

## 1. GENERAL INFORMATION

### 1.1 THE EXHIBITION

NEPCON ASIA will be held at the Shenzhen Convention and Exhibition Center from August 26 to August 28, 2020. The exhibition is expected to span 60,000 sqm, making it the largest NEPCON exhibition ever. A combination of six exhibitions in one, NEPCON ASIA serves as a channel via which the entire electronics manufacturing industry can connect. The event is an international-standard electronics manufacturing industry show. A total of 800 exhibitors and brands from 38 countries and regions, together with 60,000 buyers, are expected to participate.

The show will be themed around 5G. The exhibition floor will feature new technologies and products from across the field of electronics manufacturing. These will include printed circuit boards, circuit board assembly machinery, automatic assembly solutions and testing devices. In 2020, NEPCON Asia will focus on the core needs of the electronics manufacturing industry. Digital manufacturing, lean production, product reliability and other topics, as well as communication, automotives, new energy and intelligent cities, will give visitors a first-hand look into the diverse array of available industry solutions.

The exhibition will provide personalized recommendations to each visitor, to empower them to achieve purchasing and partnership goals during the three-day exhibition. Through the recommendations, attendees can better connect with electronics manufacturing industry suppliers face-to-face, negotiate orders, join on-site activities, attend concurrently running conferences, learn about the industry and enhance their own knowledge.

### 1.2 VENUE

The Exhibition will be held at the SHENZHEN CONVENTION & EXHIBITION CENTER, Hall 1 Fuhua Third Road, Futian Central District, Shenzhen 518048, People's Republic of China.

### 1.3 DATES AND OPENING HOURS

Exhibition Opening Hours:	Tuesday	26 August 2020 1000 hrs to 1700 hrs
	Wednesday	27 August 2020 0930 hrs to 1700 hrs
	Thursday	28 August 2020 0930 hrs to 1630 hrs

### 1.4 ORGANISER

- (a) Reed Exhibitions Ltd. (RX)
- (b) CCPIT Electronics & Information-Industry Sub-Council

### 1.5 SECURITY

We have engaged a **SECURITY** force from Shenzhen Convention & Exhibition Center who will do their best to ensure the safety of your exhibits. Nevertheless, you must arrange your own insurance to cover all stages of the event and be particularly careful to pack light, portable and attractive exhibits immediately after the close of the Exhibition. It is at this time theft rate is the highest. Please ensure that your booth is not left unattended until all portable items have been secured.

### 1.6 ACCOMMODATION

Hotels in China retain the right to cancel any booking. We must caution our Exhibitors that the only safe bookings are those made through the Official Travel Agent, even though other methods booking may appear to be cheaper. The hotels sometimes offer cheaper rates in order to fill rooms, but these may be cancelled without notice to honor their commitment at a higher rate to the Official Travel Agent. Please see Form 10 for details.

### 1.7 VISA INVITATION LETTER

For VISA invitation letter related matters, please contact Mr. Iain Pei, [iain.pei@reedexpo.com.cn](mailto:iain.pei@reedexpo.com.cn).

## 1.8 ADMISSION

### (a) Exhibitors

Complimentary badges will be issued to all Exhibitors to enter the Exhibition Hall throughout the build-up, breakdown and show days. For security reason, Exhibitors must wear their Badges at all times whilst they are in the Exhibition Hall. Exhibitor Badges may not be used for contractors or persons not working on the Booth.

The Organiser retains the right to carry out **ALL REGISTRATION OF EXHIBITORS AND THEIR STAFF AT BOOTHS**. Please provide us with a **COMPLET**ELIST of all those persons who will be on your booth. It is therefore particularly important that you complete and return **FORM 9** and keep us informed by **EMAIL** of last minute changes.

Please **TYPE / PRINT ALL NAMES** so that mistakes could be minimized.

Minors under 18 years old will not be admitted to the Exhibition premises at any time. This regulation is enforced for both security and safety reasons and applies to all stages of build-up, open days and breakdown.

**Badges for Exhibitors can be collected at the Exhibitor Registration Counter at North Gate Foyer from 24 August 2020 (0900 hrs).**

### (b) Visitors

The Exhibition is open for Trade visitors by invitation from Reed Exhibitions and the CCPIT to members of the industry, academics and those with proof of connection to the industry through business card / letter of introduction. A small number of admission tickets will be made available to Exhibitors for distribution to their personal contacts before the Exhibition. These tickets are strictly limited by Reed Exhibitions and CCPIT. All visitors will be required to complete a Registration Form before being admitted.

Registration counters will be closed 30 min prior to show closure on each open day.

### (c) Contractors

Only contractors approved by Shenzhen Convention & Exhibition Center are permitted to carry out construction in the Exhibition Hall. Contractors will be required to pay commissions or taxes, as appropriate to the Hall, Association or Government.

## 1.9 COMMUNICATION

Exhibitor may hire temporary telephone line for their booths and is on first-come-first-served basis. Please submit your requirements on **FORM 8**.

## 1.10 BUSINESS CENTRE

The business centre located at the Business Centre, second Floor.

## 1.11 TRANSLATION OF PROMOTIONAL MATERIALS

Product catalogues and pamphlets in English are acceptable in China. To promote your products more effectively, we recommend a one-page technical summary sheet be prepared **in Chinese** for each product on display. If you wish, you may also translate your major product literature in Chinese. Please note that R.O.C., Hong Kong and Macau should not be listed under COUNTRY and the map of China should include Taiwan Province.

Name card and any form of your promotional materials should not list R.O.C. This is strictly enforced and exhibitor will have to bear the liability and consequence should they refuse to adhere to.

## 1.12 EXHIBITION HALL SPECIFICATIONS

Location	:	SHENZHEN CONVENTION & EXHIBITION CENTER, Hall 1 Fuhua Third Road, Futian Central District, Shenzhen 518048, People's Republic of China
Floor loading	:	5 ton per sqm
Floor finish	:	Concrete
Ceiling height	:	13-28m
Freight entrance	:	5m W x 4.5m H
Electrical supply	:	220V 50Hz Single Phase 380V 50Hz Three Phase + Neutral + Earth A Fluctuation of $\pm 20\%$ can be expected  Booth power outlet distribution: Duct outlet boxes distributed by every 6m X 10m. Capacity: 25KW/3P—50KW/3P for each outlet box, for the power supply to one 30KW/380V, three 16KW/380V and six 3KW/220V standard electricity sockets for international exhibitions
Water & Drainage	:	Water supply point (1 inch in diameter) and draining point (4 inch in diameter) are provided for every 6m X 10m rectangular.
Compressed air	:	Electrical compressors. Enquire the Official Electrical Contractor if required
General lighting	:	Approximately 250 - 350 lux

## 1.13 (a) SHELL SCHEME BOOTH SPECIFICATIONS

Shell Scheme booths will be built from modular extruded Aluminium System to the following specifications (please see **FORM 1a** for perspective):

- (a) Backwall and 2970mm deep side walls, of 2460mm high and white laminated panels 4mm thick with aluminium frame support.
- (b) 300mm wide Fascia with only company name (in English and Chinese), booth number 100mm high (4 inches) and one corporate logo.
- (c) Floor-to-floor needle punch carpet.
- (d) One information counter (1000mm x 500mm x 750mm H).
- (e) Two folding chairs.
- (f) 12W LED Longarm Spotlight.
- (g) One 3Amp S/P (500watts) socket.
- (h) One wastepaper basket.

## (b) UPGRADE SHELL SCHEME BOOTH SPECIFICATIONS

Upgrade Shell Scheme booths will be built from modular extruded Aluminium System to the following specifications (please see **FORM 1b** for perspective):

- (a) Backwall and 2970mm deep side walls, of 2460mm high and white laminated panels 4mm thick with aluminium frame support.
- (b) 300mm wide color fascia with only one company name (in English and Chinese), booth number 100mm high (4 inches) and one corporate logo.
- (c) Floor-to-floor needle punch carpet.
- (d) One information counter (950mm x 450mm x 750mm H with company logo).
- (e) One square table.
- (f) One black leather chairs.

- (g) Two folding chairs.
- (h) Five 12W LED Longarm Spotlight per 9 sqm of space.
- (i) One 3Amp S/P (500watts) socket.
- (j) One wastepaper basket.

#### 1.14 (a) STANDARD SHELL SCHEME FURNITURE ENTITLEMENT

Area of booth/ Item	Information Counter	Folding Chair	Waste Paper Basket	12W LED Longarm	3Amp Socket (500watts)
9 -12.9 sqm (1 full set)	1	2	1	2	1
13 – 18.9 sqm	2	2	1	3	1
18 – 21.9 sqm (2 full sets)	2	4	2	4	2
22 – 26.9 sqm	3	4	2	5	2
27 – 30.9 sqm (3 full sets)	3	6	3	6	2
31 – 35.9 sqm	4	6	3	7	2
36 sqm (4 full sets)	4	8	4	8	3

#### (b) UP GRADE SCHEME FURNITURE ENTITLEMENT

Area of booth / Item	Square Table	Information Counter	black leather chair	Waste Paper Basket	Folding Chairs	12W LED Longarm Spotlight	3Amp Socket (500 watts) socket
9-17 sqm	1	1	1	1	2	5	1
18-23 sqm	2	2	2	1	4	10	2
24-26 sqm	2	2	2	2	6	12	2
≥27 sqm	3	2	3	3	9	15	2

#### 1.15 CATERING

There are several fast food outlets in the Exhibition Hall.