

A true to scale layout plan must be submitted to the SC for any **trade fair or exhibition stalls** to be set up, proving that no exitways and emergency exits will be obstructed. Such plan will be reviewed and must be absolutely adhered to upon authorization.

An **electricity certificate** conforming to standard shall be submitted prior to the event for any exhibits, fair structures, tents or superstructures with a higher share of electrical equipment set up inside the building or in front of the main entrance.

The ORG or one of his authorized representatives must be present during the **official inspection** (public events); any defects detected shall be remedied reliably and on time.

Packing material and transport crates shall be removed from the building prior to the event. Any rubbish, paper, cartons or other refuse not removed by the ORG on time shall be removed by the SC at the ORG's expense.

Any **damage** caused by the ORG or his authorized representatives during the event shall be recorded and repaired by the SC at the ORG's expense.

Any **instructions** given by the SC staff in charge of the event must be strictly observed.

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Read and acknowledged
on behalf of the Organizer

Issued 2003-12-04 WT