

Welcome

Welcome to your Exhibitor Manual for Sibos 2024. The manual has been designed to provide you with all the details you need to plan your stand.

Finding your Way Around

Quick Reference

This section provides a comprehensive contact list including official suppliers.

To help with your planning, we have also included a Frequently Asked Questions section as well as a guide for new exhibitors.

Planning your Stand

This section explains the pre-site and on-site planning requirements and includes the build-up and breakdown schedules as well as a guide to working in Beijing, including an overview of the major rules that are specific to exhibiting at the CNCC.

Building your Stand

This section includes all the information you will need to prepare for the show, including an A-Z of Design and Build Regulations which has been split between design and build regulations and show open regulations. Please also review the Working at the CNCC section in full.

Access Procedures

This section outlines the access procedures for build, show open and breakdown; these are in addition to the Sibos badge procedures from Registration.

Health and Safety

This section details the Health and Safety requirements and includes the forms for completion and a step-by-step guide on how to complete a risk assessment.

Forms and Services

In this section you will find the official forms as well as detailed information pages for each service provider and links to relevant information, contact details, deadlines, and order forms.

Useful Information

In this section you will find an A-Z of useful information, including venue address details and the event timetable.

Quick Reference

[Key Contacts](#)

[New To Sibos Guide](#)

[New for Beijing](#)

[Frequently Asked Questions](#)

Company	Service(s)	Contact name	Contact email	Contact phone
Exhibition Management				
Swift	Exhibition - Sales - Financial Institutions - Client Relationship Management, Allocation Queries, Stand Partners	Greet Michiels	greet.michiels@swift.com	+32 2 655 3810
		Annika Demaerschalk	annika.demaerschalk@swift.com	+32 2 655 3470
Swift	Conference	Christy Hernandez	christy.hernandez@swift.com	
Swift	Speakers and Exhibitor Stage	Queena Kwan	queena.kwan@swift.com	
Swift	Sustainability	Stephanie Gerniers	stephanie.gerniers@swift.com	+32 2 655 4734
Rapiergroup	Exhibition Management	Natalie Parker	exhibitor.queries@sibos.com	+44 (0)1920 885 104
Rapiergroup	Stand Plan Approval and Health and Safety forms	Tony Watts Lisa Watts	stand.approval@sibos.com	+44 (0)1708 726 003
Rapiergroup	Advertising and Sponsorship	Kirsty Field	advertising@sibos.com	+44 (0)1908 088 052

Company	Service(s)	Contact name	Contact email	Contact phone
Official Suppliers				
Alox	Furniture	Apple Nie	dl@alobj.com	+86 13601358753
CNCC	Catering	Catering Department	sibos2024fb@cncchina.com	n/a
DSV	Customs Clearance, Freight Forwarding, Material Handling, Accessible Storage	Andrew Wiens	andrew.wiens@dsv.com	+44 (0)1376 567 567
		Les Boulton	les.boulton@dsv.com	
MCI China	Social Events	Leo Wang	leo.wang@wearemci.com	+86 13817973435
		Sean Sun	sean.sun@wearemci.com	
MP Organisation Pte Ltd	Entertainers and Hostesses	Soh Bao Xuan	exhibitor.orders@mpinetwork.com	+65 63896617
Pico	Carpet, Cleaning, Waste, Shell Scheme Stands	Candy Tang	candy.tang@pico.com	+86 13811880342
Pico	AV, Electrics, Floral, Furniture, Plumbing and Rigging Submission of Booth Drawings, Contractor Registration, Mandatory Documents Submission, Contractor Badges	Fiona Feng	fan.feng@pico.com	+86 18600032823
Sibos Media Services	Photography, Video and Multimedia	Media Services team	media.services@sibos.com	n/a
	Wireless / Radio Frequency Devices		rfc@vibanti.co	
Sibos Registration Office	Credit control (media partners), Lead Tracking and Registration	Sibos Registration Office	credit.control@sibos.com registration@sibos.com	+44 (0)207 706 5569
Sibos Hotels	Individual Bookings, Block Bookings, Hotel Queries	Sibos Hotels	hotels@sibos.com	+44 (0)207 706 5569
Sibos Visa Support	Visa Queries, Escalations	Sibos Visa Support	visa.support@sibos.com	+44 (0)207 706 5569

**Internet will follow*

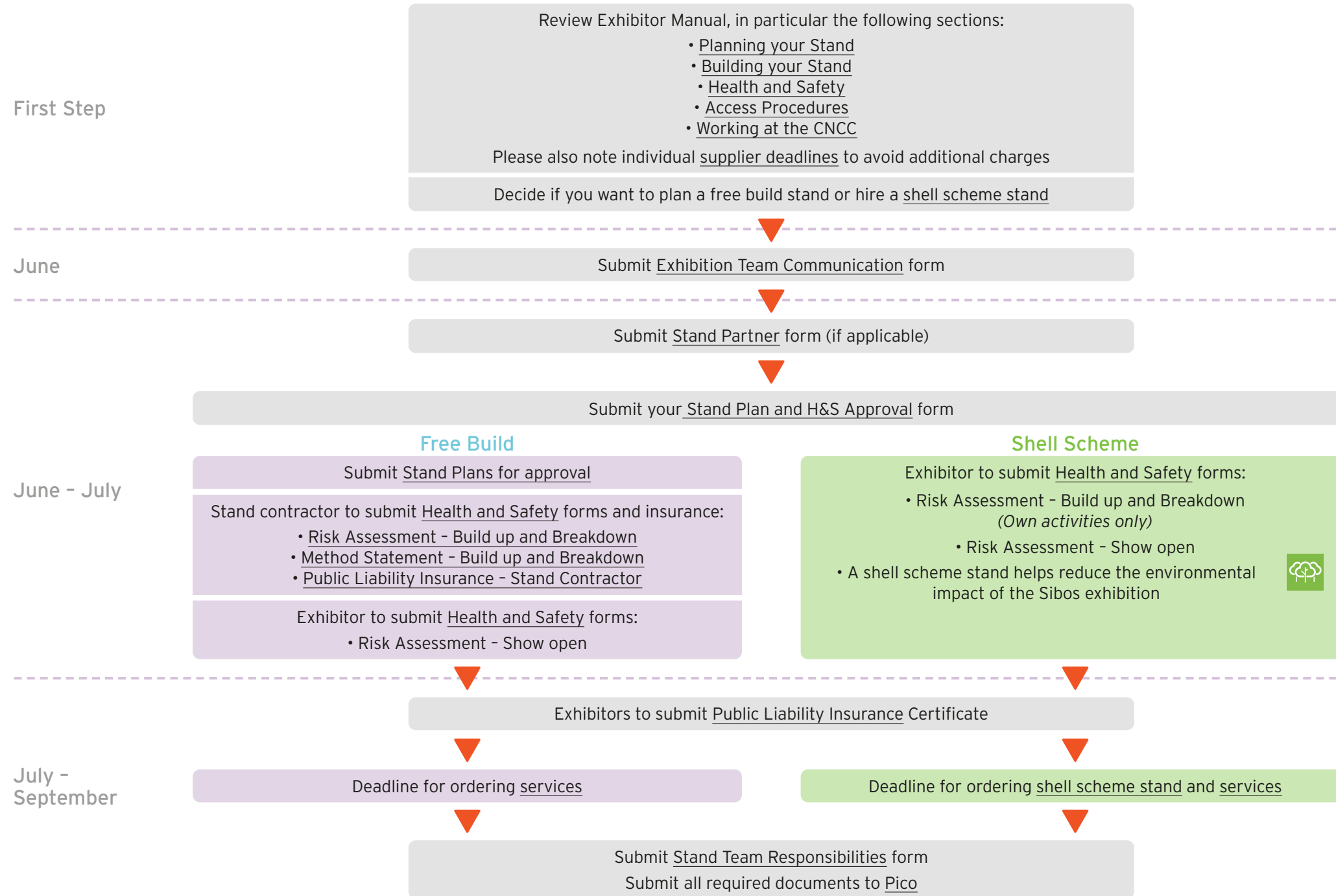
To help with your planning, please find below a summary of the key steps that you need to follow when organising your stand.

Please return all forms to the Exhibition Management team, and place service orders as required with the relevant suppliers.

Rapiergroup is happy to set up a call with you and your team to discuss exhibiting at Sibos. Please email [Rapiergroup](#) if you would like to talk to us at any time.

We have created some [sustainability guidelines](#).

Please refer to these during the planning, build-up and breakdown of your stand.



Please find below a number of important details for the on-site planning, rules and regulations and health and safety requirements for Sibos 2024.

Please note that this list is not exhaustive and is only an extract. Please ensure that you review this Exhibitor Manual fully before planning your stand.

Working at the CNCC

In order to build a stand at the CNCC, stand builders must comply with the regulations and charges as stipulated in this section.

Please ensure that you read this section in full in conjunction with the information detailed in the [Pico](#) online portal.

Build Height

The maximum stand build height is 4 metres.

Truss can be added at 6 metres for lighting and/or structural support (if required). Please note that 6 metres will be to the top of the truss.

Please note that:

- No branding, architectural, AV or build elements can be added to the lighting truss
- No item can be suspended nor have a rigging point attached to structure within the 4 meter height limit
- Venue regulations stipulate that it is not possible to attach rigging to any stand build elements (see [Rigging](#))

Ceilings

The ceiling area must not exceed 50% of the overall stand area and all ceilings, whether fabric or solid, must ensure the following:

- Once a fire occurs, high-temperature smoke can be discharged from the gaps at the top of the room
- The fixed fire-fighting facilities in the venue allow the fire water source to smoothly enter the room for firefighting operations
- The fabric must be B1 rated and 50% water permeable
- Hanging powder bomb sprinklers will be assessed on a case-by-case basis, subject to final ceiling area. Please submit your plans to stand.approval@sibos.com for review as soon as possible.

For **individual rooms** within the stand, please adhere to the following requirements.

Where a ceiling area is less than 50%:

- Solid ceiling
 - Install hanging powder bomb sprinklers according to the ceiling area. With a 4kg powder bomb, 1 is needed for every 30sqm, 2 for 50sqm, and so on
- Fabric ceiling
 - The fabric must be B1 rated and 50% water permeable
 - Handheld fire extinguishers must be added to each room according to the ceiling area. 1 extinguisher for every 30sqm, 2 extinguishers for 50sqm, and so on

Where the ceiling area exceeds 50%:

- Solid ceiling
 - Contact Pico to install smoke detectors and fire alarm buttons that are connected to the CNCC control room and the powder bomb sprinklers
 - Fully covered solid ceilings must not exceed 60sqm
 - Due to a limited number of feasible installations, each ceiling will be approved on a case-by-case basis
- Fabric ceiling
 - The fabric must be B1 rated and 50% water permeable
 - Handheld fire extinguishers must be added to each room according to the ceiling area. 1 extinguisher for every 30sqm, 2 extinguishers for 50sqm, and so on
- Part solid (maximum 50%), part fabric ceiling
 - Install hanging powder bomb sprinklers according to the ceiling area. With a 4kg powder bomb, 1 is needed for every 30sqm, 2 for 50sqm, and so on
 - The fabric must be B1 rated and 50% water permeable
 - The fire extinguishers requirement will be assessed on a case-by-case basis

All construction materials shall be accompanied by certificates, available on-site upon request.

Please include details of your ceilings in your submitted plans for approval so that they can be appropriately reviewed.

Construction Materials

Please note that:

- All decorative material must meet or exceed national Class B1 fire resistance standards
- The use of flammable materials such as elastic fabric and needle-punched fabrics for decoration is strictly prohibited
- Wooden structures and the interiors of light boxes must be sprayed with fire-resistant coatings before entering the venue. Light boxes should have ventilation holes

All materials used in the construction of stands shall be:

- Of a suitable nature and quality for the purposes and conditions of their intended use
- Adequately prepared and fixed in order to perform the functions for which they are designed
- Non-combustible, inherently non-flammable or durably flameproof in accordance with at least the national B1 fire protection standard
- Water-based, where applicable, e.g. adhesives, paints and fillers

Fireproof certificates for items such as carpet and fabrics should be available onsite for inspection if requested.

Electrics - Distribution Boxes

Distribution boxes must not be placed in storage rooms or enclosed spaces. They should be installed in a conspicuous location on the stand, with a minimum height of 20cm from the ground. Please ensure that distribution boxes and cabling do not protrude into the gangway.

Every stand must be equipped with secondary distribution boxes (in addition to the one provided by the official supplier), with all components complete and according to declared specifications.

The electrical boxes provided by the official supplier cannot be directly connected to equipment; they must be linked to the secondary electrical box for specific use.

Overtime

Overtime charges will apply to work undertaken after midnight. Please refer to [Form 9: Overtime Work Application](#).

Please notify Pico no later than 14:00 daily to avoid additional fees.

Personal Protective Equipment (PPE)

Each person in the exhibition hall must wear a hard hat/safety helmet with a chin strap.

Entry will not be permitted if an individual is not wearing an appropriate hard hat.

Rigging

Pico is the exclusive supplier for rigging, and rigging can be ordered using Form 6: Application for Raw Space Booth Rigging Points in Pico's online manual.

Rigging requests will be assessed on an individual basis. Please check with [Pico](#) before incorporating rigging in your stand design. Please include all necessary stand drawings.

CNCC rigging points construction regulations:

- The spacing between rigging points for hanging items should not exceed 6 metres
- Hanging items are prohibited from being connected to the booth structure
- Each point should bear a load not exceeding 400kg
- Please ensure proper installation and grounding insulation

Rigging points application and calculation methods:

- The actual number of rigging points is subject to on-site verification, with adjustments made according to the pre-ordered rigging points
- All points are calculated based on the contact points with the exhibition hall's connecting beams; for example, if there are five contact points with the exhibition hall's top beam, it is counted as five installation and usage fees for rigging points
- If there is no top beam, and the adjacent two beams need to be combined into one rigging point, then there will be installation and usage fees for two rigging points
- Each hoisting belt can only use one hoist

To ensure clearer site lines, all motors must be inverted (hung upside down) and installed above 6 metres (i.e. above truss).

Electric motors must be supplied by the stand contractors and installed by Pico. Pico will supply manual hoist only.

Structure

Each stand must be self-supporting and should not rely on the structure of other stands or the venue structure for stability.

No part of any structure may be extended beyond the boundaries of the space allocated. This includes displays, furnishings, or any other construction.

When building wooden structures for stands with a span exceeding 6 metres, there should be at least one support column with a diameter $\geq 100\text{mm}$ and wall thickness $\geq 5\text{mm}$, along with flange plates and base plates.

During construction, all wooden structural elements (such as back panels) must have side panels for stability and safety. Side panels can be removed only after the main structure is completed.

For the exhibition stand with steel structure columns, columns shall be made of non-welded materials with a diameter of more than 100mm and a wall thickness of $\geq 5\text{mm}$. The bottom shall be welded with solid chassis, and the top flange plate shall be welded to increase the bearing area of the columns, so as to ensure the solid structure of the stand.

Wireless / Radio Frequency Equipment

Any exhibitors planning to use wireless/ radio frequency equipment must first apply for spectrum allocation and register their equipment/s for approval with the Sibos 2024 Spectrum Team. Detailed information about these processes can be found [here](#). Please read the information carefully and contact the Sibos Media Services team if required for further support.

Please also read in full:

- [Electrics](#)
- [Electrics - Distribution Boxes](#)
- [Electricity Supply](#)
- [Fire Extinguishers](#)
- [Glazing](#)
- [Prohibited Items and Activities](#)
- [Stand Build Methods - Prohibited](#)
- [Waste](#)
- [Water and Waste](#)
- [Personal Protective Equipment](#)

What is material handling?

Material handling is the movement of materials from the loading dock to the stand, then the return of materials either to the waste bins or loaded onto the transport picking up materials at the close of the exhibition.

Please book your unloading with [DSV](#).

What is the first day I can start building my stand?

Stand unloading is based on stand size; please refer to the [Unloading Schedule](#) for details.

You must have submitted your [Stand Team Responsibilities](#) form to Rapiergroup before unloading can commence.

What is the maximum build height for my stand?

The maximum build height is 4 metres.

Truss can be added at 6 metres for lighting and/or structural support.

Please note that no branding, architectural, AV or build elements can be added to the truss or suspended above the 4 metre build height.

Are rigging and plumbing available to my stand?

Rigging is available to all stands and plumbing to some floor pits.

Allocation plans will indicate the location of floor pits; please contact [Rapiergroup](#) if you require these plans.

Please also contact [Pico](#) before planning these services.

Where do I send deliveries to?

For deliveries during tenancy only, please ensure that each package delivered by courier or domestic transport displays the information below:

Exhibiting Company Name / Stand number

Sibos 2024

CHINA NATIONAL CONVENTION CENTER

No.7 Tianchen East Road, Chaoyang District, Beijing China

Sibos 2024

国际会议中心

北京市朝阳区天辰东路7号

Please note that deliveries can only be sent directly to CNCC from Monday 14 October 2024 and will only gain access if they have an Official vehicle pass from DSV.

Please check the [DSV](#) information for details of charges relating to material handling.

Please note that advanced warehouse shipments should be directed to a different address; please check the [DSV](#) information for further details.

Do I need to leave keys for the security sweep?

Yes please. This year every stand build team will need to ensure that all keys are handed to the Exhibition Access Management Desk by 16:00 on Sunday 20 October.

Please nominate the responsible person for this using the Stand Team Responsibilities form.

For further information please refer to [Security Sweep](#).

What information does Rapiergroup need from me?

[Exhibition Team Communications](#) form - we need to know who from your team wishes to receive communication updates from us and official suppliers.

[Stand Team Responsibilities](#) form - we need to know the details of your stand build, know who the responsible people are for each stage of the planning and on-site processes, and receive your signed declaration that you have read and will abide by the rules and regulations.

[Exhibitor Coach Parking](#) form - please let us know if you need to organise transportation to/from the venue for your own vehicle, i.e., off-site events.

[Stand Plan Approval](#) and [H&S](#) forms - we need to know if you will have a free build or shell scheme stand and approve your Health and Safety documentation. We also need to approve all free build stand plans.

[Access Procedures](#) form - update to follow

For full details please refer to [Rapiergroup's forms](#).

When can I host a cocktail party on my stand?

Any exhibitor cocktail reception taking place within the exhibition must not commence before 16:00 during show-open days and must finish at show-close. Exhibitor events involving music or entertainment may only begin after 17:00 and must not disturb neighbouring stands.

Please refer to [Catering Functions and Stand Entertainment](#) for full information relating to stand social activities.

How do contractors gain access to the exhibition hall?

Please refer to [Access Procedures](#).

Are there any special rules for Beijing?

Yes, there are. Please ensure that you read [Working at the CNCC, Design and Build Regulations](#), and [Health and Safety Guidelines](#).

Are there any penalties if my stand isn't completed on time?

Delayed stand construction has an impact on neighbouring stands and Exhibition Management alike; therefore, if stands are not suitably complete and gangways are not clear by 20:00 on Saturday 19 October, or completely finished by 20:00 on Sunday 20 October, a non-performance charge of €3,000 per unit will be levied at Exhibition Management's discretion to the company deemed responsible for delivery, i.e., stand design agency.

Please refer to [Stand Completion - Non-Performance Charge](#).

Where can I find information about...?

The Sibos Exhibitor Manual will contain all the information you need to build your stand. For additional Sibos information please refer to www.sibos.com.

If you cannot find what you are looking for, please contact Rapiergroup and we will be happy to help.

Rapiergroup
Natalie Parker
+44 (0)1920 885 104
exhibitor.queries@sibos.com

For years, Sibos has been committed to be as sustainable as possible, sharing best practice and increasing sustainability awareness across our community. In our efforts to continuously improve our sustainability achievements, the exhibition is an area where we can make a real difference by minimising the environmental impact and maximising the positive societal impact.

At Sibos 2023, we conducted a full carbon footprint assessment and achieved great results. 92% of all show waste was recycled or transformed into energy, more than 100 pieces of furniture and 2.3 tonnes of food were donated to local charities.

At the 2023 event in Toronto, all Sibos features were designed and delivered in the most sustainable way possible. Over 42% of exhibition and conference materials in all areas managed by Sibos were rented or repurposed.

The assessment highlighted the fact that we still use lot of fabric and plastic. Fabric is one of the materials with the highest emissions, and we will seek to reduce its usage in future Sibos editions.

We also identified that 88,3% of the waste was generated by our exhibitors. We hope that our updated guidelines will help you reduce your carbon footprint and create more sustainable stands.

The CNCC also has fantastic initiatives in place that we are supporting, and we need your participation to help reduce the environmental impacts of the exhibition by:

1. Reducing material use and source more sustainable materials
2. Diverting waste from landfill

We also ensure all work at Sibos is performed within the local legislation as a minimum and does not breach any of the ten principles of the UN Global Compact on human rights, labour, environment and anti-corruption. Health and safety is also of paramount importance and all necessary processes are being put in place to ensure a safe working environment during Sibos.

Exhibitor and Contractors Green Guidelines

Stand (specific guidelines are available for your stand builder)

- Reuse or rent stand building materials as much as possible.
- Source sustainable, recycled or recyclable materials.
- Avoid highly polluting and non-recyclable materials like PVC, Styrofoam, Foamboard and Vinyl.
- Avoid VOC (Volatile Organic Compounds) based paints, sealants, coatings and adhesive, they can damage your health and your stand builders'.
- Switch the lights off when not in use. Prefer LED for all lighting appliances. LED consumes 75% less than incandescent bulbs and lasts much longer than neon lights fittings.

Graphics, Signage, Carpet and Décor

- Produce materials that can be re-used on other shows or that are easily recyclable.
- Print on a durable substrate without dates, event names, or locations.
- Print locally and preferably on recycled material
- Avoid highly polluting and non-recyclable materials like PVC, Foamboard and Vinyl.
- Prefer rented potted plants to cut flowers.
- Did you know that carpet is usually made of highly polluting materials and is very rarely recycled?

Collateral and Giveaways

- Help us to go for a paperless event. We recommend you use our lead retrieval service to keep track of your leads and send them relevant information.
- We encourage exhibitors to reconsider offering giveaways at your stands. Because of production and shipping, these giveaways can have a very high impact on the environment and often are discarded by delegates. If you would like to provide a giveaway, please kindly consider options that will be of good use to delegates, made of sustainable materials and ethically or locally produced.

Food and Beverage

- Consider carefully quantities ordered
- Prefer plant-based options, poultry to red meats, local and seasonal ingredients.
- Do not offer single use plastic drinking bottles and avoid any other single use plastics like cutlery, glasses, wrapped items.

Transportation and Shipping

- Prefer local sourcing for materials and workforce.
- Ensure truck loading is optimized.
- If possible prefer sea freight to airfreight. Did you know the carbon footprint of air shipping is about four times higher than sea freight?

Waste Management

- Prefer re-usable packing materials.
- Donate any usable items.

The CNCC focuses highly on recycling excess materials and preventing waste. The following are the disposal streams accepted by CNCC:

- **General waste:**
Advertising paper, plastic sheets, carpets, small pieces of wood, material debris, disposable meal boxes, etc.
- **Recyclable waste:**
Cardboard boxes, beverage bottles, etc.
- **Construction waste (recycle where possible):**
Discarded special components, wooden boards, plastic foam, gypsum boards, tiles, paint and paint cans, wooden packaging boxes, concrete blocks, sand, stones, etc.

Donations

More information will be provided at a later stage regarding donation programme.

Please ensure you have read and understood the Exhibitor Manual and share it with your full team.

Please return all forms to the appropriate company, obtain approval for your stand, and place service orders as required with the relevant supplier.



Please refer to the [Sustainability](#) guidelines for recommendations on how to plan a more sustainable stand, and to the Working at the CNCC section for specific requirements related to working in this year's venue.

Forms

Rapiergroup - Exhibition Management

Please ensure you submit the following forms to Rapiergroup:

- Exhibition Team Communication form
- Stand Team Responsibilities form
- Access Procedures form
- Exhibitor Coach Parking (if required)
- Public Liability Insurance for Show Open (Exhibitors)
- Risk Assessment - Show Open period (Exhibitors)

For further information, please refer to [Exhibition Management forms](#).

Rapiergroup - Stand Plan Approval

Before commencing your stand build, please ensure you have obtained approval for your stand build plans and submitted the following to Rapiergroup:

- Health and Safety forms
- Stand Plan Approval form and supporting documentation
- Public Liability Insurance certificate for build-up/breakdown (Stand Contractor)

For full submission requirements, please refer to [Exhibition Management forms](#).

Rapiergroup - Advertising and Sponsorship

Please review the Advertising and Sponsorship information.

- [Advertising and Sponsorship](#) (if required)

Swift

Please ensure the following form is returned to Swift if relevant to your participation:

- [Stand Partner form](#) (if required)

Pico - General Service Contractor

Please ensure that you fulfil the requirements as detailed in the Working at the CNCC section

Please refer to [Pico](#) for all information and services.

Ordering Services

Please ensure you adhere to each supplier's deadlines and requirements.

If you require any services for your stand please refer to the [Official Supplier](#) section.

Please refer to [Key Contacts](#) for a summary of deadlines and refer to each supplier's service page for more information including methods of ordering and contact details for any queries.

Please ensure you also note the different currencies, as suppliers may require payment in US\$, RMB, Euros, and Sterling.

Enquiries

If you have any questions about any aspect of the Exhibitor Manual or Planning Your Stand, please contact Rapiergroup:

Natalie Parker
+44 (0)1920 885 104
exhibitor.queries@sibos.com

Please read this section for information relating to your first day of unloading, together with a timeline for stand completion, the security sweep, and breakdown.

Please also refer to the [Access Procedures](#) section for detailed information on how to gain entry into the exhibition hall during the different phases of Sibos.

Protecting our Environment



Please refer to the [Sustainability](#) guidelines for recommendations on how to plan a more sustainable stand and reduce the environmental impact of the Sibos exhibition.

Build-Up

Each stand is allocated an unloading date based on stand size.

Unloading Timetable

Monday 14 October	First day of unloading for 192sqm, 144sqm and 120sqm stands
Tuesday 15 October	First day of unloading for 96sqm and 72sqm stands
Wednesday 16 October	First day of unloading for 48sqm stands
Thursday 17 October	First day of unloading for 24sqm stands
Thursday 18 October	Build continues
Saturday 19 October	Access for shell scheme exhibitors All stand build work complete and gangways clear by 20:00 to facilitate gangway carpet laying
Sunday 20 October	All stands complete by 18:00

Exhibition Management reserves the right to alter the date, time and stand size allocation listed above. If there are any amendments, you will be informed via email by the end of August.

Early Unloading

Currently planning indicates that early unloading is not feasible but please contact [Rapiergroup](#) if you have any queries.

Late Unloading

If you opt to commence unloading at a later date than allocated, please inform [Rapiergroup](#).

Stand Build Deliveries

All material handling must be ordered with [DSV](#).

All deliveries must be crated or palletized. Delays and surcharges incurred as a result of not adhering to this requirement will be at the stand builder's own risk.

Mixed Stand Build Deliveries

If a stand/stand elements are included in a delivery outside its allocated unloading date/time, the delivery will be diverted to a holding area and delivered in accordance with the unloading schedule.

Similarly, items not required, such as furniture, will be diverted at an appropriate time so as to reduce unnecessary items in the gangways.

Please refer to the [DSV](#) order form for further information.

Packing and Unloading Stand Material

Exhibition hall gangways should remain as clear and uncluttered as possible to reduce the risk of harm and to maintain vehicle movement and access. Exhibition Management reserves the right to remove items which cause a logistical or health and safety issue, and material handling costs will be charged to the stand team.

With these factors in mind, we ask that you plan the packing of your stand to ensure you can stagger the unloading and spread deliveries if they are arriving by road so that they are delivered in the order of your build.

Please ensure that furniture is not stored in the gangway and is delivered to your stand at the appropriate time.

Exhibition Hall Opening Times

The exhibition hall will be open from 08:00 to 20:00 during build-up.

Late Working

Consideration must be given to the length of shift per worker; late working will not be permitted if staff have worked extended hours.

Overtime charges will apply to work undertaken after midnight. Please refer to [Form 9: Overtime Work Application](#).

Please notify Pico no later than 14:00 daily to avoid additional fees.

Stand Build Completion

Saturday 19 October

All stand build work that involves construction, wet finishes or lifting equipment, must be completed and gangways cleared by 20:00.

Work can continue provided that all materials remain within the stand space.

Obstructions left in the gangway will be removed at the Exhibition Management's discretion, and any material handling costs will be charged to the stand team.

Sunday 20 October

Work can continue within the stand space, but the work must be of a clean nature. If stand build work is required, please discuss with Rapiergroup.

All stands must be complete by 18:00.

Please see [Stand Completion - Non-Performance Charge](#) for information relating to late finishes.

Security Sweep

Sunday 20 October

A full security sweep of the venue will take place from 18:00, and all personnel must vacate the building prior to this time.

During the sweep, security staff will need to access all rooms and cupboards within your stand; including meeting rooms, stores, and the cupboards contained within them.

To ensure your stand is fully accessible, please leave a spare set of keys or key codes with Rapiergroup in the Exhibition Management Offices no later than 16:00 or leave your doors open.

Please note: any doors that cannot be opened may need to be forced open. The security team will endeavour to cause as little damage as possible; however, if damage is caused due to keys not being handed in and available to the security team, the cost of repair will sit with the exhibiting company.

Keys can be collected from Rapiergroup from 07:00 on Monday 21 October.

Breakdown

Official Suppliers

Once Sibos closes, official suppliers will have access from 17:30 - 20:00 to start the removal of rental equipment, gangway carpet, and access rigging equipment.

Breakdown of Exhibition Stands

From 17:30 - 20:00, exhibitors and technicians can pack away valuables and safeguard the stand. Please ensure that gangways remain clear for carpet removal and vehicle access. Breakdown commences at 20:00.

Please see [Access Procedures](#) for access information.

Breakdown Timetable

Thursday 24 October	17:30	Sibos closes
Thursday 24 October	17:30 - 20:00	Access for official suppliers
Thursday 24 October	20:00 - 22:00	Access for all stand contractors
Friday 25 October	08:00 - 20:00	Access for all stand contractors
Saturday 26 October	08:00 - 20:00	Access for all stand contractors
Saturday 26 October	12:00	Breakdown and removal of stand waste complete
Saturday 26 October	20:00	All exhibitor materials must be removed

Waste

The CNCC is responsible for basic cleaning and hygiene in the common areas of the venue as well as the aisles in the exhibit area.

Each stand contractor is responsible for the waste generated by their stand build and must ensure that construction waste is removed from the venue on a daily basis. Waste should not block gangways or fire exits, and sharp objects should be hammered flat so as not to cause a hazard.

If you are unable to remove build-up waste, please contact [Pico](#) for applicable charges.

General waste must be placed in the bins provided and proactively managed to ensure sufficiently clear aisles.

On breakdown, stands that are not being removed must be dismantled, placed neatly and safely on pallets or skids, and banded ready for removal to the waste bins. Waste must be ordered with [Pico](#).

During breakdown, materials not returned to the loading dock/ accounted for as waste, will be classed as abandoned waste. The cost of removing abandoned waste will be deducted from the stand's security deposit, with additional charges incurred if necessary.

It is a venue requirement that each stand adheres to the following regulations and charges:

Submit final technical stand plans (please also see Stand Plan Approval)

- Renderings
- Materials Plan
- Elevations Plan
- Top View
- Electrical Box Plan (clearly indicate the location)
- Water Points (if applicable)

Stand Contractor Registration - each stand builder must upload the following documentation

- Copy of the construction contractor's business license
- Copy of the construction contractor's legal representative's passport
- Copy of the construction supervisor's passport
- Scanned copy of a passport-size (25mm x 35mm, at pixel 295x413) colour photo of ALL construction personnel
- Copy of the electrician's certificate

Submit Forms:

- **Exhibitor submission**
 - Form 1 - Raw Space Construction Authorization Letter
 - Form 2 - Safety Responsibility Letter for Raw Space Booth Exhibitors
- **Stand contractor submission**
 - Form 3 - Safety Responsibility Guarantee Letter for Construction Companies
 - Form 4 - Application for Raw Space Management (additional detail below)
 - Construction Deposit
 - Hall Management Fee
 - Contractor Badge Fee
 - Form 5 - Application for Electricity and Water Supply Rental (if required)
 - Form 6 - Application for Raw Space Booth Rigging Points (if required)
 - Form 7 - Construction Personnel Registration
 - Form 8 - Agreement on Exhibition Construction Violation Penalty
 - Form 9 - Overtime Work Application (if required)
 - Form 10 - Construction Deposit Refund Form
 - Form 11 - Floral Rental Application (if required)
 - Form 12 - Carpet Rental Application (if required)
 - Form 13 - Stand Cleaning for Show Open (if required)
 - Form 14 - Waste Removal for Build-up/Breakdown (if required)
 - Form 15 - Fire alarm installation service for fully covered solid ceiling
 - Form 16 - Furniture Rental Application

Pico will manage the administration of these requirements.

Construction Deposit

Each stand must pay a refundable deposit.

The refundable deposit is calculated on stand size, as detailed below:

Stand size	Refundable deposit
24sqm - 96sqm	RMB 20,000
96sqm - 192sqm	RMB 40,000

Deposits will be refunded within 30 working days, minus any necessary deductions and subject to the complete removal of stand/waste from the venue.

Hall Management Fee

The hall management fee is calculated on stand size and charged at RMB 45 per sqm. Applicable fees are:

Stand size	Hall management fee
24sqm	RMB 1,080.00
48sqm	RMB 2,160.00
72sqm	RMB 3,240.00
96sqm	RMB 4,320.00
120sqm	RMB 5,400.00
144sqm	RMB 6,480.00
192sqm	RMB 8,640.00

This sum is non-refundable.

Construction Badge Fee

Full Access Procedures will be included in due course, but please budget RMB 55 per person at this stage.

Exhibition Construction Violation Penalties

Any stand build team or individual violating the CNCC Safety Regulations and refusing to comply with the venue's safety management requirements, may have part or all of their construction deposit deducted according to the violation. For teams and individuals who seriously violate the safety regulations in this manual and refuse to comply with warnings, the CNCC has the right to make decisions on forced removal.

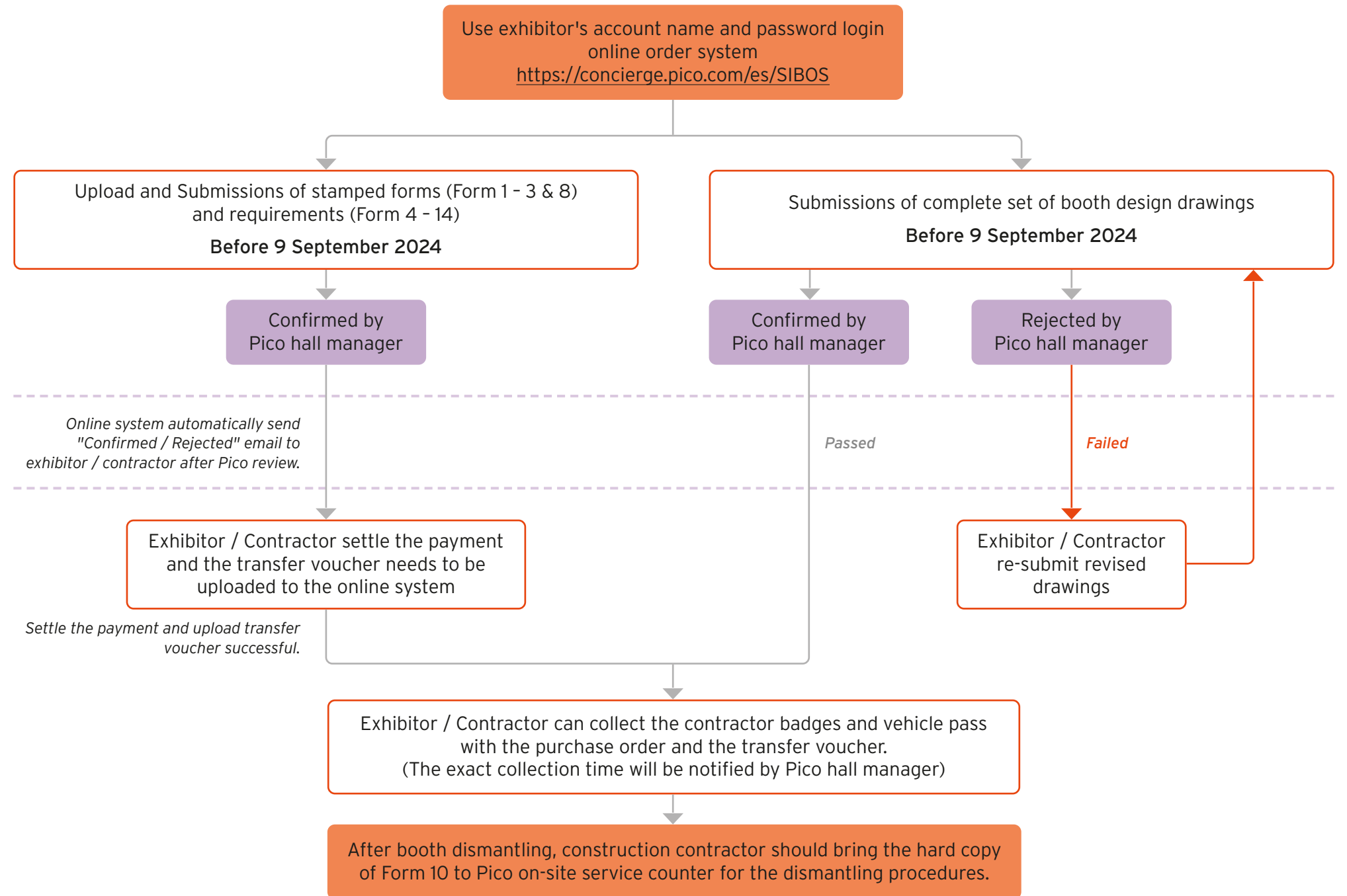
Please note that this process is managed by Pico and deductions will be taken from the Refundable Deposit.

Pico Online Order System

Each exhibition company will be issued with an account name and password to enable the team to login into the Pico online order system to complete these actions.

The deadline for submission is Monday 9 September.

Exhibitor / Stand Contractor



Building your Stand

[Your Stand at Sibos](#)

[Shell Scheme Stand](#)

[Design and Build Regulations](#)

[Show Open Regulations](#)

All stands are allocated on a space-only basis; therefore, no walls, floor coverings or services are included.

Each exhibiting company must provide dividing walls to their allocated closed sides, and floor covering to their entire stand space. Stands must be constructed in accordance with the [Design and Build Regulations](#).

Exhibitors can opt to either:

- Contract a company to design and build a bespoke stand (free build) or,
- Hire a shell scheme stand from [Pico](#)

All free build stands must be approved by [Rapiergroup](#) and every stand must adhere to the [Design and Build Regulations](#) and [Health and Safety Guidelines](#) contained within this manual.



Discover on the next page how a shell scheme stand helps reduce the environmental impact of the Sibos exhibition.

A standard shell scheme stand automatically complies with the [Design and Build Regulations](#) regarding open sides and floor covering and includes the following:

- White walls incorporating aluminium uprights at 1m intervals to allocated closed sides
- Fascia to allocated open sides incorporating stand number and company name
- Carpet

Additional system items can be ordered to create a bespoke look and function, for example:

- Walls and doors to create a storage area or meeting room
- Alternate carpet colour to add a more personal look
- Graphic wall panels to add detail and decoration
- Company logo for the fascia of each open side (this will replace the standard text)

Furniture and floral arrangements can then be added to enhance your stand space.

Useful Information

Shell scheme stands can be hired from [Pico](#), please contact them for further information regarding:

- Width and height measurements of each panel
- Height to the underside of the overhead elements

Please check your allocation details for your exact stand dimensions and open sides.



Shell scheme stands are rental items that are used multiple times - they are not single use products and are therefore more sustainable.



Each stand must be designed and built in accordance with the Design and Build Regulations below.

Before commencing the build of your stand, please ensure that you obtain plan approval from [Rapiergroup](#).

Animals

No animals or fish are permitted as part of an exhibit.

ATM Machines

Exhibitors are not permitted to incorporate ATM machines that generate cash into their stand.

Balloons

Mylar and helium balloons, or other compressed gasses, are not permitted.

Dilapidation charges incurred as a result of lack of compliance will be charged to the exhibiting company.

Build Height

The maximum build height is 4m.

Truss can be added at 6 metres for lighting and/or structural support (if required). Please note that 6 metres will be to the top of the truss.

Please note that:

- No branding, architectural, AV or build elements can be added to the lighting truss
- No item can be suspended nor have a rigging point attached to structure within the 4 meter height limit
- Venue regulations stipulate that it is not possible to attach rigging to any stand build elements (see Rigging)

Building (care of)

Exhibitors and their contractors must not damage or deface the venue or the stands and/or equipment of other exhibitors. If such damage occurs, the exhibitor is solely responsible and is liable to the owner of the damaged property.

Carpet

Carpet tape must not leave any residue on the exhibition hall floor. Failure to remove residue may result in cleaning charges post-event which will be sent to the exhibiting company.

Ceilings

The ceiling area must not exceed 50% of the overall stand area and all ceilings, whether fabric or solid, must ensure the following:

- Once a fire occurs, high-temperature smoke can be discharged from the gaps at the top of the room
- The fixed fire-fighting facilities in the venue allow the fire water source to smoothly enter the room for firefighting operations
- The fabric must be B1 rated and 50% water permeable
- Hanging powder bomb sprinklers will be assessed on a case-by-case basis, subject to final ceiling area. Please submit your plans to stand.approval@sibos.com for review as soon as possible.

For **individual rooms** within the stand, please adhere to the following requirements.

Where a ceiling area is less than 50%:

- Solid ceiling
 - Install hanging powder bomb sprinklers according to the ceiling area. With a 4kg powder bomb, 1 is needed for every 30sqm, 2 for 50sqm, and so on
- Fabric ceiling
 - The fabric must be B1 rated and 50% water permeable
 - Handheld fire extinguishers must be added to each room according to the ceiling area. 1 extinguisher for every 30sqm, 2 extinguishers for 50sqm, and so on

Where the ceiling area exceeds 50%:

- Solid ceiling
 - Contact Pico to install smoke detectors and fire alarm buttons that are connected to the CNCC control room and the powder bomb sprinklers
 - Fully covered solid ceilings must not exceed 60sqm
 - Due to a limited number of feasible installations, each ceiling will be approved on a case-by-case basis
- Fabric ceiling
 - The fabric must be B1 rated and 50% water permeable
 - Handheld fire extinguishers must be added to each room according to the ceiling area. 1 extinguisher for every 30sqm, 2 extinguishers for 50sqm, and so on
- Part solid (maximum 50%), part fabric ceiling
 - Install hanging powder bomb sprinklers according to the ceiling area. With a 4kg powder bomb, 1 is needed for every 30sqm, 2 for 50sqm, and so on
 - The fabric must be B1 rated and 50% water permeable
 - The fire extinguishers requirement will be assessed on a case-by-case basis

All construction materials shall be accompanied by certificates, available on-site upon request.

Please include details of your ceilings in your submitted plans for approval so that they can be appropriately reviewed.

Closed Sides

Each stand must incorporate solid walls on allocated closed sides. The walls must be a minimum of 2.5 metres and a maximum of 4 metres high.

On the reverse side, walls must be cleanly and uniformly finished in white above 2.3 metres - no branding or graphics are permitted. Where the reverse side is fully visible it is necessary to continue the finish to the bottom of the wall.

Complex Structures

Complex structures must be submitted in detail with a stamp from a local recognized Design Institute and a registered structural engineer, as well as the Review Report to ensure its designed safely.

Please submit these plans to Pico for review and stamping.

Pico will also be able to recommend a local structural engineer if required.

In addition, Exhibition Management reserves the right to determine whether a stand construction is considered complex. Criteria for this include, but are not limited to, construction with platforms of 600mm or higher. Construction considered as complex by Exhibition Management will be required to pass additional examination by an engineer at additional charge to the stand builder or exhibitor as applicable.

Construction Materials

Please note that:

- All decorative material must meet or exceeds national Class B1 fire resistance standards
- The use of flammable materials such as elastic fabric and needle-punched fabrics for decoration is strictly prohibited
- Wooden structures and the interiors of light boxes must be sprayed with fire-resistant coatings before entering the venue. Light boxes should have ventilation holes

All materials used in the construction of stands shall be:

- Of a suitable nature and quality for the purposes and conditions of their intended use
- Adequately prepared and fixed in order to perform the functions for which they are designed
- Non-combustible, inherently non-flammable or durably flameproof in accordance with at least the national B1 fire protection standard
- Water-based, where applicable, e.g. adhesives, paints and fillers

Fireproof certificates for items such as carpet and fabrics should be available onsite for inspection if requested.



Where appropriate, please use re-used or re-usable materials to minimize waste and environmental impact. Source any new materials responsibly (flooring made from recycled and sustainable materials and ensure they are easily recyclable).

Doors

Doors must open into the stand, and not the gangway.

- The width of the evacuation door used for emergency evacuation in the room should not be less than 0.8m
- A room with an area of no more than 120 square meters can have one evacuation door. A room with an area exceeding 120 square meters should have no less than two evacuation doors, and the distance between the two doors should not be less than 5 meters
- Evacuation doors used for emergency evacuation should use swing doors instead of sliding doors, rolling shutter doors, hanging doors, revolving doors, and folding doors
- When the number of occupants in a room exceeds 60 or the average number of evacuees per door exceeds 30, the evacuation door must open in the direction of evacuation

Double Deck Stands

Double deck stands are not permitted.

Electrics

Pico is the exclusive supplier of electrical mains.

Electricity will be supplied in single phase 220 volt ($\pm 20\%$) and 3 Phase 5 wire 380 volt ($\pm 20\%$). Frequency is 50Hz maintained within $\pm 1\%$.

All electrical work must be carried out by a qualified electrician (with a national recognized professional and valid certificate) - Certificates must be provided to Pico.

All electrical facilities and materials, including lighting fixtures, must have national professional safety certification and should be constructed, installed, and used according to electrical regulations and standards. Double-insulated sheathed wire must be used for electrical connections, and terminal connections must be completely enclosed, with insulation boxes covering them.

All electrical wiring shall be tough overall sheathed or armoured or enclosed in protective conduit, trunking or cladding. Wiring may be PVC Electrometric or other plastic sheathed cables. Use of zip cords, two-wire cords, latex cords or plastic cords shall not be allowed. Joins shall be made by block connectors. All wirings through overhead passages or gangways shall be firmly and adequately fixed and protected by guarding equipment. When electrical wires pass through the ground, bridge protection should be provided.

When electrical components such as ballasts come into contact with wooden structures, non-combustible materials should be used for thermal insulation.

The use of high-power electrical appliances, such as electric irons and electric kettles, is strictly prohibited and iodine-tungsten lamps and heating appliances are not allowed to be used in construction.

All metal parts of stands must have been effectively earthed with no less than 2.5mm² multi-core copper wires.

Power wire must use double-layer protection wire. The power wire must be routed through the wooden board using the bushing as required.

Neon lights are strictly prohibited for booth decoration lighting.

Each construction unit should assign a professional electrician for duty. Before clearing the venue each day, ensure that booth electrical power is turned off. Units can leave only after cutting off the power supply.

Electrics - Distribution Boxes

Distribution boxes must not be placed in storage rooms or enclosed spaces. They should be installed in a conspicuous location on the stand, with a minimum height of 20cm from the ground. Please ensure that distribution boxes and cabling do not protrude into the gangway.

Every stand must be equipped with secondary distribution boxes (in addition to the one provided by the official supplier), with all components complete and according to declared specifications.

The electrical boxes provided by the official supplier cannot be directly connected to equipment; they must be linked to the secondary electrical box for specific use.

The main switch of the secondary distribution box (provided by the stand builder) should have leakage protection that matches the declared specifications, and proper grounding protection should be implemented.

Stand build teams are prohibited from moving or disassembling venue electrical boxes without authorization.

If desirable, an easily accessible cover can be added to the distribution box(es).

Electricity Supply

Temporary power includes power for installing equipment and advanced testing during construction. The declared specifications should match the specifications of the declared power distribution box.

The booth power supply is only provided to exhibitors for equipment and general exhibited items. Power needs such as LED and lighting, should be declared as lighting power.

The 24-hour power supply cannot be used as uninterruptible power.

Please note that no cables will be permitted from the gangway.

Before leaving the venue each day, ensure that booth electrical power is turned off.

Electricity supplies to stands will normally be switched on/off 20 minutes before/after the Exhibition opens/closes each day.

Under the Regulations of the Beijing Government, electricity will only be supplied with the approval of Government officials after inspection. Supply of electricity will start at 14:00 on Saturday 19 October. Specific requirements for live mains before this time should be addressed to Pico.

The venue provides a 24-hour power supply but this cannot be used as an uninterruptible power source and it should only be ordered if required.

Fire Extinguishers

During construction and event days, each stand must be equipped with certified and effective fire extinguishers according to the standard of 1 unit per 30 square metres and 2 units per 50 square meters, as per fire safety regulations.

Each stand must have the following number of fire extinguishers located in a functional space:

- 24sqm - x1
- 48sqm - x2
- 72sqm - x3
- 96sqm - x4
- 120sqm - x4
- 144sqm - x6
- 192sqm - x8

Please also see [Ceilings](#).

Floor Bolts

Floor bolts or other methods of fixing to the fabric of the venue are strictly prohibited.

Floor Covering

Each stand must include floor covering to the full extent of the stand space.

Double-sided adhesive tape used to fix carpets or other materials to the floor must be removed without causing damage to the floor. Should the floor surface be found damaged, marked or with tape residue, dilapidation charges may be incurred.

Gangways

Gangways (aisles) must remain sufficiently clear to maintain emergency access routes and allow for vehicle movement during the build-up and breakdown. Please ensure that waste is placed in the bins provided and managed proactively.

During construction, stand build materials should not extend beyond the stand space by more than 1 metre. All forms of waste should be cleared promptly to ensure the unobstructed passage of fire exits within the venue.

Specific aisles will be nominated freight-free aisles, and the stands that are impacted by this will be notified prior to build commencing.

During show open, gangways must not be used as an extension of stand space and should be kept free from exhibits and other stand activity.

Glazing

All glass used in construction must be tempered glass, and the thickness must be not less than 8 millimetres.

Any glass must be encapsulated within a metal frame with flexible mats/rubber seal holding it and must be posted with striking marks to prevent accidents.

Any glass panels, including doors, must be made apparent by adding an opaque image to prevent accidents or injury, i.e. indicated with stripes, dots or logos.

The table below shows the thickness required for large, glazed areas:

The table below shows the thickness required for large glazed areas:

Maximum pane size dimensions	
Thickness required	Size
8mm	1,100mm x 1,100mm
10mm	2,250mm x 2,250mm
12mm	4,500mm x 4,500mm
15mm	No limit

Hazardous Substances

Any exhibit, process or feature that is likely to generate and/or emit gases, vapours, liquids, fumes or dust into the atmosphere must not be used without written approval from Rapiergroup. The use of naked flame, flammable or explosive materials, radio-active, toxic or corrosive items is strictly prohibited.

The use of hazardous and dangerous substances must be avoided, and the use of sustainable alternatives required.



Please look to avoid VOC (Volatile Organic Compounds) based paints, sealants, coatings and adhesives as these can damage the health of your staff.

Health and Safety

Please read the [Health and Safety Guidelines](#) and comply with the regulations when planning, constructing and dismantling your stand, as well as during the show-open period.

Lifting

All lifting must be undertaken by the official material handlers, [DSV](#).

Lighting

Please ensure that lighting complies with the Build Height regulation and does not adversely impact neighbouring stands.

Material Handling

DSV is the exclusive material handling agent, and all on-site handling must be undertaken by its staff.

Please contact [DSV](#) for further information.

Mandatory Services

The following services must be obtained from the nominated service provider: catering, electrical power, internet, lead tracking, lifting, material handling, photography, plumbing, rigging, security, storage, telecom, and waste.

Method Statement

Free-build stand contractors must submit a method statement for their activities during build-up and breakdown which is to be adhered to on-site.

Exhibition Management reserves the right to cease any activity if, in its opinion, the activity is unsafe.

Open Sides

No more than 50% of an open side can be closed off with construction.

The following rules must be followed when designing a stand:

- Solid construction over 1.2 metres in height must not cover more than 50% of an open side
- Indented walls must be 1.5 metres away from the edge of the open side so as not to be included in the open side construction calculation
- Glazing is regarded as solid; approval for exceptions will be on a case-by-case basis

Please ensure that stand plans are approved before construction commences to avoid potential costly and timely alterations if approval is not given.

Overtime

Overtime charges will apply to work undertaken after midnight. Please refer to [Form 9: Overtime Work Application](#).

Please notify Pico no later than 14:00 daily to avoid additional fees.

Packing Cases

Packing cases and other stand packing material should not obstruct gangways, fire hose cabinets, or fire exits.

No packing material can be stored on-site during show open. If you require storage, please contact [DSV](#).



Please consider using re-usable packing materials. Please look to avoid using packing peanuts and foam plastic materials that never decompose.

Paint

Only water-based paint may be used on-site. If paint-spraying equipment is to be used, the method must be approved by the venue and not cause a nuisance to others. Protective measures shall be taken to ensure that no paint is spilt or sprayed onto the fabric of the building.

Platforms and Ramps

Platforms are recommended for stands that have a high proportion of electrical and data cabling, and all concealed wiring must be quickly accessible for emergency service.

All platforms must have closed sides, be properly sealed, constructed from non-combustible material or fire-retardant wood, and be fit for purpose.

Ramps are not mandatory, but if incorporated should be of a suitable gradient so as to be suitable for wheelchairs and pedestrians, not provide a hazard to other stand activities and have a slip-resistant surface.

Prohibited Items and Activities

Construction company should complete the production and paint spraying of stand structures in the factory. On-site processing of stand structures during construction is strictly prohibited. Activities such as plastering, sanding, and painting inside the venue are strictly prohibited. Only structural assembly and artistic work are allowed.

The use of drones, cold spark machines, lasers, chase lighting, pyrotechnics, candles, glitter, confetti, popcorn, fireworks, balloons, hazer/fog equipment, smoke machines, sand, simulated snow types of material, flames and flammable gases and liquids, adhesive-backed decals, animals, are not permitted. Similarly, cooking must not take place on stands.

Petrol, alcohol or other flammable liquids are not permitted for cleaning purposes, and mixing of paints must be done outside the halls in the fresh air.

Smoking is strictly prohibited inside the venue, and open flame operations, as well as the use of flammable and explosive substances such as paint, thinner, gasoline, and pressure vessels, are strictly prohibited.

To avoid noise pollution, heavy hammer operation is not permitted in the halls.

Paint and adhesives must be water-based, non-toxic, and without a noxious smell.

Unregulated construction behaviours such as pushing or pulling down the entire stand are strictly prohibited.

Public Liability Insurance

All free-build stand contractors must submit their public liability insurance certificate to Rapiergroup by Monday 22 July with a minimum of £2,000,000 in the aggregate, costs inclusive.

In addition, all exhibitors must submit their public liability insurance certificate to Rapiergroup by Friday 6 September with a minimum of £2,000,000 in the aggregate, costs inclusive.

Please ensure that your coverage is global, including China.

Rigging

Pico is the exclusive supplier for rigging.

Rigging requests will be assessed on an individual basis. Please check with [Pico](#) before incorporating rigging in your stand design. Please include all necessary stand drawings.

CNCC rigging points construction regulations:

- The spacing between rigging points for hanging items should not exceed 6 metres.
- Hanging items are prohibited from being connected to the booth structure
- Each point should bear a load not exceeding 400kg
- Please ensure proper installation and grounding insulation

Rigging points application and calculation methods:

- The actual number of rigging points is subject to on-site verification, with adjustments made according to the pre-ordered rigging points
- All points are calculated based on the contact points with the exhibition hall's connecting beams; for example, if there are five contact points with the exhibition hall's top beam, it is counted as five installation and usage fees for rigging points
- If there is no top beam and adjacent two beams need to be combined into one rigging point, then there will be installation and usage fees for two rigging points
- Each hoisting belt can only use one hoist

To ensure clearer sightlines, all motors must be inverted (hung upside down) and installed above 6 metres (i.e. above truss).

Electric motors must be supplied by stand contractors and installed by Pico. Pico will manual hoist only.

Shell Scheme Stands

Shell scheme exhibitors must not attach items to their stand fascia or ceiling grid, nor fix items to the wall panels in a manner that would cause them damage.

Stand Build Methods - Prohibited

All exhibition stands must be modular and prefabricated prior to their arrival on site. The building of stands using raw materials is strictly forbidden; the only exception is flooring sheet material, maximum 1.2 metres wide.

Stand build team should complete the production and paint spraying of stand structures in the factory. On-site processing of structures during construction is strictly prohibited. Activities such as plastering, sanding, and painting inside the venue are strictly prohibited. Only structural assembly and artistic work are allowed.

Please also refer to Construction Materials and Hazardous Substances.

Stand Completion

All stand build work that involves construction, wet finishes or lifting equipment, must be finished and gangways cleared by 20:00 on Saturday 19 October for the gangway carpet to be laid. Work can continue on stands until 22:00; however, all materials must remain within the stand space. Obstructions left in the gangway may be removed, and any subsequent material handling costs to return said items will be charged to the exhibitor and stand contractor.

On Sunday 20 October, work can continue within the stand space only but the work must be of a clean nature.

All stands must be complete by 18:00 on Sunday 20 October.

Stand Completion - Non-Performance Charge

Delayed stand construction has an impact on neighbouring stands and Exhibition Management alike. Therefore if stand build work (construction, wet finishes and lifting equipment) is not suitably completed and gangways are not clear by 20:00 on Saturday 19 October or completely finished by 18:00 on Sunday 20 October, a non-performance charge of €3,000 per unit will be levied at Exhibition Management's discretion to the company deemed responsible for delivery, i.e., stand design agency.

If you have any concerns that you feel may delay the completion of your stand by Sunday 20 October, please notify the Exhibition Management Team, as early as possible during build-up.

Stand Plan Approval

All free build stand plans must be sent to Rapiergroup for approval prior to installation. For full submission requirements please refer to [Stand Plan Approval](#).

The deadline date is Monday 22 July.

Each stand must comply with the [Design and Build Regulations](#) and construction must be undertaken in a safe manner in accordance with the [Health and Safety Guidelines](#). Stands considered unsafe once built will not be permitted to open until the Exhibition Management team deems the structure safe.

Stand Space

Each stand is allocated on a space only basis; no services, walls or flooring are included.

Each stand must comply with the Closed Sides and Floor Covering rules as a minimum.

Structure

Each stand must be self-supporting and should not rely on the structure of other stands or the venue structure for stability.

No part of any structure may be extended beyond the boundary of the space allocated. This includes displays, furnishings, or any other construction.

When building wooden structures for stands with a span exceeding 6 metres, there should be at least one support column with a diameter $\geq 100\text{mm}$ and wall thickness $\geq 5\text{mm}$, along with flange plates and base plates.

During construction, all wooden structural elements (such as back panels) must have side panels for stability and safety. Side panels can be removed only after the main structure is completed.

For the exhibition stand with steel structure columns, columns shall be made of non-welded materials with a diameter of more than 100mm and a wall thickness of $\geq 5\text{mm}$. The bottom shall be welded with solid chassis, and the top flange plate shall be welded to increase the bearing area of the columns so as to ensure the solid structure of the stand.

Vehicles

Motor vehicles are permitted for display purposes only.

Fuel-powered vehicles need to drain the fuel gauge below the red line before entering the exhibition hall, and the battery must be removed.

Electric vehicles are for static display only, and are not allowed to charge inside the venue.

If the displayed vehicles are for sale, no additional requirements apply. However, if the products are not yet on the market, a product qualification certificate is required.

Waste

The CNCC is responsible for basic cleaning and hygiene in the common areas of the venue as well as the aisles in the exhibit area.

Each stand contractor is responsible for the waste generated by their stand build and must ensure that construction waste is removed from the venue on a daily basis. Waste should not block gangways or fire exits and sharp objects should be hammered flat so as not to cause a hazard.

If you are unable to remove build up waste, please contact [Pico](#) for applicable charges.

General waste must be placed in the bins provided and proactively managed to ensure sufficiently clear aisles.

On breakdown, stands that are not being removed must be dismantled, placed neatly and safely on pallets or skids and banded ready for removal to the waste bins. Waste must be ordered with [Pico](#).

During breakdown, materials not returned to the loading dock / accounted for as waste will be classed as abandoned waste. The cost of removing abandoned waste will be deducted from the stand's security deposit, with additional charges incurred if necessary.

Water and Waste

Pico is the exclusive supplier of water and waste.

Please note that the water from the pits is not drinkable, this includes coffee machines. Please factor this into your planning.

Water and waste are not available from every pit and information has been included in your allocation close-up plan - please note that feeds are positioned every 6m along the appropriate pit line.

All water supply requirements must be checked with Pico before finalising stand designs to ensure the service can be supplied.

There should be accessible shut-off and maintenance points for daily operations and connections must be secure at all times.

The water pressure is 4kg/cm². The water pipes are: 20mm (inner diameter) for incoming water and 25mm (inner diameter) for outgoing water. When declaring water points, the purpose should be specified, and protective measures should be taken. Direct drainage is strictly prohibited. If water is required for machinery, exhibitors must bring their own water circulation devices as the venue does not provide them.

Please contact Pico for inspection once devices have been connected to the water/waste supply.

Please note that no pipes will be permitted from the gangway.

Water Features

Water features, such as fountains or water curtains, must be clearly noted in the stand plans submitted for approval. Control measures for Legionella must be detailed in the show-open risk assessment.

Catering

All catering must be organised through the CNCC catering team.



To help with sustainability, avoid food waste by ordering the right quantities and prefer local, seasonal, fair-trade and plant-based options. Please refer to the [Sustainability guidelines](#).

Catering Functions and Stand Entertainment Equipment

Exhibitors must ensure that all equipment required for stand entertainment is held within their stand space.

Equipment for catering functions must be located within the stand space.

Crowds resulting from such activities must not block the gangway at any time.

Any exhibitor cocktails, receptions and any serving of alcohol within the exhibition must not commence before 16:00 during show-open days and must finish at show close. Exhibitor events involving music or entertainment may only begin after 17:00 and must not disturb neighbouring stands.

No alcoholic beverages can be removed from the exhibition and all receptions must end by the time the exhibition hall closes for the day. No receptions are permitted on-site after the official exhibition hours. Only the official caterer may serve alcoholic beverages.

All food and beverages must be purchased through the CNCC. Individuals must be over the age of 18 years to consume alcohol.

Exhibition Management reserves the right to cease activities if, in its opinion, the gathering causes risk or nuisance to others.

Giveaways

We are committed to reducing our environmental impact and driving positive changes in the world around us. To this end we encourage exhibitors to reconsider offering giveaways at their stands.

Please ensure that giveaways are suitable and do not cause a health, safety or security risk. Any food or beverage giveaways must be organised through the CNCC.

Noise

Noise generated by stand activities during the show-open period should not exceed 75 dB (measured at the edge of the stand) for cumulative periods of more than 15 minutes in any given hour.

In addition, no audible noise annoyance may be caused to any exhibitor by another exhibitor's stand activities.

PA and other such voice-enhancing equipment must be used with discretion, must not cause undue disturbance to neighbouring stands, and not exceed a limit of 75dB.

Exhibition Management reserves the right to cease activity if, in its opinion, the resulting noise exceeds the aforementioned levels.

Public Liability Insurance

All exhibitors must submit their public liability insurance certificate to Rapiergroup by Friday 30 August, with a minimum of £2,000,000 in the aggregate, costs inclusive.

Please ensure that your coverage is global, including China.

Stand Activities

All activities and events held at the CNCC are subject to the Nation's laws, regulations, and general social values. They must not include any pornography, obscenity, violence or anti-social behaviour.

All demonstrations, Bluetooth casting, games or other promotional activities, must be confined to your stand space. Similarly, no exhibitor will be permitted to display signs or other items in any of the common areas of the venue.

Exhibition Management reserves the right to restrict exhibits which, because of noise, method of operation, materials or any other reason, become objectionable. Exhibition Management may prohibit or remove any exhibit which, in the opinion of Exhibition Management, detracts from the general character of Sibos as a whole, or consists of products or services inconsistent with the purpose of the event. For guidance, please contact Rapiergroup.

The above restriction includes people, props, conduct, printed matter, or anything of a character that Exhibition Management determines is objectionable.

Please ensure that consideration is given to neighbouring stands when planning your activities.

Storage

No storage is available or permitted within the exhibition halls. Accessible storage must be ordered from [DSV](#).

Wireless / Radio Frequency Equipment

Any exhibitors planning to use wireless / radio frequency equipment must first apply for spectrum allocation and register their equipment/s for approval with the Sibos 2024 Spectrum Team.

Please see [Sibos Media Services](#) for full information.

Wireless Networks (WiFi)

The creation of wireless networks outside of the official show infrastructure causes adverse issues with WiFi connectivity during Sibos week, for delegates as well as other exhibitors.

A rogue exhibitor wireless network may interfere with the official infrastructure, causing major disruption to demonstrations and general internet connectivity. Please also be aware that there has been an increase in the number of devices that broadcast their own local wireless network, with screens and printers in particular having this feature. These types of equipment will only be permitted if it is possible to disable the local wireless network feature completely due to the interference caused to the event wireless network.

Sibos provides a free, dedicated, exhibitor wireless network; therefore, it is prohibited for any exhibitor to set up their own WiFi access point at Sibos. All fixed internet connections must be ordered through the official internet and telecoms supplier of Sibos. Any exhibitor found with a rogue wireless network will be shut down (taken offline) and given the opportunity to order and connect via the official channel. In addition, companies are prohibited from deploying any emitting technologies at Sibos, whether operated via WiFi, Bluetooth, mobile data, or other method, unless the company has obtained Swift's prior written approval. To request approval, each company must submit a written request to Swift describing the technology and purpose of its use.

Please order hardline connections for business-critical activities.

Health and Safety

Health and Safety Guidelines

Health and Safety forms

How to Complete a Risk Assessment

Alcohol and Drugs

It is strictly prohibited for construction personnel under the influence of alcohol or experiencing physical discomfort to enter the construction site.

Those considered to be under the influence of alcohol, drugs or other substances that, in the opinion of Exhibition Management, constitute a danger to themselves or others, will be required to leave the venue.

Children

For safety reasons, persons under the age of 18 will not be permitted within the exhibition hall or loading bay during build-up or breakdown. There are no exceptions to this rule, regardless of affiliation or circumstance.

Elevating Equipment

Elevating equipment should be operated by professional personnel in a professional manner.

Fire Safety Equipment

Fire extinguishers, manual fire pull stations, fire hose connections, fire hose cabinets, and automated external defibrillators (AEDs), may not be obstructed at any time. Similarly, stairs, escape paths and emergency exits should remain clear.

Food Safety

Staff engaged in food handling must be properly trained and supervised to ensure they work hygienically. If food is being prepared or served on the stand, suitable storage, disposal, first aid, washing and hand sanitising facilities must be available.

Forklift Trucks

The use of forklift trucks and heavy mechanical lifting equipment is restricted to the official general contractor, DSV, and its agents. No other company will be permitted to bring a forklift or mechanical lifting equipment to the site.

Hot Works

Hot works are a construction process that requires heat, such as cutting or welding. If such works need to be undertaken within the halls, please contact Rapiergroup for a Hot Works Permit.

Ladders

Ladders should be considered to be temporary forms of access; genie lifts or scissor lifts are preferable. Only light tasks that do not generate high horizontal forces may be carried out from a ladder. Preference should be given to the use of wheeled or cradle scaffolding for tasks to be performed at height.

Ladders must be used in accordance with the manufacturer's instructions at all times. Additionally, the following guidelines must be followed:

- When construction personnel work at heights above 2 metres, they must wear a safety belt, and someone needs to hold the ladder
- There must be someone below the ladder to supervise work at all times
- Ladders must have 'industrial' rating
- Ladders for work over 3m are not permitted
- Leaning ladders must be placed at the correct angle
- Ladders should only be used on level ground and must be secure e.g. suitably tied or footed
- The top treads or steps must not be used as platform for work
- Users should face the ladder at all times while climbing or dismounting
- Stepladders should not be used sideways-on where sideways loads are applied
- Only one person at a time should climb or work from a ladder or a stepladder
- Users should not overreach
- Stepladders and ladders should be checked for suitability and defects each time they are used
- PPE to be worn where a person could fall from a height

Lifting Operations

All lifting operations must be included in the build-up and breakdown risk assessment, planned thoroughly, and undertaken by competent persons.

Noise

Noise that impedes safe working will not be permitted; consequently, loud music; and personal listening devices are prohibited. Other noise will be monitored on a case-by-case basis.

Overhead Working

Under no circumstance should people be working directly under a boom arm or bucket.

Pallet Trucks

Pallet trucks must only be used to carry appropriate loads. At no time should they be used to carry people or used in an inappropriate manner.

Personal Conduct

All individuals must conduct themselves in a manner which does not endanger the health and safety of others. Exhibition Management reserves the right to remove any individual from the venue who poses a risk to others by ignoring health and safety procedures.

Personal Protective Equipment (PPE)

Personal protective equipment (PPE) is any item designed to protect the individual, such as hard hats, eye protection, and safety boots.

Exhibitors and contractors are responsible for ensuring that individuals are issued with the appropriate PPE, in accordance with the local authorities' regulations, for the task they are undertaking. Individuals are responsible for ensuring that PPE is worn when issued.

Each person in the exhibition hall must wear a hard hat/safety helmet with a chin strap.

PPE will be required in accordance with activities that are undertaken either directly or in the close vicinity of an individual's work area.

Entry will not be permitted if an individual is not wearing an appropriate hard hat.

Protection from Falling Objects

Measures must be taken to prevent objects from falling down and endangering people's lives.

Any equipment attached at any height (lights, loudspeakers, etc.) must be attached using a secondary safety system.

Rigging

All rigging activity must be undertaken by the official rigging contractor, Pico.

Welfare

Consideration should be given to the need for rest breaks and refreshments during the course of a shift to ensure employees are fit for the required activity.

Work Equipment

All work equipment, such as power tools, saws and drills, must be in good working condition and safe to use. Operators must be competent and wear suitable PPE. Tools should not be left unattended and dangerous parts must be guarded.

Tools that create dust must not be operated without the dust bag attached, and the bag must be regularly emptied, and the dust disposed of in a safe manner.

Working at Height

All reasonable steps should be taken to eliminate or minimise work at height. Working at height should be properly planned and supervised and the correct equipment selected. Contractors are to ensure:

- When working at height, above 2 metres, personnel must wear safety helmets, safety belts, and other protective measures. Unauthorized individuals are strictly prohibited from entering the work area
- No work is done at height if it is safe and practical to avoid it
- All work at height takes account of conditions that could endanger safety such as high winds or slippery, uneven ground
- Those working at height must be protected by a guard rail or equipped with a fall arrest harness (except when using a ladder)
- Those involved in work at height are trained and competent
- Equipment for work at height is appropriately inspected and free from safety defects
- The risks from falling objects are properly controlled. Work platforms must have a toe board to prevent items falling
- Access is controlled to prevent other persons working or walking beneath work at height
- Persons working in the vicinity of high works should wear a hard hat
- Persons working at height on mobile elevated work platforms should wear head protection
- Plans are in place for emergencies and rescue from height

Vehicles

If driving within the exhibition hall, house rules must be observed; for example, no speeding, always giving way to pedestrians, and engines must be switched off when vehicles are idle.

Vehicles containing propane may be driven in and positioned. The engine should remain running with the valve shut off. Allow the engine to run until the fuel in the fuel line is used up before turning the ignition off.

Adequate precautionary measures should be taken to ensure vehicles are safe, stable, and securely parked.

Domestic vehicles are not permitted without prior authorisation.

Exhibitions are a hazardous and unfamiliar environment and, as such, each exhibiting company must consider the risks posed by their stand construction and activity and mitigate the risk of harm occurring.

The Health and Safety form process is designed to encourage all exhibiting companies and their contractors to engage in safe working practices by considering the activities that will occur during the build, show open, and breakdown of the stand, and the possible impact of these activities before arriving on-site. Where hazards are identified, suitable control measures or alternative solutions should be put in place and all parties involved made aware of the arrangements.

Each exhibiting company must ensure that the appropriate Health and Safety documentation is submitted in accordance with their stand plans and activities.

- Risk Assessment for Build-up and Breakdown
- Risk Assessment for Show Open (to be completed by exhibitor)
- Method Statement for Build-up and Breakdown (free-build stands only)
- Public Liability Insurance Certificates for Build-up and Breakdown from the Stand Builder/Contractor, and for the Show Open from the Exhibiting Company (minimum £2,000,000 in the aggregate, costs inclusive)

For guidance on how to complete a risk assessment, please refer to How to Complete a Risk Assessment section.

All forms should be submitted to Rapiergroup by Monday 22 July and construction should not commence until stand plans have been approved.

Contact:

Rapiergroup

Tony Watts / Lisa Watts

Tel: +44 (0)1708 726 003

Email: stand.approval@sibos.com

Risk Assessment

Step 1 - Identify the hazards

Review the work being undertaken during the build-up and breakdown and consider the potential hazards.

For example:

Build-up/Breakdown

- Working at height
- Late working

Show Open

- Lifting heavy boxes
- Preparing hot drinks

Step 2 - Identify who might be harmed and how

Note the people who could be harmed from activities, i.e. contractors, staff, visitors.

For example:

- Working at height - people falling/people working below

Step 3 - Evaluate the risks and decide on precautions

Evaluate the risk by indicating if it is considered to be a high, medium or low risk.

Precautions should reduce or eliminate the risk, for example:

Build-up/Breakdown

- PPE - ensure that your team is equipped with and wears the correct PPE for the tasks that they are undertaking
- Late working - plan shifts or suitable breaks

Show Open

- Lifting heavy boxes - send smaller, lighter boxes to site, train staff in manual handling, and wear suitable footwear
- Preparing hot drinks - ensure proper training on equipment

Step 4 - Record your findings and Implement them

Complete the risk assessment form and ensure that the precautionary measures are communicated to the team and monitor adherence.

Post Event

Step 5 - Review your assessment and update if necessary

After Sibos, review the risk assessment to see if it was suitable and sufficient or if other measures should be taken in future.

Forms and Services

Forms and Services Overview

Exhibition Management

Rapiergroup - Exhibition Management and Logistical Information

Rapiergroup - Stand Plan Approval

Rapiergroup - Advertising and Sponsorship

Swift - Stand Partners

Official Suppliers

Alox - Furniture

CNCC - Catering

DSV - Customs Clearance, Freight Forwarding, Material Handling, Accessible Storage

MCI China - Social Events

MP Organisation Pte Ltd - Entertainers and Hostesses

Pico - Carpet, Cleaning, Waste, and Shell Scheme Stands

Pico - AV, Electrics, Floral, Furniture, Plumbing and Rigging
Submission of Booth Drawings, Contractor Registration, Mandatory Documents Submission, Contractor

Sibos Media Services - Photography and Video Packages

Sibos Registration Office - Lead Tracking and Meeting Room Bookings

*Internet to follow

Company	Service(s)	Deadline
Exhibition Management		
Swift	Exhibition - Sales - Client Relationship Management, Allocation Queries, Stand Partners	Friday 7 June (Stand partners)
Swift	Conference and Exhibitors stage	n/a
Swift	Speakers	n/a
Rapiergroup	Exhibition Management and Logistical Information	n/a
Rapiergroup	Access Procedures form	Friday 13 September
Rapiergroup	Exhibition Team Communications form	Friday 14 June
Rapiergroup	Exhibitor Coach Parking form	Friday 30 August
Rapiergroup	Public Liability Insurance Certificate - Exhibitor	Friday 6 September
Rapiergroup	Stand Team Responsibilities form	Friday 13 September
Rapiergroup	Stand Plan Approval and Health and Safety forms	Monday 22 July
Rapiergroup	Advertising and Sponsorship	Subject to availability

Company	Service(s)	Deadline
Official Suppliers		
Alox	Furniture	Monday 30 September
CNCC	Catering	Tuesday 10 September
DSV	Customs Clearance, Freight Forwarding, Material Handling, Accessible Storage	Order form - Monday 9 September 2024 Sea freight shipments should arrive at Xingang seaport no later than Friday 20 September Airfreight shipments should arrive at Beijing Airport (PEK) no later than Friday 4 October
MP Organisation Pte Ltd	Entertainers and Hostesses	Subject to availability
MCI China	Social Events	Subject to availability
Pico	Carpet, Cleaning, Waste, Shell Scheme Stands AV, Electrics, Floral, Furniture, Plumbing and Rigging Submission of Booth Drawings, Contractor Registration, Mandatory Documents Submission, Contractor Badges	Monday 9 September
Sibos Media Services	Photography, Video and Multimedia Wireless / Radio Frequency Devices	Friday 18 August Wednesday 21 August
Sibos Registration Office	Lead Tracking	Subject to availability

*Internet to follow

Rapiergroup

Exhibition Management and Logistical Information

Contact	Natalie Parker
	exhibitor.queries@sibos.com
	+44 (0)1920 885 104

Form 1

Title	Exhibition Team Communication*
Deadline	Friday 14 June
Form	Please click here to complete this form
Information	Please return this form to ensure your full team receives ongoing communications from Rapiergroup and official suppliers <i>*This form can be completed by either the exhibitor or stand build team</i>

Form 2

Title	Stand Team Responsibilities*
Deadline	Friday 13 September
Form	Please click here to complete this form
Information	Please return this form to Rapiergroup and detail the following information: <ul style="list-style-type: none"> • Your stand build and design team • Your responsible persons for the duration of Sibos, including the security sweep and waste • Signature to confirm that you have read and agreed to the Declarations <i>*This form can be completed by either the Exhibitor or Stand Contractor</i>

Form 3

Title	Exhibitor Coach Parking
Deadline	Friday 30 August
Form	Please click here to complete this form
Information	Requests received by the deadline will take priority over late requests

Certificate

Required	Public Liability Insurance Certificate - Exhibitor
Deadline	Friday 6 September
Information	Please refer to Public Liability Insurance for further information

Rapiergroup

Stand Plan Approval

Contact

Tony Watts / Lisa Watts
 stand.approval@sibos.com
 +44 (0)1708 726 003

Form 1

Title	Method Statement <i>(free build stands only)</i>
Deadline	Monday 22 July
Form	Please click here to open the form

Form 2

Title	Risk Assessment - Build-up and Breakdown <i>(to be submitted by the stand build team)</i> Risk Assessment - Show Open <i>(to be submitted by exhibitors)</i>
Deadline	Monday 22 July
Form	Please click here to open the form

Form 3

Title	Stand Plan and H&S Approval
Deadline	Monday 22 July
Form	Please click here to open the form

Certificate

Required	Public Liability Insurance certificate - Stand Contractor
Deadline	Monday 22 July
Information	Please refer to Public Liability Insurance for further information

Further Information

Please ensure that the following information is included when submitting stand plans:

- Scaled plans
- Ceiling detail
- Rigging detail, including truss heights
- Platform detail
- Visuals
- Dimensions, specifically but not limited to maximum build height and stand size
- Method Statement (free build contractors only)
- Risk assessment - build-up and breakdown (by free build contractors)
- Risk assessment - show open (by exhibitor)
- Structural calculations (if required)
- Public liability insurance certificate

Please ensure that all plans requested by Pico are uploaded to their online portal.

Rapiergroup

Advertising and Sponsorship

Contact	Kirsty Field
	advertising@sibos.com
	+44 (0)1920 885 052

Title	Advertising and Sponsorship
Ordering	Please click here to download brochure
Deadline	Subject to availability
Currency	€ Euro
Opportunities	<p>Community networking</p> <ul style="list-style-type: none"> • Sponsor lounges <ul style="list-style-type: none"> - Private lounge - Public lounge - Social media lounge - Breakfast meetings - Learn and lunch sessions - Afternoon snacks - Drinks reception - Quiet corner - Games zone • IDEA event • Innotribe networking event <p>Speaking opportunities</p> <ul style="list-style-type: none"> • Meet the experts • Sibos TV • Workshops <p>Digital advertising pre, during and post-Sibos</p> <ul style="list-style-type: none"> • Sibos website • Sibos app • Sibos Insider newsletter • Thought leadership style articles

Swift

Stand Partner

Contact

Greet Michiels / Annika Demaerschalk

greet.michiels@swift.com

annika.demaerschalk@swift.com

+32 2 655 3810 / +32 2 655 3470

Title	Stand Partner
Ordering	Please click here to open the order form
Deadline	Friday 7 June
Currency	€ (Euro)
Further information	<p>A maximum of one stand partner per 24sqm is permitted.</p> <p>A fee of €7,000 per partner will apply which entitles them to a full listing on the Sibos website and signposting where applicable.</p> <p>Stand Partner forms must be submitted to Swift for approval no later than Friday 7 June.</p> <p>Swift reserves the right to accept or decline a partner at its entire discretion.</p>

Alox
Furniture

Contact

Apple Nie
dl@aloxbj.com
+86 13601358753

Ordering	<ul style="list-style-type: none"> • Catalogue - Click here to view catalogue • Form - Click here to open the order form
Deadline	Monday 30 September
Currency	RMB
Further information	<p>Orders from October 1 to October 12 incur a 15% expedited service fee.</p> <p>On-site orders attract a 50% expedited service fee.</p>

CNCC
Catering

Contact

Catering Department

sibos2024fb@cncchina.com

Ordering	Click here to open the Catering Package
Deadline	Tuesday 10 September
Currency	RMB
Further information	Please read the Terms and Conditions included in the Catering Package

DSV

Customs Clearance, Freight Forwarding, Material Handling, Accessible Storage

Contact

Andrew Wiens / Les Boulton

andrew.wiens@dsv.com / les.boulton@dsv.com

+44 (0)1376 567 567

Information	<ul style="list-style-type: none"> • Official shipping instructions • Official shipping tariff • Official local tariff • Advance warehouse delivery note • Order form
Deadline	<ul style="list-style-type: none"> • Order form - Monday 9 September 2024 • Sea Freight shipments should arrive at Xingang seaport no later than Friday 20 September 2024 • Airfreight shipments should arrive at Beijing Airport (PEK) no later than Friday 4 October 2024
Currency	US\$
Further information	Please contact DSV for information relating to Freight Forwarding, local Customs and Customs clearance, Material Handling and Accessible Storage.

MCI China
Social Events

Contact

Leo Wang / Sean Sun

leo.wang@wearemci.com

sean.sun@wearemci.com

+86 13817973435

Email enquiries	Please include the following: <ul style="list-style-type: none"> • Name • Email • Event dates • No. pax • Target group • Preferred venue • Theme • Entertainment • Budget • Other specific needs
Deadline	Subject to availability
Currency	RMB
Further information	Please contact MCI for enquiries relating to social events.

MP Organisation Pte Ltd
Entertainers and Hostesses

Contact Soh Bao Xuan
 exhibitor.orders@mpinetwork.com
 +65 63896617

Ordering	Please submit the form to receive a quotation here
Deadline	Subject to availability
Currency	US\$

Pico

Carpet, Cleaning, Waste, and Shell Scheme Stands

Contact

Candy Tang

candy.tang@pico.com

+86 13811880342

AV, Electrics, Floral, Furniture, Plumbing and Rigging

Submission of Booth Drawings, Contractor Registration,
Mandatory Documents Submission, Contractor

Contact

Fiona Feng

fan.feng@pico.com

+86 18600032823

Ordering	<p>Please follow the link for information and order forms in English and Chinese</p> <p>Please click here to open the Shell Scheme Stands form</p> <p>Please click here to enter the online portal. Pico will email the login details to the central co-ordinator.</p>
Deadline	Monday 9 September
Currency	RMB
Further information	<p>Please read the information in full and comply with all requirements.</p> <p>For further information, please refer to Working at the CNCC.</p>

Sibos Media Services

*Photography and Video Packages

**Wireless / Radio Frequency Devices

Contact

Media Services Team

*media.services@sibos.com

**rfc@vibanti.co

Ordering	<p>*Please click here to open the Photography and Video Packages order form</p> <p>**Please click here to open the Wireless / Radio Frequency Devices submission form</p>
Deadline	<p>*Friday 13 September</p> <p>**Wednesday 21 August</p>
Currency	US\$
Further information	<p>*Orders without an authorizing signature will not be processed. Orders received after Friday 13 September cannot be guaranteed and all payments must be received prior to Friday 27 September. Orders are non-refundable but can be amended up to 5 working days after submission (providing the initial order is made before Friday 13 September).</p> <p>Orders placed after Friday 27 September and onsite requests cannot be guaranteed and will be subject to a 20% surcharge.</p> <p>**Please click here to open the Wireless / Radio Frequency Devices fact sheet</p>

Sibos Registration Office

Lead Tracking

Contact

registration@sibos.com

+44 (0)207 706 5569

Ordering	Please contact the Sibos Registration Office for information on lead tracking
Deadline	The deadline to order a Lead Retrieval device is Friday 20 September. Licence only can be purchased at any time, including at the event. Orders for devices are managed on a first come first served basis and subject to availability
Currency	€ Euro
Further information	Upon request

Access Procedures

Access Procedures

Update to follow

Useful Information

Useful Information

Business Services

There are business centres located on B1.

Dates

Sibos will take place over the following dates:

- Build-up: 12 - 20 October
- Show open: 21- 24 October
- Breakdown: 25 - 27 October

Deliveries

For deliveries during tenancy only, please ensure that each package delivered by courier or domestic transport displays the information below:

Exhibiting Company Name / Stand number

Sibos 2024
CHINA NATIONAL CONVENTION CENTER
No.7 Tianchen East Road, Chaoyang District, Beijing China

Sibos 2024
国际会议中心
北京市朝阳区天辰东路7号

Please note that deliveries can only be sent directly to CNCC from Monday 14 October 2024, and will only gain access if they have an Official vehicle pass from DSV.

Please check the [DSV](#) information for details of charges relating to material handling.

Please note that advanced warehouse shipments should be directed to a different address; please check the [DSV](#) information for further details.

Exhibition Management

Swift is ultimately responsible for Sibos and any policy-related issues.

Rapiergroup is responsible for the day-to-day management of the exhibition.

Event Timetable

Sunday 20 October

09:00 - 17:00 Registration open

Monday 21 October

07:00 - 18:00 Registration open
 08:00 - 19:30 Exhibition open

Tuesday 22 October

07:00 - 18:00 Registration open
 08:00 - 18:00 Exhibition open

Wednesday 23 October

07:00 - 18:00 Registration open
 08:00 - 18:00 Exhibition open

Thursday 24 October

07:00 - 17:00 Registration open
 08:00 - 17:30 Exhibition open

Registration will be located on the ground level of the Convention Center.

Indemnity and Limitation Liability

It is understood and agreed that neither Exhibition Management (Swift or Rapiergroup) nor the owners or lessors of the property which serves as the exhibition hall, nor the management of these properties, can or will be responsible for the safety of exhibits, exhibitors or their employees against robbery, burglary, theft or damage by fire or any other cause.

Exhibition Management will provide guards for the protection of property during hours when the exhibition is closed. In all cases, exhibitors are advised to insure their property against damage, loss and fire, and insure themselves against public liability at their own expense.

The exhibitor waives all claims of any kind against Sibos or Exhibition Management or any of their directors, committee members or employees, arising from the conduct of the exhibition, and agrees that none of the parties referred to above shall be liable for the loss, damage or destruction of property belonging to the exhibitor, its agents or its employees, nor for any other loss or damage whatsoever, including, without limiting the foregoing, any loss or damage to the exhibitor's business by reason of failure to hold the event, or failure to provide space for an exhibitor or the removal of an exhibit, or for any action of Exhibition Management or its employees in relation to the exhibit or exhibitor.

The exhibitor agrees to indemnify Exhibition Management and hold it harmless from and against all liabilities, losses, costs and expenses incurred by Exhibition Management in connection with or arising out of any claim made or any suit or other proceedings filed with respect to any such injury, damage or loss.

Photography

Participants may photograph their own exhibits only. Exhibition Management, the official show photographers and accredited Press are exempt from this restriction.

Please refer to www.sibos.com for the official Filming Policy.

If you require photography, video or multimedia services, please contact [Sibos Media Services](#).

Sibos Restaurant

The Sibos Restaurant will be situated on Level B1.

Buffet and seated lunches will be available and will be served from 11:30 - 14:30 daily.

Visa

Update to follow.

