



FBIF食品创新展（超级选品会）2025
FBIF Food Innovation Expo 2025

Exhibitor's Manual

for Raw Space Booths

National Exhibition and Convention Center
Shanghai · China
May 8-10

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Preface

Welcome to the FBIF Food Innovation Expo 2025!

1. This Manual is an integral part of the Exhibition Contract signed between the sponsor and the exhibitor. The Exhibitors, builders and service providers shall comply with this Manual, including any revised text issued by the sponsor.

2. Exhibitors and builders should carefully read the regulations on production safety, fire safety and civilized exhibition in this Manual. If you have any doubt or doubt, you can consult with the organizer and the designated service provider in the preparation stage of the exhibition or at the exhibition site.

3. Exhibitors, builders and service providers must strictly abide by the regulations and requirements issued or notified by the organizer during the exhibition, including "Exhibitor's Manual", "Exhibitors To-do List", "Exhibitor Guide", etc.

The following provisions are made for the abbreviations used in this manual:

The manual refers to this exhibitor's manual.

The organizer / organizing committee refers to the organizer of FBIF Food Innovation Expo 2025 — Simba Events.

The official constructor refers to the FBIF Food Innovation Expo 2025 partner — SHANGHAI BEST-EXPO EXHIBITION CO.,LTD

The official forwarder refers to the FBIF Food Innovation Expo 2025 partner — Shanghai Expotrans Limited.

Exhibitors refer to the company that has signed a valid and legal participation agreement on FBIF Food Innovation Expo 2025 with Simba Events .

The information in this manual is valid from the date of publication until 31 May 2025.

FBIF2025 Organizing Committee

October 21, 2024

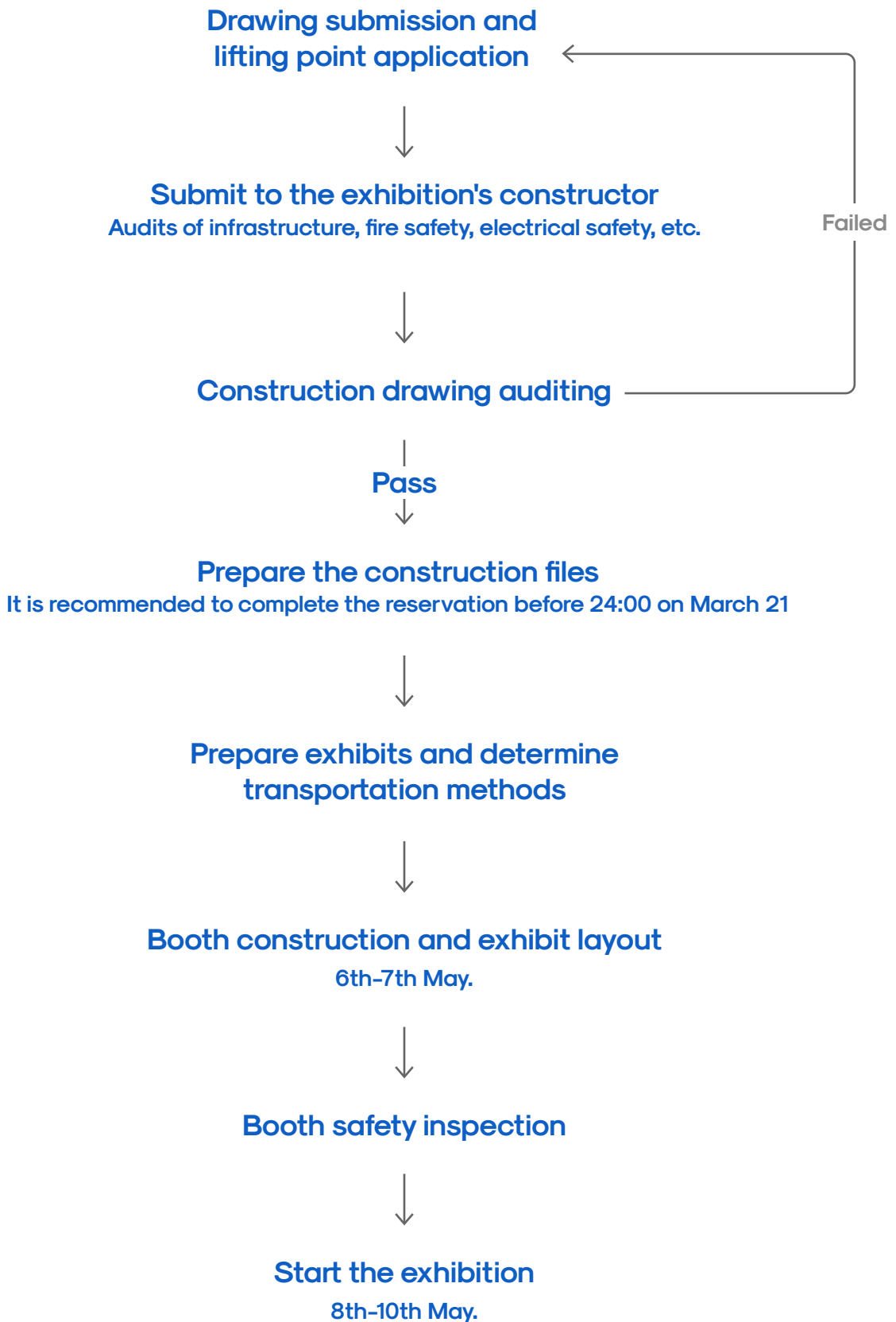


Overall schedule

Content	Date	Time	Notes
Construction Period (Specially decorated booths only)	6th May.	09:00-20:00	ONLY booth contractors can access the exhibition area for safety.
	7th May.	09:00-13:00	Contractors must construct the booth structure by 1:00PM. Exhibitors are allowed to enter the exhibition area with own ID cards and safety helmets.
Exhibits Arrangement Period	7th May.	13:00-18:00	Product Display (Exhibitors enter the exhibition area by swiping own ID cards.)
Exhibition Period	8th May.	09:00-17:00	Exhibitors can enter and leave the area from 8:30AM to 6:00PM.
	9th May.	09:00-17:00	
	10th May.	09:00-15:00	Exhibitors can enter and leave the area from 8:30AM to 5:00PM.
Move-out Period	10th May.	15:00-20:00	Exhibits Shipping & Booths Dismantling

* Exhibitors and builders shall arrange exhibitions, participate and withdraw exhibitions during the designated working hours, and overtime pay will be charged. If you need to work overtime, you should apply for and pay overtime pay to the exhibition's constructor before 15:00 on the same day. Please see it for details [Overtime Operation](#).

Booth Design Process



General Information

1. FBIF2025 Basic Information

· Exhibition Name:

Food Innovation Expo 2025

· Exhibition Time:

8th-10th May. 2025 (Thursday, Friday, Saturday)

· Exhibition place:

National Exhibition and Convention Center (Shanghai) Hall 4.2 Lobby、

Hall 5.2、 Hall 6.2

*Please click [here](#) to learn the latest exhibition area information.

· Exhibition Address:

No.1888, Zhuguang Road, Qingpu District, Shanghai

· Organizer

Simba Events

· Parallel forum

Name: FBIF | Food & Beverage Innovation Forum

Time: 8th-10th May. 2025 (Thursday, Friday, Saturday)

Place: National Exhibition and Convention Center (Shanghai) Hall 4.2

2. Technical data of the exhibition hall

· Mobile communication and network

【Free Wi-Fi service】： “NECC-FREE” wireless network is fully covered, providing free access. Please note that due to technical limitations and environmental factors (such as high traffic, external interference), slow internet speed or poor connection may occur in some areas.

【Customized network service】： According to the special needs of the exhibition, high-density and high-band width customized network solutions can be provided. You need to apply for a lease from the exhibition's constructor , and you need to place an order

【[Contact the Official Constructors](#)】 。

2.2 Pavilion Infrastructure

	Hall 4.2	Hall 5.2 & Hall 6.2
Freight entrance	8mWx6.5mH	
Column mesh	54mx36m	
Buildable height	4.4m	
Ground load bearing	1.5t/m2	
Pavilionbrightness	300LX	
Mode of freight	Dedicated truck lane arrives at eachexhibition hall	
Water supplyequipment	None	40*3m3/h
Air supply	None	10m3/min

Exhibition regulations

Basic provisions

· Booth operation

- 1) Exhibitors are not allowed to transfer or sub-lease part or all of their booths. The actual users of the booths must be exhibitors who have signed the Exhibition Contract with the organizer.
- 2) Before the end of the exhibition, all booths and exhibits must be in normal exhibition and operation state, and the exhibition shall not be terminated early for any reason.
- 3) The booth must be clearly divided according to the area signed in the contract, and the booth structure must not exceed the agreed boundaries; If there is any violation, the organizer has the right to ask it to rectify and bear the relevant expenses.
- 4) Exhibitors are not allowed to display, hang or distribute any items outside the boundaries of booth.
- 5) The structure and layout of the booth should be considered not to obstruct the line of sight of other booths; In principle, the main channel booth must ensure that both sides are unobstructed, and must not obstruct the line of sight of adjacent booths on the same visual surface; If there is any violation, the organizer has the right to ask it to rectify and bear the relevant expenses.
- 6) All booths must comply with the quality standards and safety standards of the organizer and relevant departments of the Chinese government; If there is any violation, the organizer has the right to ask it to rectify and bear the relevant expenses.
- 7) Do not use the wall panels of adjacent booths as your own wall panels; If the height of adjacent booths is inconsistent, the higher part of the booth should be beautified by the exhibitor or its builder.
- 8) The single-layer height limit of specially equipped booths in this exhibition shall not exceed 4.4 meters, and it is forbidden to build double-layer booths.

· Demonstration of exhibits

- 1) Exhibitors need to ensure that they do not infringe the intellectual property rights of others; If there is an intellectual property dispute, it will be handed over to the intellectual property administrative department for handling according to law.
- 2) Exhibitors shall not directly or indirectly display or publicize materials unrelated to the company's own products and services, shall not violate Chinese laws or public order and good customs, nor shall they display, display or publicize any other exhibition materials in any form at the exhibition venue, or conduct any form of publicity activities for them; In violation of Chinese laws and regulations and relevant laws and regulations of the government of the place where the exhibition is held, exhibitors shall bear corresponding legal responsibilities according to

law.

3) Exhibitors or other units shall not privately use various network equipment and means (including but not limited to wireless Wi-Fi, iBeacon, BLE, NFC, etc.) collect and use personal information (including electronic information) at the exhibition site.

- On-site activity declaration

Exhibitors must report to the organizer in advance the on-site activities held at the booth (including but not limited to meetings, activities, press conferences, performances, advertisements, distribution of gifts and materials, etc.), and fill in

[Form 7: Application for Activity within Booth](#)

- No retail sales

The venue forbids any unit or individual from performing any retail activities during May 8-10.

- Exhibition field layout

1) For details on the floor bearing capacity of the exhibition hall, please refer to Part 1 (II) [Technical Data of the Exhibition Hall](#) in this Exhibitor Manual. If there are vertically vibrating parts during the operation or demonstration of exhibits, shock-absorbing and anti-vibration measures should be taken.

2) The flame retardant performance level of the booth construction materials shall not be lower than B1 (flame retardant type), and stretch fabric, grass, bamboo, rattan, paper, bark, foam, reeds, artificial green plants, combustible plastic boards, combustible carpets, cloth and wooden boards shall not be used as decoration materials.

3) It is not allowed to use nails, glue or other materials to stick or hang decorations and posters on the floor, walls, etc. of the exhibition hall.

4) Exhibits must not rely on or depend on the fixed facilities and structures of the exhibition hall; the power outlets of the exhibition hall's trenches and wells and the doors of vertical electrical cabinets must be able to open normally.

5) Airships, balloons, drones and other hovering equipment are not allowed to be used inside or outside the exhibition hall.

6) It is strictly prohibited to use sewage, sand, peat, moss and other similar materials in the construction and display without taking leakage protection measures to prevent the fixed facilities and equipment in the exhibition hall from being contaminated.

7) It is strictly forbidden to use carpets containing calcium carbonate; it is strictly forbidden to use double-sided sponge glue or other difficult-to-remove materials to lay carpets; non-flammable or flame-retardant environmentally friendly carpets and cloth double-sided tape must be used.

8) If there are glass decorations or stands in the structure, they must be constructed and

installed securely, and marked with eye-catching signs at a visible height to prevent casualties.

- **Damage Compensation**

- 1) Exhibitors shall bear relevant compensation liability for financial damage to the fixed facilities, rented equipment, ground, walls, etc. of the exhibition hall or personal injury to other personnel caused by their failure to comply with the exhibition regulations.
- 2) Exhibitors shall bear relevant compensation liability for failure to open or repair the facilities and equipment of the exhibition hall in a timely manner due to their failure to comply with the exhibition regulations.

- **Photography, live broadcast and video recording**

- 1) Exhibitors are not allowed to bring large professional photography equipment into the exhibition without the written approval of the organizer; exhibitors are prohibited from using drones, jib cameras, etc. for recording.
- 2) If exhibitors need to live broadcast, photograph or record at the exhibition site, they shall not infringe the intellectual property rights and other related rights legally enjoyed by the exhibition organizer, other exhibitors and any other third party, and shall not disrupt the order of the exhibition.

- **Volume Control**

When each booth is conducting exhibit demonstrations or other related activities, the maximum volume of the equipment is 70 decibels.

- **Catering and cooking**

- 1) Open flame cooking is strictly prohibited; all heating equipment (such as induction cookers/microwave ovens/ovens) must be operated or supervised by a designated person and must not be used by the audience at will;
- 2) On-site cooking areas or heating equipment must be marked with a conspicuous "Do Not Approach" sign or a 1-meter isolation zone must be set up;
- 3) The exhibition hall clearly stipulates that it is strictly prohibited to dump grease waste into the ditch and ordinary trash cans. Exhibitors must comply with relevant regulations and dump waste oil/food residues generated during cooking at designated recycling points (only grease waste, other wastewater or domestic waste should be dumped in ordinary trash cans); random dumping will result in a minimum fine of RMB 50,000.

- **Exhibition site cleaning and security**

- 1) The organizer is responsible for cleaning the public areas; exhibitors must clean the booths and leave the garbage at the garbage storage point.

- 2) Waste liquids, catering sewage and very warm liquids must be dumped at designated locations in the exhibition hall or in self-provided closed containers. No garbage may be dumped in indoor and outdoor exhibition trenches, trenches, toilet washbasins or pools in the exhibition hall; if violated, the exhibitor will bear the costs of pollution cleaning, water pipe blockage, etc., as well as the corresponding administrative penalties and other related responsibilities arising therefrom.
- 3) After the exhibition is over, if exhibitors have a large amount of waste to be disposed of, please notify the organizer in advance for arrangement. This arrangement will be charged extra.
- 4) During the period of booth layout and dismantling, low-pressure plastic paper and other construction waste must be taken out of the exhibition hall and cannot be left behind. If it cannot be taken out of the exhibition hall, qualified units must be contacted for recycling.
- 5) Please keep exhibits and personal belongings properly during the exhibition. It is recommended to use anti-theft locks for important items such as laptops to prevent theft; if lost or stolen, please inform the organizer in time.
- 6) Please take effective protection measures for valuable exhibits and items before closing every day.
- 7) If additional cleaning services or additional security personnel are required during the exhibition, exhibitors can apply to the organizer in advance. After review and approval by the organizer, they will be assigned, and the relevant expenses shall be borne by the exhibitors. For details, please see [Form8: Application for Temporary Cleaning and Security](#).

· [Storage and Transportation of Exhibits](#)

Storage and transportation services require additional fees. All types of boxes and packaging materials for storing or transporting exhibits shall not be stored inside the exhibition hall or on the passages; exhibitors must arrange and store the above items in advance through the main transportation service provider designated by the exhibition. The vehicles, time and route arrangements for the transportation of exhibits are all provided by the main transportation service provider designated by the exhibition. Exhibitors are requested to contact the main transportation service provider in advance for related services. The organizer shall not bear any responsibility or loss for any delays, service errors or disputes caused by failure to use the main transportation service provider designated by the exhibition. For details, please refer to "[Exhibit Transportation](#)" in this manual

· [Liability and Insurance](#)

- 1) The Organiser shall not be liable for any direct or indirect injury, loss, destruction or damage to the personal property and exhibits of the Exhibitors or their agents, employees and

constructors caused by the Exhibition.

2) We strongly recommend that Exhibitors pack and properly store portable and valuable items at the end of each day of the Exhibition, as this is a high incidence period of loss and theft. All items should not be left lying around at any time. The Organiser shall not be responsible for the safety of the Exhibitors' belongings, the Exhibitors' agents, visitors or any other person's belongings brought into the Exhibition Hall.

3) The Exhibitor's liability period can be considered to start from the time when the Exhibitor or its agent or constructor enters the Exhibition Hall for construction, until all his exhibits and belongings are withdrawn from the Exhibition Hall.

4) Exhibitors shall ensure that the Organisers are compensated for any losses and related expenses caused by the Exhibitor or its agent, constructor or guest's behavior.

5) Exhibitors shall be responsible for the loss or damage of any furniture in the booth. Before connecting the power supply, Exhibitors shall take necessary measures to prevent damage to equipment and exhibits.

6) Any disputes between exhibitors and their suppliers have nothing to do with the organizer.

- Failure to participate in the exhibition

If an exhibitor who fails to participate in the exhibition does not obtain the written consent of the organizer after signing the "Exhibition Contract" and withdraws from the exhibition or fails to participate in the exhibition, the booth fees and other fees paid will not be refunded, and the organizer has the right to sell the corresponding booth to a third party.

- Age Requirements for Admission

Minors are not allowed to enter this exhibition.

- Unforeseeable circumstances

If any unforeseeable circumstances beyond these "Regulations" and the exhibition contract occur, the organizer's decision will be final.

- Final right of interpretation

The organizer reserves the final right of interpretation of this "Exhibitors Manual".

Exhibition service providers

1. Recommended special booth constructors

For special booth design and construction, please contact:

* Booth construction package: The FBIF Food Innovation Exhibition 2025 Organizing Committee provides exhibitors with a customized booth construction plan.

Company	Contacts	E-Mail	Booth construction package
CANTON FAIR ADVERTISING CO., LTD.SHANGHAI HIGH-FAIR CONVENTION & EXHIBITION SUB-COMPANY	Froest	zhutianlong@cantonfairad.com	Click to view
SITO (Shanghai) Messe Service Co.,Ltd.	Cherry	cherry.chen@stexh.com	Click to view
Jingxi (Shanghai) Exhibition Design Co., Ltd.	Junjie Li	lijunjie@jxexpo.cn	Click to view
Shanghai Homer-Expo Service Co., Ltd.	Qing Wang	wq@homereexpo.com	Click to view
Shanghai Lichi Exhibition Service Co., Ltd.	Wan	lcs88667@163.com	Click to view
Shanghai REMA Exhibition Co., Ltd.	Cindy	cindyjin@rema-expo.com	Click to view
CHANGZHOU HAWK DISPLAY SYSTEM CO.,LTD.	Tracy	1084899118@qq.com	Click to view
BEIJING YGMK EXPO CO.,LTD.	Tony Fan	fan@bjygm.net	Click to view

2. Exhibition Insurance Service Provider **PICC 中国人民保险**

1) The exhibition requires all builders to purchase the "Exhibition Liability Insurance". Each raw space booth must purchase the exhibition liability insurance that meets the requirements of this regulation before going through the relevant entry procedures such as reporting, drawing review, and deposit payment.

2) China People's Property Insurance Company (PICC) is the designated insurance company for this exhibition.

3) If you encounter insurance problems, you can enter the insurance consultation service group for consultation or contact the relevant staff of PICC.

***Each custom-built booth must list the constructor (contractor) and exhibitor (customer) as the insured.**

Email: zhanbaoyunlian@163.com

Address: No. 20, Pingyuanli, Xicheng District, Beijing

· The insurance liability requirements for each raw space booth are as follows:

Cumulative compensation limit for each booth	Indemnity Limit per Accident			Medical compensation limit per person per accident	Deductible	Limit of compensation per accident, per person	Size of special booth	Insurance fee (¥)
	Damage to leased buildings	Employee Injury	Third party casualties					
1.5million	3million	6milliom	6milliom	No limits are set and medical compensation is covered by health insurance	/	2milliom	No more than 200 m ² (including)	300
							200 m ² to 400 m ² (including)	500

Among them, the insurance liabilities are:

- 1) Damage to rented buildings: losses of buildings, various fixed equipment, ground and foundation of the rented exhibition venue;
- 2) Employee casualties: personal casualties of hired staff, pensions,
- 3) Third-party casualties: personal casualties of third parties, pensions, medical expenses and other related expenses caused.

· Insurance methods

Log in to the official website of [Zhanbao Yunlian to purchase insurance](#)

*If you need help, you can call 400-668-0959 for consultation.

3. Exhibit Transportation



Shanghai Expotrans Limited is the designated transport and sole on-site operation service provider for this exhibition.

Business scope of this exhibition:

➤ One-stop services including storage, loading and unloading (designated unloading area), positioning, assembly and disassembly of all exhibition equipment and related goods in Shanghai.

· Contact information

Shanghai Expotrans Limited

板块	Contact	Phone	E-mail
4.2 H/5.2 H	Jiongzhen Lu	18021009066	lujiongzhen@xptrs.com.cn
6.2 H	Siyi Li	15901731788	lisiyi@xptrs.com.cn

Design and Building of Booth

1. Official Constructors

SHANGHAI BEST-EXPO EXHIBITION CO.,LTD

Area	Contact	Mobile	Email
4.2 H	Lily	17521014314	lily.li@best-expo.com.cn
5.2 H			
6.2 H	David	18258072180	yanna@best-expo.com.cn

2. Water-based Fire Extinguisher Set Rental

2.1 According to the rules of the exhibition venue, every bare floor booth must be equipped with water-based fire extinguisher sets (water-based fire extinguisher + manual fire alarm + booth safety notice) as required below.

Size	No. of Sets
Below 200 m ²	1

2.2 Water-based fire extinguisher sets are available at the Exhibition Business Center for rental by exhibitors/constructors with a charge.

Price for reference: RMB 300 per set + RMB 300 deposit, subject to the quote offered by the Exhibition Business Center.

2.3 Time and Location for Pick-up:

Construction Period: 09:00-17:00

Location: Fire Extinguishers Rental Point, Gate 3, Hall 6.1

2.4 Time and Location for Return:

Time: after 16:00 on the day of dismantling

Location: same with pick-up location.

3. Notes for Raw Space Booths

3.1 Code of Conduct

Compliance with Code of Conduct for raw space booths is required during design and construction of specially decorated booths by constructors. Refer to [Appendix 5: Instructions for Exhibitors of Special-Decorated Booths](#) for more details. Only single-floor booths are allowed along the main isle with height limit at 4.4 meters. Booths along the main isle must have two sides open and not obstruct views of neighboring booths on the same visual plane. Any construction in the booth must not be more than 1/2 depth of the booth. Any arrangement or agreement between the exhibitor and the constructor of specially decorated booths (recommended and approved) are based solely on the intentions of the two parties and shall be implemented by the two parties. Any accidents or disputes that occur during implementation shall be settled under the governance of law, of which the organizer assumes no responsibility.

3.2 Construction Management Fee

All raw space booths exhibitors/constructors are required to pay a construction management fee of **RMB 30/ m²** to the main venue constructor.

3.3 Access for Operators

3.3.1 All operators that are involved in construction must complete ID verification by 21st March 2025.

Targets: All booths set-up and dismantling operators

Note: Access cannot be used for admission during exhibition.

Charge: RMB 30 per pass per exhibition

Term: Exhibition set-up and dismantling periods

3.3.2 Application Process:

Log on NECC website – click '[Download Application Process and file the application for operators](#)' access. Upload Business License, ID Verification Form, scanned copy of Letter of Commitment for Safety Responsibility, photos of the ID of the person in charge of construction. Choose Process Online or Process On-site after verification is approved.

3.4 Drawings Review

Maximum height of constructed structures is 4.4 meters for the safety and stability of raw space booths. Exhibitors who use raw space booths must submit required documents to the main venue constructor for review

Checklist	Specifications
Visuals	Front view, side view, vertical view
Grid System (Floor Plan)	Dimensions marked on grid system
Grid System (Elevation)	Dimensions marked on grid system
Construction Drawings	Dimensions and construction materials shall be specified. Booth exhibition plan, material technical datasheet, material breakdown. All materials that are used in booth construction must be shown in Material Specifications at B1 or above (flame-retardant building materials). Prohibited construction materials include but not limit to elastic cloth, grass, bamboo, rattan, paper, tree bark, foam, reed, faux plants, inflammable plastic boards, inflammable carpet, cloth, wood boards, even with flame retardant treatments.
Section Drawings	Structural breakdown; joints; supporting points with illustrations of gravity centers, positions, steel (dimensions/thickness) with/without run-through or base (dimensions)
Electrical Layout and Distribution Drawing	<p style="text-align: center;">Electrical Floor Plan and Distribution System</p> <ol style="list-style-type: none"> 1. Specify type of electricity, power, rated current and voltage grade of all leakage protectors and the master switches. 2. Specify the type, technical data, number, and power of all electrical appliances; specify models and technical data of leakage protectors (no higher than 30mA) and circuit breakers. 3. Specify models and technical data of wires/cables. 4. Position the master distribution cabinet. 5. Position distribution cabinets and electrical appliances. 6. Specify mode of wiring (main wires in conduit). 7. Specify the peak currents of lighting and loudspeakers.
Steel Structure Drawings	<ol style="list-style-type: none"> 1. Specify: square tubes, universal beams, channel steel, or angle steel (model and dimensions in mm) ; 2. Grade II for butt welds; Grade II for all butt welds in Weld Joints and Seams Diagram unless specified otherwise; full welding for all welds in Weld Joints and Seams Diagram unless specified otherwise. 3. 10.9S bolts shall be used in all bolt fastening. 4. Structural design, construction material data, load range, stability, and strength must be compliant with applicable national standards. 5. Supporting connections must be marked with gravity center, positions, steel (dimensions/thickness) with/without run-through or base (dimensions)
Fire Control Plan	Positions and numbers of fire extinguishers and emergency exit signs.

3.5 Backwall

Each booth, except island booths, must have a backwall. Exhibitors are responsible for enclosing the backwall from top to bottom. The back of the wall must be enclosed with white PVC cloth without any pattern, text, stain, damage, or coloring, and no internal structure shall be exposed. Construction deposit will be forfeited if not such treatment was made. Walls that face an aisle that is 1 meter or above in width can be used for decoration or treated with white panels or white printing cloth. Construction deposit will be forfeited if not such treatment was made.

4. Deposit

4.1 Deposit Amount

Hall	Size	Deposit
Hall 4.2 Lobby	All booths	RMB 30000
Hall 5.2 /6.2	Below 100 m ²	RMB 20000
	Above 100 m ²	RMB 200/ m ²

*** Note: Construction work for all booths in Hall 4.2 shall only start after the carpet and platform are laid on the ground.**

4.2 Time of Payment and Refund

Deposit shall be paid **by 24:00 p.m. on 28th March 2025** by remittance. Deposit will be returned to the paying account in 30 working days from the end of the exhibition and confirmation of booth clearing.

Payment Details: View your remittance details in the Online Application System

After transfer of deposit, please collect deposit receipt at the NECC North Access Center upon presence of remittance slip or a digital copy between 6th and 7th May 2025. Deposit will be refunded to the paying account in one month from the end of exhibition and confirmation of booth clearing.

4.3 Forfeits of Deposits

- The main venue constructor is entitled to forfeit partial or all deposits by following criteria in cases where construction organizations or individuals breach management rules regarding raw space booths or refuse to comply with safety management rules stipulated by the organizer or main venue constructor. The main venue constructor is entitled to mandatory removal of booths in cases of severe violation of safety rules by construction organizations or individuals who refuse to cooperate.
- Smoking is prohibited on exhibition premises. A forfeit of deposit at RMB 2000 per person per case will apply in the case of violation.
- A forfeit of deposit at RMB 1000 per case will apply in the case of inconsistent or understandard construction compared to design proposals.
- A forfeit of deposit at RMB 1000 per case will apply in the case of hanging, tying, nailing, or sticking by using the ceiling, walls, pillars, rails, doors, windows, or other facilities in the exhibition space.
- A forfeit of deposit at RMB 1000 per case will apply in the case of using inflammable textiles or wood structures without fire-retardant coating in booth construction.
- A forfeit of deposit at RMB 1000 per case will apply in the case of sound volume exceeding 70dB, subject to on-site measurement upon complaints from exhibitors or visitors.
- A forfeit of deposit at RMB 1000 per case will apply in the case of failing to enclose exposed area at the back of walls that are higher than their neighboring walls to the main venue constructor's approval.
- A forfeit of deposit at RMB 200 per person per case will apply in the case of operation without wearing safety helmets and failing to correct after notification.
- A forfeit of deposit at RMB 200 per person per case will apply in the case of operation at 2-meters or above height on the ladder with no guarding personnel around the ladder.
- A forfeit of deposit at RMB 2000 per person per case will apply in the case of electrical or gas connection without prior permission or performed by operators who have no electrician license.
- A forfeit of deposit at RMB 2000 per person per case will apply in the case of operation at height without prior permission or performed by operators who have no such license.
- A forfeit of deposit at RMB 500 per case will apply in the case of obstruction of fire exits with construction material and failing to correct after notification.
- A penalty of double the value or more of the electrical connection charge applicable to the declared electrical power control box in the case of using an air circuit breaker that is not suitable for the declared electrical power box, and the constructor must re-declare the electrical power control box for the booth.
- A forfeit of deposit at RMB 500 per finding per case will apply in the case of using alcohol, solvents, or flammable substances without prior permission.

- A forfeit of deposit at RMB 500 per finding per case will apply in the case of cutting metal with grinders and producing sparkle without prior permission.
- A forfeit of deposit at RMB 2,000 per finding per case will apply in the case of violent dismantling, e.g., knocking or pulling a whole building down by force.
- A forfeit of deposit at RMB 2,000 per finding per case will apply in the case of discarding waste in the exhibition halls, inventory yard, or any premises around the exhibition venue.
- A forfeit of deposit at RMB 2,000 per case will apply in the case of failing to remove or clean construction waste, paint buckets, coating buckets, fire-retardant KT boards, carpets, plastic papers, and other waste at the end of dismantling.
- A forfeit of deposit at RMB 10,000 per case will apply in the case of damage caused to property of any party by the constructor due to violating the provisions, and compensations shall be made by the constructor for the caused personal injury or property loss.
- All deposits will be forfeited in the case of personal injury or death inflicted upon any party by the constructor due to violating the provisions, and legal liabilities will be pursued by applicable laws.

5. Overtime Operation

5.1 Overtime Operation Charge

All operation must end by 18:00 each day during the construction and dismantling phases. An overtime operation application must be made to the Service Desk before 15:00 if operation is to continue beyond 18:00 of that day. Overtime operation shall only proceed upon the approval of the organizer. A 50% urgency charge is applicable to overtime operation applications that are made after 15:00 on top of the charge shown below.

Submit an application for "Special Exhibition Services" within the system: [[Online Application System](#)]

Hall	Date	Time	RMB/ hour
Hall 4.2 Lobby	6th and 7th May 2025	18:00 - 22:00	RMB1200
		22:00 - Next Day 08:00	RMB 2600
Hall 5.2&6.2		18:00 - 22:00	RMB 1200
		22:00 - Next Day 08:00	RMB 2600

*** Subject to on-site announcements of time arrangement**

5.2 Notes

The entry time for exhibition staff starts at 08:30 in the morning during the exhibition period. An overtime operation charge is applicable if entry before 08:30 is needed.

Overtime operation charge is RMB 1,400 per hour (one hour minimum).

6. Booth Inspection & Acceptance

Constructors shall dismantle all constructed structures and clear the booth space following time slots specified under [Exhibition regulations](#) in the Exhibition Manual.

Form

Closing Date: 21st May 2025

附表	说明
必交项	
<u>Form 1: Special Booth Safety Responsibility Letter</u>	
<u>Application for Special Booth Setup (Contact the Official Constructors)</u>	
选交项	
Application for Lease of Supporting Facilities (Electricity&Water & Gas&Internet)	<u>Online Application System</u>
<u>Form 3: Application for 24-hour Power Supply</u>	The booth has refrigerators and other equipment that require 24-hour electricity.
<u>Form 4: Application for Advance Power&Water & Gas Supply</u>	Only for power circuits that really need it
<u>Form 5: Application for Removal of Distribution Box Leakage Protector</u>	
Application for Elevating and Lowering Lifting Points	<u>Online Application System</u>
<u>Form 6: Letter of Commitment on Application for and Use of Lifting Point Service</u>	
<u>Form 7: Application for Elevating and Lowering Lifting Points</u>	
Application for Lease of Exhibition Equipment	If you need additional display equipment, such as tables, cabinets, refrigerators, etc.
<u>Online Application System</u>	
<u>Form 8: Application for Activity within Booth</u>	On-site activities in the booth
<u>Form 9: Application for Temporary Security&Cleaning Service</u>	Booths requiring additional cleaning services or additional security personnel
<u>Form 10: Registration of Prohibited and Restricted Items</u>	If you need to bring knives or other items into the venue
<u>Form 11: Application for Special Items Entry</u>	Generally refers to Group C oils, inert gases, combustible or flammable gases, etc.
<u>Form 12: Application for Dynamic Exhibit Demonstrations</u>	If the exhibition site involves mechanical exhibits that need to be demonstrated dynamically.

Appendix

Appendix 1: Construction Safety Management Instructions

1. Basic Regulations

1) Special operation qualification requirements: All special operation personnel must hold valid certificates issued by relevant national departments. It is strictly forbidden to hold false certificates or certificates that do not match the person's certificate. Violators will be severely punished.

2) Construction personnel safety and area requirements: Construction personnel must wear safety helmets when entering the site, and must wear safety belts when working at heights (more than 2 meters). The construction of booths must not exceed the designated area. Illegal construction will be demolished and the consequences will be at their own risk.

3) The design of booth construction must comply with the requirements of relevant professional technical standards such as safe use of electricity, fire protection, structure, water supply and drainage.

4) The hand-cranked lift used for construction must not be overloaded. The hand-cranked lift must have safety devices such as height limiters, overload alarm devices, and broken rope protection devices, and take anti-overturning safety measures.

5) The main building and supporting facilities and equipment of the exhibition hall shall not be damaged, polluted or otherwise destroyed. This includes not using nails, piles, etc. to fix objects on the floor or walls of the exhibition hall, not using grease, paint, glue, etc., which are difficult to remove, not leaning, pressing, pulling, or hanging the walls, ceilings, and various special facilities and equipment (such as pipes, embedded parts, etc.) of the exhibition hall, and not privately hanging structural load-bearing objects on the facilities of the exhibition hall.

6) The materials used for construction must be non-combustible or flame-retardant materials. For example, the booth must use flammable materials such as wood and gauze, and such materials must be fire-proofed before entering the site. Wood materials must be fully coated with fire-retardant paint or have fire-retardant veneers attached to the surface, and sprayed with fire-retardant liquid. Whether such materials are qualified shall be based on whether no open flames are generated in the on-site combustion test. The staff of the exhibition hall has the right to remove materials that do not meet the fire protection requirements. It is prohibited to use flammable materials that have not been fire-proofed at the construction site.

7) Requirements for the use and storage of special materials used in construction:

a. Explosives, petroleum, and flammable, toxic, corrosive, and radioactive materials shall not be used in the exhibition area.

b. The inventory of solid or liquid hazardous materials stored in the exhibition area shall not

exceed one day's usage, and shall be placed in special containers and sealed at a location agreed by government departments and the exhibition hall.

c. Toxic waste must be sealed in special containers, marked with corresponding signs, and managed in accordance with the government's relevant waste use methods.

8) Carpets laid in booths should meet relevant national environmental protection, fire prevention, and flame retardant standards. Only non-residual single-sided and double-sided cloth-based tapes are allowed to fix carpets and other floor coverings to concrete floors.

9) The glass used to build booths must be tempered glass, laminated glass, and other high-safety glass. Load-bearing glass, movable glass used to make doors and windows, and single-piece glass with an area of more than 2 square meters must be tempered, and its thickness must not be less than 10 mm. Other ordinary glass used for decorative purposes and non-load-bearing purposes must also be guaranteed not to cause harm to personnel. Exposed glass corners must be processed or equipped with protective devices to avoid injury to personnel. When transparent glass is used as the material of the enclosure wall, it must be clearly marked within the normal field of vision to prevent accidental collision and injury.

10) Hard objects with sharp angles after construction and decoration, protruding or concave decorative structures on the ground, ropes or cables dragged on the ground, and objects that are easy to cause smashing or collision, within the height or plane range that may cause personal injury, must take protective measures and conspicuous warnings to avoid accidental injury.

11) During the construction operation, the exhibition hall has the right to stop the construction of booths that are not approved, do not meet technical specifications or relevant regulations, and have other unsafe factors. The booth contractor and the main venue constructor must make rectifications as required.

12) The booth construction unit shall not privately uncover the exhibition hall trench cover and use the trench as the wiring path of the booth. The wiring path should be solved by itself in the booth.

13) During the dismantling period, the booth contractor shall clear the special materials and garbage of the booth within the specified time, and the main venue builder shall confirm and return the deposit.

14) The booth construction unit must apply for construction certificates for its construction personnel. During the construction work, all construction personnel must wear valid construction certificates and obey the management of the management personnel. If the certificates are not worn as required or the on-site personnel are not obeyed, the on-site management personnel have the right to cancel the qualification of the illegal construction personnel to enter the construction site.

15) After the exhibits and other large items are transported out of the exhibition hall, they shall be transported away from the red line in time, and stacking within the red line is prohibited. Items that violate this regulation and cause blockage will be forcibly removed, and the violators will bear all related expenses incurred.

16) Booth contractors and exhibitors must take necessary safety precautions in accordance with relevant national laws and regulations to ensure the personal safety of booth construction personnel.

2. Booth design

- 1) The structural strength of the booth design shall meet the strength required by the load, and the construction shall ensure the overall strength, rigidity and stability of the booth structure.
- 2) The exhibition construction unit must construct according to the reviewed drawings and shall not make any modifications without permission.
- 3) For all special exhibition stands, the exhibitors or booth contractors shall submit the drawings to the main venue constructor, and the main venue constructor shall review them.
- 4) Exhibitors and contractors must ensure the safety of booth construction and display during the exhibition, and effectively prevent and eliminate potential safety risks caused by booth structural design and construction problems from the source.
- 5) The booth shall not block the fire manual alarm and fire sound and light alarm on the column. If it is necessary to block, the fire manual alarm and fire sound and light alarm must be dug out, and the hole spacing shall not be less than 15cm×15cm.
- 6) The flame retardant performance level of the booth construction material shall not be lower than B1 (flame retardant type), and elastic cloth, grass, bamboo, rattan, paper, bark, foam, reed, simulated green plants, combustible plastic board, combustible carpet, cloth and wooden board and other items shall not be used as decoration materials, even after flame retardant and fireproof treatment.

3. Construction of special booths

- 1) Booth construction regulations: Construction materials must comply with the material usage standards of relevant national departments for temporary buildings, and the materials must be reasonable and solid.
- 2) The structure must be built within the appropriate site range, and its vertical projection must not exceed the marked range. Any booth structure or exhibits (company name, logo, light box and poster) are prohibited from exceeding the booth boundary. It is prohibited to use buildings, building decorations, railings and walls in the exhibition hall as part of the booth structure, and it is prohibited to occupy green space for booth construction.
- 3) Steel structure columns should use non-welded materials with a diameter of more than 10 cm, weld the chassis at the bottom, and weld the flange with a diameter of not less than 60 cm at the top to increase the force area of the column to ensure the firmness of the booth structure. If it is found on site that the construction is not carried out in accordance with this requirement, the booth construction unit must make rectifications in accordance with the requirements. If the rectification is not made in accordance with the requirements, the

exhibition hall and the main venue builder have the right to stop the construction of this booth.

4) During the construction process, hand-cranked lifts shall not be used to support structures such as I-beams.

5) The floor width of the main wall of the booth structure should not be less than 12 cm to ensure the contact area between the wall and the ground. A crossbeam should be added at the top to connect the large-span wall and steel frame structure of more than 6 meters, and a column support should be added at the bottom to ensure the overall rigidity and stability of the booth. If it is found on site that the construction is not carried out in accordance with this requirement, the booth construction unit must make rectifications as required. If the rectification is not made as required, the exhibition hall and the main venue builder have the right to stop the construction of this booth.

6) The load-bearing components, angle steel, channel steel, square tube and other materials used must be national standard products. The load-bearing components of special booths shall not use decorative flexible metal materials or brittle materials (such as glass).

7) Wooden load-bearing columns and load-bearing beams must be lined with continuous solid wood square tubes to ensure the structural integrity of the components themselves.

8) The single span of wooden structures is limited to 6 meters and the height is limited to 5 meters. The single span of steel structures and steel-wood hybrid structures (including steel-lined square tubes and iron frames) is limited to 8 meters. The span of formed steel grids can be appropriately widened according to their cross-sections, but the maximum shall not exceed 12 meters (except for professional stage construction grids). If any booth exceeds the above standards, the booth must present a special structural stability calculation book to the on-site staff of the exhibition hall.

9) For special booths with frameless structures, the thickness of the wooden wall shall not be less than 30 cm; for special booths with frame structures, the thickness of the wooden wall shall not be less than 10 cm. The load-bearing wooden wall must be supported by square steel or seamless round tubes.

10) When using glass materials to decorate booths, tempered glass must be used. The strength and thickness of the glass must be guaranteed (the thickness of the curtain wall glass shall not be less than 1 cm). The installation method of the glass should be reasonable and reliable. Metal frames must be made or professional hardware must be used for glass installation. Elastic materials must be used as cushions between the frame and hardware and the glass material to ensure the safety of glass use. Large-area glass materials should be clearly marked at 1.5 meters above the horizontal surface to prevent them from breaking and injuring people. If a glass platform is used, the structural support columns and walls must be fixed under the platform, and the booth structure must not be built directly above the smooth glass surface.

11) All structural backboard walls of adjacent booths must be properly decorated. The outer surface of specially decorated booths on the empty site must also be decorated if they are within the sight of the passage to maintain the overall beauty of the exhibition hall.

12) Inconsistency between area and person-to-person is prohibited; any construction unit

shall not handle construction procedures for other construction units on behalf of other construction units. Violators will be disqualified from entering the hall for construction within 2 years; construction personnel must wear construction certificates on site, obey the management of the exhibition hall management personnel, and cooperate with their work.

13) Construction units entering the exhibition hall for booth construction are prohibited from engaging in other activities unrelated to the construction of this booth. Once discovered, the exhibition hall will disqualify them from entering the site for construction and add them to the blacklist. In particularly serious cases, their entry and construction qualifications will be permanently disqualified.

14) The booth contractor must have a site manager at the construction site, and register and file the person when handling the construction procedures. The site manager is obliged to provide civilization and legal education to the construction personnel under his jurisdiction, be responsible for daily safety inspections and supervision, and wear obvious signs.

15) A stepladder can be used for operations below 2 meters. Mobile scaffolding must be used for operations at heights of 2 to 3 meters. The casters must be fixed, the cross braces must be buckled, each layer must be covered with scaffolding boards, and the operating layer must have guardrails. If the operating height exceeds 3 meters, reliable climbing facilities and safeguards must be adopted in accordance with relevant national safety regulations before construction can be carried out. All the above operations require special personnel to stand by for protection. If necessary, the work area must be isolated with warning tape.

16) During on-site construction, construction materials should be placed within the scope of the booth and should not block the passage. If the passage is blocked, the exhibition hall will treat it as waste material and take corresponding measures. Waste materials during the booth construction process should be placed in the trash can in the exhibition hall at any time. During on-site construction, construction materials are prohibited from leaning against the booth.

17) Heavy machinery and special vehicles must share their weight by using ground support plates, so that the pressure of machinery and special vehicles on the ground does not exceed 80% of the allowable bearing capacity of the floor of each exhibition hall, and avoid the stress point pressing the exhibition hall trench cover for a long time. If there is vibration after the installation of heavy exhibits such as machinery and equipment, a bottom frame should be set and a shock-absorbing device should be installed. Special vehicles entering the exhibition hall for operation must be directed by a dedicated person and walk along the designated route. Heavy forklifts and cranes are prohibited from passing through the main exhibition trench cover of the exhibition hall. The legs of the hoisting vehicles must be spread out and padded with steel plates or sleepers to ensure sufficient bearing area. For violations of the above regulations, a deposit of 500 yuan will be deducted for each violation. If the exhibition hall floor is damaged, the relevant regulations of the venue will be followed.

18) When dismantling the exhibition, proceed from top to bottom, and it is strictly prohibited to push down, pull down, and other barbaric construction. Throwing materials is prohibited during the dismantling process.

19) Special booths must reserve a movable board above the booth box cover so that the booth box can be operated when necessary. If the exhibition trench is completely crushed by the load-bearing structure of the booth (such as a wall or column), the only option is to re-apply for an electric box (for such reasons, re-application for an electric box will be handled according to the pre-order. If the exhibitor is unwilling to re-apply and coordination with the operation center and the exhibition organizer fails, a tripping exemption commitment must be made. If a tripping occurs and the power supply is required to be restored, it is still necessary to re-apply for an electric box if the electric box is crushed and cannot be restored in time).

20) Paint or other oil-based coatings are prohibited in the exhibition hall. Those who violate this provision will be held responsible in accordance with the relevant regulations of the venue. If paint, coatings, etc. are found to be poured into the sewers of the exhibition hall and the sinks of the bathroom, each discovery will be assessed at 1,000 yuan. If the damage to the facilities and equipment of the exhibition hall is caused, the assessment fee will be paid separately.

21) The outriggers of the mobile crane and the articulated boom aerial platform must be fully opened and supported in place. The mobile crane and the articulated boom aerial platform must be equipped with an operation commander, especially when the mobile crane and the articulated boom aerial platform are operated in groups, the operation radius should be reasonably arranged, and the overlapping of the operation radius is strictly prohibited. A warning area must be set up in the operating area of mobile cranes and articulated boom cranes, and construction workers are strictly prohibited from entering or exiting at will.

Appendix 2: Fire Safety Management Notice

1. Construction units should conscientiously implement the guidelines and policies on production safety and fire protection issued by the state, Shanghai and higher-level labor protection and production safety authorities, and strictly implement relevant labor protection laws, regulations and provisions.
2. Smoking is prohibited in the exhibition hall.
3. Open flames and open flame operations such as electric welding are prohibited in the exhibition hall.
4. It is prohibited to use iodine tungsten lamps, neon lamps and high-temperature and high-pressure lamps with triggers that generate large amounts of heat and pose safety hazards.
5. It is prohibited to install lamps and other electrical equipment on flammable objects that have not been fireproofed or isolated. Electrical equipment that is prone to heat and high-temperature lamps can only be used with the written consent of the exhibition hall. There must be no flammable or flammable items around high-temperature lamps (within 0.5 meters).
6. It is prohibited to aim spotlights and other heating devices at or near fire sprinklers.
7. Any behavior that hinders the normal operation of fire safety and monitoring facilities such as fire alarm contacts, fire hydrants, fire extinguishers, and safety doors is prohibited.
8. No objects or booths should be piled near fire passages and fire hydrants, and no sundries should be piled up within the exhibition hall. Temporary cargo stacking must be centralized, firm and reliable, and overturning and dumping are prohibited.
9. Indoor booth structures shall not be capped in any form.
10. The materials used to build booths or other buildings shall be non-flammable materials as specified in the fire safety regulations of the People's Republic of China and Shanghai, and the combustion diffusion rate shall not be lower than Class B1. Locally used combustible materials shall be treated with fire retardant to reach the flame retardant performance level before use. The organizer's staff has the right to remove materials that do not meet the fire protection requirements. It is prohibited to use flammable materials that have not been treated with fire retardant at the construction site.

11. The carpet must be flame-retardant carpet, and the booth builder must show a certificate that the carpet is flame-retardant and not lower than Class B1.
12. Electrical lines laid in concealed areas should be protected by metal pipes or flame-retardant PVC pipes, and closed light boxes should be installed with ventilation holes sufficient for heat dissipation.
13. It is prohibited to attach or hang any items on ceiling sprinklers or lighting devices.
14. Hydrogen balloons are prohibited from use and bringing balloons into the exhibition hall. Once discovered, the organizer has the right to remove them. The removal costs shall be borne by the exhibitors.
15. Matters not covered in these regulations shall be implemented in accordance with the "Shanghai Exhibition Hall Fire Safety Management Standards", "Key Unit Fire Safety Management Requirements" (DB31/540), and "Exhibition Building and Exhibition Fire Prevention Regulations" (DGJ08-2173-2016).

Appendix 3: Safety Production Management Instructions

1. Exhibitors and booth construction units must sign and stamp [Form1: Special Booth Safety Responsibility Letter](#) and hand it over to the main venue builder to clarify the responsibilities and obligations of the builder.
2. During the exhibition, the special booth builder is the first person responsible for the construction safety of the contracted construction area, and each exhibitor is the first person responsible for the safety of its own booth. Each exhibitor must maintain the normal order of the booth and monitor the exhibits in the booth.
3. The staff of the exhibition hall authorized by the organizer (including the external security personnel of the exhibition hall) have the right to check tickets in the exhibition area. Before checking, the inspector should show the valid certificate to the person being inspected. If the person being inspected cannot show a valid ticket or enters the hall by abnormal means, he must leave the hall immediately once he is found out.
4. Exhibitors must do a good job of security and theft prevention, and properly keep the exhibition samples and personal belongings. Staff members should be reminded to raise their awareness of theft prevention and enter and leave the exhibition hall on time to ensure the safety of exhibits and samples. During the preparation and removal of the exhibition, a special person must be assigned to take care of the items to prevent loss. Exhibitors are responsible for and properly keep their exhibits, samples and personal belongings. Items with anti-theft requirements should be taken out of the exhibition hall and booths before closing or apply for temporary security to take preservation measures. For details, please see [Form8: Application for Temporary Cleaning and Security](#).
5. During the exhibition, no unit or individual may place exhibits and other items outside the booth or in the public area.
6. In order to ensure the safety of exhibits, exhibitors must present the release note issued by the organizer when moving exhibition items out of the exhibition hall, and they can only be released after inspection.
7. Exhibitors are responsible for handling booth disputes and other emergencies related to the exhibition.
8. Commercial photography and photo activities within the red line of the exhibition hall must

be agreed to by the organizer and the exhibition hall in advance, and must be carried out at the designated time and place as required. Non-commercial personal photography and photo taking activities shall not be carried out in the prohibited photography area, nor shall they affect the normal exhibition order and public order, otherwise they will be stopped.

9. In order to ensure the normal and orderly progress of the exhibition and maintain the public order and safety of the exhibition area, the organizer has the right to stop the following activities in the exhibition area:

- 1) Engage in any on-site commercial and promotional activities without the permission of the exhibition hall, including the sale of various commodities and food and the implementation of various paid and free service items.
- 2) Post or distribute flyers, posters, magazines, various advertising materials, etc. in the exhibition area and public areas without permission.
- 3) Any behavior that affects, pollutes, or damages the hygiene and environment of the exhibition hall.
- 4) Stay in the exhibition area without permission after closing.
- 5) Bring pets into the exhibition area without permission.
- 6) Conduct assemblies without permission and create on-site public opinion that affects the holding of the exhibition or the image of the exhibition hall.
- 7) Bring in public security controlled items and flammable and explosive dangerous goods without permission.
- 8) Any behavior involving violations of national laws and regulations and social public moral norms.

Appendix 4: Water, Electricity and Gas Safety Management Notice

1. Water Safety Management

- 1) If the water installation of the booth does not comply with the relevant national specifications, standards and requirements of these regulations or there are water safety hazards, the organizer has the right to order it to make immediate rectification. If the exhibitor or the builder refuses to make rectification, the organizer will not supply water or take water cut-off measures. All consequences caused by this will be borne by the exhibitor and the booth builder. If accidents and economic losses have been caused, the exhibitor and the booth builder will be held accountable in accordance with relevant regulations.
- 2) If the water application is not processed, and the water is connected privately or randomly connected and pulled, a deposit of 500 yuan will be deducted for each case. If the damage to the facilities and equipment of the exhibition hall is caused, the damage assessment fee will be paid separately.
- 3) It is prohibited to connect water equipment directly to the exhibition hall pipeline, and a valve should be installed at the water inlet.
- 4) Waste liquids, catering sewage and very hot liquids must be poured into sealed containers prepared by the organizer or exhibitors. It is prohibited to pour them into the sewers, electric wells and trenches of the exhibition hall, and sinks in the bathroom. A deposit of 500 yuan will be deducted for each discovery. If the damage to the facilities and equipment of the exhibition hall is caused, the damage assessment fee will be paid separately.
- 5) When the water supply pipeline crosses the aisle, there must be a bridge board for safety protection.

2. Electricity safety management

- 1) Electricity for special booths must be applied for separately. It is not allowed for several special booths to share an electric box; the booth electricity must use a smart safety electric box as the first-level electric box, and the power and lighting electricity must be separated and connected to the corresponding smart safety electric box. If exhibitors of special booths need to add electricity service items, they should apply to the main venue builder of the exhibition in advance. If the prescribed application time is exceeded, an expedited construction fee will be charged. It is strictly forbidden to install lighting fixtures and sockets by yourself. If the above-mentioned violations are found, the main venue construction company will stop and confiscate the lamps and sockets, and deduct a deposit of 500 yuan for each violation. The power sockets applied for special booths shall not be plugged into booth lighting fixtures. It is strictly forbidden to use self-brought socket boards in series. The use is strictly controlled within the

maximum capacity allowed of 500W. Electrical equipment exceeding the allowed capacity shall not be plugged in. If the venue switch trips, the organizer will conduct an inspection and re-supply the power after passing the inspection. If the venue switch trips repeatedly, in addition to deducting a deposit of 1,000 yuan/case, the main venue construction company must apply for and obtain approval from the venue before re-supply. If the circumstances are serious, the organizer has the right not to resume power supply. Exhibitors are not allowed to dismantle or relocate all electrical facilities and equipment installed in the booth at will. If the electrical box is completely crushed by the load-bearing structure of the booth (such as a wall or a column), it is necessary to reapply for the electrical box, but no expedited fee will be charged; if the electrical box has to be reinstalled due to damage, the responsible party will be charged with damage compensation, which includes equipment damage compensation and the cost of installing a new electrical box (i.e. 40% of the scheduled price of the electrical box of this specification).

2) According to the guarantee capacity of the power supply system of the exhibition hall, the organizer has the right to accept or reject the electricity use requirements put forward by the exhibitors, the right to enter the exhibitors' booths for safety inspections, and the right to impose special restrictions or even stop the power supply in special circumstances where unsafe factors occur in electricity use.

3) The exhibitors or builders shall appoint a dedicated person to be responsible for the safety of exhibition electricity use, determine the person responsible for the safety of the exhibition site and the person in charge of on-site coordination, formulate a safety work plan and safety responsibility system including electricity safety, and clarify the electricity safety management measures and job responsibilities.

4) Exhibitors are responsible for the electricity safety of their booths during the exhibition construction and exhibition.

5) Exhibitors shall urge the entrusted special booth builders to comply with these regulations and implement electricity safety work.

6) Exhibitors shall urge the entrusted special booth builders to implement the rectification requirements put forward by the organizers and eliminate safety hazards.

7) All booth builders shall strictly implement relevant national fire protection regulations, electrical design and installation construction specifications, procedures, and standards, fully grasp and control the electricity dynamics of on-site exhibitions, and standardize exhibition construction and electricity safety management.

8) The special booth builder shall assist the main venue builder in the on-site electricity safety management, clarify the person responsible for on-site electricity safety, implement the safety work plan and electricity safety management measures, and ensure the electricity safety of all electrical lines and equipment installed on the exhibition site.

9) The special booth builder shall be responsible for the electricity safety of the booths it constructs during the exhibition construction and exhibition.

10) Other responsibilities of the special booth builder shall refer to the responsibilities of the

main venue builder.

11) The special booth builder shall ensure that the power supply and distribution facilities of the exhibition hall comply with the technical safety standards and safety regulations of the national electrical industry, and ensure the safety and reliability of the power points provided by the fixed equipment and facilities of the exhibition hall.

12) Exhibitors or special decoration builders must submit exhibition electricity application materials to the main construction contractor.

13) Exhibitors must implement safety inspections, electricity troubleshooting and safety hazard rectification at the exhibition site.

14) After the electricity application is reviewed and approved by the exhibition hall, the main construction contractor shall go to the exhibition hall in advance to handle the on-site construction procedures for the construction units that have paid the fees.

15) When handling the on-site construction procedures, the valid operation certificate (copy) of the on-site electrician should be submitted, and the list of electricians on duty during the exhibition and their contact numbers should be submitted.

16) If there are other provisions for the procedures for application approval and handling of on-site construction procedures, they shall prevail.

3. Basic technical requirements for electrical installation

1) The installation of electrical facilities must comply with the national power industry regulations and procedures, and strictly follow the national "Low Voltage Distribution Design Specification (GB50054-2011)", "Construction Site Temporary Power Safety Technical Specification (JGJ 46-2005 J 405)", "Building Electrical Engineering Construction Quality Acceptance Specification (GB50303-2015)", "General Power Equipment Distribution Design Specification (GB50055-2011)" and other specifications, as well as the exhibition hall's relevant fire safety regulations and the specific requirements of these regulations. Construction must be carried out according to the plan drawings approved by the exhibition hall, and a smart safety electric box must be used as the first-level electric box of the booth.

2) The low-voltage power supply system of the exhibition hall adopts a three-phase five-wire system. The voltage level is 380V, 50HZ. The power distribution of the exhibition area (booth) should adopt a three-phase five-wire system. If the voltage and frequency required by the exhibitor equipment are different from the level of the exhibition hall, the exhibitor or constructor should bring their own power conversion device to solve it.

3) The number of electrical equipment (including lamps and sockets) in each protection circuit of lighting power distribution shall not exceed 25, and the total capacity shall be less than 3KW or 16A current.

4) If the three-phase non-mechanical power load is greater than or equal to 20A current, an air circuit breaker must be installed for graded protection. If the single-phase load is greater than 16A current, three-phase power distribution should be used to evenly distribute the

power load to achieve a balanced three-phase power distribution.

5) In order to ensure the safety of booth electricity use and prevent electrical fire accidents, the venue service provider will uniformly provide a smart safety electric box rental service with live monitoring (the booth builder will no longer bring its own booth first-level electric box) and will be responsible for the disassembly and assembly of the electric box. The smart safety electric box is divided into a lighting box and a power box. The special booth builder should indicate the type of electric box when applying to the main venue. When applying for a power box, you must also fill in **Form4: Application for Removal of Distribution Box Leakage Protector**. Under special circumstances, if the exhibitor needs to remove the leakage protection device for special reasons, the organizer/main venue builder must submit the "Application Form for Removal of the Trench Distribution Box Leakage Protection Device" before applying for the power load, and it must be reviewed by the venue.

6) If the booth has both lighting and power, separate applications are required, and the lighting circuit must be equipped with a leakage protector; if the power circuit has applied for the removal of the leakage protector according to the above process, the leakage protector can be omitted; if the power equipment has its own switch and is less than 80% of the load of the power box switch, it can be connected to the smart safety box provided by the exhibition hall one by one.

7) The selected electrical materials and equipment facilities should comply with national product quality standards and certifications, and meet Shanghai fire safety requirements. Electrical materials must be equipped with sufficient safe current carrying capacity, and the current carrying capacity must be greater than the rated current of the booth switch box. Wires should use ZR-BVV (flame-retardant double-plastic copper core wire), ZR-RVVB sheathed wire or ZR-VV cable (refer to the low-voltage power distribution system three-phase five-wire system must use three-core or five-core cables), and twisted pair (flower wire), four-core wire (cable) and aluminum core wire are prohibited. Lighting rectifiers and triggers must be qualified products inspected by the fire department.

8) General lighting, mechanical power, frequency conversion equipment, thyristor control equipment, stage dimming equipment, sound amplification equipment and 24-hour power equipment should be set up according to classification. Independent circuits are strictly prohibited. Important electrical equipment and important occasions and locations should be equipped with a main and a backup dual circuit power supply.

4. Requirements for electrical installation and construction

1) Personnel engaged in electrical construction on site should carry with them a valid electrician's operating certificate issued by the national technical supervision department and be subject to inspection by the exhibition hall. Personnel without valid electrician operating certificates are prohibited from engaging in electrical installation. Once discovered, a deposit of 2,000 yuan will be deducted for each case.

2) Electrical construction should be carried out strictly in accordance with the plans and drawings approved by the organizer, and the power load should be controlled within the approved total load. If the site really needs to add electrical appliances and other electrical equipment and exceeds the declared load, the relevant procedures should be reported in time and the relevant fees should be paid in accordance with regulations.

3) All constructors must bring their own construction distribution boxes (equipped with leakage protection switches). Temporary electricity for construction can be obtained through the nearest socket box in the exhibition hall or connected to the power box applied for the booth. Before using the power box applied for the booth, you should apply to the organizer for advance power supply [Form3: Application for Advance Power&Water&Gas Supply](#) for details. Other power sources shall not be used without authorization. All electrical appliances shall be installed by electricians with valid certificates; electric tools used in construction shall be inspected and meet safety requirements; temporary power lines for construction shall use sheathed copper core soft wires, without connectors in the middle, and must be equipped with protection switches; it is strictly forbidden to directly insert the power cord into the power socket or hang it on the switch knife end for power supply, and it must be connected with a plug and a fastening port screw.

4) The booth power switch and wire (cable) shall comply with the requirements of the specifications and standards, refer to the total power consumption, and be connected to the smart safety power box applied for the booth. It is not allowed to connect to the exhibition hall power box and socket at will; all power boxes must be placed on the ground or fixed on the wall through insulation facilities; booth power must be connected to a smart safety power box with power monitoring.

5) All metal structures, metal shells of equipment and facilities, and all power lines of exhibitors' booths must be reliably grounded (use multi-strand soft-core copper wires of no less than 2.5mm² and connect to the smart safety box ground bar). The laying of electrical lines must be fixed and must not be laid randomly on exhibition racks, floors, and passages. When electrical lines cross pedestrian walkways, they must be protected by bridge plates. There must be no interfaces in the middle of the wires that pass through carpets and concealed wires in decorations. They must be protected by casings (metal pipes or flame-retardant plastic pipes), and the metal pipes must be well grounded. It is prohibited to use ceilings and pipes to hang wires, lighting devices, and other objects.

6) All wire (cable) interfaces must use terminal blocks or switches, and it is strictly prohibited to use insulating tape for connection.

7) Booths are not allowed to use high-power lamps above 500W. When using lamps with high heat generation (such as quartz lamps and iodine tungsten lamps), protective covers must be installed. Downlights and quartz lamps must be protected by heat insulation pads. Convection heat dissipation holes must be left in advertising light boxes and lamp posts. Electrical appliances and lighting equipment in outdoor open-air booths must be waterproof and have

reliable safety measures such as rain, moisture and wind.

8) All installed lamps should be kept at a distance of more than 30 cm from exhibits and other items. All equipment and facilities with heat sources should be installed at a distance of more than 3 meters from the fixed power distribution facilities of the exhibition hall, and heat should not be discharged facing the fixed power distribution facilities.

9) The exhibition booth layout must not block the lighting, power boxes (cabinets) and telephone distribution boxes of the exhibition hall. It must be ensured that there is a passage of no less than 60 cm and sufficient operating space for safety inspection and fault handling.

10) After the electrical construction and installation of the booth is completed, before the official power supply, the exhibitors and constructors should do a good job of self-inspection of the power distribution system. After the inspection is qualified, apply to the main venue constructor for power supply. After the main venue electrician reviews the site, notify the exhibition hall electrician to go to the booth to supply power. The main venue electrician must be present during the power supply.

11) During the exhibition, the exhibitors or constructors must arrange for the booth electrician on duty to deal with problems in a timely manner to ensure the safety of electricity use. During the exhibition and exhibition period (especially before closing), check whether the lamps installed in the booths have fallen off every day. If the lamps are found to have fallen off, they should be handled immediately to avoid damaging the exhibition samples and causing safety accidents.

12) The construction contractor shall provide civilized construction and safety education to its construction personnel. The construction personnel shall work within the approved period and work area. Without approval, they shall not work in non-working areas and time. If any safety accidents and responsibilities are caused by violation of these regulations, the construction contractor shall be fully responsible and bear all economic losses caused to the exhibition hall and third parties.

13) Any exhibitor, builder and individual shall not have the right to operate any electrical facilities (including trench covers) fixed and configured in the exhibition hall without the approval or authorization of the exhibition hall. Once discovered, they will be ordered to stop power supply or construction, deduct a deposit of 500 yuan for each case, and be held accountable and compensate for the losses caused thereby.

14) The fault handling of the booth shall be the responsibility of the exhibitor or builder. During the exhibition, if the booth power fails, the on-duty electrician of the booth shall handle it in time and eliminate the fault. It is strictly forbidden to close the power switch with a fault.

15) If the switch protection of the fixed power distribution facilities in the exhibition hall trips and causes a power outage at the booth, the booth electrician on duty should first check whether the electrical equipment and lines are faulty and eliminate them, and immediately notify the exhibition hall electrician to come to the scene to deal with it. It is strictly forbidden to re-close the switch without finding out the cause. If an accident and economic loss are caused by unauthorized closing, the relevant personnel and units will be held accountable.

16) If there is a power failure in the booth during the exhibition, in order to ensure the safety of the exhibition power, the exhibition hall has the right to adjust the exhibition power lines and loads, and the exhibitors and constructors must cooperate.

17) If the organizer or the main constructor finds a safety hazard in the booth power, notify the booth electrician on duty to come to the scene to deal with it, and can also take compulsory measures such as cutting off the power supply to ensure safety. If serious safety hazards or violations of regulations are found, the organizer has the right to stop the power supply without notice to ensure safety.

18) If the booth electrical equipment needs 24-hour power supply, you should fill in **Form2: Application for 24-hour Power Supply** to apply to the exhibition hall. 24-hour electrical equipment should be equipped with independent power circuits and appropriate and reliable protection switches to ensure that the equipment has no hidden dangers of failure. Exhibitors should arrange electricians to be on duty 24 hours a day to ensure the safety of electricity in the exhibition hall.

19) If the distribution lines for special power consumption such as mechanical power and silicon-controlled stage dimming equipment are not allowed (or not suitable) to install 30mA leakage protectors, exhibitors or contractors must obtain approval from the organizer, and the main venue builder must submit an "Application for Removal of Leakage Protection Devices in Trench Distribution Boxes" before applying for power loads, and bear any responsibilities arising therefrom. During the implementation process, exhibitors must take strict and sufficient protection measures to ensure the power supply system and personal safety.

20) Computers, precision instruments and other equipment should be equipped with uninterruptible power supplies for protection. The organizer is not responsible for compensation for data loss and damage to computers, precision instruments and other equipment caused by power outages.

Exhibitors or contractors will bear all responsibilities in the following circumstances:

1) Losses caused by power failure caused by equipment and electrical circuit failure in the booth.

2) Losses caused by power failure during use of distribution lines that are not designed and installed in accordance with regulations and specifications; Losses caused by power failure during use of distribution lines and loads that are not constructed according to the approved drawings and are inconsistent with the declared review.

3) Losses caused by power failures that cannot be handled in time due to the absence of electricians on duty from the exhibitors or the main venue builder.

4) Losses caused by the exhibition hall taking compulsory measures such as cutting off the power supply to ensure safety when serious safety hazards or violations of regulations are

discovered.

5) Losses caused by power failures of important, expensive, and special electrical equipment and exhibits that have no special protection measures (such as self-provided emergency power supply devices, etc.).

6) Other losses caused by the fault of exhibitors or builders.

7) Losses caused by natural disasters such as earthquakes and floods, power outages in the city power grid, government emergencies and other force majeure factors, the organizers, exhibitors and builders are exempt from each other.

8) During the closing hours of the exhibition every day and when the exhibition is closed and dismantled, the exhibitors and contractors should disconnect all the electricity in the booths. If electricity is temporarily retained during this period, a written application for electricity should be submitted to the on-site service point of the exhibition hall in advance.

9) If the power distribution installation of the booth does not comply with the relevant national specifications, standards and requirements of these regulations or there are hidden dangers in the use of electricity, the organizer has the right to order it to make immediate rectification. If the exhibitors or contractors refuse to make rectification, the exhibition hall will not supply electricity or take power-off measures. All consequences caused by this shall be borne by the exhibitors and contractors. If accidents and economic losses have been caused, the exhibitors and contractors will be held accountable in accordance with relevant regulations.

10) If the application for electricity is not processed, and electricity is installed privately or connected and pulled randomly, the booth will be punished by stopping electricity use. Those who damage the electrical equipment and facilities of the exhibition hall shall pay compensation at twice the same value. If other economic losses are caused to the organizer and the exhibition hall, the damager shall be responsible for compensation.

11) If the power consumption is not reported truthfully or is underreported and overreported, if the actual power consumption measured on site exceeds the reported power consumption, the organizer will charge double the fee for the excess amount.

12) It is strictly forbidden to switch on the power supply with a fault. If an accident or economic loss is caused by unauthorized switching on, the relevant units and personnel will be held responsible for the accident and economic compensation.

13) If the exhibitor dismantles or modifies the lamps or lines configured in the standard booths built by the exhibition hall without authorization, and moves the lamps and booth distribution boxes privately, the electricians of the exhibition hall will forcibly restore them to their original state, and the expenses incurred will be borne by the exhibitor. If the lamps, lines and distribution boxes are damaged or lost, they will be handled in accordance with these regulations.

5. Gas Safety Management

1) Pressurized pressure vessels are not allowed to be stored or used in the exhibition hall;

the exhibition hall provides a centralized compressed air source, and the compressor outlet pressure is general compressed air of 0.6–0.8Mpa. Exhibitors should install dryers, filters and other adapters according to their own equipment conditions; if the gas supply at a single gas point exceeds 1m³/min but not more than 1.6m³/min (if there are special requirements for compressed air or it exceeds 1.6m³/min, it is recommended that exhibitors bring their own), then exhibitors must truthfully provide actual flow requirements and inform the venue 30 days before entering the venue. If not notified in advance, the venue will assume that the gas supply is less than 1m³/min, and the consequences arising therefrom shall be borne by the exhibitors themselves.

2) If the gas application is not processed and the gas is connected and pulled privately, the organizer has the right to order it to make immediate rectification. If the exhibitor or booth contractor refuses to make rectification, the organizer will not supply gas or take gas-cutting measures, and all consequences caused by this shall be borne by the exhibitors and booth contractors. If accidents and economic losses have been caused, the exhibitors and booth contractors will be held accountable in accordance with relevant regulations.

3) Exhibitors should conduct safety inspections before applying to the organizer for power or gas supply. The exhibition hall will power or supply gas to the exhibitors after receiving the organizer's power or gas supply application, and the main electrician must be present during the power or gas supply.

4) It is prohibited to directly connect gas-using equipment to the exhibition hall pipeline, and valves should be installed at the air inlet.

5) When the gas supply pipeline crosses the aisle, there must be a bridge plate for safety protection.

Appendix 5: Instructions for Exhibitors of Special-Decorated Booths

1. Special-Decorated Booth Construction Unit

1.1 During the exhibition, exhibition period and withdrawal period, please carefully read and strictly abide by the relevant regulations and requirements of the organizer, including the "Construction Manual" and "National Exhibition and Convention Center Construction Facility Safety Management Standards" for booth construction, dismantling and exhibition maintenance construction; at the same time, actively cooperate with the main venue constructor's supervision, inspection and management work.

1.2 Any agreement or arrangement between exhibitors and special-decorated construction contractors is a contract between the two parties. If any accidents, incidents or disputes occur, the two parties shall resolve them through legal channels, and the organizer shall not bear any responsibility.

2. Booth-related requirements

2.1 Special-Decorated Booth-related requirements

The height limit for booth design and installation is 4.4 meters, and its vertical projection shall not exceed the scope of the leased light space.

The booth structure design must be stable and safe, and the layout must be reasonable to avoid accidents such as booth collapse causing casualties, property losses, etc.

2.2 Requirements for the transparency of special decoration in the main channel

In principle, the main channel booths must ensure that both sides are unobstructed and must not cause visual obstruction to adjacent booths on the same visual surface.

3. Safety guidelines for special decoration booth structures at exhibitions

The structural strength of special decoration booths at exhibitions should meet the strength required by the load, ensure the overall strength, rigidity, stability of the booth structure and the firmness of each connection point, as follows:

1) The floor width of the main wall of the booth structure shall not be less than 12 cm to ensure the contact area between the wall and the ground; a large-span wall of more than 6 meters and a steel frame structure should be connected with a beam at the top, and a column support should be added at the bottom.

- 2) For all special decoration booths with a beam connection on the top, a detailed structural drawing of the connection between the beam and the main body must be provided, and the structural strength should meet the strength required by the load. The beam must be made of steel structure and connected firmly, and the column-beam connection must be made of bolts or other safe fixing materials, and overlapping, binding and other connection forms shall not be used.
- 3) If glass materials are used to decorate the booth, qualified tempered glass must be used, and the strength and thickness of the glass must be guaranteed (the thickness of the curtain wall glass should not be less than 10mm); the installation method of the glass should be reasonable and reliable, and a metal frame must be made or professional hardware must be used for glass installation. Elastic materials should be used as cushions between the frame and hardware and the glass material to ensure the safety of glass use; large-area glass materials should be clearly labeled to prevent breakage and injury. If a glass platform is used, the structural support columns and walls must be fixed under the platform, and the booth structure must not be directly built above the smooth glass surface.
- 4) Steel structure columns should use non-welded materials with a diameter of more than 10 cm, with a chassis welded at the bottom and a flange with a diameter of not less than 60 cm welded on the top to increase the force-bearing area of the column.

4. Construction management agreement

- 1) Construction shall be carried out according to the exhibition preparation time in the "Exhibitor Manual". If overtime construction is required, it should be applied to the main venue builder in advance.
- 2) Construction shall be carried out strictly in accordance with the booth design drawings that have been reviewed and confirmed, and no changes shall be made without the consent of the main venue builder.
- 3) The construction area shall not exceed the agreed scope.
- 4) The materials used in booth design and installation shall be non-combustible or flame-retardant materials. Grass, bamboo, rattan, paper, bark, foam, reed, combustible plastic board, combustible carpet, cloth and wooden board shall not be used as decoration materials. If non-combustible or flame-retardant materials are required for special reasons, the organizer of the exhibition shall obtain written consent in advance, and fire prevention measures deemed appropriate by the exhibition shall be adopted. They can only be used after the exhibition is accepted.
- 5) It is strictly prohibited to use cutting machines, electric saws, spray paint and flammable items such as banana water, alcohol, and instant stickers at the construction site.
- 6) Welding (electric welding, gas welding) and open flame operations are strictly prohibited in the exhibition hall.

- 7) During construction, any fixed facilities in or near the booth shall not be damaged or changed, and any fixed facilities in the exhibition hall shall not be used for fixing or hanging. No decoration or hanging is allowed on the ceiling above the booth.
- 8) If there are fire-fighting facilities, power supply facilities, communication facilities and other facilities within or near the booth, they shall not be blocked during construction, and a safe or operable distance of at least 60cm shall be maintained, and signs shall be affixed at appropriate locations on the booth.
- 9) Do not ride on the closed exhibition hall ground well distribution box. If it is necessary to make special arrangements on it, at least one movable inspection port with an area larger than the size of the distribution box cover must be reserved to ensure that the ground well distribution box cover can be opened smoothly and facilitate fault handling.
- 10) The indoor booth structure shall not be capped in any form.
- 11) The exposed parts on the back or side of the booth shall be beautified with double veneers, and no advertising or promotional content is allowed on the exterior veneer.
- 12) Temporary electricity use during construction shall be implemented in accordance with the requirements of temporary electricity use regulations.
- 13) The personnel of the exhibition safety department, professional electricians and the personnel of the Shanghai Public Security Fire Department shall supervise and inspect all construction booths according to the fire approval documents, relevant agreements in this chapter and relevant provisions of the construction manual. The construction unit shall consciously accept and cooperate with the inspection. If it does not meet the safety requirements or has safety hazards, it shall be rectified in time according to the rectification requirements put forward by the inspectors.
- 14) After the construction is completed, all construction tools and materials shall not be stored in the booth or in the space behind (side) the booth, and shall be cleared out of the exhibition hall before closing the hall.

Appendix 6: Notice on Prohibited and Restricted Items

To ensure the safety and order of the site, all exhibitors, visitors and construction personnel and units are requested to consciously abide by the regulations on prohibited and restricted items. The specific list of prohibited and restricted items is as follows:

1. List of prohibited and restricted items for personnel

1.1 Prohibited items

Prohibited items refer to items that violate Chinese laws and regulations. If security personnel find prohibited items, they shall be confiscated in accordance with the law, or emergency disposal shall be immediately implemented, and the carriers and related personnel shall be detained and examined and dealt with in accordance with the law. Items prohibited from being brought into the National Exhibition Center include:

- 1) Firearms, ammunition, and explosives.
- 2) Controlled instruments such as imitation guns and crossbows, bows and arrows, and daggers.
- 3) Fireworks, gasoline, alcohol and other flammable and explosive dangerous goods.
- 4) Highly toxic, corrosive and other dangerous chemicals and radioactive items, including but not limited to strong acids, radioactive isotopes and other dangerous items.
- 5) Hazardous substances such as harmful biological agents and infectious pathogens.
- 6) Various drugs such as heroin, cocaine, marijuana, and methamphetamine.
- 7) Other items expressly prohibited by Chinese laws and regulations.

1.2 Restricted Items

Restricted items refer to items that may affect the safety and operation order of the National Exhibition and Convention Center, although they do not violate Chinese laws and regulations. If security personnel find restricted items, they should ask the person carrying them to discard the restricted items in designated containers, or deposit (temporarily) store them, or take other measures to deal with them by themselves. The restricted items for people to bring into the National Exhibition and Convention Center include:

- 1) All kinds of soft and hard packaged beverages brought by themselves, including but not limited to water, tea, beverages (especially alcoholic beverages), etc.
- 2) Banners, slogans, billboards and other items used for publicity that are political, racial, religious, commercial and violate Chinese laws and regulations.
- 3) Any means of transportation other than strollers and wheelchairs, including but not limited to mopeds, electric bicycles, motorcycles (including mopeds), scooters, bicycles, skateboards, roller skates, etc.
- 4) "Low, slow and small" aircraft such as drones.

- 5) Animals (except service animals such as guide dogs).
- 6) Bats, long sticks, long-handled umbrellas, sharp objects and other items that may cause personal injury.
- 7) Balls, rackets, flying saucers and similar items.
- 8) Large bags and suitcases that are not suitable for bringing into the National Exhibition and Convention Center and venues.
- 9) Flags with an unfolded area exceeding 2 meters x 1 meter and flagpoles exceeding 1 meter in length.
- 10) Unauthorized items that interfere with the wireless communication electronic signals and cluster signals of the National Exhibition and Convention Center or hinder others from visiting, including but not limited to laser devices, sound amplification equipment, walkie-talkies, radio equipment, etc.
- 11) Lighters, matches and other ignition tools.
- 12) Other items that may affect safety or violate Chinese laws and regulations, such as syringes, medicines, kites, etc.

1.3 Special Notes

- 1) If there are prohibited or restricted items such as knives among the items brought into the venue, please apply to the organizer in writing for record before the relevant items enter the National Exhibition Center. The applicant should be responsible for the safety of their items. For details, please refer to [Form10: Application for Special Items Entry](#)
- 2) Specialized staff such as the media can bring necessary equipment or supplies into the National Exhibition Center. They are allowed to bring them in after security inspection, but they must be strictly managed by their competent departments.
- 3) Maintenance and technical service personnel can bring necessary repair tools and necessary items into the National Exhibition Center. They are allowed to bring them in after security inspection, but they must be strictly managed by their competent departments.
- 4) Necessary wheelchairs and long disabled equipment such as crutches and walkers carried by disabled people are not included in the list of restricted items; necessary repair tools carried by disabled people in wheelchairs are not included in the list of restricted items.
- 5) Necessary, small amounts of first aid medicines and necessary medical supplies carried by disabled people are not included in the list of restricted items, but they must be confirmed by disabled service staff before they can be brought in.

2. Declaration process

Entities and individuals who bring restricted or prohibited items into the exhibition hall must declare the items. The specific declaration process is as follows:

2.1 Online registration and filing process

- 1) Exhibitors and constructors shall fill in **Form10: Application for Special Items Entry** according to the requirements for the entry of restricted or prohibited items in this notice and submit it.
- 2) After the registration form is reviewed and approved, a PDF scan will be sent to the exhibitors and constructors by email for them to print;
- 3) Before entering the venue, exhibitors and constructors must hold a printed paper stamped form and hand it over to the security checkpoint inspector during security check. After on-site inspection and verification, the items can be entered together.

2.2 On-site registration and filing process

- 1) A form filling service desk is set up at the on-site service point;
- 2) The requester fills in the three-copy "Registration Form for Prohibited and Restricted Items" on-site;
- 3) Submit it to the organizer's staff for review;
- 4) After the review is passed, the venue retains one copy and returns the other two copies to the requester;
- 5) After the requester retains one copy, the other copy is handed over to the security checkpoint inspection personnel when the coordinated items enter the venue.

Appendix 7: Hanging Point User Manual

1. Overview

1.1 This section mainly introduces the parameters of lifting points in exhibition halls, the applicable scope of lifting point service, as well as its standards and process.

1.2 Canton Fair Advertising Co., Ltd. is the designated service provider of lifting points for this China International Import Expo.

1.3 The hanging point service is applicable to the construction in the exhibition hall, and the official constructor of the exhibition shall apply as the hanging point user.

1.4 Applications for hanging point services must be made in advance according to the application time, and no hanging point applications submitted on-site after entering the venue will be accepted.

1.5 The user who applies for the hanging point service (i.e. the booth construction service provider) can rent the hoist equipment uniformly provided by the exhibition hall, or bring their own hoist equipment that meets the standards.

1.6 All booths using the hanging point service must comply with the drawing review requirements of the booth design. Special booths must provide a drawing review certificate from the official constructor.

1.7 Simba Events and the National Exhibition and Convention Center (Shanghai) Co., Ltd. reserve the right of final interpretation.

2. Scope of application

2.1 The applicable area of this regulation is the lifting points within 5.2H and 6.2H of the National Convention and Exhibition Center (Shanghai).

2.2 What to be lifted: lighting fixtures, projectors, lamphouses, signboards, suspended ceilings, as well as trusses and metal frame structures used to suspend these facilities.

2.3 Lightweight hanging flags with advertisement (including but not limited to printing cloth, gridding cloth, movable gum, and light cloth) are not included in lifting point service.

2.4 The lifting point service provider is responsible for providing lifting points, installing hoists and retrieving chains.

2.5 Users (Construction service providers) may prepare hoists equipment and Truss connecting the suspended objects and the lifting points or apply for rental from the Exhibition Venue. (The construction service provider with hoist equipment shall undertake hoist hanging, hoist lifting and chain recovery work voluntarily, and shall provide vehicles and operators required for hoist voluntarily)

2.6 Suspended objects shall be prepared and assembled by the Construction service provider of the lifting point.

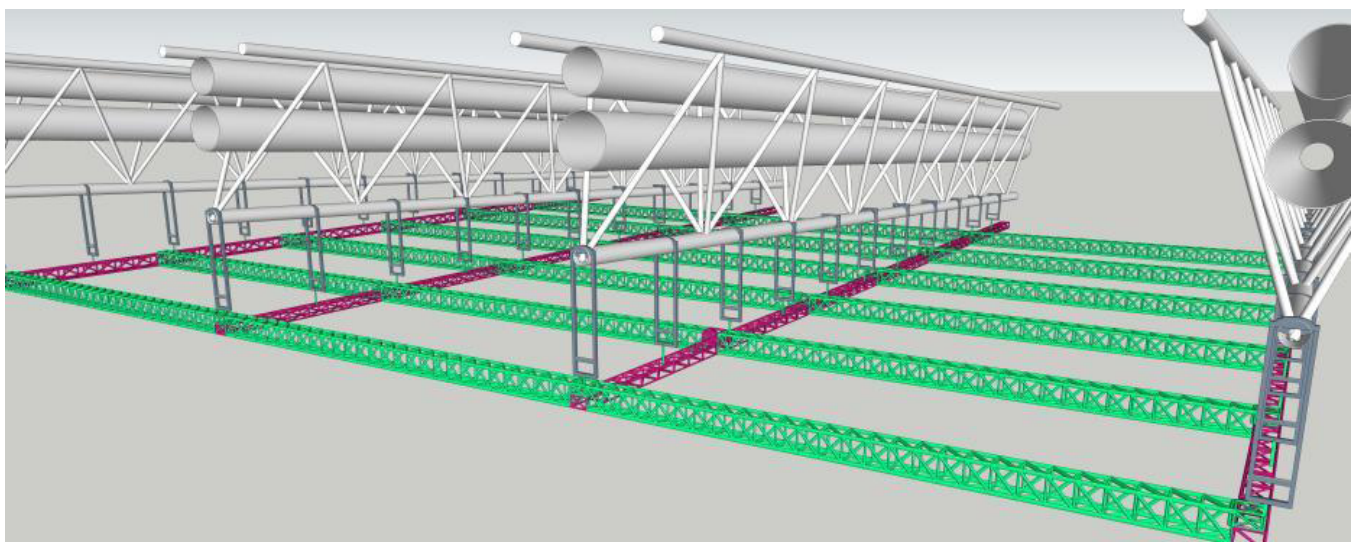
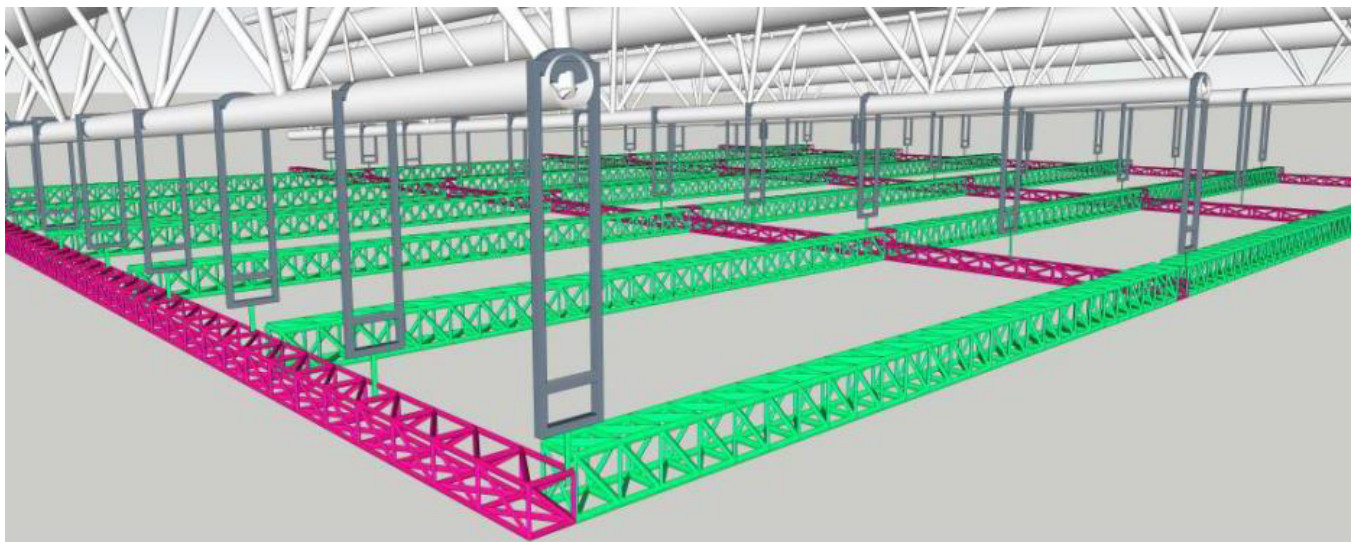
3. Parameters of lifting points

Hall No.	5.2Hall & 6.2Hall(No lifting points can be used in 4.2Hall)
Lifting point bearing	≤150 kg (with the hoist and chain)
Single structure load limit (Manual hoist)	≤1800kg
Distance from the basic structure's lower edge to the ground	17m
Height limit of hanging objects	The height of the hanging object's top edge should be less than or equal to 8.5 m.

Note: If the single structure exceeds the weight limit of 1800kg, additional lifting points shall be added according to the regulations, and an electric hoist shall be applied for lifting.

4. Schematic diagram of lifting point system in exhibition halls

Schematic diagram of the first-floor basic structure



5. Charging standards

5.1 Lifting point service charge

Specification	Unit price (yuan) (RMB/exhibition period)
Lifting point	2800 元 / 点

Note: Lifting point service charge must be paid to the official constructor before March 21, 2025, and the official constructor will arrange the system order and installation after receiving the payment.

5.2 Equipment rental fees

Item	Name/Specification	Unit price (yuan) (RMB/exhibition period)
Hoist rental	Manual hoist 15m chain (1 ton)	480 yuan/piece
	Manual hoist 25m chain (1 ton)	720 yuan/piece
	Electric hoist 15m chain (1 ton)	1900 yuan/piece
	Electric hoist 25m chain (1 ton)	2400 yuan/piece

Note:

- Hoist rental service includes the placement of electric hoists, and collection of hoists and hoist chains.
- The equipment rental fee must be paid to the official constructor before 24:00 on March 31, 2025. The official constructor will arrange the system order and prepare the equipment after confirming the payment has been received.

6. Procedures and requirements of lifting point service application

6.1 Requirements of lifting point service application

- 1) The construction service provider shall submit lifting point service or equipment rental applications and the first edition of application documents (electronic version) before March 21, 2025. Application after the deadline is not acceptable. The number of lifting points, lifting point positions, or equipment rentals shall be confirmed before March 21, 2025, and the confirmed version of application documents shall be submitted to the official constructor.
- 2) Applications for lifting points that are submitted on-site after admission will not be

accepted.

3) Applications for lifting points of on-site drawings are not allowed after the move-in.

4) Applications for equipment rental submitted after the deadline can be confirmed to place orders after document review and on-site implementation confirmation. The venue reserves the right to unconditionally reject applications for the rental of hoisting points and equipment that are submitted beyond the deadline or not completed within the specified time.

5) List of documents of reviewing applications for lifting point services:

Sequence	Category	Remarks
1	Exhibition Hall Lifting Point Service Application	Order in the System
2	Letter of Commitment on Application for and Use of Lifting Point Service	The confirmed version shall be the printout with seal.
3	Application for Elevating and Lowering Lifting Points	Application shall be submitted one day in advance, and the confirmed version shall be the printout with seal
4	Map of Lifting Point Structures	The Map shall clearly indicate the size and weight of each lifting point structure, the type, specification, and number of the facilities on the structure, and their weight.

6) After the suspension proposal is confirmed, the construction shall be conducted in accordance with the confirmed proposal. If lifting points are not installed as the proposal specifies or weigh more than what is described in the application, the Exhibition Venue and the service provider have the right to call off the installation, and the applicant shall increase the number of lifting points or reduce their weight as required.

7) If applications are overdue due to the reasons of the booth constructor that include failed suspension proposal, the booth constructor shall bear the costs incurred. If the booth constructor installs lifting points not based on the weight described in the application, the correction costs and losses incurred shall be borne by the booth constructor. The correction costs and losses incurred by personal reasons such as inconformity of the actual weight of lifting points and the approved weight of lifting points.

6.2 Application and reminder for elevating and lowering lifting points

1) The suspended objects of the construction service provider shall be inspected by the service

provider after assembly. **Form 18: Application for Elevating and Lowering Lifting Points** shall be jointly signed by the constructor, official constructor, and the lifting point service

provider for each operation of suspended objects, and the operating in booth must be jointly supervised by security personnel and lifting point service provider on site.

2) The elevating and lowering of suspended objects at the manual hoist booth shall be operated by the constructor.

3) The elevating and lowering of suspended objects at the electric hoist rental booth can be operated by the lifting point service provider, and the service provider can adjust the time according to the on-site situation. The elevating and lowering of suspended objects at the booth with an electric hoist brought by the user shall be operated by the construction service provider with its own console.

7. Relevant requirements for using the lifting points

1) Any person is strictly forbidden to climb or pull the lifting point structures or suspended objects directly. The adjustment and installation of suspended objects must be based on the height needs, with the corresponding scaffold or aerial truck, scissors lift and other facilities to facilitate the operation.

2) The construction service provider shall not increase or decrease the number of lifting points without authorization. If the unit weight of the suspended objects exceeds the total capacity of the lifting point applied for, the construction service provider must do the construction according to drawings to reduce the weight or apply for additional lifting points.

3) If the single structure suspended by the manual hoist possesses more than 12 lifting points (12 lifting points can be used at most), it needs to be disassembled first. If the structure cannot be disassembled, it needs to be lifted by the electric hoist.

4) The size of the truss used for suspended objects shall be less than or equal to 400 mm * 400 mm. The use of non-standard structural trusses is prohibited.

5) A single structure over 48 points must be disassembled and hoisted.

6) The spacing between each point should not be less than 4.5 meters.

7) The steel core wires or special lifting straps must be connected separately and vertically with the lifting point provided by the lifting point service provider, in accordance with the lifting height limits of the structure.

8) The links used between hanging structure and hoist hook must be the special hoisting shackle, and detailed schematic diagram must be provided when submitting the working drawings.

9) The suspended objects to be lifted through the lifting points must be solid and reliable metal or steel-wood assembly structure, and pure wood structure, ultra-low acoustics and linear acoustics shall not be hanged. In order to eliminate the hidden danger of pulling lifting points, it

is strictly prohibited to use lifting points to reinforce or connect the ground structure. Exceptions can be made for those that must be connected with an electrical power cord. The spacing between the suspension structure and the ground structure should be greater than 10cm.

10) All lamps must be constructed according to the application working plan. If there are changes, you need to re-apply for the review of the drawings, and only after the new drawings are approved can you work on site.

11) It is necessary to ensure that each lifting point for the suspended objects and each hoist are under balanced stress, so as to avoid any potential resultant safety hazards in the process of elevating and lowering.

12) If the suspended objects need to be connected with electricity, their wires must be arranged neatly, high-tension electric wires must be laid with sleeves, and the electric wire joints shall be linked with insulation terminal instead of tape. A separate power control switch must be installed on the ground.

13) The construction materials used for lifting suspended objects shall comply with the fire safety regulations.

14) Before elevating the manual hoist, the construction service provider must inform the service provider and lift the suspended objects under the supervision of the venue security staff members, the official constructor and the service provider. When operating the manual hoist, no one shall be directly under the suspension structure.

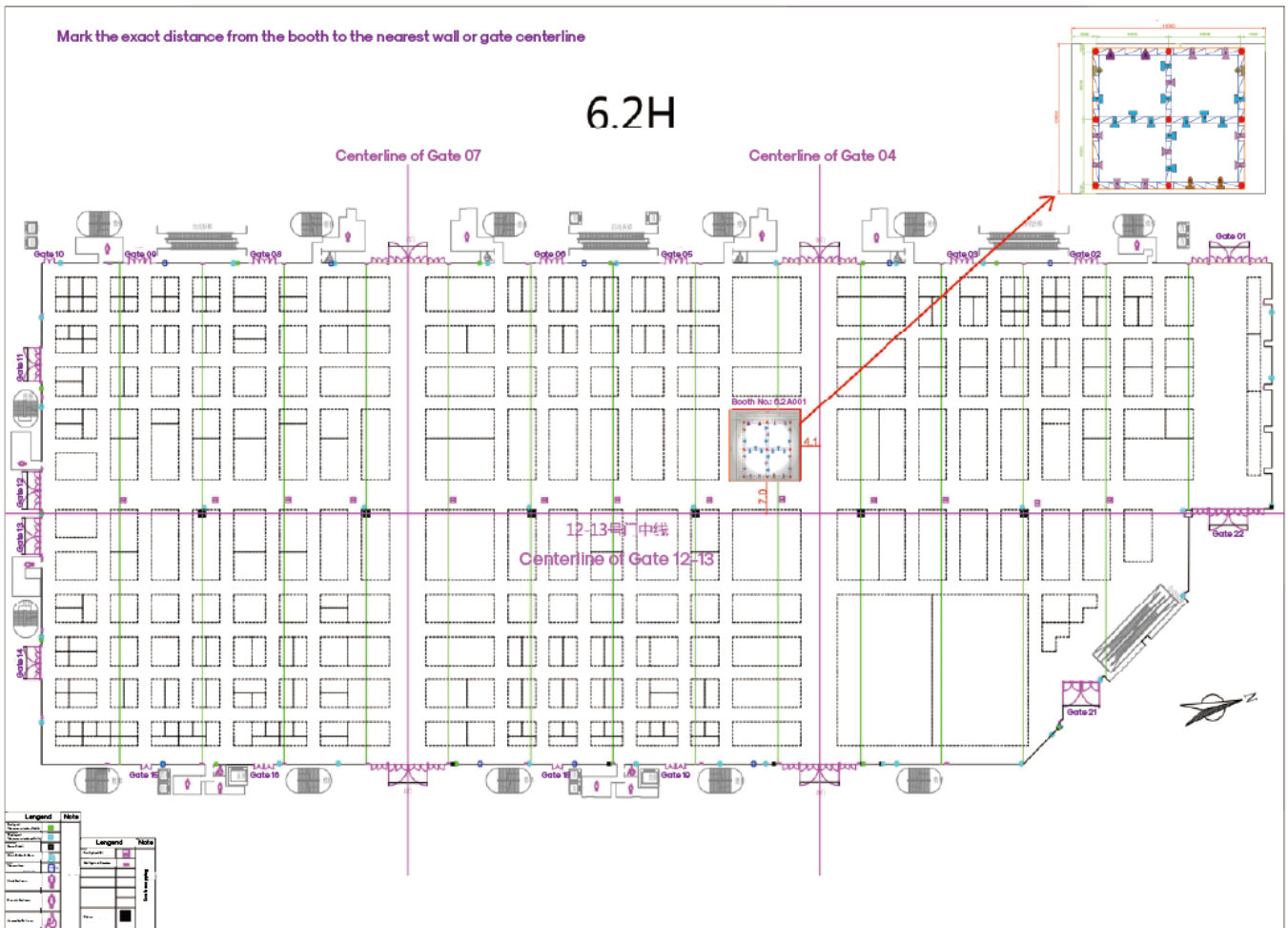
15) The construction service provider must be equipped with the ground clearance ruler when the suspended objects are lifted/ lowered.

16) In case of any damage to the lifting points of the exhibition halls and related equipment or any injury to personnel due to improper operation of the construction service provider, the provider shall bear all consequences and the Exhibition Venue reserves the right to investigate the relevant legal responsibilities.

Appendix 8: Template for Map of Lifting Point Structures

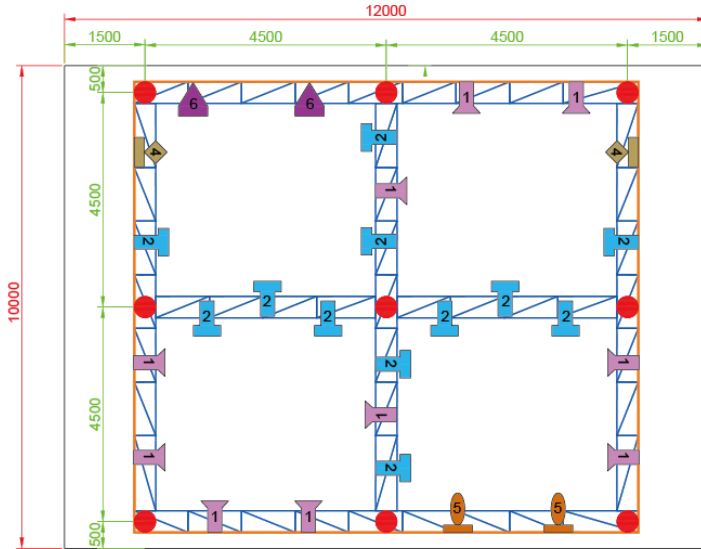
Please submit the drawings in JPG or PDF format according to the drawing reference template of lifting point structure. The size of single JPG or PDF document is not more than 1M. If the drawings fail to pass the review, the whole set of modified drawings shall be uploaded again

1. Booth Position & Orientation



Notes: Attach the top view of all booths applying for lifting points to the floor plan of the exhibition hall with the center line to confirm the opening direction of the booths. Mark the exact distance from the booth to walls, columns or gate center line. The red line is the centerline of the gates of the exhibition hall, and the green line is the construction road of the exhibition hall.

2. Distribution of Lifting Points in the Booth + Illustration of Materials and Weights of Hangings



Note: The content that needs to be reflected in the diagram:

1. For lighting fixtures depicted in the diagram, different symbols should be used to represent different types of lighting fixtures.
2. All parameters indicated in the diagram are for reference only. Please fill in the parameters based on the actual materials used for the exhibition stand.

Listing of hangings					
Legend	Materials	Quantity	Single Weight/kg	Total Weight/kg	
●	Hoist and Chain	9 pcs	30	270	
▭	300TRUSS	54 m	8	432	
□	Soft Membrane Structure	Square Tube30*30*1	236 m	0.91	215
	Soft Film	80m ²	0.3	24	
1	LEDPAR Light	10 pcs	12	120	
2	Auto Show Light	12 pcs	7.5	90	
3	Computerized LED Head-shaking Light	2 pcs	20	40	
4	Computerized Beam Light	2 pcs	30	60	
5	Computerized Beam Gobo	2 pcs	30	60	
Total Weight of Hangings				1311	

Please provide the light type, specifications and indicate the weight of individual light

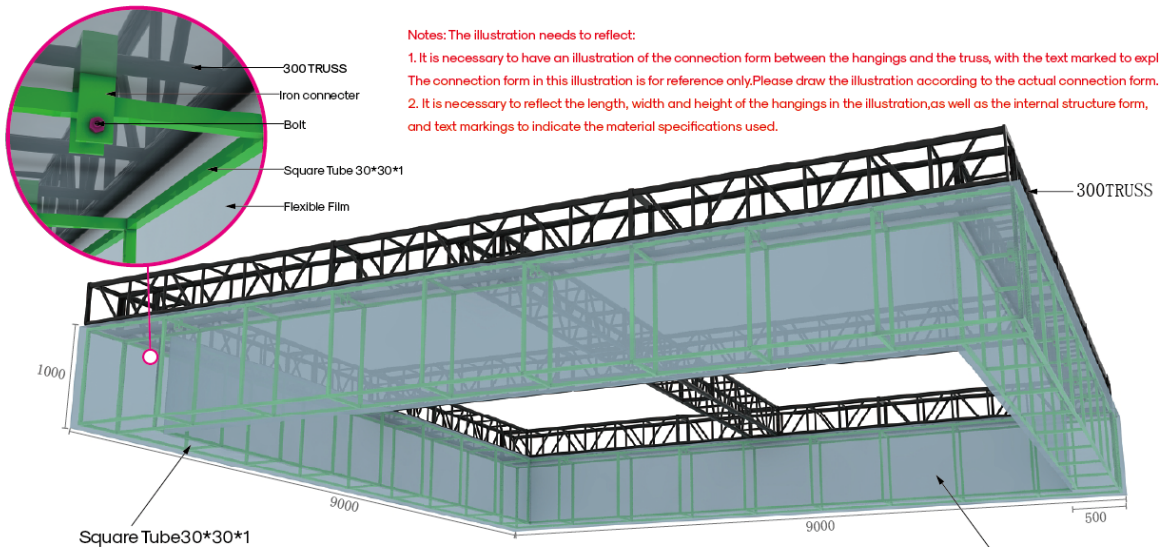
Position of lifting point	Quantity	Single Weight/kg	Total Weight/kg
	9个	150	1350

↔ Booth Size

↔ Size of Lifting Points From the Edge of the Booth

3. Detailed Illustration of Materials and Weight of the Hanging Structure

Unit: mm



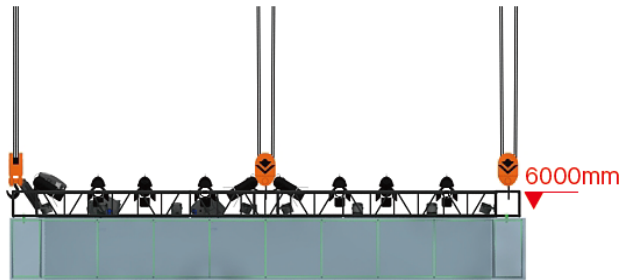
Notes: The illustration needs to reflect:

1. It is necessary to have an illustration of the connection form between the hangings and the truss, with the text marked to explain. The connection form in this illustration is for reference only. Please draw the illustration according to the actual connection form.
2. It is necessary to reflect the length, width and height of the hangings in the illustration, as well as the internal structure form, and text markings to indicate the material specifications used.

List of Materials for Modeling 3			
Materials	Quantity	Single Weight/kg	Single Weight/kg
Square Tube30*30*1	250 m	0.91kg	227.5kg
Flexible Film	85 m ²	0.3kg	25.5kg
Total Weight:			253kg

The material specifications of all the materials shown in the illustration are for reference only. Please mark the material specifications according to the actual materials used in the production of the booth.

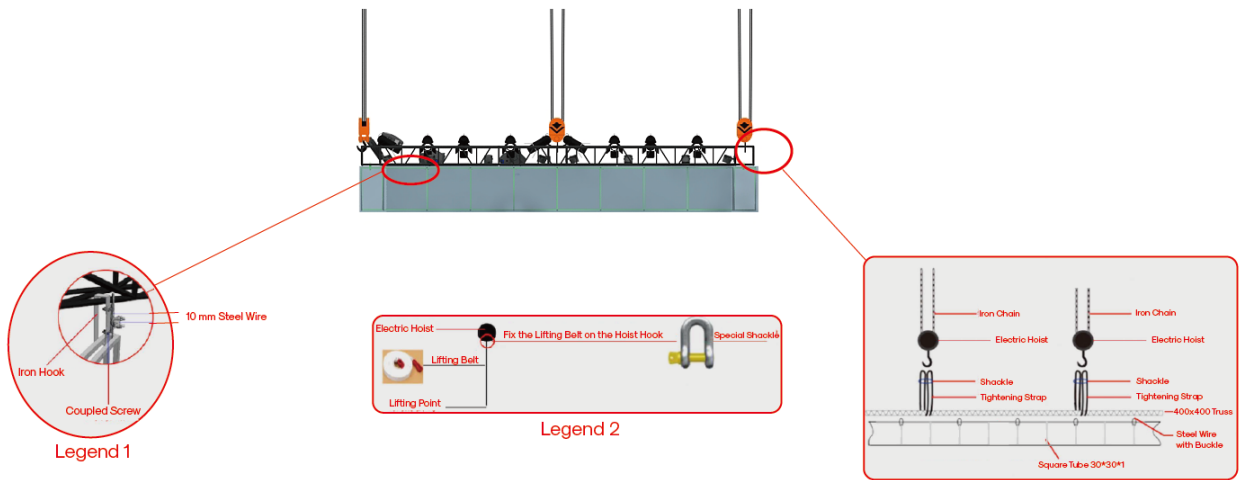
4. Height Chart of Hanging from the Ground



Note: The diagram needs to indicate the height from the ground to the upper edge of the truss.



5. Connection Mode of Hangings



Notes: This illustration needs to reflect:

1. Legend 1 reflects the connection form between the truss and hangings and the hangings need to be insured.

The connection form in the illustration is for reference only. Please draw the drawing according to the actual connection form of the booth.

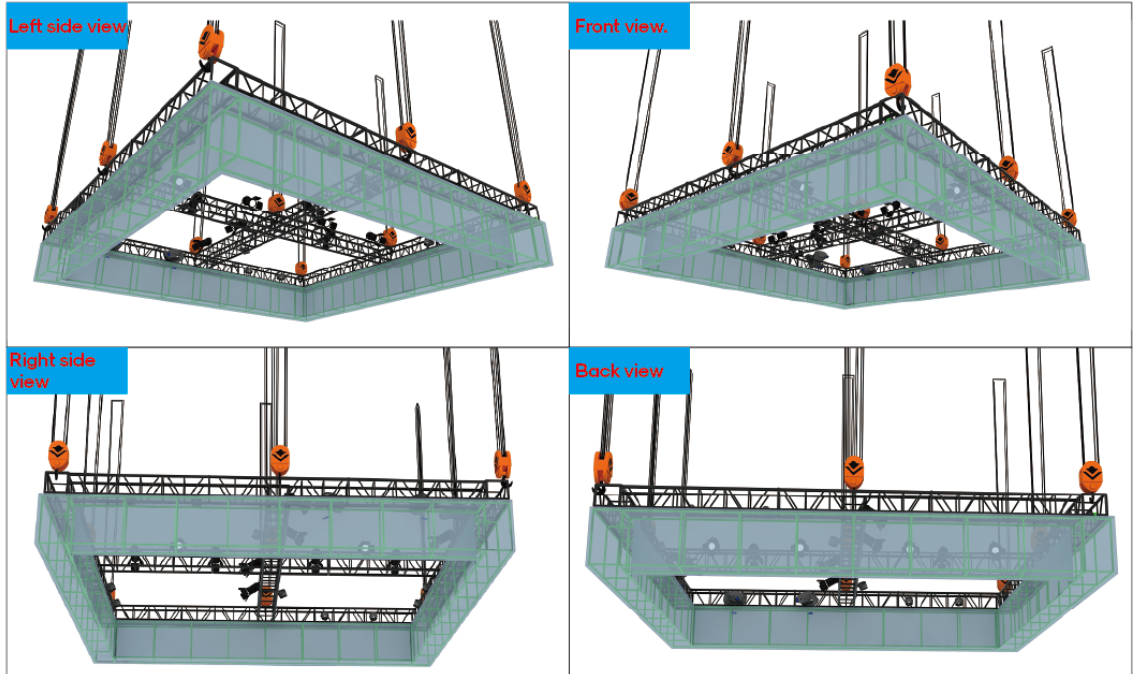
2. Legend 2 reflects the materials used to connect the hoist to the truss.

3. Legend 3 reflects the connection form of the lifting point system, from the hoist to the truss, and then to the hanging, and the illustration of the materials used.



6. Multi-Angle Rendering

Note: This rendering needs to provide effects from at least three angles (to achieve a clear picture of the lifting point system at the booth):
 1. Left side view. 2. Right side view. 3. Front view. 4. Back view.



7. General weight of the material per unit size

The data in the figure is the general weight of the material per unit size, which is for reference only. The specific weight needs to be based on the respective materials used.

Plywood	
Model	Theoretical Weight(kg/m ²)
3mm	2.5
5mm	4.17
9mm	13
12mm	17

Tube Square (unit:mm)	
Model	Theoretical Weight(kg/m ²)
20*20*1.2	0.75
25*25*1.2	0.94
40*40*2	2.29
40*40*2.5	3.02
40*40*4	4.68

Aluminum frame 2.0-3.5	
Model	Theoretical Weight(kg/m ²)
300*300	8
400*400	10-11

Screen (Back brace not included)	
Model	Theoretical Weight(kg/m ²)
Ordinary LED Screen	30
Carbon Screen	16
Ice Screen	15