

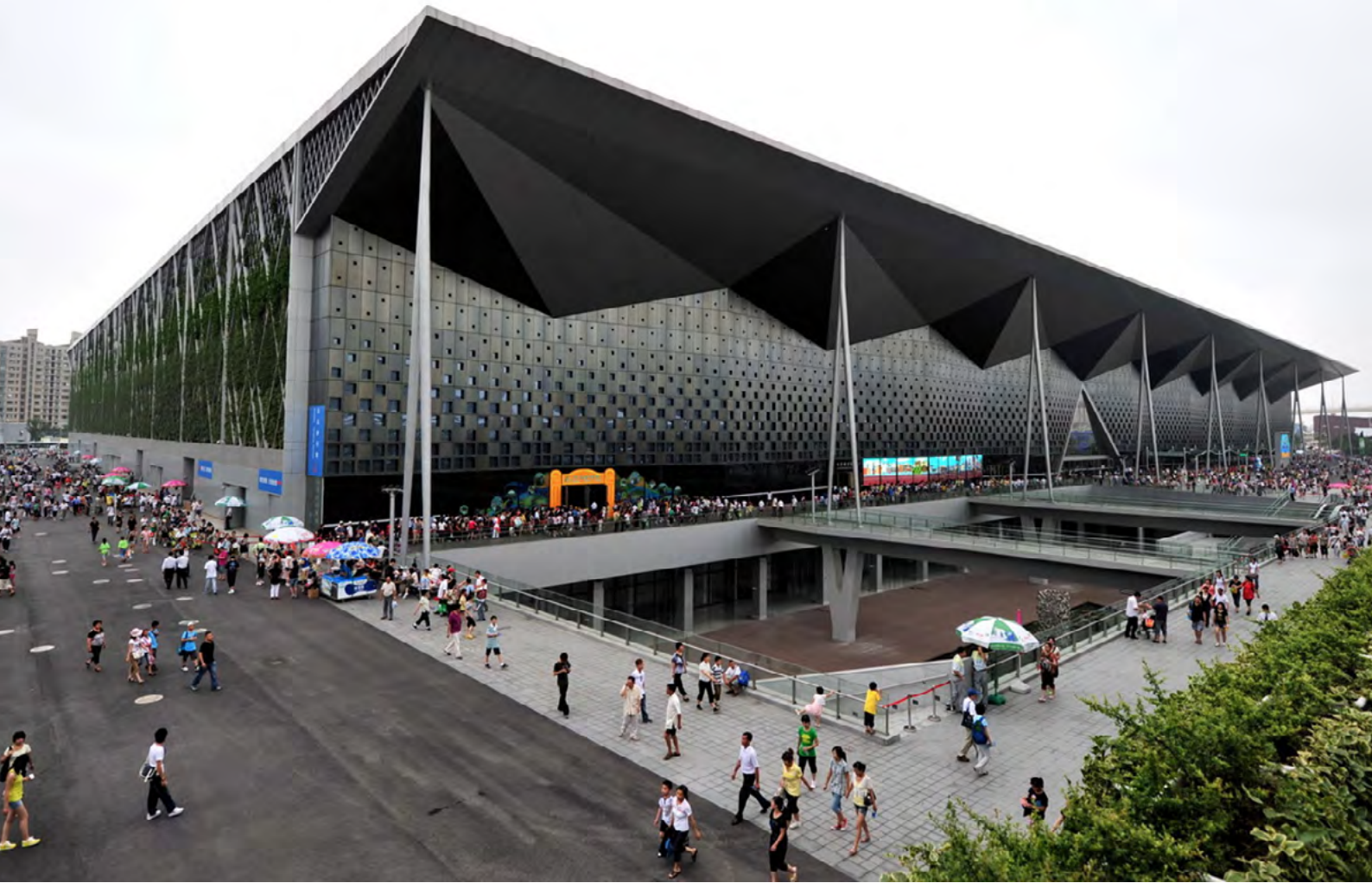
 **VINEXPO**

SHANGHAI

21 - 23 OCT. 2020



**STAND LAYOUT
& INSTALLATION**



VINEXPO SHANGHAI 2020 will take place at The Shanghai World Expo Exhibition and Convention Center (SWEECC) 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.

STAND LAYOUT & INSTALLATION

1 - VINEXPO SHANGHAI RULES

1.1. «STAND LAYOUT» SUBMISSIONS

1.1.1. VINEXPO ARCHITECTURE DEPARTMENT

All bare stand Exhibitors must complete the online form and send the stand project from his own Exhibitor's space (<https://vinexposhanghai.site.calypso-event.net>) in the dedicated section (Exhibitor Home Page > Stand > Stand project) before 19 September 2020.

>>> REMINDER

Vehicle and Pedestrian's permit access will only be issued after stand project reception and approval by Architecture Department of Vinexpo. If items are found to be missing, access to the site will be denied.

The stand's construction must comply in every way with the approved plan. The use of stands that do not correspond to their drawings is strictly forbidden and supply of electricity and other utilities to such stands will be systematically refused by VINEXPO.

The stand drawings must include all plans, elevations, façades and 3D representations necessary to understand what is intended and to immediately assess compliance with the 5 architecture rules.

For example:

- Distances from neighboring boundaries should be shown on plans,
- Heights of partitions, "signboard structures" should be shown in elevations and façades,
- Hanging items, signboards, decoration on pillars, etc... should be shown in 3D representations or drawings.

>>> PLEASE NOTE

Only stand plans sent by internet from the personal online space will be accepted.

>>> REMINDER

The VINEXPO Architecture Department will make on site investigations regarding the respect of the stand design regulations (see Chapter 3 "VINEXPO SHANGHAI STAND DESIGN REGULATIONS"):

- examination of the installation in accordance with the layout approved by the VINEXPO Architecture Department,
- report of the stand design regulations violation.

1.1.2. SAFETY AGENT (PICO IES)

All raw space contractors must submit the design drawings & relevant documents to Pico IES for approval. (see introduction page 3 Doc. SHANGHAI REGULATIONS)

1.2. HANDLING WITH MACHINERY

>>> REMINDER

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

>>> REMINDER

VINEXPO has appointed the official supplier WS Logistics to

deliver to stands wine and spirits cases and small decorations/ advertising in a single batch and in a single delivery for each Exhibitor.

>>> PLEASE NOTE

Trolleys are forbidden in the public areas of the SWEECC (Lobby, Concourse, ...)

1.3. REMOVAL OF WASTE

Exhibitors, stand designers and stand installers are requested to progressively remove all litter and waste materials generated while setting up and dismantling their stands.

1.4. STORING EMPTY PACKAGING MATERIALS

Exhibitors, designers and stand installers must contact the approved forwarder WS Logistics with regard to handling and storing empty packaging materials during stand installation and dismantling.

1.5. CLEARWAYS

>>> REMINDER

In order to facilitate assembly and dismantling work and to ensure the safety of property and people, VINEXPO has set up clearways in the exhibition halls. These aisles are intended for the movement of people and vehicles (fork lift trucks, pallet trolleys, etc.) and must be freely accessible and kept clear of all stand materials (crates, litter, etc).

1.6. LIABILITY/SURVEILLANCE

Exhibitors shall be liable for any deterioration or damage caused by themselves or by companies working for them to floors or the fabric of the building during the transportation, installation, or use of their equipment.

>>> REMINDER

The SWEECC, including inside the exhibition halls, is equipped with a video-surveillance system which will be in operation during the 3 exhibition phases: installation, exhibition, dismantling.

2- EXHIBITION HALLS

TECHNICAL SPECIFICATIONS

2.1. ACCESSIBILITY OF FIRE-FIGHTING EQUIPMENT AND FACILITIES

Stand fittings must not in any way prevent access to fire fighting equipment and facilities. Hose reels (H.R.) and extinguishers are shown on the plans of the individual sites. They must remain constantly visible and unencumbered.

Fire sprinkler should be added if the ceiling cover is more than 160 square meters.

2.2. AIR CONDITIONING

A constant temperature around 22°C will be maintained in the halls 8:00 Tuesday 20th October 2020 to 21:00 Friday 23rd 2020.

2.3. ELECTRICITY

>>> EXCLUSIVE

Exhibitors can have their electrical connection installed by the official contractor PICO IES. For all orders, Exhibitors are invited to refer to the PICO IES Technical document (see "Contractors Portal" of the Exhibitor E-Guide).

In accordance with the Fire Safety Regulations, the electrical

STAND LAYOUT & INSTALLATION

connection box must always be accessible but out of reach of the public. VINEXPO could not be held liable by an Exhibitor, if this box were positioned behind a locked door and a technician were obliged to gain access to the connection.

The electric current supplied by the SWEECC is 220V. The sockets are Chinese (2 flat pins on the upper part and earthed 3 pins on the lower part. See Doc. SHANGHAI REGULATIONS, chapter 2.5. ELECTRICAL INSTALLATION)

2.4. TELEPHONE

>>> EXCLUSIVE

Exhibitors can have a telephone line installed by PICO IES. For all orders Exhibitors are invited to refer to the PICO IES Technical document (see "Contractors Portal" of the Exhibitors Guide).

2.5. WIRED INTERNET

>>> EXCLUSIVE

Exhibitors can have an internet line (wired lan with modem, not WIFI) installed by PICO IES. For all orders, Exhibitors are invited to refer to the PICO IES Technical document (see "Contractors Portal" of the Exhibitor E-Guide).

2.6. WATER

>>> EXCLUSIVE

Exhibitors can have running water installed together with the option of a single sink by the official contractor PICO IES. For all orders, Exhibitors are invited to refer to the PICO IES Technical document (see "Contractors Portal" of the Exhibitor E-Guide).

>>> REMINDER

The number of water points is limited.

2.7. FIXINGS TO THE ROOF STRUCTURE OF THE EXHIBITION HALLS

>>> EXCLUSIVE

Exhibitors can have stand items hung from the roof structure of the exhibition hall by the official contractor PICO IES.

After approval by the VINEXPO Architecture Department of the shapes, volumes and positioning of the stand items to be hung, the request to fix these to the roof structure must be sent for engineering sign-off using the special form enclosed in PICO IES Technical document (see "Contractors Portal" of the Exhibitor E-Guide).

More information : see Doc. SHANGHAI REGULATIONS, chapter 1.2. ACCESS EQUIPMENT, HANGING AND SUSPENDED TEMPORARY STRUCTURES AND RIGGING.

>>> PLEASE NOTE

The exhibition halls are equipped with precise fixed hanging points. Following the Exhibitors' and/or their subcontractors' and or suppliers' stand layout (location weight...), these points cannot be moved. For any needs of moved hanging points, VINEXPO recommends to contact before hand the official contractor PICO IES to approve the feasibility.

2.8. CATERING

>>> EXCLUSIVE

For all orders Exhibitors are invited to refer to the official F&B supplier GUSTO Technical document (see "Contractors Portal" of the Exhibitor E-Guide).

2.9. CLEANING

Vinexpo ensures that all parts of the exhibition public areas excluding Exhibitors' stands, are cleaned daily before the exhibition opens.

2.10. GLASS FACILITIES

VNEXPO offers a glass service. The details are available on the e-guide.

2.11. SUPPLY OF ICE

Several areas with free self-service supply of ice are located in the exhibition hall.

2.12. SINK

Several areas with sink are located in the exhibition hall.

It is the responsibility for all Raw Space Exhibitors/Contractors to prepare the sieve for prevention of sink blockage. Exhibitor should be fully liable for any possible consequence resulted from the blockage of drains due to Exhibitor's ignorance to adopt the above measure.

2.13. DAMAGE

Exhibitors shall be held responsible for any damage which they or their appointed contractors working on their behalf may cause to the fabric of the exhibition hall during transport, installation or removal of their equipment. The floors, partitions must not be drilled, cut or painted. At the end of the dismantling operations, PICO IES will proceed to an inventory of fixtures:

- After stands have been fully dismantled and the floor space occupied by the Exhibitor (or person in charge of the stand) is returned to the condition in which it was initially made available for stands to be installed.
- No damage or loss has been incurred by the SWEECC, caused by Exhibitors' or their sub-contractors or suppliers.
- Should the opposite occur, a report will be established and the costs of restoration will be charged to the Exhibitor.

3- VINEXPO SHANGHAI STAND DESIGN REGULATIONS

Subject to compliance with these regulations, Exhibitors are free to design their stands in their own way.

However, to avoid the inevitable spatial one-upmanship and to ensure that all stands are clearly visible, VINEXPO Architecture Department requires 5 simple rules to be followed concerning:

Rule n° 1: stand boundaries

Rule n° 2: stands with upper levels

Rule n° 3: stand facades

Rule n° 4: stand activities

Rule n° 5: aisles

VINEXPO - Architecture Department

E-mail: architecture@vinexpo.com

>>> PLEASE NOTE

It is necessary and obligatory to all Exhibitors to install a floor covering and its own partition walls on their stands.

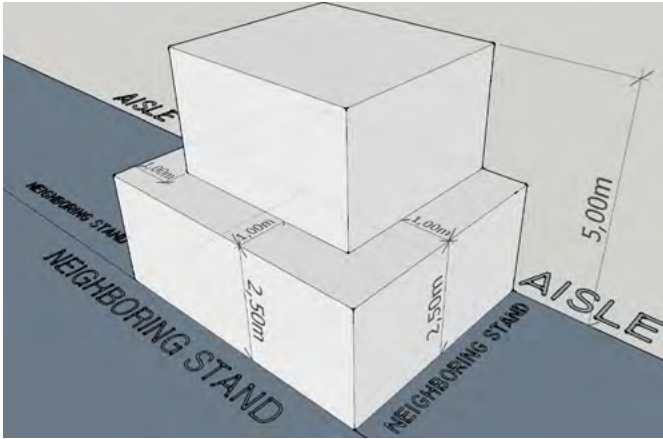
3.1. RULE N° 1: STAND BOUNDARIES

The stand must be contained within a zone, must not be more than 5m and must be contained inside the boundaries of the

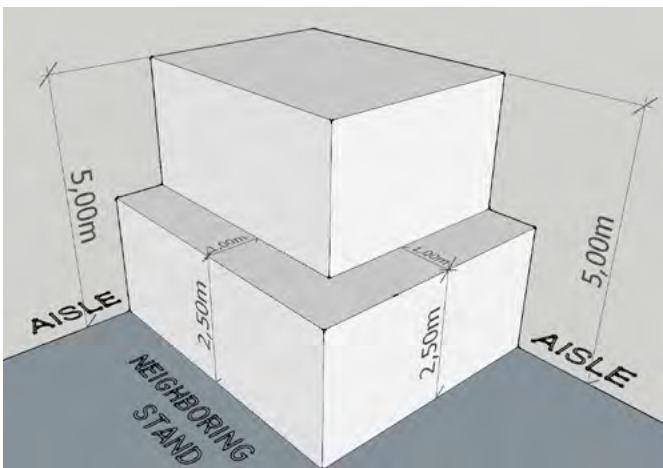
STAND LAYOUT & INSTALLATION

stand's site, all equipment or accessories included (lighting, plants and flowers, communication medias, furnitures, glass racks,...).

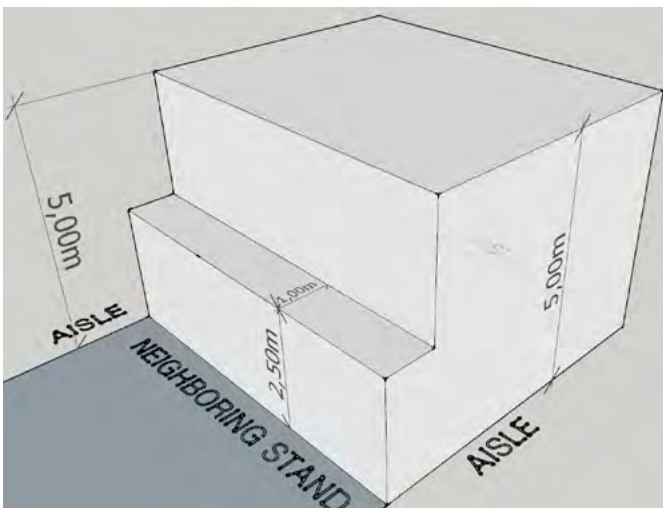
3.1.1. Stand with 1 open side - no corner



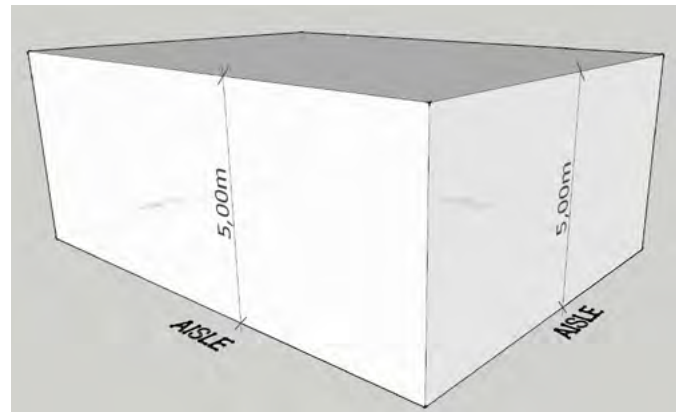
3.1.2. Stand with 2 open sides - 1 corner



3.1.3. Stand with 3 open sides - 2 corners



3.1.4. Stand with 4 open sides - 4 corners



3.2. RULE N° 2: STANDS WITH UPPER LEVELS

The construction of stands with upper stores must respect:

- the section "3.1. Rule n°1: Stand boundaries"
- plus at least 2m from boundary walls above 2.5mh (i.e. always at least 4m between neighboring upper stores).

3.3. RULE N° 3: STAND FACADES

To enhance visitor interest and the liveliness of the exhibition, no stand facade can be left completely blank. Designers should provide for at least one quarter of partitions' surface area to be open allowing the inside of the stand to be seen at the level of eye: bays, slits, circular windows, see-through showcases, etc. all of which can be glazed or simply left open. Furthermore, opaque panels must be decorated attractively with materials, colors, lighting or promotional features, wall acting.

3.4. RULE N° 4: STAND ACTIVITIES

The use of sound and the tastings/presentations are tolerated only if there is no discomfort from other Exhibitors.

Remark: Pillars that are located in the middle of aisles or on the side of an aisle and adjacent to a stand may not be decorated or incorporated as part of the stand. Such pillars must not be used as supports for signage.

3.5. RULE N° 5: AISLES

The aisles are equipped by VINEXPO and should be considered as common areas. For safety reasons and in order to ensure their purpose, they must be left free of every component of stand (lighting grids, spotlights, light fittings, flower boxes, furniture, carpeting, projection of images on the floor, racks of glasses etc).

Work in progress