

# Design and Building of Booth

## 1. Official Constructors

### SHANGHAI BEST-EXPO EXHIBITION CO.,LTD

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## 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 <sup>2</sup>	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/ m<sup>2</sup>** 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	<p>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.</p>
Section Drawings	<p>Structural breakdown; joints; supporting points with illustrations of gravity centers, positions, steel (dimensions/thickness) with/without run-through or base (dimensions)</p>
Electrical Layout and Distribution Drawing	<p style="text-align: center;"><b>Electrical Floor Plan and Distribution System</b></p> <ol style="list-style-type: none"> <li>1. Specify type of electricity, power, rated current and voltage grade of all leakage protectors and the master switches.</li> <li>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.</li> <li>3. Specify models and technical data of wires/cables.</li> <li>4. Position the master distribution cabinet.</li> <li>5. Position distribution cabinets and electrical appliances.</li> <li>6. Specify mode of wiring (main wires in conduit).</li> <li>7. Specify the peak currents of lighting and loudspeakers.</li> </ol>
Steel Structure Drawings	<ol style="list-style-type: none"> <li>1. Specify: square tubes, universal beams, channel steel, or angle steel (model and dimensions in mm) ;</li> <li>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.</li> <li>3. 10.9S bolts shall be used in all bolt fastening.</li> <li>4. Structural design, construction material data, load range, stability, and strength must be compliant with applicable national standards.</li> <li>5. Supporting connections must be marked with gravity center, positions, steel (dimensions/thickness) with/without run-through or base (dimensions)</li> </ol>
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 <sup>2</sup>	RMB 20000
	Above 100 m <sup>2</sup>	RMB 200/ m <sup>2</sup>

**\* 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	RMB 1200
		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.