Exhibitor’s Manual

Host
China National Coal Association

Co-Host
China National Coal Group Corp.

Organizers
China Coal Consultant International
Together Expo Limited
GENERAL REMARKS BY THE ORGANIZERS

This manual is prepared for the convenience of organization and administration of the Exhibition, and your perusal is conductive to the smooth progress of all relative items for the exhibition. Keeping all related forms will help you promptly to solve puzzled questions, correctly check and accept all kinds of invoices; your kind assistance rendered to our work is highly appreciated. Please submit forms to the Organizer by the stipulated dates. All prices quoted in this manual are subject to final confirmation in case of price fluctuation.

For any queries, please feel free to contact us.

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Beijing Office:
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Fax: +86 10 8451 0263
Contact Person: Zoe Yin
Email: zoeyin@together-expo.com
# 1. EVENT SCHEDULE

## BUILD-UP / MOVE-IN

<table>
<thead>
<tr>
<th>Date</th>
<th>Activities</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>15-18 October 2013</td>
<td>● Move in of Outdoor Large Exhibits by Sinotrans (Move-in Schedule shall be informed by Sinotrans)</td>
<td>24 hours</td>
</tr>
<tr>
<td>19 October 2013</td>
<td>● Move in of Indoor Heavy Exhibits by Sinotrans (Move-in Schedule shall be informed by Sinotrans)</td>
<td>09:00 - 17:00</td>
</tr>
<tr>
<td></td>
<td>● Official Contractor Move-in</td>
<td></td>
</tr>
<tr>
<td></td>
<td>● Floor Marking</td>
<td></td>
</tr>
<tr>
<td></td>
<td>● Construction of Shell Scheme Booths</td>
<td></td>
</tr>
<tr>
<td></td>
<td>● Other Contractors Move-in</td>
<td>12:00 - 17:00</td>
</tr>
<tr>
<td></td>
<td>● Construction of Special Design Booths</td>
<td></td>
</tr>
<tr>
<td>20 October 2013</td>
<td>● Exhibitor Registration</td>
<td>09:00 - 17:00</td>
</tr>
<tr>
<td></td>
<td>● Construction of Booths</td>
<td></td>
</tr>
<tr>
<td></td>
<td>● Interior Decoration of Booths</td>
<td></td>
</tr>
<tr>
<td>21 October 2013</td>
<td>● Exhibitor Registration</td>
<td>09:00 - 17:00</td>
</tr>
<tr>
<td></td>
<td>● Construction of Booths</td>
<td></td>
</tr>
<tr>
<td></td>
<td>● Interior Decoration of Booth</td>
<td></td>
</tr>
<tr>
<td></td>
<td>● Stands/ exhibits to be Dressed and Ready</td>
<td>09:00 - 19:00</td>
</tr>
</tbody>
</table>

## EXHIBITION PERIOD

<table>
<thead>
<tr>
<th>Date</th>
<th>Activities</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>22 October 2013</td>
<td>● Stands/ exhibits to be Dressed and Ready</td>
<td>09:00 - 09:30</td>
</tr>
<tr>
<td></td>
<td>● Final Hall Cleaning</td>
<td></td>
</tr>
<tr>
<td>22 October 2013</td>
<td>● Opening Ceremony</td>
<td>10:00 - 10:30</td>
</tr>
<tr>
<td></td>
<td>● VIP Tour</td>
<td>10:30 - 12:00</td>
</tr>
<tr>
<td></td>
<td>● Exhibition Opening Hours</td>
<td>12:00 - 16:30</td>
</tr>
<tr>
<td>23-24 October 2013</td>
<td>● Exhibition Opening Hours</td>
<td>09:00 - 16:30</td>
</tr>
<tr>
<td>25 October 2013</td>
<td>● Exhibition Opening Hours</td>
<td>09:00 – 14:00</td>
</tr>
</tbody>
</table>

## TEAR-DOWN/ MOVE-OUT

<table>
<thead>
<tr>
<th>Date</th>
<th>Activities</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 October 2013</td>
<td>● Delivery of Small / Medium Packing Crates</td>
<td>14:00 - 19:00</td>
</tr>
<tr>
<td></td>
<td>● Removal of Light &amp; Hand-carried Items</td>
<td></td>
</tr>
<tr>
<td></td>
<td>● Return all Rented Items</td>
<td></td>
</tr>
<tr>
<td></td>
<td>● Move out of Heavy Exhibits</td>
<td></td>
</tr>
<tr>
<td>25 October 2013</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>----------------------</td>
<td>-------</td>
</tr>
<tr>
<td></td>
<td>● Indoor Booth Dismantling</td>
<td>14:00</td>
</tr>
<tr>
<td></td>
<td>● Outdoor Booth Dismantling</td>
<td></td>
</tr>
<tr>
<td></td>
<td>● Move in of Indoor Booth Contractor Trucks (indoor)</td>
<td>After 14:00</td>
</tr>
<tr>
<td></td>
<td>● Move in of Outdoor Booth Contractor Trucks (outdoor)</td>
<td>After 16:00</td>
</tr>
<tr>
<td></td>
<td>● Move in of Large Exhibits Trucks</td>
<td>After 23:00</td>
</tr>
<tr>
<td></td>
<td>● Move out of Large Exhibits Trucks</td>
<td>23:00-06:00 (on the next day)</td>
</tr>
<tr>
<td></td>
<td>● All Exhibits and Standfitting to be cleared from exhibition hall.</td>
<td>19:00</td>
</tr>
</tbody>
</table>

■ The above schedule is subject to final confirmation.

**Note:**
Exhibitors are required to inform the show management office of any overtime work before 15:00 each day. 30% surcharge will be levied after 15:00. The charge for overtime work is

<table>
<thead>
<tr>
<th>Location</th>
<th>17:00-24:00</th>
<th>24:00-08:00</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Hall (Indoor)</td>
<td>RMB18,000 per hour</td>
<td>RMB27,000 per hour</td>
</tr>
<tr>
<td>Outdoor</td>
<td>RMB1,000 per hour for the first 1,000sqm</td>
<td>RMB750 per hour for every additional 500sqm or below.</td>
</tr>
</tbody>
</table>

(*subjected to final confirmation.)

Any alternations will be informed in exhibitor’s bulletins on site.
2. USEFUL CONTACTS

A Organizer
Together Expo Limited (Hong Kong)
Unit C, 15/F Eastern Commercial Centre
83 Nam On Street
Shau Kei Wan, Hong Kong
Contact: Ms. Marjorie Cheng
Tel: +852 2881 5889
Fax: +852 2890 2657
Email: marjorie@together-expo.com

Beijing Office
Room 12A11, Building A, Kunsha Ctr
No. 16 Xinyuanli Street,
Chaoyang District
Beijing 100027, P.R. China
Contact: Ms. Zoe Yin / Ms. Merry Yin
Tel: +86 10 8451 0267 / 0286 / 0263
Fax: +86 10 8451 0263
Email: zoeyin@together-expo.com.cn
merryyin@together-expo.com.cn

B Overseas Official Contractor (Shell Scheme & Appointed Special Design)
Milton Exhibits & Engineering (Shanghai) Ltd., Beijing Division
2208 B Seat 1, Building ZhuBang 2000
100 Balizhuang Xili,
Chaoyang District, Beijing
P.R. China
Contact: Ms. Linda Wang/Ms. Luna Li
Tel: +86 10 5671 1486
Fax: +86 10 5671 1586
Email: lindawang@milton-bj.com
lunali@milton-bj.com

Milton Exhibits (International) Ltd.
3/F Midas Plaza
1 Tai Yau Street
Kowloon, Hong Kong
Contact: Ms. Sue So
Tel: +852 3605 9675
Fax: +852 3605 9475
Email: sueso@milton-cn.com

C Show Main Contractor (Special Design Booth Management, Booth Design Approval, Booth Deposit, Water & Electricity Booking of Special Design Booth)
Beijing Art Space Expo Service Co., Ltd.
Room 1318, No. 9 Bihuju
Chaoyang Gong Yuan W St.
Chaoyang District, Beijing
P.R. China
Contact: Ms. LEI Ying / Ms. WANG Wei
Tel: +86 10 6538 3770 ext 805 /807
Fax: +86 10 6538 3770 ext 816
Email: leijing@artspaceexpo.com
wangwei@artspaceexpo.com

D Official Freight Forwarder (Overseas Exhibits)
Helka Exhibition Services Limited (Hong Kong)
Block C, 2nd Floor
Chung Hing Industrial Mansions
No. 25-27 Tai Yau Street, Sanpokong
Kolwoon, Hong Kong
Contact: Mr. Lawrence Chau
Dir Tel: +852 3667 3366/Tel: +852 2331 2823
Fax: +852 2808 1772
Email: lawrence.chau@helka.com.hk

Helka Exhibition Services Limited (Beijing)
Room 1205-1206
Building A, Kunsha Center
No. 16 Xinyuanli, Chaoyang District
Beijing 100027
P.R. China
Contact: Ms. Vida Guo / Mr. Lawrence Yong
Tel: +86 10 8468 3122
Fax: +86 10 8468 3130
Email: bj-vida.guo@helka.com.hk
bj-lawrence.yong@helka.com.hk
E. **Sinotrans Beijing Company Fairs & Event Logistics Branch** (Domestics Exhibits Delivery & Exclusive Crane & Forklift services provider onsite)

Sinotrans Office  
National Agriculture Exhibition Centre  
16 Donsanhu Beilu  
Chaoyang District, Beijing  
P.R. China  
Contact: Ms. CAO Aizhu / Ms. DOU haoyue  
Tel: +86 10 8460 1327 / 8460 1135  
Fax: +86 10 6467 7828

F. **Hotel Reservation**

**Beijing Yuqi Convention Service Co.,Ltd.**  
Room 3216,No401 Wangjingyuan  
Chaoyang District,Beijing  
(Dongya Wangjing Center)  
Post code:100102  
Contact: Ms. Brittany  
Tel: +86 10 8461 5811  
Fax: +86 10 8461 9708  
Email: yuqihuizhan@163.com

G. **Visitors Information – FORM – Leads Retrieval System**

**Eastfair Technology Co., Ltd.**  
Contact : Ms. DU Ling  
Tel : +86 10 8838 9199 ext 840  
Fax : +86 10 6833 5478  
Email : duling@eastfair.com  
dl_darren11@163.com

3. **ADMISSION**

**Exhibitors**

Exhibitors can collect the exhibitor badge at the Exhibitor’s Registration Counter. By presenting the Exhibitor’s badges, exhibitors may access to the Exhibition Halls at the opening hours of the halls. Approval should be obtained from the Organizers for working before or beyond these hours.

**Visitors**

Trade visitors can register online via www.chinaminingcoal.com and collect visitor badge on site. Alternatively, visitor can register onsite. Only those related to the industry and properly attired will be allowed. Admission of visitors is solely at the discretion of the Organizers.

**Contractors**

All contractors (stand-fitting, interior decoration, etc), are required to pay booth deposit to guarantee the safety of the booth construction (see details in Form 1 & attached documents). Contractor badges are issued for carrying out construction/ dismantling works during build-up / tear-down period.

Where a contractor has a valid reason to present during the show period (e.g. maintenance or remedial works), a small number of special passes will be issued on application. Exhibitor’s personnel can contact and register with the organizer at Show Management Office to collect the pass.
4. NEW HALL SPECIFICATION

<table>
<thead>
<tr>
<th>FACILITIES</th>
<th>NEW HALL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floor Area</td>
<td>13,000sqm</td>
</tr>
<tr>
<td>Floor Strength</td>
<td>5,000kg / sqm</td>
</tr>
<tr>
<td>Floor Type</td>
<td>Concrete Trowel, Floor Paint</td>
</tr>
<tr>
<td>Highest Ceiling Height</td>
<td>9m</td>
</tr>
<tr>
<td>Stand Height Restriction</td>
<td>4.5m</td>
</tr>
<tr>
<td>Freight Access Door</td>
<td>4.6mW x 4.3mH</td>
</tr>
<tr>
<td>Washroom Facilities</td>
<td>4 Units Male &amp; Female</td>
</tr>
<tr>
<td>Ventilation</td>
<td>Ventilation 4 times an hour</td>
</tr>
<tr>
<td>Current Supply</td>
<td>5 Wire 3 phase 380V / 220V 50Hz</td>
</tr>
<tr>
<td>Lighting Level</td>
<td>300 Lux</td>
</tr>
<tr>
<td>Emergency Lighting</td>
<td>Provided</td>
</tr>
<tr>
<td>PA System</td>
<td>Provided</td>
</tr>
<tr>
<td>Fire Protection</td>
<td>Sprinkler System 12 Fire Hydrants</td>
</tr>
<tr>
<td>Public Telephone</td>
<td>Available</td>
</tr>
</tbody>
</table>

**Note:** The above information is correct at the time of to print and may be subject to change without prior notice.
RULES & REGULATIONS

1 Booth Design Approval (Special Design Booth)
Special Design Booth Management, Booth Design Approval, Booth Deposit, Water & Electricity Booking of Special Design Booth and related stand building procedures will be handled by the appointed Main Contractor of the event, Beijing Art Space Expo Service Co., Ltd.
Design and working plan of special design booth must be submitted to the Organizer & Beijing Art Space Expo Service Co., Ltd. for approval before 30 Aug 2013. Once the booth design is approved, no alteration may be made without the prior consent of the Main Contractor.

2 Electrical Supplies
Electricity will be supplied only through the Organizer. The Official Contractor – Beijing Art Space Expo Service Co., Ltd. has been appointed to carry out all electrical work (wiring and connections, lighting, etc.) on all stands (shell scheme and raw space sites inclusive) at the exhibition hall and all charges of there shall be paid by the exhibitor. No other electrical contractor will be permitted.

3 Working Exhibits & Demonstrations
The following measures must be strictly observed, to avoid damage or injury; failing which, the Organizers reserve the right to terminate the operation & demonstration of the working exhibits:
- Exhibitors can only display exhibits which they manufacture or have dealership.
- Inform the Organizers in writing of any working machinery to be exhibited, and a brief description of its operation and demonstration.
- Provide strict safety conditions for the operation and demonstration of working exhibits in accordance with international safety standards.
- Working exhibits must be fully manned and attended at all times while in operation.
- Fumes exhaust gas and other gaseous irritants generated by the working exhibits must be piped and discharged through the hall’s air filtration and exhaust system. This must be arranged through the Organizers.
- The disposal/drainage of acids, petroleum products, hazardous chemicals, oils, lubricants and any other environment polluting substances must be arranged through the Organizers.
- Internal combustion engines are prohibited.
- Laser, x-ray and any smoke or fire emitting exhibits/equipment will only be allowed with the approval of the local fire department, hall owner and the Organizers.
- The sound generated by working exhibits must not cause annoyance or interference to other exhibitors.

4 Stand-fitting Regulations
- The Overseas Official Contractor – Milton Exhibits & Engineering (Shanghai) Ltd Beijing Branch is appointed to erect all shell stands and undertake all electricity and water installation for the standard Shell Scheme Booth in the exhibition hall. In case of special booth design, exhibitor should inform the organizer three months before the exhibition period which contractor is appointed for the project. The appointed contractor should follow the organizer’s rules for electricity supply and coordinate with the Main Contractor, Beijing Art Space Expo Service Co., Ltd. Any private deal with the exhibition hall is prohibited. The exhibitors are kindly advised to appoint the official contractor as this will not only facilitate installation but will normally be financially advantageous to Exhibitors.
- Exhibitors are not permitted to display, hang or distribute any exhibit, materials, furniture or product, nor extend their stand structures and fittings, beyond their contracted boundaries.
- Erection of partitions or display boards which would hamper the fire protections system and air conditioning diffusers and air flow inside the halls/rooms is not allowed.
- No fittings, display or self-adhesive stickers/signs may be attached to or suspended from
the ceiling or any part of the exhibition hall, nor may nails or screws be driven, nor holes be drilled into the floors, walls, doors or pillars or any part of the exhibition hall.

- In the case of an island booth, a complete wall is NOT permitted on any side of the booth (This does not refer to internal partition walls within the island booth.)
- Each electrical supply provided is intended for one equipment or machine on display. Multipoint socket outlets are not permitted as an overload may be caused, leading to a trip in the incoming power supply. Severe trips may take hours to rectify, therefore, causing inconvenience to all exhibitors.
- The organizer reserves the right to disconnect the electrical supply to all installations, which in the opinion of the electrical consultants, is deemed dangerous or likely to cause any inconveniences to exhibitors or visitors.
- Exhibitors who reserved Raw Space are responsible for providing their own walls. Where stands are adjacent, an exhibitor may not use the reverse of the neighboring stand’s wall.
- Display of exhibitor’s name, logo, etc. is not permitted on the back or side-walls of neighboring booths.
- Any stand structure in New Hall, exhibit or display e.g. towers/ signage, exceeding 2.4m high must be at least one meter away from the neighbor partition wall.

5 Freight Movement & Customs Formalities
Due to custom clearance problems, exhibitors are strongly advised to contact the appointed Official Freight Forwarder - Helka Exhibition Services Limited for all details before any exhibit being shipped to China. The Organizer would not be responsible for any loss or delay of exhibits during forwarding process. All exhibits must be declared. The Official Freight Forwarder will assist exhibitors to complete the customs formalities. No other forwarder will assist exhibitors to complete the customs formalities. No other forwarder will be permitted in the exhibition hall. If exhibitors are using their own forwarder, they may deliver their products to China and then hand over to the Official Freight Forwarder for moving in and out work at cost.

6 Local Heavy Exhibits (CRANE SERVICES)
The organizer will appointed Crane Services Agent, Sinotrans Beijing Company Fairs & Event Logistics Branch to provide crane services onsite to avoid possible dangers and move-in problems such as crashed of schedules or blocking of passage. Only the appointed agent’s cranes can be allowed in the National Agriculture Exhibition Center during the exhibition period (including the move-in and tear down period). Please refer to the related manual & forms and placed your order with Sinotrans on or before 10 Aug 2013.

7 Liabilities and Insurance
- All exhibitors participated in this exhibition must arrange at their own cost “all-risk” insurance coverage from Origin Country up to their exhibition stand including duration of the exhibition period and return of domicile. Exhibitors are strongly advised to pack and remove from the exhibition hall all portable, attractive and valuable items at the end of each day when the exhibition closes as this is the time that there is the greatest risk of loss and theft. All these items must not be left unattended or out of sight at any time. The organizer will not be responsible for the safety or articles of any kind brought into the exhibition by the exhibitors, their agents, contractors, visitors, or any other persons whosoever.
- Exhibitors shall ensure that they are fully covered by insurance and take up public liability and comprehensive protection. The period of liability of the exhibitor shall be deemed to run from the time the exhibitor or any of his agents or contractors first enter the exhibition site, and to continue until all exhibits and property have been removed.
- Exhibitors shall also be responsible for making good any loss or damage to any items which they have rented or hired from the official contractors. And exhibitors shall take all necessary precautions to prevent any damage to their equipment, exhibits and displays before making any connection to the electrical supply of the official contractors.
8 Intellectual Property Rights (IPR)
The Organizer expects exhibitors to respect the intellectual property rights of the other exhibitors. If it is proved to the Organizer, by presentation of a court decision, that an exhibitor has infringed the intellectual property rights of another exhibitor with the articles on display, printed papers, advertising materials, or otherwise, then the Organizer is entitled, to demand the offender to remove from the stand in question the exhibits, printed matter, or advertising material causing such infringement; Organizer would exercise its power, if such demand is not responded accordingly, to have the exhibits, printed matter, or advertising material causing such infringement removed and to impound them until the end of the trade fair; it may close the offender’s stand, and/or to expel the exhibitor’s representatives from the trade fair grounds. Organizer is also entitled to exclude the offender from the future trade fairs.

9 Fire Precautions
- All exhibitors must comply with and ensure that all their contractors, staff, agents and servant, etc, comply with the prevailing government fire protection law and the fire safety regulations and building codes of the centre.
- Any person who encounter a outbreak of fire, however slight, should activate the fire alarm and subsequently endeavour to extinguish it or confine it be the use of the fire extinguishers and/or remove all items in that vicinity.
- No packing materials or brochures may be stored behind the walls of perimeter stands or any other designated service areas. Fire lane in and around the centre must remain clear and unobstructed.

10 Dilapidation
- Exhibitors are responsible for the cost of making good or replacing any damage or dilapidation to the exhibition premises, whether caused by themselves, their agents, contractors or by any person or person employed or engaged on their behalf by such agents or contractors.
- Exhibitors occupying Shell Scheme stands are also responsible for the cost of making good, any damage to the contractors stand structures, floor covering, light fittings and any other hired items, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf by their agents or contractors. The cost of repairing and replacing for any damages will be assessed by the Official Stand Contractor and charged to the exhibitor concerned.

11 Noise Level
Exhibitors are prohibited from causing annoyance to visitors or other exhibitors. Acceptable noise level will be at the Organizer’s discretion. Any complaints raised which the Organizer find justifiable the Organizer reserves the right to impose limitation on the operation of the exhibits or presentation.

12 Cleaning
The Organizer will provide general cleaning of the exhibition hall (excluding exhibits) prior to the opening of the exhibition and daily thereafter. Please dispose the waste along the passage way outside the stand at the end of each day during Show period. However, it is the responsibility of the exhibitors to keep their stand tidy at all times. Exhibitors must take their own arrangements for removal of their packing materials, cartons, boxes, crates, construction debris etc. and be responsible for any expenses incurred.

13 Security
While the Organizer shall take up the necessary precautions in the interest of the exhibition as a whole, the Organizer shall not be liable for any loss or damage to exhibits or other properties of the exhibitor or any injury to persons in any time before, during and after the exhibition.
14 Smoking
Smoking is strictly prohibited inside the exhibition halls.

15 Admission and Identification
Admission into the exhibition hall will be strictly controlled. Exhibitors, their representatives, delegates and trade visitors are all required to put on their respective badges for admission into the exhibition hall. Exhibitors can collect the badges before the opening of the exhibition if there is no outstanding payment.

16 Authority on the premises
In the event of any dispute on site, the Organizers reserve the right to pursue any action it deems necessary in the best interest of the exhibition and in fairness to all exhibitions. As the Organizers of the exhibition, the decision of the Organizers will be final.

17 Exhibition Hall Management Fee
Raw space exhibitors who have appointed their own contractors or set up by their own company should be responsible for management fee charged by the exhibition hall. (see Form 1 & attached document)

18 Storage
The Organizer is unable to provide storage facilities on site for packing cases, surplus materials or other properties of the Exhibitor. Prior arrangements for the safe keeping of such items must be made with the Official Freight Forwarder and exhibitors must be responsible for any expenses incurred.

19 Publicity
Balloons and neon lights are prohibited in the exhibition halls, and any projection of cyber light or similar must be kept within the stand.
The Organizers have developed numerous publicity opportunities for exhibitors to maximize the awareness of their corporate identity, products and services. Please refer to Form 10, 11A & 11B for more details.

20 Group / National Pavilion
Organizer of group and national pavilions are responsible for ensuring that all exhibitors / and or co-exhibitors on their pavilion be fully cognizant of, agree to, and abide with the Rules and Regulations stated in this manual.