British Pavilion at Chinaplas
Shanghai, China, 23 - 26 April 2014
Exhibitors Handbook
USEFUL CONTACT DETAILS

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Chinaplas Overview

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<td><strong>Expected Visitors</strong></td>
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<td><strong>Duration</strong></td>
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The Venue
The Shanghai International Expo Centre is located in the heart of Shanghai with good metro links for easy access to the exhibition centre. *A metro station is nearby and road connections are excellent. Metro line 8 (blue).*

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<thead>
<tr>
<th>Year</th>
<th>Venue</th>
<th>Visitors</th>
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<tbody>
<tr>
<td>2011</td>
<td>Guangzhou</td>
<td>82,000</td>
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<tr>
<td>2012</td>
<td>Shanghai</td>
<td>109,858</td>
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<tr>
<td>2013</td>
<td>Guangzhou</td>
<td>114,103</td>
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The British Pavilion Location
The British Plastics Federation has reserved about 200 sqm of space in hall W1 one of the International Halls.

Language Spoken
Mandarin and Cantonese are widely spoken. Please ask the BPF for help with organising an interpreter for your stand.

Visas
These are mandatory for visitors to China, these can be processed by the travel agent on request at a rate of approximately £100. The BPF will assist with the administration of this and can provide all companies with letters of invitation.
Stand Construction
The British Group stands will be build by a private contractor called Milton Exhibits. The stand package price is approx £340 per square metre (depending on exchange rates). The raw space cost is approx £250 per 1sqm and the construction inc.furniture (as below) costs: approx £90 per 1sqm.

Note: The square metre prices shown above combine the cost of both space and construction. You will receive separate invoices for each of these elements. Adsale, which is the show organiser will invoice for raw space. Milton Exhibits will invoice for construction only.
Prices can vary with exchange rates, and prices do not include VAT.

<table>
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<th>Each stand package will include the following:</th>
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<tr>
<td>Space</td>
</tr>
<tr>
<td>British Group sign H2.5m</td>
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<tr>
<td>Fascia</td>
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<tr>
<td>Carpeting</td>
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<tr>
<td>Stand walls (W1mx H2.5m)</td>
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<tr>
<td>1 x round table</td>
</tr>
<tr>
<td>4 x leather chairs</td>
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<tr>
<td>1 x lockable cupboard with company logo</td>
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<tr>
<td>3 x 100w spotlights fixed to the fascia</td>
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<tr>
<td>1 x 15a 230v power point (consumption NOT included)</td>
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Stand Services and Additional Items
All additional items not included in the above package such as compressed air, water, increased power supplies etc must be paid for by the exhibitor. Details of additional display aids and furniture etc available to hire will be forwarded shortly.

Key Benefits to the Exhibitor
- Project Management Support - managed by experienced BPF staff on hand before, during and after the exhibition including: * Cost Effective Stand Package * Deadline Reminder Service
- Marketing by British Group Guide - An A4 brochure featuring exhibitors of the British Village with their logo and contact details. Copies will be widely distributed before, during and after the show.
- Re-direction of Customer and Enquiries by members of the BPF team who will be at the show and will re-direct enquiries from potential customers to your stand
- Media Relations Support - Through a strong international press network and in-house media relations resource the BPF will project the British Group globally.
- Strong Web Promotion - A webpage hosted on the BPF site will feature product information on all companies in the group

£550 Pavilion Management Fee (non-members) £450 Pavilion Management Fee (members)

Insurance
The BPF and UK Trade & Investment do not take any responsibility for exhibitors insurance. Therefore, each exhibitor is required to arrange his or her own comprehensive insurance.

UK Trade & Investment Grants
The BPF has applied for the UKT&I grants of up to £3,000 for eligible UK exhibitors wishing to exhibit at Chinaplas. The UKT&I decision on the grants’ availability will be advised shortly.

Accommodation in Shanghai
The BPF is holding a group booking in Hotel Equatorial Shanghai for the UK exhibitors at appro£80 per night. To book a room, please e-mail Justyna Elliott at the BPF on jelliott@bpf.co.uk
Getting Around
Taxis are abundant and metered. Metro system is efficient and often the quickest way to travel, as the traffic in Shanghai gets very heavy during rush hours.

TERMS & CONDITIONS OF PARTICIPATION FOR UK GROUP EXHIBITORS AT CHINAPLAS 2014

There are four parties involved in the provision of the BPF’s UK Group at Chinaplas:
The BPF co-ordinates and manages the UK Group participation at the exhibition in relation to all other parties listed, UK Trade & Investment, who administer the exhibitor grant funding for eligible companies Adsale who is the show organiser Milton Exhibits who are the stand contractor.

1. Companies applying to exhibit as part of the UK Group can either take space within the Pavilion or can make their own arrangements for stand space. All terms and conditions apply to either option.
2. All stands must be in the name of a UK registered company.
3. Exhibitors must pay in full all invoices for stand fees as they fall due.
4. When applying for space and stand construction within the UK Pavilion all companies are required to comply in full with the terms and conditions as laid out by Adsale, and UK Trade & Investment.
5. If prices associated with space and construction vary by greater than 20% from those outlined in the quote provided with these terms and conditions, the BPF will undertake to seek the agreement of the applicant before enforcing the terms of this contract.
6. Exhibitors withdrawing from the Pavilion after the BPF is committed to payments on the applicant’s behalf will forfeit their stand fees in full unless a replacement company can be found.
7. The BPF will make every effort to find replacement exhibitors, but is not liable, nor can guarantee to do so.
8. Where an exhibitor can found the BPF management fee or deposit received will be retained to cover the additional administration costs incurred.
9. In submitting this application, the exhibitor shall ensure that it has full insurance cover against accident, injury, loss or damage of any nature including public and product liability. Exhibitors will be liable for third party claims arising from their own stand fittings and for their proportion of the stand construction. The exhibitor shall also comply with any requirements of BPF, the exhibition organiser and any applicable law in this regard.
10. From time to time, the BPF may appoint service companies to offer group freight, travel, accommodation, promotion and other services as may be thought in the interest of the exhibiting companies. Where the BPF makes such appointments, exhibitors are free to make use of the services of such companies at their own risk. Such appointments are made in the interest of reducing individual costs for joint venture participants. Companies are not obliged to use such services.
11. The BPF cannot accept responsibility for the performance, actions or negligence of contractors appointed by exhibitors.
12. Where an event is postponed or cancelled for reasons beyond the control of the BPF, all reasonable effort will be made to reclaim any fees from the organisers and/or contractors, and to refund such fees, net of any administration charges incurred by the BPF.
13. The BPF reserves the right to raise a surcharge on stand fees, in the event of significant currency fluctuation.
14. Force majeure - BPF shall be entitled, without liability on its part and without prejudice to its other rights, to terminate a contract or any unfulfilled part thereof or, at its option, to suspend or give partial performance under it, if performance by BPF or by its suppliers is prevented, hindered or delayed whether directly or indirectly by reason of any cause whatsoever beyond BPF’s or its suppliers reasonable control, whether such cause existed on the date when the contract was made or not.

In signing these Terms and Conditions, your company agrees to be bound by these and Terms Conditions, those of the Show Organiser and those of UK Trade and Investment if applicable.

Each company must pay the BPF management fee on the due date. The management fee applies to all companies exhibiting within the UK Group whether they are exhibiting on the Pavilion or independently. Companies exhibiting as part of the UK group but with no UK Trade & Investment support are also obliged to pay the management fee. The management fee is non-refundable. The management fees are as follows… Chinaplas Group co-ordination - Member £450 Chinaplas Group co-ordination - Non Member £550

PLEASE FAX to 02074575045, or EMAIL jelliott@bpf.co.uk

Total Space required (at approx £340 per sqm) *
* (consists of raw space cost + stand construction)

Company Name

Address

Your Name

E-mail

Signature

Date