

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.