



**ABACE2019**  
**EXHIBITOR SERVICE KIT**  
**APRIL 16 – 18, 2019**

**ABACE2019**  
**参展商服务手册**  
**2019 年 4 月 16 日至 18 日**



## WELCOME LETTER / 欢迎函

Greetings, ABACE2019 Exhibitor / 亲爱的 ABACE2019 参展商:

Included within this Exhibitor Service Kit are the necessary forms to support your exhibit, chalet and/or static display at ABACE2019. Please review this information carefully and forward required forms to ABACE management and designated official service partners outlined in this kit by the listed deadlines.

参展商服务手册中附带各种必要的表格, 为您在 ABACE2019 室内展位、贵宾楼和/或静态展位的参展提供支持。请仔细阅读这些信息, 并在列出的截止日期前将所需表格提交至 ABACE 管理部门或本手册所述的指定官方服务合作伙伴。

**Also, please note the following reminders for ABACE2019:**

此外, 请注意 ABACE2019 的以下变更事项:

1. **CATERING:** ABACE exhibitors will have the opportunity to select between two official catering companies for exhibit and/or chalet display space. Hongqiao Jin Jiang Hotel and Potel & Chabot are the official and exclusive catering providers – and the only caterers permitted to work on site. Menus and contact details are provided within this Exhibitor Service Kit.

**餐饮服务:** ABACE 室内展位和/或贵宾楼参展商将有机会选择两家不同的官方餐饮公司。上海虹桥锦江大酒店和 Potel & Chabot 是官方独家餐饮供应商, 也是允许在现场提供服务的唯一餐饮供应商。菜单及相关联系信息, 请参见本参展商服务手册。

2. **ELECTRICAL INSTALL AND INSPECTIONS:** The on-site approval process for electrical installations, introduced in 2018, will continue for 2019 and will allow for a more timely turn-on for power to exhibitor stands. The approval process is outlined within the electrical regulations and will be strictly enforced.

**电气安装和检查:** 我们在 2018 年推出的电气设备现场审批程序将持续在 2019 年使用, 以便更及时地为参展商展位提供电力。该批准程序在电气规章中有所描述, 并将严格得以执行。

3. **EXTENDED MOVE-IN HOURS:** Any exhibitor and/or approved EAC may request to work up to two hours beyond the posted move-in hours. Requests for extended work hours will be reviewed by ABACE management and are subject to fee. The fees are outlined within this Exhibitor Service Kit and on the Target Floor Plan. All extended move-in hours must be approved by ABACE management in advance, and all fees for extended hours must be paid in advance.

**延长进场时间:** 任何参展商和/或经批准的 EAC 均可申请在发布的进场时间外进行两个小时的工作。ABACE 管理部门将对该申请进行审查, 并将收取一定费用。参展商服务手册和目标平面图中对此费用做以介绍。若要获取延长进场时间, 则必须提前经过 ABACE 管理部门的批准, 并且提前支付延长进场时间的相关费用。



4. **TRUCKS & MARSHALLING YARD:** Official truck passes are distributed from the marshalling yard only. **All trucks, regardless of size, must report to the official marshalling yard and pay the marshalling yard fee prior to accessing the ABACE event site.** During move-in and move-out, trucks without official truck passes will not be permitted on the freight access road (Yingbing 3) which leads into the ABACE event.

**货车和蓄车场：**官方货车通行证仅在蓄车场分发。**所有货车，无论大小，在进入 ABACE 会场前必须向官方蓄车场上报并支付蓄车场费用。**在进场和离场期间，未获取官方货车通行证的货车不允许在前往 ABACE 会场的货运通道（迎宾三路）上行驶。

5. **CHINESE VISA REQUESTS:** Exhibitors and attendees from countries requiring Chinese visas to attend ABACE must have invitation letters from the ABACE show organizer to obtain their visas. Individuals may request such a letter by using the [ABACE Invitation Letter Request Form](#), deadline of Friday, March 15 only After they have officially registered for ABACE.

**中国签证申请：**来自需要办理中国签证国家的参展商必须持有 ABACE 展会组织方提供的邀请函才能获取签证。申请人在正式注册 ABACE 之后，可使用 [ABACE 邀请函申请表来申请邀请函](#)，截止日期为 3 月 15 日（星期五）。

If you have questions regarding the Exhibitor Service Kit, upcoming deadlines or target floor plans, please don't hesitate to reach out to the ABACE exhibits team at [exhibits@abace.aero](mailto:exhibits@abace.aero).

如果您就参展商服务手册、截止日期或目标平面图有任何疑问，请发送电邮至 [exhibits@abace.aero](mailto:exhibits@abace.aero)，与 ABACE 展会团队取得联系。

We look forward to working with you on another successful event!

我们期待与您共创成功！

Kind regards,  
此致 敬礼

ABACE Management  
ABACE 管理部门



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# **IMPORTANT DATES & DEADLINES / 重要日期和截止日期**

DATE / 日期	DEADLINE / 截止日期
Monday, January 7 1 月 7 日 (星期一)	<b>Exhibitor Application Priority Deadline</b> 参展商申请特位优选截止日期
Tuesday, January 22 – Thursday, January 31 1 月 22 日 (星期二) – 1 月 31 日 (星期四)	<b>Priority Placements / 特位优选</b>
Tuesday, February 5 2 月 5 日 (星期二)	<b>Chinese New Year / 春节</b>
Friday, February 15 2 月 15 日 (星期五)	<b>EAC Exhibitor Intent to Use Notification Deadline</b> 提交 EAC 参展商意向使用通知的截止日期
Friday, February 15 2 月 15 日 (星期五)	<b>EAC Application/Contract and Certificate of Insurance Due</b> 提交 EAC 申请/合同和保险证明书的截止日期
Friday, February 22 2 月 22 日 (星期五)	<b>Co-Exhibitor Registration Deadline for Discounted Pricing</b> 联合参展商折扣价注册截止日期
Friday, February 22 2 月 22 日 (星期五)	<b>ABACE2019 Show Guide Advertising Insertion Order Due</b> 《ABACE2019 参展指南》广告插入预定截止日期
Friday, February 22 2 月 22 日 (星期五)	<b>Stand Drawings Due for Raw Exhibit Space</b> 光地展位参展提交展位图纸的截止日期
Friday, February 22 2 月 22 日 (星期五)	<b>Stand Drawings Due for Double- and Triple-unit Chalets</b> 双联和三联贵宾楼提交展位图纸的截止日期
Friday, February 22 2 月 22 日 (星期五)	<b>Static Display Stand Drawings Due</b> 静态展区提交展位图纸的截止日期
Wednesday, February 27 2 月 27 日 (星期三)	<b>ABACE2019 Show Guide Art Deadline</b> 《ABACE2019 参展指南》广告图片提交截止日期
Wednesday, March 6 3 月 6 日 (星期三)	<b>US Export Controlled Items Cut-off Deadline – TWI</b> 美国出口限制货物截止日期 - TWI



<b>DATE / 日期</b>	<b>DEADLINE / 截止日期</b>
Saturday, March 9 3 月 9 日 (星期六)	<b>Showfreight Deadline for Receiving Censorship Materials (brochures and souvenirs, excluding films, videotapes &amp; discs) – APT</b> 接收审查材料 (宣传手册和纪念品, 不包括胶片、录像带和光碟) 的展会货运截止日期 – APT
Friday, March 15 3 月 15 日 (星期五)	<b>Visa Invitation Letter Request Deadline</b> 申请签证邀请函的截止日期
Friday, March 15 3 月 15 日 (星期五)	<b>Translation Services Order Deadline – Supreme Interpreting Services, Ltd.</b> 翻译服务预订截止日期 – 至尚翻译服务有限公司
Friday, March 15 3 月 15 日 (星期五)	<b>LOE, List of Exhibits/Commercial Invoice &amp; Packing List deadline – APT</b> LOE, 参展商列表/商业发票和装箱单截止日期 - APT
Friday, March 15 3 月 15 日 (星期五)	<b>Internet Order Deadline – Media International</b> 网络订购截止日期 – Media International
Wednesday, March 20 3 月 20 日 (星期三)	<b>US General Airfreight Deadline – TWI</b> 美国普通空运截止日期 – TWI
Tuesday, March 26 3 月 26 日 (星期二)	<b>Show Freight Deadline – APT</b> 展会货运截止日期 – APT
Friday, March 29 3 月 29 日 (星期五)	<b>Showfreight Deadline for Air Shipment – APT</b> 空运截止日期 – APT
Friday, March 29 3 月 29 日 (星期五)	<b>Executive Transportation Order Deadline – APAC Transportation Worldwide</b> 商务用车预订截止日期– APAC Transportation Worldwide
Monday, April 1 4 月 1 日 (星期一)	<b>Catering Order Deadline</b> 餐饮服务预定截止日期
Monday, April 1 4 月 1 日 (星期一)	<b>GPU, Air Conditioning and High-Pressure Air Conditioning Order Deadline – AEM International</b> GPU、空调和高压空调预订截止日期 – AEM International



DATE / 日期	DEADLINE / 截止日期
Monday, April 1 4 月 1 日 (星期一)	<b>Detailing Order Deadline – AEM Logistics</b> 预订截止日期 – AEM Logistics
Monday, April 3 4 月 3 日 (星期三)	<b>Static Display Aircraft Arrival Information Form Deadline</b> 提交静态展示飞机抵达信息表的截止日期
Monday, April 3 4 月 3 日 (星期三)	<b>Static Display Aircraft Invitation Letter Request Deadline</b> 提交静态展示飞机邀请函申请的截止日期
Thursday, April 11 – Monday, April 15 4 月 11 日 (星期四) – 4 月 15 日 (星期一)	<b>Double- &amp; Triple-Unit Custom Chalet Move-in</b> 双联或三联贵宾楼搭建商进场  Wednesday, April 10 12:00 – 20:00 Thursday, April 11 08:00 – 20:00 Friday, April 12 08:00 – 20:00 Saturday, April 13 08:00 – 20:00 Sunday, April 14* 08:00 – 20:00 Monday, April 15** 08:00 – 17:00  4 月 10 日 (星期三) 12:00 – 20:00 4 月 11 日 (星期四) 08:00 – 20:00 4 月 12 日 (星期五) 08:00 – 20:00 4 月 13 日 (星期六) 08:00 – 20:00 4 月 14 日 (星期日) * 08:00 – 20:00 4 月 15 日 (星期一) ** 08:00 – 17:00  *Chalet set-up on Sunday, April 14 may be restricted due to static display aircraft arrivals. *由于静态展示飞机将于 4 月 14 日 (星期日) 抵达, 因此贵宾楼在此日搭建可能受限。  **Security sweep will be conducted at 17:00 on Monday, April 15; everyone must vacate show site. **安全检查将于 4 月 15 日 (星期一) 17:00 执行, 所有人必须退出展会现场。
Friday, April 12 - Monday, April 15 4 月 12 日 (星期五) – 4 月 15 日 (星期一)	<b>Raw Exhibit Space Exhibitor Move-In / 光地展位参展商进场</b>  Friday, April 12 08:00 – 18:00 Saturday, April 13 08:00 – 18:00 Sunday, April 14 08:00 – 18:00 Monday, April 15* 08:00 – 15:00  4 月 12 日 (星期五) 08:00 – 18:00 4 月 13 日 (星期六) 08:00 – 18:00 4 月 14 日 (星期日) 08:00 – 18:00 4 月 15 日 (星期一) * 08:00 – 15:00 *Raw exhibit space must be completed by 15:00 on Monday, April 15 so that aisle carpet can be installed. *光地展位必须于 4 月 15 日 (星期一) 15:00 前搭建完毕, 以便走道地毯的铺设。



DATE / 日期	DEADLINE / 截止日期
Friday, April 12 - Friday, April 19 4 月 12 日 (星期五) - 4 月 19 日 (星期五)	<b>Exhibitor Service Desk Open</b> <b>参展商服务台开放时间</b>  Friday, April 12      08:00 – 17:00 Saturday, April 13    08:00 – 17:00 Sunday, April 14      08:00 – 17:00 Monday, April 15*    08:00 – 17:00 Tuesday, April 16    08:00 – 18:00 Wednesday, April 17 09:00 – 18:00 Thursday, April 18   09:00 – 19:00 Friday, April 19      08:00 – 12:00  4 月 12 日 (星期五) 08:00 - 17:00 4 月 13 日 (星期六) 08:00 - 17:00 4 月 14 日 (星期日) 08:00 - 17:00 4 月 15 日 (星期一)* 08:00 - 17:00 4 月 16 日 (星期二) 08:00 - 18:00 4 月 17 日 (星期三) 09:00 - 18:00 4 月 18 日 (星期四) 09:00 - 19:00 4 月 19 日 (星期五) 08:00 - 12:00  *Security sweep will be conducted at 17:00 on Monday, April 15; everyone must vacate show site. *安全检查将于 4 月 15 日 (星期一) 17:00 执行, 所有人必须退出展会现场。
Saturday, April 13- Monday, April 15 4 月 13 日 (星期六) - 4 月 15 日 (星期一)	<b>Single-unit Chalet Move in / 单联贵宾楼参展商进场</b>  Friday, April 12      08:00 – 18:00 Saturday, April 13    08:00 – 18:00 Sunday, April 14      08:00 – 18:00 Monday, April 15*    08:00 – 17:00 4 月 12 日 (星期五) 08:00 - 18:00 4 月 13 日 (星期六) 08:00 - 18:00 4 月 14 日 (星期日) 08:00 - 18:00 4 月 15 日 (星期一)* 08:00 - 17:00  *Security sweep will be conducted at 17:00 on Monday, April 15; everyone must vacate show site. *安全检查将于 4 月 15 日 (星期一) 17:00 执行, 所有人必须退出展会现场。



DATE / 日期	DEADLINE / 截止日期
Sunday, April 14 – Friday, April 19 4 月 14 日（星期日） – 4 月 19 日（星期五）	<b>Registration Open / 登记开放</b>  Saturday, April 13      08:00 – 17:00 Sunday, April 14        08:00 – 17:00 Monday, April 15*      08:00 – 17:00 Tuesday, April 16      07:30 – 17:00 Wednesday, April 17   09:00 – 17:00 Thursday, April 18     09:00 – 14:00 4 月 13 日（星期六）   08:00 – 17:00 4 月 14 日（星期日）   08:00 – 17:00 4 月 15 日（星期一） * 08:00 – 17:00 4 月 16 日（星期二）   07:30 – 17:00 4 月 17 日（星期三）   09:00 – 17:00 4 月 18 日（星期四）   09:00 – 14:00  *Security sweep will be conducted at 17:00 on Monday, April 15; everyone must vacate show site. *安全检查将于 4 月 15 日（星期一） 17:00 执行，所有人必须退出展会现场。
Sunday, April 14 – Monday, April 15 4 月 14 日（星期日） – 4 月 15 日（星期一）	<b>Shell-Scheme Exhibitor Move-in 标摊参展商进场</b>  Sunday, April 14        08:00 - 17:00 Monday, April 15*      08:00 - 15:00 4 月 14 日（星期日）   08:00 - 17:00 4 月 15 日（星期一） * 08:00 - 15:00  *Raw exhibit space must be completed by 15:00 on Monday, April 15 so that aisle carpet can be installed. *光地展位必须于 4 月 15 日（星期一） 15:00 搭建完毕，以便走道地毯的铺设。
Saturday, April 13 – Sunday, April 14 4 月 13 日（星期六） – 4 月 14 日（星期日）	<b>Static Display Aircraft Arrivals 静态展示飞机抵达</b>  Saturday, April 13      22:00 – 23:59 Sunday, April 14        00:01 – 20:00 4 月 13 日（星期六）   22:00 – 23:59 4 月 14 日（星期日）   00:01 – 20:00
Monday, April 15 4 月 15 日（星期一）	<b>Safety Inspection / 安全检查</b> Monday, April 15      17:00* 4 月 15 日（星期一） 17:00*  *Security sweep will be conducted at 17:00 on Monday, April 15; everyone must vacate show site. *安全检查将于 4 月 15 日（星期一） 17:00 执行，所有人必须退出展会现场。



DATE / 日期	DEADLINE / 截止日期
Monday, April 15 – Tuesday, April 16 4 月 15 日 (星期一) – 4 月 16 日 (星期二)	<b>Press Conferences / 新闻发布会</b>  Monday, April 15      09:00 – 17:00 Tuesday, April 16      09:00 – 17:00 4 月 15 日 (星期一)   09:00 – 17:00 4 月 16 日 (星期二)   09:00 – 17:00
Tuesday, April 16 4 月 16 日 (星期二)	<b>ABACE Keynote / ABACE 演讲</b>  Tuesday, April 16      09:00 – 10:00 4 月 16 日 (星期二)   09:00 – 10:00
Tuesday, April 16 - Thursday, April 18 4 月 16 日 (星期二) – 4 月 18 日 (星期四)	<b>Exhibit Hours / 参展时间</b>  Tuesday, April 16      10:00 – 18:00 Wednesday, April 17   10:00 – 18:00 Thursday, April 18      10:00 – 15:00 4 月 16 日 (星期二)   10:00 – 18:00 4 月 17 日 (星期三)   10:00 – 18:00 4 月 18 日 (星期四)   10:00 – 15:00
Thursday, April 18 4 月 18 日 (星期四)	<b>Shell-Scheme Exhibitor Move-Out / 标摊参展商离场</b>  Thursday, April 18      15:00 – 22:00 ONLY 4 月 18 日 (星期四)   仅 15:00 – 22:00  Note: All shell-scheme exhibitors must be moved out by 22:00 注意: 所有标摊参展商必须在 22:00 前离场
Thursday, April 18 4 月 18 日 (星期四)	<b>Single-Unit Chalet Move Out 单联贵宾楼参展商离场</b>  Thursday, April 18      15:00 – 20:00 4 月 18 日 (星期四)   15:00 – 20:00  Note: All materials must be removed from chalet by 20:00. 注意: 贵宾楼所有物品必须在 20:00 之前移除。



DATE / 日期	DEADLINE / 截止日期
Thursday, April 18 – Friday, April 19 4 月 18 日 (星期四) – 4 月 19 日 (星期五)	<b>Double &amp; Triple-Unit Chalet Move Out</b> 双联和三联贵宾楼参展商离场  Thursday, April 18      15:00 – 20:00 Friday, April 19          08:00 – 16:00 4 月 18 日 (星期四)    15:00 – 20:00 4 月 19 日 (星期五)    08:00 – 16:00  Note: All exhibit material and interior build outs must be removed from the chalet and ramp by Friday, April 19 at 16:00. 注意: 所有参展品和内部搭建物必须于 4 月 19 日 (星期五) 16:00 前从贵宾楼和停机坪移除。
Thursday, April 18 4 月 18 日 (星期四)	<b>Static Display Aircraft Departures / 静态展示飞机离港</b>  Thursday, April 18      17:00 – 24:00 4 月 18 日 (星期四)    17:00 – 24:00
Friday, April 19 4 月 19 日 (星期五)	<b>Raw Space Exhibitors Move Out / 光地展位参展商离场</b>  Friday, April 19          08:00 – 17:00 4 月 19 日 (星期五)    08:00 – 17:00  Note: All raw space exhibitors in the pavilion & hangar must be completely dismantled, packed into crates and secured by Friday, April 19 at 17:00. Inclement weather may delay this process.  注意: 机库和篷房展区中的所有光地参展商必须于 4 月 19 日 (星期五) 17:00 前将参展物品完全拆卸、装箱和固定。 恶劣天气可能会延长此过程。
Friday, April 19 4 月 19 日 (星期五)	<b>Raw Exhibit Space &amp; Chalet Inspections</b> 光地展位和贵宾楼检查  Friday, April 19          14:00 – 17:00 4 月 19 日 (星期五)    14:00 – 17:00
Friday, April 19 4 月 19 日 (星期五)	<b>Performance Bond Returns</b> 履约保证金退还  Friday, April 19*          14:00 – 17:00 4 月 19 日 (星期五) * 14:00 – 17:00  *Performance bonds will be released upon successful inspection of exhibit space by ABACE management. *ABACE 管理部门在检查展位没有问题后, 将退还履约保证金。



## INDOOR EXHIBIT, CHALET & STATIC DISPLAY SCHEDULES / 室内展位、贵宾楼和静态展区时间表

### MOVE-IN SCHEDULE / 进场时间表

#### RAW SPACE EXHIBITORS\* / 光地展位参展商\*

Thursday, April 11	12:00 – 17:00
Friday, April 12	08:00 – 18:00
Saturday, April 13	08:00 – 18:00
Sunday, April 14	08:00 – 18:00
Monday, April 15**	08:00 – 15:00

4 月 11 日 (星期四)	12:00 – 17:00
4 月 12 日 (星期五)	08:00 – 18:00
4 月 13 日 (星期六)	08:00 – 18:00
4 月 14 日 (星期日)	08:00 – 18:00
4 月 15 日 (星期一) **	08:00 – 15:00

\* Move-in is scheduled on a targeted basis / 参展商按指定要求进场

\*\* Security sweep will be conducted at 17:00 on Monday, April 15; everyone must vacate show site.

\*\* 安全检查将于 4 月 15 日 (星期一) 17:00 执行, 所有人必须退出展会现场。

#### SHELL-SCHEME EXHIBITORS / 标摊参展商

Sunday, April 14	08:00 – 18:00
Monday, April 15*	08:00 – 15:00

4 月 14 日 (星期日)	08:00 – 18:00
4 月 15 日 (星期一) *	08:00 – 15:00

\* Security sweep will be conducted at 17:00 on Monday, April 15; everyone must vacate show site.

\* 安全检查将于 4 月 15 日 (星期一) 17:00 执行, 所有人必须退出展会现场。

#### CHALET EXHIBITORS / 贵宾楼参展商

##### Single-Unit Chalet / 单联贵宾楼

Friday, April 12	08:00 – 18:00
Saturday, April 13	08:00 – 18:00
Sunday, April 14*	08:00 – 18:00
Monday, April 15**	08:00 – 18:00

4 月 12 日 (星期五)	08:00 – 18:00
4 月 13 日 (星期六)	08:00 – 18:00
4 月 14 日 (星期日) *	08:00 – 18:00
4 月 15 日 (星期一) **	08:00 – 18:00

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

\* 贵宾楼进场工作可能会因飞机抵达过晚而受限。

\*\* Security sweep will be conducted at 17:00 on Monday, April 15; everyone must vacate show site.

\*\* 安全检查将于 4 月 15 日 (星期一) 17:00 执行, 所有人必须退出展会现场。



### Double- & Triple-Unit Custom Chalets / 双联和三联定制型贵宾楼

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

4 月 10 日 (星期三)	12:00 – 18:00
4 月 11 日 (星期四)	08:00 – 18:00
4 月 12 日 (星期五)	08:00 – 18:00
4 月 13 日 (星期六)	08:00 – 18:00
4 月 14 日 (星期日) *	08:00 – 18:00
4 月 15 日 (星期一) **	08:00 – 17:00

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

\*贵宾楼进场工作可能会因飞机抵达过晚而受限。

\*\*Security sweep will be conducted at 17:00 on Monday, April 15; everyone must vacate show site.

\*\*安全检查将于 4 月 15 日 (星期一) 17:00 执行, 所有人必须退出展会现场。

### STATIC DISPLAY EXHIBITORS / 静态展区参展商

Saturday, April 13*	22:00 – 23:59
Sunday, April 14	00:01 – 20:00

4 月 13 日 (星期六) *	22:00 – 23:59
4 月 14 日 (星期日)	00:01 – 20:00

### MOVE-OUT SCHEDULE / 离场时间表

### RAW EXHIBIT SPACE EXHIBITORS / 光地展位参展商

Friday, April 19*	08:00 – 17:00
4 月 19* 日 (星期五) *	08:00 – 17:00

\*All materials and interior build outs must be removed from the chalet and ramp by Friday, April 19 at 16:00.

\*所有材料和内部搭建物必须于 4 月 19 日 (星期五) 的 16:00 前从贵宾楼和停机坪移除。

### SHELL-SCHEME EXHIBITORS / 标摊参展商

Thursday, April 18	08:00 – 22:00
4 月 18 日 (星期四)	08:00 – 22:00



## CHALET EXHIBITORS / 贵宾楼参展商

### Single-Unit Chalet / 单联贵宾楼

Thursday, April 18	15:00 – 18:00
4 月 18 日 (星期四)	15:00 – 18:00

### Double- & Triple-Unit Custom Chalets / 双联和三联定制型贵宾楼

Thursday, April 18	15:00 – 20:00
Friday, April 19*	08:00 – 16:00
4 月 18 日 (星期四)	15:00 – 20:00
4 月 19 日 (星期五) *	08:00 – 16:00

\*All materials and interior build outs must be removed from the chalet and ramp by Friday, April 19 at 16:00.

\*所有材料和内部搭建物必须于 4 月 19 日 (星期五) 的 16:00 前从贵宾楼和停机坪移除。

### STATIC DISPLAY AIRCRAFT DEPARTURES / 静态展示飞机离港

Thursday, April 18	17:00 – 24:00
4 月 18 日 (星期四)	17:00 – 24:00

## SHOW HOURS / 展出时间

Monday, April 15	08:00 – 18:00	Press Conferences
Tuesday, April 16	09:00 – 10:00	Keynote
	10:00 – 18:00	Exhibits, Chalets & Static Display Open
Wednesday, April 17	10:00 – 18:00	Exhibits, Chalets & Static Display Open
Thursday, April 18	10:00 – 15:00	Exhibits, Chalets & Static Display Open
4 月 15 日 (星期一)	08:00 – 18:00	媒体大会
4 月 16 日 (星期二)	09:00 – 10:00	演讲
	10:00 – 18:00	展会大厅、静态展区及贵宾楼开放
4 月 17 日 (星期三)	10:00 – 18:00	展会大厅、静态展区及贵宾楼开放
4 月 18 日 (星期四)	10:00 – 15:00	展会大厅、静态展区及贵宾楼开放



## REGISTRATION HOURS / 登记时间

Saturday, April 13	08:00 – 17:00	Exhibitor Registration
Sunday, April 14	08:00 – 17:00	Exhibitor & Press Registration
Monday, April 15*	08:00 – 17:00	Exhibitor & Press Registration
Tuesday, April 16	07:30 – 17:00	Exhibitor, Attendee & Press Registration
Wednesday, April 17	09:00 – 17:00	Exhibitor, Attendee & Press Registration
Thursday, April 18	09:00 – 14:00	Exhibitor, Attendee & Press Registration

4 月 13 日 (星期六)	08:00 – 17:00	参展商登记
4 月 14 日 (星期日)	08:00 – 17:00	参展商和新闻机构登记
4 月 15 日 (星期一) *	08:00 – 17:00	参展商和新闻机构登记
4 月 16 日 (星期二)	07:30 – 17:00	参展商、与会者和新闻机构登记
4 月 17 日 (星期三)	09:00 – 17:00	参展商、与会者和新闻机构登记
4 月 18 日 (星期四)	09:00 – 14:00	参展商、与会者和新闻机构登记

\*Security sweep will be conducted at 17:00 on Monday, April 15; everyone must vacate show site.

\*安全检查将于 4 月 15 日 (星期一) 17:00 执行, 所有人必须退出展会现场。

## EXHIBITOR SERVICE DESK HOURS / 参展商服务台开放时间

Friday, April 12	08:00 – 17:00
Saturday, April 13	08:00 – 17:00
Sunday, April 14	08:00 – 17:00
Monday, April 15*	08:00 – 17:00
Tuesday, April 16	08:00 – 18:00
Wednesday, April 17	09:00 – 18:00
Thursday, April 18	09:00 – 19:00
Friday, April 19	08:00 – 12:00

4 月 12 日 (星期五)	08:00 – 17:00
4 月 13 日 (星期六)	08:00 – 17:00
4 月 14 日 (星期日)	08:00 – 17:00
4 月 15 日 (星期一) *	08:00 – 17:00
4 月 16 日 (星期二)	08:00 – 18:00
4 月 17 日 (星期三)	09:00 – 18:00
4 月 18 日 (星期四)	09:00 – 19:00
4 月 19 日 (星期五)	08:00 – 12:00

\*Security sweep will be conducted at 17:00 on Monday, April 15; everyone must vacate show site.

\*安全检查将于 4 月 15 日 (星期一) 17:00 执行, 所有人必须退出展会现场。



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## OFFICIAL SERVICE PARTNERS / 官方服务合作伙伴

### IMPORTANT REMINDER: OFFICIAL SERVICE PARTNER LOGO

重要提示： 官方服务合作伙伴标志

Exhibitors should look for the official service partner logo on all service partner forms to ensure they are working with a show approved service partner.

参展商可在所有服务合作伙伴表格中寻找官方合作伙伴标志，以确保选用展会批准的服务合作伙伴。



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## **EXHIBITION VENUE /展会场地**

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## **FIRST AID /急救护理**

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.

参展商入场、离场及参展期间, ABACE在上海霍克太平洋商务航空服务中心内设有一个急救护理站。

## **FREIGHT FORWARDER – U.S. EXHIBITORS – TWI GROUP, INC. /**

**美国参展商货运代理商 - TWI 集团有限公司**

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1. WHAT IS THE MAXIMUM STAND HEIGHT? / 展位最大高度是多少?

	<b>NON-PERIMETER ISLAND &amp; PENINSULA STANDS</b>  敞开式半岛和岛型展位	<b>PERIMETER PENINSULA &amp; ISLAND STANDS</b>  封闭式半岛和岛型展位	<b>INLINE RAW STANDS</b>  内联光地展位	<b>SHELL-SCHEME STAND</b>  标摊展位
<b>Maximum Height</b>  最大高度	Hangar: 5.6 m (18 ft 4 in) Pavilion: 4.6m (15 ft)  AC duct installed at 4.8m  机库展位: 5.6 米 (18 英尺 4 英寸)。篷房: 4.6 米 (15 英尺)  空调管道安装于 4.8 米处	Hangar: 5.6 m (18 ft 4 in) Pavilion: 4.6m (15 ft)  AC duct installed at 4.8m  机库展位: 5.6 米 (18 英尺 4 英寸)。篷房: 4.6 米 (15 英尺)  空调管道安装于 4.8 米处	Exhibit elements: 2.5m (8 ft)  Company header: 2.9m (9.5 ft)  展位构件: 2.5 米 (8 英尺)  公司广告牌 2.9 米 (9.5 英尺)	Exhibit elements: 2.5m (8 ft)  Company header: 2.9m (9.5 ft)  展位构件: 2.5 米 (8 英尺)  公司广告牌 2.9 米 (9.5 英尺)
<b>Floor Height</b>  升高地板	Minimum of 762mm (3 in) in height  最小高度为 762 毫米 (3 英寸)	Minimum of 762mm (3 in) in height  最小高度为 762 毫米 (3 英寸)	Minimum of 762mm (3 in) in height  最小高度为 762 毫米 (3 英寸)	Minimum of 762mm (3 in) in height  最小高度为 762 毫米 (3 英寸)
<b>Hard Walls</b>  硬墙	<ul style="list-style-type: none"> <li>• No more than 50%</li> <li>• All exposed walls must be finished</li> <li>• 不超过 50%</li> <li>• 所有暴露墙面必须进行表面处理</li> </ul>	<ul style="list-style-type: none"> <li>• No more than 50%</li> <li>• All exposed walls must be finished</li> <li>• 不超过 50%</li> <li>• 所有暴露墙面必须进行表面处理</li> </ul>	N/A  <ul style="list-style-type: none"> <li>• All exposed walls must be finished</li> </ul> 不适用  <ul style="list-style-type: none"> <li>• 所有暴露墙面必须进行表面处理</li> </ul>	N/A  不适用



	<b>NON-PERIMETER ISLAND &amp; PENINSULA STANDS</b> 敞开式半岛和岛型展位	<b>PERIMETER PENINSULA &amp; ISLAND STANDS</b> 封闭式半岛和岛型展位	<b>INLINE RAW STANDS</b> 内联光地展位	<b>SHELL-SCHEME STAND</b> 标摊展位
<b>Display Levels</b> 展示层次	May have one or more display levels 可含有一个或多个展层	May have one or more display levels 可含有一个或多个展层	N/A 不适用	N/A 不适用
<b>Hanging Signs Permitted</b> 允许悬挂标牌	No 否	No 否	No 否	No 否
<b>Use of Space</b> 空间使用	Full use of the purchased exhibit space is permitted 允许充分使用购买的展位	Full use of the purchased exhibit space is permitted 允许充分使用购买的展位	Full use of purchased space is permitted 允许充分使用购买的展位	Full use of purchased space is permitted 允许充分使用购买的展位
<b>Stand Drawings Required to be Approved in Advance</b> 展位图纸需要提前进行审批	<b>Yes</b> <b>Deadline: February 22, 2019</b> 是 截止日期: <b>2019 年 2 月 22 日 (星期五)</b>	<b>Yes</b> <b>Deadline: February 22, 2019</b> 是 截止日期: <b>2019 年 2 月 22 日 (星期五)</b>	<b>Yes</b> <b>Deadline: February 22, 2019</b> 是 截止日期: <b>2019 年 2 月 22 日 (星期五)</b>	<b>No</b> 否



## 2. DOES CARPET COME WITH MY STAND? / 展位配有地毯吗?

- In the hangar and exhibitor pavilion, ABACE management carpets aisles only.
- ABACE aisle carpet color is grey.
- Shell Scheme Space Exhibitors: Carpet is included with shell scheme exhibit space.
- All other indoor exhibitors must provide their own carpet.
- ABACE 管理部门仅为机库和篷房展区的走道铺设地毯,
- 地毯颜色为灰色。
- 标摊展位参展商: 标摊展位配有地毯。
- 所有其他室内参展商必须自备地毯。

## 3. WHAT COMES WITH A SHELL-SCHEME STAND? / 标摊展位都有什么配置?

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

- Three 1m wide by 2.5 m high partition walls – white panel on three sides of stand with silver aluminum uprights and crossbars
- Furniture – one counter, one round table, three black meeting chairs and one wastebasket
- Fascia sign with company name and stand number
- Lighting – three 100W spotlights
- Carpet – uniform carpet for the entire exhibit space
- Daily cleaning service

每 3 米 x 3 米标摊展位包括以下设施:

- 三面 1 米宽 x 2.5 米高的隔墙: 展位三面的白色护墙板, 支柱和横梁的材料为铝制材料
- 室内设施: 1 个柜台、1 张圆桌、3 把黑色会议椅和 1 个垃圾桶
- 带有公司名称和展位编号的招牌
- 照明: 3 只功率为 100 瓦的聚光灯
- 地毯: 整个展位空间铺设有展会统一的地毯
- 每日清洁服务

- Exhibitors may order a variety of shell scheme packages through Freeman that offer easy, convenient and cost-effective solutions for outfitting a stand.
- 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.
- Electrical service is not included in shell scheme stands but may be ordered from Freeman
- 参展商可通过 Freeman 预订各种标摊套餐, Freeman 可为参展商提供便捷划算的展位配置解决方案。
- 隔墙板有多种颜色可供选择。
- 参展商还可选择地毯颜色, 以使展位更具个性。
- 更多相关信息, 请参见《参展商服务手册》中的高级标摊套餐信息, 并使用订购单选择所需选项。
- 电气服务不包含在标摊展位套餐之中, 但可通过 Freeman 预订。



#### 4. ARE CHILDREN PERMITTED TO ATTEND?

- Children under 12 are not permitted during move in, move out or on show days.
- Children ages 12 to 17 may attend the event only:
  - During official hours
  - If registered and with an official show badge and;
  - If accompanied by an adult at all time.

儿童可以参加本次展会吗？

- 禁止 12 岁以下的儿童在展会进场、出场或展出期间进入会场。
- 12 岁至 17 岁的孩子参加此活动的条件如下：
  - 只能在官方时间可参加活动
  - 已注册并持有官方展会通行证，和；
  - 有成人全程陪同。

#### 5. ARE HANGING SIGNS, MATERIAL AND COMPONENTS PERMITTED? / 允许悬挂标牌、材料和组件吗？

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

ABACE 篷房或机库展区不允许悬挂标牌、照明桁架、材料或组件。

#### 6. HOW MANY BADGES DO I RECEIVE WITH MY STAND? / 我的展位可获得几张通行证？

BOOTH TYPE / 展位类型	NUMBER OF BADGES ALLOCATED / 配置通行证数量
<b>Indoor Exhibitor Premium Placement / 室内参展商特优选位</b>	<ul style="list-style-type: none"><li>- 11 per 3m-by-3m space reserved</li><li>- Maximum of 100 complimentary badges</li><li>- 每预订 3 米 x 3 米展位可获取 11 张免费通行证</li><li>- 最多可获取 100 张免费通行证</li></ul>
<b>Indoor Exhibitor Standard Placement / 室内参展商标准选位</b>	<ul style="list-style-type: none"><li>- 10 per 3m-by-3m space reserved</li><li>- Maximum of 100 complimentary badges</li><li>- 每预订 3 米 x 3 米展位可获取 10 张免费通行证</li><li>- 最多可获取 100 张免费通行证</li></ul>
<b>Chalet Exhibitors / 贵宾楼参展商</b>	<ul style="list-style-type: none"><li>- 100 badges per single-unit chalet reserved</li><li>- 150 badges per double-unit chalet reserved</li><li>- 200 badges per triple-unit chalet reserved</li><li>- 每预订 1 个单联贵宾楼可获取 100 张通行证</li><li>- 每预订 1 个双联贵宾楼可获取 150 张通行证</li><li>- 每预订 1 个三联贵宾楼可获取 200 张通行证</li></ul>
<b>Static Display Exhibitors / 静态展区参展商</b>	<ul style="list-style-type: none"><li>- 1 per 9 sqm space reserved</li><li>- No maximum number of complimentary badges</li><li>- 每预订 9 平方米可获取 1 张免费通行证</li><li>- 免费通行证数量没有上限</li></ul>

**NOTE:** Exhibitors may purchase additional badges beyond their complimentary allotments online or on site at the discounted rate of 900 RMB (approximately 135 USD).

注意：参展商可在线订购或现场以折扣价购买免费配额外的通行证，每张售价为 900 元人民币（约为 135 美元）。



## 7. WHAT IS AN EXHIBITOR-APPOINTED CONTRACTOR (EAC)/STAND BUILDER? / 参展商指定承包商(EAC)/展位施工商的定义?

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, and sub-contractors of the primary exhibitor-appointed contractor. [Review EAC Rules & Regulations](#) for specific details.

参展公司指定承包商和/或展位施工商是由参展公司雇用的独立承包商，包括搭建展位的劳工、展位监管人员、展位设计师、独立展示公司、送货员、技术员、非官方展览视听公司和主参展商指定承包商。具体详细信息，请查看 [EAC 规章制度](#)。

## 8. WHAT IS A TARGETED MOVE-IN AND CAN IT BE CHANGED? / 什么是目标性进场，能否对其进行更改?

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 in the Exhibitor Dashboard.

每一参展公司均分配有目标进场布置日期，即按照日程安排参展商货物应运抵其展位的日期。每一日期均由 ABACE 官方服务承包商 Freeman 公司根据展位的大小与位置以及进场分配时间予以确定。为便于所有参展商均能将货物运抵其展位并确保展会如期开幕，遵守目标进场日期的要求十分重要。相关目标平面图可参见参展商信息板。

## 9. WHERE CAN I PARK AT THE SHOW? / 展会附近停车场在哪?

Pay parking lots are located four to five blocks away and ABACE provides complimentary shuttle bus services between the parking lots and the show. Unfortunately, except for parking for chalet display exhibitors, there is no on-site parking available at the Shanghai Hawker Pacific Business Aviation Service Centre.

There will be a limited number of “drop-off only” passes available for purchase in advance by exhibitors at the price of 950 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 16; Wednesday, April 17; and Thursday, April 18. 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](mailto:mcameron@nbaa.org).

离会场四到五个街区的地方设有停车点，而且 ABACE 在这些停车点和会场之间提供免费穿梭巴士服务。很遗憾，除贵宾楼展区停车场外，上海霍克太平洋公务航空服务中心的会展现场不设任何停车场。

参展商可提前购买数量有限的“下客即走”通行证，价格为 950 元人民币（包括增值税）。持有这些通行证可方便地将乘客送达至 FBO 安检门外。这些通行证仅在 4 月 16 日（星期二）、4 月 17 日（星期三）和 4 月 18 日（星期四）有效。持这些通行证不能进入 FBO 或 ABACE 展区。

参展商可通过位于参展商信息板的参展商通行证注册购买“下客即走”通行证，前提是仍有剩余。获取更多信息，请联系 NBAA 的 Maureen Cameron，电邮：[mcameron@nbaa.org](mailto:mcameron@nbaa.org)。



## 10. WILL THERE BE WIFI SERVICE AT SHOW SITE? / 展会现场提供无线网络服务吗?

Wi-Fi service will be available in the hangar exhibit hall and exhibitor pavilion. Should an exhibitor need Wi-Fi service for their stand, service can be ordered from Media International. Details are included in this Exhibitor Service Kit.

机库展区和篷房展区将提供无线网络服务。如果参展商需要无线网络服务，可向 **Media International** 预订。相关详细信息，请参见《参展商服务手册》。



**ABACE SHUTTLE BUS SERVICE – HOTEL SHUTTLE BUSES /**  
**ABACE 穿梭巴士服务 – 酒店穿梭巴士**

**ABACE shuttle buses will run between the following hotels:**

**ABACE 穿梭巴士将在以下几家酒店间运行：**

- **Hilton Shanghai Hongqiao / 上海虹桥元一希尔顿酒店**
- **Marriott Shanghai Hongqiao / 上海万豪虹桥大酒店**

<b>Shuttle Bus Schedule / 穿梭巴士运行时间表</b>	
<b>Monday, April 15</b> 4 月 15 日（星期一）	<b>07:45 – 18:30</b>
<b>Tuesday, April 16</b> 4 月 16 日（星期二）	<b>07:45 – 18:30</b>
<b>Wednesday, April 17</b> 4 月 17 日（星期三）	<b>08:45 – 18:30</b>
<b>Thursday, April 18</b> 4 月 18 日（星期四）	<b>08:45 – 15:30</b>



## STAND CONFIGURATIONS & DRAWING APPROVAL / 展位配置和图纸审批

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 **Friday, February 22, 2019**.

为了确保 ABACE 成功召开，管理部门对机库和篷房展位的设计做出了限制。参展商在预定包括内联光地展位的展位前，必须向 ABACE 管理部门提交按比例缩小的平面图，提交时间不能晚于 **2019 年 2 月 22 日（星期五）**。

### Exhibit Stand Rules/Specifications / 展位规则/规范:

Remember to review all rules for lighting restrictions, flooring requirements, and set-up regulations, including but not limited to:

请查看所有关于照明限制、地板要求和搭建规则的所有规则，包括但不限于：

- Target move-in schedule
- Marshalling yard and POVs (personally-operated vehicles)
- Access for those exhibitors setting up their own stands
- Set-up times
- Advance shipping vs shipping to show site
- Material handling
- Exclusive service providers
- 目标性进场时间表
- 蓄车场 POV（个人操作车辆）
- 参展商搭建展位的途径
- 搭建时间
- 提前装运和装运至展会现场
- 材料处理
- 专属服务供应商

Also, please keep in mind the following when planning your indoor exhibit space at ABACE:

此外，在 ABACE 室内展位参展时，请注意以下事项：

- Hanging signs, lighting trusses, materials or components are **NOT** permitted in the exhibitor pavilion or the hangar at ABACE.
- 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.
- ABACE 篷房或机库展区不允许悬挂标牌、照明桁架、材料或组件。
- 敞开式半岛展位的硬围墙不允许超过展位的 50%。
- 在您规划展位时，请避免阻挡其他小展位。



## SHELL-SCHEME EXHIBIT SPACE / 标摊展位

Shell scheme inline stands contain one or more 3m-by-3m units in a straight line with stands on either side and/or behind its back wall.

标摊内联展位在一条直线上含有一个或多个 3 米 x 3 米的单元，两侧和/或在后墙后侧有其他展位。



**Maximum height for exhibit materials:** 2.5m (8 ft)  
**参展材料的最大高度:** 2.5 米 (8 英尺)

**Maximum height for identification signs:** 2.9m (9.5 ft)  
**标牌的最大高度:** 2.9 米 (9.5 英尺)

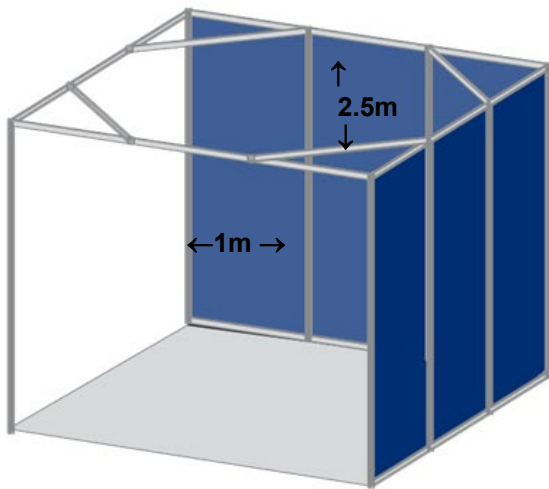
Stand drawings do not need to be reviewed in advance.  
展位图纸无需提前审核。

Each 3m-by-3m premium shell-scheme stand includes the following:  
每 3 米 x 3 米的高级标摊展位包括以下设施:

- Three 1m wide by 2.5 m high (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 and stand number
- Lighting – three 100W spotlights
- Carpet – uniform carpet for the entire exhibit space
- Daily cleaning service
- 三面 1 米宽 x 2.5 米(8 英尺)高的隔墙: 展位三面的白色护墙板, 支柱和横梁的材料为铝制材料
- 室内设施: 1 个前台、1 张圆桌、3 把黑色会议椅和 1 个垃圾桶
- 带有公司名称和展位编号的招牌
- 照明: 3 只功率为 100 瓦的聚光灯
- 地毯: 整个展位空间铺设有展会统一的地毯
- 每日清洁服务



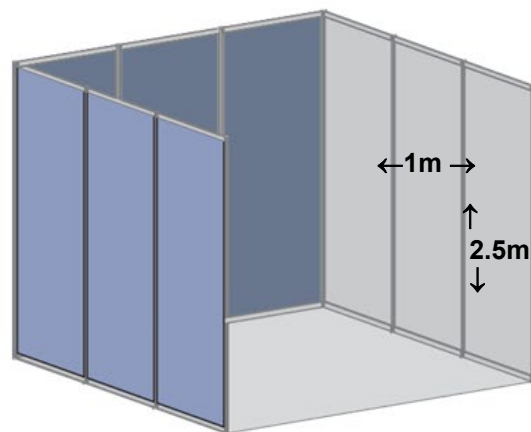
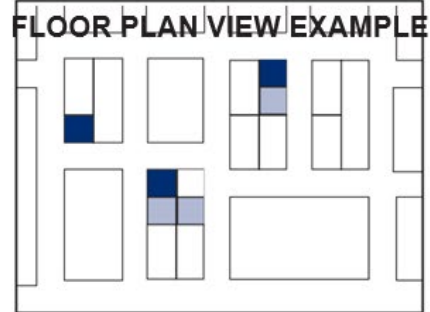
**FLOOR PLAN VIEW EXAMPLE**  
平面图视图样例



**Corner Shell Scheme Unit**

角落标摊展位

建筑平面图示例



**Interior Shell Scheme Unit**

内部标摊展位



## RAW EXHIBIT SPACE / 光地展位

Raw exhibit space is for exhibitors who will have custom stands and who reserve a minimum of 36 sqm of exhibit space in either the hangar or exhibitor pavilion.

光地展位适用于拥有定制展位的参展商，以及在机库或篷房展区中至少拥有 36 平方米展位的参展商。

- Stand drawings must be submitted in advance for approval by ABACE management before Friday, Feb. 22.
- Some raw space will be sold as peninsula stand configurations; exhibitors must keep these design considerations in mind when selecting their space.
- Only a limited number of island configuration spaces are available, and we will do our best to accommodate the requests on a first-come, first-served basis.
- All raw space exhibits are required to use floor lining before beginning stand build.
- All raw space exhibitors must include a vinyl sticker with their stand number on the side facing the aisle.
- 参展商在 2 月 22 日（星期五）前必须提前提交展位图纸，以便 ABACE 管理部门审批。
- 一些光地展位将作为半岛型展位销售，参展商在选择展位时必须考虑这些设计要求。
- 岛型展位数量有限，我们将尽量按照“先来先得”的原则满足预定要求。
- 所有光地展位都需要安装铺设地板底衬，之后才能开始展位搭建。
- 所有光地展位参展商必须在面对走道的一侧贴上带有其展位号的乙烯基贴纸。

## INLINE RAW EXHIBIT SPACE / 内联光地展位

**Inline raw exhibit spaces do not include shell-scheme hard walls and are perfect for exhibitors who are building custom stands and have their own wall structures. Inline raw space is defined as a narrow booth space comprised of one or more 3m-by-3m units in a straight line.**

内联光地展位没有标摊展位的硬墙，非常适用于搭建定制展位及独立墙体结构的参展商。内联光地展位是一个狭窄的展位，在一条直线上含有一个或多个 3 米 x 3 米的单元。

**Maximum height for exhibit materials:** 2.5m (8 ft)  
参展材料的最大高度: 2.5 米 (8 英尺)

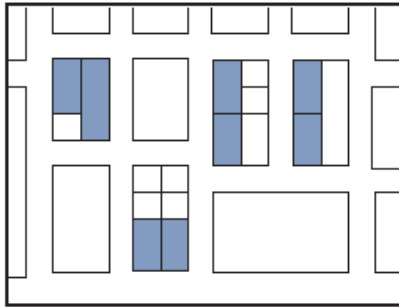
**Maximum height for identification signs:** 2.9m (9.5 ft)  
标牌的最大高度: 2.9 米 (9.5 英尺)

- Stand drawings must be submitted in advance for approval by ABACE management before Friday, Feb. 22.
- 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.
- Back walls that adjoin other exhibitors must be finished with a hard substrate that is clean and matches the rest of the stand materials.
- No identification of any kind, including company logos, is allowed on a back wall that adjoins another exhibitor.
- Hanging signs and lighting are not permitted above stand spaces.
- Exhibitors are required to provide flooring for the entirety of their stand space.
- 参展商在 2 月 22 日（星期五）前必须提前提交展位图纸，以便 ABACE 管理部门审批。
- 内联光地展位为参展商量身定制，帮助参展商搭建自定义展台，以及自己的墙体。
- 内联光地展位禁止在展位上方悬挂标牌、照明桁架、材料及构件。

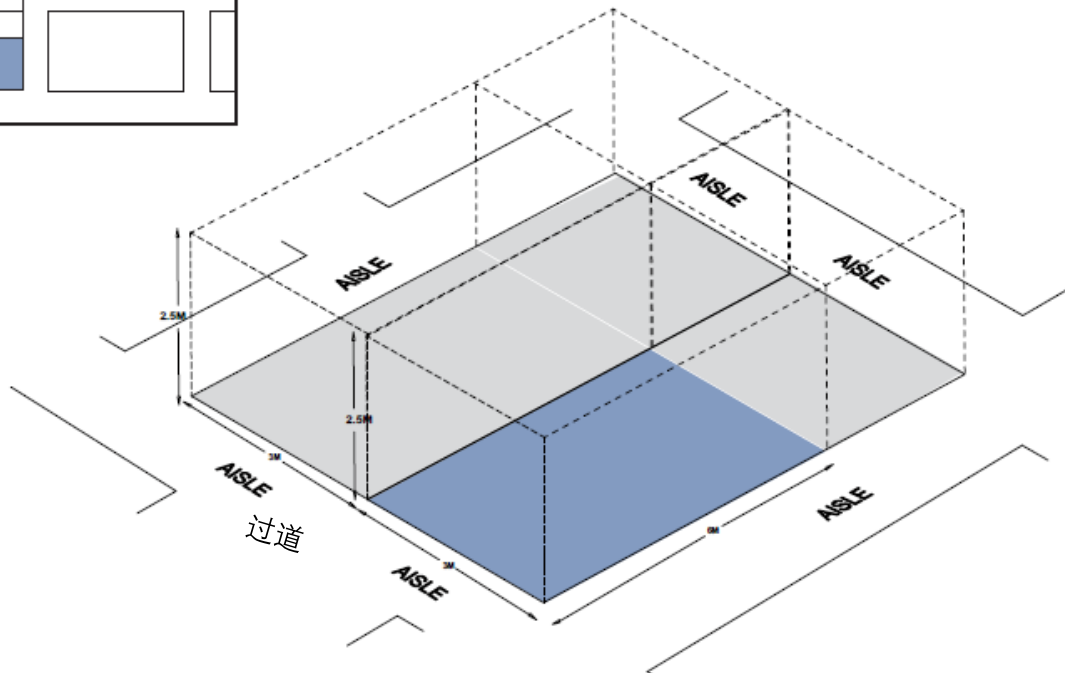


- 连接其他展位的后墙必须使用硬质基底进行表面处理，硬质基底应洁净且与其他展位材料相匹配。
- 连接其他展位的墙板上不可标有任何标示，包括公司 Logo（标志）。
- 展位上方禁止悬挂标牌和照明。
- 参展商需要为整个展位铺设地板。

#### FLOOR PLAN VIEW EXAMPLE



建筑屏幕图示





## NON-PERIMETER ISLAND STANDS / 非封闭式岛型展位

**A non-perimeter island stand is a stand that is a minimum of 6m-by-6m and is exposed to aisles on all four sides.**

非封闭式岛型展位的面积最小为 36 平方米（6 米 x 6 米），四侧均暴露于过道。

<b>Maximum height:</b>	Hangar exhibits:	5.6m (18 ft 4 in)
	Exhibitor Pavilion exhibits:	4.6m (15 ft)
<b>最大高度:</b>	机库展区:	5.6 米 (18 英尺 4 英寸)
	篷房展区:	4.6 米 (15 英尺)

- Stand drawings must be submitted in advance for approval by ABACE management before Friday, Feb. 22.
- 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.
- 参展商在 2 月 22 日（星期五）前必须提交展位图纸，以便 ABACE 管理部门审批。
- 若想获取多个展层，则应获取 ABACE 管理部门和上海消防机构的批准。
- 不允许篷房展区或机库展位使用悬挂标牌、照明桁架、材料或构件。
- 不考虑尺寸大小，硬墙不超过 50%。
- 玻璃属于硬墙。
- 某些展台需要防火检查、烟雾探测器、灭火器和消防部门要求的多个安全出口。

## NON-PERIMETER PENINSULA STANDS / 非封闭式半岛型展位

**A non-perimeter peninsula stand is a stand that is a minimum of 6m-by-6m, exposed to aisles on three sides and shares a common back wall with another exhibitor.**

非封闭式半岛型展位面积最小为 36 平方米（6 米 x 6 米），三侧暴露于过道，并与其他展位共用一面后墙。

<b>Maximum height:</b>	Hangar exhibits:	5.6m (18 ft 4 in)
	Exhibitor pavilion exhibits:	4.6m (15 ft)
<b>最大高度:</b>	机库展区:	5.6 米 (18 英尺 4 英寸)
	篷房展区:	4.6 米 (15 英尺)

- Stand drawings must be submitted in advance for approval by ABACE management before Friday, Feb. 22.
- Hanging signs, lighting trusses, materials or components are not permitted in exhibitor pavilion or hangar exhibits.
- Back and side walls that connect with or adjoin other exhibitors must be finished.
- Permitted to have more than one display level with prior approval by both ABACE management and HAH (Shanghai Fire Safety Authority).
- May have no more than 50% hard walls regardless of size.

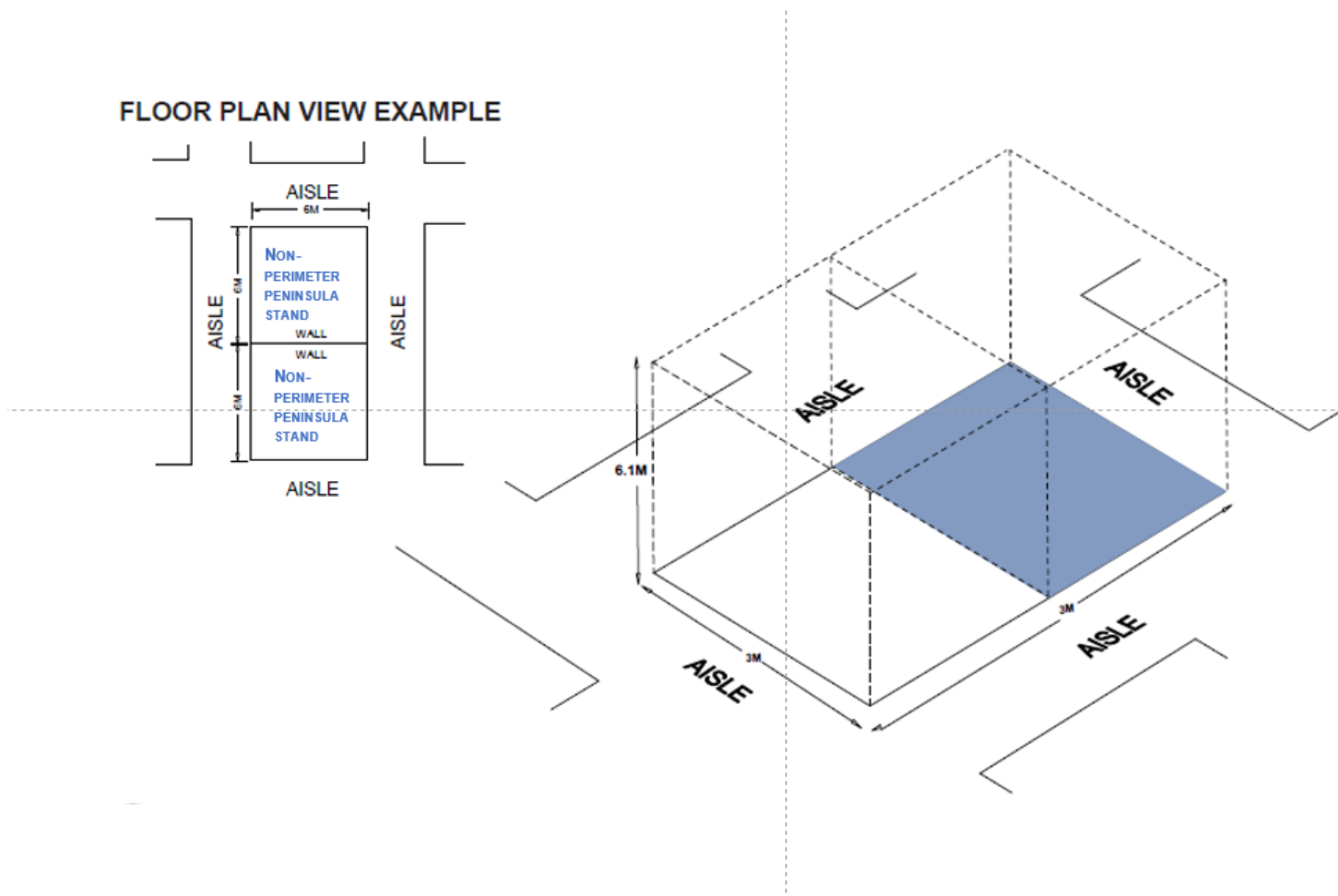


## NON-PERIMETER PENINSULA STANDS /非封闭式半岛型展位 - continued

- Glass counts as hard walls.
- 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.
- 参展商在 2 月 22 日（星期五）前必须提前提交展位图纸，以便 ABACE 管理部门审批。
- 不允许篷房展区或机库展位使用悬挂标牌、照明桁架、材料或构件。
- 连接其他展位的后墙和侧墙必须进行表面处理。
- 若想获取多个展层，则应获取 ABACE 管理部门和上海消防机构的提前批准。
- 不考虑尺寸大小，硬墙不超过 50%。
- 玻璃属于硬墙。
- 某些展台需要防火检查、烟雾探测器、灭火器和消防部门要求的多个安全出口。
- 连接其他展位的墙板上不可标有任何标示，包括公司 Logo（标志）。

### NON-PERIMETER PENINSULA STAND

非封闭式半岛型展位





## PERIMETER ISLAND STANDS / 封闭式岛型展位

**A perimeter island stand is a stand that is a minimum of 6m-by-6m, is exposed to aisles on three sides and has one side to the perimeter walls of the venue.**

封闭式岛型展位面积最小为 36 平方米（6 米 x 6 米），三侧暴露于过道，一侧紧邻会场围墙。

<b>Maximum height:</b>	Hangar exhibits:	5.6 m (18 ft 4 in)
	Exhibitor Pavilion exhibits:	4.6 m (15 ft)
<b>最大高度:</b>	机库展区:	5.6 米（18 英尺 4 英寸）
	篷房展区:	4.6 米（15 英尺）

- 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.
- All raw space exhibits located in the hangars are required to have floor lining.
- Design to include stand number on side facing aisle.
- 面向外墙侧或与会者看不到的围墙可不进行表面处理。
- 若想使用多个展层，则应获取 ABACE 管理部门和上海消防机构的批准。
- 篷房展区或机库展位禁止悬挂标牌、照明桁架、材料或构件。
- 某些展台需要防火检查、烟雾探测器、灭火器和消防部门所需的多个安全出口。
- 位于机库内的所有光地展位均需铺设地板底衬。
- 面对过道的一侧应标有展位编号。

## PERIMETER PENINSULA STANDS / 封闭式半岛型展位

**A perimeter peninsula stand is a stand that is exposed to aisles on two sides and shares a common side wall with another exhibitor.**

封闭式半岛型展位两侧紧邻过道，并与其他展位共享侧墙。

<b>Maximum Height:</b>	Hangar exhibits:	5.6m (18 ft 4 in)
	Exhibitor pavilion exhibits:	4.6m (15 ft)
<b>最大高度:</b>	机库展区:	5.6 米（18 英尺 4 英寸）
	篷房展区:	4.6 米（15 英尺）

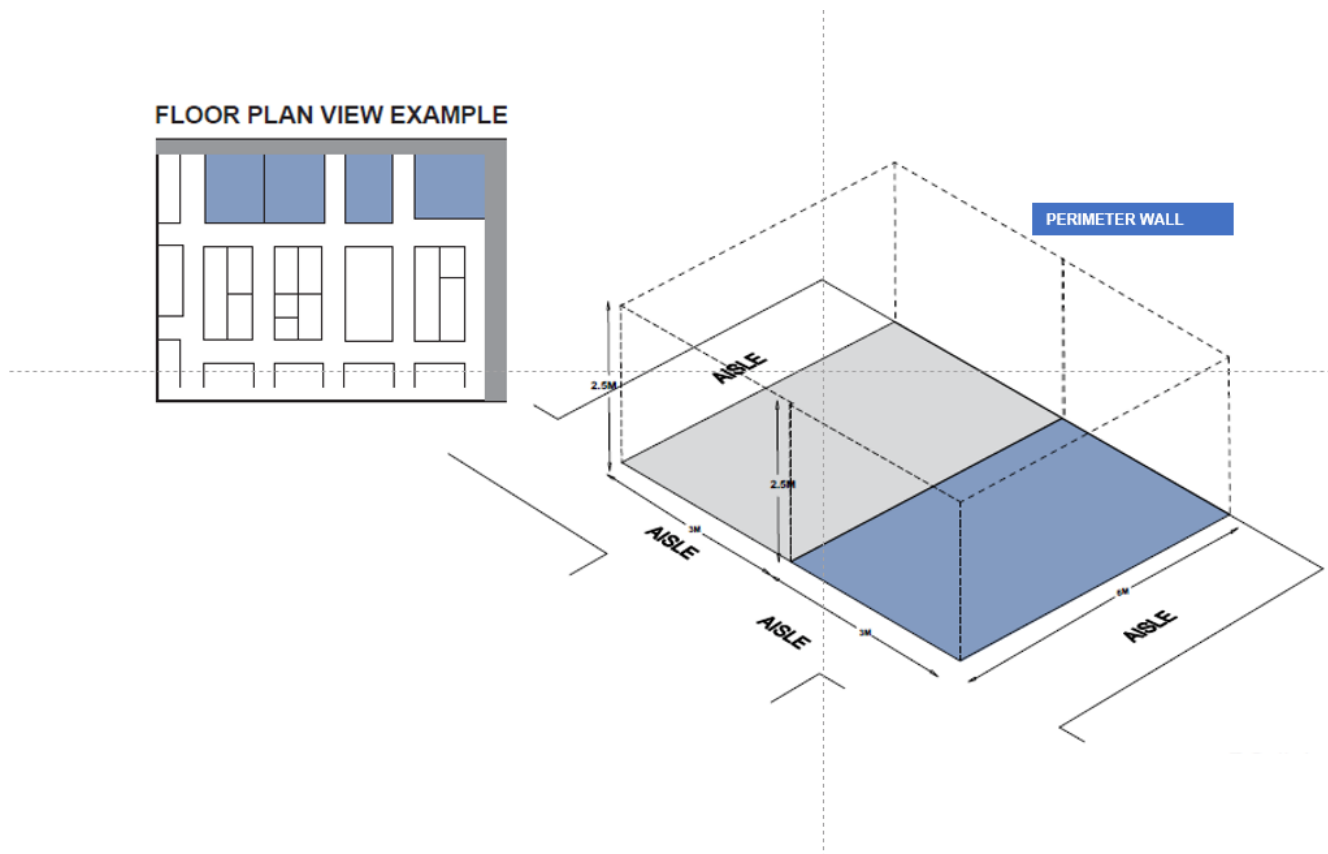
- Stand drawings must be submitted in advance for approval by ABACE management before Friday, Feb. 22.
- Hanging signs, lighting trusses, materials or components are not permitted in exhibitor pavilion or hangar exhibits.
- May contain perimeter wall structures with approval by ABACE management.
- Perimeter 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).



## PERIMETER PENINSULA STANDS / 封闭式半岛型展位 - continued

- Certain stands may require fire watches, smoke detection devices, fire extinguishers and multiple exits, as required by fire prevention officials.
- A back wall that adjoins another exhibitor must be finished with a hard substrate that is clean and matches the rest of the stand materials.
- No identification of any kind, including company logos, is allowed on a back wall that adjoins another exhibitor.
- 参展商在 2 月 22 日（星期五）前必须提交展位图纸，以便 ABACE 管理部门审批。
- 不允许篷房展区或机库展位使用悬挂标牌、照明桁架、材料或构件。
- 可包括经 ABACE 管理部门批准的封闭墙体结构。
- 面向外墙侧或与会者看不到的围墙可不进行表面处理。
- 若想获取多个展层，则应获取 ABACE 管理部门和上海消防机构的批准。
- 某些展台需要防火检查、烟雾探测器、灭火器和消防部门要求的多个安全出口。
- 连接其他展位的后墙必须使用硬质基底进行表面处理，硬质基底应洁净且与其他展位材料相匹配。
- 连接其他展位的墙板上不可标有任何标示，包括公司 Logo（标志）。

### PERIMETER PENINSULA STAND 封闭式半岛型展位





## STAND DRAWING APPROVALS / 展位图纸审批

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 Friday, Feb. 22, 2019.

所有光地展位参展商（包括内联光地展位参展商）必须在 2019 年 2 月 22 日（星期五）前通过[展位图纸审批申请表](#)提交展位图纸以接受 ABACE 管理部门的审批。

### Note:

- Incomplete drawings will not be reviewed until all elements are provided.
- Late submissions may delay move in.

### 注意:

- 图纸需包含所有相关内容，不完整的图纸不会受到审查。
- 过晚提交图纸会耽搁进场。

Scaled floor plans must include:

- Event name and stand number
- Include front and back orientation
- 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. Note: *A copy of this license must also be available on-site during move-in.*

按比例缩小的平面图必须包含:

- 活动名称及展位编号
- 包括前后方向
- 可容纳的人数上限
- 图纸要求包括前视图和侧视图
- 结构工程师签字证明，证明此展台可承受其最大人数荷载。
- 耐火材料许可证副本证明，证明展位用的建筑材料（地毯、木头、油漆）为防火材料。注意：在参展商进场期间现场必须保有一份耐火材料许可证副本。

Scaled floor plans must be submitted online to ABACE management via the [Stand Drawing Approval Request Form](#) no later than Feb. 22, 2019, with copies forwarded to:

参展商必须在 2019 年 2 月 22 日前通过[展位图纸审批申请表](#)向 ABACE 管理部门提交按比例缩小的展位平面图，并将副本发送到:

**Mega Expo Shanghai / 恒建展览有限公司**

Attn: /联系人: Cathy Wang

Email /电邮: [cathywang@megaexposhanghai.com](mailto: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.

如果参展商展位包含双层结构或超过 3.7 米（12 英尺）的组件，则参展商应事先获取上海当地消防安全部门的批准。参展商和/或参展商指定承包商有责任支付展位设计批准相关的额外费用。



## HANGAR & PAVILION EXHIBITOR RULES & REGULATIONS / 机库和篷房参展商规章制度

All ABACE hangar and pavilion exhibitors must review and abide by these rules & regulations, as well as the [Exhibitor Contract Terms & Conditions](#).

所有 ABACE 机库和篷房参展商必须查看并遵守这些规则制度以及参展商合同条款和条件。

### ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES / 残障人士膳宿服务

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.

残障人士请提前联系 ABACE 管理部门，以便享受合理的特殊待遇。其获得合理的特殊待遇的前提条件是：不会对 ABACE 造成不应有的困难；不会改变预定活动的性质；也不会威胁其他与会者的安全或健康。

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.

出于安全原因，在霍克太平洋公务航空服务中心的机库展厅和静态展示区内仅允许使用官方指定车辆。只有受过训练并接受适当监管的服务性动物才允许进入 ABACE 会展现场。

### BADGES / 通行证

- NEW THIS YEAR: Exhibit booth personnel (EX), which require photos, may either upload their photo during the registration process by March 29, 2019, or have their photos taken on-site.**

今年新政策：需要提供照片的参展人员 (EX) 可在 2019 年 3 月 29 日前在注册过程中上传本人照片，也可现场携带本人照片。

- Exhibitor booth personnel badges (Badge code: EX) are required for exhibitor access to the exhibit halls, chalets and static display of aircraft.

参展商需佩戴参展人员通行证（通行证代码：EX）方可进入展厅、贵宾房和飞机静态展区。

- Access to ABACE2019 will be limited to official show hours for exhibitor guest (Badge code: EG) and attendee (Badge code: A) badges.

对于参展商嘉宾（通行证代码：EG）和与会者（通行证代码：A，进入 ABACE2019 会场的时间仅限于官方展出时间。

- 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.

出于安全程序的需要，所有准备进入展区的参展人员必须在 ABACE 现场注册处提供照片，才能够获取通行证。照片将不会打印在通行证之上，但安保人员在参展人员进入展厅前会对其进行电子检测。



- 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.

中国大陆参展商将需要提供中文的姓名和公司名称，以及中国的身份证号码。依据中国公安部门的要求，上述信息将打印在参展商通行证的背面。

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

来自中国大陆之外的所有参展人员和与会者必须在注册信息中提供护照详细信息，并在注册现场出示护照以获取通行证。

- ABACE2019 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.

ABACE2019 通行证在参展中使用且不可进行转让。互换通行证的与会者和参展商将被处以罚金。会展期间，展会管理部门将随机进行身份检查。

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

参展商将依据以下条件配置免费通行证：

Type of Exhibit Space / 展位类型	Number of Badges Allocated / 配置通行证数量
<b>Premium Placement Exhibitors</b> 特优选位参展商	- 11 per 3m-by-3m space reserved - Maximum of 100 complimentary badges  - 每预订 3 米 x 3 米展位可获取 11 张免费通行证 - 最多可获取 100 张免费通行证
<b>Indoor Hangar/Exhibitor Pavilion Exhibitors</b> 室内机库/篷房参展商	- 10 per 3m-by-3m space reserved - Maximum of 100 complimentary badges  - 每预订 3 米 x 3 米展位可获取 10 张免费通行证 - 最多可获取 100 张免费通行证
<b>Chalet Exhibitors</b> 贵宾楼参展商	- 100 badges per single-unit chalet reserved - 150 badges per double-unit chalet reserved - 200 badges per triple-unit chalet reserved  - 每预订 1 个单联贵宾楼可获取 100 张通行证 - 每预订 1 个双联贵宾楼可获取 150 张通行证 - 每预订 1 个三联贵宾楼可获取 200 张通行证
<b>Static Display Exhibitors</b> 静态展区参展商	- 1 per 9 sqm space reserved - No maximum number of complimentary badges  - 每预订 9 平方米可获取 1 张免费通行证 - 免费通行证数量没有上限



- Exhibitors may purchase additional badges beyond their complimentary allotment online or on site at the discounted rate of 900 RMB (approximately 135 USD).

参展商可在线订购或现场以折扣价购买免费配额外的通行证，每张售价为 900 元人民币（约为 135 美元）。

- Exhibitors may access exhibitor badge registration through the [ABACE2019 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 ABACE2019.

参展商可通过 [ABACE2019 参展商信息板访问参展商通行证注册页面](#)。我们建议所有展位和静态展区的人员提前在线注册，以避免在现场排队。ABACE2019 的所有通行证将在现场发放，不会在展会之前寄送。

- 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.

请注意，如果参展商通行证配置数量用完，则参展公司嘉宾均需购买通行证。为了避免这种情况发生，请确保提前通过参展商申请为所有嘉宾注册通行证。

- 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.

如果参展商在官方参展时间内使用参展商指定承包商 (EAC)，则必须为其提供参展商通行证。这些通行证可在线预订，并将作为参展商通行证总配额的一部分。在官方参展时间外，参展商指定承包商需要佩戴带有照片的EAC通行证。

## **CARPETING / 地毯铺设**

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

ABACE 管理部门仅为机库和篷房展区的走道铺设地毯，地毯颜色为灰色。

**Shell Scheme Space:** Carpet is included with all shell scheme spaces.

**标摊展位:** 所有标摊展位均铺有地毯。

**Raw and Inline Raw Space:** 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 this Exhibitor Service Kit.

**光地和内联光地展位:** 占用光地或内联光地展位的参展商需负责为其整个展位铺设地毯或地板。参展商可通过《参展商服务手册》预订地毯。



## CATERING / 餐饮服务

Exhibitors will have the opportunity to select between two different official catering companies for exhibit and/or chalet display space:

室内展位和/或贵宾楼参展商将有机会选择两家不同的餐饮公司:

- Hongqiao Jin Jiang Hotel / 上海虹桥锦江大酒店
- Potel and Chabot

These catering companies have been selected as the official and exclusive catering partners and are the only caterers permitted to work on site.

上述两家餐饮公司被选为官方独家餐饮供应商,也是允许在现场提供餐饮服务的唯一餐饮供应商。

## CLEANING / 清洁服务

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.

在展览期间, ABACE 管理部门每天会在开馆前和闭馆后安排工人清洁走道和普通/公共区域。每晚将对高级标摊进行吸尘和垃圾清除。参展商必须保持其展位整洁有序。所有参展商有责任在展出结束后清除其展位的所有垃圾和构件。

Please refer to [exhibitor-appointed contractor rules and regulations](#) regarding performance bonds and trash. Order forms for cleaning services are included in this Exhibitor Service Kit.

有关履约保证金和垃圾清洁的内容,请参考[展商指定承包商规章制度](#)。清洁服务订购单在本《参展商服务手册》中提供。

## CO-EXHIBITORS / 联合参展商

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

参展商必须提前将所有联合参展商/共享展位的公司的情况通知给 ABACE 管理部门。

- A co-exhibitor is defined as the following:
  - Any company whose name is included on the exhibit space
  - Any company that has staff working on the exhibit space during official show hours
  - Any company whose marketing materials are distributed from the exhibit space
  - Any company whose products/services are marketed from the exhibit space
  - Any company other than the primary exhibitor with a different company name and a different business function that is sharing the exhibit space.

联合参展商的定义如下:

- 公司名称出现在展位的任何公司
- 在官方展出期间,员工在展位上工作的任何公司
- 在展位分发营销材料的任何公司
- 在展位宣传产品/服务的任何公司
- 与主参展商共享展位,带有不同的公司名称和业务功能的任何公司



- Co-exhibitors must have an existing corporate relationship between themselves and the contracted primary exhibitor.

各联合参展商必须已经与签订合同的主参展商建立合作关系。

- **NEW FOR 2019: All co-exhibitors must submit the [ABACE Co-exhibitor Registration Form](#) and payment of \$400 if submitted on or before Feb. 22, 2019 or \$500 if submitted after Feb. 22, 2019.**

**2019 新动态：**所有联合参展商必须在 2019 年 2 月 22 日或之前提交 [ABACE 联合参展商注册表并支付 400 美元](#) 的费用，如果在上述日期后提交，则需支付 500 美元的费用。

- 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 \$5,215 per company, per stand and a minimum of \$5,215 per company, per static display space.

未提前通知 ABACE 管理部门需要共享展位的参展商（包括展出其他公司产品或服务），将为其标摊和静态展位上的每家公司交纳至少 5,215 美元的额外展位费。

- All co-exhibitors must be members in good standing of AsBAA or NBAA.

所有联合参展商必须是 AsBAA 或 NBAA 的常设会员。

- All co-exhibitors must submit the ABACE2019 Co-Exhibitor Registration Form and payment.

所有联合参展商必须提交 ABACE2019 联合参展商注册表并交纳相关费用。

- Once registered, co-exhibitors will have separate company profiles in the online exhibitor directory and the mobile app.

注册后，联合参展商将于在线参展商目录和手机应用程序中拥有单独的公司简介。

- 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.

联合参展商和参展商一样，都需要登录[参展商信息板](#)，才可在线更新 ABACE 手机应用程序和在线参展商目录中的公司信息。

- Co-exhibitors are not allotted badges and should work through their primary exhibitors to secure badges.

联合参展商不能分配到通行证，应通过其主参展商获取通行证。

### **DAMAGING PROPERTY / 财产损失**

- 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.

参展中任何物品包括其相关标牌不可通过任何方式捆扎、钉钉、按大头钉、打图书钉、粘贴至天花板、墙壁、地板、门窗、涂漆表面、立柱、大理石或布织物。

- No holes may be drilled, cored or punched in the hangar and pavilion exhibit hall walls or floors.

禁止在机库和篷房展区的墙壁和板上钻眼、打孔、挖洞。



- 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.

不允许在机库和篷房展区的标牌、展位或其他物品上涂饰。禁止使用背粘式贴花纸或相同物品。

- Damages to the hangar and pavilion exhibit halls arising from failure to observe these rules will be billed to the exhibitor.

由于忽略以上规则而在机库和篷房展区中破坏相关设施的参展商将直接进行赔偿。

- Raw exhibit space exhibitors are required to install appropriate protective floor covering prior to installing exhibit. No sticky-back materials are permitted.

光地展位参展商在展位施工前需要安装适当的地板保护材料。禁止使用有背胶的材料。

## **DIRECT SELLING / 直接销售**

- No exhibitor is permitted 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.

如果没有获得 ABACE 管理部门的书面批准，任何参展商均不得在其指定展位之外分发资料（包括上海霍克太平洋公务航空服务中心之外的区域）。

- 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.

禁止在室内展区和飞机静态展区进行包括但不限于金钱交易和资金交换的直销行为。

- Advertising material of any description may be displayed and distributed only within the display space assigned to the exhibitor presenting such material.

参展商只能在自己的指定材料展示区域内展示和分发各种形式的广告资料。

- Canvassing by exhibitors outside their assigned exhibit is prohibited.

参展商不得在其指定展位外招揽生意。

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

也禁止在指定的展位外分发表物和营销材料，包括所有展位对展位的分发。

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

禁止在上海霍克太平洋公务航空服务中心距 ABACE 和上海虹桥国际机场飞机静态展区周围 80 公里（50 英里）范围内招揽相关生意（参展公司除外）。

- 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 US \$5,215.

如发现参展商违反关于直销的规则，将处以 5,215 美元的罚金，相当于一个额外 3 米 x 3 米展位的费用。



## **DRAWING APPROVAL / 图纸审批**

All raw space exhibitors, including inline raw exhibit space, must submit scaled floor plans for approval to ABACE management via the online [Stand Drawing Approval Request Form](#) no later than Feb. 22, 2019.

所有光地展位参展商（包括内联光地展位参展商）必须在 2019 年 2 月 22 日前通过在线[展位图纸审批申请表](#)提交展位图纸以接受 ABACE 管理部门的审批。

Note: Incomplete drawings will not be reviewed until all elements are provided. Late submissions may delay move in.

注意：图纸需包含所有相关内容，不完整的图纸不会受到审查。过晚提交图纸会耽搁进场。

Scaled floor plans must include / 按比例缩小的平面图必须包含：

- 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.
- 活动名称、参展商名称和展位编号
- 可容纳的人数上限
- 图纸要求包括前视图和侧视图
- 结构工程师签字证明，证明此展台可承受其最大人数荷载。
- 耐火材料许可证副本证明，证明展位用的建筑材料（地毯、木头、油漆）为防火材料。在参展商进场期间现场必须保有一份耐火材料许可证副本。

Scaled floor plans must be submitted online to ABACE management no later than Feb. 22, 2019, with copies forwarded to:

参展商必须在 2019 年 2 月 22 日前通过向 ABACE 管理部门提交按比例缩小的展位平面图，并将副本发送到：

Mega Expo Shanghai / 恒建展览有限公司

Attn / 联系人：Cathy Wang

Email / 电邮：cathy.wang@megaexposhanghai.com

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

如果定制展位包含双层结构或超过 3.7 米（12 英尺）的组件，则参展商必须事先获取上海当地消防安全部门的批准。参展商和/或参展商指定承包商有责任支付展位设计批准相关的额外费用。

## **DRESS / 着装**

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.

ABACE 是商务活动，因此要求参展人员穿着商务正装。该规定不仅适用于所有与会者和参展商，也适用于在展位上代表参展商开展工作的工作人员。



**IMPORTANT:** For electrical power to be turned on in a timely manner to exhibitors' stands, all electrical installation work performed on site must be inspected and approved by HAH (local Shanghai Fire & Safety Authority) and ABACE management. No exceptions. Failure to have proper stand inspections for work performed during move-in will result in no electrical power being supplied to the stand. Please carefully review all following procedures.

**重要通知:** 为了使展位能够及时通电, 所有在现场执行的电气安装工作必须由上海消防机构和 ABACE 管理部门进行检验和批准。没有例外情况。在进场期间所执行的工作若未能接受适当检验, 则管理部门将不会对相关展位供电。请仔细检查以下程序。

**NEW FOR 2019 / 2019 新动态:**

- **All wires on the site (especially plug wires) must be regular triplex wires (It is not allowed to modify by duplex wires) and must be connected to electrical switchboard and reliably grounded.**
- **All wires on the site must be installed inside of metal conduits when they are passing through the floor, wall or other wearable locations. The conduits must be adopted when wires are exposed.**
- **Temporary electrical equipment used for on-site construction shall comply with relevant national and industry standards. It is strictly forbidden to use electrical equipment with potential safety risk.**
- **In some special booths and exhibition halls, if there is high power demand, the detailed power consumption plan must be reported to the organizer at the initial stage of the exhibition preparation.**
- 现场所有电线(特别是插头线)必须使用普通的三股线(禁止使用双股线修改), 而且必须连接到配电板上并可靠接地。
- 现场所有电线在穿过地板、墙壁或可能受到磨损的位置时, 必须安装在金属护管之内。电线暴露时必须采用导管。
- 现场施工时使用的临时电气设备应符合相关的国家和行业标准。严禁使用具有潜在安全风险的电气设备。
- 在一些特殊的展位和展厅中, 如果参展商需要大量电力, 则必须在展出准备的初始阶段向组织方报告详细的用电计划。

- **Freeman is the exclusive provider of electrical service for ABACE. Electricity, if required, must be ordered from Freeman.**

Freeman 公司是 ABACE 的独家电气服务提供商。如果有需要, 必须在 **Freeman** 订购电气服务。

- Exhibitors located in the hangar or pavilion, may have electrical service for the operation of equipment, provided it does not produce noises of an annoying nature.

篷房展区和机库展区的参展商可订购用来操作相关设备的电气服务, 但前提是不能带来扰人的噪音。

- Standard electrical service can be provided for equipment requiring 220VAC or 380VAC.

标准电气服务可以提供设备所需的 220 伏或 380 伏交流电压。

- Electricity, if required, must be ordered in advance.

如果有需要, 必须提前订购电气服务。



- Electricians with valid work certificates are permitted to lay and install lines and electrical equipment within their stand space, **provided proper EAC information and insurance documentation is provided to show management by Feb. 22, 2019.**

在 2019 年 2 月 22 日前向展会提交相关 EAC 信息和保险单后，持有效工作证件的电工才可在展会安装展位内的电气线路和电气设备。

- **For all wire laying, metal conduit must be used when they are passing through the floor, wall or other wearable locations. Conduit installations will be inspected prior to electrical service being turned on.**

对于所有布线而言，在电线需要穿过地板、墙壁或可能受到磨损的位置时，必须使用金属护管。在供电前，应对电缆管安装情况进行检查。

- All wires on the site (especially plug wires) must be regular triplex wires (It is not allowed to modify by duplex wires) and must be connected to electrical switchboard and reliably grounded.

现场所有电线（特别是插头线）必须使用普通的三股线（禁止使用双股线修改），而且必须连接到配电板上并可靠接地。

- **All electrical inspections will be conducted by HAH/ABACE Show Management.**

所有电气设备及电气检查均由 HAH/ABACE 展会管理部门执行。

- No colored wire can be used, except for bulb connections.

除了接灯泡之外，不得采用彩色电线。

- Any company found to be in violation of the installation rules will not receive power to their stand and will forfeit their performance bond.

对于违反安装规则的参展商，将不予以为其展位供电，并将扣除其履约保证金。

- 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.

静态展区和贵宾楼的标准电气服务可以提供设备所需的 220 和 400 伏（50 或 60 赫兹）交流电压。Freeman 公司依照参展商所使用的电量直接收取费用。此费用和参展商 ABACE 参展位费用分别收取。

- Temporary electrical equipment used for on-site construction shall comply with relevant national and industry standards. It is strictly forbidden to use electrical equipment with potential safety risk.

现场施工时使用的临时电气设备应符合相关的国家和行业标准。严禁使用具有潜在安全风险的电气设备。

- **Exhibitor Appointed Contractors (EAC's) are responsible for adhering to the ABACE Electrical Rules & Regulations.**

参展商指定承包商 (EAC) 有责任遵守 ABACE 电气规章制度。

- **Failure to comply with the rules & regulations will result in no electrical power supplied to the exhibitor stand.**

未遵守电气规章制度，则管理部门将不会对相关展位供电。



- **EAC's who are providing/performing electrical installation on stands must pay a non-refundable electrical inspection fee prior to moving in and must have all electrical installation work successfully inspected by HAH and ABACE Management prior to having electrical service being turned on.**

在展位上提供/执行电气安装的 EAC 在进场前必须支付不予退还的电气检查费用。在所有电气安装工作均通过 HAH 和 ABACE 管理部门的检查后，才能给予供电。

- **Work inspection failures result in additional fees required to be paid by the EAC.**

若未能通过工作检查，则 EAC 需支付额外的费用。

- **ELECTRICAL SERVICE WILL NOT BE TURNED ON UNTIL AN OFFICIAL HAH/ABACE STAFF PERSON HAS SIGNED OFF ON WORK PERFORMED FOR ALL THREE INSPECTIONS.**

在官方 HAH/ABACE 员工为所有三次检查的工作签字之后，才能给予供电。

- An on-site detailed stand electrical inspection checklist will be available on-site.

现场将设有详细的展位电气检查表。

- In some special booths and exhibition halls, if there is high power demand, the detailed power consumption plan must be reported to the organizer at the initial stage of the exhibition preparation.

在一些特殊的展位和展厅中，如果参展商需要大量电力，则必须在展出准备的初始阶段向组织方报告详细的用电计划。

All electrical worked performed on-site MUST be inspected by HAH/ABACE Management throughout the on-site installation process as outlined below:

在整个现场安装过程中，所有在现场执行的电气工作必须接受 HAH/ABACE 管理部门的检查，如下所示：

- **1<sup>st</sup> Inspection** – Once all the electrical wires have been installed and properly insulated.  
Work must be inspected prior to floor construction.
- **2<sup>nd</sup> inspection** – Once all additional hidden work for wall sockets has been completed.
- **3<sup>rd</sup> and final Inspection** – Structural stand integrity inspection
- **第 1 次检查** – 所有电线均安装完毕并适当绝缘之后。  
必须在展位搭建前进行检查。
- **第 2 次检查** – 所有墙壁插座的额外隐蔽工作完成之后。
- **第 3 次和最终检查** – 展位结构完整性检查

**IMPORTANT NOTICE: Failure to have proper stand inspections performed during the move-in process will result in no electrical power supplied to the exhibitor stand.**

重要通知：在进场期间所执行的工作若未能接受适当检验，则管理部门将不会对相关展位供电。



Exhibitors/EAC's are required to pay – in cash – the required electrical inspection fees below:

参展商/EAC 需要现金支付以下所需的电气检查费用:

<b>ELECTRICAL INSPECTION FEES / 电气检查费用</b>	
<b>Electrical inspection Administrative Fee</b> per stand (non-refundable)  每个展位的 <b>电气检查管理费用</b> （不予退还）	RMB 40 PER SQM  每平方米 40 元人民币
<b>Re-inspection Fee</b> if found in violation, which will be deducted from the performance bond  <b>重新检查费用</b> 若发现违规行为，将从履约保证金中扣除	RMB 200  人民币 200 元

#### EXHIBIT HOURS / 参展时间

<b>EXHIBIT HOURS / 参展时间</b>	
<b>Tuesday, April 16, 2019</b>  <b>2019 年 4 月 16 日（星期二）</b>	10:00 – 18:00
<b>Wednesday, April 17, 2019</b>  <b>2019 年 4 月 17 日（星期三）</b>	10:00 – 18:00
<b>Thursday, April 18, 2019</b>  <b>2019 年 4 月 18 日（星期四）</b>	10:00 – 15:00

#### EXHIBITOR-APPOINTED CONTRACTORS (EACs)/STAND BUILDERS/THIRD-PARTY CONTRACTORS FOR INDOOR HANGAR/PAVILION EXHIBITORS / 参展商指定承包商 (EAC)/展位施工商/机库第三方承包商/篷房展区参展商

An EAC is any vendor other than one of the official suppliers that an exhibitor wants to use before, during or after the show. Exhibitors with custom stands may use either the official show contractor (Freeman) or an exhibitor-appointed contractor of their choice. ABACE exhibitors must notify ABACE show management of their intent to use an Exhibitor-Appointed Contractor (EAC) to install or dismantle their stands or to provide any services for their stands.



EAC 是参展商在展会之前、期间或之后想要使用的官方供应商之外的任何供应商。定制展位参展商可使用官方展会承包商 (Freeman) 或自行选择参展商指定承包商。ABACE 参展商若打算使用参展商指定的承包商 (EAC) 来安装或拆除展台或为展台提供任何服务, 则必须及时通知 ABACE 展会管理部门。

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:

如参展商委任参展商指定承包商 (EAC)、展位施工商、第三方承包商来搭建和拆除展位或在官方展会时间前提供服务, 则必须解决以下事项:

- Exhibitors must follow the following steps to notify ABACE management of all EACs who will be working on show site on their behalf:

参展商必须按照以下步骤通知 ABACE 管理部门有关代表其在展会现场工作的所有 EAC 的情况:

1. [Exhibitor submits Notification of Intent to Use Exhibitor-Appointed Contractor \(EAC\)/Stand Builder form online no later than February 22, 2019.](#)
  2. EAC completes [Exhibitor-Appointed Contractor \(EAC\) Contract/Application](#) and uploads a copy of their Certificate of Insurance (COI) online no later than February 22, 2019.
  3. Exhibitor/EAC [submits stand drawings via online portal](#) by February 22, 2019 deadline.
1. [参展商应在 2019 年 2 月 22 日前在线提交参展商指定承包商 \(EAC\)/展位施工商意向使用通知。](#)
  2. EAC 应在 2019 年 2 月 22 日之前填写[参展商指定承包商 \(EAC\) 合同/申请](#), 并在线上传保险证明书 (COI)。
  3. 参展商/EAC 应在 2019 年 2 月 22 日[截止日期前通过在线门户网站提交展位图纸。](#)

- Once these documents have been approved by ABACE management, EAC will be provided with a direct link to the online photo ID badging process.

一旦这些文件得到 ABACE 管理部门的批准, 管理部门将向 EAC 提供在线照片 ID 通行证申请程序的直接链接。

- Contractors will be required to upload photographs for each contractor badge requested.

承包商每次申请通行证都需要上传照片。

- All contractor 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.

所有承包商照片 ID 通行证将在上海霍克太平洋商务航空服务中心机库内的“承包商通行证和履约保证金”服务台领取。

- 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 250 RMB (approximately U.S. \$39) and is payable only in cash on site.

照片 ID 通行证: 所有展位承包商和 EAC 在 ABACE 展会上安装和拆除展位时必须佩戴照片 ID 通行证。

每个通行证的价格为 250 元人民币 (大约 39 美元), 承包商只可以在现场用现金购买。



- EACs who have not been registered by the exhibitor and/or EACs who have not completed the online contract/application and provided a copy of their insurance certificate may not be permitted to work on site at ABACE.

EAC 若未通过参展商注册, 和/或且未填写在线合同/申请, 或未提供其保险证明书, 则可能不允许在 ABACE 现场工作。

- Stand drawings will not be reviewed by show management until the Notification of Intent to Use Exhibitor-Appointed Contractor form and EAC Contract/Application have been completed online and the EAC's certificate of insurance has been received.

若未在线填写参展商指定承包商意向使用通知表和 EAC 合同/申请或未提交 EAC 保险证明书, 则展会管理部门将不会对展位图纸进行审查。

- Stand drawings must be submitted for all raw space, including inline raw space, even if exhibitor will be using same stand as in previous years.

所有光地展位参展商, 包括内联光地展位参展商, 必须提交展位图纸, 即便使用的展位与前几年相同也必须提交。

- It is the Exhibitor's responsibility to ensure that all representatives of the Exhibitor-Appointed Contractor abide by ABACE2019 Rules & Regulations and to provide badges for those staff working on show days. The exhibiting company is responsible for the actions of their independent contractors and sub-contractors.

参展商有责任确保所有参展商指定承包商的所有代表遵守 ABACE2019 规章制度, 并为这些在展出日工作的人员提供通行证。参展公司要对其独立承包商和分包商的行为负责。

- 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.

如果参展商在官方参展时间内使用参展商指定承包商 (EAC), 则必须为其提供参展商通行证。这些通行证可在线预订, 并将作为参展商通行证总配额的一部分。

- During hours other than official show hours, EACs are required to wear official contractor photo ID badges.

在官方参展时间外, 参展商指定承包商需要佩戴官方承包商照片 ID 通行证。

- All stand contractors and EACs are required to follow the targeted move-in floor plan to facilitate a smooth move-in for ABACE.

所有展位承包商和 EAC 需要参考指定入场建筑平面图, 以便 ABACE 参展商顺利进场。

- All stand contractors and EACs for raw exhibit space must pay a performance bond deposit and a non-refundable management fee prior to move-in, as indicated below.

所有展位承包商和 EAC 必须在进场前交纳履约保证金和管理费 (管理费不予退还)。



- Exhibitors are responsible for any damage to the hangar, exhibitor pavilion and ramp space facilities caused by exhibitors, their agents, contractors or employees.

若参展商以及其代理商、承包商和雇员对机库、篷房和停机坪设施造成损坏，则由参展商负责。

- 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.

参展商以及其代理商、承包商和雇员对参展商租用的展台或其他物品造成的损坏由参展商负责。

- 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.

履约保证金和管理费必须在上海霍克太平洋商务航空服务中心机库内的“承包商通行证和履约保证金”服务台交纳。

- 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.

EAC 应依照展会管理部门指定和确认的时间表拆除其展位构件。拆除工作应该快速有序，不得阻塞展会出口和货门。所有展位构件，包括所有展位杂物（木料、钉子、螺钉等）应从室内展区和货运场移除。

- The performance bond, less the 2,000 RMB management fee for indoor exhibitors and single-unit chalet exhibitors, and 10,000 RMB for double- and triple-unit chalets, will be returned at the completion of move-out, on Friday, April 19, 2019 after the tenancy, provided there is no claim indemnity caused by the exhibitor/stand builder's behavior or negligence.

若参展商/展位施工商未因其行为或疏忽造成索赔，则履约保证金（单联贵宾楼减掉 2,000 元人民币管理费用，双联和三联贵宾楼减掉 10,000 元人民币）将在租期到后，即 2019 年 4 月 19 日（星期五）参展商完全退场后返还。

- Upon inspection during move out, should there be damage to the hangar floor, deductions from the performance bond will be assessed as follows:

在离场期间，若检查出机库地板受损，则扣除履约保证金的评估方式如下：

<b>PERFORMANCE BOND DEDUCTIONS / 履约保证金扣除</b>	
Size of Damage / 受损大小	Performance Bond Deduction / 履约保证金扣除
1-10 cm / 厘米	500 RMB / 元人民币
10-25 cm / 厘米	750 RMB / 元人民币
over 25 cm / 超过 25 厘米	2,000 RMB / 元人民币

Upon inspection during move out, should the exhibit space not be clear of all debris, a re-inspection fee of 1,000 RMB will be assessed and deducted from the performance bond.

在离场期间，若检查出展位有杂物，则重新检查费用将评估为 1,000 元人民币，并从履约保证金中扣除。



# EAC FEES / EAC 费用

	Performance Bond Deposit / 履约保证金	Non-Refundable Administrative Fee / 管理费（不予退还）	Contractor Badge Fee / 承包商通行证 费用	Marshalling Yard Fee / 蓄车场费用
Indoor exhibit space less than 21 sqm 面积小于 21 平方 米的室内展位	10,000 RMB/元人民币	2,000 RMB/元人民币	250 RMB/ 元人民币	300 RMB/ 元人民币
Indoor exhibit space 22-36 sqm 面积为 22-36 平 方米的室内展位	20,000 RMB/元人民币	2,000 RMB/元人民币	250 RMB/ 元人民币	300 RMB/元人民币
Indoor exhibit space 37 sqm+ 面积大于 37 平方 米的室内展位	30,000 RMB/元人民币	2,000 RMB/元人民币	250 RMB/ 元人民币	300 RMB/元人民币
Single, turnkey unit chalet 单联交钥匙型贵 宾楼	18,000 RMB/元人民币	2,000 RMB/元人民币	250 RMB/ 元人民币	300 RMB/元人民币
Double-unit chalet 双联贵宾楼	75,000 RMB/元人民币	10,000 RMB/元人民币	250 RMB/ 元人民币	300 RMB/元人民币
Triple-unit chalet 三联贵宾楼	75,000 RMB/元人民币	10,000 RMB/元人民币	250 RMB/ 元人民币	300 RMB/元人民币
Static Display 静态展区	20,000 RMB/元人民币	2,000 RMB/元人民币	250 RMB/ 元人民币	300 RMB/元人民 币



## EXHIBITOR SERVICE DESK/ / 展商服务台

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 Service Centre.

ABACE 管理部门在现场指定一块区域，参展商可以在此从 ABACE 首选的独家服务供应商那里订购支持性物品和服务 **Exhibitor Service Desk Schedule / 参展商服务台工作时间表**。参展商服务台将位于上海霍克太平洋公务航空服务中心附近一个很好找的帐篷内。

Exhibitor Service Desk Hours / 参展商服务台工作时间表	
Friday, April 12 / 4 月 12 日 (星期五)	08:00 – 17:00
Saturday, April 13/ 4 月 13 日 (星期六)	08:00 – 17:00
Sunday, April 14/ 4 月 14 日 (星期日)	08:00 – 17:00
Monday, April 15*/ 4 月 15 日 (星期一) *	08:00 – 17:00
Tuesday, April 16/ 4 月 16 日 (星期二)	08:00 – 18:00
Wednesday, April 17/ 4 月 17 日 (星期三)	08:00 – 18:00
Thursday, April 18/ 4 月 18 日 (星期四)	09:00 – 19:00
Friday, April 19/ 4 月 19 日 (星期五)	08:00 – 12:00

\*Security sweep will be conducted at 17:00 on Monday, April 15; everyone must vacate show site.

\*安全检查将于 4 月 15 日 (星期一) 17:00 执行，所有人必须退出展会现场。



## **EXHIBITS CONTAINED WITHIN PURCHASED SPACE / 展品置于购买空间之内**

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.

所有参展材料和展示品必须限制于参展商所购买的空间之内。请预订大小适当的展位或静态展位空间。如果很多人同时聚在一个位置，则展示区域不可置于展位的过道一侧。任何时候都不可以影响到正常的通道交通。若因噪音、操作方法或其他原因令人不可接受，则 ABACE 管理部门有权阻止参展。

## **FIRE SAFETY / 消防安全**

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 Municipal Government fire prevention regulations.

机库和篷房展区的所有出口和出口通道必须通畅无阻。家具、标牌、支架、椅子或展品不得伸入走道中。消防水带箱、灭火器、消防喷头或任何其他消防设备必须放在易于寻找、易于使用的位置。展位施工和装潢中使用的所有材料，以及用作临时遮挡的所有材料，必须具有耐燃认证。不得使用任何性质的易燃液体、物质或材料。所有材料和装置必须符合上海市政府的防火规定。

## **FIRST AID / 急救护理**

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.

参展商入场、离场及参展期间，ABACE 在上海霍克太平洋商务航空服务中心内的注册台附近设有一个急救护理站。如果发生紧急危机事件，ABACE 管理部门将联系上海市医疗急救中心。

## **HANGING SIGNS, MATERIALS AND COMPONENTS / 标牌、材料及构件的悬挂**

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

ABACE 篷房或机库展区禁止悬挂标牌、照明桁架、材料或组件。



## MARSHALING YARD FEE / 蓄车场费用

To help facilitate a smooth and secure move-in for ABACE, we have designated a marshalling yard area located approximately 6km away from the Shanghai Hawker Pacific facility. All Exhibitor EACs and their exhibit delivery agents and drivers **MUST** report to the Marshalling Yard area prior to delivering freight and exhibit items to the ABACE event. Once trucks have been checked into the Marshalling Yard, they will be issued an “ABACE Truck Pass” which will allow them access to the security check point at the SHPBASC facility. Contractors will be assessed a fee of 300 RMB to access the marshaling yard.

为了使参展商能够顺利安全地进场，我们在距上海霍克太平洋公务航空中心 6 公里处指定了一个蓄车场。在交付货物和展品到 ABACE 会场前，所有参展商指定承包商和其展品货物交付代理商必须提前通知该蓄车场。一旦货车批准进入蓄车场后，会获得一张“货车通行证”，该卡允许货车进入上海霍克太平洋公务航空服务中心安检点。使用此蓄车场的承包商将交纳 300 元人民币的费用。

**IMPORTANT NOTE: NO TRUCK WILL BE ACCEPTED AT THE ABACE SHOW SITE WITHOUT FIRST GOING TO MARSHALLING YARD FOR A TRUCK PASS.**

**重要提示：卡车必须先到蓄车场领取卡车通行证，之后才能进入 ABACE 展会现场。**





## MOVE-IN / 进场

### Hangar/Pavilion Exhibits / 机库/篷房展位

Move-in for the hangar and exhibitor pavilion begins at 08:00 on Friday, April 12, 2019, and will be on a targeted basis. The following schedule of move-in/set-up hours are permitted:

机库和篷房展区的参展商于 2019 年 4 月 12 日（星期五）08:00 按指定要求开始进场。经批准的进场/安装时间表如下所示：

Raw Space Move-in Schedule* - (*on a targeted basis) / 光地展位进场时间表* - (*按指定要求)	
Friday, April 12 4 月 12 日（星期五）	08:00 – 18:00
Saturday, April 13 4 月 13 日（星期六）	08:00 – 18:00
Sunday, April 14 4 月 14 日（星期日）	08:00 – 18:00
Monday, April 15* 4 月 15 日（星期一）*	08:00 – 15:00

Shell-Scheme Move-in Schedule / 标摊展位进场时间表	
Sunday, April 14 4 月 14 日（星期日）	08:00 – 18:00
Monday, April 15* 4 月 15 日（星期一）*	08:00 – 15:00

\* All hangar and pavilion exhibits must be set and in place by 15:00 on Monday, April 15, 2019, so that aisle carpeting can be installed.

\*所有机库展区和篷房展区的参展商必须在 2019 年 4 月 15 日（星期一）的 15:00 前布置好自己的展位，以便走道地毯的铺设。

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.

若展位在此之前没有被使用，则 ABACE 管理部门将认为该参展商取消参展，并有权合理使用该展位。



## MOVE-IN OVERTIME WORK HOURS / 进场超时工作时间

All EAC's/stand builders/exhibitors may request to work beyond the posted move-in hours. Requests must be made to the ABACE Exhibitor Service Desk and appropriate fees paid. Please note these rates are daily overtime rates.

所有 EAC/展位施工/参展商均可申请在发布的进场时间外进行工作。必须向 ABACE 参展商服务台提出申请并支付相关费用。请注意上述费用为一天的工作超时费用。

Requests for extended work hours will be reviewed by ABACE management and are subject to the fees listed below on the days working late:

ABACE 管理部门将对该申请进行审查，并将收取一定费用，相关工作超时的费用在下面列出：

EXTENDED WORK HOURS FEES / 延长工作时间的费	
Application and payment in cash before 14:00  在 14:00 前申请支付现金	<b>3,000 RMB / 3,000 元人民币</b>  22:00 latest allowed time to work / 最晚可工作到 22:00
Application and payment in cash after 14:00  在 14:00 后申请支付现金	<b>5,000 RMB / 5,000 元人民币</b>  22:00 latest allowed time to work / 最晚可工作到 22:00

## MOVE-OUT / 离场

### Hangar/Pavilion Exhibits / 机库/篷房展位

All exhibits must remain staffed and in place until the show closes at 15:00 on Thursday, April 18, 2019. Exhibitors may not begin dismantling their exhibits before 15:00.

在 2019 年 4 月 18 日（星期四）15:00 前，所有参展人员必须在展位留守。参展商不得在 15:00 之前开始拆除展品。

Exhibitors found in violation of this rule will be ineligible for the indoor priority draw for ABACE2020 and will be subject to an early tear-down penalty of US \$5,215.

若参展商违反此规定，则将没有资格参加 ABACE2020 的室内展位特位优选活动，且将被处以 5,215 美元的提前撤展罚金。

**Note:** All exhibitors should remove all valuables during tear-down. High-value item forms will be available after 13:00 on Thursday, April 18 from the EAC badge office and must be provided with proper identification to move valuable items out of show site.

**注意：**在撤展期间，所有参展商应移除所有贵重物品。在 4 月 18 日（星期四）13:00 后，可在 EAC 通行证办公室获取贵重物品登记表。将贵重物品移出展会现场时必须提供相关身份证件。



Shell scheme exhibitor move-out in the hangar and pavilion exhibit halls will begin at show closing at 15:00 on Thursday, April 18, 2019.

机库和篷房展区的标摊展位参展商将于 2019 年 4 月 18 日（星期四）15:00 展会闭幕后开始离场。

Raw exhibit space move-out in the hangar and pavilion exhibit halls will begin at 08:00 on Friday, April 18, 2019, and all materials must be removed by 17:00 on Friday, April 19, 2019.

机库和篷房展区的光地展位参展商将于 2019 年 4 月 18 日（星期五）08:00 点开始。所有材料必须在 2019 年 4 月 19 日（星期五）17:00 点前移除。

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.

ABACE 管理部门将指导官方货运代理商在指定拆除时间过后运输（运费到付）仍留在机库或展厅内的包裹、纸箱、板条箱等物品。ABACE 管理部门走道地毯一旦从展馆展厅地板上移走之后立即归还空集装箱。

#### **NOISE LEVELS / 噪音等级**

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.

参展商展位内的噪音等级不得超过 80 分贝，且必须不能干扰到附近其他展位参展。ABACE 管理部门保留强制执行本规定的权力。

#### **OFFICIAL SERVICE CONTRACTOR / 官方服务承包商**

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.

ABACE 管理部门认为这些公司有责任提供高品质服务且收费合理，并将在出现劣质工作和不合理收费时代表参展商进行调解。如参展商还没有和其他承包商签订安装和拆除展位的永久合约，则 ABACE 管理部门推荐所有参展商预定上述公司的服务。

To ensure orderly and efficient installation, operation and removal of displays, and to eliminate confusion, ABACE management has designated Freeman as the official service contractor.

为了确保对展位有效而有序地安装、管理、移除和排忧解难，ABACE 管理部门指定 Freeman 公司为官方服务承包商。



## **Freeman Contacts / Freeman 联系人**

Roxanne Ebbers

Vice President, National Sales Group / 美国国家营销集团副总裁

Tel / 电话 : +1 (702) 491-7796

Email / 电邮 : roxanne.ebbers@freemanco.com

## **Hangar & Pavilion Exhibitor Contact / 机库和篷房参展商联系人**

Amelia (Rivera) Daduya

Business Development Manager / 业务发展经理

Mobile / 手机: +1 (469) 693-3714

Email / 电邮 : [amelia.daduya@freemanco.com](mailto:amelia.daduya@freemanco.com)

## **Chalet Exhibitor Contact / 贵宾楼参展商联系人**

John Reed

Business Development Director / 业务发展总监

Tel / 电话: +1 (214) 445-1261

Email / 电邮: john.reed@freemanco.com

## **PARKING / 停车场**

Pay parking lots are located four to five blocks away and ABACE provides complimentary shuttle bus services between the parking lots and the show. Unfortunately, except for parking for chalet display exhibitors, there is no on-site parking available at the Shanghai Hawker Pacific Business Aviation Service Centre.

离会场四到五个街区的地方设有停车点，而且 ABACE 在这些停车点和会场之间提供免费穿梭巴士服务。很遗憾，除贵宾楼展区停车场外，上海霍克太平洋公务航空服务中心的会展现场不设任何停车场。

There will be a limited number of “drop-off only” passes available for purchase in advance by exhibitors at the price of 950 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 16; Wednesday, April 17; and Thursday, April 18. These passes do not provide access to the FBO or into ABACE.

参展商可提前购买数量有限的“下客即走”通行证，价格为 950 元人民币（包括增值税）。持有这些通行证可方便地将乘客送达至 FBO 安检门外。这些通行证仅在 4 月 16 日（星期二）、4 月 17 日（星期三）和 4 月 18 日（星期四）有效。持这些通行证不能进入 FBO 或 ABACE 展区。

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](mailto:mcameron@nbaa.org).

参展商可通过位于参展商信息板的参展商通行证注册购买“下客即走”通行证，前提是仍有剩余。获取更多信息，请联系 NBAA 的 Maureen Cameron，电邮：[mcameron@nbaa.org](mailto:mcameron@nbaa.org)。



**PERFORMANCE BOND - EAC FEES / 履约保证金 - EAC 费用**

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:

履约保证金和管理费：所有展位承包商和 EAC 必须在进场前交纳履约保证金和管理费（管理费不予退还）。这些费用如下所示：

**EAC FEES / EAC 费用**

	Performance Bond Deposit / 履约保证金	Non-Refundable Administrative Fee / 管理费（不予退还）	Contractor Badge Fee / 承包商通行证费用	Marshalling Yard Fee / 蓄车场费用
Indoor exhibit space less than 21 sqm 面积小于 21 平方米的室内展位	10,000 RMB/元人民币	2,000 RMB/元人民币	250 RMB/元人民币	300 RMB/元人民币
Indoor exhibit space 22-36 sqm 面积为 22-36 平方米的室内展位	20,000 RMB/元人民币	2,000 RMB/元人民币	250 RMB/元人民币	300 RMB/元人民币
Indoor exhibit space 37 sqm+ 面积大于 37 平方米的室内展位	30,000 RMB/元人民币	2,000 RMB/元人民币	250 RMB/元人民币	300 RMB/元人民币
Single, turnkey unit chalet 单联交钥匙型贵宾楼	18,000 RMB/元人民币	2,000 RMB/元人民币	250 RMB/元人民币	300 RMB/元人民币
Double-unit chalet 双联贵宾楼	75,000 RMB/元人民币	10,000 RMB/元人民币	250 RMB/元人民币	300 RMB/元人民币
Triple-unit chalet 三联贵宾楼	75,000 RMB/元人民币	10,000 RMB/元人民币	250 RMB/元人民币	300 RMB/元人民币
Static Display 静态展区	20,000 RMB/元人民币	2,000 RMB/元人民币	250 RMB/元人民币	300 RMB/元人民币



- **Exhibitors are responsible for any damage to the hangar, exhibitor pavilion and ramp space facilities caused by exhibitors, their agents, contractors or employees.**

若参展商以及其代理商、承包商和雇员对机库、篷房和停机坪设施造成损坏，则由参展商负责。

- 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.

参展商以及其代理商、承包商和雇员对参展商租用的展台或其他物品造成的损坏由参展商负责。

- 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.

履约保证金和管理费必须在上海霍克太平洋商务航空服务中心机库内的“承包商通行证和履约保证金”服务台交纳。

- EACs shall dismantle their stand assemblies in the timeframe specified and confirmed by show management.

EAC 应依照展会管理部门指定和确认的时间表拆除其展位构件。

- The dismantling shall be quick and well organized and must not obstruct or block exits or cargo doors.

拆除工作应该快速有序，不得阻塞展会出口和货门。

- All stand structures, including all exhibit space debris (wood, nails, screws, etc.), must be removed from the indoor exhibit area and the freight yard.

所有展位构件，包括所有展位杂物（木料、钉子、螺钉等）应从室内展区和货运场移除。

- The performance bond will be returned at the completion of move-out, on Friday, April 19, 2019 after the tenancy, provided there is no claim indemnity caused by the exhibitor/stand builder's behavior or negligence.

- 如因参展商或展位施工商的行为或疏忽没有造成索赔的，履约保证金将在 2019 年 4 月 19 日（星期五）参展商完全退场后返还。

## **PETS / 宠物**

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

出于责任原因，以及为了维持活动的专业形象，除服务型动物以外，任何宠物不允许进入 ABACE 展会。



## RAISED FLOORING IN STANDS / 展位平台架高

Exhibitors requiring platform flooring for their stand must ensure the height of the flooring is a minimum of 762mm (3 in) in height. This is highly recommended. Electrical wiring underneath raised floors must be installed using approved conduit or sheathing.

申请采用架高展位平台的参展商必须确保平台高度不小于 762 毫米（3 英寸）。我们强烈建议这么做。从架高平台下引出的电线必须穿设于指定的电线管或护管中。

## RAW EXHIBIT SPACE / 光地展位

A minimum of 36 square meters of exhibit space is required 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 their design considerations in mind when selecting their space. Note: There are a limited number of island configuration spaces available.

预订机库或篷房展区中光地展位的面积最小为 36 平方米。几乎所有的光地都将作为半岛型展位配置销售，参展商在选择展位时必须考虑相关设计问题。注意：岛型展位数量有限。

Raw exhibit space exhibitors in the hangar are required to install appropriate protective floor covering prior to installing exhibit. No sticky-back materials permitted.

机库光地展位参展商在展位施工前需要安装适当的地板保护材料。不允许使用有背胶的材料。

## Inline Raw Exhibit Space / 内联光地展位

**Inline raw exhibit spaces do not include shell-scheme hard walls and are perfect for exhibitors who are building custom stands and have their own wall structures. Inline raw space is defined as a narrow booth space comprised of one or more 3m-by-3m units in a straight line.**

内联光地展位没有标摊展位的硬墙，非常适用于搭建定制展位及独立墙体结构的参展商。内联光地展位是一个狭窄的展位，在一条直线上含有一个或多个 3 米 x 3 米的单元。

<b>Maximum height for exhibit materials:</b>	2.5m (8 ft)
<b>Maximum height for identification signs:</b>	2.9m (9.5 ft)

参展材料的最大高度:	2.5 米 (8 英尺)
标牌的最大高度:	2.9 米 (9.5 英尺)

- Stand drawings must be submitted in advance for approval by ABACE management before Friday, Feb. 22.
- 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.
- Back walls that adjoin other exhibitors must be finished with a hard substrate that is clean and matches the rest of the stand materials.
- No identification of any kind, including company logos, is allowed on a back wall that adjoins another exhibitor.
- Hanging signs and lighting are not permitted above stand spaces.
- Exhibitors are required to provide flooring for the entirety of their stand space.



- 参展商在 2 月 22 日（星期五）前必须提前提交展位图纸，以便 ABACE 管理部门审批。
- 内联光地展位为参展商量身定制，帮助参展商搭建自定义展台，以及自己的墙体。
- 内联光地展位禁止在展位上方悬挂标牌、照明桁架、材料及构件。
- 连接其他展位的后墙必须使用硬质基底进行表面处理，硬质基底应洁净且与其他展位材料相匹配。
- 连接其他展位的墙板上不可标有任何标示，包括公司 Logo（标志）。
- 展位上方禁止悬挂标牌和照明。
- 参展商需要为整个展位铺设地板。

### Non-Perimeter Island Stand / 非封闭式岛型展位

**A non-perimeter island stand is a stand that is a minimum of 6m-by-6m and is exposed to aisles on all four sides.**

非封闭式岛型展位的面积最小为 36 平方米（6 米 x 6 米），四侧均暴露于过道。

<b>Maximum height:</b>	Hangar exhibits:	5.6m (18 ft 4 in)
	Exhibitor Pavilion exhibits:	4.6m (15 ft)
<b>最大高度:</b>	机库展区:	5.6 米（18 英尺 4 英寸）
	篷房展区:	4.6 米（15 英尺）

- Stand drawings must be submitted in advance for approval by ABACE management before Friday, Feb. 22.
  - 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.
  - 参展商在 2 月 22 日（星期五）前必须提前提交展位图纸，以便 ABACE 管理部门审批。
  - 若想获取多个展层，则应获取 ABACE 管理部门和上海消防机构的批准。
  - 不允许篷房展区或机库展位使用悬挂标牌、照明桁架、材料或构件。
  - 不考虑尺寸大小，硬墙不超过 50%。
  - 玻璃属于硬墙。
- 某些展台需要防火检查、烟雾探测器、灭火器和消防部门要求的多个安全出口。

### Non-Perimeter Peninsula Stand / 非封闭式半岛型展位

**A non-perimeter peninsula stand is a stand that is a minimum of 6m-by-6m, exposed to aisles on three sides and shares a common back wall with another exhibitor.**

非封闭式半岛型展位面积最小为 36 平方米（6 米 x 6 米），三侧暴露于过道，并与其他展位共用一面后墙。

<b>Maximum height:</b>	Hangar exhibits:	5.6m (18 ft 4 in)
	Exhibitor pavilion exhibits:	4.6m (15 ft)
<b>最大高度:</b>	机库展区:	5.6 米（18 英尺 4 英寸）
	篷房展区:	4.6 米（15 英尺）



- Stand drawings must be submitted in advance for approval by ABACE management before Friday, Feb. 22.
  - Hanging signs, lighting trusses, materials or components are not permitted in exhibitor pavilion or hangar exhibits.
  - Back and side walls that connect with or adjoin other exhibitors must be finished.
  - Permitted to have more than one display level with prior 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.
  - 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.
- 参展商在 2 月 22 日（星期五）前必须提交展位图纸，以便 ABACE 管理部门审批。
  - 不允许篷房展区或机库展位使用悬挂标牌、照明桁架、材料或构件。
  - 连接其他展位的后墙和侧墙必须进行表面处理
  - 若想获取多个展层，则应获取 ABACE 管理部门和上海消防机构的提前批准。
  - 不考虑尺寸大小，硬墙不超过 50%。
  - 玻璃属于硬墙。
  - 某些展台需要防火检查、烟雾探测器、灭火器和消防部门要求的多个安全出口。连接其他展位的墙板上不可标有任何标示，包括公司 Logo（标志）。

#### Perimeter Island Stand / 封闭式岛型展位

**A perimeter island stand is a stand that is a minimum of 6m-by-6m, is exposed to aisles on three sides and has one side to the perimeter walls of the venue.**

封闭式岛型展位的面积最小为 36 平方米（6 米 x 6 米），三侧均暴露于过道，一侧紧邻会场围墙。

<b>Maximum height:</b>	Hangar exhibits:	5.6 m (18 ft 4 in)
	Exhibitor Pavilion exhibits:	4.6 m (15 ft)
<b>最大高度:</b>	机库展区:	5.6 米（18 英尺 4 英寸）
	篷房展区:	4.6 米（15 英尺）

- 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.
  - All raw space exhibits located in the hangars are required to have floor lining.
  - Design to include stand number on side facing aisle.
- 面向外墙侧或与会者看不到的围墙可不进行表面处理。
  - 若想使用多个展层，则应获取 ABACE 管理部门和上海消防机构的批准。
  - 篷房展区或机库展位禁止悬挂标牌、照明桁架、材料或构件。
  - 某些展台需要防火检查、烟雾探测器、灭火器和消防部门所需的多个安全出口。
  - 位于机库内的所有光地展位均需铺设地板底衬。
  - 面对过道的一侧应标有展位编号。



## Perimeter Peninsula Stand / 封闭式半岛型展位

**A perimeter peninsula stand is a stand that is exposed to aisles on two sides and shares a common side wall with another exhibitor.**

封闭式半岛型展位两侧紧邻过道，并与其他展位共享侧墙。

<b>Maximum Height:</b>	Hangar exhibits:	5.6m (18 ft 4 in)
	Exhibitor pavilion exhibits:	4.6m (15 ft)

<b>最大高度:</b>	机库展区:	5.6 米 (18 英尺 4 英寸)
	篷房展区:	4.6 米 (15 英尺)

- Stand drawings must be submitted in advance for approval by ABACE management before Friday, Feb. 22.
- Hanging signs, lighting trusses, materials or components are not permitted in exhibitor pavilion or hangar exhibits.
- 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).
- Certain stands may require fire watches, smoke detection devices, fire extinguishers and multiple exits, as required by fire prevention officials.
- A back wall that adjoins another exhibitor must be finished with a hard substrate that is clean and matches the rest of the stand materials.
- No identification of any kind, including company logos, is allowed on a back wall that adjoins another exhibitor.
- 参展商在 2 月 22 日（星期五）前必须提交展位图纸，以便 ABACE 管理部门审批。
- 不允许篷房展区或机库展位使用悬挂标牌、照明桁架、材料或构件。
- 可包括经 ABACE 管理部门批准的封闭墙体结构。
- 面向外墙侧或与参会者看不到的围墙可不进行表面处理。
- 若想获取多个展层，则应获取 ABACE 管理部门和上海消防机构的批准。
- 某些展台需要防火检查、烟雾探测器、灭火器和消防部门要求的多个安全出口。
- 连接其他展位的后墙必须使用硬质基底进行表面处理，硬质基底应洁净且与其他展位材料相匹配。
- 连接其他展位的墙板上不可标有任何标示，包括公司 Logo（标志）。

## SAFETY REGULATIONS FOR STAND CONSTRUCTION / 展位施工安全规章

- 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.

展位施工和产品宣传过程中所使用的材料、地毯和展示物品应具有较低的可燃性，以及具有消防部门签发的耐火报告单。明火以及可燃、可爆、有辐射、有毒或腐蚀性的物品不得出现在 ABACE 展会。



- When laying electric wire, metal conduit must be used. All electric connections and use of conduit will be inspected prior to electric service being turned on.

电线布线时必须使用金属护管。在供电前，所有电气连接和电缆管的使用将接受检查。

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

电弧光、电焊机、高压电器设备、霓虹灯或类似物品的使用或展示需提前获得 ABACE 管理部门的批准。

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

在搭建展位时，请参考《参展商服务手册》中的展位设计和图纸审批章节，依据展位类型和位置，确保展位符合所需的高度和规格标准。

- All stands in hangars must have protective floor lining prior to start of stand build.

机库内的所有展位在搭建前必须铺设地板保护底衬。

- For stand types that require drawing approvals, please ensure drawings are submitted online no later than February 22, 2019.

按所需图纸设计展位类型的参展商，请于 2019 年 2 月 22 日前提提交图纸。

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

入口、出口、火灾报警器和消防水管绝不可被任何装饰物、参展物品或设备所堵塞、束缚。

- **Note:** Hanging signs are NOT permitted in either the exhibitor pavilion or hangars.

**注意：**篷房展区和机库展区内禁止悬挂标牌。

## **SECURITY / 安保服务**

While ABACE2019 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 13, 2019, to 15:00 on Thursday, April 18, 2019.

ABACE2019 展位开展后，管理部门将提供数量有限的周边安保人员。ABACE 安保人员将于 2019 年 4 月 13 日（星期六）的 18:00 至 2019 年 4 月 18 日（星期四）的 15:00 在静态展示区出勤。

**REMINDER: Security Inspection – Monday, April 15 at 17:00**

**提醒：安全检查 – 4 月 15 日（星期一）17:00**

The local police will conduct a security inspection of all exhibitors' stands. All exhibitors and stand builders must exit the show venue no later than 17:00. Once the venue is empty, the police will conduct their inspection which should be completed by 19:00. Once the inspection is complete, any exhibitors and stand builders who have made prior arrangements for overtime work hours may re-enter the venue.



当地警员将对所有参展商的展位进行安全检查。所有参展商和展位施工商必须在 17:00 之前离开会场。会场请空后，警员将执行检查，且应在 19:00 前完成。检查完成后，所有提前安排超时工作时间的参展商和展位施工商可重新进入会场。

Exhibitors are advised to obtain additional insurance coverage in advance to cover losses such as theft, fire and damage to property.

ABACE 管理部门建议参展商购买额外的保险项目以防止因盗窃、火灾和财产损失带来的损失。

**NOTE:** All exhibitors should remove all valuables, including but not limited to AV equipment, models, furniture, etc., during tear-down. High value item forms are available after 13:00 on Thursday, April 18 from the EAC badge office.

**注意:** 撤展期间，所有参展商应移除所有贵重物品，包括但不限于影视器材、模型和家具等。在 4 月 18 日（星期四）13:00 后，可在 EAC 通行证办公室获取贵重物品登记物品表。

**SHELL-SCHEME EXHIBIT SPACE / 标摊展位**

Inline stand spaces, 3m x 3m or 3m x 6m or 3m x 9m, can be reserved as shell-scheme exhibit spaces.

内联展位（3 米 x 3 米、3 米 x 6 米或 3 米 x 9 米）可作为标摊展位进行预订。



**Maximum height:**  
**Exhibit materials:** 2.5m (8 ft)  
**Identification signs:** 2.9m (9.5 ft)

**最大高度:**  
**参展材料:** 2.5 米（8 英尺）  
**标牌:** 2.9 米（9.5 英尺）

Each 3m-by-3m shell-scheme stand includes the following:  
每 3 米 x 3 米高级标摊展位包括以下设施:

- 1m x 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 and stand number, 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.



- 1 米 x 2.5 米 (8 英尺) 高的隔墙：展位三面的白色护墙板，支柱和横梁的材料为铝制材料。
- 室内设施：1 个前台、1 张圆桌、3 把黑色会议椅和 1 个垃圾桶。
- 带有公司名称和展位编号的招牌最大高度为 2.9 米 (9.5 英尺)。
- 照明：3 只功率为 100 瓦的聚光灯。
- 地毯：整个展位空间铺设展会有统一的地毯。
- 每日清洁服务。

## **SHIPPING/STORAGE / 货运和存储**

### **Official Freight Forwarder – U.S. Exhibitors / 美国参展商的官方货运代理商**

Bryce Larkin

Sales Manager / 销售经理

Tel / 电话 : +1 (702) 691 9014

Email / 电邮 : [blarkin@twigroup.com](mailto:blarkin@twigroup.com)

Website / 网址 : [www.twiglobal.com](http://www.twiglobal.com)

### **Customs / 海关**

#### **APT Showfreight Logistics**

Tel / 电话 : +86 21 6124 0090

Fax / 传真: +86 21 6124 0091

Contact / 联系人 : Janson Zhu

Tel / 电话: +86 21 6124 0090 Ext. 307

Email / 电邮 : [janson.shu@aptshowfreight.com](mailto:janson.shu@aptshowfreight.com)

## **SMOKING / 吸烟**

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

ABACE 展会禁止吸烟。严禁在展厅、贵宾房或飞机静态展区吸烟。

## **STAFFING / 展会人员**

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

在展会正式开馆时间内，展位和静态展示区的参展人员必须全员到岗。

- 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 18, 2019.

展会期间，参展商每天早上 08:00 即可进入展区，但是仅可从事参展准备工作。在 2019 年 4 月 18 日（星期四）15:00 前，参展人员必须在展位留守，展品必须保持在其位置上。

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

在正式展览时间之外的任何时间，不得在展览区域安排展位准备以外的任何活动。

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

ABACE 管理部门有权在提前通知的情况下更改参展时间表。



- Exhibitors found to have dismantled their stands prior to 15:00 on Thursday, April 18, 2019, will be ineligible for the indoor priority lottery for ABACE2020.

如发现参展商在 2019 年 4 月 18 日（星期四）15:00 点之前拆除展位，则管理部门将取消参展商参与 ABACE2020 的室内特位优选的资格。

## **TERMS & CONDITIONS / 条款和条件**

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

所有 ABACE 参展商必须同意和遵守参展申请文件和 ABACE 网站上公布的参展商条款和条件。

## **UNMANNED AIRCRAFT SYSTEMS (UAS)/DRONES, REMOTE-CONTROLLED AIRCRAFT AND HELIUM BALLOONS / 无人驾驶飞机系统 (UAS)/无人机、遥控飞机和氦气球**

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.

为了与会者的安全，严禁在机库和篷房展区使用无人飞机系统 (UAS)、遥控飞机和氦气球等飞行物。UAS 可能允许在展区展出的前提是，其静止不动，体积不可超过参展商购买展位范围，并且需符合相关安全要求。

## **VALUE-ADDED TAX (VAT) / 增值税 (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 exhibitors' invoices for exhibit space. In some cases, exhibitors may be able to deduct the VAT paid to ABACE from their VAT remittance to the Chinese Tax Authority. Exhibitors are advised to consult their tax advisors for further guidance.

中国税务机关要求 ABACE 代收代缴 ABACE 交易产生的增值税。增值税税率为 6.45%。将计入参展商的展位发票之中。在某些情况下，可以通过增值税汇款到税务机关的方式扣除付给 ABACE 的增值税。获取进一步指导，请咨询您的税务顾问。

## **VISA INVITATION LETTERS / 签证邀请函**

- Individuals from countries requiring Chinese visas to attend ABACE must have an invitation letter from the ABACE show organizer to obtain their visas.

来自需要办理中国签证国家的与会者必须持有 ABACE 展会组织方提供的邀请函才能获取签证。

- Attendees may request such a letter by using the ABACE invitation letter request form, which will be available in November 2018.

与会者可在 2018 年 11 月后使用 ABACE 邀请函申请表来申请此邀请函。

- ABACE show management will prepare and then issue the ABACE invitation letter.

ABACE 展会管理部门将准备并发布 ABACE 邀请函。

- **Please be advised that it will take approximately 4 weeks to process requests. The invitation letter will then be sent to you via email to download.**



请注意：申请签证大约需要近 4 周的时间。之后，邀请函将通过电邮方式发送到参展商邮箱，以供下载。

- **Please note:** Passports must be valid for at least six months after the date of your arrival in China.

请注意：到达中国后，护照有效期必须至少为六个月。

- Only registered attendees for ABACE2019 are eligible to request ABACE invitation letters.

只有注册 ABACE2019 的与会者才有资格申请邀请函。

- The processing fee to obtain an invitation letter is U.S. \$30.00 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.

获得邀请函的手续费是每人 30.00 美元再加上 6.45% 的增值税。申请签证邀请函时应提供信用卡号码。在收到邀请函后，将在信用卡上扣取以上费用。

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.

NBAA 提供相关信息只是为了协助办理签证申请，并不能干预中国有关部门所做出的任何决定。而且应注意，ABACE 与会者在中国必须遵守中国法律、法规，不得从事可能损害中国国家利益或者社会公共利益的活动。其他国家的与会者必须为其在中国的一切行为负全部责任，必须愿意为出现的问题承担相应的法律和经济责任。

#### **ABACE Media Registration – J2 Visas for Foreign Journalists / ABACE 媒体注册– 外国记者的 J2 签证**

The Chinese Government has provided a legal framework governing foreign journalists and their work in China. Foreign journalists who intend to go to China for short-term news coverage with an intended duration of stay in China of no more than 180 days, are expected to apply for a J2 visa. In addition to the normal visa requirements, foreign journalists must have a Visa Notification Letter issued by the Information Department of the Ministry of Foreign Affairs of China and an official letter issued by the media organization for which the journalist works. The Visa Notification Letter and the official media letter may be in the form of fax, photocopy or computer printout. An applicant may be required to submit an original invitation, provide other supporting documents, or schedule an interview with the consular officer. Applicants should contact the press office of the Chinese Embassy/Consulate General in advance and complete relevant formalities.

中国政府为外国记者及其在中国的工作提供了法律框架。前往中国进行短期新闻报道的外国记者，若打算在中国停留的时间不超过 180 天，则需申请 J2 签证。除正常签证要求外，外国记者还必须拥有中国外交部新闻司所签发的签证通知函，以及其所在媒体机构所签发的公函。签证通知函和媒体公函可以采用传真、影印或计算机打印输出的格式。申请人可能需要提交原始邀请函，并提供其他支持文件，或安排接受领事馆官员的面谈。申请人应事先与中国领事馆/总领事馆新闻办公室取得联系，并完成所有相关手续。

**Note: For security reasons, the local police enforced this requirement at ABACE2019. Foreign journalists who do not secure a J2 visa may be prevented from covering ABACE by the local police.**

注意：出于安全原因，上海警方在 ABACE2019 强制执行此要求。没有获取 J2 签证的外国记者可能会被当地警方阻止报道 ABACE。



For more information / 了解更多相关信息:

- Chinese Embassy J2 Visa Explanation/中国大使馆 J2 签证解释 :  
<http://www.china-embassy.org/eng/visas/hrsg/#J2>
- Guide for Foreign Journalists in China / 外国记者指南 :  
[http://www.china-embassy.org/eng/ywzn/mtyw/press\\_1/](http://www.china-embassy.org/eng/ywzn/mtyw/press_1/)
- Procedures for Foreign Reporters to Apply for Short-term News Coverage in or Resident Accreditation to China / 外国记者申请来华短期报道新闻或居住认证的程序 :  
[http://www.china-embassy.org/eng/ywzn/mtyw/press\\_1/t946562.htm](http://www.china-embassy.org/eng/ywzn/mtyw/press_1/t946562.htm)

## **WASTE REMOVAL / 垃圾处理**

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

参展商和展位施工商有责任在进场和出场期间对其垃圾进行处理。为了降低垃圾处理的费用，我们建议参展商和展位施工商尽可能在搭建展位时使用可回收材料。

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.

若发现机库和篷房展区参展商和EAC违反垃圾处理的规则，则将扣除其所有或部分履约保证金。



## CHALET EXHIBITOR RULES & REGULATIONS / 贵宾楼参展商规章制度

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

所有 ABACE 贵宾楼参展商必须查看并遵守这些规章制度和参展商通用规章制度。

SINGLE-UNIT TURNKEY CHALET FEATURES / 单联交钥匙型贵宾楼特点	
	10m-by-10m (100 sqm) structure 10 米 x 10 米 (100 平方米) 的建筑物
Discount price if application and payment received by Jan 7, 2019 若在 2019 年 1 月 7 日前提交申请并支付费用则可享受折扣价	\$142,000 – discount price / 美元 \$147,000 – standard price / 美元
<b>FEATURES / 特点:</b>	
Fascia header for branding on all four sides of chalet, to include graphics 贵宾楼四周设有带公司商标或图案的广告牌	X
Glass front and door panels / 挡风玻璃和门板	X
Wooden rear door / 木质后门	X
Heavyweight flooring system / 载重地板	X
High-grade carpeting / 高品质地毯	X
Finished ceiling / 天花板	X
Interior perimeter surrounding walls with laminate finish / 内部封闭式层压板隔墙	X
Conference room walls, storage room walls, doors and bar counter, all in laminate finish / 层压板制作的会议室墙壁、储藏室墙壁、门和酒吧台	X
3.5m buffet service area, 3.5m buffet counter and interior walls in laminate finish / 层压板制作的 3.5 米的自助餐服务区，自助餐柜台和内部墙壁	X
Flag kit – flag poles, flag, string and base / 旗帜套件 - 旗杆、旗帜、拉绳和底座	2
Air conditioning and heating / 空调和取暖设施	X
<b>RECEIVE POWER FOR / 获取的电源可给以下设备供电:</b>	
One 42-inch plasma screen monitor / 一台 42 寸等离子显示器	1
One large refrigerator / 一台大电冰箱	1
Four wall-mounted air conditioners / 四台壁挂式空调	X
24 halogen lights / 24 个卤素灯	X
4 15-amp single phase 220V outlets / 4 个 15 安培的单相 220V 插座	X



<b>SINGLE-UNIT TURNKEY CHALET FEATURES / 单联交钥匙型贵宾楼特点 - continued</b>	
<b>INDOOR FURNISHINGS / 内部设施:</b>	
3m Reception Counter / 3 米的接待台	1
White, round dining tables / 白色圆形餐桌	5
Dining chairs / 餐椅	20
Single-seat sofa / 单座沙发	4
Double-seat sofa / 双座沙发	2
Silver/glass rectangle coffee table / 长方形银色玻璃咖啡桌	1
Silver glass tables / 银色玻璃桌	3
Lounge chairs / 躺椅	4
Wooden laminate conference table / 木制胶合板会议桌	1
Black conference chairs / 黑色会议椅	8
White high bar tables / 白色酒吧桌	2
White bar stools / 白色酒吧凳	4
Refrigerator, large / 大冰箱	1
Shelves for storage & kitchen / 仓储和厨房用的货架	4
Tables for office & kitchen / 办公和厨房用的桌子	3
3.5m Buffet counter / 3.5 米的自助餐柜台	1
2m Bar counter / 2 米的吧台	1
1m Reception counter / 1 米的接待台	1
<b>PATIO &amp; PATIO FURNISHINGS / 露台及露台装饰:</b>	3m-by-10m (30 sqm) patio with privacy fence & outdoor carpeting / 3 米 x 10 米 (30 平方米) 带有栅栏和室外地毯的露台
Patio tables / 露台桌子	3
Patio chairs / 露台椅子	12
Market umbrellas / 太阳伞	3
<b>ADDITIONAL SERVICES / 额外服务:</b>	
Daily cleaning / 日常清洁服务	X
Executive cars with drivers and parking at the Shanghai Hawker Pacific Business Aviation Service Centre (on exhibit days and during exhibit hours only)  配有司机的公务轿车, 停车位在上海霍克太平洋公务航空服务中心 (只可在参展期间内的展出时间)	2



<b>SINGLE-UNIT TURNKEY CHALET FEATURES / 单联交钥匙型贵宾楼特点 - continued</b>	
Wireless Internet service on the three show days / 参展三天内提供无线网络服务	X
Complimentary exhibitor guest badges / 免费参展商嘉宾通行证	100
Complimentary company profiles / 免费公司简介	4
Catering offered by / 餐饮服务供应商:	<ul style="list-style-type: none"> <li>• Hong Qiao Jinjiang / 虹桥锦江大酒店</li> <li>• Potel and Chabot / Potel&amp;Chabot</li> </ul>



DOUBLE- AND TRIPLE-UNIT CUSTOM CHALET FEATURES / 双联和三联定制型贵宾楼特点		
	Double-Unit Custom Chalet 双联定制型贵宾楼	Triple-Unit Custom Chalet 三联定制型贵宾楼
Discount price if application and payment received by January 7, 2019:  若在 2019 年 1 月 7 日前提交申请并支付费用则可享受折扣价:	\$192,000: discount price \$199,000: regular price  192,000 美元 (正常价格: 199,000 美元)	\$283,000: discount price \$292,000: regular price  283,000 美元 (正常价格: 292,000 美元)
<b>FEATURES / 特点:</b>		
Flat roof chalet structure / 平屋顶贵宾楼结构	20m-by-10m (200 sqm) 20 米 x 10 米 (200 平方米)	30m-by-10m (300 sqm) 30 米 x 10 米 (300 平方米)
Plywood double flooring on timber frame / 木框架上的双层胶合地板	X	X
Fire retardant timber flooring/ 阻燃的木质地板	X	X
Ballast stones with vinyl covers for standard fascia headers 用于标准广告牌的带有乙烯塑料罩的碎石板	12	16
Glass front walls / 挡风玻璃	X	X
Glass front double wing door/ 挡风玻璃双翼门	X	X
Cassette exterior walls / 外墙	X	X
Rear door / 后门	X	X
ABC fire extinguishers for mandatory interior requirement/ 室内强制性要求的 ABC 灭火器	2	3
Flag kit – flag poles, flag, string, base 旗帜套件 - 旗杆、旗帜、拉绳和底座	2	2
Fascia header – standard, 4-sided 广告牌 - 标准, 4 面	X	X
Gable column wood encasing/山墙立柱木制包围	3x	5x
Tent freight, setup/removal and machinery 帐篷运送、安装/拆卸和机件	X	X
<b>PATIO &amp; PATIO FURNISHINGS:</b> 露台及露台装饰	3m-by-20m (60 sqm) wood patio with aluminum skirting  3 米 x 20 米 (60 平方米) 木质露台, 带铝制墙脚线	3m-by-30m (90 sqm) wood patio with aluminum skirting  3 米 x 30 米 (90 平方米) 木质露台, 带铝制墙脚线
1m-high white picket patio fencing 1 米高的白色露台尖木桩围栏	X	X
Green astro turf patio floor covering 绿色人造草皮地板护面	X	X



**DOUBLE- AND TRIPLE-UNIT CUSTOM CHALET FEATURES / 双联和三联定制型贵宾楼特点 – continued**

<b>ADDITIONAL SERVICES / 额外服务:</b>		
Parking passes at SHPBASC 上海霍克太平洋公务航空服务中心停车证	3	4
Wireless internet service on three show days 参展三天内提供无线网络服务	X	X
Complimentary exhibitor guest badges 免费参展商嘉宾通行证	150	200
Complimentary company profiles 免费公司简介	4	4
Catering offered by / 餐饮服务供应商:	Hong Qiao Jinjiang/虹桥锦江大酒店 Potel and Chabot	Hong Qiao Jinjiang/ 虹桥锦江大酒店 Potel and Chabot

**ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES / 残障人士膳宿服务**

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.

残障人士请提前联系 ABACE 管理部门, 以便享受合理的特殊待遇。其获得合理的特殊待遇的前提条件是: 不会对 ABACE 造成不应有的困难; 不会改变预定活动的性质; 也不会威胁其他与会者的安全或健康。

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.

出于安全原因, 在霍克太平洋公务航空服务中心的机库展厅和静态展示区内仅允许使用官方指定车辆。只有受过训练并接受适当监管的服务性动物才允许进入 ABACE 会展现场。

**BADGES / 通行证**

- NEW THIS YEAR: Exhibit booth personnel (EX), which require photos, may either upload their photo during the registration process by March 29, 2019, or have their photos taken on-site.**

今年新政策: 需要提供照片的参展人员 (EX) 可在 2019 年 3 月 29 日前在注册过程中上传本人照片, 也可现场携带本人照片。

- Exhibitor booth personnel badges (Badge code: EX) are required for exhibitor access to the exhibit halls, chalets and static display of aircraft.

参展商需佩戴参展人员通行证 (通行证代码: EX) 方可进入展厅、贵宾房和飞机静态展区。



- Access to ABACE2019 will be limited to official show hours for exhibitor guest (Badge code: EG) and attendee (Badge code: A) badges.

对于参展商嘉宾（通行证代码：EG）和与会者（通行证代码：A），进入 ABACE2019 会场的时间仅限于官方展出时间。

- **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.

出于安全程序的需要，所有准备进入展区的参展人员必须在 **ABACE** 现场注册处提供照片，才能够获取通行证。照片将不会打印在通行证之上，但安保人员在参展人员进入展厅前会对其进行电子检测。

- **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.**

中国大陆参展商将需要提供中文的姓名和公司名称，以及中国的身份证号码。依据中国公安部门的要求，上述信息将打印在参展商通行证的背面。

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

来自中国大陆之外的所有参展人员和与会者必须在注册信息中提供护照详细信息，并在注册现场出示护照以获取通行证。

- ABACE2019 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.

ABACE2019 通行证在参展中使用且不可进行转让。互换通行证的与会者和参展商将被处以罚金。会展期间，展会管理部门将随机进行身份检查。



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

参展商将依据以下条件配置免费通行证:

Type of Exhibit Space / 展位类型	Number of Badges Allocated / 配置通行证数量
<b>Premium Placement Exhibitors</b> 特优选位参展商	- 11 per 3m-by-3m space reserved - Maximum of 100 complimentary badges  - 每预订 3 米 x 3 米展位可获取 11 张免费通行证 - 最多可获取 100 张免费通行证
<b>Indoor Hangar/Exhibitor Pavilion Exhibitors</b> 室内机库/篷房参展商	- 10 per 3m-by-3m space reserved - Maximum of 100 complimentary badges  - 每预订 3 米 x 3 米展位可获取 10 张免费通行证 - 最多可获取 100 张免费通行证
<b>Chalet Exhibitors</b> 贵宾楼参展商	- 100 badges per single-unit chalet reserved - 150 badges per double-unit chalet reserved - 200 badges per triple-unit chalet reserved  - 每预订 1 个单联贵宾楼可获取 100 张通行证 - 每预订 1 个双联贵宾楼可获取 150 张通行证 - 每预订 1 个三联贵宾楼可获取 200 张通行证
<b>Static Display Exhibitors</b> 静态展区参展商	- 1 per 9 sqm space reserved - No maximum number of complimentary badges  - 每预订 9 平方米可获取 1 张免费通行证 - 免费通行证数量没有上限

- Exhibitors may purchase additional badges beyond their complimentary allotment online or on site at the discounted rate of 900 RMB (approximately 135 USD).

参展商可在线订购或现场以折扣价购买免费配额外的通行证, 每张售价为 900 元人民币 (约为 135 美元)。

- Exhibitors may access exhibitor badge registration through the ABACE2019 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 ABACE2019.

参展商可通过 ABACE2019 参展商信息板访问参展商通行证注册页面。我们建议所有展位和静态展区的人员提前在线注册, 以避免在现场排队。ABACE2019 的所有通行证将在现场发放, 不会在展会之前寄送。

- 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.

请注意, 如果参展商通行证配置数量用完, 则参展公司嘉宾均需购买通行证。为了避免这种情况发生, 请确保提前通过参展商申请为所有嘉宾注册通行证。



- 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.

如果参展商在官方参展时间内使用参展商指定承包商 (EAC)，则必须为其提供参展商通行证。这些通行证可在线预订，并将作为参展商通行证总配额的一部分。在官方参展时间外，参展商指定承包商需要佩戴带有照片的 EAC 通行证。

## **CATERING / 餐饮服务**

Exhibitors will have the opportunity to select between two different official catering companies for exhibit and/or chalet display space:

室内展位和/或贵宾楼参展商将有机会选择两家不同的餐饮公司：

- Hongqiao Jin Jiang Hotel / 上海虹桥锦江大酒店
- Potel and Chabot / Potel&Chabot

These catering companies have been selected as the official and exclusive catering partners and are the only caterers permitted to work on site.

上述两家餐饮公司被选为官方独家餐饮供应商，也是允许在现场提供服务的唯一餐饮供应商。

## **CLEANING / 清洁服务**

### **Single-Unit Chalets/ 单联贵宾楼**

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.

在展览期间，ABACE 管理部门每天会在开馆前和闭馆后安排工人清洁和清除垃圾。每晚将对贵宾楼内部进行一次吸尘和垃圾清除。参展商有责任保持其贵宾楼展位的整洁有序。

### **Double-Unit and Triple-Unit Chalets / 双联和三联贵宾楼**

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, cleaning service and trash removal service forms can be found in this Exhibitor Service Kit under Freeman.

ABACE 管理部门不向双联和三联贵宾楼提供清理和清除服务。参展商或展位施工商有责任清洁和清除所有垃圾。如需相关服务，可在Freeman的《参展商服务手册》中填写清洁服务和垃圾清理服务表格。



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

参展商必须提前将所有联合参展商/共享展位的公司的情况通知给 ABACE 管理部门。

- A co-exhibitor is defined as the following:
  - Any company whose name is included on the exhibit space
  - Any company that has staff working on the exhibit space during official show hours
  - Any company whose marketing materials are distributed from the exhibit space
  - Any company whose products/services are marketed from the exhibit space
  - Any company other than the primary exhibitor with a different company name and a different business function that is sharing the exhibit space.

联合参展商的定义如下：

- 公司名称出现在展位的任何公司
  - 在官方展出期间，员工在展位上工作的任何公司
  - 在展位分发营销材料的任何公司
  - 在展位宣传产品/服务的任何公司
  - 与主参展商共享展位，带有不同的公司名称和业务功能的任何公司
- Co-exhibitors must have an existing corporate relationship between themselves and the contracted primary exhibitor.

各联合参展商必须已经与签订合同的主参展商建立合作关系。

- **NEW FOR 2019: All co-exhibitors must submit the [ABACE Co-exhibitor Registration Form](#) and payment of \$400 if submitted on or before Feb. 22, 2019 or \$500 if submitted after Feb. 22, 2019.**

**2019 新动态：**所有联合参展商必须在 2019 年 2 月 22 日或之前提交 [ABACE 联合参展商注册表并支付 400 美元](#) 的费用，如果在上述日期后提交，则需支付 500 美元的费用。

- 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 \$5,215 per company, per stand and a minimum of \$5,215 per company, per static display space.

未提前通知 ABACE 管理部门需要共享展位的参展商（包括展出其他公司产品或服务），将为其标摊和静态展位上的每家公司交纳至少 5,215 美元的额外展位费。

- All co-exhibitors must be members in good standing of AsBAA or NBAA.

所有联合参展商必须是 AsBAA 或 NBAA 的常设会员。

- All co-exhibitors must submit the ABACE2019 Co-Exhibitor Registration Form and payment.

所有联合参展商必须提交 ABACE2019 联合参展商注册表并交纳相关费用。

- Once registered, co-exhibitors will have separate company profiles in the online exhibitor directory and the mobile app.

注册后，联合参展商将在线参展商目录和手机应用程序中拥有单独的公司简介。



- 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.

联合参展商和参展商一样，都需要登录[参展商信息板](#)，才可在线更新 ABACE 手机应用程序和在线参展商目录中的公司信息。

- Co-exhibitors are not allotted badges and should work through their primary exhibitors to secure badges.

联合参展商不能分配到通行证，应通过其主参展商获取通行证。

## **DAMAGING PROPERTY / 财产损失**

- 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.

参展中任何物品包括其相关标牌不可通过任何方式捆扎、钉钉、按大头钉、打图书钉、粘贴至天花板、墙壁、地板、门窗、涂漆表面、立柱、大理石或布织物。

- No holes may be drilled, cored or punched in the chalet walls or floor.  
禁止在贵宾楼的墙壁和地板上钻眼、打孔、挖洞。
- 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 ABACE rules will be deducted from performance bond.

在退还履约保证金前，管理部门将对所有贵宾楼的设施进行检查。由于未遵守 ABACE 规则，而在帐篷结构或停机坪破坏相关设施的参展商将会扣除履约保证金。

## **DIRECT SELLING / 直接销售**

- No exhibitor is permitted 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.

如果没有获得 ABACE 管理部门的书面批准，任何参展商均不得在其指定展位之外分发资料（包括上海霍克太平洋公务航空服务中心之外的区域）。

- 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.

禁止在室内展区和飞机静态展区进行包括但不限于金钱交易和资金交换的直销行为。

- 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.

参展商只能在自己的指定材料展示区域内展示和分发各种形式的广告资料。参展商不得在其指定展位外招揽生意。也禁止在指定的展位外分发出出版物和营销材料，包括所有展位对展位的分发。



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

禁止在上海霍克太平洋公务航空服务中心距 ABACE 和上海虹桥国际机场飞机静态展区周围 80 公里（50 英里）范围内招揽相关生意（参展公司除外）。

- 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 US \$5,215.

如发现参展商违反关于直销的规则，将处以 5,215 美元的罚金，相当于一个额外 3 米 x 3 米展位的费用。

## **DRAWING APPROVAL / 图纸审批**

All double- and triple-unit chalet exhibitors must submit scaled floor plans for approval to ABACE management via the online Stand Drawing Approval Request Form no later than Feb. 22, 2019.

Single-unit chalets do not need to submit stand drawings.

双联和三联贵宾楼参展商必须在 2019 年 2 月 22 日前通过在线展位图纸审批申请表提交展位图纸以接受 ABACE 管理部门的审批。单联贵宾楼参展商无需提交展位图纸。

Note: Incomplete drawings will not be reviewed until all elements are provided. Late submissions may delay move in.

注意： 图纸需包含所有相关内容，不完整的图纸不会受到审查。过晚提交图纸会耽搁进场。

Scaled floor plans must include:

按比例缩小的平面图必须包含：

- 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.
- 活动名称、参展商名称和展位编号
- 可容纳的人数上限
- 图纸要求包括前视图和侧视图
- 结构工程师签字证明，证明此展台可承受其最大人数荷载。  
耐火材料许可证副本证明，证明展位用的建筑材料（地毯、木头、油漆）为防火材料。在参展商进场期间现场必须保有一份耐火材料许可证副本。

Scaled floor plans must be submitted online to ABACE management no later than Feb. 22, 2019, with copies forwarded to:

参展商必须在 2019 年 2 月 22 日前通过 向 ABACE 管理部门提交按比例缩小的展位平面图，并将副本发送到：

Mega Expo Shanghai / 恒建展览有限公司

Attn /联系人: Cathy Wang

Email /电邮: [cathy.wang@megaexposhanghai.com](mailto:cathy.wang@megaexposhanghai.com)



## DRESS / 着装

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.

ABACE 是商务活动，因此要求参展人员穿着商务正装。该规定不仅适用于所有与会者和参展商，也适用于在展位上代表参展商开展工作的工作人员。

## ELECTRICAL SERVICE / 供电服务

**IMPORTANT:** For electrical power to be turned on in a timely manner to exhibitors' stands, all electrical installation work performed on site must be inspected and approved by HAH (local Shanghai Fire & Safety Authority) and ABACE management. No exceptions. Failure to have proper stand inspections for work performed during move-in will result in no electrical power being supplied to the stand. Please carefully review all following procedures.

**重要通知：**为了使展位能够及时通电，所有在现场执行的电气安装工作必须由上海消防机构和 ABACE 管理部门进行检验和批准。没有例外情况。在进场期间所执行的工作若未能接受适当检验，则管理部门将不会对相关展位供电。请仔细检查以下程序。

### NEW FOR 2019 / 2019 新动态：

- All wires on the site (especially plug wires) must be regular triplex wires (It is not allowed to modify by duplex wires) and must be connected to electrical switchboard and reliably grounded.
- All wires on the site must be installed inside of metal conduits when they are passing through the floor, wall or other wearable locations. The conduits must be adopted when wires are exposed.
- Temporary electrical equipment used for on-site construction shall comply with relevant national and industry standards. It is strictly forbidden to use electrical equipment with potential safety risk.
- In some special booths and exhibition halls, if there is high power demand, the detailed power consumption plan must be reported to the organizer at the initial stage of the exhibition preparation.
- 现场所有电线（特别是插头线）必须使用普通的三股线（禁止使用双股线修改），而且必须连接到配电板上并可靠接地。
- 现场所有电线在穿过地板、墙壁或可能受到磨损的位置时，必须安装在金属护管之内。电线暴露时必须采用导管。
- 现场施工时使用的临时电气设备应符合相关的国家和行业标准。严禁使用具有潜在安全风险的电气设备。
- 在一些特殊的展位和展厅中，如果参展商需要大量电力，则必须在展出准备的初始阶段向组织方报告详细的用电计划。

- Freeman is the exclusive provider of electrical service for ABACE. **Electricity, if required, must be ordered from Freeman.**

Freeman 公司是 ABACE 的独家电气服务提供商。如果有需要，必须在 **Freeman** 订购电气服务。

- Exhibitors located in the hangar or pavilion, may have electrical service for the operation of equipment, provided it does not produce noises of an annoying nature.

篷房展区和机库展区的参展商可订购用来操作相关设备的电气服务，但前提是不能带来扰人的噪音。

- Standard electrical service can be provided for equipment requiring 220VAC or 380VAC.

标准电气服务可以提供设备所需的 220 伏或 380 伏交流电压。



- Electricity, if required, must be ordered in advance.

如果有需要，必须提前订购电气服务。

- Electricians with valid work certificates are permitted to lay and install lines and electrical equipment within their stand space, **provided proper EAC information and insurance documentation is provided to show management by Feb. 22, 2019.**

在 2019 年 2 月 22 日前向展会提交相关 EAC 信息和保险单后，持有效工作证件的电工才可在展会安装展位内的电气线路和电气设备。

- **For all wire laying, metal conduit must be used when they are passing through the floor, wall or other wearable locations. Conduit installations will be inspected prior to electrical service being turned on.**

对于所有布线而言，在电线需要穿过地板、墙壁或可能受到磨损的位置时，必须使用金属护管。在供电前，应对电缆管安装情况进行检查。

- All wires on the site (especially plug wires) must be regular triplex wires (It is not allowed to modify by duplex wires) and must be connected to electrical switchboard and reliably grounded.

现场所有电线（特别是插头线）必须使用普通的三股线（禁止使用双股线修改），而且必须连接到配电板上并可靠接地。

- **All electrical inspections will be conducted by HAH/ABACE Show Management.**

所有电气设备电气检查均由 HAH/ABACE 展会管理部门执行。

- No colored wire can be used, except for bulb connections.

除了接灯泡之外，不得采用彩色电线。

- Any company found to be in violation of the installation rules will not receive power to their stand and will forfeit their performance bond.

对于违反安装规则的参展商，将不予为其展位供电，并将扣除其履约保证金。

- 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.

静态展区和贵宾楼的标准电气服务可以提供设备所需的 220 和 400 伏（50 或 60 赫兹）交流电压。Freeman 公司依照参展商所使用的电量直接收取费用。此费用和参展商 ABACE 展位费用分别收取。

- Temporary electrical equipment used for on-site construction shall comply with relevant national and industry standards. It is strictly forbidden to use electrical equipment with potential safety risk.

现场施工时使用的临时电气设备应符合相关的国家和行业标准。严禁使用具有潜在安全风险的电气设备。

- **Exhibitor Appointed Contractors (EAC's) are responsible for adhering to the ABACE Electrical Rules & Regulations.**

参展商指定承包商 (EAC) 有责任遵守 ABACE 电气规章制度。



- **Failure to comply with the rules & regulations will result in no electrical power supplied to the exhibitor stand.**

未遵守电气规章制度，则管理部门将不会对相关展位供电。

- **EAC's who are providing/performing electrical installation on stands must pay a non-refundable electrical inspection fee prior to moving in and must have all electrical installation work successfully inspected by HAH and ABACE Management prior to having electrical service being turned on.**

在展位上提供/执行电气安装的 EAC 在进场前必须支付不予退还的电气检查费用。在所有电气安装工作均通过 HAH 和 ABACE 管理部门的检查后，才能给予供电。

- **Work inspection failures result in additional fees required to be paid by the EAC.**

若未能通过工作检查，则 EAC 需支付额外的费用。

- **ELECTRICAL SERVICE WILL NOT BE TURNED ON UNTIL AN OFFICIAL HAH/ABACE STAFF PERSON HAS SIGNED OFF ON WORK PERFORMED FOR ALL THREE INSPECTIONS.**

在官方 HAH/ABACE 员工为所有三次检查的工作签字之后，才能给予供电。

- An on-site detailed stand electrical inspection checklist will be available on-site.

现场将设有详细的展位电气检查表。

- In some special booths and exhibition halls, if there is high power demand, the detailed power consumption plan must be reported to the organizer at the initial stage of the exhibition preparation.

在一些特殊的展位和展厅中，如果参展商需要大量电力，则必须在展出准备的初始阶段向组织方报告详细的用电计划。

All electrical worked performed on-site MUST be inspected by HAH/ABACE Management throughout the on-site installation process as outlined below:

在整个现场安装过程中，所有在现场执行的电气工作必须接受 HAH/ABACE 管理部门的检查，如下所示：

- **1<sup>st</sup> Inspection** – Once all the electrical wires have been installed and properly insulated.  
Work must be inspected prior to floor construction.
- **2<sup>nd</sup> inspection** – Once all additional hidden work for wall sockets has been completed.
- **3<sup>rd</sup> and final Inspection** – Structural stand integrity inspection
- **第 1 次检查** – 所有电线均安装完毕并适当绝缘之后。  
必须在展位搭建前进行检查。
- **第 2 次检查** – 所有墙壁插座的额外隐蔽工作完成之后。
- **第 3 次和最终检查** – 展位结构完整性检查

**IMPORTANT NOTICE: Failure to have proper stand inspections performed during the move-in process will result in no electrical power supplied to the exhibitor stand.**

重要通知：在进场期间所执行的工作若未能接受适当检验，则管理部门将不会对相关展位供电。



Exhibitors/EAC's are required to pay – in cash – the required electrical inspection fees below:  
 参展商/EAC 需要现金支付以下所需的电气检查费用:

<b>Electrical inspection Administrative Fee</b> per stand (non-refundable)  每个展位的 <b>电气检查管理费用</b> （不予退还）	RMB 40 PER SQM  每平方米 40 元人民币
<b>Re-inspection Fee /重新检查费用</b>  If found in violation, which will be deducted from the performance bond  若发现违规行为，将从履约保证金中扣除	RMB 200  人民币 200 元

## **ELECTRICITY / 电气设备**

### **Single-Unit Turnkey Chalets / 单联交钥匙型贵宾楼**

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

单联交钥匙型贵宾楼获取的电源可给以下设备供电:

- 一台 42 寸等离子显示器
  - 一台大型电冰箱
  - 四台壁挂式空调
  - 24 个卤素灯
  - 4 个 15 安培的单相 220V 插座
- Any additional power needs will be the responsibility of the exhibitor.
  - Power will be turned on Monday, April 15 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.
- 任何额外电源需要由参展商自行负责。
  - 电源将于4月15日（星期一）的08:00 – 17:00送电。
  - 在展会期间，在开展一小时前送电，在闭展一小时后断电。  
 如果需要在额外时间内送电，则发电机额外运行费用将由参展商支付。



## Double- and Triple-Unit Custom Chalets / 双联和三联定制型贵宾楼的电气需要

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

双联和三联定制型贵宾楼的参展商应与 Freeman 的 Rick Halvorson 取得联系 [rick.halvorson@freemanco.com](mailto:rick.halvorson@freemanco.com)，以讨论用电需要并获取报价。

## EXHIBIT HOURS / 参展时间

EXHIBIT HOURS / 参展时间	
<b>Tuesday, April 16, 2019</b> <b>2019 年 4 月 16 日 (星期二)</b>	10:00 – 18:00
<b>Wednesday, April 17, 2019</b> <b>2019 年 4 月 17 日 (星期三)</b>	10:00 – 18:00
<b>Thursday, April 18, 2019</b> <b>2019 年 4 月 18 日 (星期四)</b>	10:00 – 15:00

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

### 单联交钥匙型贵宾楼、双联和三联定制型贵宾楼的 EAC/参展商指定承包商 (EAC)/展位施工商

Chalet exhibitors planning to use 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, must comply with the following:

若贵宾楼参展商计划使用参展商指定承包商 (EAC)、展位施工商、第三方承包商来搭建和拆除展位或在官方展会时间前提供服务，则必须遵守以下规定：

- Exhibitors must follow the following steps to notify ABACE management of all EACs who will be working on show site on their behalf:
  - Exhibitor submits Notification of Intent to Use Exhibitor-Appointed Contractor (EAC)/Stand Builder form online no later than February 22, 2019.
  - EAC completes Exhibitor-Appointed Contractor (EAC) Contract/Application and uploads a copy of their Certificate of Insurance (COI) online no later than February 22, 2019.
  - Exhibitor/EAC submits stand drawings via online portal by February 22, 2019 deadline.



参展商必须按照以下步骤通知 ABACE 管理部门有关代表其在展会现场工作的所有 EAC 的情况：

1. 参展商应在 2019 年 2 月 22 日前在线提交参展商指定承包商 (EAC)/展位施工商意向使用通知。
  2. EAC 应在 2019 年 2 月 22 日之前填写参展商指定承包商 (EAC) 合同/申请，并在线上传保险证明书 (COI)。
  3. 参展商/EAC 应在 2019 年 2 月 22 日截止日期前通过在线门户网站提交展位图纸。
- Once these documents have been approved by ABACE management, EAC will be provided with a direct link to the online photo ID badging process.

一旦这些文件得到 ABACE 管理部门的批准，管理部门将向 EAC 提供在线照片 ID 通行证申请程序的直接链接。

- Contractors will be required to upload photographs for each contractor badge requested.

承包商每次申请通行证都需要上传照片。

- All contractor 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.

所有承包商照片 ID 通行证将在上海霍克太平洋商务航空服务中心机库内的“承包商通行证和履约保证金”服务台领取。

- 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 250 RMB (approximately U.S. \$39) and is payable only in cash on site.

照片 ID 通行证：所有展位承包商和 EAC 在 ABACE 展会上安装和拆除展位时必须佩带照片 ID 通行证。每个通行证的价格为 250 元人民币（大约 39 美元），承包商只可以在现场用现金购买。

- Exhibitors must notify ABACE management and Freeman of their intent to use an EAC for their chalet design in writing no later than February 22, 2019.

如果参展商希望使用 EAC 来对其贵宾楼进行设计，则必须在 2019 年 2 月 22 日前书面通知 ABACE 管理部门和 Freeman 公司。

- 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.

如果参展商在官方参展时间内使用参展商指定承包商 (EAC)，则必须为其提供参展商通行证。这些通行证可在线预订，并将作为参展商通行证总配额的一部分。在官方参展时间外，参展商指定承包商需要佩戴带有照片的 EAC 施工通行证。

- All stand contractors and EACs are required to follow the targeted move-in floor plan to facilitate a smooth move-in for ABACE.

所有展位承包商和 EAC 需要参考指定入场建筑平面图，以便 ABACE 参展商顺利进场。



- All stand contractors and EACs for chalets, including supervisors in single-unit chalets, must pay a performance bond deposit and a non-refundable management fee prior to move-in, as indicated below.

如下所述，所有贵宾楼的展位承包商和 EAC（包括单联贵宾楼的监管人员）必须在进场前交纳履约保证金和管理费（管理费不予退还）。

- Exhibitors are responsible for any damage to the chalet unit caused by exhibitors, their agents, contractors or employees.

若参展商以及其代理商、承包商和雇员对贵宾楼设施造成损坏，则由参展商负责。

- 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.

参展商以及其代理商、承包商和雇员对参展商租用的展台或其他物品造成的损坏由参展商负责。

- 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.

履约保证金和管理费必须在上海霍克太平洋商务航空服务中心机库内的“承包商通行证和履约保证金”服务台交纳。

- 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 stand structures, including all exhibit space debris (wood, nails, screws, etc.), must be removed from the indoor exhibit area and the freight yard.

- EAC 应依照展会管理部门指定的时间表拆除贵宾楼。拆除工作应该快速有序，不得阻塞展会出口和货门。所有展位构件，包括所有展位杂物（木料、钉子、螺钉等）应从室内展区和货运场移除。

- The performance bond, less the 2,000 RMB management fee for indoor exhibitors and single-unit chalet exhibitors, and 10,000 RMB for double- and triple-unit chalets, will be returned at the completion of move-out, on Friday, April 19, 2019 after the tenancy, provided there is no claim indemnity caused by the exhibitor/stand builder's behavior or negligence.

若参展商/展位施工商未因其行为或疏忽造成索赔，则履约保证金（单联贵宾楼减掉 2,000 元人民币管理费用，双联和三联贵宾楼减掉 10,000 元人民币）将在租期到日后，即 2019 年 4 月 19 日（星期五）参展商完全退场后返还。

- Once these documents have been approved by ABACE management, EAC will be provided with a direct link to the online photo ID badging process.

一旦这些文件得到 ABACE 管理部门的批准，管理部门将向 EAC 提供在线照片 ID 通行证申请程序的直接链接。

- Contractors will be required to upload photographs for each contractor badge requested.

承包商每次申请通行证都需要上传照片。



- All contractor 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.

所有承包商照片 ID 通行证将在上海霍克太平洋商务航空服务中心机库内的“承包商通行证和履约保证金”服务台领取。

- 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 250 RMB (approximately U.S. \$39) and is payable only in cash on site.

照片 ID 通行证：所有展位承包商和 EAC 在 ABACE 展会上安装和拆除展位时必须佩带照片 ID 通行证。每个通行证的价格为 250 元人民币（大约 39 美元），承包商只可以在现场用现金购买。

- EACs who have not been registered by the exhibitor and/or EACs who have not completed the online contract/application and provided a copy of their insurance certificate may not be permitted to work on site at ABACE.

EAC 若未通过参展商注册，和/或且未填写在线合同/申请，或未提供其保险证明书，则可能不允许在 ABACE 现场工作。

- Stand drawings for double- and triple-unit custom chalets will not be reviewed by show management until the [Notification of Intent to Use Exhibitor-Appointed Contractor form](#) and [EAC Contract/Application](#) have been completed online and the EAC's certificate of insurance has been received.

若未在线填写参展商指定承包商意向使用通知表和 EAC 合同/申请或未提交 EAC 保险证明书，则展会管理部门将不会对双联和三联定制型贵宾楼展位图纸进行审查。

- It is the Exhibitor's responsibility to ensure that all representatives of the Exhibitor-Appointed Contractor abide by ABACE2019 Rules & Regulations and to provide badges for those staff working on show days. The exhibiting company is responsible for the actions of their independent contractors and sub-contractors.

参展商有责任确保所有参展商指定承包商的所有代表遵守 ABACE2019 规章制度，并为这些在展出日工作的人员提供通行证。参展公司要对其独立承包商和分包商的行为负责。

- 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.

如果参展商在官方参展时间内使用参展商指定承包商 (EAC)，则必须为其提供参展商通行证。这些通行证可在线预订，并将作为参展商通行证总配额的一部分。

- During hours other than official show hours, EACs are required to wear official contractor photo ID badges.

在官方参展时间外，参展商指定承包商需要佩戴官方承包商照片 ID 通行证。



- All stand contractors and EACs are required to follow the targeted move-in floor plan to facilitate a smooth move-in for ABACE.

所有展位承包商和 EAC 需要参考指定入场建筑平面图，以便 ABACE 参展商顺利进场。

- Exhibitors are responsible for any damage to the chalet and ramp space facilities caused by exhibitors, their agents, contractors or employees.

若参展商以及其代理商、承包商和雇员对贵宾楼和停机坪设施造成损坏，则由参展商负责。

- Exhibitors shall be responsible for any damage to rented items caused by exhibitors, their agents, contractors or employees.

若参展商以及其代理商、承包商和雇员对租用物品造成损坏，则由参展商负责。

- 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.

履约保证金和管理费必须在上海霍克太平洋商务航空服务中心机库内的“承包商通行证和履约保证金”服务台交纳。

- EACs shall dismantle 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.

EAC 应依照展会管理部门指定的时间表拆除贵宾楼。拆除工作应该快速有序，不得阻塞展会出口和货门。

- The performance bond, less the 2,000 RMB management fee for indoor exhibitors and single-unit chalet exhibitors, and 10,000 RMB for double- and triple-unit chalets, will be returned at the completion of move-out, on Friday, April 19, 2019 after the tenancy, provided there is no claim indemnity caused by the exhibitor/stand builder's behavior or negligence.

若参展商/展位施工商未因其行为或疏忽造成索赔，则履约保证金（单联贵宾楼减掉 2,000 元人民币管理费用，双联和三联贵宾楼减掉 10,000 元人民币）将在租期到日后，即 2019 年 4 月 19 日（星期五）参展商完全退场后返还。

- Upon inspection, should there be damage to the hangar floor, deductions from the performance bond will be assessed as follows:

若检查出机库地板受损，则扣除履约保证金的评估方式如下：

<b>PERFORMANCE BOND DEDUCTIONS / 履约保证金扣除</b>	
Size of Damage / 受损大小	Performance Bond Deduction / 履约保证金扣除
1-10 cm / 厘米	500 RMB / 元人民币
10-25 cm / 厘米	750 RMB / 元人民币
over 25 cm / 超过 25 厘米	2,000 RMB / 元人民币



- Upon inspection, should the exhibit space not be clear of all debris, a re-inspection fee of 1,000 RMB will be assessed and deducted from the performance bond.

若检查出展位有杂物，则重新检查费用将评估为 1,000 元人民币，并从履约保证金中扣除。

#### EAC FEES / EAC 费用

	Performance Bond Deposit / 履约保证金	Non-Refundable Administrative Fee / 管理费（不予退还）	Contractor Badge Fee / 承包商通行证费用	Marshalling Yard Fee / 蓄车场费用
Indoor exhibit space less than 21 sqm 面积小于 21 平方米的室内展位	10,000 RMB/元人民币	2,000 RMB/元人民币	250 RMB/元人民币	300 RMB/元人民币
Indoor exhibit space 22-36 sqm 面积为 22-36 平方米的室内展位	20,000 RMB/元人民币	2,000 RMB/元人民币	250 RMB/元人民币	300 RMB/元人民币
Indoor exhibit space 37 sqm+ 面积大于 37 平方米的室内展位	30,000 RMB/元人民币	2,000 RMB/元人民币	250 RMB/元人民币	300 RMB/元人民币
Single, turnkey unit chalet 单联交钥匙型贵宾楼	18,000 RMB/元人民币	2,000 RMB/元人民币	250 RMB/元人民币	300 RMB/元人民币
Double-unit chalet 双联贵宾楼	75,000 RMB/元人民币	10,000 RMB/元人民币	250 RMB/元人民币	300 RMB/元人民币
Triple-unit chalet 三联贵宾楼	75,000 RMB/元人民币	10,000 RMB/元人民币	250 RMB/元人民币	300 RMB/元人民币
Static Display 静态展区	20,000 RMB/元人民币	2,000 RMB/元人民币	250 RMB/元人民币	300 RMB/元人民币



### **Single-Unit Turnkey Chalets – EAC Supervisor Only / 单联交钥匙型贵宾楼 – 仅适用 EAC 监管人员**

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: 单联交钥匙型贵宾楼参展商允许使用参展商指定承包商 (EAC)/展位施工商来监督其进场/撤场, 前提是其须遵守以下规章制度:

- A maximum of two supervisors are permitted.
- 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 Saturday, April 20 at 08:00.
- Exhibitors who reserved single-unit turnkey chalets are not permitted to use EACs for chalet design
- 最多使用两名监管人员。
- EAC监管人员必须是有资历的独立展位施工商。
- EAC监管人员只可以在 4月20日(星期六) 08:00 后在现场提供监管帮助, 而不能进行施工工作。
- 单联交钥匙型贵宾楼的参展商不允许使用参展商指定承包商对贵宾楼进行设计。

### **Double- and Triple-Unit Custom Chalets / 双联和三联定制型贵宾楼**

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:

双联和三联定制型贵宾楼参展商可以使用参展商指定承包商 (EAC)/展位施工商协助其完成贵宾楼的内部设计。然而, Freeman 公司是所有贵宾楼建筑的独家服务供应商。使用第三方公司的参展商必须遵守以下规章制度:

- 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 22, 2019.
- Exhibitor-appointed contractors must comply with all insurance and performance bond rules.
- 参展商指定承包商 (EAC)/展位施工商的监管人员必须是有资历的独立展位搭建者。
- 如果参展商希望使用 EAC 来对其贵宾楼进行内部设计, 则必须在 2019 年 2 月 22 日前书面通知 ABACE 管理部门和 Freeman 公司。
- 参展商指定承包商必须遵守所有保险和履约保证金的规则。

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 监管人员必须提供该参展商指定承包商办理的工伤补偿保险金额不低于人民币 100 万元的证明, 雇主责任和综合责任保险限额不得低于人民币 100 万元。



## EXHIBITOR SERVICE DESK / 参展商服务台

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:

ABACE 管理部门在现场指定一块区域，参展商可以在此从 ABACE 首选的独家服务供应商那里订购支持性物品和服务。参展商服务台将位于上海霍克太平洋公务航空服务中心附近一个位置便利的帐篷内，开放时间如下：

Exhibitor Service Desk Hours / 参展商服务台工作时间表	
Friday, April 12 / 4 月 12 日（星期五）	08:00 – 17:00
Saturday, April 13/ 4 月 13 日（星期六）	08:00 – 17:00
Sunday, April 14/ 4 月 14 日（星期日）	08:00 – 17:00
Monday, April 15*/ 4 月 15 日（星期一）*	08:00 – 17:00
Tuesday, April 16/ 4 月 16 日（星期二）	08:00 – 18:00
Wednesday, April 17/ 4 月 17 日（星期三）	08:00 – 18:00
Thursday, April 18/ 4 月 18 日（星期四）	09:00 – 19:00
Friday, April 19/ 4 月 19 日（星期五）	08:00 – 12:00

\*Security sweep will be conducted at 17:00 on Monday, April 15; everyone must vacate show site.

\*安全检查将于 4 月 15 日（星期一）17:00 执行，所有人必须退出展会现场。



## **EXHIBITS CONTAINED WITHIN PURCHASED SPACE / 展品置于购买空间之内**

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.

所有参展材料和展示品必须限制于参展商所购买的空间之内。请预订大小适当的展位或静态展位空间。如果很多人同时聚在一个位置，则展示区域不可置于展位的过道一侧。任何时候都不可以影响到正常的通道交通。若因噪音、操作方法或其他原因令人不可接受，则 ABACE 管理部门有权阻止参展。

## **FIRE SAFETY / 消防安全**

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 Municipal Government fire prevention regulations.

贵宾楼的所有出口和出口通道必须畅通无阻。家具、标牌、支架、椅子或展品不得伸入走道中。消防水带箱、灭火器、消防喷头或任何其他消防设备必须放在易于寻找、易于使用的位置。展位施工和装潢中使用的所有材料，以及用作临时遮挡的所有材料，必须具有耐燃认证。不得使用任何性质的易燃液体、物质或材料。所有材料和装置必须符合上海市政府的防火规定。

## **FIRST AID / 急救护理**

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.

进场布置、退场撤离和开展日期间，急救物品可在 ABACE 登记区域获取。如果发生紧急危机事件，ABACE 管理部门将联系上海市医疗急救中心。

## **FURNITURE PROCEDURES / 内部设施预定程序**

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

双联和三联半定制型贵宾楼参展商可自行挑选室内设施，但必须遵守以下规则：

- Third-party furniture suppliers are considered exhibitor-appointed contractors and all insurance and performance bond rules apply.
- Third-party furniture is considered freight and normal and customary material handling charges will apply.
- Furniture can only be delivered or picked up from outside the chalet. Freeman is responsible for moving the furniture into and out of the chalets. Normal and customary labor fees will apply.
- Furniture pick-up must occur between 08:00 and 10:00 on Saturday, April 20. Late pick-ups will result in the loss of the EAC performance bond and additional charges for labor and storage.



- 第三方室内设施供应商是参展商指定承包商，且适用于履约保证金和所有保险的规则。
- 第三方室内设施将产生运费和正常定制材料的装卸费用。
- 室内设施只能在贵宾楼外交货或收货。Freeman 公司负责将室内设施搬进和搬出贵宾楼，并会产生正常和普通的劳务费用。
- 室内设施的收货必须在 4 月 20 日（星期六）08:00 至 10:00 之间进行。过晚收货将导致 EAC 履约保证金的损失，并产生额外的劳务费用和储存费用。

Exhibitors who reserved single-unit turnkey chalets are not permitted to source their own furniture.  
单联交钥匙型贵宾楼的参展商不允许挑选自己的室内设施。

### MARSHALING YARD FEE / 蓄车场费用

To help facilitate a smooth and secure move-in for ABACE, we have designated a marshalling yard area located approximately 6km away from the Shanghai Hawker Pacific facility. All Exhibitor EACs and their exhibit delivery agents and drivers MUST report to the Marshalling Yard area prior to delivering freight and exhibit items to the ABACE event. Once trucks have been checked into the Marshalling Yard, they will be issued an “ABACE Truck Pass” which will allow them access to the security check point at the SHPBASC facility. Contractors will be assessed a fee of 300 RMB to access the marshaling yard.

为了使参展商能够顺利安全地进场，我们在距上海霍克太平洋公务航空中心 6 公里处指定了一个蓄车场。在交付货物和展品到 ABACE 会场前，所有参展商指定承包商和其展品货物交付代理商必须提前通知该蓄车场。一旦货车批准进入蓄车场后，会获得一张“货车通行证”，该卡允许货车进入上海霍克太平洋公务航空服务中心安检点。使用此蓄车场的承包商将交纳 300 元人民币的费用。

**IMPORTANT NOTE: NO TRUCK WILL BE ACCEPTED AT THE ABACE SHOW SITE WITHOUT FIRST GOING TO MARSHALLING YARD FOR A TRUCK PASS.**

**重要提示：卡车必须先到蓄车场领取卡车通行证，之后才能进入 ABACE 展会现场。**





## **MOVE-IN / 进场**

### **Single-unit Turnkey Chalet**

Move-in begins on Friday, April 12, 2019 and the following schedule of move-in/set-up hours are permitted:

单联交钥匙型贵宾楼 - 进场于 2019 年 4 月 12 日（星期五）开始，经批准的进场/安装时间表如下所示：

<b>Single-unit Turnkey Chalet Move-In / 单联交钥匙型贵宾楼进场</b>	
<b>Friday, April 12</b> 4 月 12 日（星期五）	08:00 – 18:00
<b>Saturday, April 13</b> 4 月 13 日（星期六）	08:00 – 18:00
<b>Sunday, April 14</b> 4 月 14 日（星期日）	08:00 – 18:00
<b>Monday, April 15*</b> 4 月 15 日（星期一）*	08:00 – 15:00

\*Security sweep will be conducted at 17:00 on Monday, April 15; everyone must vacate show site.  
安全检查将于 4 月 15 日（星期一）17:00 执行，所有人必须退出展会现场。

### **Double- and Triple-unit Custom Chalets**

Move-in begins at 12:00 on Wednesday, April 10, 2019. The following schedule of move-in/set-up hours are permitted:

双联和三联定制型贵宾楼 - 进场于 2019 年 4 月 10 日（星期三）12:00 开始经批准的进场/安装时间表如下所示：

<b>Double &amp; Triple-Unit Custom Chalet Move-In / 双联和三联定制型贵宾楼参展商进场</b>	
<b>Wednesday, April 10</b> 4 月 10 日（星期三）	12:00 – 20:00
<b>Thursday, April 11</b> 4 月 11 日（星期四）	08:00 – 20:00
<b>Friday, April 12</b> 4 月 12 日（星期五）	08:00 – 20:00
<b>Saturday, April 13</b> 4 月 13 日（星期六）	08:00 – 20:00
<b>Sunday, April 14</b> 4 月 14 日（星期日）	08:00 – 20:00
<b>Monday, April 15*</b> 4 月 15 日（星期一）*	08:00 – 17:00

\*Security sweep will be conducted at 17:00 on Monday, April 15; everyone must vacate show site.  
\*安全检查将于 4 月 15 日（星期一）17:00 执行，所有人必须退出展会现场。

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

需要额外时间来进行展位布置的贵宾楼参展商应与 NBAA 的 Linda Peters 取得联系，电邮：[lpeters@nbaa.org](mailto:lpeters@nbaa.org)，电话：+1 (202) 415-1297。



## MOVE-IN OVERTIME WORK HOURS / 进场超时工作时间

All EAC's/stand builders/exhibitors may request to work beyond the posted move-in hours. Requests must be made to the ABACE Exhibitor Service Desk and appropriate fees paid. Please note these rates are daily overtime rates.

所有 EAC/展位施工商/参展商均可申请在发布的进场时间外进行工作。必须向 ABACE 参展商服务台提出申请并支付相关费用。请注意上述费用为一天的工作超时费用。

Requests for extended work hours will be reviewed by ABACE management and are subject to the fees listed below on the days working late:

ABACE 管理部门将对该申请进行审查，并将收取一定费用，相关工作超时的费用在下面列出：

EXTENDED WORK HOURS FEES / 延长工作时间的费	
Application and payment in cash before 14:00  在 14:00 前申请支付现金	<b>3,000 RMB / 3,000 元人民币</b>  22:00 latest allowed time to work / 最晚可工作到 22:00
Application and payment in cash after 14:00  在 14:00 后申请支付现金	<b>5,000 RMB / 5,000 元人民币</b>  22:00 latest allowed time to work / 最晚可工作到 22:00

## MOVE-OUT / 离场

All chalets must remain staffed and in place until the show closes at 15:00 on Thursday, April 18, 2019, and exhibitors may not begin dismantling their exhibits before 15:00.

所有贵宾楼的人员在 2019 年 4 月 18 日（星期四）15:00 展会闭幕前不得离场，参展商在此之前不得拆卸展位。

Move out for all chalet exhibitors will begin at 15:00 on Thursday, April 18, 2019.

贵宾楼参展商离场将于 2019 年 4 月 18 日（星期四）15:00 开始。

Chalet exhibitors should remove all valuables (including AV equipment, models, furniture, etc.) on Thursday, April 18 beginning at 15:00. A high-value item removal form will be available for exhibitors/EACs to use when exiting show site with these items upon show closing.

贵宾楼参展商应在 4 月 18 日（星期四）15:00 开始移除所有贵重物品（包括影视器材、模型和家具等）。临近展会关闭，参展商/EAC 在退出展会现场时可填写贵重物品移除表。

### Single Turnkey Chalet

Move-out begins on Thursday, April 18, 2019 at 15:00. The following schedule for move out must be followed:

单联交钥匙型贵宾楼 - 离场于 2019 年 4 月 18 日（星期四）15:00 开始。离场时必须遵守以下时间表：



**Single Turnkey Chalet Move-Out Schedule/ 单联交钥匙型贵宾楼离场**

<b>Thursday, April 18</b> <b>4 月 18 日 (星期四)</b>	15:00 – 20:00	Exhibitor-owned materials removed from chalet  参展商参展材料移出贵宾楼
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**Double & Triple-Unit Custom Chalet Move-Out / 双联和三联定制型贵宾楼离场**

<b>Friday, April 19</b> <b>4 月 19 日 (星期五)</b>	15:00 – 20:00	Exhibitor-owned materials and valuables removed from chalet  参展商参展材料和贵重物品移出贵宾楼
<b>Saturday, April 20</b> <b>4 月 20 日 (星期六)</b>	08:00 – 16:00	ALL exhibit material and interior build outs must be removed from chalet  所有参展材料和内部设施必须从贵宾楼撤出

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.

ABACE 管理部门将指导官方货运代理商在指定拆除时间过后运输（运费到付）仍留在贵宾楼内的包裹、纸箱、板条箱等物品。飞机从静态展位撤出后，ABACE 管理部门将立即归还空集装箱。

**NOISE LEVELS / 噪音等级**

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.

参展商展位内的噪音等级不得超过 80 分贝，且必须不能干扰到附近其他展位参展。ABACE 管理部门保留强制执行本规定的权力。

**OFFICIAL SERVICE CONTRACTOR / 官方服务承包商**

To ensure orderly and efficient installation, operation and removal of displays, and to eliminate confusion, ABACE management has designated Freeman as the official service contractor.

**OFFICIAL SERVICE CONTRACTOR / 官方服务承包商**

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.



ABACE 管理部门认为这些公司有责任提供高品质服务且收费合理，并将在出现劣质工作和不合理收费时代表参展商进行调解。如参展商还没有和其他承包商签订安装和拆除展位的永久合约，则 ABACE 管理部门推荐所有参展商预定上述公司的服务。

To ensure orderly and efficient installation, operation and removal of displays, and to eliminate confusion, ABACE management has designated Freeman as the official service contractor.

为了确保对展位有效而有序地安装、管理、移除和排忧解难，ABACE 管理部门指定 Freeman 公司为官方服务承包商。

### **Freeman Contacts / Freeman 联系人**

Roxanne Ebbers

Vice President, National Sales Group / 美国国家营销集团副总裁

Tel / 电话 : +1 (702) 491-7796

Email / 电邮 : roxanne.ebbers@freemanco.com

### **Hangar & Pavilion Exhibitor Contact / 机库和篷房参展商联系人**

Amelia (Rivera) Daduya

Business Development Manager / 业务发展经理

Mobile / 手机: +1 (469) 693-3714

Email / 电邮 : [amelia.daduya@freemanco.com](mailto:amelia.daduya@freemanco.com)

### **Chalet Exhibitor Contact / 贵宾楼参展商联系人**

John Reed

Business Development Director/ 业务发展总监

Tel / 电话: +1 (214) 445-1261

Email / 电邮: john.reed@freemanco.com

### **PARKING / 停车场**

Pay parking lots are located four to five blocks away and ABACE provides complimentary shuttle bus services between the parking lots and the show. Unfortunately, except for parking for chalet display exhibitors, there is no on-site parking available at the Shanghai Hawker Pacific Business Aviation Service Centre.

离会场四到五个街区的地方设有停车点，而且 ABACE 在这些停车点和会场之间提供免费穿梭巴士服务。很遗憾，除贵宾楼展区停车场外，上海霍克太平洋公务航空服务中心的会展现场不设任何停车场。

Chalet exhibitors will be provided on-site parking permits for their cars as follows:

贵宾楼参展商将获发停车许可证，具体如下所述：

**Single-Unit Chalet:** Two parking permits

单联贵宾楼: 两张停车许可证

**Double-Unit Chalet:** Three parking permits

双联贵宾楼: 三张停车许可证

**Triple-Unit Chalet:** Four parking permits

三联贵宾楼: 四张停车许可证



There will be a limited number of “drop-off only” passes available for purchase in advance by exhibitors at the price of 950 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 16; Wednesday, April 17; and Thursday, April 18. These passes do not provide access to the FBO or into ABACE.

参展商可提前购买数量有限的“下客即走”通行证，价格为 950 元人民币（包括增值税）。持有这些通行证可方便地将乘客送达至 FBO 安检门外。这些通行证仅在 4 月 16 日（星期二）、4 月 17 日（星期三）和 4 月 18 日（星期四）有效。持这些通行证不能进入 FBO 或 ABACE 展区。

Chalet 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](mailto:mcameron@nbaa.org).

贵宾楼参展商可通过位于参展商信息板的参展商通行证注册购买“下客即走”通行证，前提是仍有剩余。获取更多信息，请联系 NBAA 的 Maureen Cameron，电邮：[mcameron@nbaa.org](mailto:mcameron@nbaa.org)。

### PERFORMANCE BOND/EAC FEES / 履约保证金/EAC 费用

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:

履约保证金和管理费：所有展位承包商和 EAC 必须在进场前交纳履约保证金和管理费（管理费不予退还）。这些费用如下所示：

EAC FEES / EAC 费用				
	Performance Bond Deposit / 履约保证金	Non-Refundable Administrative Fee / 管理费（不予退还）	Contractor Badge Fee / 承包商通行证费用	Marshalling Yard Fee / 蓄车场费用
Indoor exhibit space less than 21 sqm 面积小于 21 平方米的室内展位	10,000 RMB/元人民币	2,000 RMB/元人民币	250 RMB/元人民币	300 RMB/元人民币
Indoor exhibit space 22-36 sqm 面积为 22-36 平方米的室内展位	20,000 RMB/元人民币	2,000 RMB/元人民币	250 RMB/元人民币	300 RMB/元人民币
Indoor exhibit space 37 sqm+ 面积大于 37 平方米的室内展位	30,000 RMB/元人民币	2,000 RMB/元人民币	250 RMB/元人民币	300 RMB/元人民币



Single, turnkey unit chalet 单联交钥匙型贵宾楼	18,000 RMB/元人民币	2,000 RMB/元人民币	250 RMB/元人民币	300 RMB/元人民币
Double-unit chalet 双联贵宾楼	75,000 RMB/元人民币	10,000 RMB/元人民币	250 RMB/元人民币	300 RMB/元人民币
Triple-unit chalet 三联贵宾楼	75,000 RMB/元人民币	10,000 RMB/元人民币	250 RMB/元人民币	300 RMB/元人民币
Static Display 静态展区	20,000 RMB/元人民币	2,000 RMB/元人民币	250 RMB/元人民币	300B/元人民币

- **Exhibitors are responsible for any damage to the hangar, exhibitor pavilion and ramp space facilities caused by exhibitors, their agents, contractors or employees.**

若参展商以及其代理商、承包商和雇员对机库、篷房和停机坪设施造成损坏，则由参展商负责。

- 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.

参展商以及其代理商、承包商和雇员对参展商租用的展台或其他物品造成的损坏由参展商负责。

- 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.

履约保证金和管理费必须在上海霍克太平洋商务航空服务中心机库内的“承包商通行证和履约保证金”服务台交纳。

- EACs shall dismantle their stand assemblies in the timeframe specified and confirmed by show management.

EAC 应依照展会管理部门指定的时间表拆除其展位构件。

- The dismantling shall be quick and well organized and must not obstruct or block exits or cargo doors.

拆除工作应该快速有序，不得阻塞展会出口和货门。

- All stand structures, including all exhibit space debris (wood, nails, screws, etc.), must be removed from the indoor exhibit area and the freight yard.

所有展位构件，包括所有展位杂物（木料、钉子、螺钉等）应从室内展区和货运场移除。



- The performance bond will be returned at the completion of move-out, on Friday, April 19, 2019 after the tenancy, provided there is no claim indemnity caused by the exhibitor/stand builder's behavior or negligence.

如因参展商或展位施工商的行为或疏忽没有造成索赔的，履约保证金将在 2019 年 4 月 19 日（星期五）参展商完全退场后返还。

## **PETS / 宠物**

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

出于责任原因，以及为了维持活动的专业形象，除服务型动物以外，任何宠物不允许进入 ABACE 展会。

## **SAFETY REGULATIONS FOR DOUBLE- AND TRIPLE-UNIT CUSTOM CHALETs / 双联和三联定制型贵宾楼的安全规章**

- 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.

展位施工和产品宣传过程中所使用的材料、地毯和展示物品应具有较低的可燃性，以及具有消防部门签发的耐火报告单。明火以及可燃、可爆、有辐射、有毒或腐蚀性的物品不得出现在 ABACE 展会。

- Metal conduit must be used when laying electric wire. All electric connections and use of conduit will be inspected prior to electric service being turned on.

电线布线时必须使用金属护管。在供电前，所有电气连接和电缆管的使用将接受检查。

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

电弧光、电焊机、高压电器设备、霓虹灯或类似物品的使用或展示需提前获得 ABACE 管理部门的批准。

- 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.

在设计双联和三联定制型贵宾楼时，请参考《参展商服务手册》中的展位设计和图纸批准章节，确保贵宾楼设计符合相关规章制度。

- All double- and triple-unit custom chalets require technical drawings to be approved by ABACE management in advance. Drawings must be submitted by February 22, 2019.

所有双联和三联定制型贵宾楼的技术图纸需事先得到 ABACE 管理部门的审批。相关图纸必须在 2019 年 2 月 22 日前提交。



## **SECURITY / 安保服务**

While ABACE2019 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 13, 2019, to 15:00 on Thursday, April 18, 2019.

ABACE2019 标摊和贵宾楼开展后，管理部门将提供数量有限的周边安保人员。ABACE 安保人员将于 2019 年 4 月 13 日（星期六）的 18:00 至 2019 年 4 月 18 日（星期四）的 15:00 在静态展示区出勤。

### **REMINDER:**

**Security Inspection - Monday, April 15 at 17:00**

**提醒： 安全检查 - 4 月 15 日（星期一） 17:00**

The local police will conduct a security inspection of all exhibitors' stands. All exhibitors and stand builders must exit the show venue no later than 17:00. Once the venue is empty, the police will conduct their inspection which should be completed by 19:00. Once the inspection is complete, any exhibitors and stand builders who have made prior arrangements for overtime work hours may re-enter the venue.

当地警员将对所有参展商的展位进行安全检查。所有参展商和展位施工商必须在 17:00 之前离开会场。会场请空后，警员将执行检查，且应在 19:00 前完成。检查完成后，所有提前安排超时工作时间的参展商和展位施工商可重新进入会场。

Exhibitors are advised to obtain additional insurance coverage in advance to cover losses such as theft, fire and damage to property.

ABACE 管理部门建议参展商购买额外的保险项目以防止因盗窃、火灾和财产损失带来的损失。

**Note:** All exhibitors should remove all valuables, including but not limited to AV equipment, models, furniture, etc., during tear-down. High value item forms are available after 13:00 on Thursday, April 18 from the EAC badge office.

**注意：**撤展期间，所有参展商应移除所有贵重物品，包括但不限于影视器材、模型和家具等。在 4 月 18 日（星期四）13:00 后，可在 EAC 通行证办公室获取贵重物品登记物品表。

## **SHIPPING/STORAGE / 货运和存储**

### **Official Freight Forwarder – U.S. Exhibitors / 美国参展商的官方货运代理商**

Bryce Larkin

Sales Manager / 销售经理

Tel / 电话 : +1 (702) 691 9014

Email / 电邮 : [blarkin@twigroup.com](mailto:blarkin@twigroup.com)

Website / 网址 : [www.twiglobal.com](http://www.twiglobal.com)

### **Customs / 海关**

#### **APT Showfreight Logistics**

Tel / 电话 : +86 21 6124 0090

Fax / 传真: +86 21 6124 0091

Contact / 联系人 : Janson Zhu

Tel / 电话: +86 21 6124 0090 Ext. 307

Email / 电邮 : [janson.shu@aptshowfreight.com](mailto:janson.shu@aptshowfreight.com)



## SMOKING / 吸烟

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

ABACE 展会禁止吸烟。严禁在展厅、贵宾房或飞机静态展区吸烟。

## STAFFING / 展会人员

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

在展会正式开馆时间内，展位和静态展示区的参展人员必须全员到岗。

- 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 19, 2018.

展会期间，参展商每天早上 08:00 即可进入展区，但是仅可从事参展准备工作。在 2019 年 4 月 18 日（星期四）15:00 前，参展人员必须在展位留守，展品必须保持在其位置上。

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

在正式展览时间之外的任何时间，不得在展览区域安排展位准备以外的任何活动。

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

ABACE 管理部门有权在提前通知的情况下更改参展时间表。

- Exhibitors found to have dismantled their stands prior to 15:00 on Thursday, April 18, 2019, will be ineligible for the indoor priority draw for ABACE2019 and will be subject to an early tear-down penalty of \$5,215 USD.

- 如参展商在 2019 年 4 月 18 日（星期四）15:00 点之前拆除展位，则没有资格参加 ABACE2020 室内特位优选的资格，且将被处以 5,215 美元的提前撤展罚金。

## TERMS & CONDITIONS / 条款和条件

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

所有 ABACE 参展商必须同意和遵守参展申请文件和 ABACE 网站上公布的[条款和条件](#)。

## UNMANNED AIRCRAFT SYSTEMS (UAS)/DRONES, REMOTE-CONTROLLED AIRCRAFT AND HELIUM BALLONS / 无人驾驶飞机系统 (UAS)/无人机、遥控飞机和氦气球

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.

为了与会者的安全，严禁在贵宾楼或停机坪上使用无人飞机系统 (UAS)、遥控飞机和氦气球等飞行物。UAS 可能被允许在贵宾楼静态展出的前提是，其体积不可超过参展商购买展位范围，且需符合相关安全要求。



## VALUE ADDED TAX (VAT) / 增值税 (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.

中国税务机关要求 ABACE 代收代缴 ABACE 交易产生的增值税。增值税税率为 6.45%。增值税将添加到参展发票之中。在某些情况下，可以通过增值税汇款至中国相关税务机关的方式以扣除付给 ABACE 的增值税。进一步的指导，请咨询您的税务顾问。

## VISA INVITATION LETTERS / 签证邀请函

- Individuals from countries requiring Chinese visas to attend ABACE must have an invitation letter from the ABACE show organizer to obtain their visas.

来自需要办理中国签证国家的与会者必须持有 ABACE 展会组织方提供的邀请函才能获取签证。

- Attendees may request such a letter by using the ABACE invitation letter request form, which will be available in November 2018.

与会者可在 2018 年 11 月后使用 ABACE 邀请函申请表来申请此邀请函。

- ABACE show management will prepare and then issue the ABACE invitation letter.

ABACE 展会管理部门将准备并发布 ABACE 邀请函。

- Please be advised that it will take approximately 4 weeks to process requests. The invitation letter will then be sent to you via email to download.**

请注意：申请签证大约需要近 4 周的时间。之后，邀请函将通过电邮方式发送到参展商邮箱，以供下载。

- Please note:** Passports must be valid for at least six months after the date of your arrival in China.

请注意：到达中国后，护照有效期必须至少为六个月。

- Only registered attendees for ABACE2019 are eligible to request ABACE invitation letters.

只有注册 ABACE2019 的与会者才有资格申请邀请函。

- The processing fee to obtain an invitation letter is U.S. \$30.00 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.

获得邀请函的手续费是每人 30.00 美元再加上 6.45% 的增值税。申请签证邀请函时应提供信用卡号码。在收到邀请函后，将在信用卡上扣取以上费用。

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.

NBAA 提供相关信息只是为了协助办理签证申请，并不能干预中国有关部门所做出的任何决定。而且应注意，ABACE 与会者在中国必须遵守中国法律、法规，不得从事可能损害中国国家安全或者社会公共利益的



活动。其他国家的与会者必须为其在中国的一切行为负全部责任，必须愿意为出现的问题承担相应的法律和经济责任。

## **ABACE Media Registration – J2 Visas for Foreign Journalists / ABACE 媒体注册– 外国记者的 J2 签证**

The Chinese Government has provided a legal framework governing foreign journalists and their work in China. Foreign journalists who intend to go to China for short-term news coverage with an intended duration of stay in China of no more than 180 days, are expected to apply for a J2 visa. In addition to the normal visa requirements, foreign journalists must have a Visa Notification Letter issued by the Information Department of the Ministry of Foreign Affairs of China and an official letter issued by the media organization for which the journalist works. The Visa Notification Letter and the official media letter may be in the form of fax, photocopy or computer printout. An applicant may be required to submit an original invitation, provide other supporting documents, or schedule an interview with the consular officer. Applicants should contact the press office of the Chinese Embassy/Consulate General in advance and complete relevant formalities.

中国政府为外国记者及其在中国的工作提供了法律框架。前往中国进行短期新闻报道的外国记者，若打算在中国停留的时间不超过 180 天，则需申请 J2 签证。除正常签证要求外，外国记者还必须拥有中国外交部新闻司所签发的签证通知函，以及其所在媒体机构所签发的公函。签证通知函和媒体公函可以采用传真、影印或计算机打印输出的格式。申请人可能需要提交原始邀请函，并提供其他支持文件，或安排接受领事馆官员的面谈。申请人应事先与中国领事馆/总领事馆新闻办公室取得联系，并完成所有相关手续。

**Note: For security reasons, the local police enforce this requirement at ABACE2019. Foreign journalists who do not secure a J2 visa may be prevented from covering ABACE by the local police.**

**注意：出于安全原因，上海警方在 ABACE2019 强制执行此要求。没有获取 J2 签证的外国记者可能会被当地警方阻止报道 ABACE。**

For more information / 了解更多相关信息：

- Chinese Embassy J2 Visa Explanation/中国大使馆 J2 签证解释：  
<http://www.china-embassy.org/eng/visas/hrsq/#J2>
- Guide for Foreign Journalists in China / 外国记者指南：  
[http://www.china-embassy.org/eng/ywzn/mtyw/press\\_1/](http://www.china-embassy.org/eng/ywzn/mtyw/press_1/)
- Procedures for Foreign Reporters to Apply for Short-term News Coverage in or Resident Accreditation to China / 外国记者申请来华短期报道新闻或居住认证的程序：  
[http://www.china-embassy.org/eng/ywzn/mtyw/press\\_1/t946562.htm](http://www.china-embassy.org/eng/ywzn/mtyw/press_1/t946562.htm)

## **WASTE REMOVAL / 垃圾处理**

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

参展商和展位施工商有责任在进场和出场期间对其垃圾进行处理。为了降低垃圾处理的费用，我们建议参展商和展位施工商尽可能在搭建展位时使用可回收材料。



## STATIC DISPLAY EXHIBITOR RULES & REGULATIONS / 静态展区参展商规章制度

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

所有 ABACE 机库和篷房参展商必须查看并遵守静态展区规则制度和参展商通用规章制度。

### ACCESS TO THE STATIC DISPLAY / 进入静态展区

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.

静态展示区进场的限定时间如下表。参展商必须提前与 ABACE 管理部门商定，才可以要求延长进场时间，而且参展商需雇佣适当的安保人员。

STATIC DISPLAY ACCESS / 静态展区进入	
Monday, April 15* / 4 月 15 日（星期一）*	08:00 – 19:00
Tuesday, April 16 4 月 16 日（星期二）	08:00 – 19:00
Wednesday, April 17 4 月 17 日（星期三）	08:00 – 19:00
Thursday, April 18 4 月 18 日（星期四）	08:00 – 15:00

\*Security sweep will be conducted at 17:00 on Monday, April 15; everyone must vacate show site.

\*安全检查将于 4 月 15 日（星期一）17:00 执行，所有人必须退出展会现场。

### ACCESS FOR DELIVERY TRUCKS / 运货卡车进场

Deliveries of exhibit and other materials must be coordinated directly with official freight forwarder. Deliveries will only be accepted on Monday, April 15, 2019.

参展商在运送展品和其他材料前必须直接与官方的货运代理商进行协调，主办方仅于 2019 年 4 月 15 日（星期一）接收货物。

### ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES / 残障人士膳宿服务

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.



残障人士请提前联系 ABACE 管理部门，以便享受合理的特殊待遇。其获得合理的特殊待遇的前提条件是：不会对 ABACE 造成不应有的困难；不会改变预定活动的性质；也不会威胁其他与会者的安全或健康。

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.

出于安全原因，在霍克太平洋公务航空服务中心的机库展厅和静态展示区内仅允许使用官方指定车辆。只有受过训练并接受适当监管的服务性动物才允许进入 ABACE 会展现场。

## **AIRCRAFT ARRIVALS & PLACEMENT / 飞机抵达和布置**

Aircraft arrival operations will be conducted between 06:00 and 20:00 on Sunday, April 14, 2019.

飞机进场工作将于 2019 年 4 月 14 日（星期日）的 06:00 到 20:00 进行。

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 13 at 23:00 to Sunday, April 14 at 07:00.

上海虹桥国际机场规定飞机的最高卸载重量 (MTOW) 小于七吨。ABACE 已获取此重量等级飞机的特殊进站授权。ABACE 管理部门要求进场飞机在机场没有飞机起飞、着落的时间进场，也就是 4 月 13 日（星期六）的 23:00 至 4 月 14 日（星期日）的 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.

飞机抵达时间将由一个分区系统进行分配，每个分区指定的时间用来估算飞机抵达的时间。特定的飞机抵达时间将由每个飞机在静态展区的位置决定。在一些情况下，分配的时间可能不会和分区系统完全一致。

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.

ABACE 管理部门分配的进场时间是飞机进场的截止时间。错过其分配的进场截止时间的参展商可能会被拒绝在 ABACE 静态展示区参展。

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.

上海虹桥国际机场将为所有进场和离场的飞机使用一个事先批准 (PPR) 的位置程序。参展商将直接获取上海虹桥国际机场分派的 PPR。然而，参展商有责任确保在指定进场窗口处获取 PPR。

### **Aircraft Arrival Deadline / 飞机进场截止日期:**

**Sunday, April 14, 2019 / 2019 年 4 月 14 日（星期日）**



<b>Aircraft Arrival Schedule – on a targeted basis / 飞机进场时间表 - 按指定要求:</b>		
Helicopters and Turbo Props 直升飞机和涡轮螺旋桨飞机	4 月 13 日 (星期六)	22:00 – 23:59
Aircraft / 普通飞机	Sunday, April 14 4 月 14 日 (星期日)	00:01 – 07:00
Zone 1 / 1 区		06:00 – 10:00
Zone 2 / 2 区		10:00 – 12:00
Zone 3 / 3 区		12:00 – 14:00
Zone 4 / 4 区		14:00 – 16:00
Zone 5 / 5 区		16:00 – 18:00
Zone 6 / 6 区		18:00 – 20:00

### **Shanghai Hongqiao International Airport Arrival Procedures / 上海虹桥国际机场进场程序表**

Normal Operating Hours / 机场正常运行时间: 06:00 – 22:00

Peak Operation Hours / 机场运行高峰时间: 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.

参展飞机在上海虹桥国际机场运行高峰时间进场或离场很难实现, 所以我们建议参展飞机在机场非运行高峰时间进场或离场, 关于飞机进场或离场请联系指定的固定运营基地商或地面指挥代理商。

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 18 at 15:00. ABACE will begin towing aircraft for departure at approximately 17:00.

所有飞机必须在分配的截止日期前抵达。为了安全起见, ABACE 管理部门有权拒绝安置未按时到达的飞机。静态展示区的飞机不允许在展会闭幕前离开, 也就是 4 月 18 日 (星期四) 的 15:00。ABACE 将在星期四的 17:00 左右开始拖走飞机。

To further assist in planning, exhibitors must complete the [Aircraft Information Request Form](#) no later than March 15, 2019. 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.

如需获得更多帮助, 参展商必须在 2019 年 3 月 15 日前填写[飞机信息申请表](#)。虽然一些如尾翼编号和飞机型号的详细信息可不用在此规定时间内通知官方, 但务必将您参展的范围通知给 ABACE 管理部门。如参展商不知道这些细节信息, 则请提供参展飞机的基本类别 (轻型飞机、中型飞机、大型分机、涡轮螺旋桨飞机等) 以及所知的参展飞机信息。



## **AIRCRAFT DETAILING / 飞机装饰**

Aircraft detailing and grooming can be ordered through AEM Logistics.

飞机装饰和修饰服务可通过 AEM Logistics 公司订购。

### **Contact / 联系人:**

AEM Logistics

Tyler Harper,

Tel / 电话 : +1 (317) 850-6564

Email / 电邮 : [tharper@aemlogistics.com](mailto:tharper@aemlogistics.com)

## **AIRCRAFT GROUND POWER UNITS (GPUs) & AIR CONDITIONING UNITS (ACUs) / 飞机地面动力设备 (GPU) 和空调机组 (ACU)**

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:

AEM 国际公司是 ABACE 的 GPU 和 ACU 独家提供商。所有 GPU 和 ACU 都必须从 AEM 直接采购。AEM 承认参展商在静态展示区中使用自带 GPU 和 ACU 的权利的前提如下:

- 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.

参展商拥有的 GPU 和 ACU 必须是参展公司的全资财产, 不可以是参展商的安装和设计承包商、展览公司、签约第三方或代理的财产, 不可以为参展商出借、租借、租赁所得, 也就是说参展公司并非全程拥有设备的全部所有权。

- 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.

拥有所有权, 且经 AEM 批准在静态展示区使用 GPU 和 ACU 的参展商, AEM 将对其收取管理费, 金额为 AEM 提供的 GPU 和 ACU 同等设备报价的 15%。

For further information or to obtain pricing, contact / 获得更多信息及所需价格信息, 请联系:

### **Contact / 联系人:**

AEM International / AEM 国际公司

Ulrich Koch

Email / 电邮: [ukoch@aeminternational.com](mailto:ukoch@aeminternational.com)

Phone / 电话 : +1 (514) 695-1331

## **AIRCRAFT INVITATION LETTERS / 飞机邀请函**

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 March 2019.

填写飞行计划书前, 所有注册的飞机必须要取得一份邀请函。邀请函申请及获取的细节将于 2019 年 3 月通知给每位静态展区参展商。



## **ALLOCATION OF STATIC DISPLAY SPACE / 静态展位分配**

Although it is ABACE management's intent to place static display exhibitors in their space of choice, this may not always be possible. ABACE layout and airport operational considerations take precedent.

尽管 ABACE 管理部门希望静态展区参展商都能获取心仪展位，但这可能不太现实。首先要考虑 ABACE 的场地布局和机场运行。

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

静态展位将依据下列特位优选进行分配：

1. Applications received by January 7, 2019, with both chalet exhibits and static display aircraft.  
2019 年 1 月 7 日前提交申请，并拥有贵宾楼和静态展示飞机。
2. Applications received by January 7, 2019, with only static display aircraft.  
2019 年 1 月 7 日前提交申请，并拥有贵宾楼和静态展示飞机。
3. Applications received after January 7, 2019.  
2019 年 1 月 7 日后提交申请。

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

所有配置受可用展位之约束，并由参展飞机的大小而决定。

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.

静态展位的费用支付给 ABACE 管理部门，机场不收取任何费用。参展商或飞机运行商有责任支付正常的飞机着陆和地面处理费用。这些费用将直接支付给提供此服务的公司。

ABACE2019 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.

ABACE2019 管理部门制订了一个政策，规定若参展商在任何时候取消或减小展位以进行资金转移，则管理部门将不退还其任何费用。帮助静态参展商参展的辅助性费用将由提供这些服务的供应商直接收取。

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

为了安全有效地配置设备，展会将采用针对性布局。

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 Friday, April 19, 2019, at 15:00. ABACE will begin towing aircraft for departure at approximately 17:00.

所有飞机必须在分配的截止日期前抵达。为了安全起见，ABACE 管理部门有权拒绝安置未按时到达的飞机。静态展示区的飞机不允许在展会闭幕前离开，也就是 2019 年 4 月 19 日（星期五）的 15:00。ABACE 将在 17:00 左右开始拖走飞机。



**Important:** If static display space is not occupied by 18:00 on Monday, April 15, 2019, 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 ABACE2019 static display, any late of setup or movement aircraft would cause difficulties with other exhibitors and would jeopardize the opening of the exhibits.

**重要通知:** 如静态展示区的参展商在 2019 年 4 月 15 日 (星期一) 18:00 前未占用其展位, 则将视为参展商取消参展。与此同时, ABACE 管理部门应合理有权使用该展位。这条规章必须严格地强制执行。因为 ABACE2019 静态展示区的空间有限, 任何展位布置和飞机移动的延期都会给其他参展商带来不便, 为展会的成功开幕带来困难。

### **AUXILIARY POWER UNITS (APUs) / 辅助动力装置 (APU)**

Aircraft auxiliary power units (APUs) are not permitted to run during show hours or 30 minutes after arrival to 30 minutes prior to departure.

展出期间 (或飞机抵达 30 分钟后至离港 30 分钟前这段时间) 不允许使用飞机辅助动力装置 (APU)。

### **BADGES / 通行证**

- **NEW THIS YEAR: Exhibit booth personnel (EX), which require photos, may either upload their photo during the registration process by March 29, 2019, or have their photos taken on-site.**

今年新政策: 需要提供照片的参展人员 (EX) 可在 2019 年 3 月 29 日前在注册过程中上传本人照片, 也可现场携带本人照片。

- Exhibitor booth personnel badges (Badge code: EX) are required for exhibitor access to the exhibit halls, chalets and static display of aircraft.

参展商需佩戴参展人员通行证 (通行证代码: EX) 方可进入展厅、贵宾房和飞机静态展区。

- Access to ABACE2019 will be limited to official show hours for exhibitor guest (Badge code: EG) and attendee (Badge code: A) badges.

对于参展商嘉宾 (通行证代码: EG) 和与会者 (通行证代码: A, 进入 ABACE2019 会场的时间仅限于官方展出时间。

- **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.

出于安全程序的需要, 所有准备进入展区的参展人员必须在 **ABACE** 现场注册处提供照片, 才能够获取通行证。照片将不会打印在通行证之上, 但安保人员在参展人员进入展厅前会对其进行电子检测。



- 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.

中国大陆参展商将需要提供中文的姓名和公司名称，以及中国的身份证号码。依据中国公安部门的要求，上述信息将打印在参展商通行证的背面。

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

来自中国大陆之外的所有参展人员和与会者必须在注册信息中提供护照详细信息，并在注册现场出示护照以获取通行证。

- ABACE2019 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.

ABACE2019 通行证在参展中使用且不可进行转让。互换通行证的与会者和参展商将被处以罚金。会展期间，展会管理部门将随机进行身份检查。

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

参展商将依据以下条件配置免费通行证：

Type of Exhibit Space / 展位类型	Number of Badges Allocated / 配置通行证数量
<b>Premium Placement Exhibitors</b> 特优选位参展商	- 11 per 3m-by-3m space reserved - Maximum of 100 complimentary badges  - 每预订 3 米 x 3 米展位可获取 11 张免费通行证 - 最多可获取 100 张免费通行证
<b>Indoor Hangar/Exhibitor Pavilion Exhibitors</b> 室内机库/篷房参展商	- 10 per 3m-by-3m space reserved - Maximum of 100 complimentary badges  - 每预订 3 米 x 3 米展位可获取 10 张免费通行证 - 最多可获取 100 张免费通行证
<b>Chalet Exhibitors</b> 贵宾楼参展商	- 100 badges per single-unit chalet reserved - 150 badges per double-unit chalet reserved - 200 badges per triple-unit chalet reserved  - 每预订 1 个单联贵宾楼可获取 100 张通行证 - 每预订 1 个双联贵宾楼可获取 150 张通行证 - 每预订 1 个三联贵宾楼可获取 200 张通行证
<b>Static Display Exhibitors</b> 静态展区参展商	- 1 per 9 sqm space reserved - No maximum number of complimentary badges  - 每预订 9 平方米可获取 1 张免费通行证 - 免费通行证数量没有上限



- Exhibitors may purchase additional badges beyond their complimentary allotment online or on site at the discounted rate of 900 RMB (approximately 135 USD).

参展商可在线订购或现场以折扣价购买免费配额外的通行证，每张售价为 900 元人民币（约为 135 美元）。

- Exhibitors may access exhibitor badge registration through the [ABACE2019 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 ABACE2019.

参展商可通过 [ABACE2019 参展商信息板访问参展商通行证注册页面](#)。我们建议所有展位和静态展区的人员提前在线注册，以避免在现场排队。ABACE2019 的所有通行证将在现场发放，不会在展会之前寄送。

- 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.

请注意，如果参展商通行证配置数量用完，则参展公司嘉宾均需购买通行证。为了避免这种情况发生，请确保提前通过参展商申请为所有嘉宾注册通行证。

- 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.

如果参展商在官方参展时间内使用参展商指定承包商 (EAC)，则必须为其提供参展商通行证。这些通行证可在线预订，并将作为参展商通行证总配额的一部分。在官方参展时间外，参展商指定承包商需要佩戴带有照片的EAC通行证。

## **CARPETING / 地毯铺设**

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.

在静态展示区，允许参展商铺设飞机入场地毯和走道地毯。走道地毯铺设时不得采用钉子、螺钉或者胶水，但允许使用双面地毯胶。

Immediately after show closing on Friday, April 19, 2019, 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.

在 2019 年 4 月 19 日（星期五）15:00 展会结束后，参展商或其委派者必须立即移除静态展示区内的所有地毯。任何残留的地毯将由 ABACE 管理部门指定的 Freeman 工作人员移除，其移除服务产生的费用将直接由参展商支付。



## CATERING / 餐饮服务

Exhibitors will have the opportunity to select between two different official catering companies for exhibit and/or chalet display space:

室内展位和/或贵宾楼参展商将有机会选择两家不同的餐饮公司:

1. Hongqiao Jin Jiang Hotel / 上海虹桥锦江大酒店
2. Potel and Chabot / Potel&Chabot

The above catering companies have been selected as the official and exclusive catering partners and are the only caterers permitted to work on site.

上述餐饮公司被选为官方独家餐饮供应商,也是允许在现场提供服务的唯一餐饮供应商。

## CLEANING / 清洁服务

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

在展览期间, ABACE 管理部门每天会在开馆前和闭馆后安排工人清洁走道和普通/公共区域。

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

有关清洁服务的额外信息可参见本《参展商服务手册》。

## CO-EXHIBITORS / 联合参展商

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

参展商必须提前将所有联合参展商/共享展位的公司的情况通知给 ABACE 管理部门。

- A co-exhibitor is defined as the following:
  - Any company whose name is included on the exhibit space
  - Any company that has staff working on the exhibit space during official show hours
  - Any company whose marketing materials are distributed from the exhibit space
  - Any company whose products/services are marketed from the exhibit space
  - Any company other than the primary exhibitor with a different company name and a different business function that is sharing the exhibit space.

联合参展商的定义如下:

- 公司名称出现在展位的任何公司
  - 在官方展出期间, 员工在展位上工作的任何公司
  - 在展位分发营销材料的任何公司
  - 在展位宣传产品/服务的任何公司
  - 与主参展商共享展位, 带有不同的公司名称和业务功能的任何公司
- Co-exhibitors must have an existing corporate relationship between themselves and the contracted primary exhibitor.

各联合参展商必须已经与签订合同的主参展商建立合作关系。

- **NEW FOR 2019: All co-exhibitors must submit the [ABACE Co-exhibitor Registration Form](#) and payment of \$400 if submitted on or before Feb. 22, 2019 or \$500 if submitted after Feb. 22, 2019.**



**2019 新动态：**所有联合参展商必须在 **2019 年 2 月 22 日** 或之前提交 [ABACE 联合参展商注册表](#)并支付 **400 美元** 的费用，如果在上述日期后提交，则需支付 **500 美元** 的费用。

- 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 \$5,215 per company, per stand and a minimum of \$5,215 per company, per static display space.

未提前通知 **ABACE** 管理部门需要共享展位的参展商（包括展出其他公司产品或服务），将为其标摊和静态展位上的每家公司交纳至少 5,215 美元的额外展位费。

- All co-exhibitors must be members in good standing of AsBAA or NBAA.

所有联合参展商必须是 **AsBAA** 或 **NBAA** 的常设会员。

- All co-exhibitors must submit the ABACE2019 Co-Exhibitor Registration Form and payment.

所有联合参展商必须提交 **ABACE2019** 联合参展商注册表并交纳相关费用。

- Once registered, co-exhibitors will have separate company profiles in the online exhibitor directory and the mobile app.

注册后，联合参展商将在线参展商目录和手机应用程序中拥有单独的公司简介。

- 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.

联合参展商和参展商一样，都需要登录[参展商信息板](#)，才可在线更新 **ABACE** 手机应用程序和在线参展商目录中的公司信息。

- Co-exhibitors are not allotted badges and should work through their primary exhibitors to secure badges.

联合参展商不能分配到通行证，应通过其主参展商获取通行证。

### **DAMAGING PROPERTY / 财产损坏**

- 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.

参展中任何物品包括其相关标牌不可通过任何方式捆扎、钉钉、按大头钉、打图书钉、粘贴至天花板、墙壁、地板、门窗、涂漆表面、立柱、大理石或布织物。

- No holes may be drilled, cored or punched in the hangar and pavilion exhibit hall walls or floors.

禁止在机库和篷房展区的墙壁和板上钻眼、打孔、挖洞。

- 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.

不允许在机库和篷房展区的标牌、展位或其他物品上涂饰。禁止使用背粘式贴花纸或相同物品。



- Damages to the hangar and pavilion exhibit halls arising from failure to observe these rules will be billed to the exhibitor.

由于忽略以上规则而在机库和篷房展区中破坏相关设施的参展商将直接进行赔偿。

- Raw exhibit space exhibitors are required to install appropriate protective floor covering prior to installing exhibit. No sticky-back materials are permitted.

光地展位参展商在展位施工前需要安装适当的地板保护材料。禁止使用有背胶的材料。

## **DIRECT SELLING / 直接销售**

- No exhibitor is permitted 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.

如果没有获得 ABACE 管理部门的书面批准，任何参展商均不得在其指定展位之外分发资料（包括上海霍克太平洋公务航空服务中心之外的区域）。

- 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.

禁止在室内展区和飞机静态展区进行包括但不限于金钱交易和资金交换的直销行为。

- Advertising material of any description may be displayed and distributed only within the display space assigned to the exhibitor presenting such material.

参展商只能在自己的指定材料展示区域内展示和分发各种形式的广告资料。

- Canvassing by exhibitors outside their assigned exhibit is prohibited.

参展商不得在其指定展位外招揽生意。

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

也禁止在指定的展位外分发表物和营销材料，包括所有展位对展位的分发。

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

禁止在上海霍克太平洋公务航空服务中心距 ABACE 和上海虹桥国际机场飞机静态展区周围 80 公里（50 英里）范围内招揽相关生意（参展公司除外）。

- 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 US \$5,215.

如发现参展商违反关于直销的规则，将处以 5,215 美元的罚金，相当于一个额外 3 米 x 3 米展位的费用。



## **DRESS / 着装**

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.

ABACE 是商务活动，因此要求参展人员穿着商务正装。该规定不仅适用于所有与会者和参展商，也适用于在展位上代表参展商开展工作的工作人员。

## **ELECTRICAL SERVICE / 供电服务**

**IMPORTANT:** For electrical power to be turned on in a timely manner to exhibitors' stands, all electrical installation work performed on site must be inspected and approved by HAH (local Shanghai Fire & Safety Authority) and ABACE management. No exceptions. Failure to have proper stand inspections for work performed during move-in will result in no electrical power being supplied to the stand. Please carefully review all following procedures.

**重要通知：**为了使展位能够及时通电，所有在现场执行的电气安装工作必须由上海消防机构和 ABACE 管理部门进行检验和批准。没有例外情况。在进场期间所执行的工作若未能接受适当检验，则管理部门将不会对相关展位供电。请仔细检查以下程序。

### **NEW FOR 2019 / 2019 新动态：**

- **All wires on the site (especially plug wires) must be regular triplex wires (It is not allowed to modify by duplex wires) and must be connected to electrical switchboard and reliably grounded.**
  - **All wires on the site must be installed inside of metal conduits when they are passing through the floor, wall or other wearable locations. The conduits must be adopted when wires are exposed.**
  - **Temporary electrical equipment used for on-site construction shall comply with relevant national and industry standards. It is strictly forbidden to use electrical equipment with potential safety risk.**
  - **In some special booths and exhibition halls, if there is high power demand, the detailed power consumption plan must be reported to the organizer at the initial stage of the exhibition preparation.**
  - 现场所有电线（特别是插头线）必须使用普通的三股线（禁止使用双股线修改），而且必须连接到配电板上并可靠接地。
  - 现场所有电线在穿过地板、墙壁或可能受到磨损的位置时，必须安装在金属护管之内。电线暴露时必须采用导管。
  - 现场施工时使用的临时电气设备应符合相关的国家和行业标准。严禁使用具有潜在安全风险的电气设备。
  - 在一些特殊的展位和展厅中，如果参展商需要大量电力，则必须在展出准备的初始阶段向组织方报告详细的用电计划。
- Freeman is the exclusive provider of electrical service for ABACE. **Electricity, if required, must be ordered from Freeman.**

Freeman 公司是 ABACE 的独家电气服务提供商。如果有需要，必须在 **Freeman** 订购电气服务。

- Exhibitors located in the hangar or pavilion, may have electrical service for the operation of equipment, provided it does not produce noises of an annoying nature.

篷房展区和机库展区的参展商可订购用来操作相关设备的电气服务，但前提是不能带来扰人的噪音。

- Standard electrical service can be provided for equipment requiring 220VAC or 380VAC.

标准电气服务可以提供设备所需的 220 伏或 380 伏交流电压。



- Electricity, if required, must be ordered in advance.

如果有需要，必须提前订购电气服务。

- Electricians with valid work certificates are permitted to lay and install lines and electrical equipment within their stand space, **provided proper EAC information and insurance documentation is provided to show management by Feb. 22, 2019.**

在 2019 年 2 月 22 日前向展会提交相关 EAC 信息和保险单后，持有效工作证件的电工才可在展会安装展位内的电气线路和电气设备。

- **For all wire laying, metal conduit must be used when they are passing through the floor, wall or other wearable locations. Conduit installations will be inspected prior to electrical service being turned on.**

对于所有布线而言，在电线需要穿过地板、墙壁或可能受到磨损的位置时，必须使用金属护管。在供电前，应对电缆管安装情况进行检查。

- All wires on the site (especially plug wires) must be regular triplex wires (It is not allowed to modify by duplex wires) and must be connected to electrical switchboard and reliably grounded.

现场所有电线（特别是插头线）必须使用普通的三股线（禁止使用双股线修改），而且必须连接到配电板上并可靠接地。

- **All electrical inspections will be conducted by HAH/ABACE Show Management.**

所有电气设备及电气检查均由 HAH/ABACE 展会管理部门执行。

- No colored wire can be used, except for bulb connections.

除了接灯泡之外，不得采用彩色电线。

- Any company found to be in violation of the installation rules will not receive power to their stand and will forfeit their performance bond.

对于违反安装规则的参展商，将不予以为其展位供电，并将扣除其履约保证金。

- 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.

静态展区和贵宾楼的标准电气服务可以提供设备所需的 220 和 400 伏（50 或 60 赫兹）交流电压。Freeman 公司依照参展商所使用的电量直接收取费用。此费用和参展商 ABACE 参展位费用分别收取。

- Temporary electrical equipment used for on-site construction shall comply with relevant national and industry standards. It is strictly forbidden to use electrical equipment with potential safety risk.

现场施工时使用的临时电气设备应符合相关的国家和行业标准。严禁使用具有潜在安全风险的电气设备。

- **Exhibitor Appointed Contractors (EAC's) are responsible for adhering to the ABACE Electrical Rules & Regulations.**

参展商指定承包商 (EAC) 有责任遵守 ABACE 电气规章制度。



- **Failure to comply with the rules & regulations will result in no electrical power supplied to the exhibitor stand.**

未遵守电气规章制度，则管理部门将不会对相关展位供电。

- **EAC's who are providing/performing electrical installation on stands must pay a non-refundable electrical inspection fee prior to moving in and must have all electrical installation work successfully inspected by HAH and ABACE Management prior to having electrical service being turned on.**

在展位上提供/执行电气安装的 EAC 在进场前必须支付不予退还的电气检查费用。在所有电气安装工作均通过 HAH 和 ABACE 管理部门的检查后，才能给予供电。

- **Work inspection failures result in additional fees required to be paid by the EAC.**

若未能通过工作检查，则 EAC 需支付额外的费用。

- **ELECTRICAL SERVICE WILL NOT BE TURNED ON UNTIL AN OFFICIAL HAH/ABACE STAFF PERSON HAS SIGNED OFF ON WORK PERFORMED FOR ALL THREE INSPECTIONS.**

在官方 HAH/ABACE 员工为所有三次检查的工作签字之后，才能给予供电。

- An on-site detailed stand electrical inspection checklist will be available on-site.

现场将设有详细的展位电气检查表。

- In some special booths and exhibition halls, if there is high power demand, the detailed power consumption plan must be reported to the organizer at the initial stage of the exhibition preparation.

在一些特殊的展位和展厅中，如果参展商需要大量电力，则必须在展出准备的初始阶段向组织方报告详细的用电计划。

All electrical worked performed on-site MUST be inspected by HAH/ABACE Management throughout the on-site installation process as outlined below:

在整个现场安装过程中，所有在现场执行的电气工作必须接受 HAH/ABACE 管理部门的检查，如下所示：

- **1<sup>st</sup> Inspection** – Once all the electrical wires have been installed and properly insulated. Work must be inspected prior to floor construction.
- **2<sup>nd</sup> inspection** – Once all additional hidden work for wall sockets has been completed.
- **3<sup>rd</sup> and final Inspection** – Structural stand integrity inspection
- **第 1 次检查** – 所有电线均安装完毕并适当绝缘之后。  
必须在展位搭建前进行检查。
- **第 2 次检查** – 所有墙壁插座的额外隐蔽工作完成之后。
- **第 3 次和最终检查** – 展位结构完整性检查

**IMPORTANT NOTICE: Failure to have proper stand inspections performed during the move-in process will result in no electrical power supplied to the exhibitor stand.**

重要通知：在进场期间所执行的工作若未能接受适当检验，则管理部门将不会对相关展位供电。



Exhibitors/EAC's are required to pay – in cash – the required electrical inspection fees below:

参展商/EAC 需要现金支付以下所需的电气检查费用:

<b>ELECTRICAL INSPECTION FEES / 电气检查费用</b>	
<b>Electrical inspection Administrative Fee per stand (non-refundable)</b>  每个展位的电气检查管理费用（不予退还）	RMB 40 PER SQM  每平方米 40 元人民币
<b>Re-inspection Fee</b> if found in violation, which will be deducted from the performance bond  <b>重新检查费用</b> 若发现违规行为，将从履约保证金中扣除	RMB 200  人民币 200 元

## EXHIBIT HOURS / 参展时间

<b>EXHIBIT HOURS / 参展时间</b>	
<b>Tuesday, April 16, 2019</b>  <b>2019 年 4 月 16 日（星期二）</b>	10:00 – 18:00
<b>Wednesday, April 17, 2019</b>  <b>2019 年 4 月 17 日（星期三）</b>	10:00 – 18:00
<b>Thursday, April 18, 2019</b>  <b>2019 年 4 月 18 日（星期四）</b>	10:00 – 15:00

## EXHIBITOR-APPOINTED CONTRACTORS (EACs)/STAND BUILDERS/THIRD-PARTY CONTRACTORS FOR INDOOR HANGAR/PAVILION EXHIBITORS / 参展商指定承包商 (EAC)/展位施工商/机库第三方承包商/篷房展区参展商

An EAC is any vendor other than one of the official suppliers that an exhibitor wants to use before, during or after the show. Exhibitors with custom stands may use either the official show contractor (Freeman) or an exhibitor-appointed contractor of their choice. ABACE exhibitors must notify ABACE show management of their intent to use an Exhibitor-Appointed Contractor (EAC) to install or dismantle their stands or to provide any services for their stands.

EAC 是参展商在展会之前、期间或之后想要使用的官方供应商之外的任何供应商。定制展位参展商可使用官方展会承包商 (Freeman) 或自行选择参展商指定承包商。ABACE 参展商若打算使用参展商指定的承包商 (EAC) 来安装或拆除展台或为展台提供任何服务，则必须及时通知 ABACE 展会管理部门。



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:

如参展商委任参展商指定承包商 (EAC)、展位施工商、第三方承包商来搭建和拆除展位或在官方展会时间前提供服务, 则必须解决以下事项:

- Exhibitors must follow the following steps to notify ABACE management of all EACs who will be working on show site on their behalf:

参展商必须按照以下步骤通知 ABACE 管理部门有关代表其在展会现场工作的所有 EAC 的情况:

4. [Exhibitor submits Notification of Intent to Use Exhibitor-Appointed Contractor \(EAC\)/Stand Builder form online no later than February 22, 2019.](#)
5. EAC completes [Exhibitor-Appointed Contractor \(EAC\) Contract/Application](#) and uploads a copy of their Certificate of Insurance (COI) online no later than February 22, 2019.
6. Exhibitor/EAC [submits stand drawings via online portal](#) by February 22, 2019 deadline.

1. [参展商应在 2019 年 2 月 22 日在线提交参展商指定承包商 \(EAC\)/展位施工商意向使用通知。](#)
2. EAC 应在 2019 年 2 月 22 [日之前填写参展商指定承包商 \(EAC\) 合同/申请](#), 并在线上传保险证明书 (COI)。
3. 参展商/EAC 应在 2019 年 2 月 22 [日截止日期前通过在线门户网站提交展位图纸。](#)

- Once these documents have been approved by ABACE management, EAC will be provided with a direct link to the online photo ID badging process.

一旦这些文件得到 ABACE 管理部门的批准, 管理部门将向 EAC 提供在线照片 ID 通行证申请程序的直接链接。

- Contractors will be required to upload photographs for each contractor badge requested.

承包商每次申请通行证都需要上传照片。

- All contractor 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.

所有承包商照片 ID 通行证将在上海霍克太平洋商务航空服务中心机库内的“承包商通行证和履约保证金”服务台领取。

- 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 250 RMB (approximately U.S. \$39) and is payable only in cash on site.

照片 ID 通行证: 所有展位承包商和 EAC 在 ABACE 展会上安装和拆除展位时必须佩带照片 ID 通行证。

每个通行证的价格为 250 元人民币 (大约 39 美元), 承包商只可以在现场用现金购买。

- EACs who have not been registered by the exhibitor and/or EACs who have not completed the online contract/application and provided a copy of their insurance certificate may not be permitted to work on site at ABACE.



EAC 若未通过参展商注册, 和/或且未填写在线合同/申请, 或未提供其保险证明书, 则可能不允许在 ABACE 现场工作。

- Stand drawings will not be reviewed by show management until the Notification of Intent to Use Exhibitor-Appointed Contractor form and EAC Contract/Application have been completed online and the EAC's certificate of insurance has been received.

若未在线填写参展商指定承包商意向使用通知表和 EAC 合同/申请或未提交 EAC 保险证明书, 则展会管理部门将不会对展位图纸进行审查。

- Stand drawings must be submitted for all raw space, including inline raw space, even if exhibitor will be using same stand as in previous years.

所有光地展位参展商, 包括内联光地展位参展商, 必须提交展位图纸, 即便使用的展位与前几年相同也必须提交。

- It is the Exhibitor's responsibility to ensure that all representatives of the Exhibitor-Appointed Contractor abide by ABACE2019 Rules & Regulations and to provide badges for those staff working on show days. The exhibiting company is responsible for the actions of their independent contractors and sub-contractors.

参展商有责任确保所有参展商指定承包商的所有代表遵守 ABACE2019 规章制度, 并为这些在展出日工作的人员提供通行证。参展公司要对其独立承包商和分包商的行为负责。

- 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.

如果参展商在官方参展时间内使用参展商指定承包商 (EAC), 则必须为其提供参展商通行证。这些通行证可在线预订, 并将作为参展商通行证总配额的一部分。

- During hours other than official show hours, EACs are required to wear official contractor photo ID badges.

在官方参展时间外, 参展商指定承包商需要佩戴官方承包商照片 ID 通行证。

- All stand contractors and EACs are required to follow the targeted move-in floor plan to facilitate a smooth move-in for ABACE.

所有展位承包商和 EAC 需要参考指定入场建筑平面图, 以便 ABACE 参展商顺利进场。

- All stand contractors and EACs for raw exhibit space must pay a performance bond deposit and a non-refundable management fee prior to move-in, as indicated below.

所有展位承包商和 EAC 必须在进场前交纳履约保证金和管理费 (管理费不予退还)。

- Exhibitors are responsible for any damage to the hangar, exhibitor pavilion and ramp space facilities caused by exhibitors, their agents, contractors or employees.

若参展商以及其代理商、承包商和雇员对机库、篷房和停机坪设施造成损坏, 则由参展商负责。



- 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.

参展商以及其代理商、承包商和雇员对参展商租用的展台或其他物品造成的损坏由参展商负责。

- 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.

履约保证金和管理费必须在上海霍克太平洋商务航空服务中心机库内的“承包商通行证和履约保证金”服务台交纳。

- 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.

EAC 应依照展会管理部门指定和确认的时间表拆除其展位构件。拆除工作应该快速有序，不得阻塞展会出口和货门。所有展位构件，包括所有展位杂物（木料、钉子、螺钉等）应从室内展区和货运场移除。

- The performance bond, less the 2,000 RMB management fee for indoor exhibitors and single-unit chalet exhibitors, and 10,000 RMB for double- and triple-unit chalets, will be returned at the completion of move-out, on Friday, April 19, 2019 after the tenancy, provided there is no claim indemnity caused by the exhibitor/stand builder's behavior or negligence.

若参展商/展位施工商未因其行为或疏忽造成索赔，则履约保证金（单联贵宾楼减掉 2,000 元人民币管理费用，双联和三联贵宾楼减掉 10,000 元人民币）将在租期到后，即 2019 年 4 月 19 日（星期五）参展商完全退场后返还。

- Upon inspection during move out, should there be damage to the hangar floor, deductions from the performance bond will be assessed as follows:

在离场期间，若检查出机库地板受损，则扣除履约保证金的评估方式如下：

PERFORMANCE BOND DEDUCTIONS / 履约保证金扣除	
Size of Damage / 受损大小	Performance Bond Deduction / 履约保证金扣除
1-10 cm / 厘米	500 RMB / 元人民币
10-25 cm / 厘米	750 RMB / 元人民币
over 25 cm / 超过 25 厘米	2,000 RMB / 元人民币

Upon inspection during move out, should the exhibit space not be clear of all debris, a re-inspection fee of 1,000 RMB will be assessed and deducted from the performance bond.

在离场期间，若检查出展位有杂物，则重新检查费用将评估为 1,000 元人民币，并从履约保证金中扣除。



# EAC FEES / EAC 费用

	Performance Bond Deposit / 履约保证金	Non-Refundable Administrative Fee / 管理费（不予退还）	Contractor Badge Fee / 承包商通行证 费用	Marshalling Yard Fee / 蓄车场费用
Indoor exhibit space less than 21 sqm  面积小于 21 平方 米的室内展位	10,000 RMB/元人民币	2,000 RMB/元人民币	250 RMB/ 元人民币	300 RMB/ 元人民币
Indoor exhibit space 22-36 sqm  面积为 22-36 平 方米的室内展位	20,000 RMB/元人民币	2,000 RMB/元人民币	250 RMB/ 元人民币	300 RMB/元人民币
Indoor exhibit space 37 sqm+  面积大于 37 平方 米的室内展位	30,000 RMB/元人民币	2,000 RMB/元人民币	250 RMB/ 元人民币	300 RMB/元人民币
Single, turnkey unit chalet  单联交钥匙型贵 宾楼	18,000 RMB/元人民币	2,000 RMB/元人民币	250 RMB/ 元人民币	300 RMB/元人民币
Double-unit chalet  双联贵宾楼	75,000 RMB/元人民币	10,000 RMB/元人民币	250 RMB/ 元人民币	300 RMB/元人民币
Triple-unit chalet  三联贵宾楼	75,000 RMB/元人民币	10,000 RMB/元人民币	250 RMB/ 元人民币	300 RMB/元人民币
Static Display  静态展区	20,000 RMB/元人民币	2,000 RMB/元人民币	250 RMB/ 元人民币	300 RMB/元人民 币



## EXHIBITOR SERVICE DESK/ / 展商服务台

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 Service Centre.

ABACE 管理部门在现场指定一块区域，参展商可以在此从 ABACE 首选的独家服务供应商那里订购支持性物品和服务 **Exhibitor Service Desk Schedule / 参展商服务台工作时间表**。参展商服务台将位于上海霍克太平洋公务航空服务中心附近一个很好找的帐篷内。

Exhibitor Service Desk Hours / 参展商服务台工作时间表	
Friday, April 12 / 4 月 12 日 (星期五)	08:00 – 17:00
Saturday, April 13/ 4 月 13 日 (星期六)	08:00 – 17:00
Sunday, April 14/ 4 月 14 日 (星期日)	08:00 – 17:00
Monday, April 15*/ 4 月 15 日 (星期一) *	08:00 – 17:00
Tuesday, April 16/ 4 月 16 日 (星期二)	08:00 – 18:00
Wednesday, April 17/ 4 月 17 日 (星期三)	08:00 – 18:00
Thursday, April 18/ 4 月 18 日 (星期四)	09:00 – 19:00
Friday, April 19/ 4 月 19 日 (星期五)	08:00 – 12:00

\*Security sweep will be conducted at 17:00 on Monday, April 15; everyone must vacate show site.

\*安全检查将于 4 月 15 日 (星期一) 17:00 执行，所有人必须退出展会现场。



## **EXHIBITS CONTAINED WITHIN PURCHASED SPACE / 展品置于购买空间之内**

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.

所有参展材料和展示品必须限制于参展商所购买的空间之内。请预订大小适当的展位或静态展位空间。如果很多人同时聚在一个位置，则展示区域不可置于展位的过道一侧。任何时候都不可以影响到正常的通道交通。若因噪音、操作方法或其他原因令人不可接受，则 ABACE 管理部门有权阻止参展。

## **FBO/GROUND HANDLING AGENT / 地面指挥代理商**

The official ABACE2019 FBO and ground handling agent is Shanghai Hawker Pacific Business Aviation Service Centre.

ABACE2019 官方 FBO 和地面指挥代理商为上海霍克太平洋公务航空中心。

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

中国上海迎宾七路 99 号上海虹桥国际机场  
霍克太平洋公务航空中心，邮编：200335  
电话：+86 21 2234 1702

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 ABACE2019.

有很多公司在上海虹桥国际机场提供地面指挥服务。参展商在抵达 ABACE2019 后，可以聘用任何经批准的地面指挥代理商。

## **FIRE SAFETY / 消防安全**

All aisles and areas behind the Chalet's must be kept clear and unobstructed. No furniture, signs, easels, chairs or displays may protrude into aisles and fire safety corridors. 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 Public Safety fire preventions regulations.

贵宾楼后的所有过道和区域必须保持清洁和畅通无阻。家具、标牌、支架、椅子或展品不得伸入走道和消防安全通道中。展位施工和装潢中使用的所有材料，以及用作临时遮挡的所有材料，必须具有耐燃认证。不得使用任何性质的易燃液体、物质或材料。所有材料和装置必须符合上海公共安全防火规定。



## FIRST AID / 急救护理

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.

参展商入场、离场及参展期间，ABACE 在上海霍克太平洋商务航空服务中心内的注册台附近设有一个急救护理站。如果发生紧急危机事件，ABACE 管理部门将联系上海市医疗急救中心。

## MARSHALING YARD FEE / 蓄车场费用

To help facilitate a smooth and secure move-in for ABACE, we have designated a marshalling yard area located approximately 6km away from the Shanghai Hawker Pacific facility. All Exhibitor EACs and their exhibit delivery agents and drivers MUST report to the Marshalling Yard area prior to delivering freight and exhibit items to the ABACE event. Once trucks have been checked into the Marshalling Yard, they will be issued an “ABACE Truck Pass” which will allow them access to the security check point at the SHPBASC facility. Contractors will be assessed a fee of 300 RMB to access the marshaling yard.

为了使参展商能够顺利安全地进场，我们在距上海霍克太平洋公务航空中心 6 公里处指定了一个蓄车场。在交付货物和展品到 ABACE 会场前，所有参展商指定承包商和其展品货物交付代理商必须提前通知该蓄车场。一旦货车批准进入蓄车场后，会获得一张“货车通行证”，该卡允许货车进入上海霍克太平洋公务航空服务中心安检点。使用此蓄车场的承包商将交纳 300 元人民币的费用。

**IMPORTANT NOTE: NO TRUCK WILL BE ACCEPTED AT THE ABACE SHOW SITE WITHOUT FIRST GOING TO MARSHALLING YARD FOR A TRUCK PASS.**

**重要提示：卡车必须先到蓄车场领取卡车通行证，之后才能进入 ABACE 展会现场。**





## **MOCK-UPS / 实体模型**

Aircraft mock-ups are permitted on the static display.

实体模型不允许在静态展示区参展。

## **MOVE-IN / 进场**

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

查看飞机进场截止时间，详细了解有关静态展示区参展飞机进场的程序。

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

由于上海虹桥国际机场经常有班机和公务飞机起飞或降落，所以不允许参展飞机提前进场。

## **MOVE-OUT / 离场**

- All exhibits must remain staffed and in place until the show closes at 15:00 on Friday, April 19, 2019, and exhibitors may not begin dismantling their exhibits before 15:00.

所有参展商在 2019 年 4 月 19 日（星期五）15:00 展会闭幕前绝对不可以解散其工作人员，且务必保持原位。

- There will be no aircraft movements until approximately 17:00 on Friday, April 19, 2019.

在 2019 年 4 月 19 日（星期五）17:00 前，任何参展飞机不可以离场。

- All aircraft and exhibit materials must be removed from the static display of aircraft by 21:00 on Friday, April 19, 2019.

所有飞机和参展物品必须在 2019 年 4 月 19 日（星期五）21:00 前移除。

- Exhibitors found in violation of this rule will be ineligible for the indoor priority draw for ABACE2020 and will be subject to an early tear-down penalty of US \$5,215.

若参展商违反此规定，则将没有资格参加 ABACE2020 的室内展位特位优选活动，且将被处以 5,215 美元的提前撤展罚金。

- 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.

ABACE 管理部门将指导官方货运代理商在指定拆除时间过后运输（运费到付）仍留在机库或展厅内的包裹、纸箱、板条箱等物品。ABACE 管理部门走道地毯一旦从展馆展厅地板上移走之后立即归还空集装箱。

- Detailed information on freight and material handling is included in this Exhibitor Service Kit.

有关货物和材料搬运的详细资料，请参见《参展商服务手册》。



- To facilitate a smooth move-out from the static display, exhibit personnel will observe the following schedule on Friday, April 19, 2019:

为了方便静态展示区的参展商顺利离场，参展人员应查看下面 2019 年 4 月 19 日（星期五）的时间表：

<b>Static Display Tear-down Schedule – April 19, 2019</b> <b>静态展示区撤展时间表 – 2019 年 4 月 19 日</b>	
15:00	Show closes to attendees /与会者不得进入静态展示区
15:15 – 15:30	Security will escort attendees from static display 安检人员将护送与会者出场
15:00 – 16:30	Exhibitors pack display materials 参展商包装参展材料
16:30	Security clears ramp of all personnel 安保人员清理停机坪人员
16:45	Once ramp is cleared, airport begins removing security barricade 停机坪清理结束后，机场工作人员开始移除安全护栏
17:00	First aircraft movements begin 飞机开始离场

- 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.

由于上海虹桥国际机场安全等级高，所以静态展示区的参展商只有一个半小时的时间撤场。参展商必须制定相应的离场计划，且计划在一个半小时内准备叉车，并将所有参展物品包装好，其中包括：标牌、旗帜、横幅、地毯、护栏和其他设备。

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

静态展示区参展飞机的离场程序和其进场程序几乎相反。

- All aircraft must either depart or be returned to transient parking by 23:00 on Thursday, April 18, 2019.

所有参展飞机必须在 2019 年 4 月 18 日（星期四）23:00 前离场或返回暂停区。



## **OFFICIAL SERVICE CONTRACTOR / 官方服务承包商**

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.

ABACE 管理部门认为这些公司有责任提供高品质服务且收费合理，并将在出现劣质工作和不合理收费时代表参展商进行调解。如参展商还没有和其他承包商签订安装和拆除展位的永久合约，则 ABACE 管理部门推荐所有参展商预定上述公司的服务。

To ensure orderly and efficient installation, operation and removal of displays, and to eliminate confusion, ABACE management has designated Freeman as the official service contractor.

为了确保对展位有效而有序地安装、管理、移除和排忧解难，ABACE 管理部门指定 Freeman 公司为官方服务承包商。

### **Freeman Contacts / Freeman 联系人**

Roxanne Ebbers

Vice President, National Sales Group / 美国国家营销集团副总裁

Tel / 电话 : +1 (702) 491-7796

Email / 电邮 : [roxanne.ebbers@freemanco.com](mailto:roxanne.ebbers@freemanco.com)

### **Hangar & Pavilion Exhibitor Contact / 机库和篷房参展商联系人**

Amelia (Rivera) Daduya

Business Development Manager / 业务发展经理

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### **Chalet Exhibitor Contact / 贵宾楼参展商联系人**

John Reed

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## **PARKING / 停车场**

Pay parking lots are located four to five blocks away and ABACE provides complimentary shuttle bus services between the parking lots and the show. Unfortunately, except for parking for chalet display exhibitors, there is no on-site parking available at the Shanghai Hawker Pacific Business Aviation Service Centre.

离会场四到五个街区的地方设有停车点，而且 ABACE 在这些停车点和会场之间提供免费穿梭巴士服务。很遗憾，除贵宾楼展区停车场外，上海霍克太平洋公务航空服务中心的会展现场不设任何停车场。

There will be a limited number of “drop-off only” passes available for purchase in advance by exhibitors at the price of 950 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 16; Wednesday, April 17; and Thursday, April 18. These passes do not provide access to the FBO or into ABACE.



参展商可提前购买数量有限的“下客即走”通行证，价格为 950 元人民币（包括增值税）。持有这些通行证可方便地将乘客送达至 FBO 安检门外。这些通行证仅在 4 月 16 日（星期二）、4 月 17 日（星期三）和 4 月 18 日（星期四）有效。持这些通行证不能进入 FBO 或 ABACE 展区。

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](mailto:mcameron@nbaa.org).

参展商可通过位于参展商信息板的参展商通行证注册购买“下客即走”通行证，前提是仍有剩余。获取更多信息，请联系 NBAA 的 Maureen Cameron，电邮：[mcameron@nbaa.org](mailto:mcameron@nbaa.org)。



**PERFORMANCE BOND - EAC FEES / 履约保证金 - EAC 费用**

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:

履约保证金和管理费：所有展位承包商和 EAC 必须在进场前交纳履约保证金和管理费（管理费不予退还）。这些费用如下所示：

**EAC FEES / EAC 费用**

	Performance Bond Deposit / 履约保证金	Non-Refundable Administrative Fee / 管理费（不予退还）	Contractor Badge Fee / 承包商通行证费用	Marshalling Yard Fee / 蓄车场费用
Indoor exhibit space less than 21 sqm 面积小于 21 平方米的室内展位	10,000 RMB/元人民币	2,000 RMB/元人民币	250 RMB/元人民币	300 RMB/元人民币
Indoor exhibit space 22-36 sqm 面积为 22-36 平方米的室内展位	20,000 RMB/元人民币	2,000 RMB/元人民币	250 RMB/元人民币	300 RMB/元人民币
Indoor exhibit space 37 sqm+ 面积大于 37 平方米的室内展位	30,000 RMB/元人民币	2,000 RMB/元人民币	250 RMB/元人民币	300 RMB/元人民币
Single, turnkey unit chalet 单联交钥匙型贵宾楼	18,000 RMB/元人民币	2,000 RMB/元人民币	250 RMB/元人民币	300 RMB/元人民币
Double-unit chalet 双联贵宾楼	75,000 RMB/元人民币	10,000 RMB/元人民币	250 RMB/元人民币	300 RMB/元人民币
Triple-unit chalet 三联贵宾楼	75,000 RMB/元人民币	10,000 RMB/元人民币	250 RMB/元人民币	300 RMB/元人民币
Static Display 静态展区	20,000 RMB/元人民币	2,000 RMB/元人民币	250 RMB/元人民币	300 RMB/元人民币



- **Exhibitors are responsible for any damage to the hangar, exhibitor pavilion and ramp space facilities caused by exhibitors, their agents, contractors or employees.**

若参展商以及其代理商、承包商和雇员对机库、篷房和停机坪设施造成损坏，则由参展商负责。

- 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.

参展商以及其代理商、承包商和雇员对参展商租用的展台或其他物品造成的损坏由参展商负责。

- 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.

履约保证金和管理费必须在上海霍克太平洋商务航空服务中心机库内的“承包商通行证和履约保证金”服务台交纳。

- EACs shall dismantle their stand assemblies in the timeframe specified and confirmed by show management.

EAC 应依照展会管理部门指定和确认的时间表拆除其展位构件。

- The dismantling shall be quick and well organized and must not obstruct or block exits or cargo doors.

拆除工作应该快速有序，不得阻塞展会出口和货门。

- All stand structures, including all exhibit space debris (wood, nails, screws, etc.), must be removed from the indoor exhibit area and the freight yard.

所有展位构件，包括所有展位杂物（木料、钉子、螺钉等）应从室内展区和货运场移除。

- The performance bond will be returned at the completion of move-out, on Friday, April 19, 2019 after the tenancy, provided there is no claim indemnity caused by the exhibitor/stand builder's behavior or negligence.

- 如因参展商或展位施工商的行为或疏忽没有造成索赔的，履约保证金将在 2019 年 4 月 19 日（星期五）参展商完全退场后返还。

## **PETS / 宠物**

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

出于责任原因，以及为了维持活动的专业形象，除服务型动物以外，任何宠物不允许进入 ABACE 展会。



## **SECURITY / 安保服务**

While ABACE2019 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 13, 2019, to 15:00 on Thursday, April 18, 2019.

ABACE2019 展位开展后，管理部门将提供数量有限的周边安保人员。ABACE 安保人员将于 2019 年 4 月 13 日（星期六）的 18:00 至 2019 年 4 月 18 日（星期四）的 15:00 在静态展示区出勤。

### **REMINDER / 提醒:**

**Security Inspection Monday, April 15 at 17:00**  
**安全检查 4 月 15 日（星期一）17:00**

The local police will conduct a security inspection of all exhibitors' stands. All exhibitors and stand builders must exit the show venue no later than 17:00. Once the venue is empty, the police will conduct their inspection which should be completed by 19:00. Once the inspection is complete, any exhibitors and stand builders who have made prior arrangements for overtime work hours may re-enter the venue.

当地警员将对所有参展商的展位进行安全检查。所有参展商和展位施工商必须在 17:00 之前离开会场。会场清空后，警员将执行检查，且应在 19:00 前完成。检查完成后，所有提前安排超时工作时间的参展商和展位施工商可重新进入会场。

Exhibitors are advised to obtain additional insurance coverage in advance to cover losses such as theft, fire and damage to property.

ABACE 管理部门建议参展商购买额外的保险项目以防止因盗窃、火灾和财产损失带来的损失。

**Note:** All exhibitors should remove all valuables during tear-down. High value forms are available after 13:00 on Thursday, April 18 from the EAC badge office.

**注意:** 在撤展期间，所有参展商应移除所有贵重物品。在 4 月 18 日（星期四）13:00 后，可在 EAC 通行证办公室获取贵重物品登记表。

## **SHIPPING/STORAGE / 货运和存储**

### **Official Freight Forwarder – U.S. Exhibitors / 美国参展商的官方货运代理商**

Bryce Larkin

Sales Manager / 销售经理

Tel / 电话 : +1 (702) 691 9014

Email / 电邮 : [blarkin@twigroup.com](mailto:blarkin@twigroup.com)

Website / 网址 : [www.twiglobal.com](http://www.twiglobal.com)

### **Customs / 海关**

#### **APT Showfreight Logistics**

Tel / 电话 : +86 21 6124 0090

Fax / 传真: +86 21 6124 0091

Contact / 联系人 : Janson Zhu

Tel / 电话: +86 21 6124 0090 Ext. 307

Email / 电邮 : [janson.shu@aptshowfreight.com](mailto:janson.shu@aptshowfreight.com)



## **SMOKING / 吸烟**

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

ABACE 展会禁止吸烟。严禁在展厅、贵宾房或飞机静态展区吸烟。

## **STAFFING / 展会人员**

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

在展会正式开馆时间内，展位和静态展示区的参展人员必须全员到岗。

- 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 18, 2019.

展会期间，参展商每天早上 08:00 即可进入展区，但是仅可从事参展准备工作。在 2019 年 4 月 18 日（星期四）15:00 前，参展人员必须在展位留守，展品必须保持在其位置上。

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

在正式展览时间之外的任何时间，不得在展览区域安排展位准备以外的任何活动。

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

ABACE 管理部门有权在提前通知的情况下更改参展时间表。

- Exhibitors found to have dismantled their stands prior to 15:00 on Thursday, April 18, 2019, will be ineligible for the indoor priority lottery for ABACE2020.

如发现参展商在 2019 年 4 月 18 日（星期四）15:00 点之前拆除展位，则管理部门将取消参展商参与 ABACE2020 的室内特位优选的资格。

## **SUPPORT VEHICLES / 后勤车**

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

任何类型的后勤车均不得进入静态展示区。

## **TENTS, HOSPITALITY STRUCTURES, BANNERS & GRAPHICS / 帐篷、迎宾建筑、横幅和宣传画**

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.

禁止在 ABACE 静态展区内搭建帐篷，ABACE 贵宾楼除外。管理部门允许参展商在其静态展区中使用大众款式的遮阳伞。得到 ABACE 管理部门同意后，参展商可使用小型飞机遮盖设备（遮蓬）和飞机引导标牌。最终决定听从 ABACE 管理部门。



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.

静态展示区的所有物品都必须不得超重。展会飞机跑道上不允许钻孔。严禁在结构安装施工中使用钉子、螺钉、锯、电钻或其他电动工具。允许在组装飞机标牌时使用基本手动工具和通用五金元件。

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.

横幅、横幅杆、旗帜和织物上的图案必须有足够的重量以抵制大风及其他构件带来的破坏。在风力超过 12 英里每小时或因展会管理部门要求而导致展位无人值守的时候，参展商必须摘下所使用的悬垂横幅、横幅杆、水平横幅及引导标牌。如发现参展商未能及时摘除这些物品或无人照看展位，那么 ABACE 管理部门将收取参展商相应的拆除费用。

### **TERMS & CONDITIONS / 条款和条件**

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

所有 ABACE 参展商必须同意和遵守参展申请文件和 ABACE 网站上公布的参展商条款和条件。

### **UNMANNED AIRCRAFT SYSTEMS (UAS)/DRONES, REMOTE-CONTROLLED AIRCRAFT AND HELIUM BALLOONS / 无人驾驶飞机系统 (UAS)/无人机、遥控飞机和氦气球**

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.

为了与会者的安全，严禁在机库和篷房展区使用无人飞机系统 (UAS)、遥控飞机和氦气球等飞行物。UAS 可能允许在展区展出的前提是，其静止不动，体积不可超过参展商购买展位范围，并且需符合相关安全要求。

### **VALUE-ADDED TAX (VAT) / 增值税 (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 exhibitors' invoices for exhibit space. In some cases, exhibitors may be able to deduct the VAT paid to ABACE from their VAT remittance to the Chinese Tax Authority. Exhibitors are advised to consult their tax advisors for further guidance.

中国税务机关要求 ABACE 代收代缴 ABACE 交易产生的增值税。增值税税率为 6.45%。将计入参展商的展位发票之中。在某些情况下，可以通过增值税汇款到税务机关的方式扣除付给 ABACE 的增值税。获取进一步指导，请咨询您的税务顾问。



## VEHICLES / 车辆

With prior approval from ABACE management, vehicles are permitted to be displayed on the static display. A vehicle fee of 50,000 RMB will apply to each vehicle. The exhibitor or exhibitor-appointed contractor must purchase an EAC performance bond. All vehicles must be removed from the show venue within 2 hours of show closing. Failure to remove the vehicle by the deadline will result in the loss of the performance bond.

在事先获得 ABACE 管理部门批准后，车辆才允许在静态展区展出。每台车辆的参展费用为 50,000 元人民币。参展商和参展商指定承包商必须缴纳 EAC 履约保证金。所有车辆必须在展会结束的 2 个小时内离开会场。车辆未能在该截止时间离开现场的，将扣除履约保证金。

## VISA INVITATION LETTERS / 签证邀请函

- Individuals from countries requiring Chinese visas to attend ABACE must have an invitation letter from the ABACE show organizer to obtain their visas.

来自需要办理中国签证国家的与会者必须持有 ABACE 展会组织方提供的邀请函才能获取签证。

- Attendees may request such a letter by using the ABACE invitation letter request form, which will be available in November 2018.

与会者可在 2018 年 11 月后使用 ABACE 邀请函申请表来申请此邀请函。

- ABACE show management will prepare and then issue the ABACE invitation letter.

ABACE 展会管理部门将准备并发布 ABACE 邀请函。

- Please be advised that it will take approximately 4 weeks to process requests. The invitation letter will then be sent to you via email to download.**

请注意：申请签证大约需要近 4 周的时间。之后，邀请函将通过电邮方式发送到参展商邮箱，以供下载。

- Please note:** Passports must be valid for at least six months after the date of your arrival in China.

请注意：到达中国后，护照有效期必须至少为六个月。

- Only registered attendees for ABACE2019 are eligible to request ABACE invitation letters.

只有注册 ABACE2019 的与会者才有资格申请邀请函。

- The processing fee to obtain an invitation letter is U.S. \$30.00 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.

获得邀请函的手续费是每人 30.00 美元再加上 6.45% 的增值税。申请签证邀请函时应提供信用卡号码。在收到邀请函后，将在信用卡上扣取以上费用。

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.



NBAA 提供相关信息只是为了协助办理签证申请，并不能干预中国有关部门所做出的任何决定。而且应注意，ABACE 与会者在中国必须遵守中国法律、法规，不得从事可能损害中国国家安全或者社会公共利益的活动。其他国家的与会者必须为其在中国的一切行为负全部责任，必须愿意为出现的问题承担相应的法律和经济责任。

### **ABACE Media Registration – J2 Visas for Foreign Journalists / ABACE 媒体注册– 外国记者的 J2 签证**

The Chinese Government has provided a legal framework governing foreign journalists and their work in China. Foreign journalists who intend to go to China for short-term news coverage with an intended duration of stay in China of no more than 180 days, are expected to apply for a J2 visa. In addition to the normal visa requirements, foreign journalists must have a Visa Notification Letter issued by the Information Department of the Ministry of Foreign Affairs of China and an official letter issued by the media organization for which the journalist works. The Visa Notification Letter and the official media letter may be in the form of fax, photocopy or computer printout. An applicant may be required to submit an original invitation, provide other supporting documents, or schedule an interview with the consular officer. Applicants should contact the press office of the Chinese Embassy/Consulate General in advance and complete relevant formalities.

中国政府为外国记者及其在中国的工作提供了法律框架。前往中国进行短期新闻报道的外国记者，若打算在中国停留的时间不超过 180 天，则需申请 J2 签证。除正常签证要求外，外国记者还必须拥有中国外交部新闻司所签发的签证通知函，以及其所在媒体机构所签发的公函。签证通知函和媒体公函可以采用传真、影印或计算机打印输出的格式。申请人可能需要提交原始邀请函，并提供其他支持文件，或安排接受领事馆官员的面谈。申请人应事先与中国领事馆/总领事馆新闻办公室取得联系，并完成所有相关手续。

**Note: For security reasons, the local police enforced this requirement at ABACE2019. Foreign journalists who do not secure a J2 visa may be prevented from covering ABACE by the local police.**

**注意：**出于安全原因，上海警方在 **ABACE2019** 强制执行此要求。没有获取 J2 签证的外国记者可能会被当地警方阻止报道 **ABACE**。

For more information / 了解更多相关信息：

- Chinese Embassy J2 Visa Explanation/中国大使馆 J2 签证解释：  
<http://www.china-embassy.org/eng/visas/hrsq/#J2>
- Guide for Foreign Journalists in China / 外国记者指南：  
[http://www.china-embassy.org/eng/ywzn/mtyw/press\\_1/](http://www.china-embassy.org/eng/ywzn/mtyw/press_1/)
- Procedures for Foreign Reporters to Apply for Short-term News Coverage in or Resident Accreditation to China / 外国记者申请来华短期报道新闻或居住认证的程序：

[http://www.china-embassy.org/eng/ywzn/mtyw/press\\_1/t946562.htm](http://www.china-embassy.org/eng/ywzn/mtyw/press_1/t946562.htm)

### **WASTE REMOVAL / 垃圾处理**

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

参展商和展位施工商有责任在进场和出场期间对其垃圾进行处理。为了降低垃圾处理的费用，我们建议参展商和展位施工商尽可能在搭建展位时使用可回收材料。

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.

若发现机库和篷房展区参展商和EAC违反垃圾处理的规则，则将扣除其所有或部分履约保证金，且将被处以 5,215 美元的提前撤展罚金。



**IMPORTANT:** For electrical power to be turned on in a timely manner to exhibitors' stands, all electrical installation work performed on site must be inspected and approved by HAH (local Shanghai Fire & Safety Authority) and ABACE management. No exceptions. Failure to have proper stand inspections for work performed during move-in will result in no electrical power being supplied to the stand. Please carefully review all following procedures.

**重要通知:** 为了使展位能够及时通电, 所有在现场执行的电气安装工作必须由上海消防机构和 ABACE 管理部门进行检验和批准。没有例外情况。在进场期间所执行的工作若未能接受适当检验, 则管理部门将不会对相关展位供电。请仔细检查以下程序。

### NEW FOR 2019 / 2019 新动态:

- **All wires on the site (especially plug wires) must be regular triplex wires (It is not allowed to modify by duplex wires) and must be connected to electrical switchboard and reliably grounded.**
- **All wires on the site must be installed inside of metal conduits when they are passing through the floor, wall or other wearable locations. The conduits must be adopted when wires are exposed.**
- **Temporary electrical equipment used for on-site construction shall comply with relevant national and industry standards. It is strictly forbidden to use electrical equipment with potential safety risk.**
- **In some special booths and exhibition halls, if there is high power demand, the detailed power consumption plan must be reported to the organizer at the initial stage of the exhibition preparation.**
- 现场所有电线(特别是插头线)必须使用普通的三股线(禁止使用双股线修改), 而且必须连接到配电板上并可靠接地。
- 现场所有电线在穿过地板、墙壁或可能受到磨损的位置时, 必须安装在金属护管之内。电线暴露时必须采用导管。
- 现场施工时使用的临时电气设备应符合相关的国家和行业标准。严禁使用具有潜在安全风险的电气设备。
- 在一些特殊的展位和展厅中, 如果参展商需要大量电力, 则必须在展出准备的初始阶段向组织方报告详细的用电计划。

- Freeman is the exclusive provider of electrical service for ABACE. **Electricity, if required, must be ordered from Freeman.**

Freeman 公司是 ABACE 的独家电气服务提供商。如果有需要, 必须在 **Freeman** 订购电气服务。

- Exhibitors located in the hangar or pavilion, may have electrical service for the operation of equipment, provided it does not produce noises of an annoying nature.

篷房展区和机库展区的参展商可订购用来操作相关设备的电气服务, 但前提是不能带来扰人的噪音。

- Standard electrical service can be provided for equipment requiring 220VAC or 380VAC.

标准电气服务可以提供设备所需的 220 伏或 380 伏交流电压。

- Electricity, if required, must be ordered in advance.

如果有需要, 必须提前订购电气服务。



- Electricians with valid work certificates are permitted to lay and install lines and electrical equipment within their stand space, **provided proper EAC information and insurance documentation is provided to show management by Feb. 22, 2019.**

在 2019 年 2 月 22 日前向展会提交相关 EAC 信息和保险单后，持有效工作证件的电工才可在展会安装展位内的电气线路和电气设备。

- **For all wire laying, metal conduit must be used when they are passing through the floor, wall or other wearable locations. Conduit installations will be inspected prior to electrical service being turned on.**

对于所有布线而言，在电线需要穿过地板、墙壁或可能受到磨损的位置时，必须使用金属护管。在供电前，应对电缆管安装情况进行检查。

- All wires on the site (especially plug wires) must be regular triplex wires (It is not allowed to modify by duplex wires) and must be connected to electrical switchboard and reliably grounded.

现场所有电线（特别是插头线）必须使用普通的三股线（禁止使用双股线修改），而且必须连接到配电板上并可靠接地。

- **All electrical inspections will be conducted by HAH/ABACE Show Management.**

所有电气设备及电气检查均由 HAH/ABACE 展会管理部门执行。

- No colored wire can be used, except for bulb connections.

除了接灯泡之外，不得采用彩色电线。

- Any company found to be in violation of the installation rules will not receive power to their stand and will forfeit their performance bond.

对于违反安装规则的参展商，将不予以为其展位供电，并将扣除其履约保证金。

- 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.

静态展区和贵宾楼的标准电气服务可以提供设备所需的 220 和 400 伏（50 或 60 赫兹）交流电压。Freeman 公司依照参展商所使用的电量直接收取费用。此费用和参展商 ABACE 参展位费用分别收取。

- Temporary electrical equipment used for on-site construction shall comply with relevant national and industry standards. It is strictly forbidden to use electrical equipment with potential safety risk.

现场施工时使用的临时电气设备应符合相关的国家和行业标准。严禁使用具有潜在安全风险的电气设备。

- **Exhibitor Appointed Contractors (EAC's) are responsible for adhering to the ABACE Electrical Rules & Regulations.**

参展商指定承包商 (EAC) 有责任遵守 ABACE 电气规章制度。



- **Failure to comply with the rules & regulations will result in no electrical power supplied to the exhibitor stand.**

未遵守电气规章制度，则管理部门将不会对相关展位供电。

- **EAC's who are providing/performing electrical installation on stands must pay a non-refundable electrical inspection fee prior to moving in and must have all electrical installation work successfully inspected by HAH and ABACE Management prior to having electrical service being turned on.**

在展位上提供/执行电气安装的 **EAC** 在进场前必须支付不予退还的电气检查费用。在所有电气安装工作均通过 **HAH** 和 **ABACE** 管理部门的检查后，才能给予供电。

- **Work inspection failures result in additional fees required to be paid by the EAC.**

若未能通过工作检查，则 **EAC** 需支付额外的费用。

- **ELECTRICAL SERVICE WILL NOT BE TURNED ON UNTIL AN OFFICIAL HAH/ABACE STAFF PERSON HAS SIGNED OFF ON WORK PERFORMED FOR ALL THREE INSPECTIONS.**

在官方 **HAH/ABACE** 员工为所有三次检查的工作签字之后，才能给予供电。

- An on-site detailed stand electrical inspection checklist will be available on-site.

现场将设有详细的展位电气检查表。

- In some special booths and exhibition halls, if there is high power demand, the detailed power consumption plan must be reported to the organizer at the initial stage of the exhibition preparation.

在一些特殊的展位和展厅中，如果参展商需要大量电力，则必须在展出准备的初始阶段向组织方报告详细的用电计划。

All electrical worked performed on-site **MUST** be inspected by HAH/ABACE Management throughout the on-site installation process as outlined below:

在整个现场安装过程中，所有在现场执行的电气工作必须接受 **HAH/ABACE** 管理部门的检查，如下所示：

- **1<sup>st</sup> Inspection** – Once all the electrical wires have been installed and properly insulated.  
Work must be inspected prior to floor construction.
- **2<sup>nd</sup> inspection** – Once all additional hidden work for wall sockets has been completed.
- **3<sup>rd</sup> and final Inspection** – Structural stand integrity inspection
- **第 1 次检查** – 所有电线均安装完毕并适当绝缘之后。  
必须在展位搭建前进行检查。
- **第 2 次检查** – 所有墙壁插座的额外隐蔽工作完成之后。
- **第 3 次和最终检查** – 展位结构完整性检查

**IMPORTANT NOTICE: Failure to have proper stand inspections performed during the move-in process will result in no electrical power supplied to the exhibitor stand.**

重要通知：在进场期间所执行的工作若未能接受适当检验，则管理部门将不会对相关展位供电。



Exhibitors/EAC's are required to pay – in cash – the required electrical inspection fees below:

参展商/EAC 需要现金支付以下所需的电气检查费用：

ELECTRICAL INSPECTION FEES /电气检查费用	
<b>Electrical inspection Administrative Fee</b> per stand (non-refundable)  每个展位的 <b>电气检查管理费用</b> （不予退还）	RMB 40 PER SQM  每平方米 <b>40</b> 元人民币
<b>Re-inspection Fee</b> if found in violation, which will be deducted from the performance bond  <b>重新检查费用</b> 若发现违规行为，将从履约保证金中扣除	RMB 200  人民币 <b>200</b> 元



## EXHIBITOR-APPOINTED CONTRACTOR (EAC)/STAND BUILDER RULES & REGULATIONS / 参展商指定承包商 (EAC)/展位施工商规章制度

An EAC is any vendor other than one of the official suppliers that an exhibitor wants to use before, during or after the show. Exhibitors with custom stands may use either the official show contractor (Freeman) or an exhibitor-appointed contractor of their choice. ABACE exhibitors must notify ABACE show management of their intent to use an Exhibitor-Appointed Contractor (EAC) to install or dismantle their stands or to provide any services for their stands.

EAC 是参展商在展会之前、期间或之后想要使用的官方供应商之外的任何供应商。定制展位参展商可使用官方展会承包商 (Freeman) 或自行选择参展商指定承包商。ABACE 参展商若打算使用参展商指定的承包商 (EAC) 来安装或拆除展台或为展台提供任何服务, 则必须及时通知 ABACE 展会管理部门。

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:

如参展商委任参展商指定承包商 (EAC)、展位施工商、第三方承包商来搭建和拆除展位或在官方展会时间前提供服务, 则必须解决以下事项:

- Exhibitors must follow the following steps to notify ABACE management of all EACs who will be working on show site on their behalf:

参展商必须按照以下步骤通知 ABACE 管理部门有关代表其在展会现场工作的所有 EAC 的情况:

- [Exhibitor submits Notification of Intent to Use Exhibitor-Appointed Contractor \(EAC\)/Stand Builder form online no later than February 22, 2019.](#)
- EAC completes [Exhibitor-Appointed Contractor \(EAC\) Contract/Application](#) and uploads a copy of their Certificate of Insurance (COI) online no later than February 22, 2019.
- Exhibitor/EAC [submits stand drawings via online portal](#) by February 22, 2019 deadline.

- [参展商应在 2019 年 2 月 22 日前在线提交参展商指定承包商 \(EAC\)/展位施工商意向使用通知。](#)
- EAC 应在 2019 年 2 月 22 [日之前填写参展商指定承包商 \(EAC\) 合同/申请](#), 并在线上传保险证明书 (COI)。
- 参展商/EAC 应在 2019 年 2 月 22 [日截止日期前通过在线门户网站提交展位图纸。](#)

- Once these documents have been approved by ABACE management, EAC will be provided with a direct link to the online photo ID badging process.

一旦这些文件得到 ABACE 管理部门的批准, 管理部门将向 EAC 提供在线照片 ID 通行证申请程序的直接链接。

- Contractors will be required to upload photographs for each contractor badge requested.

承包商每次申请通行证都需要上传照片。

- All contractor 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.

所有承包商照片 ID 通行证将在上海霍克太平洋商务航空服务中心机库内的“承包商通行证和履约保证金”服务台领取。



- 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 250 RMB (approximately U.S. \$39) and is payable only in cash on site.

照片 ID 通行证：所有展位承包商和 EAC 在 ABACE 展会上安装和拆除展位时必须佩带照片 ID 通行证。

每个通行证的价格为 250 元人民币（大约 39 美元），承包商只可以在现场用现金购买。

- EACs who have not been registered by the exhibitor and/or EACs who have not completed the online contract/application and provided a copy of their insurance certificate may not be permitted to work on site at ABACE.

EAC 若未通过参展商注册，和/或且未填写在线合同/申请，或未提供其保险证明书，则可能不允许在 ABACE 现场工作。

- Stand drawings will not be reviewed by show management until the Notification of Intent to Use Exhibitor-Appointed Contractor form and EAC Contract/Application have been completed online and the EAC's certificate of insurance has been received.

若未在线填写参展商指定承包商意向使用通知表和 EAC 合同/申请或未提交 EAC 保险证明书，则展会管理部门将不会对展位图纸进行审查。

- Stand drawings must be submitted for all raw space, including inline raw space, even if exhibitor will be using same stand as in previous years.

所有光地展位参展商，包括内联光地展位参展商，必须提交展位图纸，即便使用的展位与前几年相同也必须提交。

- It is the Exhibitor's responsibility to ensure that all representatives of the Exhibitor-Appointed Contractor abide by ABACE2019 Rules & Regulations and to provide badges for those staff working on show days. The exhibiting company is responsible for the actions of their independent contractors and sub-contractors.

参展商有责任确保所有参展商指定承包商的所有代表遵守 ABACE2019 规章制度，并为这些在展出日工作的人员提供通行证。参展公司要对其独立承包商和分包商的行为负责。

- 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.

如果参展商在官方参展时间内使用参展商指定承包商 (EAC)，则必须为其提供参展商通行证。这些通行证可在线预订，并将作为参展商通行证总配额的一部分。

- During hours other than official show hours, EACs are required to wear official contractor photo ID badges.

在官方参展时间外，参展商指定承包商需要佩戴官方承包商照片 ID 通行证。



- All stand contractors and EACs are required to follow the targeted move-in floor plan to facilitate a smooth move-in for ABACE.

所有展位承包商和 EAC 需要参考指定入场建筑平面图，以便 ABACE 参展商顺利进场。

- All stand contractors and EACs for raw exhibit space must pay a performance bond deposit and a non-refundable management fee prior to move-in, as indicated below.

所有展位承包商和 EAC 必须在进场前交纳履约保证金和管理费（管理费不予退还）。

- Exhibitors are responsible for any damage to the hangar, exhibitor pavilion and ramp space facilities caused by exhibitors, their agents, contractors or employees.

若参展商以及其代理商、承包商和雇员对机库、篷房和停机坪设施造成损坏，则由参展商负责。

- 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.

参展商以及其代理商、承包商和雇员对参展商租用的展台或其他物品造成的损坏由参展商负责。

- 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.

履约保证金和管理费必须在上海霍克太平洋商务航空服务中心机库内的“承包商通行证和履约保证金”服务台交纳。

- 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.

EAC 应依照展会管理部门指定和确认的时间表拆除其展位构件。拆除工作应该快速有序，不得阻塞展会出口和货门。所有展位构件，包括所有展位杂物（木料、钉子、螺钉等）应从室内展区和货运场移除。

- The performance bond, less the 2,000 RMB management fee for indoor exhibitors and single-unit chalet exhibitors, and 10,000 RMB for double- and triple-unit chalets, will be returned at the completion of move-out, on Friday, April 19, 2019 after the tenancy, provided there is no claim indemnity caused by the exhibitor/stand builder's behavior or negligence.

若参展商/展位施工商未因其行为或疏忽造成索赔，则履约保证金（单联贵宾楼减掉 2,000 元人民币管理费用，双联和三联贵宾楼减掉 10,000 元人民币）将在租期到后，即 2019 年 4 月 19 日（星期五）参展商完全退场后返还。

- Upon inspection during move out, should there be damage to the hangar floor, deductions from the performance bond will be assessed as follows:

在离场期间，若检查出机库地板受损，则扣除履约保证金的评估方式如下：



<b>PERFORMANCE BOND DEDUCTIONS /履约保证金扣除</b>	
Size of Damage /受损大小	Performance Bond Deduction /履约保证金扣除
1-10 cm /厘米	500 RMB / 元人民币
10-25 cm /厘米	750 RMB / 元人民币
over 25 cm / 超过 25 厘米	2,000 RMB /元人民币

Upon inspection during move out, should the exhibit space not be clear of all debris, a re-inspection fee of 1,000 RMB will be assessed and deducted from the performance bond.

在离场期间，若检查出展位有杂物，则重新检查费用将评估为 1,000 元人民币，并从履约保证金中扣除。



## EAC FEES / EAC 费用

	Performance Bond Deposit / 履约保证金	Non-Refundable Administrative Fee / 管理费（不予退还）	Contractor Badge Fee / 承包商通行证费用	Marshalling Yard Fee / 蓄车场费用
Indoor exhibit space less than 21 sqm 面积小于 21 平方米的室内展位	10,000 RMB/元人民币	2,000 RMB/元人民币	250 RMB/元人民币	300 RMB/元人民币
Indoor exhibit space 22-36 sqm 面积为 22-36 平方米的室内展位	20,000 RMB/元人民币	2,000 RMB/元人民币	250 RMB/元人民币	300 RMB/元人民币
Indoor exhibit space 37 sqm+ 面积大于 37 平方米的室内展位	30,000 RMB/元人民币	2,000 RMB/元人民币	250 RMB/元人民币	300 RMB/元人民币
Single, turnkey unit chalet 单联交钥匙型贵宾楼	18,000 RMB/元人民币	2,000 RMB/元人民币	250 RMB/元人民币	300 RMB/元人民币
Double-unit chalet 双联贵宾楼	75,000 RMB/元人民币	10,000 RMB/元人民币	250 RMB/元人民币	300 RMB/元人民币
Triple-unit chalet 三联贵宾楼	75,000 RMB/元人民币	10,000 RMB/元人民币	250 RMB/元人民币	300 RMB/元人民币
Static Display 静态展区	20,000 RMB/元人民币	2,000 RMB/元人民币	250 RMB/元人民币	300 RMB/元人民币



## **EXHIBITORS / 参展商**

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.

在展位搭建前，所有参展商必须遵守 ABACE 的保险要求。虽然 ABACE 管理部门没有责任收集承保文件的证据，但参展商有责任确保保险范围符合相关承保要求。ABACE 管理部门有权酌情索要相关承保证明。

### **Exhibitor Insurance Requirements – Exhibitor Without Aircraft / 参展商承保要求 - 没有飞机参展的参展商**

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

参展商在包括入展和撤展的整段参展期间内应遵守下列规章：

- 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.
- 综合责任保险：包括普通保障的合同责任保险，个人和广告侵害及每次事故的人身伤害和财产损失的合并单一总限额至少为 100 万美元；
- 工伤补偿和雇主责任险，依照法定限额制定；
- 如果参展商在现场拥有或操作任何机动车辆，汽车责任保险的限额应满足所有大会现场参展商机动车辆的金额，且不低于 50 万美元。

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.

上述所有保险必须为基本保险且在任何其他保险前先行赔付。参展商应获取每个保单的代位求偿权放弃书，受益人为额外受保险方。参展商在所有保险单上必须指明美国公务航空协会有限公司、NBAA-ABACE 中国有限公司、上海霍克太平洋公务航空中心和上海机场集团为综合责任险和机动车责任险的附加被保险人。

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.

参展商必须向展会管理部门提供本章节所需的投保证据，且在展会期间随身携带。参展商承认本章节的要求并不限制其责任。



## Exhibitor Insurance Requirements – Exhibitor with Aircraft / 飞机参展商的保险要求 - 有飞机参展的参展商

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

参展商在包括入展和撤展的整段参展期间内应遵守下列规章:

- 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.
- 
- 综合责任保险: 包括普通保障的合同责任保险, 每次事故的人身伤害和财产损失的合并单一总限额至少为 500 万美元; 产品完工责任险至少为 100 万美元, 个人和广告侵害险至少为 100 万美元; 火灾损失险 5 万美元;
  - 飞机责任险包括场所责任险, 每次事故的人身伤害和财产损失的(包括乘客)合并单一总限额至少为 500 万美元;
  - 以飞机全部重置价值, 购买飞机机身险(全险);
  - 工伤补偿赔偿保险依照法定限制和雇主法律责任每次事故的保险额至少为 100 万美元; 和
  - 如果参展商在现场拥有或操作任何机动车辆, 汽车责任保险的限额应满足所有大会现场参展商机动车辆的金额, 且不低于 100 万美元。

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.

上述所有保险必须为基本保险且在任何其他保险前先行赔付。参展商应获取每个保单的代位求偿权放弃书, 受益人为额外受保险方。参展商在所有保险单上必须指明美国公务航空协会有限公司、NBAA-ABACE 中国有限公司、上海霍克太平洋公务航空中心和上海机场集团为每种责任保险的附加被保险人, 即使这些限制超过本节的要求也应如此。

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.

展会管理部门要求参展商应提供满足本章节需求的投保证据。参展商承认本章节的要求并不限制其责任。



## EXHIBITOR-APPOINTED CONTRACTOR (EAC) / 参展商指定承包商 (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.

参展商可选择使用 **Freeman**（官方服务承包商）、有资格的独立展位施工商、参展商指定承包商 (EAC) 或参展商公司的全职员工来安装和拆卸展位。

Any exhibitor using a non-official, exhibitor-appointed stand builder for installation and dismantling must provide ABACE management with the following by **February 22, 2019**:

若参展商使用非官方参展商指定展位施工商来安装和拆卸展位，则必须在 **2019 年 2 月 22 日** 前向 ABACE 管理部门提供以下材料：

- [Intent to use Exhibitor-Appointed Contractor \(EAC\)/Stand Builder form.](#)
- [Signed Exhibitor-Appointed Contractor \(EAC\)/Stand Builder application/contract](#)
- EAC's certificate of insurance
- [参展商指定承包商 \(EAC\)/展位施工商意向使用通知。](#)
- [签署的参展商指定承包商 \(EAC\)/展位施工商申请/合同](#)
- EAC 的保险证明书

Exhibitors who fail to provide notification of workers' compensation insurance information for the exhibitor-appointed stand builder or EAC by the **February 22, 2019**, 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.

参展商若未能在 **2019 年 2 月 22 日** 前提供参展商指定展位施工商或 EAC 工伤补偿保险通知，则需雇佣 ABACE 官方服务承包商 (Freeman) 来安装和拆卸展位。若参展商在官方参展时间内使用安装和拆卸公司/EAC 的服务，则必须为其人员提供参展商通行证。

## EAC INSURANCE REQUIREMENTS / EAC 承保要求

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

EAC 在包括入展和撤展的整段参展期间内应遵守下列规章：

### 1. WORKERS' COMPENSATION & EMPLOYERS' LIABILITY INSURANCE / 工伤保险和雇主责任保险

#### - Workers Compensation / 工伤赔偿

Statutory as per the respective state or country  
依据相关国家的规定

#### - Employers Liability / 雇主责任

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.

意外人身伤害（每次事故 10 万美元）；疾病导致的身体伤害（每名员工 10 万美元，保单限额 50 万美元）。雇主责任险必须包括保险地域规定，将展会举办地点纳入其中。



## **2. COMMERCIAL GENERAL LIABILITY AND UMBRELLA/EXCESS LIABILITY INSURANCE / 商业一般责任险和伞式/超额责任保险**

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.

EAC 必须拥有综合责任保险：包括普通保障的合同责任保险，个人和广告侵害及每次事故的人身伤害和财产损失的合并单一总限额至少为 100 万美元；

## **3. AUTOMOBILE LIABILITY INSURANCE / 汽车责任保险**

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 \$1,000,000n (USD).

如果 EAC 在 ABACE 拥有或操作任何机动车辆，汽车责任保险的限额应满足其在 ABACE 所有车辆的金额，且不低于 100 万美元。

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.

上述所有保险必须为基本保险且在任何其他保险前先行赔付。参展商应获取每个保单的代位求偿权放弃书，受益人为额外受保险方。参展商在所有保险单上必须指明美国公务航空协会有限公司、NBAA-ABACE 中国有限公司、上海霍克太平洋公务航空中心和上海机场集团为每种责任保险的附加被保险人，即使这些限制超过本节的要求也应如此。

## **IDEMNIFICATION; ASSUMPTION OF RISK / 赔偿；承担风险**

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 ABACE2019, 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.

ABACE2019 相关 EAC 应赔偿因其行为或忽略（包括但不限于其在活动中可能进行活动或参展商违反本合同的条款）而给展会管理部门、大会现场、以及其母公司和子公司、股东、参展商管理人员、员工、代理人 and 承包商带来的所有损失、损坏、索赔、要求、诉讼、处罚、判决及负债（包括诉讼费和合理的律师费）。参展商同意对大会产生或相关的人身伤害、死亡或财产损失风险承担所有责任，无论这种风险是不是由展会管理部门疏忽或以其他方式而造成。当事人认同这种赔偿和承担风险可在法律允许的范围解释。



## **WAIVER OF LIABILITY / 免除责任**

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.

展会管理部门在任何情况都不承担 EAC 的利润损失以及任何偶然、特殊、间接、惩罚性或从属性损失，不管此类损失或损害是否具有可预见性或展会管理部门已被告知此类损失或损害的可能性。在任何情况下，展会管理部门的最大责任不超过参展商实际支付给展会管理部门的参展费。



ABACE management works year-round to promote ABACE across Asia and around the world. As a result, many 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 several resources to help exhibitors promote their participation and get the greatest value from their investment in the show.

ABACE 管理人员常年致力于 ABACE 在亚洲乃至全球的推广。通过他们的努力，吸引了来自全世界的众多新闻媒体来到这个亚洲最重要的商务航空大会进行播报。此外，ABACE 还提供各种资源，帮助与会者在展览会上获得最大利益。

### ABACE PRESS HEADQUARTERS / ABACE 新闻总部

- 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 Monday, April 15, at 08:00 – one day before ABACE opens.
- Shelf space is available in the ABACE Press Headquarters for exhibitors to distribute their press materials.
- ABACE 新闻总部欢迎各大新闻媒体的到来，并为各大新闻媒体提供播报 ABACE 展会所用的工作区域。
- 只有登记和有资格的新闻媒体才可以享受 ABACE 新闻总部的使用权和提供的饮料和食物。
- ABACE 新闻总部于 4 月 15 日（星期一）的 08:00 开放，也就是 ABACE 展会开始的前一天。ABACE 新闻总部内为参展商提供分发新闻材料的杂志箱。

### PRESS CONFERENCE SCHEDULING / 新闻发布会时间安排

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, which 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 hangar and adjacent to the exhibitor pavilion. Only exhibitors at ABACE may hold press briefings.

参展商可在展会上主持新闻发布会，让业界了解您公司最新的产品消息。ABACE 管理部门还为参展商提供环境优美的新闻发布会议室，会议室里提供影音设备及一个翻译间，而且这些服务仅收取少量费用。新闻发布会在 ABACE 会议室中举行，此会议室就机库之外，紧邻篷房展区。只有在 ABACE 参展的参展商才可以主持新闻发布会。

A schedule of press conferences will be listed online at [ABACE.aero](http://ABACE.aero), and a final listing will be available in the ABACE press headquarters on Monday, April 15.

ABACE 官网将在线公布一份新闻发布会时间表，最终列表将于 4 月 15 日在 ABACE 新闻总部提供。

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.



新闻发布会将在没有冲突的情况下提供尽可能多的新闻报道。我们建议参展商使用ABACE官方新闻设施，以避免会议冲突。然而，参展商可以在其展位或其他地址举办仅面向受邀者的新闻会议。请告知我们您举办新闻发布会的时间和地点，这样我们才能够适当地通知相关媒体和与会者。

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

要预定新闻发布会议室，参展商必须填写 ABACE 新闻发布会议室申请表。

Press conferences may be scheduled for Monday, April 15 and Tuesday, April 16.

新闻发布会的时间可能定于 4 月 15 日（星期一）和 4 月 16 日（星期二）。

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.

新闻发布会预期为时 45 分钟，每小时一次。每小时的最后 15 分钟用来为下一场新闻发布会（下一小时）做准备。比如，如果新闻发布计划于 10:00 开始，则参展商可能需要在 09:45 开始布置。而且，新闻发布会必须在 10:45 之前结束，下一场新闻发布会（下一小时）开始布置。

**Note:** Exhibitors are responsible for removing any extra marketing materials or trash left behind after their conference.

**注意：**参展商有责任清除会议结束后留下的所有营销材料或垃圾。

**ABACE management must receive payment by March 15. If submitted after the deadline, payment must be received within 3 days of submitting the request. If payment is not received, your press conference room request will be cancelled.**

参展商必须在 3 月 15 日前向 ABACE 管理部门支付相关款项。如果在上述截止日期后提交申请，则相关款项必须在提交申请后的 3 天内支付。若未收到款项，则您的新闻发布会议室申请将被取消。

For more information on reserving press conference rooms, please contact Julie Stubbs at [jstubbs@nbaa.org](mailto:jstubbs@nbaa.org).

获取更多有关预定新闻发布会议室的信息，请联系 Julie Stubbs，电邮：[jstubbs@nbaa.org](mailto:jstubbs@nbaa.org)。

## **PRESS CONFERENCE ROOM CHARGES / 新闻发布会议室费用**

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

新闻发布会会议室每小时使用费用为 1,000 美元。



This fee includes / 该费用包括:

- 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
- 
- 每间会议室前部的升高讲台
  - 讲台上的三个台式麦克风
  - 一张带有桌布的桌子
  - 五把椅子
  - 装有影音设备的房间
  - LCD投影仪、监视器和带幕饰的屏幕

**Note:** Translation is not included and must be arranged in advance.

**注意:** 此费用不包括翻译服务费用, 请务必提前安排。

Press conference fees must be paid upon request of ABACE management. 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.

必须按照 ABACE 管理部门的要求支付新闻发布会费用。所有参展商和联合参展商必须交纳全部费用, 并是 AsBBA 和 NBAA 的注册会员, 才可获取召开新闻会议的权利。因为会议时间很短, 我们不建议您在新闻发布会期间提供食物。而且, 为了新闻媒体的方便, ABACE 新闻总部全天为其提供食物。

### **INVITING PRESS TO THE PRESS CONFERENCE / 邀请媒体参加新闻发布会**

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.

参展商负责邀请媒体参加其活动。ABACE 管理部门将于 ABACE 开幕前在官网上发布新闻发布会列表, 并将在 ABACE 新闻总部发布更新的新闻发布会时间表。

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

ABACE 管理部门将在参展商信息板上发布一份 ABACE 注册媒体列表。

**Note:** Exhibitors inviting press delegations must have all press register and hold the necessary visas to have the proper credentials and admission to ABACE. Given the tightened restrictions, exhibitors must notify ABACE management of all press invitations.

**注意:** 参展商邀请的媒体必须经过注册并拥有所需签证, 这样才会得到 ABACE 的授权和认可。考虑到这种严格的限制, 参展商在邀请媒体前必须通知 ABACE 管理部门。



## **PRESS CONFERENCE SIGNAGE / 新闻发布会标牌**

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.

由 ABACE 管理部门提供的标牌能够指引新闻机构和与会者来到 ABACE 新闻总部和新闻发布会会议室。张贴于每间新闻发布会会议室外的标牌将列出在既定日期举办新闻发布会的所有公司。此外，在每间新闻发布会会议室外还将设有一个画架，以便参展商在预定新闻发布会期间提供标识。ABACE 标志将显示于讲桌前方。若参展商要求在讲台后方悬挂任何标志，则必须与 ABACE 的官方服务承包商 Freeman 公司进行协调。

## **PRESS KITS / 新闻工具**

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 15, 2019. We anticipate many members of the media will be registered at ABACE. Please remove any press materials you wish to keep by Thursday, April 18, 2019 at 15:00, since those left in the press headquarters after that time will be discarded.

ABACE 管理部门在 ABACE 新闻总部设有资料架，用于放置参展商的新闻资料，并以先到先得的原则提供。参展商负责新闻资料的运送，并负责维护资料架。请勿直接将资料寄送至 ABACE 新闻总部；资料需于现场呈交。从 2019 年 4 月 15 日（星期一）08:00 开始，参展商可以随时将资料包放置在资料架上。我们预计将有很多家新闻机构将注册参加 ABACE。请于 2019 年 4 月 18 日（星期四）15:00 点前将您需要保留的新闻资料移走，超过这一时间，遗留在新闻总部的资料均将予以处理。

## **ABACE PRESS INQUIRIES / 新闻咨询**

NBAA: Dan Hubbard

Tel / 电话 : +1 (202) 783-9360

Email / 电邮 : [dhubbard@nbaa.org](mailto:dhubbard@nbaa.org)

## **SHOW DAILIES / 展会日报**

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.

虽然 ABACE 管理部门不出版展会日报，但是有两份报纸（B/CA Show News 和 ABACE Convention News）每日在 ABACE 现场出版和发布。这两份报纸的出版商在 ABACE 展会上设有编辑室。我们建议参展商提前向这两家展会日报出版商提供信息和新闻。



## **SHOW DAILIES / 展会日报**

### **ABACE CONVENTION NEWS**

Editorial Contact / 编辑部联系人: Ian Sheppard

Email / 电邮 : [isheppard@ainonline.com](mailto:isheppard@ainonline.com)

Tel / 电话: +44 (0) 775-945-5770

Advertising Contact / 广告联系人: Nancy O'Brien

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### **AINalerts**

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Tel / 电话: + 1 (913) 967-1348

### **BCA ShowNews**

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Email / 电邮 : [morrisoff@aol.com](mailto:morrisoff@aol.com)

Tel / 电话: + 1 (860) 365-0445

Advertising Contact: Elizabeth Zlitni, CEM

Email / 电邮 : [Elizabeth.zlitni@penton.com](mailto:Elizabeth.zlitni@penton.com)

Tel / 电话: + 1 (913) 967-1348