

## **Flow Chart of Preparation Work for Space Only Exhibitors**

Please review **Form 10 Build Up & Dismantling Passes** for the application procedure and documents required.



All space only stand designs are required to submit for approval through **TWO PARTIES:**

### **1<sup>st</sup> Approval – AbraxysGlobal**

Submit the below forms to AbraxysGlobal for 1<sup>st</sup> approval:

- **Form 34 Stand Plan Submission**
- **Form 25 Method Statement**
- **Form 27 Risk Assessment**

Once approval is obtained from AbraxysGlobal, send the design to HAH Consulting & Exhibition Co Ltd Shanghai for 2<sup>nd</sup> approval.

### **2<sup>nd</sup> Approval - HAH Consulting & Exhibition Co Ltd Shanghai**

Contact: Ms. Lya Huang

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Fax: +86 21 2890 6000

Email:hah@hahchina.com

#### **Fee – ALL SPACE ONLY STANDS**

Less than or equals to 100sqm	RMB 800
101 – 300 sqm	RMB 1,050
Over 300sqm	RMB 1,650

#### **Additional fee – Single deck stand with height equals or over 4.5m**

RMB 25/sqm

RMB 18/sqm (If the drawing is approved by a Chartered Structure Engineer of the People's Republic of China.)

#### **Additional fee – Double deck stand (Only 100sqm or above stands are eligible for upgrading to double deck)**

RMB 50/sqm

RMB 25/sqm (If the drawing is approved by a Chartered Structure Engineer of the People's Republic of China.)



Please submit all **MANDATORY FORMS** in the exhibitor manual before deadline.



### **Move-in**

- Fill in **Form 13 Damage Deposit Form**.
- Settle the deposit to our Official Contractor (SYMA) via T/T in advance or by cash on site.
- Damage deposit invoice will be issued before 30 May 2025 by cash or via bank transfer by SYMA.
- Damage Deposit is charged according to booth size:
  - 50sqm or below: RMB 5,000
  - 51 - 100sqm: RMB 10,000
  - 101sqm or above: RMB 20,000



By presenting your receipt of deposit, you can go to SNIIEC Production Centre (Square 1) to apply **contractor badge** and **vehicle pass**. Pls refer to the map on last page for the location.

- 1) **Contractor Badge** (RMB 50/pass) issued by venue to gain the permission of construction work in the exhibition hall. It is compulsory to present **Real-Name Authentication Certification** (Photo ID) to SNIIEC in advance. It is exhibitors' responsibility to coordinate with the booth contractor for settling the charges. Pls visit and refer to [https://www.sniec.net/organize\\_contractor.php](https://www.sniec.net/organize_contractor.php) for the application procedure and documents required.
- 2) **Vehicle Pass** is charged at RMB 50/vehicle with a RMB 300 deposit. The time limit for loading is 1.5 hours in the Centre. The overtime charge will be assessed at RMB100 / 30 mins. SNIIEC requires local truck driver to register on SNIIEC's WeChat. Details can be found here (Chinese version Only).



SYMA will distribute the **BUILD UP & DISMANTLING PASSES** issued by organiser (free of charge) for exhibition hall access. The no of passes provided will be according to the no. of contractor badge purchased.



#### **Move-out**

Upon full dismantling of booth structure and no damage is done to the venue facility, the Official Contractor (SYMA) will return the Damage Deposit on **21 June by 18:00** if by paid by cash or 1 month after show if settled by T/T.

## Important Notes

### 1) Opening Times & Access

**Build Up (\*\*Exhibitors of Stand size 775sqm and above, please pay special attention to the Move in schedule)**

Date	Times	Build Schedule
Saturday 14 June	09:00 – 24:00	Commence space only construction (Stand size 775sqm and above)
Sunday 15 June	09:00 – 24:00	Continuation of space only construction (Stand size 775sqm and above)
	09:00 – 22:00	Commence space only construction (N1, N2, N4, N5)
Monday 16 June	09:00 – 24:00	Continuation of space only construction (Stand size 775sqm and above)
	09:00 – 22:00	Continuation of space only construction (N1, N2, N4, N5)
Tuesday 17 June	09:00 – 24:00	Access for decoration and completion of all space only stands (Stand size 775sqm and above)
	09:00 – 22:00	Access for decoration and completion of all space only stands / shell scheme stands / meeting rooms / Pods (N1, N2, N4, N5)

### Show Open Timetable

Halls	Date	Exhibitor Access	Exhibition Open Times
N1 – N5	Wednesday 18 June	08:00 – 18:00	09:00 – 17:00
	Thursday 19 June	08:00 – 18:00	09:00 – 17:00
	Friday 20 June	08:00 – 16:00	09:00 – 16:00

### Dismantling Times and Access

**IMPORTANT:** Dismantling of stands starts from Saturday 21 June at 09:00. The evening of Friday 20 June is only for the removal of valuable items and hand carriables. **No construction work is allowed on 20 June 2025.**

Date	Times	Schedule
Friday 20 June	16:30 – 18:00	Once the hall is clear of visitors all valuable items and hand removable items must be removed from the hall. All shell scheme booths must be vacated by 18:00.
Saturday 21 June	09:00 – 18:00	All shell scheme exhibitors and clients with shell scheme meeting rooms should note that the official contractor will commence the dismantling of shell scheme from 09:00. Dismantling of space only stands – all stand fitting materials, structures, flooring and carpets to be removed.

## 2) **Stand Building Regulations:**

Stand Plan submission deadline: **9 May 2025**

Highlights of the stand building rules & regulations:

- Height limits:
  - 6m for space-only stands
  - 4m for meeting rooms
  - 2.5m for shell scheme panels
- Double Deck is permitted, only 100sqm or above stands are eligible for upgrading their stands to double deck / two story at MWC Shanghai. Application is subject to additional fee and GSMA's pre-approval.
- Ceiling should be open, only mesh (Type B1 standard) or system ceiling grid (min 1cm x 1cm openings) is allowed.
- 50% Open Rules for all sides of the stand **(Not Applicable to Hall N3 Exhibitors)**
- Backwalls must be finished in **white** colour for all visible areas
- **The number, capacity and distribution of exits must be sufficient to allow visitors safe access and egress to ensure effective means of escape in the event of an emergency.** The exits should be kept available and unobstructed at all material times and should generally be arranged so that there are alternative escape routes from any point within the event.
  - Stands over 150sqm require minimum two emergency exits on opposite sides of the stand on the ground level. **(Exhibitors of Hall N3 / stand size over 800 sqm, please pay special attention.)**
- **WIDTH OF ESCAPE ROUTES**
  - Escape routes in stands have to have the following widths:
    - Stands up to 100sqm: 1m width minimum.
    - Stands over 100sqm: 1.5m width minimum. **(Exhibitors of Hall N3 / stand size over 800sqm, please pay special attention.)**
- **LENGTH OF ESCAPE ROUTES**
  - The maximum length of an escape route on a stand is 15m until reaching an open area.
  - Should the escape route be longer than 15m then it needs to have 2m width minimum or alternative escape route should be created leading to the opposite side of the stand.

For further information, please refer to the full details of all Stand Building Regulations & Stand Building Health & Safety in the Exhibition Manual. [Click here](#) for more information.

Or please contact:

**AbraxysGlobal**

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Email: [mwcshanghai@abraxys.com](mailto:mwcshanghai@abraxys.com)

-  VIP 停车场  
VIP Car Parking
-  停车场  
Car Parking
-  地铁站  
Metro Station

