SEA-FREIGHT

海运展品运输费率（进/出馆）

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. 由上海港至展台，服务含清关、运输、送展台、存空箱、拆木箱/重装箱和就位（不包含组装及二次就位）等现场操作，反之亦然。

1. Consignment service fee	USD80.00 /consignment (HBL) /exhibitor
基本服务费		美元 80.00 /参展商 /票货
2. Basic handling charge	USD85.00 per cbm or 1,000 kg, whichever is the greater
基本运输费		美元 85.00 /立方米或 1,000 公斤，以两者之最大值计算
a) Min. Charge for LCL	USD170.00 /consignment (HBL) /exhibitor (min. 2 cbm)
拼箱最低收费		美元 170.00 /参展商 /票货
b) Min. Charge for FCL	USD2,150.00 /20' GP; USD4,250.00 /40' GP ;
整箱最低收费		USD4,650.00 /40' HQ or 45' GP
		美元 2,150.00 /20 英尺标箱；美元 4,250.00 /40 英尺标箱
		美元 4,650.00 /40 英尺高箱或 45 英尺标箱
3. Terminal handling charge*	USD65.00 per cbm or 1,000 kg, whichever is the greater
码头服务费(拼箱)*		美元 65.00 /立方米或 1,000 公斤，以两者之最大值计算
a) Min. Charge for LCL	USD130.00 /consignment (HBL) /exhibitor
拼箱最低收费		美元 130.00 /参展商 /票货
b) FCL terminal charge*	USD485.00 /20' ; USD585.00 /40'
整箱最低收费		美元 485.00 /20 英尺；美元 585.00 /40 英尺

**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. 集装箱堆场或其它环节所产生的额外费用，包括换单费用以实报实销向展商收取。*

4. Container Haulage to / from CFS		
空集装箱拖回码头/由码头提取空集装箱		
20' container	USD375.00 /20'
20 英尺		美元 375.00 /20 英尺
40 container	USD500.00 /40'
40 英尺		美元 500.00 /40 英尺
5. D/O handling fee	USD40.00 /consignment (HBL)
换单服务费		美元 40.00 /参展商 /票货

INWARD / OUTWARD HANDLING TARIFF FOR AIR-FREIGHT

空运展品运输费率（进 / 出馆）

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.

由上海机场至展台，服务含清关、运输、送展台、存空箱、拆木箱/重装箱和一次就位等现场操作，反之亦然。

1. Consignment service fee	USD80.00 /consignment (HBL) /exhibitor 基本服务费 美元 80.00 /参展商 /票货
2. Basic handling rate	USD0.85 per kg based on actual or volumetric weight, whichever is the greater, 基本运输费 min. USD125.00 per consignment (HAWB) per exhibitor 美元 0.85 /公斤, 以实际或体积重量, 以两者之最大值计算, 最低收费美元 125.00 /参展商 /票货
3. Airport terminal charge*	USD0.32 per kg based on actual or volumetric weight, whichever is the greater, 机场服务费 min. USD48.00 per consignment (HAWB) per exhibitor 美元 0.32 /公斤, 以实际或体积重量, 以两者之最大值计算, 最低收费美元 48.00 /参展商 /票货

* Current and actual cost levied by Airport, all third party's charges not listed above will be charged at cost.
机场或其它环节所产生的额外费用, 以实报实销向展商收取。

* Please note PVG airport terminal will charge **additional USD0.05/kg for the whole MAWB chargeable weight** if any sensitive machine with shock watch and tilt watch are found on outside packing cases from Oct 1st 2015. In order to save your cost, we suggest sending all sensitive machines with shock watch & tilt watch under one separate MAWB with back to back HAWB without consolidation with other HAWBs. 请注意浦东机场货站从2015年10月1日开始将针对加贴防震或防倾斜标签的精密仪器, 会加收美元0.05每公斤的附加费, 按总运单的重量收取。建议如有加贴防震或防倾斜标签的单独出一份总运单且不要合并其他非精密仪器分运单, 以免产生额外费用。

4. Terminal agent handling fee	USD65.00 /consignment (HAWB) 机场货站代理费 美元 65.00 /参展商 /票货
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IMPORTANT NOTES 注意事项:

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.

1. 以上海运及空运之运输费率并不包括展台装饰及机械接驳等, 如需特别要求, 双方需另签协议, 我司会另加收费。
2. 每票空运均须出具总运单及分运单并且分运单须录入航空公司舱单。若因收货人资料错误而产生额外费用, 我司将实报实销并收取百分之十的垫付附加费。
3. 若展品以合并形式发运, 不论是海运或空运, 展商或其运输代理必须提供载货单。
4. 对于ATA单证册的货物, **必须**在运单上显示ATA的号码。

ON-SITE HANDLING SERVICES 现场服务费用

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.

现场服务包含: 展馆卸货区送至展台, 拆箱, 重新装箱, 就位 (不包含组装及二次就位) 及展会期间暂存空箱, 反之亦然。

Handling Rate 基本操作费用	USD60.00 per cbm or 1,000 kg, whichever is the greater 美元 60.00 /立方米或每1000公斤，以两者之最大值计算
Minimum Charge 最低收费	USD100.00 per consignment per exhibitor 美元 100.00 /参展商 /票货
Vehicle Pass 卡车车证	USD45.00 per vehicle 美元 45.00 /张车证/辆卡车
Crane for unloading or loading aircraft from truck 吊机租用费（飞机等使用吊机一 次装/卸车）	USD500.00 per aircraft per operation (exhibitor should responsible for certain lifting frame) 美元 500.00 /架飞机/次操作（展商需提供吊装飞机的专用吊具）
Porter service from registration counter to Chalet or Booth or Vice Versa 从报到处搬运至贵宾厅或展位	USD20.00 per trolley per trip, min. USD20.00 per consignment per exhibitor (individual package under 10kg per piece) 美元 20.00 /辆小推车/次，最低收费美元 20.00 /参展商 /票货

****On-site handling charge is subject to 6% VAT. 现场服务费用加收 6% 增值税。**

HEAVY-LIFT / OVER-SIZE SURCHARGES 超重 / 超大附加费

Exhibits in excess of 3,000kg per package will be additionally charged as follows:
若有单件展品超过 3,000 公斤，请收取如下超重附加费：

From 3,001 to 6,000 kg 3,001 至 6,000 公斤	USD45.00 per 1000 kg 美元 45.00 /吨
From 6,001 to 8,000 kg 6,001 至 8,000 公斤	USD80.00 per 1000 kg 美元 80.00 /吨
From 8,001 to 10,000 kg 8,001 至 10,000 公斤	USD110.00 per 1000 kg 美元 110.00 /吨

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.

若有单件展品超过 10,000 公斤或超过长 4.0 米 x 宽 2.2 米 x 高 2.2 米，请提前联系安普特获取详细报价。

EDI CUSTOMS DATA ENTRY FEE 海关系统录入费

EDI Customs data entry fee 海关系统录入费	USD6.00 per shipping case per page (Min. USD30.00 per exhibitor per shipment) 美元 6.00 / 页/包装箱，最低收费美元 30.00 /参展商 /票货
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QUARANTINE & INSPECTION CHARGES 检验检疫及查验费

Per package 每件包装箱	USD12.00 per package 美元 12.00 /件
Quarantine and / or customs inspection handling fee 外包装查验或海关查验代理费	USD65.00 per consignment per exhibitor 美元 65.00 /参展商 /票货

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.

其它费用如熏蒸或卫生处理, 我司将按实报实销向展商收取。

电池、粉末、液体和凝胶都属于航空公司管制危险物品, 请在撤馆重新包装物品时将以上电池等管制物品取出, 否则展品在机场安检扫描时会被扣留并受处罚。

CUSTOMS BOND HANDLING FEE 海关监管费

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. USD115.00/month/consignment/exhibitor.**

如果货物没有 ATA 单证册, 将收取海关保证金。所有临时性进口的展品, 从进口日起至展品离开中国或完成留购手续, 需缴纳 **1.0%到岸价/月**的海关监管费, 最低收费美元 **115.00/月/参展商/票货**

CUSTOMS BONDED STORAGE 海关监管库仓储费

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:

所有海外货物将根据海关相关规定被收取监管仓库费用, 进馆由货物抵达上海后第四天到进馆首日, 出馆由展馆结束后第四天到货物离开上海口岸。

Sea LCL Cargo 海运拼箱	USD2.20 per cbm per day (Min. USD15.00) 美元 2.20 / 立方米 / 天 (最低收费美元 15.00)
Sea FCL Cargo 海运整箱	USD15.00/TEU/day (Min. USD15.00) 美元 15.00 /20 英寸标箱/天 (最低收费美元 15.00)
Air Cargo 空运	USD1.00 per 10 kgs per day (Min. USD10.00) 美元 1.00 /10 公斤/天 (最低收费美元 10.00)
Container stored on-site during exhibition 集装箱展期内暂存展馆	USD65.00/TEU/day (Min. USD65.00) 美元 65.00 /20 英寸标箱/天 (最低收费美元 65.00)
Storage after 3 days free from exhibition close 展会结束后第四天起仓储费	USD16.00 per cbm per week or part thereof (Min. USD16.00) 美元 16.00 /立方米/周 (最低收费美元 16.00)

VALUABLE OR DANGEROUS CARGO 贵重或危险品操作

Exhibitors have to send us a specific form with company letterhead for valuable (unit price exceeding **USD100,000.00** per piece) and dangerous cargo. The completed forms should reach us before shipment dispatched, relevant charges will be quoted upon request.

如展品中有贵重(单价 100,000.00 美元以上)或危险品, 展商须提前提供用公司信头纸打印的表格声明。展商请将填写完整的表格在货物发运前回传, 我司将再另行报价。

ATA CARNET HANDLING FEE ATA 单证册签注费

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.

如用 ATA 单证册作临时进口，ATA 单证册加签费为美元 130.00 / ATA 单证册 / 次加签。

如用 ATA 单证册作临时进口，所有货物必须使用单独的 MAWB 或 B/L 发送。请在货物发运前咨询安普特物流，如何在 MAWB 或 B/L 上正确填写发运指示。

GIVEN-AWAY OR CONSUMED SOUVENIR EXHIBITS 消耗展品操作费

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

对于消耗展品（除食品饮料外）需收取关税和增值税及消耗品海关手续费。

Customs formalities 消耗展品海关手续费	USD130.00/consignment/exhibitor 美元 130.00 /参展商 /票货
Customs duty & tax 进口关税和增值税	At cost + 5% APT handling fee 实报实销加 5%代理费

MAGNETISM INSPECTION FEE FOR AIR FREIGHT RETURN 空运回运磁检费

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.

由于航空公司现在施行了更加严格的安检规定并针对航空运输中的很多安全敏感物品要求磁性检验及消磁处理，如发生以上检验及处理我司将按实报实销向展商收取。

Magnetism inspection fee 磁检费	USD0.25 per kg based on chargeable weight, 美元 0.25 /公斤（计费重量）
Handling fee 操作费	USD180.00 / 2 ton truck 美元 180.00 /2 吨卡车

REMARKS 备注

Above rates exclude: insurance coverage, any additional services not listed above, Customs and CIQ inspection fee, 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 plus 10% reimbursement fee.

上述报价不包括：保险、任何上述未有提及的服务需求、海关和检验检疫局的查验费、由于展商提交运输文件不及时所造成的在码头、机场货站/代理仓库的超时仓储费，疏港费、现场集装箱落箱/上车费、现场集装箱堆存费、需付给中国政府的关税和有关政府部门的背书/加签费用。以上费用将按实际产生收取并加收10%代垫费。



ABACE 2017 - Shanghai, China.

April 11-13, 2017.

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 1, 2017.**

Availability and price per unit is not guaranteed after March 1, 2017.

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



ABACE 2017 - Shanghai, China.

April 11-13, 2017.

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 1, 2017.**

Availability and price per unit is not guaranteed after March 1, 2017.

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



ABACE 2017 - Shanghai, China.

April 11 - 13, 2017.

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 1, 2017.**

Availability and price per unit is not guaranteed after March 1, 2017.

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



ABACE 2017 - Shanghai, China.
April 11-13, 2017.



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 =

Attachment 1

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)

Walnut Muffin

核桃松饼(鸡蛋, 牛奶, 面粉, 核桃, 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)

Vanilla Swiss Roll

香草瑞士卷 (面粉, 黄油, 鸡蛋, 糖)

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)

Banana Cake

香蕉蛋糕 (香蕉, 精制油, 糖, 面粉)

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, 900 per portion

(One portion is for 10 persons of 4 items and fruit)


此套餐为人民币 1,900 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>
Danish Egg with Bacon Sandwich 鸡蛋培根丹麦三明治	78
American Club Sandwich 美式总汇三明治	98
Caesar Chicken Roll 凯撒鸡肉卷	98
Beef Pastrami Sandwich 帕斯雀牛肉三明治	98
Beef Cheese Croissant 牛肉芝士可颂	78
Smoke Chicken Salad 烟熏鸡肉色拉	88
Mixed Salad 混合生菜	65
Hot Food 热菜	
Daily Menu 每天菜单	
BBQ Pork Fried Rice 叉烧炒饭 (米饭, 叉烧, 姜米)	68
Singapore fried Vermicelli 星洲炒米粉 (虾仁, 叉烧, 银芽, 洋葱, 韭黄, 米粉)	68
Vegetarian Mushroom Fried rice 蔬菜菌菇炒饭 (大米, 鸡蛋, 蔬菜粒, 调料)	60
Vegetarian fried noodles 碧绿上海炒面 (杂菜, 油面, 调料)	60



Sausage and Bread(猪肉，牛肉，调料)	15
香肠和面包	
Muffin	15
麦芬 (面粉，黄油，鸡蛋)	
Danish	15
丹麦 (面粉，黄油，鸡蛋)	
Croissant	15
可颂 (面粉，黄油，鸡蛋)	
Soft Roll	15
软餐包 (面粉，黄油，鸡蛋)	
Hard Roll	15
短棍 (面粉，黄油，鸡蛋)	

Attachment 3 (Café Shop - Beverage List)

Beverage List

SOFT DRINKPrice (RMB)

Coke Cola 可口可乐 (330ml/can)

20

Diet Coke 健怡可乐 (330ml/can)

20

Sprite 雪碧 (330ml/can)

20

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 咖啡 (Cup)

35

Tea 茶 (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



Wine List

白葡萄酒

White Wine

瓶

Bottle

霞多丽白，珍藏系列，伯通酒庄，法国

500

Chardonnay, Reserve Special, Gerard Bertrand, France

薏思林，哥伦比亚谷，圣密夕木舟，美国

500

Riesling, Columbia Valley, Chateau Ste .Michelle, USA

白芙美，纳帕谷，蒙大菲,美国

500

Fume Blanc, Napa Valley, Robert Mondavi, USA

灰皮诺，乐挂，班菲，意大利

500

Pinot Grigio, Le Rime, Banfi, Italy

苏维翁，珍匣，新玛丽新西兰

500

Sauvignon Blanc, Private Bi, Villa Maria, New Zealand

霞多丽，珍藏系列，怡园，中国

500

Chardonnay, Tasya's Reserve, Grace Vineyard, China

红葡萄酒

Red Wine

瓶

Bottle

珍藏系列西拉红，伯通酒庄，法国

465

Reserve Special Syrah, Gerard Bertrand, France

梅洛，舟岭，圣密夕木舟，美国

600

Chateau Ste .Michelle, USA

赤霞珠，纳帕谷，蒙大菲, 美国

650

Cabernet Sauvignon, Napa Valley, Robert Mondavi, USA

桑娇维赛，珍藏系列，力宝山路，意大利

550

Sangiovese, Reserve, Nipozzano, Italy



香槟及起泡酒

Champagne and Sparkling Wine

瓶

Bottle

特级干型香槟，酩悦，法国

1200

Brut Imperial, Moet et Chandon, France

干起泡，圣密夕，美国

550

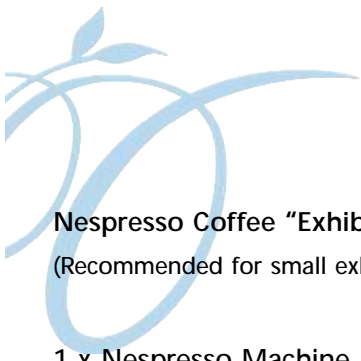
Brut Domaine Ste, Michelle, USA

The above price is quoted in RMB.

以上价格均以人民币为单位。



Attachment 5



Coffee Machine Packages (3 days package)

Nespresso Coffee "Exhibit" Package (small)

RMB3000

(Recommended for small exhibition booth)

- 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)

Hotel Coffee Machine with LAVAZZA Coffee Bean (200pax)

RMB6000

- 2 x Lavazza Coffee Beans (1kg bags. Approx 100 cups)
- 9x Milk (1 Liter each)
- 2 x Drum Water (18.5 Liter)

Nespresso Coffee "Chalet" Package (large)

RMB9000

(Recommended for large exhibition chalet)

- 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

RMB500 per box

Lungo Decaffeinato

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)

Walnut Muffin

核桃松饼(鸡蛋, 牛奶, 面粉, 核桃, 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)

Vanilla Swiss Roll

香草瑞士卷 (面粉, 黄油, 鸡蛋, 糖)

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)

Banana Cake

香蕉蛋糕 (香蕉, 精制油, 糖, 面粉)

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, 900 per portion

(One portion is for 10 persons of 4 items and fruit)


此套餐为人民币 1,900 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>
Danish Egg with Bacon Sandwich 鸡蛋培根丹麦三明治	78
American Club Sandwich 美式总汇三明治	98
Caesar Chicken Roll 凯撒鸡肉卷	98
Beef Pastrami Sandwich 帕斯雀牛肉三明治	98
Beef Cheese Croissant 牛肉芝士可颂	78
Smoke Chicken Salad 烟熏鸡肉色拉	88
Mixed Salad 混合生菜	65
Hot Food 热菜	
Daily Menu 每天菜单	
BBQ Pork Fried Rice 叉烧炒饭 (米饭, 叉烧, 姜米)	68
Singapore fried Vermicelli 星洲炒米粉 (虾仁, 叉烧, 银芽, 洋葱, 韭黄, 米粉)	68
Vegetarian Mushroom Fried rice 蔬菜菌菇炒饭 (大米, 鸡蛋, 蔬菜粒, 调料)	60
Vegetarian fried noodles 碧绿上海炒面 (杂菜, 油面, 调料)	60



Sausage and Bread(猪肉，牛肉，调料)	15
香肠和面包	
Muffin	15
麦芬 (面粉，黄油，鸡蛋)	
Danish	15
丹麦 (面粉，黄油，鸡蛋)	
Croissant	15
可颂 (面粉，黄油，鸡蛋)	
Soft Roll	15
软餐包 (面粉，黄油，鸡蛋)	
Hard Roll	15
短棍 (面粉，黄油，鸡蛋)	

Attachment 3 (Café Shop - Beverage List)

Beverage List

SOFT DRINKPrice (RMB)

Coke Cola 可口可乐 (330ml/can)

20

Diet Coke 健怡可乐 (330ml/can)

20

Sprite 雪碧 (330ml/can)

20

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 咖啡 (Cup)

35

Tea 茶 (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 2017

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,

Walnut 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，核桃和原味松糕，软面包卷

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 RMB2,100 for 10 persons

人民币 2,100 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)	
Scrambled 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 2017

Buffet Lunch Menu – Day 1: April 11

自助午餐菜单

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

SOUP 汤

Mushroom Soup

菌菇汤 (蘑菇 , 高汤 , 调料)

Pork Rib Soup

排骨汤 (排骨 , 葱姜)

WESTERN HOT DISHES 西式热菜

Please select 3 choices of below 请选以下三种

以下 5 款选 3

- ☐ Roast Potato
- ☐ 烤土豆 (土豆 , 调味料 , 大蒜)
- ☐ Roast Cajun Chicken Breast
- ☐ 烤卡真鸡胸 (鸡胸 , 卡真粉 , 调味料)
- ☐ Penne , Cannelini Beans & Zucchini .
- ☐ 意式笔杆面配白豆和胶瓜(意式直面 , 白豆 , 胶瓜 , 调味料)
- ☐ Teppan Salmon ,Sauteed asparagus.
- ☐ 铁板三文鱼配芦笋 (三文鱼 , 芦笋)
- ☐ Beef Bourignone
- ☐ 勃艮第牛肉

CHINESE HOT DISHES 中式热菜

Sichuanese Spicy Chicken

四川辣子鸡 (花生 , 鸡块 , 辣椒)

Stir fried Cauliflower , Carrot & Black Mushrooms

素什锦 (花椰菜 , 胡萝卜和香菇)

Stir-fried Shrimps with Garlic

蒜蓉虾 (炸蒜蓉 , 基围虾)

XO Fried Rice

XO 酱炒饭 (虾仁 , 叉烧 , 米饭)



Carving Station

烤肉档

Roast Honey Ham with Raisin Madeira Sauce

蜜汁火腿配葡萄汁

DESSERTS 甜品

Seasonal Fresh Whole Fruit

时令整粒水果

Chocolate Cupcakes

巧克力纸杯蛋糕 (巧克力, 面粉, 黄油, 鸡蛋)

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 RMB11, 000 per portion for 20 Persons

人民币 11,000 元每 20 人份



ABACE – Chalet Menu 2017

Buffet Lunch Menu – Day 2: April 12

自助午餐菜单

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)

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

- ☐ Blackened Sole, Saffron Beurre Blanc
香煎鱼柳配藏红花黄油 (龙利鱼, 柠檬汁, 黄油, 调料)
- ☐ Herb Roasted Potatoes
香料烤土豆 (土豆, 香料, 调味料)
- ☐ Penne with Chorizo & Cabbage
意面配西班牙辣肠和卷心菜 (意式直面, 西班牙辣肠, 卷心菜, 调味料)
- ☐ Mussels Cioppino
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 Sesame

脆皮芝麻鸡 (鸡肉, 芝麻, 调味料)

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 (蒜, 娃娃菜, 五花肉, 草菇, 调味料)

Wok Fried Pork Fillet with Zucchini in Black Pepper Sauce

黑椒里脊炒胶瓜 (猪里脊, 黑椒汁, 胶瓜, 调料)



Carving Station

烤肉档

Black Pepper crusted Beef Tenderlion with Au Jus 2-2.3KG

黑椒烤牛里脊

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)

Mango Pudding

芒果布丁 (芒果果蓉, 水, 鱼胶片)

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 RMB11,000 per portion for 20 Persons

人民币 11,000 元每 20 人份



ABACE – Chalet Menu 2017

Buffet Lunch Menu – Day 3: April 13

自助午餐菜单

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

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

- ☐ Braised Beef with Cannelini Beans & Mushroom
白豆菌菇炖牛肉
- ☐ Cauliflower Gratin
奶油烤花菜 (花菜, 奶油, 芝士, 调料)
- ☐ Roast Cajun Spiced Potato Wedges
烤卡真土豆角 (土豆, 调料)
- ☐ Grilled Sole Fish , Dill Sauce
烤龙俐鱼配莳萝 (龙俐鱼, 奶油, 莳萝, 调味料)
- ☐ Poached Chicken Tarragon Sauce
煮鸡胸配龙蒿汁 (鸡胸, 龙蒿, 肉汁, 调味料)

CHINESE HOT DISHES 中式热菜

Wok-Fried Beef Fillet with Shitake Mushroom in Oyster Sauce

蚝皇鲜菇牛肉 (牛肉, 草菇, 调料)

Wuxi Pork Ribs

无锡排骨 (排骨, 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, 辣椒)

Fried Rice with Seafood

海鲜炒饭 (大米, 虾仁, 叉烧, 带子, 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)

Coffee Swiss Roll

咖啡瑞士卷 (咖啡粉, 鸡蛋, 面粉, 黄油, 糖)

Brownie Cake

布朗尼蛋糕 (黄油, 面粉, 糖, 巧克力, 核桃)

Banana Walnut Cake

香蕉核桃蛋糕 (黄油, 面粉, 糖, 香蕉, 核桃)

Chocolate Tart

巧克力挞 (黄油, 鸡蛋, 面粉, 糖, 巧克力)

Priced at RMB11, 000 per portion for 20 Persons

人民币 11,000 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

500

Chardonnay, Reserve Special, Gerard Bertrand, France

蕙思林，哥伦比亚谷，圣密夕木舟，美国

500

Riesling, Columbia Valley, Chateau Ste .Michelle, USA

白芙美，纳帕谷，蒙大菲,美国

500

Fume Blanc, Napa Valley, Robert Mondavi, USA

灰皮诺，乐挂，班菲，意大利

500

Pinot Grigio, Le Rime, Banfi, Italy

苏维翁，珍匣，新玛丽新西兰

500

Sauvignon Blanc, Private Bi, Villa Maria, New Zealand

霞多丽，珍藏系列，怡园，中国

500

Chardonnay, Tasya's Reserve, Grace Vineyard, China

红葡萄酒

Red Wine

瓶

Bottle

珍藏系列西拉红，伯通酒庄，法国

465

Reserve Special Syrah, Gerard Bertrand, France

梅洛，舟岭，圣密夕木舟，美国

600

Chateau Ste .Michelle, USA

赤霞珠，纳帕谷，蒙大菲, 美国

650

Cabernet Sauvignon, Napa Valley, Robert Mondavi, USA

桑娇维赛，珍藏系列，力宝山路，意大利

550

Sangiovese, Reserve, Nipozzano, Italy



香槟及起泡酒

Champagne and Sparkling Wine

瓶

Bottle

特级干型香槟，酩悦，法国

1200

Brut Imperial, Moet et Chandon, France

干起泡，圣密夕，美国

550

Brut Domaine Ste, Michelle, USA

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)

RMB3000

(Recommended for small exhibition booth)

- 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)

Hotel Coffee Machine with LAVAZZA Coffee Bean (200pax)

RMB6000

- 2 x Lavazza Coffee Beans (1kg bags. Approx 100 cups)
- 9x Milk (1 Liter each)
- 2 x Drum Water (18.5 Liter)

Nespresso Coffee "Chalet" Package (large)

RMB9000

(Recommended for large exhibition chalet)

- 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

RMB500 per box

Lungo Decaffeinato

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。



T-86 21 6275 8888
Fax-86 21 6275 0643



Booth No:
Company:
Attn:
Tel:
Email:

Chalet 1(sample)

Deadline: Friday, March 24, 2017

INFORMATION INVOICE

[illegible]

Today's exchange Rate: TBA

	合计（人民币）	合计（美金）
	Total (RMB)	Total (USD)
Total 合计	-	0.00
F&B Allowance 津贴	-	
订金已收 Received	-	
Balance 余款	-	-

本人，下文署名人，兹确认接受本帐单所列的全部产品和服务，并同意账单开列的金额。本人同意，当任何有支付本帐单义务的第三方未能或者延迟支付本帐单的全部或部分应付款项时，本人并未被免除本帐单的付款义务，因此对付清账单的全部应付未付款项仍负个人责任。若以被酒店认可交易之信用卡支付本帐单的，本人以下签章即视同本人在相关信用卡凭证上的签章。

10-Apr

11-Apr

12-Apr

13-Apr



Asian Business Aviation Conference & Exhibition

Shanghai Hongqiao International Airport
at Shanghai Hawker Pacific Business Aviation Service Centre
Shanghai, China. April 11-13, 2017

Please return this order form on/before **10 March, 2017**
Tel (852) 2871 9754 or david@mediahk.com

ADSL & Dedicated Internet Connection Order Form

Company Name

Booth No.

Main Contact

SSID for WiFi

Tel No.

Description	Unit Cost	QTY	Total Amount
1) 2MB/256k Local Broadband	US\$1,320.00		
2) Dedicated Internet Connection-Minimum 5MB additional Connection Speed for Item 2	US\$1,980.00 US\$220.00/MB		
3) WiFi Router Rental - Installation	US\$300		
4) Equipment Deposit (Refundable)	US\$500		
5) Cat6 Patch (10meter)	US\$10/cable		
6) Local telephone Line - without IDD	US\$370/line		
7) Additional Charge for Chalet DedicatedInternet Connection order- Fiber Cable installation cost	US\$1,000.00		
8) Wire Transfer - Bank Charges	US\$50.00		
9) Late Order Charge on or after 10 March, 2017	+25% on above items		

* 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.

Payment Type:  

☐ Credit Card

VISA or MasterCard Only

Credit Card Payment will be charged in 2 parts

1) Order Amount less deposit, once received order.

2) Deposit will be HELD by Paypal for 14 day, from 13 April, 2017.

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 10 March, 2017)

Bank Info:

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

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

Account name: Media International Ltd.

SWIFT code: HASE HKHH

Translation Services Order Confirmation

Deadline: Saturday, March 17, 2017

翻译服务确认单

Service Provider 服务提供商	Client 客户
Supreme Interpreting 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 64261376	Tel 电话:
Email 邮箱: alice.han@interpretingchina.com alice.han@translationinchina.com	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 11th, March, 2017.

所有服务费用必须在 2017 年 3 月 11 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 11th, March, 2017.

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:

ABACE2017 - Shanghai, China - Limousine Service Application Form - HANGAR AND PAVILION EXHIBITORS ONLY



Deadline: Friday, March 24, 2017

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 (US\$)	Hourly Rate (US\$)
Executive Sedan	Audi A6L	118	48
Luxury Sedan	Mercedes Benz S-class	218	88
Standard MPV (6 passengers)	Buick GL8	128	48
Luxury MPV(6 passengers)	Mercedes Benz Viano	178	68
22 Passenger Minibus	Toyota Coaster	188	68
45 Passenger Bus	Golden Dragon	198	68

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 ABACE2017 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

ABACE2016 - Shanghai, China - Limousine Service Application Form - CHALET EXHIBITORS ONLY



Deadline: Friday, March 24, 2017

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:			

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 11 - 13). Hours used beyond the 8 hours per day during April 11-13 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.

Vehicle Type	Model	Airport transfer rate/way (US\$)	Hourly Rate (US\$)
Executive Sedan	Audi A6L	118	48
Luxury Sedan	Mercedes Benz S-class	218	88
Standard MPV (6 passengers)	Buick GL8	128	48
Luxury MPV(6 passengers)	Mercedes Benz Viano	178	68
22 Passenger Minibus	Toyota Coaster	188	68
45 Passenger Bus	Golden Dragon	198	68

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:

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

☐ Visa ☐ M/C ☐ AmEx ☐ Discover

Amount:

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Print Name (as it appears on card):

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

Cardholder Signature:

Date:

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