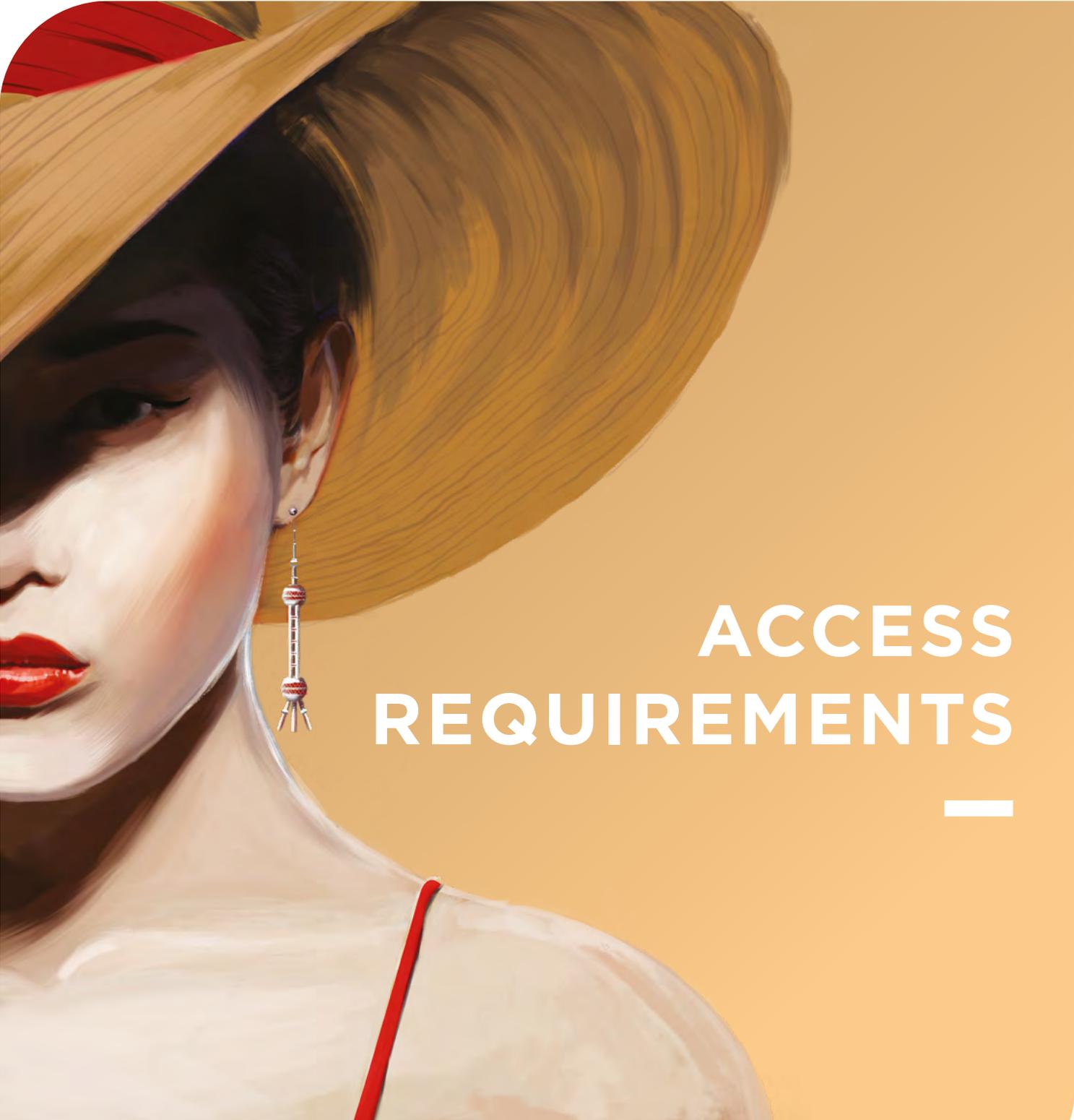


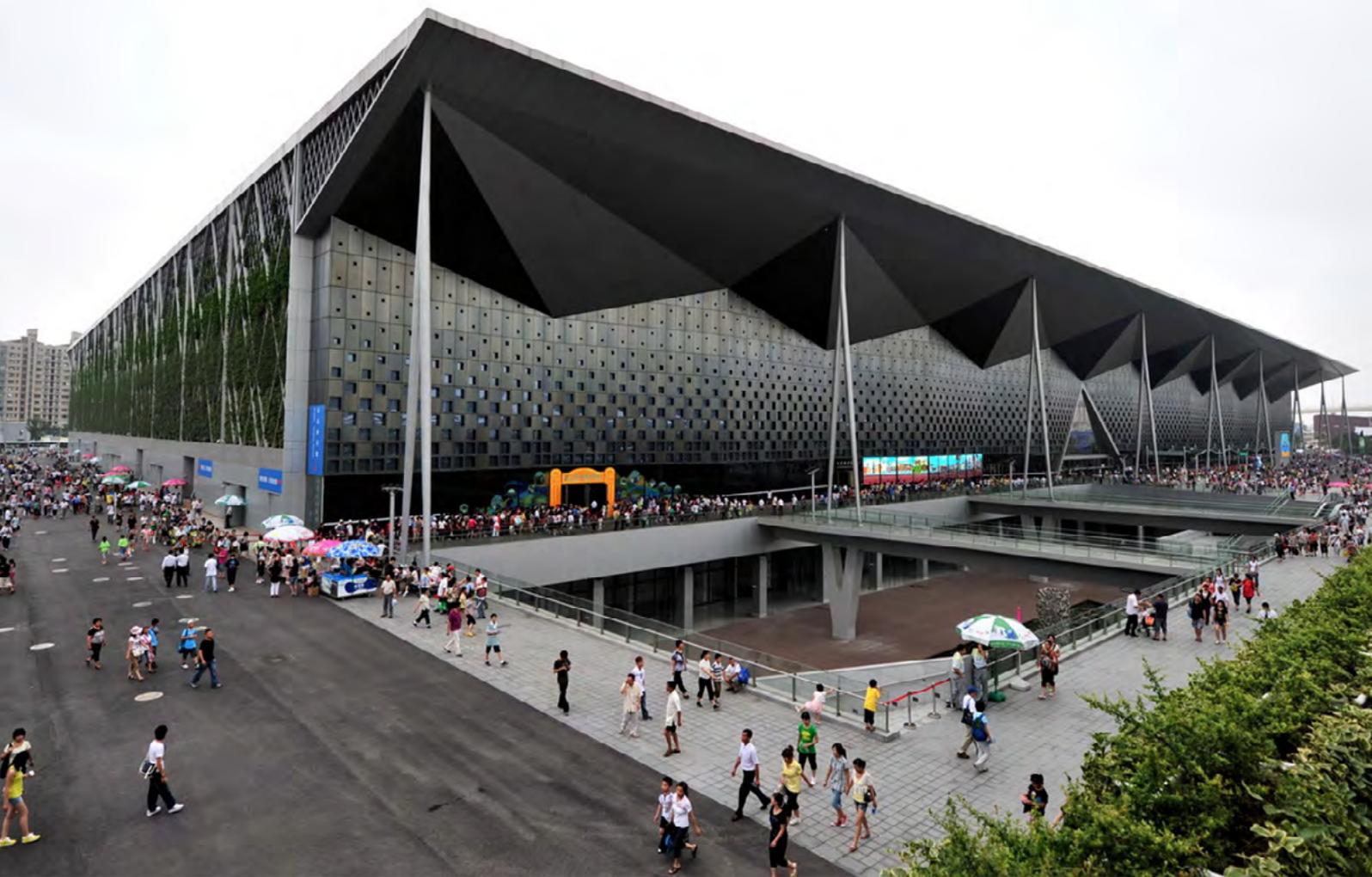
 **VINEXPO**

SHANGHAI

21 - 23 OCT. 2020



**ACCESS
REQUIREMENTS**



VINEXPO SHANGHAI 2020 will take place at The Shanghai World Expo Exhibition and Convention Center (SWECC) in the Exhibition Hall 3 on the second floor.

The documents, “**ACCESS REQUIREMENTS**” (document I), “SHANGHAI REGULATIONS” (document II), and “STAND LAYOUT AND INSTALLATION” (document III) are designed to remind exhibitors, designers and contractors, who work inside these buildings, of the main principles governing their activities and specifically:

- 1 - Requirements regarding access, installation and dismantling (document I)**
- 2 - Conditions of work, health and safety regulations (document II)
- 3 - Safety and fire-fighting measures (document II)
- 4 - The VINEXPO SHANGHAI rules (document III)
- 5 - The characteristics of the exhibition halls (document III)
- 6 - The VINEXPO SHANGHAI technical rules, including the architectural standard (document III)

By signing the stand application form, Exhibitors agree to abide by all clauses contained in the Technical Manual and in the General Exhibition Regulations, and to ensure that these regulations are respected by stand designers and fitters.

ACCESS REQUIREMENTS

1. EXCLUSIVE SERVICES

Water / Electricity / Phone / Internet / Wifi / Hanging banner / Mechanized handling / Catering / Security

2. CAR PARKS / ENTRY PERMITS

Located in the center of Shanghai along the Huangpu River, the Shanghai World Expo Exhibition and Convention center is accessible by car and public transport (metro and bus lines).

PUBLIC PARKING FACILITIES

A public pay car park is available on Lower Ground Floor of the SWEECC

VINEXPO declines all responsibility for damage and theft that vehicles on this car park may incur.

OFF-SITE VEHICLE MARSHALLING AREA

If the loading bay is full, SWEECC will redirect all vehicles to the off-site vehicle Marshalling area. This Marshalling area is fully controlled by SWEECC.

UNLOADING BAYS

Raw Space contractors please go to the website <http://180.153.108.138/shexpoctrcenter/eng/lcxz.aspx> to download the "Access Application form for Freight Vehicle". Please fill up the form and submit on-site for vehicle permit.

1. After completed the above procedures, please go to PICO IES on-site service counter to collect the "Receipt of stand construction deposit" with the payment proof.
2. PICO IES will distribute the "Freight Vehicle Access Card of Shanghai World Expo Exhibition and Convention Center" according to the stand size, every 9sqm will have 2 access cards. (For a 27sqm stand will have 6 access cards).
If you need more, please go to PICO IES on-site service counter.

3. Raw Space contractors please proceed to Vehicle pass counter at carparking office to apply for "Freight Vehicle Access Card" with the "Freight Vehicle Access Card of SWEECC" and "Receipt of stand construction deposit".

Each "Freight Vehicle Access Card of SWEECC" can redeem one "Freight Vehicle Access Card" only, Freight Vehicle Access Card for Unloading Zone: RMB 30/vehicle, and Over Time Deposit: RMB 300/vehicle (Refundable if no overtime parking). For details:

<http://180.153.108.138/shexpoctrcenter/eng/lcxz.aspx>

4. Raw Space contractors can go to the Accreditation Centre at SWEECC South Square to apply for the "exhibition setup and dismantling personal use card". Meanwhile, before the application, they should have been certified (under the "real-name certification") and listed on SWEECC's website. Then they can submit on spot and in person together with the valid second-generation ID card (construction director), "Receipt of stand construction deposit" and the printed version of the certificate / permit application list. Charge for "Construction Workers Permit" is RMB 30 per card.

In order to improve the road traffic around the venue and ensure the safe, orderly and efficient entry of the construction materials, it is required for all vehicles entering the marshalling area to queue up before entering the loading bay. It is strictly forbidden to park and unload the materials at the roads around the SWEECC. The construction materials (including trusses) shall not enter the venues by small-sized carts and manual handling. Parking on the side of the road and deliver the goods by small cart are also prohibited.

ACCESS REQUIREMENTS

>>> IMPORTANT

The “Off-site Vehicle Marshalling Area” and the unloading bays are under the exclusive control of the SWEECC which has the authority to remove any contravening vehicle without prior notice at owners’ risk and expense.

Vehicle and Pedestrian’s permit access will only be issued once all the documents listed in “Stand Layout” form have been received and fully checked by VINEXPO. If items are found to be missing, access to the site will be denied.

>>> IMPORTANT

Delivery of goods (wines, materials...) by trolleys in the public areas of the SWEECC (Road Entrance, Lobby Concourses, lifts, escalators) is forbidden, when hand carry is authorized.

Only the official freight forwarder WS logistics is authorized to handle the wines in the SWEECC.

The Removal Pedestrian pass lets you enter the Exhibition Centre to carry out end-of-exhibition tasks on Friday 23rd of October 2020 from 17:00 to 19:00. Access is only permitted from 16:45 to 17:00.

3. INSTALLATION

STAND CONSTRUCTION

Period:

Sunday 18 October 2020 from 08:30 to 21:00

Monday 19 October 2020 from 08:30 to 21:00

Exhibitors, designers and stand installers are required to make all the necessary provisions to ensure that the erection and fitting-out of their stands is finished by 21:00 on Monday 19th of October 2020.

Exhibitors, designers and stand fitters must be present on their stands and be able to produce certificates for SWEECC safety officer stating the fire proofing categories of materials and fittings used in their stands and the “Safety reports”.

>>> REMINDER

Where mechanical handling in the loading area is required, only the official contractor PICO IES may be appointed. Forklifts and lifting gear from any other suppliers will not be allowed into the exhibition halls.

>>> IMPORTANT

No materials may be stored inside the SWEECC, including aisles, back of stands or unloading bays etc.

Exhibitors, designers and stand installers are required to remove from the exhibition aisles all waste, packaging, pallets and crates used to supply their stand before 21:00 on Monday 19 October 2020, to allow the removal of empty packaging by the official freight forwarder WS Logistics*

(* This service will be invoiced to the Exhibitor.

EQUIPPING THE STANDS

Period: Tuesday 20th October 2020 from 08:30 to 21:00

The morning of this day is reserved for WS Logistics to allow the delivery of wine and spirit cases and small decorative / advertising to stands.

The afternoon is reserved for Exhibitors to allow them to:

- Carry out light installation operations to finish off stands,
- Deliver furniture and floral decoration.

All finishing work (including cleaning) must be completed by 21:00 Tuesday 20th October 2020.

4. EXHIBITION

Period: from Wednesday 21 to Friday 23 October 2020

- Exhibitors: from 08:30 to 19:00
- Visitors: from 9:30 to 18:00 (17:00 on Friday)

ACCESS REQUIREMENTS

>>> REMINDER

VINEXPO takes responsibility for general security during the exhibition but does not guarantee the results of its efforts.

>>> PLEASE NOTE

For the last adjustments, designers and stand installers can operate on stands on Wednesday 21st of October 2020 from 08:30 to 12:00 (access before 10:00). An Opening Pedestrian pass should be asked by the Exhibitor previously, at the Exhibitors Service Counter.

EXHIBITION CLOSURE

>>> REMINDER

The removal of any stand components is allowed only starting from Saturday 24 October 2020, at 08:30. However, on Friday 23 October 2020, from 17:00 to 19:00:

- Exhibitors are permitted to:
 - remove wine and spirits samples,
 - remove all valuable equipment (hi-fi, computers, etc.), furniture, and floral decoration (excluding parts of stands),
 - place in the aisles alongside their stands empty bottles, boxes and litter to be collected by the cleaning company commissioned by VINEXPO.
- Hire firms for furniture, plants & flowers, and specialized equipment, are authorized to:
 - remove all goods and equipment after submitting a special concession request and obtaining Removal Pedestrian Permits.
- Approved service providers are permitted to:
 - remove all valuable equipment (hi-fi, computers, etc.),
 - remove furniture and floral decoration.
- WS Logistics is permitted to:
 - remove samples of wine and spirits,
 - remove all exhibition products from the stands.

>>> PLEASE NOTE

General insurance cover ends when the exhibition closes on Friday 23 October 2020, at 17:00.

Exhibitors are responsible for their stands. VINEXPO recommends Exhibitors to arrange specific surveillance on their stand for the night between Friday 23 October 2020 and Saturday 24 October 2020. If not, Exhibitors are advised not to leave any valuable items on their stands at exhibition closing. Stand storerooms are not secured.

CLEANING / DELIVERY OF EMPTY PACKAGING

Period: Friday 23 October 2020 from 17.00

WS Logistics is authorized to deliver empty packaging to stands.

>>> PLEASE NOTE

Any items left by Exhibitors in aisles as well as the aisle carpets themselves will be removed and taken away by the cleaning firm commissioned by VINEXPO.

5. DISMANTLING

Period: Saturday 24 October 2020 from 08:30 to 17:30

Exhibitors, designers and stand installers must remove all stand components including any waste generated by the dismantling work.

>>> REMINDER

Where mechanical handling within the exhibition hall is required, only the official contractor PICO IES may be appointed. Forklifts and lifting gear from any other suppliers will not be allowed into the exhibition halls.

APPENDICES



1. **ENTRY PERMITS / EXHIBITORS SERVICE COUNTER**
2. **SWEECC ACCESS MAP**
3. **CONTRACTOR'S CHECKPOINT**
4. **"OFF-SITE VEHICLE MARSHALLING AREA" MAP**
5. **MAP OF CLEARWAYS**

APPENDICES

1. ENTRY PERMITS / EXHIBITORS SERVICE COUNTER

VEHICLE PASSES

ENTRY PERMIT	SET-UP from 18 th to 19 th of Oct.	EXHIBITOR'S DAY on 20 th of Oct.	EXHIBITION from 21 st to 23 rd of Oct.	DISMANTLING on 24 th of Oct.	OBTAINING
VEHICLE PASS	YES+FEE	YES+FEE	YES+FEE	YES+FEE	"Access Application form for Freight Vehicle" on the Website http://180.153.108.138/shexpocenter/eng/lcz.aspx

PEDESTRIAN PASSES

ENTRY PERMIT	SET-UP from 18 th to 19 th of Oct.	EXHIBITOR'S DAY on 20 th of Oct.	EXHIBITION from 21 st to 23 rd of Oct.	DISMANTLING on 24 th of Oct.	OBTAINING
SET UP / DISMANTLING PEDESTRIAN PASS	YES	YES	NO	YES	Onsite at the PICO counter
OPENING PEDESTRIAN PASS	NO	NO	YES (on 21 st of Oct. from 08:30 to 12:00, access before 10:00)	NO	on demand at Exhibitors Service Counter
REMOVAL PEDESTRIAN PASS	NO	NO	YES (on 23 rd of Oct. access from 16:45 to 17:00)	NO	on demand at Exhibitors Service Counter (on 23 rd of Oct. at 12:00 at the latest)

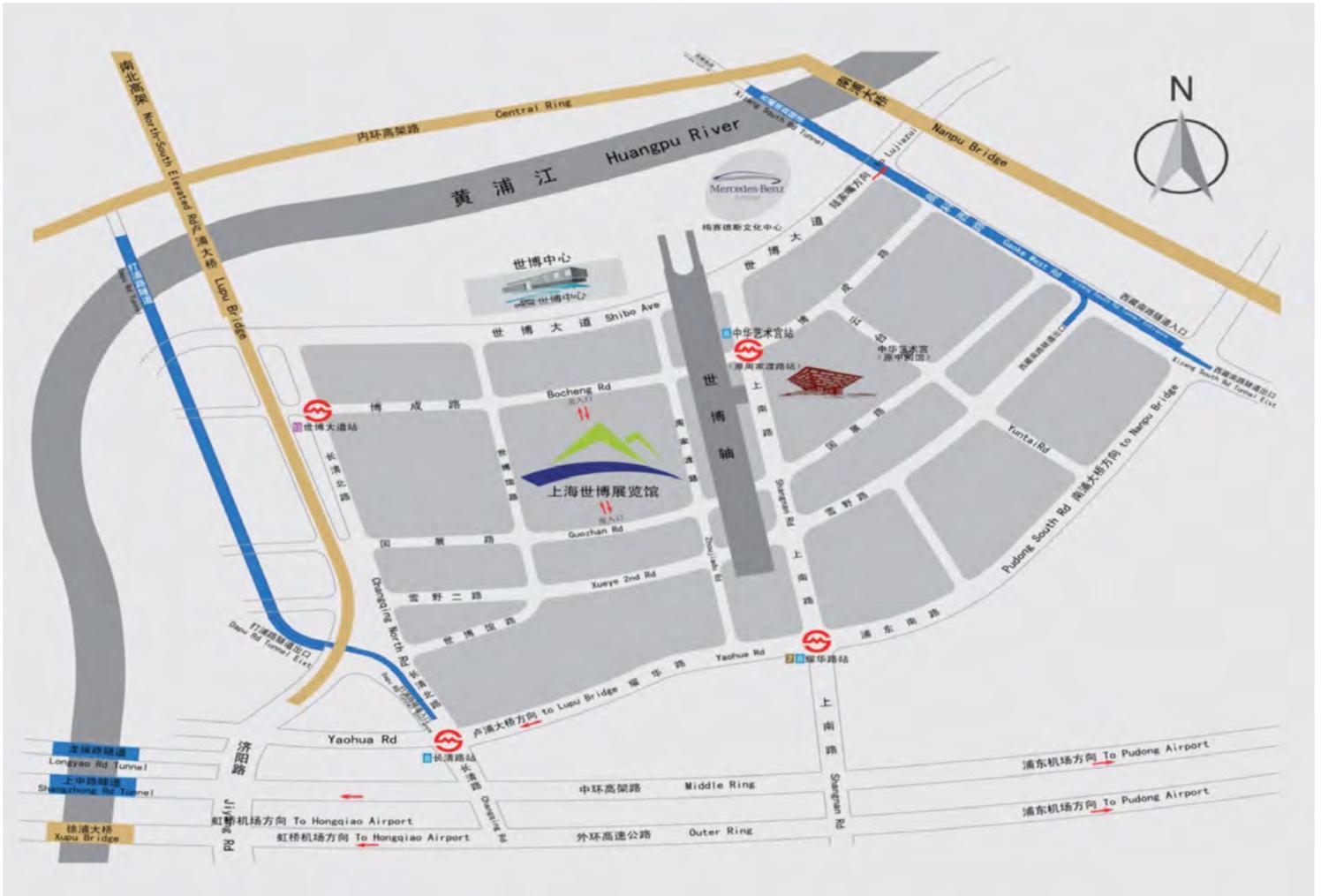
BADGES

ENTRY PERMIT	SET-UP from 18 th to 19 th of Oct.	EXHIBITOR'S DAY on 20 th of Oct.	EXHIBITION from 21 st to 23 rd of Oct.	DISMANTLING on 24 th of Oct.	OBTAINING
EXHIBITOR BADGE	NO	YES	YES	YES	on demand on www.vinexpo.com (Exhibitor e-Guide)

	Set-up and Dismantling opening hours	Exhibitors opening hours	Show opening hours	Exhibitors Service Counter
18 th of October	08:30 / 22:30 (Booth construction)			08:30 / 21:00
19 th of October	08:30 / 22:30 (Booth construction)			08:30 / 21:00
20 th of October	08:30 / 14:00 (Valuable equipment Wine & Spirits delivery)	08:30 / 22:30		08:30 / 21:00
21 st of October		08:30 / 19:00	09:30 / 18:00	08:30 / 19:00
22 nd of October		08:30 / 19:00	09:30 / 18:00	08:30 / 19:00
23 rd of October	17:00 / 19:00 (Valuable equipment Wine & Spirits removal)	08:30 / 19:00	09:30 / 17:00	08:30 / 19:00
24 th of October	08:30 / 17:30 (Booth removal)			08:30 / 17:30

APPENDICES

2. SWEECC ACCESS MAP

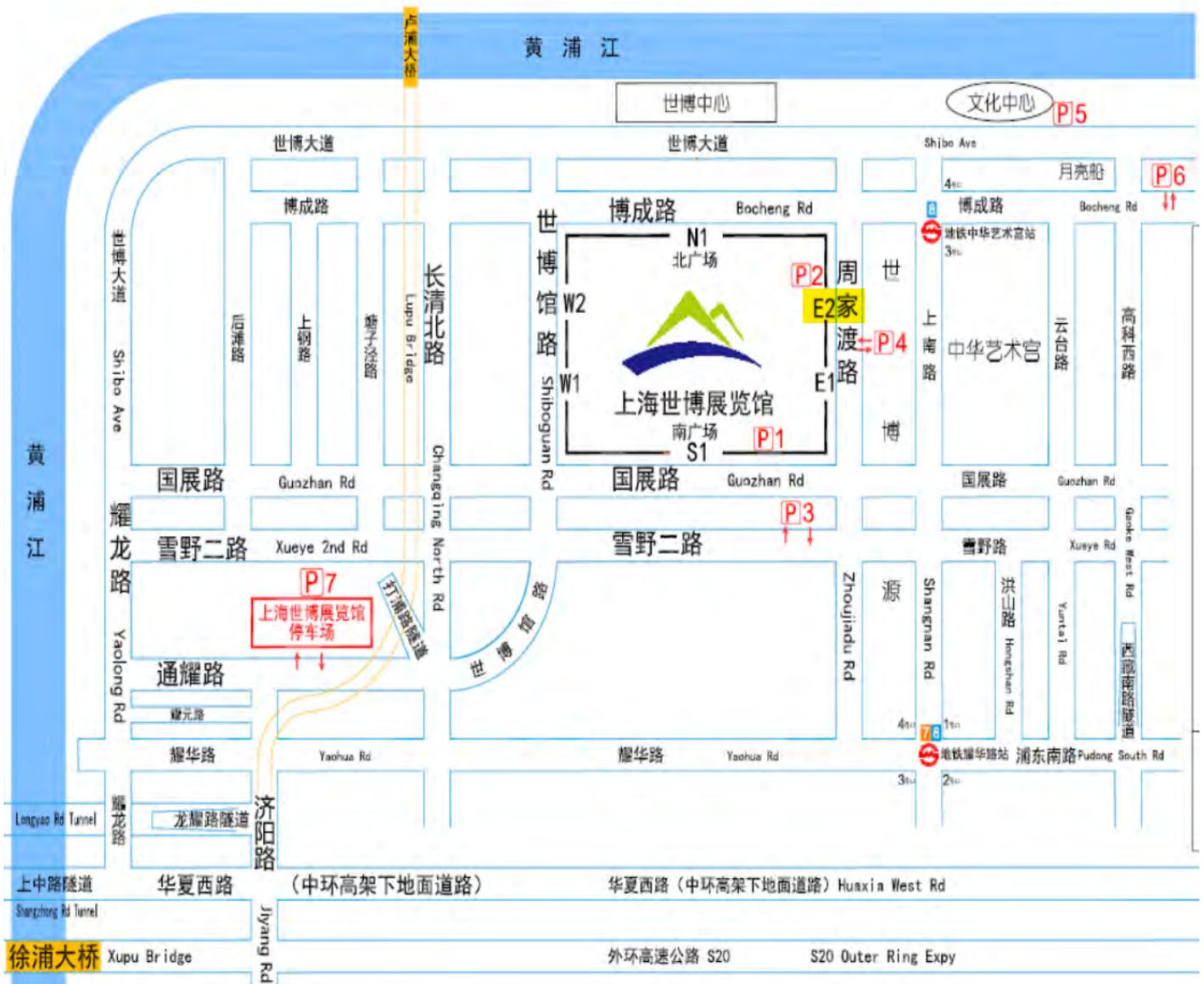


APPENDICES

3. CONTRACTOR'S CHECKPOINT

Use Gate E2 to enter the SWEECC's Loading bay and then take freight elevator to Hall 3.

上海世博展览馆-周边停车场示意图

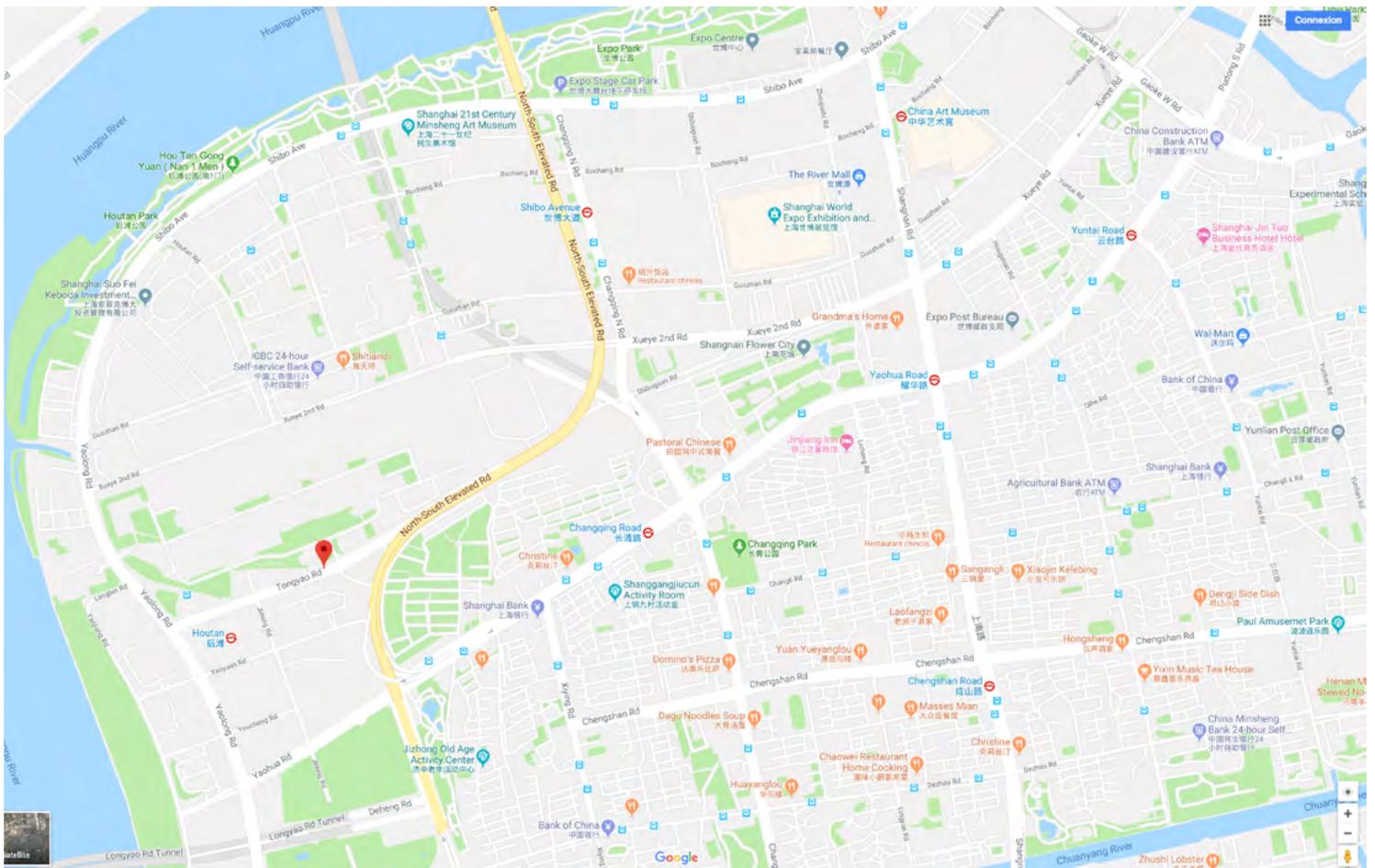


APPENDICES

4. "OFF-SITE VEHICLE MARSHALLING AREA" MAP

579, Tongyao Road, Pudong Xinqu, Shanghai city

上海市浦东新区通耀路579号





5. MAP OF CLEARWAYS

Work in progress