

ACHEMASIA 2025

Exhibitor's Manual

14–16 October 2025

Shanghai, PR China

www.achemasia.de



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Exhibitor's Manual

14-16 October 2025
National Exhibition and Convention
Center Hongqiao, Shanghai, PR
China

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1.1 Organizer's and Co-organizer's Information

DECHEMA Ausstellungs-GmbH is the organizer of AchemAsia 2025. The contact information is as follows:

DECHEMA Ausstellungs-GmbH (hereinafter called "DECHEMA")

P.O. Box 17 01 52

60075 Frankfurt am Main

GERMANY

E-mail: achemasia@dechema.de

The co-organizer is:

CIESC, Chemical Industry and Engineering Society of China Beijing, PR China

Persons to contact at DECHEMA:

Exhibition Management

Rental Inquiries

rental@dechema.de, Phone: + 49 69 7564-700

Ms Simone Janik

Ms Claudia Schornstheimer

Technicalservices (technical orders, set-up and dismantling, etc.)

technicalservices@dechema.de, Phone: +49 69 7564-701

Ms Annette Wolf

Ms Kirsten Braun

Mr Cyril Blatt

Head of Technical Management: Ms Julia Kindsgrab

Publications and Marketing

editorialteam@dechema.de, Phone: +49 69 7564-702

Ms Constanze Grey

Ms Katrin Pörtener

Ms Katrin Ursuleac

Head of Publications and Marketing: Mr Dr. Michael Schulte

Tickets and Passes, Invoices

generalorders@dechema.de, Phone: +49 69 7564-703, invoice-deag@dechema.de, Phone: +49 69 7564-700

Ms Aicha Sall

Ms Sabine Picard

Head of Tickets and Passes, Invoices: Mr Jürgen Stottut

Conference Services

Ms. Xueqing Wu, xueqing.wu@dechema.de, Phone: +49 69 7564-152

Visa Invitation

Ms Birgit Püttmann, birgit.puettman@dechema.de, Phone: +49 69 7564-347

Press

Ms. Dr. Christine Dillmann, christine.dillmann@dechema.de, Phone: +49 69 7564-296

Head of PR: Ms. Simone Angster, simone.angster@dechema.de, Phone: + 49 69 7564-540

1.2 Name of Exhibition & Official Website

Full Name

ACHEMASIA 2025 - 12th International Expo and Innovation Forum for Sustainable Chemical Production

Abbreviated Name

ACHEMASIA 2025

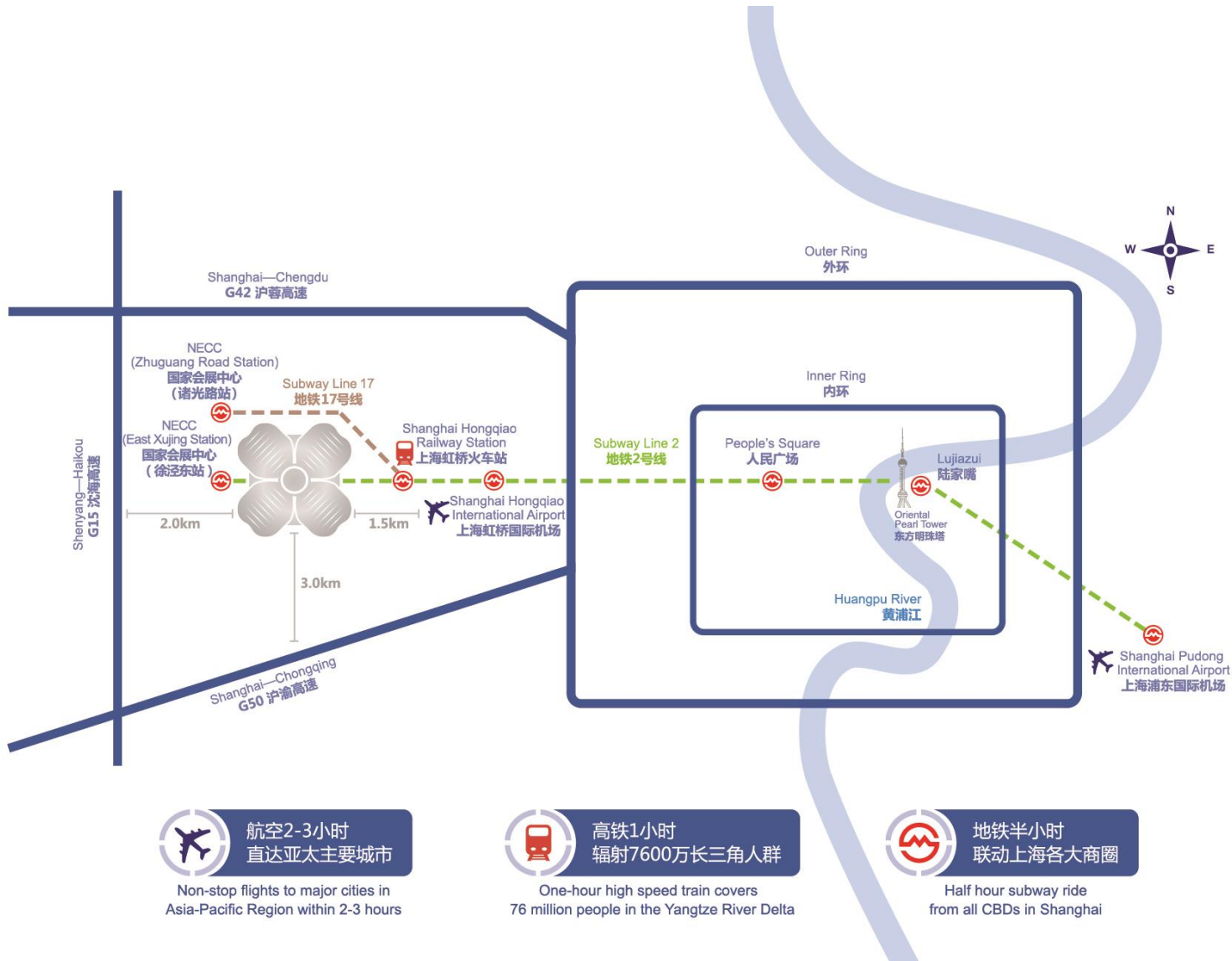
ACHEMASIA Official Website

www.achemasia.de,

www.achema.com.cn

1.3 Venue Location & Transportation

a) Location Map



Venue Address:	East Entrance	111, Laigang Road, Qingpu, Shanghai, PR China
	South Entrance	168, Yinggang Road (East), Qingpu, Shanghai, PR China
	West Entrance	1888, Zhuguang Road, Qingpu, Shanghai, PR China
	North Entrance	333, Songze Avenue, Qingpu, Shanghai, PR China

NECC - National Exhibition and Convention Center (Shanghai)

No. 168 Yinggang East Road, Qingpu District
201702 Shanghai

1.3 Venue Location & Transportation (Cont'd)

b) Transportation (subject to change)

Exhibitors can go to the Exhibition Centre by the following methods:

1.	By Shanghai Metro	<ul style="list-style-type: none"> - Line 2: Take the train towards National Exhibition and Convention Center Station get off at Exit 4, 5 or 6 of National Exhibition and Convention Center Station and walk to West Entrance of National Exhibition and Convention Center - Line 17: (National Exhibition and Convention Center Station is the nearest stop to NECC) <p style="text-align: center;">Click here to view "Shanghai Metro Network Map"</p>
2.	By Bus	<p>The following bus lines can arrive at West Entrance of NECC National Exhibition and Convention Center:</p> <ul style="list-style-type: none"> - No. 865: interchange with Shanghai Zoo Station of Metro line 10, or Caohejing Hi-Tech Park Station of Metro line 9, or Jinjiang Park Station of Metro line 1. - No. 706: interchange with Jiuting Station of Metro line 9 - No. 776: interchange with Ziteng Road Station on Metro line 10, or Zhongshan Park Station of Metro line 2 / 3 / 4
3.	By Taxi	<ul style="list-style-type: none"> - From Shanghai Hongqiao Airport Terminal 1 (International Flight) : about 20 minutes - From Shanghai Hongqiao Airport Terminal 2 (Domestic Flight) : about 10 minutes - From Shanghai Pudong International Airport : about 70 minutes - From Hongqiao Railway Station : about 10 minutes - From Shanghai Railway Station : about 35 minutes - From Shanghai South Railway Station : about 30 minutes

1.4 Layout Plan of Exhibition Center

a) Overall Layout Plan



1.5 Onsite Facilities & Services

Onsite Facilities & Services	Details	Location
Business Centre	Provides secretarial service including: photocopying, printing, fax, scanning, etc.	1/F - Between North Hall & Hall 2.1
First Aid	Provides medical service	To be confirmed
Post Office	Provides postal & courier services	Mezzanine - R-L109 at NECC Plaza (Between Hall 7.1 & Hall 8.1)
Police Station	Report loss of property & crime	First Floor, Building B0, NECC (Near gate 13.) 24h contact number for this Police Station: 22175349
ATM	Provides cash withdrawal, balance inquiry service, etc. Bank of China	1/F - Central Ring Path (Near Hall 3 Elevator Lobby) Mezzanine - Near Meeting Room
Convenience Store		B1 (Basement Level 1): R-B101 at NECC Plaza (between 6.1H & 7.1H)
Free WIFI	The venue provides free WIFI service * (Access authentication via local mobile phone number is needed. The stability of WIFI signal depends on the amount of or the location of users.)	
Luggage Storage	Only on 16 October 2025	Hall 5.1

1.6 Technical Specifications of Hall 5.1

Floor loading	3.5 ton / m ² (excluded trench)	
Construction Height Limit Raw Space / Upgrade Stand	max. 4.40 m, only single deck	
Machinery Height Limit	7.00 m	approval from venue is needed if limit above 2.50 m
Ceiling Height	10.00 m	
Pillar Size	~1.80 x 1.80 m	
Average Lighting Level	250 lx	
Venue Facility	Trench: Available * Electricity / water / compressed air outlets as well fire wells and alarms MUST NOT be blocked. An opening for access MUST be kept on top or in front of these facilities. Please contact the official standfitting contractor SYMA - achemasia2025@symaasia.com - for location & measurement of the facilities inside booth.	
Electricity	Trench outlet - column / hall wall	
Voltage	3 Phase 5-Line, 380 V / 220 V, 50 HZ	
Max. Electricity Supply in Single Power Box	400 Amp / 3 Phase 380 V	* one power box can connect to only one machinery
Water Supply	Pressure: 3.5 kg / cm ²	
	Water inlet pipe dia.: 15 mm (non-machinery use) / 20 mm (machinery use) Water outlet pipe dia.: 25 mm * Draining or releasing waste water, sewage or water with above-normal temperature (45°) is prohibited	
Compressed Air Supply	0.5HP – 5HP: ≤0.4 m ³ /Min & 8 bar), Ø 15mm 6HP – 10HP: ≤0.9 m ³ /Min & 8 bar), Ø 20 mm 1 m ³ /Min & 8 bar, Ø 25 mm	

1.6 Technical Specifications of Hall 5.1 (Cont'd)

Freight Entrance	8 m (W) x 6.5 m (H)	
Freight Lift	Available	
Transportation Restriction – Lorry Size (Including Truck Head)	17.5 m (L) x 2.5 m (W) x 4 m (H)	
Wired Broadband Network	Available (Please contact official standfitting contractor SYMA for orders)	

The technical information is provided by the venue and is subject to change without prior notice.

1.7 Move-in, Exhibition Period & Move-out (applicable to Hall 5.1 only)

MOVE-IN		
	October 12 (Sun) 2025	October 13 (Mon) 2025
Registration	9:00 a.m. – 5:30 p.m.	9:00 a.m. – 5:30 p.m.
Decoration of Package Stand	–	9:00 a.m. – 6:00 p.m.
Building of Special Design Booth	9:00 a.m. – 6:00 p.m.	9:00 a.m. – 6:00 p.m.
Heavy & Large Exhibits / Special Equipment Move-in Please contact Kühne + Nagel in advance	9:00 a.m. – 6:00 p.m.	9:00 a.m. – 6:00 p.m.
Water, Electricity & Compressed Air Installation	9:00 a.m. – 6:00 p.m.	9:00 a.m. – 6:00 p.m.
	The delivery of power, water, compressed air will be started one by one from 13 October, 1 p.m. onwards after the electrical examination is completed. For special case please contact the official standfitting contractor SYMA directly.	
Apply Over-Time (if necessary)	Please apply over-time work at SYMA's service counter before 2:45 p.m. of the day intended *Exhibitors have to pay the OVERTIME ELECTRICITY FEE if they need electricity supply during overtime For details, please refer to Section 3.7 - Overtime Charges during Move-in / Move out Period of the Exhibitor's Manual.	

Exhibitors and their appointed contractors should strictly follow the above move-in, exhibition period and move-out schedule.

For good traffic management and smooth operation during move-in period, **exhibitors may be requested to move-in earlier for installing machinery exhibits or unloading construction materials.** Exhibitors and their appointed contractors should strictly follow the move-in schedule arranged by Kühne + Nagel.

1.7 Move-in, Exhibition Period & Move-out Schedule (applicable to Hall 5.1 only) (Cont'd)

EXHIBITION PERIOD - Opening Hours**			MOVE-OUT	
	Exhibitors	Visitors	Exhibitors	Trucks Entry
October 14 (Tue)	9:00 a.m. – 6:00 p.m. Opening Ceremony (tba)	9:30 a.m. – 5:00 p.m. Opening Ceremony (tba)		
October 15 (Wed)	9:00 a.m. – 6:00 p.m.	9:30 a.m. – 5:00 p.m.		10:00 p.m. - Midnight
October 16 (Thu)	9:00 a.m. – 4:00 p.m.	9:30 a.m. – 4:00 p.m.	Basic package stands: 4:00 – 6:00 p.m. Own stand construction: 4:00 p.m. – 9:00 p.m. (from 4:00 – 5:00 p.m. within stand space)	Midnight – 7:00 a.m. 1:00 p.m. – 4:00 p.m. After 7:00 p.m.

- 1) **Exhibitors please pay special attention: The opening hours of the last show day of AchemAsia 2025 will be 9:30 a.m. – 4:00 p.m.**
- 2) **Electricity, water, compressed air supply will be cut off between 4:00 – 4:30 p.m. 16 October 2025.** Exhibitors who need to extend electricity, water or compressed air supply during move-out period should contact SYMA **before 16 October 2025, 2:45 p.m.** for prior arrangement. Availability of extending electricity, water or compressed air supply is subject to extra cost and possibility of technical arrangement.
- 3) Packing materials will be delivered between **4:15 – 5:15 p.m. 16 October 2025.**
- 4) Carpeting in the aisles will be removed on **16 October 2025** between **4:00 – 5:00 p.m.**

1.8 Official Stand Fitting Contractor & Freight Forwarder

a) Official Stand Fitting Contractor

Matters concerning application of electricity, water, compressed air, telephone, internet line, fascia board of package stand, and rental of furniture and facilities should be addressed to and taken care of by the official standfitting contractors as below:

SHANGHAI SYMA-EXPO LTD. (hereinafter called "SYMA")

Mr Karry Ye Tel.: + 852 2673 9200

Mr Eazy Gu Tel.: + 86 21 6238 8811 (ext. 105)

E-Mail: achemasia2025@symaasia.com

For raw space and upgrade stand exhibitors using their own stand fitting contractors to construct the booths, please visit www.achemasia.de or www.achema.com.cn log-in "the [Exhibitor Portal](#)" to complete the stand fitting contractor information before **5 August 2025** and to place orders for technical connections at the latest **by 3 September 2025**.

The user ID for log-in has been sent with the stand confirmation to the exhibitors. Exhibitors can create a sub-account for the stand constructor to entitle him to handle the technical subjects, to upload documents for approval and to place technical orders.

b) Official Freight Forwarder

Matters concerning freight forwarding should be addressed to and taken care of by the official freight forwarder as below:

International	China
Kühne + Nagel (AG & Co.) KG KN Expo & Event Logistics Europaallee – Bürohaus 6 30521 Hannover	Kuehne & Nagel Limited. Shanghai Branch 5-6F, Building #1, Lane 1401, Jiangchang Road, Jing'An District 200072 Shanghai, P.R.CHINA
Mr. Frank Häusler E-mail frank.haeusler@kuehne-nagel.com Tel. + 49 511 4602-751	Mr. Rainsun Cheng E-mail Rainsun.cheng@kuehne-nagel.com , Tel. + 86- 21- 2602 8667
	Mr. Frank Chen E-mail frank.chen@kuehne-nagel.com , Tel. + 86-21- 2602 8524

Exhibitors can use their own freight forwarders for transportation of exhibits up to Shanghai. However onsite forwarding **MUST** be carried out by Kühne + Nagel as requested by the venue management for better coordination. For details, please log-in "the [Exhibitor Portal/Services/Forwarding Services](#)" and for further information refer to Kühne + Nagel.

1.9 Recommended Insurance Service Provider

Matters concerning insurance purchase, verification, consulting should be addressed to and taken care of by:

China Pacific Property Insurance Co., Ltd. Shanghai Sunwising Insurance Services Ltd.	
Contact Person	Mrs Sally Xie
Tel.	+ 86 400-832-5588 / + 86 158 0055 2925
E-mail	info@exhibitionguard.com

The exhibitors have to register first before they go through the order process on www.exhibitionguard.com or they can use the order form “Property All Risks Insurance for Exhibits and Exhibition Liability Insurance Application” and send to info@exhibitionguard.com. The Order Form “Property All Risks Insurance for Exhibits and Exhibition Liability Insurance Application” is available for download in the [Exhibitor Portal](#).

1.10 Official Travel Agent

Matters concerning travel and accommodation arrangements, should be addressed to and taken care of by:

International Travel Concept GmbH - DERPART Travel Service – Frankfurt	
Tel.	+ 49 69 704036-0 Fax + 49 69 704036-29
E-mail	reservierung@derpart-frankfurt.de

If you need an official letter of invitation from our Chinese partner to support your visa application at the consulate, please contact Birgit Püttmann, birgit.puettmann@dechema.de, Phone: +49 69 7564-347

Special Lufthansa Group airlines fares	
Booking platform	https://www.lufthansa.com/event/achemasia-2025 The reduced fares are automatically displayed. Note: Please keep „pop-ups” closed during the booking process; otherwise, the window of the booking platform cannot be opened.

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Exhibitor's Manual

14-16 October 2025
National Exhibition and Convention Center
Hongqiao, Shanghai, PR China

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2.1 Admission & Badges

- a) DECHEMA is entitled to issue restrictive regulations governing the admission of visitors and to prohibit visitors from bringing animals or objects with them or to make this generally or individually dependent on certain requirements being met. Children and young persons up to the age of 14 may only enter the exhibition hall if they are accompanied by a parent or guardian or by a suitable individual acting as a supervisor.
- b) Badges will be issued as permits for entering the exhibition halls and should be worn when inside the exhibition hall during the move-in, exhibition and move-out periods. Badges resale / transfer is strictly prohibited.

2.2 Exhibitor Passes & Day Ticket Voucher

Exhibitor passes	Day ticket voucher for business partner
<p>Exhibitor passes entitle the holder to enter the exhibition premises during the move-in, exhibition and move-out periods. The passes are not transferable and should be worn when inside the exhibition hall.</p>	<p>The day ticket voucher is available for distribution among business partners and can be exchanged for day tickets on the exhibition premises.</p>
<p>Exhibitor passes and day ticket voucher can be downloaded and printed via the Exhibitor Portal / tickets and passes.</p>	

2.3 Operation of Booth

Exhibitors should be responsible for the safety of booth operation. The form “**Undertaking on Booth Safety Operation and Construction**” MUST be signed and uploaded in the [Exhibitor Portal](#) by **5 August 2025**.

- a) Exhibitors shall strictly observe the opening hours of the exhibition and **should not**:
1. Leave the booth unattended.
 2. Remove exhibits from the venue or dismantle the booth during the exhibition.
 3. **Early move-out is strictly prohibited**. Exhibitors have the responsibility to arrange their schedule to avoid possible conflict with the show opening time. Any expenses arising from the conflict shall be borne by exhibitors.
 4. Exhibitors are not permitted to enter other exhibitors' stands outside the official daily visiting hours. Infringement of this regulation shall incur exclusion from AchemAsia.
- b) DECHEMA is entitled to give immediate notice of termination of the contract,
- if presentation of a judicial decision proves that the exhibitor violates the provisions of patent, free trade or other laws as a result of the nature of his display or exhibits.
 - if, despite DECHEMA's demand, the exhibitor fails immediately to redress violations of the Conditions of Participation, if the exhibitor persistently disrupts the procedure of the exhibition or the keeping of peace.

Upon receipt of termination notice from DECHEMA, the exhibitor has to withdraw from the show immediately and remove all exhibits from the exhibition venue (as soon as possible upon agreement with DECHEMA). All participation fee paid by the exhibitor to DECHEMA will be forfeited and the exhibitor shall indemnify DECHEMA for all loss and damages resulting from the non-observance of the exhibit scope.

- c) Retail sales are strictly prohibited in the exhibition. DECHEMA reserves the right to terminate the participation of any exhibitor conducting retail sales in the exhibition and their participation fee will not be refunded. Moreover, DECHEMA reserves the right to refuse their participation in future exhibitions.

2.4 Promotional Materials

- a) Throughout the entire show period, exhibitors must take full responsibility of their promotion materials, including but not limited to onsite promotion images and content. It is strictly prohibited to use information that infringes intellectual property rights or violates advertising laws and regulations. If exhibitor infringes intellectual property rights or violates laws and regulations, they have to bear full responsibility on their own.
- b) All maps of China displayed at the booth or in promotional materials must comply with the relevant laws and regulations of the People's Republic of China. Otherwise, they will be handled according to the instructions given by the relevant government department.
- c) All promotional materials (including VCD, USB, samples and souvenirs) to be shown and distributed during the exhibition must be pre-censored and subject to pay related duties by the Chinese Authorities. Exhibitors should appoint Kühne + Nagel to arrange on their behalf. For details, please contact them.

- d) Exhibitors are not allowed to distribute any promotional materials, souvenirs or to display promotional stands, etc. outside their booth area and in the public area of the exhibition venue. DECHEMA reserves the right to forfeit these materials without prior notification and will bear no responsibility for any consequence and loss of the exhibitor.

2.5 Safety & Fire Regulations

Exhibitors should be fully responsible for all safety and fire prevention matters in connection with their participation in the exhibition during the move-in, exhibition and move-out periods. This includes safety management relating to the transport and installation of equipment, booth decoration and conduct of exhibition and marketing activities. Exhibitors should also strictly follow the safety and fire prevention regulations of the National Exhibition and Convention Center (Shanghai). Exhibitors should provide safety and fire prevention training to their personnel who take part in the exhibition and formulate necessary precautionary measures to ensure safety of their onsite personnel. DECHEMA has the right to issue other guidelines in accordance with orders made by the local fire prevention and security authority.

2.5.1 No Smoking or Naked Flame

Smoking or naked flame operation is strictly prohibited in the venue.

2.5.2 Fire Alarm Device

All stand contractors must install and order a fire alarm device directly from NECC (National Exhibition and Convention Center, Shanghai) appointed service provider. **The fire alarm device can only be ordered and payed via WeChat / NECC Mini Program.** The rental fee of the fire alarm device will be RMB 300.00/set/exhibition period (< 200 m²/set) and a deposit of RMB 300.00/set/exhibition period for raw space and upgrade stands. For common stands 1 set per 36 m² in each block of the common stand is required.

2.5.3 Display & Operation of Exhibits

Exhibits require approval if they are shown in operation or are higher than 2.50 m or exceed the permitted load bearing capacity.

The following documents have to be submitted for verification: dimensioned drawings / cross section, technical data sheet, position on stand plan and static calculation of stability and safety against overturning checked / checkable.

Documents are to be uploaded in the [Exhibitor Portal](#).

Exhibitors should inform Kühne + Nagel in advance for checking the feasibility and special arrangement if their exhibits' dimensions, weight or floor-loading exceed the hall limits (For details please refer to Exhibitor's Manual Section 1, 1.6 - Technical Specifications of Hall 5.1). Otherwise, exhibitors have to take full responsibility for all consequences occurred.

- a) The exhibitor is fully responsible for the stability and operational safety of all exhibits, equipment and installations. On demand, a risk analysis has to be presented on-site for exhibits in operation.
- b) Working exhibits must be placed at a relatively safe distance from visitors and equipped with safety operation devices. In addition, exhibitors should designate a sufficient number of qualified personnel to operate machines, equipment or exhibits in the venue to ensure their safe demonstration.
- c) Air / exhaust outlets of all machinery and equipment must not face into the neighboring booths or aisles. If noise, heat or gas will be generated during operation of any exhibit, the exhibitor should take suitable measures before the exhibition commences to ensure there is proper sound insulation, heat or

gas discharge during the exhibition. DECHEMA has the right to restrict the demonstration time, or request exhibitor to shut down or remove any machine or exhibit that generates noise or releases odor. Exhibitor must take full responsibility of any loss therefrom.

- d) Display of any machine or exhibit that releases toxic or radioactive materials is strictly prohibited.
- e) No parts of any exhibit or machine (including **machine base, robotic arm, operator station, etc.**), either during operation or idling, is allowed to extend beyond the contracted booth area no matter on ground level or in the space above. If any parts of exhibit or machine extends beyond the contracted booth area no matter on ground level or in the space above, the concerned exhibitor must bear all costs in removing the parts or moving it back inside the booth.
- f) **Electricity / water / compressed air outlets of the venue as well as fire wells and fire alarms MUST NOT be blocked by machinery and exhibit.** An opening for access MUST be kept on top or in front of these facilities. Please contact SYMA for position and measurement of the facilities inside the booth.
- g) All exhibits must be properly fire-proofed and comply with the fire and safety regulations of the venue.
- h) Exhibitors must be responsible for cleaning up the materials generated from exhibits demonstration. Piling up of materials on fire escapes, safety passages and aisles is strictly prohibited. If needed, exhibitors should make arrangement in advance with Kühne + Nagel to remove the materials during show period.
- i) For exhibitors who breach the regulations, DECHEMA and the hall management reserve the right to impose limitation on their exhibit demonstration and may take the following actions when necessary:
 - terminate power supply to the booth without giving prior notice.

The exhibitor will be responsible for all costs and risks arising from it.

The floor surface of the exhibition hall may be uneven. Exhibitors should prepare to stabilize the machines or exhibits. For questions please contact SYMA.
- j) **Exhibitors must terminate all operating exhibits before leaving the exhibition hall at the end of each show day. The hall management and DECHEMA reserve the right to switch off any operating exhibits after closing time of the show yet will not bear any responsibility on any damages.**

2.5.4 Liquid Waste Management

- a) Machine oil, liquid waste, catering sewage and extreme temperature liquid must be dumped in a self-provided closed container and taken away from the exhibition hall by the exhibitor. No rubbish may be dumped in the indoor or outdoor trenches, or in washrooms.
- b) Spilling or discharging machine oil on the floor is strictly prohibited. For exhibits with risks of oil leakage, appropriate precautions should be taken by the exhibitors or their contractors to ensure protection of the hall floor from contamination, e.g. preparing oil absorbent materials. Exhibitors will be held fully liable on all costs charged by the venue related to damaged floor due to oil contamination.

2.5.5 Electricity Supply & Usage

Electrical connections for raw space and upgrade stands and if needed for machinery for package stands have to be ordered from DECHEMA via the [Exhibitor Portal](#) at the latest by **3 September 2025**. 50% surcharge will be incurred for late application and there is no guarantee on the arrangement.

- a) According to the regulations of the venue, exhibitors and their contractors should be responsible for the safety of using electricity in their booths. When ordering electrical main connections, exhibitors / contractors **MUST** upload the signed form “**Undertaking on Responsibility for Safe Use of Electricity in Exhibition Booth**” in the [Exhibitor Portal](#). The venue reserves the right of not supplying electricity to the booth if the exhibitor / contractor fails to sign back the letter.
- b) It is prohibited by the venue for anyone without valid electrician operation certificate to do any electrical installation. A fine of RMB 500 for every violation.
- c) **To ensure electrical safety, apart from the original primary distribution box applied to a booth, the exhibition hall will provide each booth with a power box equipped with an electrical safety monitoring dedicated box (hereinafter referred to as “monitoring electric box”). This monitoring electric box will become a secondary electrical box and matches with the original primary distribution box. All booths’ electricity shall be connected to the “monitoring electric box”. The types of “monitoring electric box” are divided into power box for lighting and machinery. Should the booth require electricity supply for both lighting and machinery power, individual applications for each shall be separately submitted.**
- d) **Please note that for all LED walls 1 single separate machine power needs to be ordered. The DB box cannot be shared with the stand machine/ lighting power.**
- e) **The exhibitors or their contractors are to bring their own master circuit box for booth lighting, the electrical circuit can be directly connected to the outlet of the “monitoring electric box”. The total electrical load shall be lower than or equal to 80% of the protection value of the “monitoring electric box” switch.**
- f) **Should the rated current of the machine switch be lower than 80% of the protection value of the “monitoring electric box” switch, the electrical circuit can be directly connected to the outlet of the “monitoring electric box”. Multiple machines connect to a single “monitoring electric box”, the exhibitor or its contractor shall bring its own master electric box to connect in between the machines and the “monitoring electric box”, the protection value of the main switch in power box at the booth should be set lower than or equal to 80% of the switch of the “monitoring electric box”.**
- g) All electricity supply CANNOT be combined as one to use. For example, 2 nos. of 300 Amp power main do NOT equal to one 600 Amp power main.
- h) Fire-retardant cables and insulated wire should be used in electrical wiring system. **Only five-core cable can be used.** When connecting electrical wires, insulated porcelain or plastic connector should be used. Insulation protective measures should be enforced.
- i) Exhibitors requiring special arrangements (e.g. different voltages and frequency or connections to equipment) must arrange transformers, converters, etc. by themselves or apply for at SYMA.
- j) Due to limited electricity supply in the hall, exhibitors should bring along UPS (uninterruptible power supply) to protect their machines / equipment. The hall management, SYMA and DECHEMA bear no responsibility for any damage of machines / equipment, or loss of data due to the suspension of electricity supply.
- k) If exhibitors require 24-hour electricity supply, please contact SYMA.
- l) Exhibitors who need electricity for testing before electricity supply started, they should contact SYMA 2 weeks prior for arrangement. Extra cost will be involved, and availability of supply is subject to technical feasibility.
- m) Electricity supply to the booth will officially start from 13 October 2025, 1:00 p.m. one by one **and will be terminated at the official closing time every day.** Exhibitors who require to extend electricity supply must make request to SYMA before 2:45 p.m. of the day intended (availability of supply is subject to

technical feasibility). Late applications will not be accepted. For details, please refer to **Exhibitor's Manual Section 3.7 - Overtime Charges during Move-in / Move-out Period.**

- n) Each power box can only be connected to one electrical appliance at one time. No more than one extension cord shall be connected to any one socket. No universal plug and power strip is allowed.
- o) Lighting Connections
 - i. Exhibitors can order lighting and machinery used electrical items from the [Exhibitor Portal](#). Prices quoted include wiring connection from the main power supply to the booth, power consumption of normal working hours, standby technician, safety inspection and fixtures and fittings. Connection for lighting purpose from machine power main is NOT permitted.
 - ii. Package stand exhibitors with prefabricated lightbox can apply for lighting connection. SYMA will be responsible to run wiring from main supply to exhibitor's light fittings (to be provided by exhibitors). Lighting connection fee will be charged according to the number of fluorescent tubes or bulbs lighted. Please contact SYMA for rate and arrangement.
 - iii. Exhibitors are not allowed to connect the lighting equipment on their own.
- p) Exhibitors or their contractors should bring their own electrical boxes with residual current protective device (the residual operating current should not exceed 30 mA) to connect with the electrical boxes provided by the venue. Only five-core cable could be used. If any special reason, the exhibitors require to remove the protective device, exhibitors are required to submit application to SYMA **by 5 August 2025 and fill in the form "Removal of Leakage Protection Device of Trench Distribution Box"** (cf. Appendix 1 Approval Forms) for taking out the protective fuse. An open covering of the main connection (DB box from NECC, safety box from Fire Bureau and stand constructors' distributor) is required.

2.5.6 Compressed Air & Water Supply

Compressed air and water are supplied from the central system of the exhibition venue. According to the fire and safety regulations of the exhibition venue, **exhibitors are not allowed to bring along their own air compressors.** Should exhibitors require compressed air or water, please place order via the [Exhibitor Portal](#) at the latest **by 3 September 2025**. 50% surcharge will be incurred for late application and there is no guarantee on the arrangement. Water equipment: Must be placed inside the booth, be well-covered and prevented from water leakage. Exhibitor must bear the expenses of ramp arrangement by Syma.

2.5.7 Special Equipment, Gas & Materials

- a) According to the fire and safety regulations of the venue, exhibitors who need to use special equipment, inflammable or explosive articles (e.g. hydraulic oil, nitrogen, thinner, etc.) in their booths should contact SYMA for approval **by 5 August 2025**.
- b) Raw materials, diesel and lubricant should be stored properly in the booth and the amount permitted should not exceed consumption of the day. Please do not keep empty container of diesel and lubricant (except exhibit) in the booth. Please contact Kühne + Nagel for any assistance in temporary storage.

For safety reasons, ALL the supply and installation work of electricity, compressed air, or water to the main supply network of the venue MUST be carried out SOLELY by SYMA. Without approval or authorization from venue, exhibitors and their contractors are not allowed to operate / move the venue fixed facilities of electrical, compressed air or water (including the trench cover). If it is violated, termination of electricity supply or suspension of works will be executed. A fine of RMB 500 will be imposed for each case found. The exhibitors and their contractors will be responsible for the costs and liability. If items other than those listed in the [Exhibitor Portal](#) are required, exhibitors must contact SYMA directly for special arrangements by 5 August 2025.

2.6 Security

General security service will be provided within the exhibition venue, but DECHEMA 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.

- a) **It is important for exhibitors to take utmost care of their own exhibits and belongings. Please do not leave the booth unattended.**
- b) It is highly recommended that exhibitors prepare locks for their laptops / computers when using in the booths.
- c) Exhibitors are recommended to install lockable cupboards and / or construct storerooms in their booths for souvenirs, consumables and important items and be sure to lock them up before leaving the booths every day. On the last show day, all items should be removed from the cupboards as all furniture will be retrieved by the contractors once the show is officially closed. Also, exhibitors are strongly advised to remove all valuable goods and exhibits from the venue on the last show day.
- d) Exhibitors should report to the Police Station at the exhibition venue immediately if there is any loss or theft occurred.
- e) The on-duty security guards have the right to check all goods moving-in and out of the exhibition hall.

2.7 Insurance, Liability & Risks

To ensure safety of exhibitors and visitors during the exhibition, each exhibitor and its contractor should respectively take out insurance policies as follows:

- a) DECHEMA **strongly recommends** exhibitor to purchase a “Property All Risks Insurance for Exhibits”, the coverage of the insurance policy should include (but not limit to) any loss or damage to the subject matter insured (e.g. exhibits, displayed items or booth) due to theft, fire, flood, acts of the show public or other natural reasons.
- b) Booth contractor **MUST** take out an “Exhibition Liability Insurance” with an insured amount of no less than RMB 15,000,000 for the construction of each single booth to insure against damage to exhibition venue, employed workers and third parties’ injuries. Insurance policy should include the insured parties (both exhibitor and its contractor), name of the exhibition, coverage, indemnity limits, insurance period, cross liability clause, geographic limit and jurisdiction, etc. **According to the venue and show requirement, booth contractor without “Exhibition Liability Insurance” is not allowed to carry out any construction work in the exhibition venue.**
- c) The insurance policies taken out by the exhibitor and its contractor should cover the move-in, exhibition and move-out periods.

- d) If exhibitor or its contractor purchases “Property All Risks Insurance for Exhibits” or “Exhibition Liability Insurance” from DECHEMA’s recommended insurance service provider, “Shanghai Sunwising Insurance Services Ltd.”. The exhibitors have to register first before they go through the order process on www.exhibitionguard.com or they can use the order form “**Property All Risks Insurance for Exhibits and Exhibition Liability Insurance Application**” and send to info@exhibitionguard.com by **10 September 2025**.
- e) If booth contractor purchases “Exhibition Liability Insurance” through other insurance companies, to ensure that the “Exhibition Liability Insurance” taken out by the booth contractor complies with the show requirement, booth contractor is required to submit a copy of their insurance policy to “Shanghai Sunwising Insurance Services Ltd.” via email (please send to: info@exhibitionguard.com) for verification on behalf of DECHEMA by **10 September 2025**.
- f) DECHEMA should not be held liable for any personal injury suffered by the exhibitor, its agents, employees or contractors or any direct and/or indirect loss or damage caused to their properties as a result of the exhibition.
- g) DECHEMA shall not be responsible for any restrictions or conditions which prevent the construction, erection, completion, alteration and dismantling of booth, or for any of the services or amenities the exhibition venue failed to provide or for the cancellation of the exhibition either as a whole or in part or for the amendments or alterations to all or any of the rules and regulations caused by circumstances beyond DECHEMA’s control.

2.8 Sound Control

- a) Sound generated from operation of booth (including exhibits demonstration / live performance / audio-visual demonstration, etc) **should not exceed 70 decibels (dB)** when measured at the aisle(s) adjacent to the booth or at the nearest border of the neighboring booth and should not cause annoyance to exhibitors / visitors.
- b) Sound system / speakers must be directed into the exhibitor’s booth but NOT facing into the aisles or into neighboring booths.
- c) DECHEMA will be the sole arbiter of acceptability of sound levels. DECHEMA has the right to terminate exhibits demonstration / live performance / audio-visual demonstration of exhibitor which violates the sound level regulation or if the exhibitor fails to reduce the sound level after warning given by DECHEMA.

2.9 Live Performance

DECHEMA has the right to forbid any kinds of live performance. **Written approval of live performance from DECHEMA must be obtained prior to the show.**

- a) **To get DECHEMA’s approval, exhibitors should submit application by e-mail to [technicalservices@dechema.de](mailto:technicals@dechema.de) by 3 September 2025** and comply with the following:
 1. Submit an application with the following information attached:
 - date and time of the live performance
 - format of the performance and music / equipment / instrument / props to be used

- apparel photos of the performer
 - floor plan with clear indication of the performance area as well as locations and directions of the speakers.
2. Exhibitor who plans to have live performance at the booth must have sufficient space inside the booth to accommodate the performance as well as the audience. Furthermore, the stage of the performance must be located inside the booth and directed to an audience inside the booth but not congregating in the hall aisles or in neighboring booths which will impede visitor traffic.
 3. Indecent and gaudy performances are strictly prohibited.
- b) **Should the live performance violate the regulations or cause annoyance to other exhibitors / visitors, warning will be given by DECHEMA and the exhibitor should correct the irregularities immediately. If exhibitors fail to do so, the electricity supply to the booth may be cut off. In case of any disputes, the decision of DECHEMA should be final and binding.**
 - c) For exhibitors who conduct live performances without prior approval from DECHEMA, DECHEMA reserves the right to:
 - terminate the performance onsite without giving prior notice
 - cut off electricity.

2.10 Visual and Sound Recordings

All equipment suitable for making photographs or films is prohibited throughout the exhibition hall. The exhibitor accepts that DECHEMA has the right to take photographs, make film or video recordings during the event, and that DECHEMA may use these for its own information purposes.

2.11 Food & Beverage

Only authorized caterers are allowed to deliver to the booth. Please contact technicalservices@dechema.de for a list of caterers.

2.12 Freight Forwarding

- a) Only Kühne + Nagel is entrusted with the overall organization of freight / exhibits transportation within the exhibition hall.
- b) No trucks, cars, forklifts or handling equipment (pallet truck, trolley, lift, crane, etc.) other than that of Kühne + Nagel (except exhibits), will be permitted inside the exhibition hall.
- c) Exhibitors should inform Kühne + Nagel in advance for checking the feasibility and special arrangement if their exhibits' dimensions, weight or floor-loading exceed the hall limits (For details please refer to Exhibitor's Manual Section 1, 1.6 - Technical Specifications of Hall 5.1). Otherwise, exhibitors have to take full responsibility for all consequences occurred.
- d) Prior arrangements must be made with Kühne + Nagel for on-site storage of exhibitor properties, packing cases and surplus materials.
- e) "Truck Permit" is required for entry of exhibitor trucks into the loading area during move-in / out period (see also Exhibitor's Manual Section 3, 3.4 Non-official Contractor Badge Application Procedure). For further information please contact Kühne + Nagel.

2.13 Hand-Carried Goods & Exhibits

- a) For hand-carried goods, exhibits and local cargo from exhibitors from third countries, customs clearance / declaration cannot be provided onsite.
- b) During move-in period, please ensure that there will be enough staff to receive exhibits and do not leave valuable exhibits unattended.
- c) **Please do not send any item by express delivery services to the venue. Shipments send by courier service are not recommended / allowed. (It cannot be guaranteed that customs clearance can be made / made in time).**

2.14 Formalities

a) Governing Law

Exhibitors are required to observe and comply with all the laws of P.R. China.

Our company pledges to conscientiously observe the guidelines and policies related to safety production and fire safety issued by relevant departments of the People's Republic of China and Shanghai Municipality and strictly execute all the related regulations, rules and provisions, including Fire Control Law of the Peoples's Republic of China, Code for Fire Prevention in Interior Decoration and Design, Requirements on Fire Safety in Key Organizations, Code for Fire Prevention in Exhibition Buildings and Exhibition Design, Production Safety Law of the People's Republic of China, Regulations on the Reporting, Investigation and Disposition of Work Safety Accidents, and Regulations of Shanghai Municipality on Safe Production.

b) Visa Application

1. Exhibitors shall make their own visa arrangement and comply with all health requirements of P.R. China. Please also ensure that all your personnel have already applied for visa prior to departure.
2. If you need an official letter of invitation from our Chinese partner to support your visa application at the consulate, please contact Birgit Püttmann, birgit.puettmann@dechema.de
3. Exhibitors being unsuccessful in obtaining their visa cannot be accepted as the reason to withdraw from the exhibition.

c) Customs Clearance

Exhibition Hall is regarded as Bonded Area. All goods inside the exhibition halls are tax exempted except alcoholic liquors, tobacco, hydrocarbon oil and methyl alcohol. No goods are allowed to be taken out from the halls without prior approval of Chinese Customs.

1. Exhibitors are requested to inform Kühne + Nagel for customs clearance of exhibits.
2. Alcoholic liquors, tobacco, hydrocarbon oil and methyl alcohol are subject to import duty and special inspection from relevant authorities. An "Import License" is required for the import of all these items. Relevant documents shall be submitted to Kühne + Nagel **2 months before the exhibition** to apply for permission from relevant authorities.
3. Please make sure you always keep all receipts issued by the Customs which you might need for collection of the exhibits through Kühne + Nagel.

d) Sales of Exhibits

1. Goods can be sold during the exhibition but under no circumstances it can be removed from the exhibition hall unless all customs duties / taxes have been paid and the exhibition is over.

It is not allowed to take away any shipments from the show directly. All sold goods must be first transported to the customs bonded warehouse!

2. Exhibitors who have buyers for their exhibits and intend to deliver the exhibits to their buyers after the exhibition should inform the buyers to prepare all relevant documents for the handing over procedures. Please inform Kühne + Nagel of the buyer's name and address, which will be forwarded to Chinese Authorities to assist in necessary arrangements.

3. Business transactions in cash are prohibited onsite.

e) Domestic Waste Management

The exhibition venue has installed the waste sorting bins which classified into four categories: **recyclable waste, hazardous waste, household food waste and residual waste**. Exhibitors must sort their waste properly according to the NECC and Shanghai Domestic Waste Regulations. If the rubbish is not cleared away, the NECC will impose a fine and SYMA will forfeit the deposit. For questions concerning the waste disposal please contact SYMA.

2.15 Intellectual Property Rights

- a) The protection of intellectual property rights (IPR) is – and always was – of utmost importance for AchemAsia. Each exhibitor is obliged to strictly observe intellectual property rights and to refrain from infringements. While exhibitors indemnify, in accordance with the General Terms and Conditions of Participation, the organizers of AchemAsia 2025 from any liability for third-party violations of patents, copyrights and other commercial property rights in connection with the implementation of AchemAsia, the organizers are entitled – but not **committed** – to enjoin IPR infringements.
- b) In order to safeguard a clearly structured process in case of potential IPR violations any party intending to set up claim against an exhibitor at AchemAsia 2025 is obliged to contact the Exhibition Management located amidst the exhibition hall. The Exhibition Management of AchemAsia will be acting as IPR Office in collaboration with a patent lawyer who is officially appointed and who will be available in case of legal disputes. Such legal disputes will only be accepted if the applicant is able to present comprehensive and credible documentation of their own IP rights, together with a comprehensible documentation of the assumed IP violation.
- c) Upon taking up such legal claims, the IPR Office may conduct an investigation on the suspected infringement and collect evidence by taking photos, making audio-video recordings or taking samples. It may impose temporary restrictive actions against the suspected infringing party, such as removing, covering up, or temporarily confiscating exhibits.
- d) Should the suspected infringing party reject the case as not constituting an IPR infringement, they shall provide related written material and evidence within 24 hours of receiving a notification from the IPR Office. If the presented evidence is found to be coherent, the organizers are entitled to lift the temporary restrictive measures. If the presented evidence is considered incorrect or false, or the submission is overdue, the organizers have the right to maintain such temporary restrictive measures in place until the end of the exhibition.

- e) If the suspected infringing party refuses to cooperate with the investigation by the IPR Office, the organizers are entitled to terminate their participation as an exhibitor immediately. No matter if the IPR Office makes any disposition towards the parties involved in the conflict, any further legal action taken by either side after the current exhibition shall in no way be related to the IPR Office or the organizers of AchemAsia 2025.

Content

Exhibitor's Manual

14-16 October 2025
National Exhibition and Convention Center
Hongqiao, Shanghai, PR China

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3.1 Package Stand

- a) All Package Stands are constructed by the official stand fitting contractor SYMA.
- b) The specifications of package stand are listed in Exhibitor's Manual Section 4 - Package Stand Configuration. Design options and further stand fitting equipment can be ordered via the [Exhibitor Portal](#).
- c) In order to provide better visibility, corner package stand will be built as two sides opened.
- d) No nailing, drilling or fixture of any kind is allowed on the partitions or any structure of the booth. Exhibitors will be held responsible for any damage made to their booths.
- e) No items inside the package stand (except machinery exhibits) should exceed the height of 2.50 m or extend beyond the boundaries of the package stand. These include but are not limited to stand fitting materials and advertising materials brought along by the exhibitors.
- f) No advertising banner is allowed to be hung on the backdrop of neighboring booth.
- g) **Package stand at area of 18 sqm or above** is allowed to have an upgrade (known as "upgrade stand"). Exhibitor can ask SYMA or appoint their own contractor to do the upgrade. For upgrade stands the partition walls of the package will be provided in any case and must not be dismantled as they are shared with the neighbours and are positioned center-to-center. Electricity and furniture items will not be provided; carpet only on special request by email to achemasia2025@symaasia.com. NO refund will be given for the package items not utilized by the exhibitor.
- h) Upgrade stand exhibitors must follow the rules and regulations as stated in Section 2 and 3 and submit booth design drawings and other documents as specified in Section 3.3.
- i) Package stand with area less than 18 sqm is not allowed to an upgrade with own stand construction. Any alterations made to the structure of the booth or removal of any parts such as fascia board from the booth is strictly prohibited. DECHEMA and SYMA reserve the right to claim the exhibitor for any damage or loss should such incident happen. Design alternatives to the package stand can be ordered through the [Exhibitor Portal](#).
- j) **Exhibitors must clean and move all materials brought by them out of the exhibition hall within the stipulated period. Otherwise, the official standfitting contractor will clean up for the exhibitor, and the exhibitor will be penalized. In case of any dispute, the decision of DECHEMA will be final and binding.**

3.2 Rules & Regulations for Special Booth Design & Construction

Booth design submission deadline: 5 August 2025

If not submitted for approval by 3 September 2025, or if any stand structure is constructed without written approval, the damages deposit charged will be doubled.

3.2.1 General Rules & Regulations

- a) Booth Construction **Height Limit: Max. 4.40 m, only single-deck**
- b) No booth structure, decoration and door of any room or cupboard, etc. when being opened is allowed to extend beyond the boundaries of the contracted space.
- c) The layout of booth design should be planned in consideration of the visual impact on neighboring booths and of the views of visitors. **Booths are not allowed to close up the aisle frontage totally. All booths must keep the aisle frontage at height of 2.5 m and below at least half-opened.**

If due to special reasons exhibitor must close up the half-opened frontage, they can use transparent materials, fence or hollow structure at a maximum height of 1.25 m to close up the frontage while still keeping a good degree of openness. At the same time, at least one entrance/exit must be kept at the frontage for people to access.

For example:

Diagram 1 shows the booth in the middle is an Island Booth with its dimension Y x Z. If Y and Z are 10 mL and 6 mL respectively, the aisle frontage (at ≤ 2.5 mH) of Y has to be opened at least 5 mL, and Z has to be opened at least 3 mL.

If transparent materials, fence or hollow structure at height of 1.25 m or below is used to close up the frontage, at least one entrance / exit must be kept at both Y and Z for access.

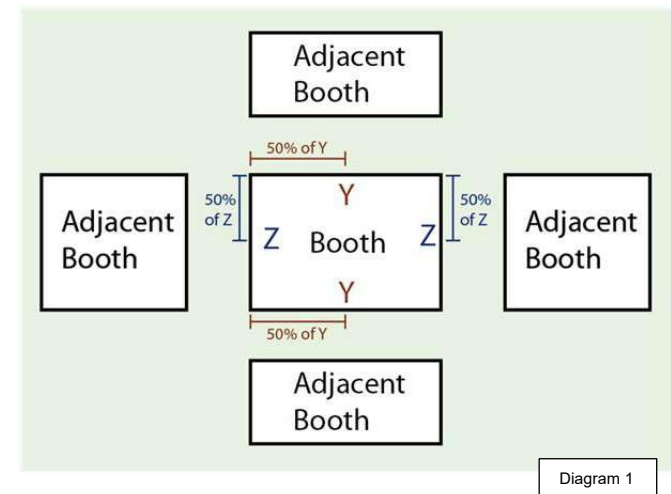
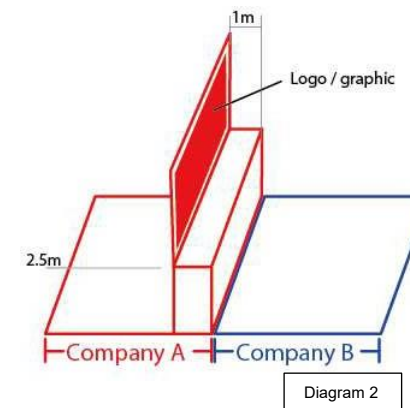


Diagram 1

3.2.1 General Rules & Regulations (Cont' d)

d) Back-wall

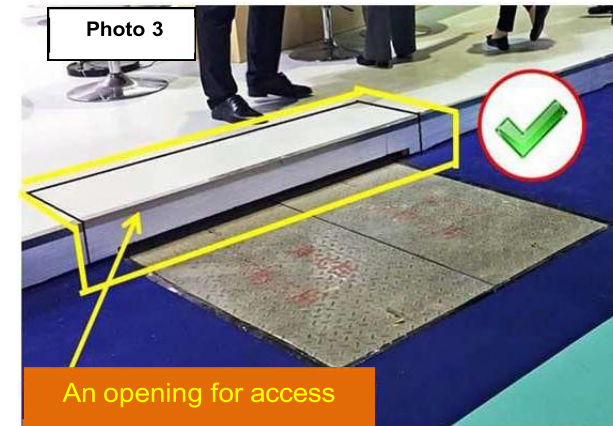
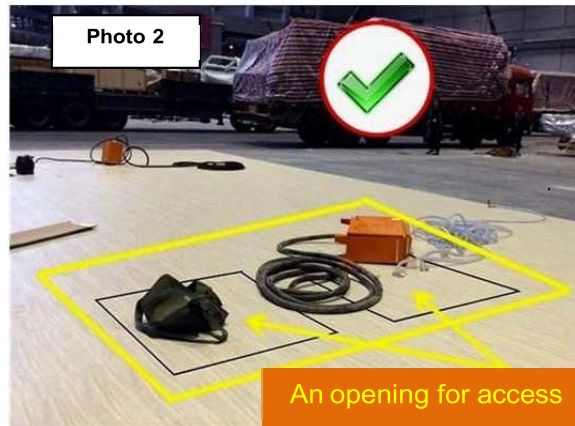
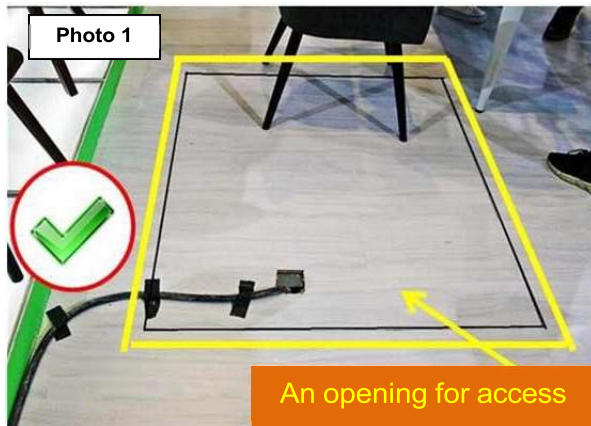
1. Exhibitors should set up their own booth partitions facing adjacent booth(s), with min. height of 2.5 m. It is not permitted to stabilize/decorate booth by using structures of neighboring booth(s) or of the exhibition venue.
2. Any booth structure with company identity, e.g. company name, logo, etc, at height of over 2.5 m and facing adjacent booth is required to set back 1 m from booth boundaries (Diagram 2).
3. Any booth structure which is higher than and facing neighboring booth or aisle has to be well finished and covered. Photos 2-4 illustrate the wrong workmanship. The same white color materials should be used to cover the structure facing neighboring booth. The covered surface should be smooth and clean (Photo 1). DECHEMA reserves the right to request exhibitor to rectify any unqualified structure onsite. If no proper action is taken, the construction deposit will be forfeited in accordance with information listed in Section 3.6 of the Exhibitor's Manual.



- e) In case there is a pillar inside the booth, the cladding structure should comply with the requirements below:
 1. If there is a fire alarm on the pillar, a hole has to be opened at the corresponding position of the fire alarm on the cladding. The dimension of hole is at least 15 cm x 15 cm;
 2. If there is electrical cabinet or fire hydrant in front of the pillar, a door to access has to be arranged on the cladding.
- f) **According to the regulations of the venue, fully or half-enclosed areas (e.g. storeroom) at 120 sqm or above inside the booth should have at least 2 exits. Each exit should have a minimum width of 0.9 m.**
- g) In order that visitors can easily locate an exhibitor in the venue, the design of each booth should include the display of booth number and company name. DECHEMA will provide the signage for basic stands. Raw space and upgrade stands are obliged to display the booth number at a prominent position on each aisle frontage. If no booth number is shown at the entrance of the booth, SYMA reserves the right to affix it at the exhibitor's cost and risk.
- h) Exhibitors are not allowed to use hanging points inside exhibition hall.
- i) DECHEMA and SYMA will only check whether the design of a booth is incompliant with the exhibition rules and regulations. Each exhibitor and its contractor should ensure the structural and fire safety of the booth design. The hall management and the fire prevention and other relevant authorities reserve the right to make final approval on booth designs.
- j) The hall management, DECHEMA and SYMA reserve the right to request exhibitors and their contractors to alter their booth design if their booth structure causes obstruction to other exhibitors.
- k) Raw space exhibitors or their contractors upon arrival at the exhibition venue and before commencing construction work, are required to check if their booth space is set out as per the floor plan issued by DECHEMA, and to report to SYMA immediately if any errors.

3.2.1 General Rules & Regulations (Cont' d)

- l) No nailing, drilling or fixture of any kind is allowed on the floor, wall, ceiling or any structure of exhibition hall. Exhibitors are liable to any damage made to the exhibition venue.
- m) Raw space exhibitor is responsible for laying their own floor covering. All carpets and floor coverings should be affixed with double-side tape. The use of paint or glue on the floor of the exhibition hall is strictly forbidden.
- n) The venue facilities including electricity/ water / compressed air outlets, fire wells, fire hydrants and fire alarms **MUST NOT** be blocked. An opening for access **MUST** be kept on top or in front of these facilities. Photos 1-3 illustrate the usual methods of keeping an access to the facilities. The DB box must be accessible at any time. Please contact SYMA for position and measurement of the facilities inside the booth.



- o) Booth electricity, compressed air or water may be supplied from the outlets in another booth. Exhibitors concerned have to cooperate and holes may need to be drilled on booth walls for cables to pass through.
- p) The above rules and regulations are subject to revision and final interpretation by DECHEMA and SYMA.

3.2.2 Safety & Fire Regulations

All booths MUST follow the safety and fire regulations below:

- a) The floor surface of the exhibition hall may be uneven. Contractors should prepare their own construction materials to stabilize the booth structure.
- b) The ceiling cover area of single deck booth must not be over 160 sqm. Fully enclosed ceiling is strictly prohibited. Ceiling covers are only be allowed to cover 50% of the total area size. Fire resistance materials must be used and approved by fire department. Sample and fire certificate must need to be submitted to SYMA.
- c) Wooden wall thickness of frameless structure booth must not be less than 500 mm; while wooden wall thickness of frame structure booth must not be less than 120 mm. The load-bearing wooden wall must be made with square steel or weldless round tubes. For walls with a span width of over 6 m and steel column

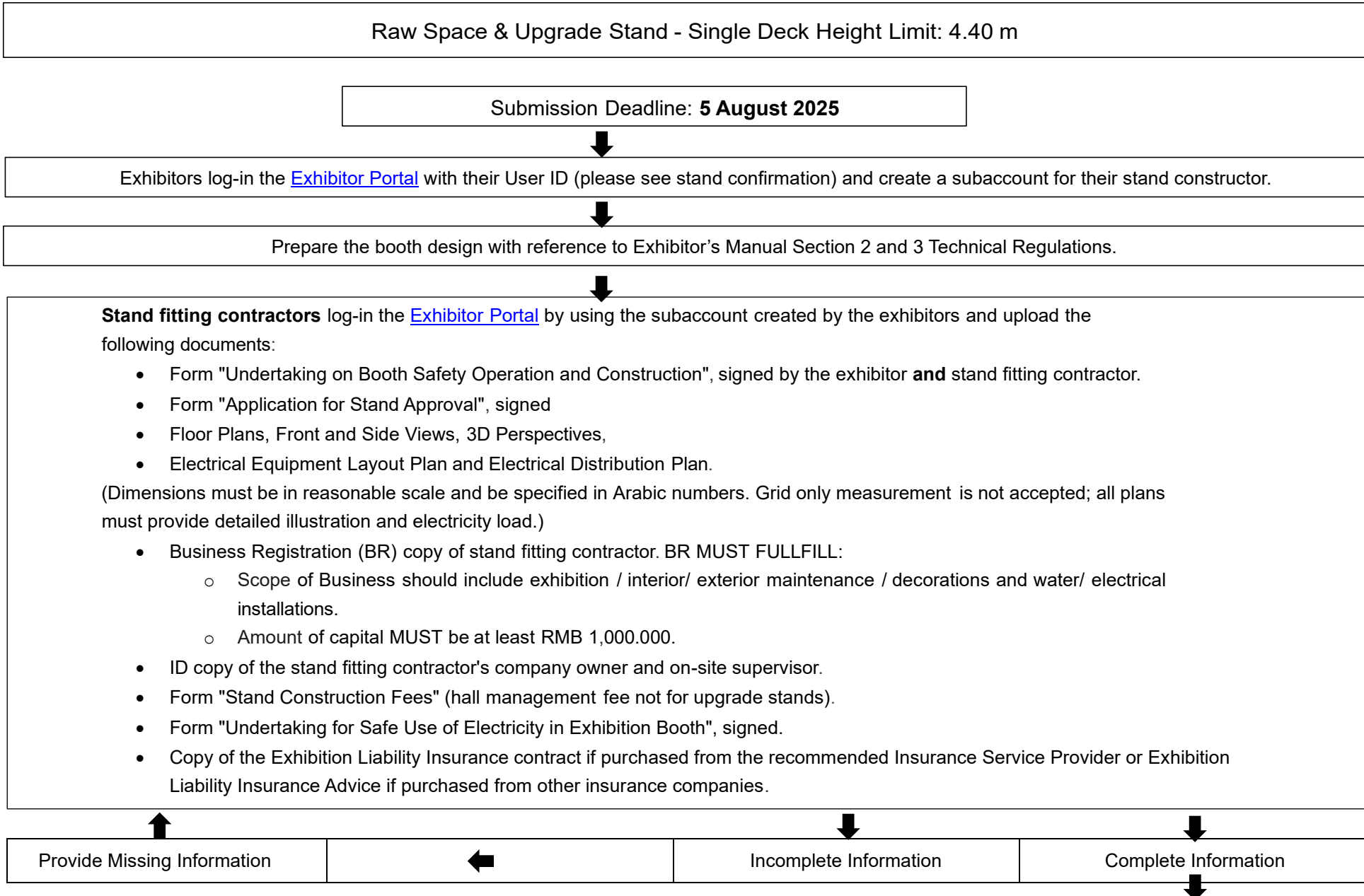
3.2.2 Safety & Fire Regulations (Cont' d)

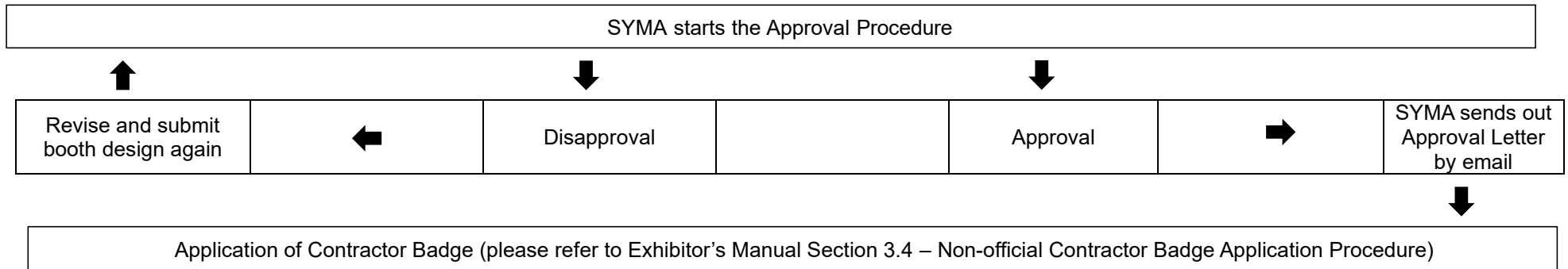
framework structures, connecting beams shall be added on the top, with supports fitted in between the columns at the bottom, so as to ensure the overall stiffness and stability of the exhibition stand.

- d) Exhibition stand structure must not use thin load-bearing structural parts with its pipe wall thickness < 0.8 mm, nor should heavily rusted load-bearing structural parts be used. The material must be in good condition.
- e) For exhibition stand using steel structure standing post, the standing post should use welding-free material with a diameter of over 100 mm. Its bottom should be welded with a secure base, with a flange of not less than 600 mm in diameter welded onto its upper structure to increase the load bearing area of the standing post, so as to ensure the soundness of exhibition stand structure.
- f) Glass must be made by tempered glass (at least 1 cm). Glass(es) to be used must be bead glaze, with bracket and not for bearing support. For booth walled off by clear glass, signs should be put up clearly within normal field of vision.
- g) Fully or half-enclosed display areas over 120 sqm should have at least 2 exits. Each exit should have a minimum width of 0.9m.
- h) Doors must be opened outwards, and when being opened are NOT allowed to extend beyond the boundaries of the contracted space.
- i) NO booth structure (including light box, display screen) or decoration, etc. is allowed to extend beyond the boundaries of the contracted space.
- j) **If exhibitors decorate or wrap up the pillars located within their contracted booth area, below fire regulations must be complied with:**
 - 1. If there is a fire alarm on the pillar, a hole has to be opened at the corresponding position of the fire alarm on the cladding. The dimension of hole is at least 15cm x 15cm;
 - 2. If there is electrical cabinet or fire hydrant in front of the pillar, a door to access has to be arranged on the cladding.
- k) All raw space / upgrade stands must be equipped with qualified fire extinguishers under the requirement of **two extinguishers (hydraulic and powder) per 48 sqm and one set of one-click alarm with fire extinguisher** (provided by the venue at the price of RMB 300.00/each) for each 1-200 sqm booth area and placed in a prominent position in the booth. For basic package stands these items will be provided by SYMA at extra costs.
- l) **Inflammable materials such as foam letter, elastic fabric, bamboo, vine, paper, tree bark and straw are strictly prohibited in the exhibition halls. All materials used in the stand construction must be non-flammable and with a burning diffusion rate not lower than Class B1 (flame-resisting type).** Among which, carpet must be fire retardant. Booth contractors are required to provide a proof that the fire retardant rate of carpet is not lower than Class B1.
- m) Balloons filled with helium or air is not permitted in the halls.
- n) **All lighting fixtures without lampshade and with power exceeding 500W are strictly prohibited. High temperature lighting fixtures (such as quartz lamp, halogen lamp) must install shield for protection. Downlights and quartz lamp must have insulating pad. Light boxes and lamp posts must have cooling vents for convection.**
- o) No flashing light, blinking light or neon light is allowed in the booth.
- p) **Liquid waste, catering sewage and extreme temperature liquid (over 45°) must be dumped in a self-provided closed container and taken away from the exhibition hall by the exhibitor or its contractor. No rubbish may be dumped in the indoor or outdoor trenches, or in washrooms.**
- q) During the move-in/-out period, all personnel (include but not limited to workers and stand-fitters) entering exhibition hall must wear safety helmets.
- r) Ladder with safety concern is not allowed to be used for onsite construction. Wooden ladder must not exceed 2 m in height. Ladder can be used for work at 2 m or below height level. When working at height over 2m, safety belt should be fastened. Qualified elevators and necessary protective measures should be taken before work commences.
- s) Construction materials must be placed inside the booth. During move-in / out period, they should not block the hall wall, fire-fighting facilities, electric equipment, emergency exits and passages, etc. in the exhibition hall.
- t) In order to prevent damage, exhibitors are not permitted to place any goods or materials beside glass doors or windows of the exhibition hall.

- u) Spray painting, the use of electric cutter, chainsaw and welding machine, or other dangerous operations are strictly prohibited in the exhibition hall.
- v) Exhibitors and their contractors will be held liable to any injuries to other persons or damage of properties caused directly or indirectly by their booth construction. Exhibitors and their contractors should be responsible for purchasing insurance which indemnifies DECHEMA and SYMA from claims caused by operators working directly or indirectly for the exhibitors.
- w) For exhibition stands that violate rules and regulations or have safety hazards during construction period, the exhibitors and their contractors must take prompt rectification after receiving "NOTICE OF RECTIFICATION". Rectification result should be reported to the Organizer's office once it is completed.

3.3 Raw Space / Upgrade Stand Design Approval Procedure





Even after the plans have been approved, the organizer may demand that the exhibitor change the design of stand structures and/or the arrangement of exhibits. If the exhibitor does not comply with this request by the given time, the organizer may undertake these changes. This applies in particular to requirements resulting from possible inspection and approval of the exhibition by building inspection and fire prevention authorities. Any costs incurred shall be borne by the exhibitor.

If exhibitors/their contractors change the design of stand structures after being approved, the revised plans have to be uploaded in the [exhibitor portal](#) for re-approval **by 5 August 2025** at the latest.

All stand contractors for all raw space / upgrade stands must install and order one set of one-click alarm with fire extinguisher (provided by the venue at the price of RMB 300.00/each and a deposit of RMB 300/set/exhibition period) for each 1-200 sqm booth area and placed in a prominent position in the booth. **The fire alarm device can only be ordered and payed via WeChat / NECC Mini Program.** Apart from this all raw space / upgrade stands must be equipped with qualified fire extinguishers under the requirement of two extinguishers (hydraulic and powder) per 48 sqm.

3.4 Non-official Contractor Badge Application Procedure

Non-Official Contractor of Raw Space / Upgrade Stand



15 working days before move-in

Prepare relevant materials and submit to NECC for real-name authentication



Make sure that approval documents as stated under section 3.3 have been submitted and fees are paid.



Collect the Receipt of "Construction Deposit" (raw space, upgrade stands from the Official Stand Fitting Contractor's Service Counter - SYMA)

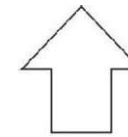


Present the "Construction Deposit Receipt" to NECC's Accreditation Center to collect contractor's badge and truck permit of AchemAsia 2025 (valid only during move-in / -out period)

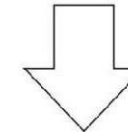


Starting from 10 a.m. on 13 October 2025

For standby services a limited number of contractor's badges can be exchanged to badges for show period at the Official Stand fitting Contractor's Service Counter.



Before move-in



Move-in

¹Real-Name Authentication and Non-official Contractor Badge Application Website of National Exhibition and Convention Center (Shanghai): <http://cc.neccsh.com/>; Enquiry: (86) 21 6700 8487

According to the latest regulations of venue, workers executing electrical work or aerial work, apart from the contractors' badges, are required to apply for the **"Certificate of the Special Operator"**.

3.5 Hall Management Fee

- a) Raw space exhibitors are required to pay for a hall management fee of RMB 26/ sqm. The fee is compulsory, and payment should be transferred to SYMA's bank account before move-in period.
- b) Hall management fee is not required from package stand or upgrade stand exhibitors.

3.6 Construction Deposit

- a) In order to better manage booth construction, dismantling and clearing during move-in and move-out periods, the hall management requests ALL non-official contractors for raw space and upgrade stands to lodge a construction deposit to SYMA's bank account before move-in period. The deposit will be charged based on the following criteria.

Booth Area	Construction Deposit for Single Deck Booth (RMB)
Booth area ≤ 100 sqm	10,000
101sqm < Booth area ≤ 200 sqm	20,000
201sqm < Booth area ≤ 300 sqm	30,000
Booth area > 300 sqm	40,000

For contact details of **SYMA**, please refer to the form "Stand Construction Fees".

- b) To ensure rules and regulations being followed, exhibitors and their stand fitting contractors will be liable to penalty by deducting the construction deposit if they fail to comply to the show rules and regulations. Details are as follows:

	Construction Deposit Deduction Conditions	Deduction Amount
1	Booth design or construction set-up deviated from the drawings submitted to DECHEMA or violated the Rules & Regulations of Booth Design & Construction.	100%

	Construction Deposit Deduction Conditions	Deduction Amount
2	Booth construction exceeded the height limit set by DECHEMA.	100%
3	Any accident or casualty caused by booth structure failure and improper work safety condition / any structural risk is found onsite / refuse or delay to complete the rectification.	100%
4	Stand materials and packing materials are placed outside booth area during move-in period, or the restoration work like debris, carpet or double side tape on floor is not cleaned properly during move-out period.	100%
5	Any illegal electricity wiring connection or inadequate connection of electricity.	100%
6	Booth structure (including but not limit to light box, display screen or door of any room when being opened), decoration, fittings or exhibit extends beyond the booth boundaries of the contracted space.	50%
7	Any booth structure which is higher than and facing neighboring booth or aisle is not finished or the exposed surfaces are not well covered with the same white color materials.	50%
8	Any signage or visual (including but not limit to company name, logo, slogan and photo) at height over 2.5 m facing neighboring booth does not set back 1m from booth boundary.	50%
9	The booth frontage at height 2.5 m and below is less than 50% open or is closed not according to the show requirement.	50%
10	Stabilize booth by using structures of exhibition hall or neighboring booth.	50%
11	Construction / waste materials, empty cartoons, wooden structure, display stands and equipment are found to be placed outside booth area during the show period.	50%
12	For piling up debris that block and interrupt the fire exits, escape routes, emergency exits, firefighting facilities and operation facilities around the exhibition, they must be dismantled for discovery.	50%
13	For use of flammable, explosive and other forbidden objects against the fire safety requirements or without fire treatment on materials.	50%

	Construction Deposit Deduction Conditions	Deduction Amount
14	Not set-up enough fire extinguishers.	50%
15	Exhibitors/contractors of raw space booths did not cut off the electrical power supply before leaving the booth during build-up/show/ dismantling period.	50%
16	Working overtime secretly or delaying work against the regulations without applying for overtime.	30%
17	The sound level of the booth is above 70 dB (with reference to complaints and the sound level test result on-site).	30%
18	Other violation according to actual situation.	At actual cost
19	Smoking at the construction site.	RMB 500 / case
20	Any hall facilities such as wall, entrance door, floor, pillar, electrical box, trench, etc. being damaged.	Per penalty amount charged by the exhibition center
21	Electrical installation by workers without valid electrician operation certificate.	RMB 500 / case
22	Operate / move the venue fixed facilities of electrical, compressed air or water (including the trench cover) without approval or authorization from venue.	RMB 500 / case and at actual cost
23	Waste water/ catering sewage / water over normal temperature being disposed to the drains/ sinks of the venue.	RMB 1,000 / case and at actual cost

Remarks: Exhibitors should correct the irregularities onsite. Failure to do so may result in the organizer cutting off electricity supply to the booth until the rectification is completed. In case of any disputes, the decision of SYMA should be final and binding.

If the deposit could not off-set the compensation, the hall owner and the organizer have the right to claim for further compensation. The deposit will be refunded by 13 December 2025 if none of the above irregularities is found onsite.

3.7 Overtime Charges

- a) If exhibitors or their contractors intend to work beyond the official opening hours of the show, they are advised to make request at SYMA's service counter and pay the following overtime charge **before 2:45 p.m. on the same day**:

Working Hours	Overtime Charges
6:00 - 10:00 p.m.	RMB 1,150 / 1,000 sqm / hour
After 10:00 p.m. (until 8 a.m.)	RMB 2,300 / 1,000 sqm / hour

- b) Booth with size below 1,000 sqm will be regarded as 1,000 sqm to pay the overtime charges.
 c) 50% surcharge will be incurred for late application, and subject to the availability.
 d) **Overtime charge excludes the overtime electricity fee. Exhibitors or their contractors have to order from SYMA and settle the payment of overtime electricity fee (see table below) before 2:45 p.m. on the same day, if they intend to use electricity during overtime period (only cash payment or WeChat payment is acceptable).**

No.	Electrical items (Lighting use only)	Amount (RMB / hour)	No.	Electrical items (Machine use only)	Amount (RMB / hour)
1	15A / 380 V, Three Phase (7.5 KW)	215	4	15A / 380 V, Three Phase (7.5 KW)	210
2	30A / 380 V, Three Phase (15 KW)	375	5	30A / 380 V, Three Phase (15 KW)	350
3	60A / 380 V, Three Phase (30 KW)	665	6	60A / 380 V, Three Phase (30 KW)	600
Regarding the electrical items which are not listed above, please contact SYMA for information.					

Remarks: Overtime electricity usage duration must be the same as the overtime working hours.

- e) If exhibitors or their contractors intend to use water or compressed air during overtime period, they have to contact SYMA to check for feasibility. Exhibitors or their contractors are responsible for any extra cost involved.

3.8 Stand Cleaning

- a) The storage of empty packaging / flammable materials of any type is prohibited. Exhibitors must make their own arrangements for removal of their packing materials, cartons, boxes, crates, construction waste, etc. and be responsible for any expense incurred.
- b) During show period, cleaning inside package stands (excluding exhibits) will be provided by SYMA. Raw space and upgrade stand exhibitors should arrange booth cleaning with their contractors. However, it is the responsibility of the exhibitors to keep their stands tidy. Please dispose of the waste along the passageway outside the stand at the end of each day.

3.9 Furniture & Additional Booth Facilities

- a) For additional booth facilities such as furniture, AV equipment and electrical items, package stand exhibitors are required to order those items via the [Exhibitor Portal](#). Raw space and upgrade stand exhibitors shall order additional booth facilities from their contractors.
- b) Exhibitors or their contractors should apply for furniture entry permit (contractor should provide booth construction deposit receipt, 3D perspective of booth design, contractor's badge OR exhibitor should provide 3D perspective of booth design, exhibitor's badge and personal business card) at North Hall of National Exhibition and Convention Center. Furniture can be moved into the exhibition hall via loading bay with the stamped permit. Furniture is not allowed to be removed before 4 p.m. on 16 October 2025.

3.10 Move-out & Dismantling

- a) No booth structures, fittings or exhibits shall be dismantled before 4:00 p.m. on 16 October 2025.
- b) Exhibitors are responsible for dismantling and removing all structures, fittings, materials and exhibits from their booths after the official close of the exhibition and within the time limits specified by DECHEMA. Such materials and wastes are not allowed to be moved out of exhibition hall by labor or using trolley, handcart, etc. They should be removed from the venue by trucks or vehicles.
- c) Any item left behind at the exhibition venue will be deemed as abandoned and will be disposed by DECHEMA. Construction deposit will be forfeited according to Section 3.6 of Exhibitor's Manual.
- d) If necessary, restoration work including the removal of carpet and double-sided tape on floor has not been carried out by the exhibitor or contractor after the clearance, DECHEMA will request SYMA to perform the work. As such, construction deposit will be forfeited.
- e) Exhibitors who need to extend electricity, water or compressed air supply during move-out period should contact SYMA before 16 October 2025, 2:45 p.m. for prior arrangement. Availability of such supply is subject to extra cost and possibility of technical arrangement.
- f) Please see the detailed schedule for move-out, Exhibitor's Manual, Section 1, 1.7 Move-in, Exhibition Period & Move-out Schedule.

4.0 Stand Package Configuration 标准展台基本配备

Shanghai, 14 -16 October
上海, 10月14-16日

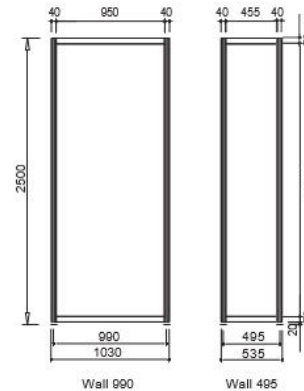
Services provided with the **Basic Package** / 标准展台基本配置:

Stand area in m ² - up to / 展台面积 (平方米) - 上限	9	12	15	18	21	24	27	30	33	36
Partition walls (colour white, height 2.50 m) 围板 (白色, 高度 2.5 米)	√	√	√	√	√	√	√	√	√	√
Carpet (colour grey) / 地毯 (灰色)	√	√	√	√	√	√	√	√	√	√
Fascia with company name according to the application - max. 40 characters engl. / max. 30 characters chin. 楣板 (公司中英文名称, 以申请时的名称为准), 最多 40 个英文字母 / 最多 30 个中文字符	√	√	√	√	√	√	√	√	√	√
White system counter (100 x 50 x 75 cm) 白色柜台 (100 x 50 x 75 厘米)	1	1	1	1	1	1	1	1	1	1
Square table (75 x 75 x 75 cm) 方桌 (75 x 75 x 75 厘米)		1	1	1	1	1	1	2	2	2
White plastic chair / 白塑料椅	2	3	3	3	4	4	4	6	6	6
Waste paper basket / 垃圾桶	1	1	1	1	1	1	1	1	1	1
LED Spotlight / LED 射灯	2	4	4	4	6	6	6	8	8	8
5 Amp (max. 500W) 220V socket / 单相插座, 5 安培 (最大 500 瓦), 220 伏	1	1	1	1	2	2	3	3	3	3
Cleaning / 清洁	√	√	√	√	√	√	√	√	√	√



Example / 图例
Stand with 1 open side /
一面开口的展位
4 m x 3 m

Wall elements / 围板尺寸



Example / 图例
Stand with 2 open sides / 二面开口的展位
6 m x 4 m

Please refer to the rules and regulations stated in Section 2 - 3 of Exhibitors Manual.
请参见《参展商手册》第二、第三部分中的规则与条例

4.0 Stand Package Configuration

标准展台基本配备

Shanghai, 14 -16 October
上海, 10月 14-16日

Order number 项目编号	Description 项目名称	Price / Unit 价格 / 单位
----------------------	---------------------	-------------------------

Design options and further stand fitting equipment can be ordered via the [Exhibitor Portal](#).

设计选项与其它展台搭建设备可登录参展商平台预订

400002	Stand design option A with 1 open side 一面开口的展台设计选项 A	EUR / m ²	10,50
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Example / 图例 4 m x 3 m

400003	Stand design option A with more than 1 open side 多于一面开口的展台设计选项 A	EUR / m ²	16,50
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Example / 图例 4 m x 3 m

4.0 Stand Package Configuration 标准展台基本配备

Shanghai, 14 -16 October
上海, 10月 14-16日

Order number 项目编号	Description 项目名称	Price / Unit 价格 / 单位
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400010 Stand design option B with 1 open side
一面开口的展台设计选项 B

EUR / m² 63,00



Example / 图例 4 m x 3 m

400011 Stand design option B with more than 1 open side
多于一面开口的展台设计选项 B

EUR / m² 66,50



Example / 图例 4 m x 3 m

Upload via Exhibitor Portal obligatory

Undertaking on Booth Safety Operation and Construction

Shanghai, 14 -16 October

All Booth activities including Exhibit Display, Machinery Operation & Booth Construction must be submitted.

Exhibitor's Undertaking:

We have read carefully and fully aware the content mentioned in the Exhibitor's Manual including the Technical Regulations and the Safety Regulations for the Usage of Electricity set by National Exhibition & Convention Center (Shanghai)-NECC. We understand that we shall strictly abide by all the rules and regulations stated. We shall provide sufficient safety management system as well as safety and fire-fighting training to our personnel who take part in booth activities including booth operation, machinery operation and exhibit display. If there is booth construction, we shall ensure that our appointed contractor is qualified in their scope of business and licensed in work safety performance. We shall manage and supervise our contractor to do design and construction of our booth in accordance with the rules and regulations in the Exhibitor's Manual. We ensure that all graphics (especially the map of China) and textual content used in our booth design and promotional materials are proper and complied with the law of the People's Republic of China. In case of booth construction is carried out by ourselves, we shall undertake all the responsibilities for booth safety construction as of the stand fitting contractor.

We and our contractor shall strictly comply with the management and instructions from the organizer and exhibition venue at all time and shall be liable for our employees' safety and purchase insurance for them before show. We shall undertake full responsibility for all consequences arising from improper machinery operation or booth construction work, including financial and legal liability.

Company name _____	Contact person _____
Tel.: _____	Mobile phone _____ E-mail _____
Booth No. _____	
Place, Date	Stamp
_____	_____
	Authorized signature

Standfitting Contractor's Undertaking: (applicable to raw space & upgrade booth only)

We have read carefully and fully aware the content mentioned in the Exhibitor's Manual including the Technical Regulations and the Safety Regulations for the Usage of Electricity set by National Exhibition & Convention Center (Shanghai)-NECC. We ensure that we are qualified concerning the booth safety construction and our employees are covered by valid insurance policy and subjected to booth safety construction training.

Upon signing this undertaking, we are responsible for the booth safety construction, fire safety and all other safety issues of the exhibition booth. We understand we shall strictly abide by the rules and regulations set by the organizer and exhibition venue to guarantee the construction and work safety at all time. For any kind of accident due to booth construction quality and safety problems, that caused to any form of life or property damage, we shall take all responsibilities and liable for all consequences and obligations.

Company name _____	Contact person _____
Tel.: _____	Mobile phone _____ E-mail _____
Booth No. _____	
Place, Date	Stamp
_____	_____
	Authorized signature

Remarks:

1. Please complete this agreement with signature and company stamp and upload it together with the business registration of stand fitting contractor in photocopy in the [Exhibitor Portal](#). Contact for inquiries: achemasia2025@symaasia.com.
2. The above rules are subject to revision and final interpretation by DECHEMA and SYMA.

Safety Regulations for the Usage of Electricity

NECC, National Exhibition & Convention Center (Shanghai)

To All Exhibitors and Stand Contractors:

In order to ensure the safety of electricity used in various exhibitions, the power requirements of the National Convention and Exhibition Center (Shanghai) are now as follows:

1. Please order the power supply in advance, by 5 August 2025 at the very latest, with the organizer / official contractor. A surcharge of 50% will be imposed after 3 September 2025. On-site order for power supply is subject to availability and technical feasibility.
2. All electrical installations must be carried out by the electrician with a valid electrician operation certificate. If it is violated, termination of electricity supply or suspension of works will be executed. A fine of RMB 500 will be imposed for each case found.
3. Under normal circumstances, exhibitors or their stand contractors should bring their own electricity boxes with residual current protection device (the residual operating current should not exceed 30mA) to connect with the electrical boxes provided by the venue. Only five-core cable could be used.

In any special reasons, the exhibitors require to remove the protective device, exhibitors are required to submit the application to the official contractor by 5 August 2025.

The power main boxes for lighting and for machine must be ordered separately. The electrical boxes for lighting provided by the own stand contractors must be equipped with residual current protective device.

If the exhibitors have applied for removal of the protective device from the power main box for machine according to the above procedure, the residual current protection device may not be configured.

To ensure the safe operation of power supply system in the exhibition halls, the protective value of the main switch in electrical control boxes at the booth should be set lower than or equal to 80% of the switch provided by the venue.

4. During the move-in period, the stand contractors could use the temporary socket from the hall wall with proper connection. It is strictly prohibited to use the socket outlets from the washroom.
5. The specific specifications for electrical construction are as follows:
 - 5.1. All electric boxes on the ground must be placed on insulating mats or be suspended. It is strictly forbidden to place directly on the ground.
 - 5.2. Only one cable is allowed to connect to the electric box provided by the exhibition hall. The cable must use five-core cable. It is strictly forbidden to use four-core cable and grounding.
 - 5.3. All cable current carrying capacity must be greater than the rated current of the applied switch. Cables and wires crossing passageways on the stand must be provided by a PVC conduit pipe or cable bridge.
 - 5.4. All power boxes provided by exhibitor or their contractor must have a grounding bar. **All metallic structures and shells must have a reliable grounding.** The equipment enclosure must be grounded, or it is ordered to stop construction.
 - 5.5. The lighting and power lines must be separated.
 - 5.6. Terminals or switches must be used for all cable connections.

Safety Regulations for the Usage of Electricity

NECC, National Exhibition & Convention Center (Shanghai)

6. **The local authorities will carry out an electrical examination after the completion of work.** Without approval or authorization from venue, exhibitors, contractors and individuals are not allowed to operate/ move the venue electrical facilities (including trench cover). If it is violated, termination of electricity supply or suspension of works will be executed. A deduction of the deposit of RMB 500 will be imposed for each case found. The exhibitor and their contractors will be responsible for the costs and liability.
7. All construction must be carried out with profession workmanship during installation and dismantling period. If damage is caused to the construction facilities of the venue, compensation will be imposed according to the venue's damage standard.
8. In case of an accident (tripping, electrical fire, etc.) happened during the show period, the organizer/official contractor, exhibitor, venue / the service provider should record the details and mark in the handling book. If the circuit breaker is tripped off due to overloaded, the service provider has the right to suspend the electricity delivery.
9. During the exhibition and show period, the booth power supply must be cut off after closing every day.
10. Special booths must be required to be supervised by electricians during show period to ensure that faults are eliminated, and electricity are safely used.
Please refer to the exhibition manual for other requirements. Please submit your application to the organizer / official contractor. The venue/service provider informs the official contractor that those stands do not meet the requirements in the form of "Summary of Power Transmission Rectification" and stops the electricity.
During the rectification period, the booth will be suspended for power transmission, and it is necessary to complete the rectification and check the power supply after one hour.
Due to the failure of the contractor to rectify as required, or the safety accident caused by the delay in the rectification. All the losses caused by the rectification time are responded by the contractor, and the venue/service provider does not bear any responsibility.

上海, 10月14-16日

所有展台活动包括机械操作、展品展示及展台搭建都必须签署并提交以下承诺书。

参展商承诺书

我司已仔细阅读并了解《参展商手册》中的全部内容, 包括技术规定及《国家会展中心(上海)展览用电安全须知》, 并承诺严格遵守上述文件中所有相关规定和要求。在展台运营、机械操作及展品展示上, 我司必做好安全生产管理工作, 对工作人员进行安全及消防教育管理。

搭建方面, 如我司有需要进行搭建工作, 必将委托具有相应施工资质及安全资质的承建商进行展台的搭建、管理和维护。我司承诺自觉管理和督促承建商严格按照国家有关搭建工程的规定和《参展商手册》中的要求进行展台设计和施工。我司将确保展位设计及宣传材料中正确使用所有图像(尤其是中国地图)和文字内容, 且符合中华人民共和国法律法规。若我司自建展台, 则自行承担承建商应承担的安全责任。

我司及我们雇用的承建商必在施工现场服从大会及展馆的管理和指示, 保证负责工作人员的安全, 并在展前为工作人员购买保险。对于因机械操作或施工安全问题所造成的任何损失, 我司承诺承担全部责任, 包括财务和法律责任。

公司名称 _____	联系人 _____
电话 _____ 手机号码 _____	电子邮件 _____
展台号 _____	
地点, 日期 _____	公司印章 _____
	授权签名 _____

承建商承诺书: (只适用于光地及标改展台)

我司已仔细阅读并了解《参展商手册》中的全部内容, 及《国家会展中心(上海)展览会用电安全须知》。我司承诺具有展台搭建所需的施工安全资质, 我们将负责工作人员的安全, 事前对其进行安全施工作业培训并购买保险, 同时配备必要的安全设备及劳保用品。

自签订本承诺书起, 我司将自动成为本展台搭建、用水、用电、消防及治安工作的安全责任人, 负责管理本展台的搭建安全、消防安全、展览期间的展示安全和撤展安全。我司承诺严格遵守和服从大会及展馆的各项规定、管理和指示, 切实落实安全保障和整改措施, 确保展览期间(含布、撤展)的展台结构安全和施工安全。对于由展台施工质量或安全问题所引发的任何意外、人员伤亡或财产损失, 我司承诺承担全部责任, 并承担由此而引起的一切相关损失。

公司名称 _____	联系人 _____
电话 _____ 手机号码 _____	电子邮件 _____
展台号 _____	
地点, 日期 _____	公司印章 _____
	授权签名 _____

备注:

1. 请将此承诺书签字盖章后与承建商的营业执照一并上传至参展商平台。如有问题请联系: achemasia2025@symaasia.com.
2. 德西玛和司马对上述规则拥有修改及最终解释权。

国家会展中心（上海）展览用电安全须知

各参展商、承建商：

为确保各类展览活动现场用电安全，现将国家会展中心（上海）用电要求告知如下：

一、展位使用电箱须于2025年8月5日前按规定向主办单位/主场承建商申报用电负荷，超出规定申报时间，2025年9月3日后将收取50%加急施工费；现场申请不能保证满足相关需求。

二、所有搭建电气操作人员必须持有电工证，发现无证人员进行电气施工，将责令停止施工，并每宗扣除押金500元。

三、一般情况下，展位用电须自带电箱接入展馆提供的接电电箱，自带电箱必须使用带有漏电保护器的开关（漏电动作电流须不大于30mA）。电缆必须使用五芯线。

如展商因特殊原因，需要拆除漏电保护装置，须于2025年8月5日前向主场承建商提交申请。

照明及机器用电源箱必须分开申请，每个机器用电源箱/插座、压缩空气及水源只可供一台电器、机械或展品使用，不可使用分插头。照明回路必须配置漏电保护器；动力回路若已按上述流程申请拆除漏电保护器则可以不配置漏电保护器；若动力设备自带开关且小于接电电箱开关80%负荷，可一一对应地接入展馆提供的接电电箱。

四、搭建期间临时用电可使用落地式插座箱电源，须使用符合规范的接线；严禁使用卫生间等墙面插座电源。

五、电气施工具体规范如下：

1. 所有电箱必须经过绝缘垫放置于地面或者悬挂吊起，严禁直接放置于地面。
2. 只允许一根电缆接入展馆提供的电箱，电缆必须使用五芯线，严禁使用四芯电缆外加接地线，严禁使用花线。
3. 所有电缆载流量必须大于所申请开关的额定电流，电缆电线经过通道必须使用过桥板。
4. 所有自带电箱必须带有接地排，展位用电所有接地必须从接地排上引出；所有金属支架、设备外壳必须接地，否则责令停止施工。
5. 照明线路和动力线路必须分开。
6. 所有电缆接线必须使用端子或者开关。

六、施工完成必须由场馆方/服务商进行检查确认，任何参展方、承建商和个人未经展馆方批准或授权，无权操作展馆固定和配置的任何电气设施(含地沟盖板)，一经发现将责令停止供电或施工，每宗扣除押金500元并追究责任及赔偿由此造成的损失。

七、所有布撤展期间必须文明施工，若对场馆施工设施设备造成损坏，须按场馆定损标准进行赔偿。

八、开展期间如发生事故（跳闸、电气火灾等），由主办单位/主场承建商、参展商、场馆方/服务商确认详细事故记录及处理书。因展位用电原因导致频繁跳闸，场馆方/服务商有权暂停送电。

九、布展及开展期间，每天闭馆后须切断展位电源。

十、特装展位须要求电工驻场，确保故障及时排除并确保用电安全。

其它要求详见《参展商手册》，提交需求请向主办单位/主场承建商申请。场馆方/服务商以《送电整改汇总表》的形式告知主场不符合规定的搭建施工单位并予以停电。

整改期间展位暂停送电，需完成整改并检查合格一小时后送电。因承建商未按要求整改，或延误整改时间所导致的安全事故及因此造成的一切损失均由承建商负责，场馆方/服务商不承担任何责任。

Shanghai, 14 -16 October
上海, 10月 14-16日

Exhibits require approval if they

- are shown in operation
- are higher than 2.50 m
- exceed the permitted load bearing capacity

The following documents have to be submitted for verification:

- dimensioned drawings/cross section
- technical data sheet
- position on stand plan
- static calculation of stability and safety against overturning checked

On demand, a risk analysis has to be presented on-site for exhibits in operation.

Documents have to be uploaded in the [Exhibitor Portal](#) by 5 August 2025.

Exhibitors should inform Kühne & Nagel in advance for checking the feasibility and special arrangement if their exhibits' dimensions, weight or floor-loading exceed the hall limits. (For details please refer to Exhibitor's Manual Section 1, 1.6 - Technical Specifications of Venue). Otherwise, exhibitors have to take full responsibility for all consequences occurred.

K&N International: frank.haeusler@kuehne-nagel.com
K&N China: rainsun.cheng@kuehne-nagel.com

According to the fire and safety regulations of the venue, exhibitors who need to use special equipment, inflammable or explosive articles (e.g. hydraulic oil, nitrogen, thinner, etc.) in their booths should contact SYMA for approval by **5 August 2025** at the latest.

下列情况下, 展品需要预先获得审批:

- 展品需现场操作
- 高于 2.5 米
- 超过允许荷载力

须提交以下文件供审批:

- 尺寸图纸/截面图
- 技术数据表
- 展品于展台示意图上的位置
- 对于稳定性和安全性的静态计算, 以防倾覆

根据需要, 须在现场为运行中的展品提供风险分析。

文件须于 2025 年 8 月 5 日前上传至参展商平台。

若参展商的展品尺寸、重量或地面荷载超过展厅限制, 则应事先通知德迅, 以便确认可行性及是否需要特殊安排 (详情请参阅《参展商手册》第 1.1.6 条 - 场地技术规范)。否则, 参展商必须对产生的一切后果承担全部责任。

德迅国际: frank.haeusler@kuehne-nagel.com

德迅中国: rainsun.cheng@kuehne-nagel.com

根据展馆的消防及安全条例, 展台内需使用特殊设备、易燃、易爆等物品 (如液压油、氮气、稀释液等) 的参展商应于 **2025 年 8 月 5 日前**联系司马获得审批。

Raw Space / Upgrade Stand Design Approval Procedure

Shanghai, 14 – 16 October

Raw Space & Upgrade Stand - Single Deck Height Limit: 4.40 m

Submission Deadline: 5 August 2025 ↓

Exhibitors log-in the [Exhibitor Portal](#) with their User ID (please see stand confirmation) and create a subaccount for their stand constructor. ↓

Prepare the booth design with reference to Exhibitor's Manual Section 2 and 3 Technical Regulations. ↓

Stand fitting contractors log-in the [Exhibitor Portal](#) by using the subaccount created by the exhibitors and upload the following documents:

- Form "Undertaking on Booth Safety Operation and Construction", signed by the exhibitor **and** stand fitting contractor.
 - Form "Application for Stand Approval", signed
 - Floor Plans, Front and Side Views, 3D Perspectives,
 - Electrical Equipment Layout Plan and Electrical Distribution Plan.
- (Dimensions must be in reasonable scale and be specified in Arabic numbers. Grid only measurement is not accepted; all plans must provided detailed illustration and electricity load.)
- Business Registration (BR) copy of stand fitting contractor. BR MUST FULLFILL:
 - Scope of Business should include exhibition / interior / exterior maintenance / decorations and water / electrical installations.
 - Amount of capital MUST be at least RMB 1,000.000.
 - ID copy of the stand fitting contractor's company owner and on-site supervisor.
 - Form "Stand Construction Fees" (hall management fee not for upgrade stands).
 - Form "Undertaking for Safe Use of Electricity in Exhibition Booth", signed.
 - Copy of the Exhibition Liability Insurance contract if purchased from the recommended Insurance Service Provider or Exhibition Liability Insurance Advice if purchased from other insurance companies.



Provide Missing Information ↑

← Incomplete Information

Complete Information ↓

SYMA starts the Approval Procedure



Submit revised booth design



Disapproval

Approval



SYMA sends out approval by email

Contact for inquiries: SHANGHAI SYMA-EXPO LTD. · Mr Eazy Gu E-mail: achemasia2025@symaasia.com Tel.: +86 21 6238 8811 (ext. 105)

上海, 10月 14-16日

光地 / 标改展台 - 单层限高: 4.4 米

提交期限: 2025 年 8 月 5 日 ↓

参展商登入「参展商平台」(账号参见展位确认函), 并为其展台承建商创建子账号。 ↓

按照《参展商手册》第二、第三部分技术规定, 准备展台设计图纸。 ↓

展台承建商通过参展商为其创建的子账号登入「参展商平台」, 并上传下列文件:

- 由参展商和展台承建商双方签字的《展台运营及搭建安全承诺书》。
- 签字的《展览会展台施工申请表》。
- 展台设计的平面图、正面图、侧面图、立体效果图。
- 电气设备布置图及配电系统图。

(图纸必须按比例绘制, 并用阿拉伯数字标注尺寸, 请勿只标注网格线, 同时附有文字说明及用电负荷)

- 承建商的企业营业执照复印件, 且必须满足以下资质:
 - 企业经营范围必须包含展览、室内外装饰或装修, 及水电安装。
 - 注册资金 100 万人民币以上。
- 承建商企业法人代表及现场施工负责人身份证复印件。
- 《施工管理费》表格 (施工管理费不针对标改展台)。
- 签字的《展位安全用电责任承诺书》。
- 若从推荐的保险服务提供商处购买“展览会责任险”, 请附上合同副本; 若从其他保险服务提供商处购买, 请附上《展会责任保险建议》。

提供缺失信息 ↑

← 信息不完整

信息完整 ↓

司马启动审批程序

修改并重新提交展台设计



不通过

通过




司马通过电邮发送批准函

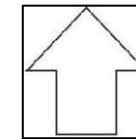
如有问题请联系: 上海司马展览建造有限公司 · 谷耀骅 · 电邮: achemasia2025@symaasia.com

电话: +86 21 6238 8811 (分机号 105)

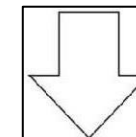
Shanghai, 14 -16 October

上海, 10月14-16日

Non-Official Contractor of Raw Space / Upgrade Stand / 光地/标改展台的非大会指定承建商
¹ 15 working days before move-in / ¹ 布展前 15 个工作日 Prepare relevant materials and submit to NECC for real-name authentication 准备材料并提交国家会展中心（上海）办理实名认证
Make sure that approval documents as stated under section 3.3 have been submitted and fees are paid. / 确保已提交第 3.3 条所述的审批文件，并支付费用

Collect the Receipt of “Construction Deposit” (raw space, upgrade stands from the Official Stand Fitting Contractor’s Service Counter – SYMA) / 领取“施工押金收据”(光地及标改展台的参展商，于大会指定承建商——司马服务台领取)
Present the “Construction Deposit Receipt” to NECC’s Accreditation Center to collect contractor’s badge and truck permit of AchemAsia 2025 (valid only during move-in / -out period) / 持“施工押金收据”前往展馆制证中心，领取阿赫玛亚洲展 2025 施工证及货车出入证（仅在布展及撤展期间有效）
Starting from 10 a.m. on 13 October 2025 For standby services a limited number of contractor’s badges can be exchanged to badges for show period at the Official Stand fitting Contractor’s Service Counter. / 2025 年 10 月 13 日上午 10 时起，可前往大会指定承建商服务台，将施工证兑换为展期入场通行证（限量兑换）



**Before move-in
布展前**



**Move-in
布展期间**

¹Real-Name Authentication procedure of National Exhibition and Convention Center (Shanghai) / 国家会展中心（上海）实名认证办理流程: cc.neccsh.com

Basic Package with Upgrade / Raw Space stands
Application for Stand Approval

展览会展台施工申请表

Shanghai, 14 -16 October
上海, 10月 14-16 日

Name of STAND CONSTRUCTOR

搭建单位

Stand No. _____

展台号 _____

Approval Notes

审核意见

1. Exhibitors or their stand contractors should bring their own electricity boxes with residual current protection device (the residual operating current should not exceed 30mA) to connect with the electrical boxes provided by the venue. If any special reason, the exhibitors require to remove the protective device, exhibitors are required to submit application to SYMA by 5 August 2025 and fill in the form "Removal of Leakage Protection Device of Trench Distribution Box" for taking out the protective fuse (see Technical Regulations 3.2.2).

Only five-core cable could be used. Electricity /water / compressed air / telephone lines outlets MUST NOT be blocked. An opening for access MUST be kept on top or in front of these facilities in order to allow inspection and for safety reasons (see Technical Regulations 3.2.1).

2. According to the Fire & Safety Department, all materials used for the stand construction must be non-flammable and with a burning diffusion rate not lower than Class B1 (flame-resisting type). Carpet must be fire retardant. Stand contractors are required to provide a proof that the fire retardant rate of carpet is not lower than Class B1. Booth construction materials used must be approved material by relevant authorities. The temporary structural materials used must comply with the local fire safety bureau and environmental protection requirements. Inflammable materials such as elastic fabric, bamboo, vine, tree bark and straw are strictly prohibited in the exhibition halls. The ceiling cover area of single deck booth must not be over 160 sqm. Fully enclosed ceiling is strictly prohibited. Ceiling covers are only be allowed to cover 50% of the total area size. Fire resistance materials must be used and approved by fire department. Sample and fire certificate must need to be submitted to the official contractor.

All exhibitors must be equipped with qualified fire extinguishers under the requirement of two extinguishers per 48 sqm and one set of one-click alarm with fire extinguisher (provided by the venue) for each 1-200 sqm booth area and placed in a prominent position in the booth.

3. According to the Fire & Safety Department, a distance of 0.5 m aisle must be kept between the outside stand walls and the hall walls for safety reasons.

1. 参展商或其承建商需自备电箱接入展馆提供的接电电箱, 按规范配备安全可靠的空气断路器和漏电保护器(漏电动作电流须不大于 30 毫安)。如参展商因特殊原因需要拆除漏电保护装置, 请务必于 2025 年 8 月 5 日前向司马提交申请, 并填写《配电箱漏电保护装置拆除申请表》(详见技术规则 3.2.2)。

电缆必须使用五芯线。展台布展不得遮挡展馆的照明、动力电箱(柜)、供水、压缩空气、通讯配线箱。必须保证留有通道及足够的操作空间, 以便安全检查及故障处理(请见技术规则 3.2.1.)。

2. 根据市消防部门规定, 展台搭建及布展材料的耐火等级不应低于 B1 级, 其中地毯必须为阻燃地毯。搭建商需出示地毯的阻燃不低于 B1 级的证明。展位使用的结构材料必须为相关部门认可的防火材料; 临时结构材料必须符合当地消防规定及环保要求。严禁使用易燃材料, 如弹力布、竹、藤、树皮、稻草等; 严禁封闭展台顶部, 木结构须涂防火涂料。单层展位的天花板覆盖面积不得超过 160 平方米。严禁全封闭天花板。天花板盖只允许覆盖总面积的 50%。必须使用经消防部门批准的防火材料。样品和消防证书必须提交给大会指定承建商。所有展位必须按规定配备年检合格的灭火器, 并放置于展台显眼位置。每 48 平方米需配备两个灭火器, 每 1-200 平方米展台面积需配备一套带灭火器的 一键报警器 (由展馆提供)。

3. 根据消防安全规定, 展台外隔墙与展厅墙体之间必须留有 0.5 米的消防安全通道。

- The stand area constructed by each stand contractor shall be consistent with the declared stand area. The area of the stand constructed by each stand contractor shall not exceed the rented area, and the projected sideline shall not exceed the lease boundary line.
- Any stand structure which is higher than and facing neighboring stand or aisle must be well finished and covered with fire resistant materials. The same white colour materials should be used to cover the structure facing the neighboring stand. The covered surface should be smooth and clean. Advertising should not be made behind it to avoid unnecessary complaints.
- Under no circumstances whatsoever may any illuminated signage, fire extinguisher, fire hydrants, or other protective equipment or material be covered or obstructed. Access to connection boxes (electricity, telephone, water, compressed air, etc.) and access ways to hall offices and equipment must not be blocked.
- The main power of lighting and machine must be switched off before leaving the exhibition hall at the end of each exhibition day. According to the fire regulations, the hall management and DECHEMA will reserve the right to switch off any main power after closing time of the exhibition, yet will not bear any responsibility on the damages.
- All electrical operators must have a valid electricity safety Operation license.
- For the safety operation and stand construction, the raw space stands and upgraded stands are not allowed to use the wooden ladder more than 2 meters in height, and the ladder with the 1.2 m barrier must be used (the scaffolding frame). During operation, the pulleys of the Tic Tac Toe (shoulder engineering frame) must be locked. It is prohibited to wear slippers and flip-flops. When working at height over 2 m, safety belt should be fastened, and safety helmets must be worn.
- After the opening of the exhibition, the stand contractor must have their on-site person in charge and the full-time staff on-site to find out the problem in a timely manner.
- 各承建商搭建的展台面积应和申报面积相符, 各承建商搭建展台面积不得超出承租面积, 投影边线不得超出承租边界线。
- 高于并面向相邻展台或观众通道的任何外露背板结构(包块围板背部, 与其他展位相接的部分及通道)必须做出妥善装饰处理并用防火材料(统一用白色材料)进行封板, 不得在其背后制作广告, 避免引起不必要的投诉。
- 在任何情况下, 不得遮挡展馆内的任何照明标识、灭火器、消防栓或其他防护设备和材料; 不得阻挡或封闭接线盒(电力、通讯、水、压缩空气等); 不得阻挡通往办公室或任何场馆设施的通道。
- 每日闭馆离开前, 必须关闭展台的照明及机器用电。根据消防规定, 展馆和德西玛有权切断这些电源, 并对可能造成的机器、展品及照明设备等损坏概不负责。
- 所有电气操作人员必须持有有效的电工安全操作证。
- 为确保安全施工, 光地展台和标改展台不允许使用超过 2 米的人字梯, 必须使用带 1.2 米护栏的井字梯(脚手工程架), 且在操作使用过程中, 井字梯(脚手工程架)的滑轮必须锁住。禁止穿拖鞋或人字拖施工。施工人员须系好安全带, 戴好安全帽。
- 展会开幕后, 搭建商须留现场安全负责人及专职人员现场值班, 以便发现问题及时处理。

The above rules & regulations are subject to revision and final interpretation by the official stand constructor SYMA.
司马对以上规则与条例拥有修改及最终解释权。

Responsible person / 经办人 _____

Mobil phone / 手机 _____

E-mail / 电邮 _____

Place, Date / 地点, 日期

Stamp / 公司印章

地沟配电箱漏电保护装置拆除申请

国家会展中心（上海）有限责任公司：

本公司_____在贵馆举行_____展览会，其中展位号为____的展位在展览期间，需要使用_____设备。为此，我司特此向场馆方申请拆除电箱规格为_____A的地沟配电箱漏电保护装置，并作出以下承诺：

- 一、拆除地沟配电箱漏电保护装置后，该设备用电期间若出现消防问题或用电安全事故，场馆方不负任何责任，由我司承担全部责任。
- 二、本司保证做好该设备安全用电管理工作，若因拆除漏电保护装置，导致开关越级跳闸，影响展览正常供电，场馆方不负任何责任，由我司承担全部责任。

申请单位（签章）：

联系人：

联系电话：

日期：

Application for Removal of Leakage Protection Device of Trench Distribution Box

National Exhibition and Convention Center (Shanghai) Co., Ltd.:

Our company_____is holding the exhibition_____ in your hall, and the booth with booth number_____ will need to use equipment during the exhibition. For this reason, our company hereby applies to the venue to remove the leakage protection device of the trench distribution box with specification A, and makes the following commitments:

1. After removing the leakage protection device of the trench distribution box, if there are fire problems and power safety accidents during the power use of the equipment, the venue will not be responsible for any responsibility, and our company will bear all the responsibility.
2. Our company guarantees to do a good job in the safe power use management of the equipment. If the switch trips due to the removal of the leakage protection device, affecting the normal power supply of the exhibition, the venue will not be responsible for any responsibility, and our company will bear all the responsibility.

Applicant (signature):

Contact person:

Contact number:

Date:

Basic Package with Upgrade / Raw Space
Stand Construction Fee

施工管理费

Shanghai, 14 -16 October
上海, 10月14-16日Please upload in the [Exhibitor Portal](#) /请上传至参展商平台

Exhibitor name /参展商名称				
Stand No. / 展台号	Stand space /展位面积	m ² / 平方米		
Name of stand constructor /承建单位				
Name of the payment company /付款方名称				
Mobile phone of the payer / 付款人电话				
	m ² 平方米	Unit price (RMB) 单价 (元)	Service deposit (RMB) 服务押金 (元)	Amount of payment (RMB) 付款金额 (元)
Hall management fee (only raw space) 施工管理费 (光地展位, 不含搭建)		26 / m ² (平方米)		
Booth area ≤ 100 sqm 展台面积 ≤ 100 平方米			10,000	
101sqm < Booth area ≤ 200 sqm 101 平方米 < 展台面积 ≤ 200 平方米			20,000	
201sqm < Booth area ≤ 300 sqm 201 平方米 < 展台面积 ≤ 300 平方米			30,000	
Booth area > 300 sqm 展台面积 > 300 平方米			40,000	
Total amount (RMB) 总计 (人民币)				
<p>IMPORTANT: The construction deposit has to be paid in advance to the below mentioned bank account. The construction deposit will be charged as double if the design plans and all required information are not submitted for approval by 3 September 2025 or any booth structure is constructed without written approval.</p> <p>重要提示: 施工押金需提前电汇至下面的银行帐户 如在 2025 年 9 月 3 日 前未提交设计方案及所有要求的审批材料, 或未得到书面许可即开始搭建, 搭建公司需交纳双倍施工押金。</p>				
Official stand constructor 大会指定承建公司	SHANGHAI SYMA-EXPO LTD. /上海司马展览建造有限公司 Tel./ 电话 +86 21 6238 8811 (ext./分机号 155) E-mail/电邮: achemasia2025@symaasia.com			

Bank Details / 银行账号

Payable to 开户名称	SHANGHAI SYMA-EXPO LTD. /上海司马展览建造有限公司
BANK NAME 开户行	BANK OF SHANGHAI CHANG NING SUB-BRANCH 上海银行长宁支行
BANK ACCOUNT NO. 开户行账号	人民币 (RMB)31646300008042677 欧元 (EUR)3164633805000078257 美元 (USD)3164631402010700011
SWIFT CODE 银行国际代码	BOSHCNSH

In case of foreign currency payments, any exchange rate differences or costs which arise shall be borne by the stand constructor.
如果用外币支付, 搭建公司将承担汇差和汇兑产生的费用。

Place, Date / 地点, 日期

Stamp / 公司印章

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Undertaking on Responsibility for Safe Use of Electricity in Exhibition Booth 展位安全用电责任承诺书

Shanghai, 14 -16 October
上海, 10月 14-16日

DEADLINE 5 August 2025
截止日期 2025年8月5日

Please upload in the [Exhibitor Portal](#)
请上传至参展商平台

Exhibitor / 参展商

Stand No. / 展台号

All exhibitors, or their stand fitting contractor, are required to complete and sign the following undertaking in order to guarantee the proper and safety use of electricity in the booth.

所有参展商或其展台承建商必须签署以下承诺书，以确保展台内的电力使用和操作符合相关安全要求。

1. We shall strictly abide by the regulations from the venue management and the organizer, and be directly liable for any and all consequences arising from improper installation or improper use of electricity in violation of the regulations at the time of installation, operation or dismantling of the exhibition, including financial and legal liability.
 2. We shall designate specialized personnel solely responsible for safe use of electricity and site maintenance at the time of installation, operation and dismantling of the exhibition, for prompt removal of any hidden threats to the safe use of electricity, and for safety in the exhibition booth.
 3. We shall submit to the supervision and control of the competent departments of the exhibition owner and conscientiously implement any measures for improvement or amendment of the safe use of electricity.
1. 严格遵守展馆及主办单位发出的有关规定，对布/撤展及展览期间因电气违章安装或违章用电所引起的一切后果承担直接责任及相应的经济 and 法律责任。
 2. 指定专人负责本展台在布/撤展及展览期间的用电安全保障，做好布/撤展及展览期间的现场值班维护，及时消除用电安全隐患，确保展台安全。
 3. 服从展馆方有关部门的监督管理，切实落实用电安全和整改的措施。

This undertaking is part of the order for electricity.

这份责任承诺书是电力订购的不可分割的一部分。

I accept the delivery terms for electricity and the Technical Regulations (Exhibitor's Manual).
我接受电力供应及使用条款和相关技术规定（参展商手册）。

Person responsible for site safety or site electrician /现场安全责任人或现场电工：_____

Mobile phone / 手机号码 _____ E-mail / 电邮 _____

Place, Date / 地点, 日期

Stamp / 公司印章
