

2023 OCEAN EXPO NINGBO

MOVE-IN NOTICE

Exhibition Schedule

| Construction period | Date | Time |
|--|---------------------------------|------------------------|
| Contractor's Move-in | 16 Jul, 2023 (Sunday) | 8.30 a.m. – 5.00 p.m. |
| | 17 Jul, 2023 (Monday) | 8.30 a.m. – 6.00 p.m. |
| Exhibitors Registration | 16 Jul, 2023 (Sunday) Raw Space | 9.00 a.m. – 5.00 p.m. |
| | 17 Jul, 2023 (Monday) | 9.00 a.m. – 5.00 p.m. |
| Exhibits Delivery / Exhibits Testing | 17 Jul, 2023 (Monday) | 10.00 a.m. – 6.00 p.m. |
| <ul style="list-style-type: none"> Raw Space Exhibitors are advised to check with their contractors on the date and time that their stands will be ready for exhibits moving-in. | | |

| | | |
|------------|---|-----------------------|
| EXHIBITION | 18 Jul , 2023 (Tuesday) -19 Jul, 2023 (Wednesday) | 9.00 a.m. – 4.30 p.m. |
| | 20 Jul, 2023 (Thursday) | 9.00 a.m. – 3.30 p.m. |
| EXHIBITOR | 18 Jul , 2023 (Tuesday) -19 Jul, 2023 (Wednesday) | 8.30 a.m. – 4.30 p.m. |
| | 20 Jul, 2023 (Thursday) | 8.30 a.m. – 3.30 p.m. |
| VISITOR | 18 Jul , 2023 (Tuesday) -19 Jul, 2023 (Wednesday) | 9.00 a.m. – 4.00 p.m. |
| | 20 Jul, 2023 (Thursday) | 9.00 a.m. – 3.00 p.m. |
| move-out | 20 Jul, 2023 (Thursday) | 4.00 p.m. – 8.00 p.m. |

- * During the opening of the exhibition, exhibitors can enter the hall 30 minutes early every day, and exhibitor staff should arrive at the booth 15 minutes before the opening. Exhibitors may leave the exhibition hall up to 30 minutes after closing.

Application for Exhibitor Badges

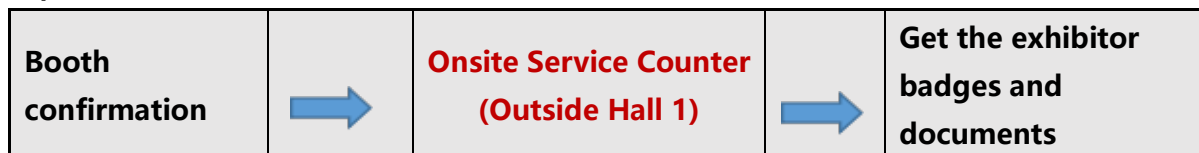
Application Deadline: 30 Jul, 2023

Log in to the exhibitor service platform:

<https://oem.informamarkets-info.com/2023OEN/login>

Registration Process

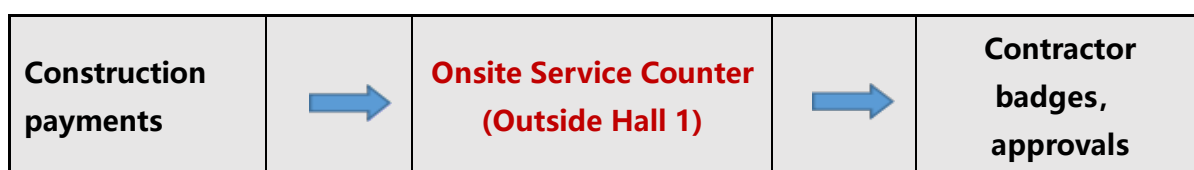
Step1: 【confirmation of exhibitors】——Onsite Service Counter (Outside Hall 1)



- Ensure to finish booth fees, advertising fees, etc.
- Registration, exhibitor badges and documents
- onsite service

Step2: 【Construction and rental of booth】 - Onsite Service Counter (Outside Hall 1)

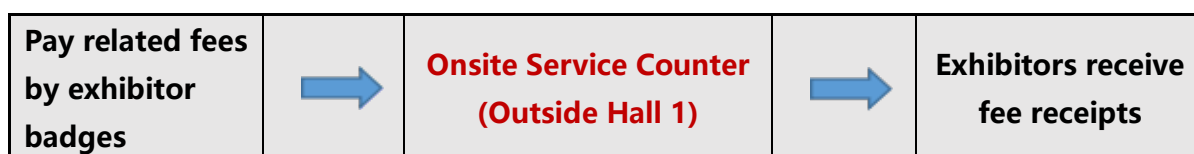
* For special equipment or rental demand exhibitor.



- Confirmation (Shell Scheme Booth or Raw Space)
- Pay for deposits such as cleaning, construction management expense and construction badges.
- Service for furniture rental, electrical applications. (Transfer / online payment in advance)

Step3: 【move-in and arrival of exhibits】 - Onsite Service Counter (Outside Hall 1)

* Exhibitors without transport services do not have to do this step.



- Location confirmation with contractor
- Consignment service charge
- Basic handling charge
- Other individual service charges



Official Contact

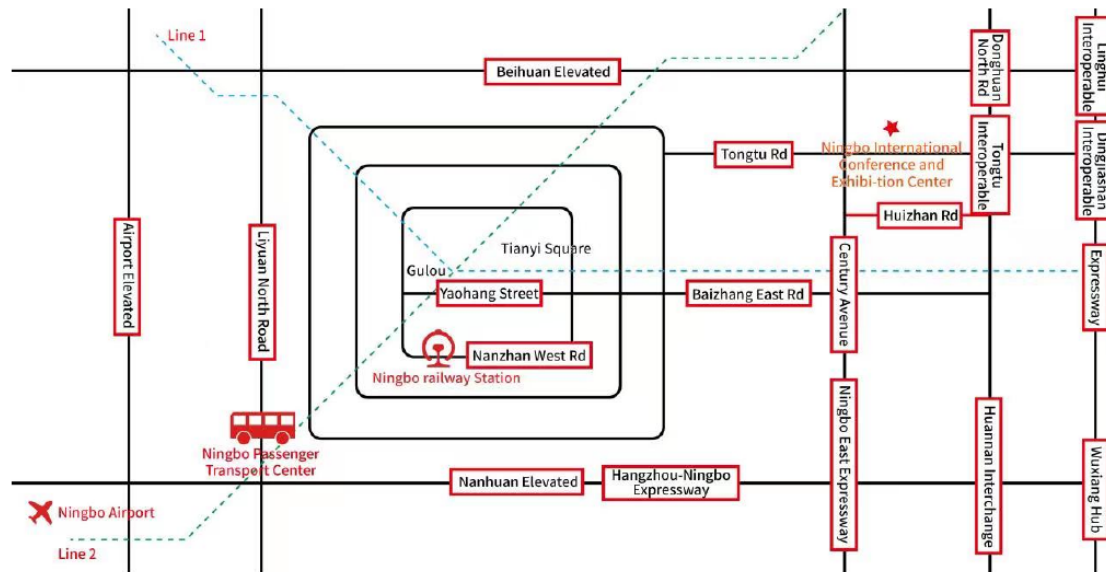
| Organzier | Official Contractor | Official Freight Forwarder |
|--|--|--|
| Ms. Iris Jiang +86-21-6157 3865 Iris.jiang@informa.com | SHANGHAI BEST- EXPO EXHIBITION CO., LTD 1H\4H Contact: Mr. Eric Shi Tel: +8621-65757706-8810 eric.shi@best-expo.com.cn | SHANGHAI XINYUE CO., LTD Mr. Jack Sun Tel: +86-13917067533 Jack.sun@go-express.com.cn |
| Mr. Yongyan Shi +86-574-27716625 826024236@qq.com | 2H\3H Contact: Mr. Jerry Gu Tel: +8621-65757706-1023 jerry.gu@best-expo.com.cn | |
| Construction and Operation Details: Mr. Joe Song +86-21-6157 7224 Joe.Song@informa.com | | |

Raw Space Rules

1. Exhibitors are required to submit the name, address and contact details of his appointed contractor to the Organizer **NO LATER THAN 28th Jun, 2023**.
2. According to the Fire Regulations, booth carpet must consist entirely of non-combustibles with a burning diffusion rate not lower than Class B1 as required by the local fire-control regulations of Ningbo.
3. **Violation of the regulations can result in costly alteration onsite, when designs or installations contravene safety, stand height, boundary or any other rules and regulations.**
4. The contractor will also have to bear any charges levied by the venue owner for damages caused to their property, flooring, or for debris not cleared away.
5. Stand structure may go up to **4M maximum height**. Double-deck booth design is not allowed. Please note that certain areas in the hall will not allowed stand height above 3M due to fire curtain.
6. All partition walls should not be covering more than 50% in length and/or width, unless the partitions are constructed against the actual walls of the hall, and not obstructing the products on display on the other side of it. The Organizer reserves the right to request the Exhibitor to change, modify, lower or shorten any back wall and sidewall proposed if, in the opinion of the Organizer, such back wall or sidewall obstruct the reasonable exposure of any adjacent exhibition stands.
7. To cover the liability risk to any exhibitor and its respective appointed contractor arising from the use or construction of each raw space during move-in days, each raw space exhibitor or its contractor is requested to purchase insurance in accordance with the requirements before getting the admission of processing its application such as getting booth design approval, ordering electricity and settling hall management fees and etc.
 - 1) All raw space contractors, exhibitors should be the insured under such liability insurance policy.
 - 2) The liability insurance policy of each raw space exhibitor should cover the following parts: The indemnity limit for any one accident and in aggregate for each booth should be no less than RMB5,000,000. (Detail to be seen at Exhibitor Online Service Manual Page 14)
8. **Regarding the requirement for restricting freight trucks in Ningbo city: all large freight trucks (yellow license plate) need to apply for an electronic pass to enter the city. Please enter the license plate information in the exhibitor system before July 15th (Contact person: Shi Minjie, Phone: +8621-65757706-8810).**

Traffic Guide

1. Venue Map



Ningbo International Convention and Exhibition Center is located at the intersection of Century Avenue and Tongtu Road. It is only 15 minutes by car from the city center.

Taxi:

Ningbo Railway Station (20min)

Airport (30min)

Subway:

Airport: line2-line5

Ningbo Railway Station: line2-line5

Self-driving:

1) Turn right at Convention and Exhibition Road about 200 meters Jiangcheng North Road turn left about 100 meters to Ningbo International Convention and Exhibition Center.

2) Turn right at Tongtu Road for about 150 meters to Ningbo International Convention and Exhibition Center.

Bus:

North gate: NO.529、788、789

East gate: NO.36、512、517

South gate: NO.17、21、168、356、517、521、810

2. Exhibit transportation:

- VEHICLE PASS (City)

Log in the website of platform for application of pass (city) .

- VEHICLE PASS (Venue)

All transport vehicles have to apply for pass (Venue) ¥ 50

| Parking Expense | | |
|-----------------|-----------|----------------------|
| | Time | Price |
| All day | < 30min | ¥ 0 |
| 08:00-22:00 | < 3Hours | ¥ 4 |
| | > 3Hours | Add ¥ 2/H |
| 22:00-08:00 | 1Hour | ¥ 1/H, Top: ¥ 4 /car |
| All day | > 24Hours | ¥ 15 |

Remarks: double the charge for large vehicles



Travel and Hospitality

JLBEST Meeting is a commercial travel agency which provides professional travel management services to the exhibition industry.

JLBEST Meeting regularly handles hotel bookings, air-ticket bookings and travel or the conference and exhibition industry.

Service Hotline①: +86-755-8288 0090

Service Hotline②: +86-755-8288 0055

Contact Person: Mr Li/ Miss Wang

Mobile phone NO.:+86-177 2257 0869/+86-181 2646 4213

Website:<http://wchat.miceclouds.com/m/hotelList.htm?activityId=1509>

Email: service@bestmeeting.net.cn



(Scan the QR code to book)