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**EXHIBITION GUIDEBOOK**

### **The 22nd Qingdao International Auto Show in 2023**

**Apr.28 - May 3, 2023**

**Qingdao International Convention and Exhibition Center**

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Dear Exhibitor:

Sincerely thank you for your support for the 22nd Qingdao International Auto Show in 2023. In order to facilitate your company to do a good job in participating in the exhibition, we hereby inform you of the relevant matters and the contact methods during the exhibition, please forward it to your company's advertising agency and decoration contractor. At the same time, we will also sincerely provide you with high-quality exhibition services. Wishing your company a successful exhibition!

1. **Exhibition schedule**

（一）Exhibition arrangment date& time：

Apr.24-26, 8:30-18:00;

Apr.27, 8:30-20:00

**(Remarks: Enterprises that need to work overtime must apply to the organizing committee in advance, and the organizing committee will coordinate and arrange)**

（二）Exhibition timetable：

|  |  |  |
| --- | --- | --- |
| Apr.28 | 8:15-17:30 | Exhibitor entry |
| 9:00-17:00 | Audience entry |
| 17:30 | Closing |
| Apr.29-May2 | 8:15-18:30 | Exhibitor entry |
| 9:00-18:00 | Audience entry |
| 18:30 | Closing |
| May 3 | 8:15-16:00 | Exhibitor entry |
| 9:00-15:30 | Audience entry |
| 16:00 | Closing |

（三）Time for exhibition dismantling: from 16:00 on May 3rd, the exhibition will be dismantled overnight.

**Remarks: From April 22nd to 23rd, the organizing committee will arrange unloading of halls 1, 2, 3, and 4 according to the schedule of the exhibition center. It will start at 8:00 and finish unloading (Exhibition construction needs to go through relevant overtime procedures in advance).**

**Person in charge of each exhibition hall of the organizing committee**

|  |  |  |
| --- | --- | --- |
| **Person in charge contact form** | | |
| **Exhibition hall unloading, exhibition arrangement and exhibition period** | **Person in charge** | **Tel** |
| On-site Commander | Jiang Wei | 13869812759 |
| Hall 1, Hall 5 | Zhang Xiaoli | 13954293281 |
| Hall 2, Hall 4 | Guo Manyun | 15905420852 |
| Hall 3, Hall 6 South Square | Lv Kerun | 13791905432 |
| Media Day Event Application | Li Kewei | 13953291220 [weeklee@126.com](mailto:weeklee@126.com) |
| Collection and reporting of exhibition highlights | Li Zhiqun | 17864216232  985495207@qq.com |
| Fee collection | Guo Manyun Sun Xiuying | 15905420852  13006523265 |
| Collection of materials | Zhang Xiaoli | 13954293281 |
| Document handling | Lv Kerun | 13791905432 |
| Advertising release and production | Xiu Minghao | 15964973693 |

**二、Exhibition arrangement enterprise process**

1. **Online drawing review and filing of special equipment**

Before April 10, 2023, please send the booth construction renderings, booth fire protection and electrical inspection reports to autoqingdao@126.com;At the same time, please go to the Qingdao Pavilion on the official website of Qingdao International Convention and Exhibition Center http://qingdao.qdicec.com.cn/ to submit for review in the "Online Review of Special Decoration" column on the home page (the deadline for free review is April 10, 2023 (excluding the day) , the subsequent submission will be charged in accordance with the drawing review standards of the Convention and Exhibition Center), otherwise the relevant procedures will not be processed. Qingdao International Convention and Exhibition Center Special Decoration Online Drawing Review Contact: Yu Peng 18653224656

The online drawing review process for special installations and the charging standards for overdue drawing review are shown in the figure below：



Charge standard

1. The registration shall be completed 10 working days (14 natural days) before the exhibition move-in, and the registration shall be free of charge.

\*Please note that it is not a submission, but a registration approval, so please try to advance as much as possible. Entries need to be strictly limited in time. After the node is reached, the system will automatically bill. Please calculate backwards according to the exhibition installation time.

1. If the registration is completed within 10 working days (14 natural days) before the exhibition move-in and 2 days before the exhibition move-in, the delayed filing fee will be charged according to the following standards.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 50m² and below | More than 50 m²(excluding 50) to 100 m² | More than 100 m²(excluding 100) to 150 m² | More than 150 m²(excluding 150) to 200 m² | More than 200 m²(excluding 200) to 350 m² | More than 300 m²(excluding 300) |
| 100 | 200 | 300 | 500 | 800 | 1500 |

1. For construction companies that have not submitted online or failed to pass the registration within the specified time, their structural safety and fire resistance will be checked by on-site inspection, and the fees will be doubled according to the above standards.
2. Once the construction drawings of special booths have been approved, they cannot be changed arbitrarily, and all consequences caused by unauthorized changes to the plan shall be borne by the construction party.

**②布展企业办理报到手续Registration procedures for exhibitors**

After the exhibitor confirms the payment of the booth fee, the builder will go through the registration procedures at the designated place from 09:00 to 16:00 on April 21-27, 2023 with the following materials, issue a certificate of move-in and receive a move-in certificate:

**Required attachments: Construction Safety Responsibility Statement, Fire Safety Responsibility Statement, Exhibition Construction Violation Handling Regulations, Volume Control Commitment (see Attachment 1-4 for details), and Booth Fire Protection and Electrical Inspection Report; Please bring the original stamped documents above to go through the registration procedures.**

Registration time and place:

From April 21st to April 27th, 2023 Please go to the Auto Show Organizing Committee, Hall 5, Qingdao International Convention and Exhibition Center to collect

**③The exhibitors pay the deposit and related management fees**

Please go to Qingdao International Convention and Exhibition Center to scan the QR code online to pay the booth deposit, booth management fee, electricity fee, etc. Website: http://qingdao.qdicec.com.cn/, exhibitors are requested to inquire by themselves. The location of the on-site service center is as follows:

|  |  |
| --- | --- |
| **List of on-site service centers of Qingdao International Convention and Exhibition Center (subject to the latest arrangement of the Convention and Exhibition Center)** | |
| On-site service center consultation desk of each exhibition hall | Location |
| Hall 1,2,5 | North side of East Entrance Hall of Hall 1 |
| Hall 3,4,7 | Under the large escalator in the traffic hall of Hall 3 |

**三、Exhibitor enterprise process**

**①Submit Visit Guide Information**

The auto show organizing committee will register free business card information for exhibitors in the visitor guide. Please submit exhibitor information and logos in png and ai formats before April 21, 2023, and send them to the email: autoqingdao@126.com, Overdue will not be scheduled for publication.

**②Submit media materials**

The Auto Show Organizing Committee will conduct intensive reports on the relevant media for exhibitors. Please provide report materials for publicity, new car releases, discounts, highlight activities, etc. before April 21, 2023. (See Attachment 7 for details).

Contact person for media day event application: Li Kewei Tel: 0532-85889190 Email: weeklee@126.com.

**③提交演艺活动信息**

Please send the performing arts activity application form (see Attachment 8) to autoqingdao@126.com before April 21, 2023. Overdue submissions will not be arranged. In order to organize the exhibition in an orderly manner, each day is limited to one session in the morning and one session in the afternoon. The performance time will be arranged by the organizing committee and will be finally announced on April 27.

Contact: Lu Kerun Tel: 13791905432

**④Exhibitor registration procedures**

After confirming that the booth fee has been paid in full, please go through the registration procedures at the designated place with the following materials at 09:00-16:00 from April 21st to April 27th, 2023 to receive the exhibitor card and VIP tickets

[Issuance of exhibitor badges: each brand’s booth area\*15% + 10 pieces; fill out the application for documents beyond the scope (Appendix 9: Certificate Application Form), and charge a cost of 30 yuan per piece;VIP free tickets will be issued electronic tickets according to the paid area of each brand \* 50%]

Prepare attached sheets: Volume Control Commitment, Special Booth Exhibitor Safety Responsibility Guarantee, Special Booth Construction Power of Attorney (see Attachment 4-6 for details), please go through the formalities with the Organizing Committee with the stamped original and get the exhibitor pass.

Pick up time and place:

From April 21st to April 27th, please go to the Auto Show Organizing Committee in Hall 5 of Qingdao International Convention and Exhibition Center (9:00-16:00)

**四、Ticketing and certificate management regulations**

**（一）Ticket Information**

Tickets for this auto show are electronic tickets, and all electronic ticket sales are provided by the official account "Qingdao International Auto Show". There are two types of electronic tickets, first-day tickets and extension tickets. The first-day ticket is 45 yuan per ticket, which can be used on any day during the exhibition period, and will be invalid after leaving the venue; the exhibition period ticket is 30 yuan per piece, which can only be used on non-first days and will be invalid after leaving the venue.

**（二）Types of certificates and pick up method**

**1、 Move-in permit**

All certificates are subject to real-name system, one person, one certificate, admission with certificate. (Valid date: April 22-27, 2023)

**2、 Exhibitor pass**

All certificates are subject to a real-name system, one person, one certificate, entry certificates, and exhibitor badges are collected according to the following rules: booth area of each brand \* 15% + 10 pieces; apply for certificates beyond the scope and fill in (Appendix 9: Certificate Application Form), the cost of production will be charged at 30 yuan per piece; exhibitor passes are for use by manufacturers and distributors, exhibitor sales staff, models, on-site entertainers, cleaning during the exhibition, booth maintenance during the exhibition, and other service personnel;

(Validity period: April 26-May 3, 2023)

**3、Journalist pass**

For news media journalists only. (Validity period: April 26-May 3, 2023)

**All certificates must be processed before April 28, 2023, and no certificates will be processed after the opening.**

**五、Exhibitor Construction Instructions**

**On-site service content of the Convention and Exhibition Center and contact information of various departments:**

（tel：0532-82995699\82995879 ）

1. Approval procedures for special construction permits
2. Water, electricity and gas declaration
3. Exhibit rental
4. Apply for Internet access and activate telephone service
5. Apply for overtime
6. Other booth installation and dismantling services

**六、Expenses and charging standards that may be incurred by exhibitors during construction**

The possible expenses incurred by exhibitors include: booth management fees, booth deposits, overtime fees, transportation and handling fees, electricity fees, Internet and telephone fees, welding machine fees, water fees, etc. The following are the charging standards of Qingdao International Convention and Exhibition Center:

**（一）**booth management fees

Exhibitors of special booths need to pay the special booth management fee to the on-site service office of the convention and exhibition center according to the standards in the "Price List of Custom-built Construction Management Charges". The height of the stand construction of the special booth shall be restricted according to the provisions of the contract, and all booths shall not use high-power speakers.

booth management fees price list

RMB/Yuan

|  |  |  |
| --- | --- | --- |
| **item** | **unit of measurement** | **price** |
| Indoor Booth Management Fee | square meters/exhibition period (net area) | 20 |
| Outdoor Booth Management Fee | square meters/exhibition period (net area) | 10 |
| Hanging Point | piece | Rent 300 , deposit 700 |
| Remarks: Halls 2# and 6# have no hanging points. | | |

1. booth deposits

Companies that undertake the construction work of exhibitors with raw space booths must pay a booth deposit. **Please pay the booth deposit on-site at the exhibition hall (do not accept corporate transfers, it is recommended to use the POS machine pre-authorization method), please refer to the table below for the basic standard of the booth deposit.** If a company builds for two different exhibitors, it will be charged according to the actual number of exhibitors.

Other fixed expenses of exhibitors (booth management fee, water fee, electricity fee, etc.) have been determined, and can be booked and paid on the official website of the exhibition center http://qingdao.qdicec.com.cn/.

**Booth Special Decoration Deposit Collection Price List**

RMB/Yuan

|  |  |  |
| --- | --- | --- |
| **Item** | **Specification** | **Deposit** |
| **Booth Special Decoration Deposit** | <50m²以下 | 4000 |
| 51-100m² | 6000 |
| 101-150m² | 10000 |
| 151—200m² | 15000 |
| >200m²以上 | 20000 |

**Remarks:** When dismantling the exhibition, exhibitors must clean up their exhibition installation facilities and promotional posters by themselves, and the deposit for special installations can only be refunded after the cleaning of the museum signs and accepts them.

**（三）**overtime fees

Exhibitors’ booth move-in and dismantling time shall comply with the uniform regulations of the Auto Show Organizing Committee. If the working hours exceed the specified time, they must pay overtime pay to the on-site service office of the Convention and Exhibition Center in accordance with relevant regulations. The specific implementation standards are:

**Overtime fees price list**

RMB/Yuan

|  |  |  |  |
| --- | --- | --- | --- |
| **Construction area** | **Charges** | | **Remarks** |
| ≤50m² | Nightime | 300 | Closing--21:00 |
| 450 | 21:00-24:00 |
| 1600 | 24:00--Next day opening |
| Daytime | 300 | 9:00-12:00 |
| 500 | 12:00-17:00 |
| 50-100m² | Nightime | 600 | Closing--21:00 |
| 900 | 21:00-24:00 |
| 3200 | 24:00--Next day opening |
| Daytime | 600 | 9:00-12:00 |
| 1000 | 12：00-17:00 |
| Remarks: The charging standards for more than 100 square meters can be deduced by analogy. (See the following table for reference example) | | | |

**Description of overtime fee application：**

1、Those who go through the overtime formalities before 16:00 on the day of overtime work shall implement the original overtime pay standard.

2、Those who go through overtime formalities after 16:00 on the day of overtime work will be charged 50% more than the original overtime standard.

3、For disobedient managers, the exhibition hall has the right to take power cuts and other management measures.

4、Those who work overtime first and then make up the overtime pay must pay the overtime pay before 11:00 a.m. the next day. Those who fail to pay the overtime pay as required will be deducted from the deposit and an additional 30% handling fee will be charged.

**5、For overtime application and fee payment, please contact the organizing committee： Guo Manyun 15905420852**

**6、Bank information：**

**Account Name：Qingdao Jiahe Huiyue media Technology Co., LTD**

**Openging Bank：Bank of Qingdao Co., Ltd. Hong Kong Middle Road Second Sub-branch**

**Account Number：802130201030589**



Remarks: The above overtime charges are for reference only. If there are other areas, please calculate the charges based on the actual area.

1. transportation and handling fees

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **tonnage** | **Price (yuan/fork)** | **Remarks** |
| 1 | less than 1t | 60 | less than 1.5m³ |
| 2 | 1-3t,including 3t | 100 | less than 2.5m³ |
| 3 | 3-5t, including 5t | 300 | less than 4m³ |
| 4 | 5-8t, including 8t | 500 | less than 5 m³ |

Person in charge of transportation, loading and unloading forklifts: Zhang Min Tel:13708956511

**Remarks：**

1、For exhibits under 1 ton with a volume exceeding 1.5 cubic meters, an additional 40 yuan will be charged for each exhibit; for exhibits with a volume of more than 1 ton and less than 3 tons exceeding 2.5 cubic meters, an additional 60 yuan will be charged for each exhibit; An additional 80 yuan will be charged for each exhibit with a volume of more than 4 cubic meters and more than 3 tons and less than 5 tons; If the volume of exhibits above 5 tons and below 8 tons exceeds 5 cubic meters, an extra volume fee of 100 yuan will be charged for each exhibit.

2、During the construction period, if forklifts are needed to assist in the assembly of equipment, the fee will be charged according to the usage time. The standards are as follows: 100 yuan/half hour for equipment below 1 ton; 180 yuan/half hour for equipment from 1 ton to 3 tons; 260 yuan/half hour for equipment from 3 to 5 tons;

(less than half an hour will be billed as half an hour).

**3、Hall 2# and Hall 4# Forklifts are not allowed to enter, and items are only allowed to be unloaded on the unloading platform. To enter Hall 2# and Hall 4#, workers need to carry the items into the exhibition hall.**

1. electricity fees

**Please refer to the online reservation system page of the official website of Qingdao International Convention and Exhibition Center for the price of each rental item: http://qingdao.qdicec.com.cn/**

electricity fee price list

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | | Name | Specification | | Measurement | Inside Self service price (10% off) | | Inside  On site price  (Full price) | | Outside  Self service price(10% off) | Outside  On site price  (Full price) | | | Deposit | |
| 1 | | Lighting and power consumption (indoor and outdoor) | 220V/15A | | Place | 340 | | 400 | | 450 | 500 | | |  | |
| 220V/30A | | Place | 680 | | 750 | | 790 | 900 | | |  | |
| 380V/15A | | Place | 500 | | 550 | | 620 | 700 | | |  | |
| 380V/30A | | Place | 1020 | | 1150 | | 1130 | 1250 | | |  | |
| 380V/60A | | Place | 2030 | | 2250 | | 2250 | 2500 | | |  | |
| 380V/100A | | Place | 2820 | | 3150 | | 3040 | 3400 | | |  | |
| 380V/150A | | Place | 3940 | | 4400 | | 4170 | 4650 | | |  | |
| 380V/200A | | Place | 6190 | | 6900 | | 6750 | 7500 | | |  | |
| 2 | | Temporary power consumption during move-in | 220V/15A | | Place/3 days | 230 | | 260 | | 340 | 400 | | |  | |
| 380V/15A | | Place/3 days | 340 | | 400 | | 450 | 500 | | |  | |
| Temporary power consumption during dismantling | 220V/15A | | Place/3 days | 60 | | 70 | | 60 | 70 | | |  | |
| 380V/15A | | Place/8 hours | 120 | | 150 | | 120 | 150 | | |  | |
| 3 | | distribution box | 32A | | Box | 60 | | 70 | | 60 | 70 | | | 200 | |
| 63A | | Box | 230 | | 260 | | 230 | 260 | | | 400 | |
| 100A | | Box | 450 | | 500 | | 450 | 500 | | | 400 | |
| 160A | | Box | 900 | | 1000 | | 900 | 1000 | | | 1000 | |
| 200A | | Box | 1130 | | 1250 | | 1130 | 1250 | | | 1000 | |
| 4 | 24h electricity supply | |  | Place | 450 | | 500 | 450 | | | 500 |  | |
| 5 | Commissioning electricity | | 220V/15A | Place |  | 100(2 Hours ) | | | | | | | |
| 220V/30A | Place |  | 150(2 Hours ) | | | | | | | |
| 3800V/15A | Place |  | 150(2 Hours ) | | | | | | | |
| 380V/30A | Place |  | 200(2 Hours ) | | | | | | | |
| 380V/60A | Place |  | 300(2 Hours ) | | | | | | | |
| 380V/100A | Place |  | 400(2 Hours ) | | | | | | | |
| 380V/150A | Place |  | 500(2 Hours ) | | | | | | | |
| 380V/200A | Place |  | 700(2 Hours ) | | | | | | | |

Remarks：

1. After the exhibition begins, the electricity, spotlights and distribution boxes will be handled during the exhibition period, and the price will increase by 30%.
2. Those who adjust the power consumption after the construction of the power lines will be charged a construction fee of 300 yuan for each line.
3. If the service of electrical facilities needs to be unpacked, if the construction has started, an additional 30% of the handling fee will be charged, and if the construction has been completed, an additional 50% of the labor and material fee will be charged.

**Notice：**

1. The main venue of this exhibition is Qingdao International Convention and Exhibition Center, and the import arrangement of each exhibition hall is as follows:

|  |  |  |
| --- | --- | --- |
| **Hall** | **Ground loads include the vehicle's own weight** | **Height limit** |
| 1# | North area: 2 tons/square meter; South area: 5 tons/square meter | 6m |
| East entrance hall1# | 1.5 tons/square meter | 5m |
| 2# | 1 tons/square meter | 6m |
| East entrance hall2# | 1tons/square meter | 4m |
| 3# | 1.5 tons/square meter | 6m（ meters in the red zone on the west side） |
| 4# | 1 tons/square meter | 6m |
| 5# | 0.2 tons/square meter | 5m |
| 6# | 0.7 tons/square meter | 6m |
| upper floor7# | 1.5 tons/square meter | 4m |
| Roof of 7# | 400 kg/square meter (east of the yellow line) 1 ton/square meter (west of the yellow line) |  |
| outdoor exhibition ground | 2 tons/square meter (except the roof of Hall 7 and the yellow line in the south square of Hall 7) |  |

1. Smoking and open flame operations are strictly prohibited in the exhibition hall. If there are pillars in the special booth, the fire hydrants and fire alarm buttons on the pillars must not be blocked. Regarding other installation and dismantling notices, construction height requirements, safe use of electricity, fire safety, equipment rental and other supporting services.
2. Trucks of more than 3 tons that enter the unloading area for unloading should pay 100 yuan to go through the admission and unloading procedures; trucks, cars, and vans below 3 tons must pay a deposit of 100 yuan before they can enter the unloading area for free, limited to 1 hour.The deposit is non-refundable after 1 hour. Please refer to the latest notice from the Auto Show Organizing Committee.

4、Exhibitors can make reservations for services such as water, electricity, and exhibition equipment rental in advance through the "reservation QR code" issued by the organizing committee.

5、Enterprises with special booths should issue a booth move-in certificate from Qingdao Jialubo Culture Tourism Technology Co., Ltd., and after receiving the booth move-in certificate, pay the booth deposit and booth management fee at the on-site service center of Qingdao International Convention and Exhibition Center on the basis of the booth move-in certificate.

6、After paying the construction management fee and the deposit for the special installation, the exhibitor can go through the relevant procedures for using electricity as needed. The power supply of Qingdao International Convention and Exhibition Center is 220V/380V, 50HZ. If you have other power requirements, please prepare your own transformer and frequency converter.

A）Exhibitors who need temporary electricity for exhibition construction can apply to the on-site service center. If electric welding machine operation is required, related procedures such as hot work certificate are also required.

B）Exhibitors should report truthfully to the on-site service center as soon as possible according to the actual power consumption load of the booth during the exhibition, and go through the formalities. Those who use electricity without going through the formalities or report falsely will be charged double the actual electricity load.

C)According to the arrangement of the exhibition and the requirements of the Auto Show Organizing Committee, the start time of power supply during the special booth period is generally at 10:00 am the day before the opening. Electrical inspection will be organized by the fire department, and power supply will not be provided if the electrical inspection fails. Exhibitors who have special requirements such as debugging equipment in advance can apply for payment at the on-site service center. Construction companies should generally provide their own distribution boxes, if not, they can go to the on-site service center to apply for leasing.

7、Exhibitors who apply for special booth construction management fees, water, electricity, gas, and telephone and Internet access should go through the relevant procedures as soon as possible, and report the relevant applications to the on-site service office of the Convention and Exhibition Center in advance, so that the staff can safely route the halls and prepare a wiring plan.

8、During the exhibition move-in period, if the construction company needs to work overtime, please go through the "reservation QR code" at 16:00 every afternoon. After 16:00, the overtime rate will be increased by 50% on the basis of the original overtime rate.

9、The order of admission shall be in an orderly manner according to the order arranged by the Auto Show Organizing Committee.

10、Smoking is prohibited on site in the exhibition hall, so as not to cause potential safety hazards. Once discovered, a penalty of 1,000 yuan per person will be imposed.

|  |  |  |  |
| --- | --- | --- | --- |
| **青岛国际会展中心各部门联系表**  **Contact form of various departments of Qingdao International Convention and Exhibition Center** | | | |
| Matters | Department | Contact person | Tel |
| Exhibition data query, surrounding road query | Marketing Department | customer service | 0532-88898777 |
| Network, telephone construction | On-site Department | Wu Lei | 18561818783 |
| on-site Service Inquiry | Operation Department | customer service | 0532-82995699/  82995879 |
| Special Booth Review | Engineering Department | Yu Peng | 18653224656 |
| Forklift | Forklift Service | Zhang Min | 13708956511 |
| On-site catering | Catering Department | Manager Ge | 15153294929/82995559 |
| Booth electricity issues | Indoor and outdoor electricity  Service | Mr Zhao | 13455208020 |

**七、Notice for Dismantling**

All exhibitors must arrange for the person in charge of the booth to hold a dismantling coordination meeting in the conference room of Hall 5 of the Convention and Exhibition Center at 10:30 am on May 2 (mainly based on the latest notice from the organizing committee) to arrange the order of dismantling. The exhibition is scheduled to unify booth lighting at 16:00 on May 3. Enterprises that need electricity during the dismantling must apply to the on-site service office of the exhibition center in advance;

1、The principle of dismantling: the ones closest to the unloading port are given priority, and the ones with the smallest area are given priority. The exhibition cars are withdrawn first, and then the booths are withdrawn.

2、All exhibit cars and articles can leave the hall with the exhibit car certificate;

3、Exhibition car dismantling time: 16:00-17:30;

4、Abide by the uniform regulations of the Auto Show Organizing Committee on dismantling, without the permission of the Auto Show Organizing Committee, the exhibits shall not be moved at will;

5、Exhibitors’ installation facilities and promotional posters must be cleared at the time of dismantling, otherwise the exit card will not be issued, and damages to the exhibition facilities will be compensated at the price;

**6、Deposit handling process:** After dismantling, the garbage of each booth needs to be cleaned up. After cleaning, it will be returned to the original path within 5-7 working days after the cleaning is signed and confirmed by the cleaning staff of the exhibition center.

7、If there are difficulties in heavy machinery, packaging and transportation during stand dismantling, please contact the staff of the exhibition hall for assistance before dismantling;

8、After the exhibits leave the exhibition hall, the staff are not allowed to stay in the exhibition hall, and those left unattended after one day will be regarded as abandoned items and will be handled uniformly by the Auto Show Organizing Committee;

9、It is not allowed to peddling various items in the exhibition hall;

10、Exhibitors need to issue a "exit permit" when moving out of the stand. The time for issuing the pass is: 15:00 on the afternoon of May 3

**Issuing place:** Auto Show Organizing Committee of Hall 5 [There are two copies of the exit permit, the first copy is kept by the organizing committee, and the second copy is the proof of going out]

Please be sure to carry the original signature and seal to handle the relevant exhibition procedures

### **For more information, please contact the relevant contact person of the organizing committee.**

Contact information of the organizing committee:

Tel: 0532-85896533

0532-85899735

Fax: 0532-85890835

E-mail: autoqingdao@126.com

Official website: www.autoqingdao.com

Official WeChat Account: Qingdao International Auto Show