Move in Notice

Dear Exhibitors,

Thank you for your active preparation for taking part in **analytica China 2026**. We also appreciate your vigorous cooperation. The exhibition is getting closer. At this moment, we particularly want to remind you to pay attention to these important issues as follows,

I. Time Schedule

Please be noted the following time arrangement related to the exhibition

Description		Date	Time
BUILD - UP PERIOD			
Exhibitor nominated stand contractors move-in		14 November 2026	09:00 - 22:00
		15 November 2026	09:00 - 22:00
Exhibitors' check-in & badge collection	Raw space exhibitors	14 November 2026	09:00 - 17:00
		15 November 2026	09:00 - 17:00
	Shell scheme exhibitors	15 November 2026	09:00 - 17:00
Exhibits move in		14 November 2026	09:00 - 22:00
		15 November 2026	09:00 - 22:00
All exhibits ready for display		15 November 2026	22:00
EXHIBITION PERIOD			
Entry time for exhibitor		16-18 November 2026	08:00
Opening hours of exhibition		16-17 November 2026	09:00 - 17:00
		18 November 2026	09:00 - 16:00
TEAR - DOWN PERIOD			
Forwarder delivers empty crates		18 November 2026	16:00
Booth dismantling & move-out		18 November 2026	16:00 - 22:00

Reminding:

1. If you need extended working hours during build-up and teardown period, please go to the SNIEC customer service center in **No.3 Entrance Hall (East Entrance Hall)** before 15:00 every day. Besides, **all exhibits must remain on display until the show has closed at 16:00 on 18 November.**
2. **Power Supply: the facilities are planned to be activated for the booths on the morning of 10:00 at November 15th (exact time may be subject to change and will be notified in advance). The power supply for the booths will be activated only after the venue and official contractors have inspected and confirmed the safety of booth electrical circuits. Exhibitors/contractors should complete the electrical connections before November 15th. If electrical connections cannot be completed by this time, delivery of power supply to the booth will be delayed.**
3. According to the regulation of Shanghai New International Expo Centre, every contractor and freight forwarder must wear the helmet on site during move-in and move-out period at the fairground (indoor& outdoor). Meanwhile, the exhibitors must wear the helmets as well during move-in and move-out period at open area.
4. This exhibition is not open to minors. Please pay attention to it.

II. Exhibitor Check in

1. Please ensure all exhibitors have completed the online application for exhibitor badges before entering the venue. Exhibitors who have not completed the application, please scan the QR code on-site, log in to the system with your Exhibitor Center username and password to enter personnel information and apply for exhibitor badges online.
   ***If you have forgotten the Exhibitor Center username and password, you can collect your account information at the service counter in No.3 Entrance Hall (East Entrance Hall).**
2. Exhibitors please proceed to the exhibitor registration counter in the No.3 entrance hall of the venue with your identification for registration and collect exhibitor badge at self-service registration machines.
3. **Exhibitors should strictly review and manage the content displayed on their booth's LED and electronic screens, ensuring no illegal information is broadcasted on the LED screens, and LEDs must not be connected to the internet. During the exhibition, a designated person must be assigned to oversee the LED screens while they are in use, adhering to the principle of "when the screen is on, someone is present," to promptly address any**

emergencies. The organizer reserves the right to cut off the power supply of the booth if any illegal content is found on the screens.

4. Mainland China **exhibitors** must carry their ID cards when entering the venue. For exhibitors from overseas, Hong Kong, Macao, and Taiwan regions: proceed to the service counter (South Entrance Hall) with your passport/Hong Kong-Macao Pass/Taiwan Compatriot Permit for registration to obtain an exhibitor badge. Scan the exhibitor badge at the turnstile for entry.
5. **According to the latest regulations of the Shanghai New International Expo Center, all raw space booth design plans must be approved by the exhibition hall's designated review company, Beijing Zhanhuibao Information Technology Co., Ltd (below 4.5m) or Shanghai HAH Exhibition Consulting Co., Ltd (4.5m and above) before proceeding with entry formalities.**
6. **In accordance with the requirements of relevant departments, all raw space booths must install temporary surveillance and a one-touch alarm visual intercom system to achieve second-level response and multi-level linkage requirements. Please lease the necessary equipment from the service provider by 10:00 a.m. on** November **15th at the latest (see the QR code on the right).**
   Shanghai Jisheng Information Technology Co., Ltd.
   Contact Tell: 15000663737
   Working Time: Before show 9:00-17:30
   During show: 9: 00-17:30



III. Raw Space Contractors Move-in Procedure (Please send this page to your booth contractor)

Before Move-in

Real - name Authentication Procedure Required by SNIEC
@ Certification Center in No.1 Entrance Square (Near Hall W1)

All stand contractors and freight forwarders are required to go through Real-Name Authentication procedure at the Certification Centre in South Square (near Hall W1) at least 15 days prior to the first move-in date in order to obtain entry permission from SNIEC.

For truck entry: Follow Wechat Public Account: SNIEC
To apply the '**Waiting Permit**'

Please refer to the next page: 'Important notice for the entry of freight vehicles and exhibit vehicles'

During Move-in period

Claim General Management Deposit receipt from Official Contractor
@ Official Contractor Counter in **No.3 Entrance Hall (East Entrance Hall)**

Organizer and SNIEC require raw space contractors and exhibitors who build their booths on their own to pay Hall Management Fee & General management deposit to **the official contractor before move-in**.

Date for getting a stamped deposit receipt onsite
13 November 2026 (09:00-17:00)
14 November 2026 (09:00-17:00)
15 November 2026 (09:00-17:00)
At Official Contractor Homer-Expo Counter in No.3 East Entrance Hall

Purchase Contractor Badges with Receipt of General Management Deposit
@ Certification Center in No.1 Entrance Square (Near Hall W1) or P7 Certification Center

All contractors who pass real-name authentication procedure and carry out above procedures should purchase contractor badges from SNIEC. Each badge is RMB 50(include RMB 30 badge fees + RMB 20 accidental injury insurance fees). People without badge are forbidden to do any construction activities.

Vehicle Admission to Loading Bay
@ Certification Center in No.1 Entrance Square or P7 Certification Center

Please refer to the next page: 'Important notice for the entry of freight vehicles and exhibit vehicles'

Important notice for the entry of freight vehicles

a. Apply for "waiting permit" via SNIEC wechat platform：.

According to the newest regulations of Shanghai New International Expo Centre, the queue management of vehicles will be implemented from now on. A "Waiting Permit" is required for each freight vehicle / exhibit vehicle that needs to enter the venue, which must be applied in advance through online system with the completion of vehicle registration and payment. The system-generated "Waiting Permit" shall be printed on A4 paper and placed on the front windshield of the vehicle, so that it enters the designated parking lot for a specified period of time. Vehicles not showing the "Waiting Permit" or not complying with the specified period of time on "Waiting Permit" are not allowed to enter or park in the surrounding area of Shanghai New International Expo Center (ie Middle Yanggao Road - Luoshan Road - Longyang Road - Pujian Road - South Yanggao Road), otherwise it will be regarded as in violation of traffic rules. For details, please consult the official contractor / freight forwarder.

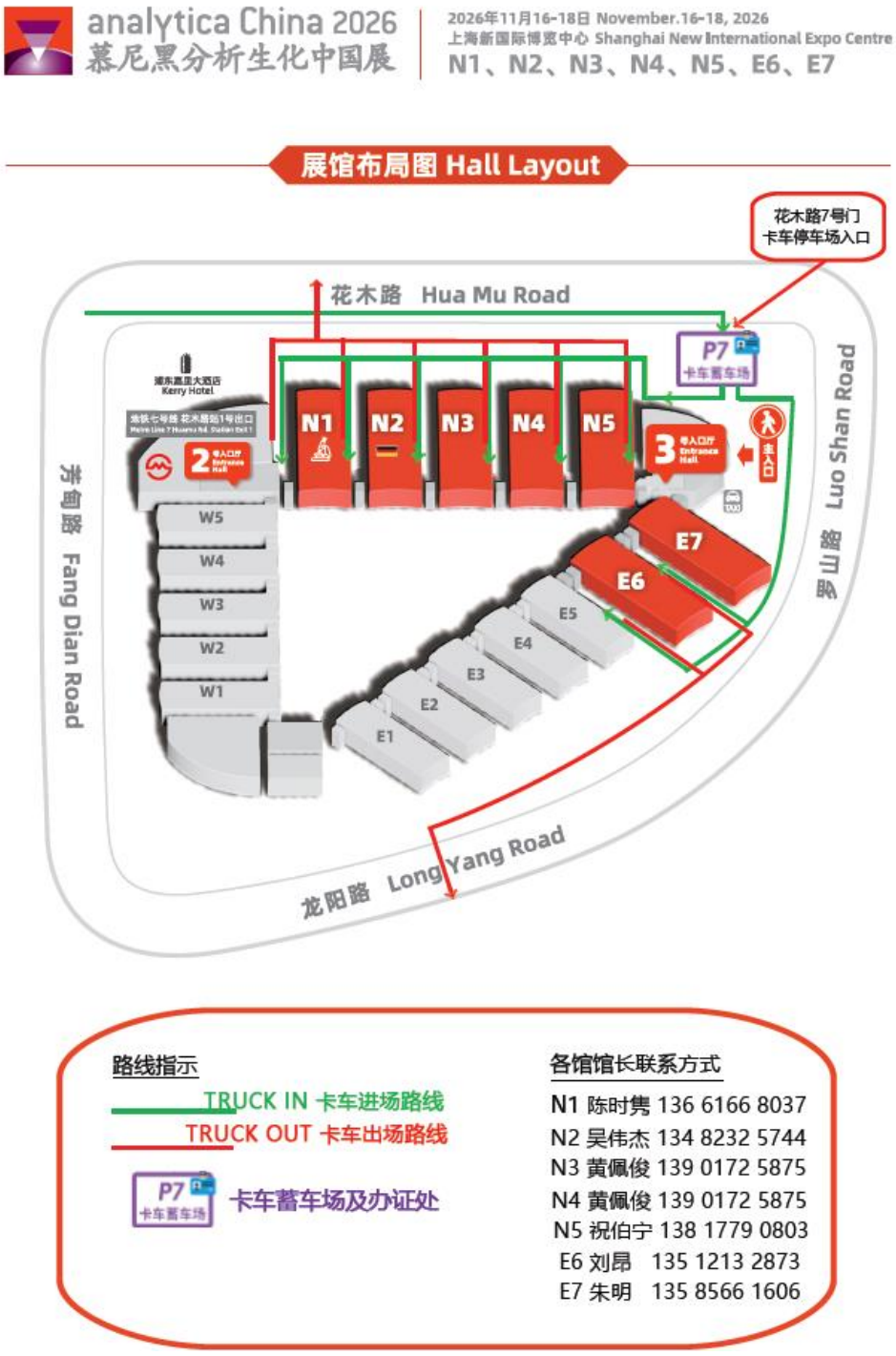
Type of vehicles	Admitted area(s) in SNIEC	Type of license	Processing mode, date & place	Charge
Freight vehicles	designated parking lot (P7)	Waiting permit	· Move-in waiting permit: online system opens from **9 November 10:00** · Move-out waiting permit: online system opens from **17 November 10:00** · processing and payment through online system	RMB 20/vehicle/license
	loading bay	Vehicle permit to loading bay	· during build-up / dismantling period at South Square or P7 Certification Center	RMB 50/vehicle/entry/1.5hrs (deposit: RMB 300/ vehicle/entry)

According to the latest regulations of SNIEC, all vehicles entering the loading bay of the venue need to register the driver and vehicle related information in advance through the wechat Official Account of the hall owner (SNIEC) and go to the SNIEC certification center to apply for the vehicle license of the loading bay with the registered QR code.

Please note

- If you have any question about waiting permit, please contact the official freight forwarder:
  - Hall N1 Mr. Michael Chen 136 6166 8037
  - Hall N2 Mr. Peter Wu 134 8232 5744
  - Hall N3,N4 Mr. David Huang 139 0172 5875
  - Hall N5 Mr. Jimmy Zhu 138 1779 0803
  - Hall E6 Mr. Louis Liu 135 1213 2873
  - Hall E7 Mr. Janson Zhu 135 8566 1606
- The freight vehicle must enter the surrounding area of the venue with showing the "Waiting Permit" processed online in advance, and then is admitted in the loading bay with the "vehicle permit to loading bay".
- Each mobile phone number / each license plate number can only be used to register one "Waiting Permit" per day. The license plate number can be modified several times before payment but once only after payment. The vehicle is not allowed to enter the parking lot of the venue if it does not comply with the "Waiting Permit".
- In case of failure to arrive at the designated parking lot within the specified period of the " Waiting Permit", the vehicle may only be delayed one batch later in the day.
- For the "Waiting Permit" fee, an electronic invoice can be issued temporarily, which can be viewed through online system and printed on your own. It is subject to the approval of the Tax Bureau.
- The driver should follow the guidance of the security guard and is forbidden to leave the vehicle unattended. Once the loading and unloading is finished, the vehicle shall be driven out immediately to avoid unnecessary traffic jam for which the deposit will be deducted as a penalty.
- The overtime charge will be levied at RMB 100 per vehicle per every half hour (the overtime charge for less than half an hour is also RMB 100).
- The deposit will be refund with showing the "Vehicle Permit to Loading Bay" as well as the deposit receipt within 10 days after the completion of the loading and unloading only. For any loss or damage of the "Vehicle Permit to Loading Bay", the deposit will not be refunded.
- The above fees are not inclusive of overnight parking fees.
- The standard of vehicle parking fee is subject to the authorized load of vehicle driving license.
- The freight forwarders (except one driver per vehicle) are required to purchase the construction badges at Certification Center in South Square Certification Center.
- **Please show the below application process to your domestic freight forwarder.**

B. Print the "waiting permit" and enter to the Parking lot on valid date/time.



***Truck route for P7 Parking lot** :

C. Apply loading bay entry pass (with IC card) at Certification Center of SNIEC at 1# entrance square/P7 Parking Lot with showing exhibitor badge or deposit receipt.

D. Then trucks drive into the specified loading bay.
For detailed procedures, please contact the official freight forwarder.

IV. Shipping Forwarding and Empty Cases Services - contact official freight forwarder

Before the show (Till November 13)

APT Showfreight Shanghai Co., Ltd

Room 12B3, Oriental Viking Building, 333 Xian Xia Road, Changning District, Shanghai 200336 China

Tel: +86 (21) 6124 0090 ext. 312

Contact Person: David Huang

Email: David.huang@aptshowfreight.com

Build up period (November 14 - 15):

a. service counter: No.3 East entrance hall

b. Loading Bay outside Gate 9 of Hall N1, Loading Bay outside Gate 9 of Hall N4
Loading Bay outside Gate 9 of Hall E6

During the show (November 16 - 18):

Booth N2.2879 - APT service counter

Empty Box Management of SNIEC

In order to eliminate fire hazards and ensure the order of the venue, and further improve the service quality during the exhibition, organizer entitles the official freight forwarder to take responsible for the management of temporary storage materials. Exhibitors and contractors are required to follow the guide from the security of SNIEC and staff from organizer. The materials will be stored in the designated yellow areas of the loading bay arranged by the SNIEC. Also the official freight forwarder will charge the on-site usage fee according to the storage area. The charging standard refers to the shipping tariff in exhibitor manual.

V. Furniture rental or Stand Construction Services - contact official stand contractor

Before the show (Till November 13)

Shanghai Homer-Expo Service Co Ltd

1st Floor, No.16 Building of the National Science Park of Donghua University No.658 Jinzhong Road,Changning Area, Shanghai, China

Tel: +86 (0)21-52212001

Mr. Jayden Wang / ext. 845（N1,N2） Wty@homer-expo.com

Ms. Vikki Zheng / ext. 802 （N3,N4） Zwq@homer-expo.com

Ms. Raven Gong / ext. 840（N5,E6,E7） Gjm@homer-expo.com

Build up period (November 14 - 15):

Homer-Expo Service counter at Hall N1-N5, E6-E7 (Near Gate 1 of each hall) or No.3 East entrance hall

During the show (November 16 - 18):

Booth N2.2276/N4.4315 - Homer-Expo service counter

VI. Other Important Notice and Reminding

Reminding:

Be sure to look after your property carefully during the construction and the whole exhibition. The organizer will take no responsibility for the loss.

Important Notice for move-out:

1. Considering safety of booth dismantling, all power supply, compressed air and water will be cut off at **16:00 on 18 November**. Please turn off all electrical equipments and machines and exam all facilities **by 15:45 in advance**.
2. Due to the traffic rush hour during move-out period (after 16:00,18 November), please arrange your truck get into the fair ground parking area as early as possible to avoid long time queuing.

Protection of Intellectual Property Rights

During the show Mediation Committee of Protection of Intellectual Property Rights: SNIEC-N5.2W1 office

Tel: +86 21-20367503

Important Notice of Fire Protection

Regarding the Electric Appliances and Circuits:

1 Fire-resistant cables and insulate casing must be used during wiring works; insulation porcelain and plastic connectors must be used during branch circuit connections. Aerial laying must be used when laying the wires, ground laid wires should be protected by cubes or by bridge plates.

2 All metallic structures and shells shall have a reliable grounding. Any electrical terminal switches should be installed with 30mA leakage protectors.

3 Lighting fixtures may not be attached to flammable decorations, among other things. Heat insulation measures must be taken when electrical appliances is close to non-flammable materials. The safe distance between lighting fixture and flammable exhibits must be kept more than 50cm.

4 Exhibitors/contractors of raw space booths must cut off the electrical power supply before leaving the booth during build-up/show/dismantling period. An electrical master switch must be installed.

5 Any exhibiting combustible vehicles or machines can't be repaired or operated. Only 10% of the gasoline can be stored inside.

6. All metallic structures and shells shall have a reliable grounding. The grounding wires shall be fixed on electrical box. Cables cannot cross the aisle

7. In order to effectively prevent electrical fire accidents and further improve the fire safety, SNIEC has introduced electrical fire monitoring according to the requirements of the Shanghai Fire Bureau. All booths are required to apply for electrical fire monitoring and the fee will be paid by exhibitors or contractors. The secondary level electric box (lighting part) of booth is replaced by the electrical fire monitoring and generally exhibitors or contractors do not need to carry secondary electrical box.

Regarding the Construction Materials:

1 All the construction materials must conform to the fire protection regulations with relevant quality testimonials. The flammability rank of the materials must be higher than rank B1 (difficult-flammble)

2 All the carpets paved in the booth must bear the fire prevention aptitudes. Booth construction will be suspended if the carpets are not qualified before replacement.

3 All the wooden structures must be painted with fireproofing paitings, contractor should prepare the fireproofing testimonials of the paintings.

4 The use of taslorn is highly prohibited. Gridding cloth should not contain any kind of taslorn fabric.

5. According to the latest environmental regulations from SNIEC, all paint buckets, KT boards, carpets and low-pressure plastic paper (bubble plastic paper) must not be discarded after use, and must be recycled by exhibitor or contractor own self. Otherwise, the general management deposit will be deducted.

Booth ceiling should be kept open.

All the contractors and exhibitors are required to strictly follow the rules above so as to avoid any suspension due to booth modifications or accidents. Exhibitors and contractors are responsible for all the losses caused by inappropriate use of building materials

On-site Contact Persons

Construction Service		Contact Person 联系人	Mobile Phone 手机
Official Stand Contractor （Shanghai Homer-Expo Service Co Ltd）	Hall N1, N2	Mr. Jayden Wang	135 2433 4071
	Hall N3, N4	Ms. Vikki Zheng	184 7973 2513
	Hall N5, E7, E6	Ms. Raven Gong	153 1750 6487
Official Freight Forwarder （APT Showfreight Shanghai Co., Ltd）	Hall N1	Mr. Michael Chen	136 6166 8037
	Hall N2	Mr. Peter Wu	134 8232 5744
	Hall N3,N4	Mr. David Huang	139 0172 5875
	Hall N5	Mr. Jimmy Zhu	138 1779 0803
	Hall E6	Mr. Louis Liu	135 1213 2873
	Hall E7	Mr. Janson Zhu	135 8566 1606
Organizer's Operations	Hall N1, N2	Ms. Nancy Huang	137 6450 7434
	Hall N3, N4	Mr. Mario Ma	137 3868 0282
	Hall N5, E7, E6	Mr. Scott Zhang	137 7432 7833

Notice：

1. **Please contact with official stand contractor for any additional furniture order.**
2. **For all exhibit shipments, please place orders online through the official mini program only. Do not place orders through business cards or any other unofficial channels, to avoid loss of property.**
3. **If there is any complaint, try to take a photo for evidence and then report to the organizers.**