



## Exhibitor Information

Exhibit tables will be set up in the exhibition areas at the China National Convention Centre and must stay intact for the duration of the meeting (until June 24, 13:00). Exhibitors must have at least one representative at their booth throughout the meeting and the exhibition hours. All personnel working at your booth must be registered and wearing a name badge.

### Onsite Exhibitor Check-In

When you arrive at the China National Convention Centre, please check in at the HTAi Registration Desk. The HTAi staff will provide you with your Annual Meeting badges and direct you to the exhibit area.

### Shipping of Materials

Shipment of exhibition materials must be arranged through the official freight forwarder of CNCC, contact information which is provided below.

Please contact for a quote for shipping of materials.

#### Contact details as follows:

Oriental K-Trans Int'l logistics (Beijing) Co., Ltd.

东方金运国际物流(北京)有限公司

No. F05-3C, Fenglinlvzhou, Datun Road, Chao yang District, Beijing100101, China

地址：北京市朝阳区大屯路风林绿洲F05-3C

Attn：Mrs. Li Shuhua 李淑华 女士

Tel: (86 10) 6591 0289/0265/0266

Fax: (86 10) 6591 0280

Mobile：13041015691

E-mail:; Lishuhua@okt-logistics.com

To avoid delay or damage of shipment, it is recommended that exhibitors hand carry small items or materials yourself to CNCC.

### Exhibitor Move-In (Set-Up)

Exhibition materials set-up, dismantling, transport and removal are the exhibitor's responsibility.

Exhibitors are required to handle the set-up and dismantling of their booth with lowest interference and disturbance as possible, in respect to already ongoing pre-conference sessions and daily routines in the venue.

**Move-in/Set-up Day: Monday June 22, 2020**

**Move-in Hours: 06:00 to 08:00 hrs**

All exhibitors, shipping companies, and couriers will have access to the exhibition floors on this day.

All exhibition materials must be unflammable and fireproof; documents attesting the requirements need to be on hand at the booth to be shown upon request.

The exhibitor is solely responsible for any damage that might incur during set-up, use and dismantling of the exhibitor booth. The exhibitor must be insured for any damage to, or from, their exhibited goods and materials as well as for any theft thereof. The venue and Annual Meeting Team (HTAi Secretariat) will be exempt from any liability and responsibility.

## Exhibit Space

Each exhibit space will include:

- 1 skirted table, approximately 183 cm (L) by 60 cm (W)
- 2 fabric chairs
- 1 wastebasket

Access to an electrical outlet (1KW provided by the congress)



The standard electricity voltage in China is 220V with a frequency of 50Hz. Chinese power plugs and power sockets are similar to those in Australia.

NOTE: Any additional requirements of power outlets can be arranged through the Annual Meeting PCO. Please contact Bo - [sunbo1998@126.com](mailto:sunbo1998@126.com) or Feng Xi - [fengxi@ciccst.org.cn](mailto:fengxi@ciccst.org.cn).

## Exhibitor Move-Out (Dismantling)

**Move-out/Dismantling: Wednesday, June 24, 2020**  
**Move-out Hours: 13:30 to 17:00**

All exhibitors, shipping companies and couriers will have access to the show floor on this day and during the move-out hours.

During the set-up and after the congress, the waste disposal (plastic, papers, etc.) is the exhibitor's responsibility. All waste material must be collected and deposited in designated areas by the exhibitor. All trade show materials must be cleared from the exhibit area by 17:00.

**The pick-up of the remaining material will be the exhibitors' responsibility.**

If shipping services are required, please contact Oriental K-Trans Int'l logistics (Beijing) Co., Ltd directly for arrangements.

However please take note that shipping of materials can only be arranged after the end of the exhibition. Please arrange shipments to be picked up on Wednesday, June 24, by 17:00 at the latest.

Any leftover items after this date will be discarded or recycled by the venue, at the exhibitors' expense.

## Materials and Waste Removal

Once the set-up (or dismantling) is finished, following the legislation on urban waste, the exhibitor and/or its contractor are obliged to remove all waste caused by their activity, including set-up material, decoration, plastics, bags, etc.

Therefore, all exhibitors, as well as the companies or suppliers in charge of set-up and dismantling, must set up, dismantle and remove the materials used for the event in the periods established for it.

After Wednesday, June 24, 17:00, all exhibition materials will be removed by the venue and the exhibitor forfeits all rights to claim for loss or damage and will be responsible for the costs of disposal.

## Exhibit Area Hours

Monday, June 22<sup>nd</sup>: 08:00 to 18:00  
Tuesday, June 23<sup>rd</sup>: 08:00 to 18:00  
Wednesday, June 24<sup>th</sup>: 08:00 to 13:30



## Exhibit Space Regulations and Policies

In order to make the Annual Meeting a success, all exhibitors who occupy space agree to conform to the rules and regulations outlined in this document. These rules and regulations also apply to the representatives, employees and/or guests of all exhibitors.

If you have any questions regarding the regulations and policies or any other matters relating to the exhibition, please contact the HTAi Secretariat at: [annualmeeting@htai.org](mailto:annualmeeting@htai.org).

### Damages

The exhibitor will be responsible and will be charged for any damage to property, persons or things caused by themselves, their staff or exhibition materials.

#### a) Limitations

The exhibitor is not allowed to:

- Give practical demonstrations that might be a danger
- Keep tools and instruments at their booth that are emanating radiations
- Distribute brochures and other information material outside their booth
- Use adhesives or sticky tape on the carpet (floor) or the provided furniture
- Use nails, tape, glue, etc.
- Stay at the booth after the closing of the exhibition
- Distribute food and drinks, if not provided by the official food and beverage services
- Bring hazardous substances to the meeting venue.

In accordance with fire prevention ordinances, the following activities will not be allowed in the exhibition area:

- Smoking
- The use of open flames (devices that emit flame or sparks, electrical heating apparatus with exposed nichrome wires, kerosene stoves, etc.)
- The use of LP gas or pressurized gases
- The use of hazardous substances (gasoline, kerosene, machine oil, compressor oil, etc.)

Smoking is prohibited other than in designated smoking areas where ashtrays are provided.

#### b) Exemption from Liability

Please note that the venue and HTAi will not be responsible for any theft or damage of any kind regarding the booth and exhibited goods and if the material delivered by the courier is lost or stolen.

#### c) Insurance

##### Insurance is compulsory for exhibitors.

All exhibition materials must be unflammable and fireproof.

HTAi will take every reasonable precaution to prevent loss to exhibitor's goods, but under no circumstances will either HTAi or the official suppliers assume any responsibility for loss and damage which might ensue from any cause in connection with transfer, installation, maintenance or removal of exhibits. Neither HTAi, nor the official suppliers will be responsible, in any way, for goods while on exhibit or in storage.

Exhibitors are responsible, at their own expense, to maintain Commercial General Liability Insurance on an occurrence basis for a minimum amount of \$2,000,000 CAD per occurrence and such other forms of insurance as maybe appropriate to cover obligations in connection with exhibiting at HTAi 2020. The Commercial General Liability insurance policy must name Health Technology Assessment international and the China National Convention Centre as additionally insured. A copy of the certificate of insurance must be received by the HTAi Secretariat no later than May 25, 2020.

### **Compliance with Regulations**

HTAi reserves the right to take such action and to make such changes including changes to these Conditions and Regulations as are considered necessary or desirable to the efficient and proper conduct of the exhibit. HTAi reserves the right to restrict exhibits or terminate the contracts of exhibitors which, because of noise or any other reason, becomes objectionable. HTAi is released from any and all claims for damage, which might result in consequence thereof.

All matters not covered in these regulations are subject to the decision and control of HTAi notwithstanding anything in the application for space or contained in these regulations. No verbal arrangements or any variation of the Agreement or its conditions is binding on HTAi unless confirmed to the exhibitor in writing by HTAi.

### **Location of Exhibition Area**

A map of the exhibitor area will be sent out for selection closer to the Annual Meeting.

Please do not hesitate to contact [annualmeeting@htai.org](mailto:annualmeeting@htai.org) for any requirements that have not been provided above.