



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

Exhibitor's Manual

for Standard 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
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](#).

Remarks:

Exhibition Setup Period

- During the exhibition setup period, exhibitors are required to wear identification badges and safety helmets when entering the venue for booth construction and exhibition setup.
- To ensure the smooth flow of passageways within the exhibition area, please clear away and properly store items that are not currently in use. If an exhibitor refuses to cooperate, the organizer has the right to remove items that are occupying the passageways.
- During the booth construction and exhibition setup period, entry for all non-relevant personnel is not permitted.
- If an exhibitor fails to set up the booth by the due date, the organizer reserves the right to re-arrange or adjust the booth.

Exhibition Period

- Exhibit Safety: Please take good care of personal belongings, exhibits, and rented items, and ensure that there are people on duty at the booth. The exhibitor shall be responsible for any loss or damage.

Dismantling Period

- During the exhibition dismantling period, all carpet glue adhered to the carpets must be thoroughly cleaned.
- Strict Adherence to Dismantling Time: Dismantling is uniformly allowed after 15:00 on May 10, 2025. Early dismantling (including exhibits, promotional materials, etc.) will not be permitted. Please cooperate.
- All exhibitors must participate in the exhibition activities strictly following the schedule. The organizer has the final right of interpretation for all disputes arising therefrom. To maintain the order of the exhibition, thank you for your cooperation!

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

[Form4: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 [Form5: 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. Official Constructors

If you have any questions about standard booth design drawings, exhibition equipment rental, etc., you can contact the curator of the main venue construction service provider.

Consultation.

SHANGHAI BEST-EXPO EXHIBITION CO.,LTD

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

2. 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

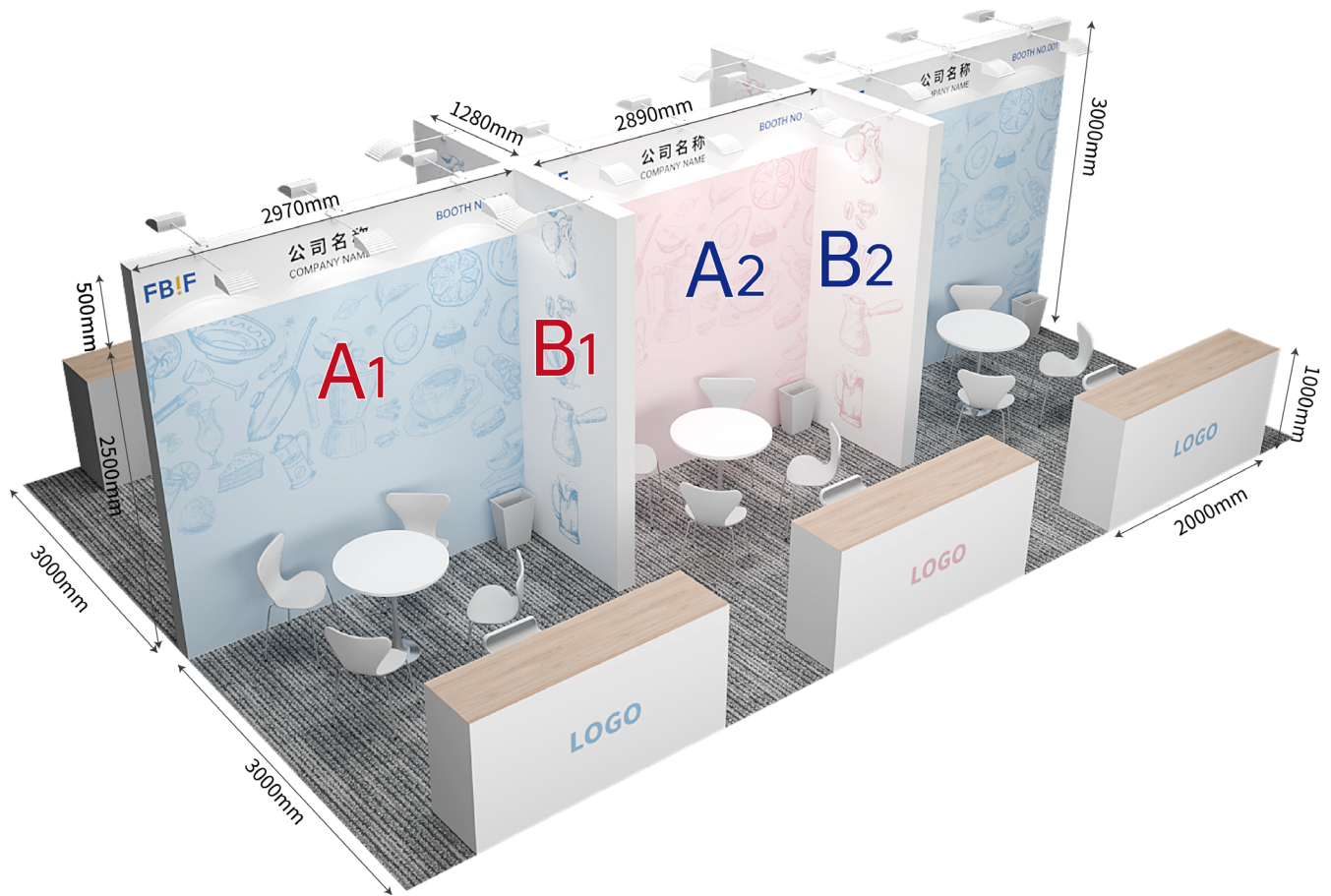
板块	Contact	Phone	E-mail
4.2 H/5.2 H	Jiongzhen Lu	18021009066	lujiongzhen@xptrs.com.cn
6.2 H	Siyi Li	15901731788	lisiyi@xptrs.com.cn

Standard Booth Style Specifications

1. Standard booth parameters

Item	Quantity	Size / Specification
Backdrop (panel)	1	
Side Panels (panel)	Double opening: 1; Single opening: 2 (Click to see the difference between single and double opening)	
Consultation Table and Chair (set)	1	1 consultation table + 1 bar stool
Meeting Table and Chairs (set)	1	1 round table + 4 chairs
Spotlights (unit)	4	150w
Power Supply (unit)	1	5-hole socket (limited to 500W basic electricity, not for lighting)
Trash Bin (unit)	1	

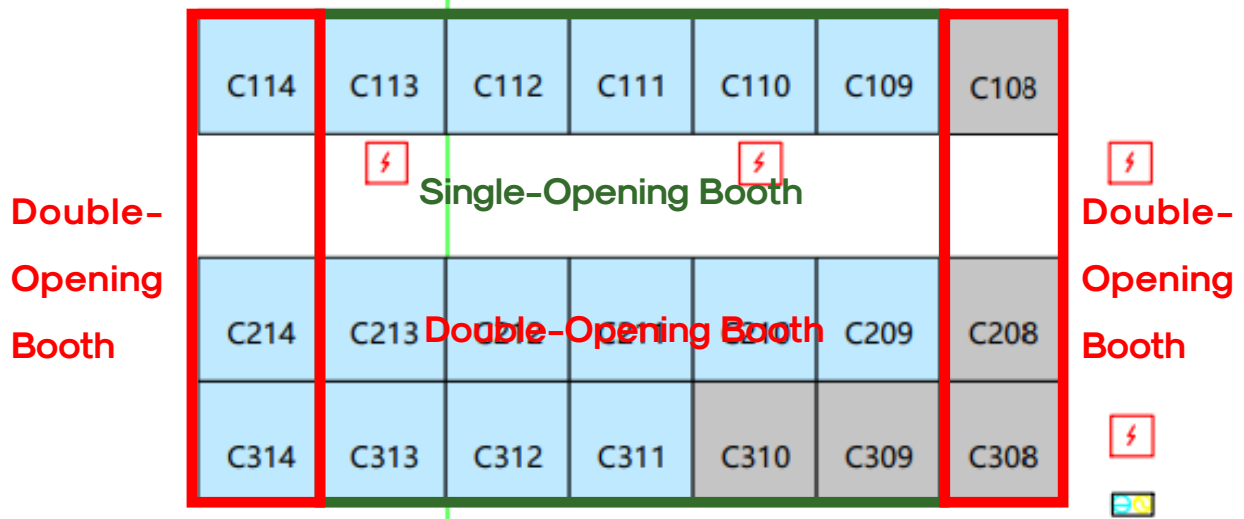
2. Standard booth renderings



3. Standard Booth Dimensions and Design Description

3.1 Booth Display Dimensions

Distinction Between Single-Opening and Double-Opening Booths



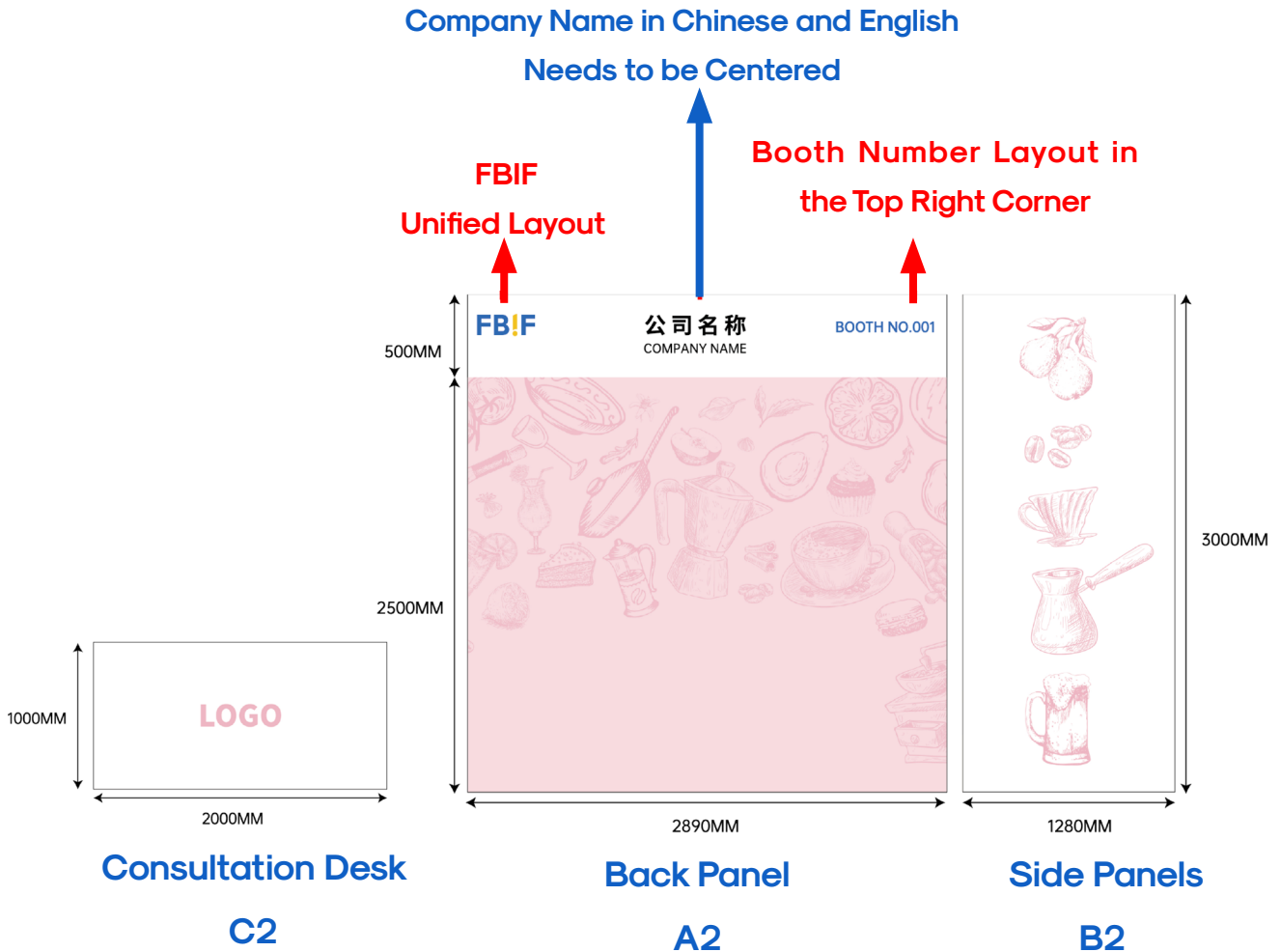
Single-Opening Booth Design Dimensions

For a single-opening booth, **4 design panels need to be submitted:**

Consultation Desk Panel C2: 2000L * 1000H mm

Backdrop Panel A2: 2890L * 2500H mm

Side Panels B2: 2 panels, each 1280L * 3000H mm



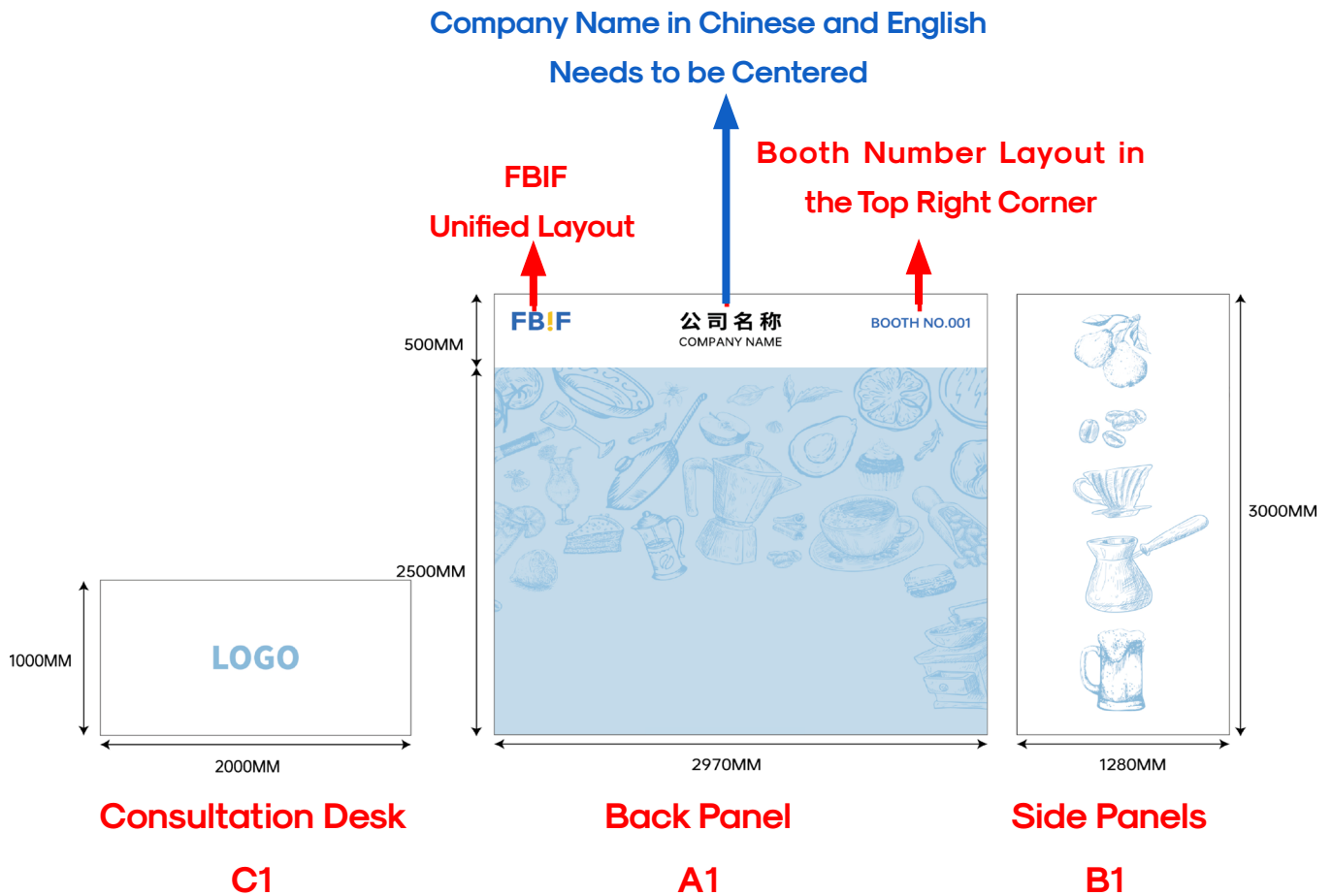
Double-Opening Booth Design Dimensions

For a double-opening booth, **3 design panels need to be submitted:**

Consultation Desk Panel C1: 2000L * 1000H mm

Backdrop Panel A1: 2970L * 2500H mm

Side Panel B1: 1280L * 3000H mm



3.2 Design Panel Considerations:

- Color Mode: CMYK; Single-color CMYK values should not be less than 15.
- Submission Deadline: Before 24:00 on March 21, 2025. Please carefully review all finalized design panels before submission and submit them as early as possible to facilitate production arrangements. Late submissions will not be editable; overdue submissions of finalized designs may result in the use of PVC foam board material due to insufficient time for printing (*Note: PVC foam board material may have seams and relatively poorer color representation compared to the original material).
- Design Dimensions: The provided design dimensions already include bleed areas. Please design according to the specified dimensions, ensuring that important text and images are within the solid black lines.
- File Format: Submit files in PS or AI format with all text converted to outlines, and a resolution of 150dpi or higher. Low-resolution design files may result in blurry prints and could affect your exhibition.
- Submission Emails:
 - For Hall 5.2, send design files to lily.li@best-expo.com.cn.
 - For Hall 6.2, send design files to yanna@best-expo.com.cn.
- Post-Printing Modifications: If modifications or reprints are needed after printing, the main

contractor will provide a new quote, and the costs will be borne by the exhibitor. Reprinting time cannot be fully guaranteed.

- **Color Variations:** Due to differences in design software and printing machines, there may be slight color variations in bulk printing. Please be aware of this.
- **Final Authority:** After design files are submitted, the organizer reserves the right to make changes based on actual circumstances. The final interpretation rights belong to the organizer.

4. Overtime Operation

4.1 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 5.2&6.2	6th and 10th May 2025	18:00 - 22:00	RMB 1200
		22:00 - Next Day 08:00	RMB 2600

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

Form

Closing Date: 21st May 2025

Attached Table	Instructions
Application for Lease of Supporting Facilities (Electricity&Water & Gas&Internet)	<u>Online Application System</u>
<u>Form 1: Application for 24-hour Power Supply</u>	The booth has refrigerators and other equipment that require 24-hour electricity.
<u>Form 2: Application for Advance Power&Water & Gas Supply</u>	Only for power circuits that really need it
<u>Form 3: Application for Removal of Distribution Box Leakage Protector</u>	
Application for Lease of Exhibition Equipment <u>Online Application System</u>	If you need additional display equipment, such as tables, cabinets, refrigerators, etc.
<u>Form 4: Application for Activity within Booth</u>	On-site activities in the booth
<u>Form 5: Application for Temporary Security&Cleaning Service</u>	Booths requiring additional cleaning services or additional security personnel
<u>Form 6: Registration of Prohibited and Restricted Items</u>	If you need to bring knives or other items into the venue
<u>Form 7: Application for Special Items Entry</u>	Generally refers to Group C oils, inert gases, combustible or flammable gases, etc.
<u>Form 8: Application for Dynamic Exhibit Demonstrations</u>	If the exhibition site involves mechanical exhibits that need to be demonstrated dynamically.

Appendix 1: Fire Safety Management Notice

1. Smoking is prohibited in the exhibition hall.
2. Open flames and open flame operations such as electric welding are prohibited in the exhibition hall.
3. 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.
4. 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).
5. It is prohibited to aim spotlights and other heating devices at or near fire sprinklers.
6. 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.
7. 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.
8. Electrical lines laid in concealed areas should be protected by metal pipes or flame - retardant PVC pipes. Closed light boxes should be installed with ventilation openings sufficient for heat dissipation.
9. It is prohibited to attach or hang any items on ceiling sprinkler devices or lighting devices.
10. Without the written approval of the organizer, various flammable, explosive, toxic, corrosive, radioactive substances, as well as weapons, guns, and knives exhibits shall not be brought into the exhibition hall. If display is required, models must be used instead.
11. 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.
12. 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 2: Safety Production Management Instructions

1. 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.
2. 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.
3. 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 [Form5: Application for Temporary Cleaning and Security](#).
4. During the exhibition, no unit or individual may place exhibits and other items outside the booth or in the public area.
5. 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.
6. Exhibitors are responsible for handling booth disputes and other emergencies related to the exhibition.
7. 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.

8. 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 3: 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).

main venue builder.

2) Based on the power supply system capacity of the exhibition hall, the organizer reserves the right to accept or reject the electricity usage requests from exhibitors. The organizer also has the right to conduct safety inspections within the exhibitors' booths and, in special cases where unsafe electrical conditions arise, to impose special restrictions or even cut off the power supply.

3) Exhibitors or contractors must designate a dedicated person responsible for electrical safety during the exhibition. This includes identifying on-site safety officers and coordination officers, developing a safety plan that includes electrical safety, and establishing a safety responsibility system with clear electrical safety management measures and role responsibilities.

4) Exhibitors are responsible for the electrical safety of their booths during both the setup and exhibition periods.

5) Exhibitors must ensure that their booth staff comply with these regulations and implement electrical safety measures.

6) Exhibitors must ensure that their booth staff address any rectification requirements proposed by the organizer to eliminate potential safety hazards.

7) Exhibitors must strictly adhere to national fire safety regulations, electrical design and installation standards, and procedures. They must fully understand and control the electrical usage dynamics on-site and standardize construction and electrical safety management.

8) Booth contractors must assist the main contractor in managing on-site electrical safety,

clearly identify the responsible person for electrical safety, implement safety plans and electrical safety management measures, and ensure the safety of all electrical circuits and equipment installed at the exhibition site.

9) Booth contractors are responsible for the electrical safety of the booths they construct during both the setup and exhibition periods.

10) Exhibitors must cooperate with the main contractor of the exhibition and adhere to the responsibilities outlined for the main contractor.

11) Exhibitors must ensure that the power distribution facilities in the exhibition hall comply with national electrical industry technical safety standards and regulations, and guarantee the safety and reliability of the power supply points provided by the exhibition hall's fixed equipment and facilities.

12) If exhibitors have electricity usage requirements, they must submit the relevant electrical usage information through the exhibition registration system.

13) Exhibitors must conduct on-site safety inspections, address electrical faults, and rectify any safety hazards.

14) Once the electricity usage application is reviewed and approved by the exhibition hall, the main contractor will coordinate with the exhibition hall to arrange construction access for the contractors who have paid the required fees in advance.

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 **Form3: 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) It is strictly prohibited to directly insert the power cord into the power socket or hang it on the switch blade for power use. Plug - in and fastening of the port screws must be adopted for connection.
- 4) The electrical switches and wires (cables) of the booth shall meet the requirements of the specification standards. Referring to the total power consumption, they shall be connected to the intelligent safety electrical box applied for the booth. It is not allowed to connect randomly to the electrical boxes and sockets of the exhibition hall; all electrical boxes must be placed on the ground with insulation facilities or fixed on the wall; the electricity used in the booth shall be connected to the intelligent safety electrical box with power - on monitoring.
- 5) All metal frames, metal casings of equipment and facilities, and the electrical circuits of each booth of the exhibitor must be reliably grounded (use multi - stranded soft - core copper wires not less than 2.5mm² and connect them to the ground bar of the intelligent safety electrical box). The laying of electrical lines must be fixed and shall not be randomly laid on exhibition frames, the ground, and passages. When electrical lines cross pedestrian walkways, they must be protected by a bridge plate. Wires passing through carpets and laid concealed in decorations shall not have interfaces in the middle and must be protected by sleeves (metal pipes or flame - retardant plastic pipes), and the metal pipes shall be well connected across the grounding body. It is prohibited to use the ceiling and pipes to hang wires, lighting devices, and other objects.
- 6) Terminals or switches must be used for all wire (cable) interfaces, and it is strictly prohibited to use insulating tape for connection.
- 7) High - power lamps above 500W shall not be used in the booth. Lamps that generate a large amount of heat (such as quartz lamps and iodine - tungsten lamps) must be equipped with protective covers. Down - lights and quartz lamps must be protected by heat - insulating pads. Convective heat - dissipation holes must be left in advertising light boxes and lamp posts. Electrical and lighting equipment of outdoor open - air booths must be of waterproof type and have reliable safety measures against rain, moisture, and wind.

- 8) A distance of more than 30cm shall be maintained between all installed lamps and exhibition samples and other items. All heat - source - carrying equipment and facilities shall be installed at a distance of more than 3 meters from the fixed power - distribution facilities of the exhibition hall and shall not emit heat towards the fixed power - distribution facilities.
- 9) The booth setup shall not block the lighting, power distribution boxes (cabinets), and telephone distribution boxes of the exhibition hall. A passage of not less than 60cm and sufficient operating space must be ensured for safety inspection and fault handling.
- 10) After the electrical construction and installation of the booth are completed, before the official power - on, the exhibitor and the contractor shall conduct a self - inspection of the safety of the power - distribution system. After passing the inspection, they shall apply to the main - site contractor for power - on. After the main - site electrician reviews the on - site situation, he shall notify the electrician of the exhibition hall to supply power to the booth. The main - site electrician must be present during the power - on period.
- 11) During the exhibition, the exhibitor or the contractor must arrange a duty electrician for the booth, handle problems in a timely manner, and ensure the safety of power use. During the booth - setup and exhibition periods (especially before the hall closes), it is necessary to check every day whether the lamps installed in the booth are loose. If loose lamps are found, they shall be handled immediately to avoid damaging the exhibition samples and causing safety accidents.
- 12) Without the approval or authorization of the exhibition hall management, no exhibitor or individual has the right to operate any fixed and configured electrical facilities in the exhibition hall (including the ground ditch covers). Once discovered, power supply or construction will be ordered to stop, a deposit of 500 yuan will be deducted for each case, and responsibilities will be investigated and compensation will be demanded for the resulting losses.
- 13) The exhibitor is responsible for handling booth malfunctions. During the exhibition, when there is a power - use malfunction in the booth, the duty electrician of the booth should handle it in a timely manner, eliminate the malfunction, and it is strictly prohibited to close the switch with a malfunction.
- 14) If the tripping of the switch protection of the fixed power - distribution facilities in the exhibition hall causes a power outage in the booth, the duty electrician of the booth should first self - check whether there are malfunctions in the electrical equipment and lines and eliminate them. At the same time, immediately notify the electrician of the exhibition hall to arrive at the scene for handling. It is strictly prohibited to re - close the switch and supply power without finding out the cause. Those who cause accidents and economic losses due to unauthorized re - closing will be held accountable for the relevant personnel and units.
- 15) During the exhibition, if there is a power - use malfunction in the booth, in order to ensure the safety of exhibition power - use, the exhibition hall management has the right to adjust the exhibition power - use lines and loads, and the exhibitor must cooperate.
- 16) If the organizer or the main - site builder discovers potential safety hazards in the power - use of the booth, they will notify the duty electrician of the booth to arrive at the scene

for handling, and may also take compulsory measures such as cutting off the power supply to ensure safety. In case of serious potential safety hazards or violations of regulations, the organizer has the right to cut off the power supply without notice to ensure safety.

17) Information on exhibition power - use (water, gas) must be declared in the exhibition - hall reporting system. For booth electrical equipment that requires 24 - hour power supply, the exhibitor should fill in Attachment 1: "24 - Hour Power - Use Application Form for Exhibition Booths" and submit an application to the exhibition hall management. Both application forms can be obtained from the exhibition hall management and processed according to the approval opinions of the exhibition hall management. 24 - hour electrical equipment should be equipped with an independent power - use circuit and a suitable and reliable protective switch to ensure that there are no potential malfunctions in the equipment. The exhibitor should arrange for an electrician to be on duty 24 hours a day to ensure the safety of power - use in the exhibition hall.

18) If the booth electrical equipment needs 24-hour power supply, you should fill in **Form1: 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 4: Instructions for Exhibitors of Standard Booths

- 1) The construction of standard booths will be uniformly managed by the exhibition's designated main contractor.
- 2) Exhibitors with standard booths must provide booth design drafts, which must be consistent with the information in the signed contract, and return them to the main contractor by 24:00 on March 21, 2025. Without the organizer's consent, exhibitors are not allowed to cover or modify the designs.
- 3) All applications for water, electricity, gas, internet, and telephone services must be submitted to the main contractor. The installation, wiring, and removal of all rented facilities and equipment must be completed by the main contractor. Before powering up, all electrical devices and installations must be tested and approved by professionals.
- 4) If exhibitors require booth rental services, they must submit their applications to the main contractor by 24:00 on March 21, 2025. On-site applications may not be accommodated.
- 5) Exhibitors are not allowed to alter the booth structure, pollute, or damage the booth structure and configurations, such as by nailing, drilling, or pasting wallpaper. If assistance is needed for hanging or displaying exhibits, please contact the main contractor.
- 6) Promotional materials must not be hung or posted on the exhibition hall's pillars or walls.
- 7) Exhibits and booth equipment must not exceed the booth boundaries or occupy public areas.
- 8) Items must not be stacked on electrical wires or boxes. Materials and items inside the booth must be stored properly, maintaining a safe distance from electrical wires.
- 9) Exhibitors are not allowed to privately connect wires or lights. If a power trip, short circuit, wire fire, or electrical box damage occurs due to exhibitors' 违规操作 , the exhibitors will be held responsible and must compensate for the losses.
- 10) The organizer or the exhibition hall has the right to cut off power or take other measures for equipment or facilities that may pose a danger.

11) The sockets provided in standard booths can only be used for household appliances such as TVs, computers, and water dispensers with a rated power of less than 500W. They cannot be used for connecting display equipment or lighting. If exhibitors bring their own lights, they must apply for a separate lighting power supply. If display equipment or machines require power, a separate power supply must be applied for. Lighting and power supplies must be applied for separately. One socket can only be used for one piece of equipment or machine. The use of multi-socket adapters is not allowed to prevent short circuits caused by overloading.

12) Each booth must cut off the power supply at the end of each exhibition day. Exhibitors will bear all losses and responsibilities caused by failing to cut off the power.

13) The exhibition hall will cut off power uniformly after closing each day. Booths requiring 24-hour uninterrupted power, water, or gas supply must apply in advance to the main contractor (see [Form1: Application for 24-hour Power Supply](#)) to avoid damage to equipment due to power cuts.

14) For details on transportation-related processes and costs, please refer to the exhibit transportation section or consult the exhibition's designated main transportation provider.

Appendix 5: 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 [Form7: 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 **Form7: 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.