

3. Design and Construction of Raw Space Booths

3.1 Schedule

FBIF iFood Show 2024 Exhibitor Documents Checklist

To be submitted by exhibitors (mandatory)

Item	Doc	Notes	Submission	Deadline
1	Promotional Materials	1. Full name of the exhibitor (Chinese and English). 2. High-definition Logo in vector graph or JPG 300K or above. 3. Introductory text or pictures about the company and products, 500 -700 word count. * Your company logo will be shown in the FBIF press release before the exhibition (25th June 2024).	Online submission	24:00p.m. 31 st May 2024
2	Free Tickets		Links to filling information will be made available to exhibitors via WeChat/ Email by May 2024.	24:00 p.m. 24 th June 2024

If you have any question about documents for submission, please contact:
 Maggie: 18939956478, maggie@simbaevents.cn
 Litchi: 13020283261, litchi@simbaevents.cn

To be submitted by constructors (mandatory)

1	Booth Visuals	1) Dimensions rendering 2) Materials rendering 3) Elevation rendering 4) Floor plan rendering 5) Layout of water, electricity, gas, and Internet cable supply	Submit on the Online Application System for main venue constructors	24:00 p.m. 10 th May 2024
2	Construction Application Form	See Appendix 10: Construction Application Form for Raw Space Booths	Online Application System for booths in Hall 4.2	
3	Letter of Safety Responsibility	See Appendix 9: Letter of Commitment for Safety Responsibility for Raw Space Booths	Online Application System for booths in Hall 5.2 & 6.2	
4	Special Operations Permit - Copy			
5	Digital Receipt of Deposit	Please upload the digital receipt for your deposit to the main venue construction management system with invoice details if an invoice is required.		

To be submitted by constructors (optional)
Application shall be made for additional services.

Item	Doc	Notes	Submission	Deadline
1	Water, electricity, gas	See <u>Appendix 4: Exhibition Utilities Rental Application Form (Electricity/Water/Gas/Internet)</u>	Submit on the Online Application System for main venue constructors. Online Application System for booths in Hall 4.2 Online Application System for booths in Hall 5.2 & 6.2	24:00 p.m. 10 th May 2024
2	24-hour Electricity	See <u>Appendix 5: 24-hour Electricity Supply Application Form</u>		
3	Pre-commissioning of electricity, water and gas	See <u>Appendix 6: Water/Electricity/Gas Pre-commissioning Application Form</u>		
4	Booth Equipment Rental	See <u>Appendix 8: Booth Equipment Rental Application Form</u>		
5	Internet	See <u>Appendix 4: Exhibition Utilities Rental Application Form (Electricity/Water/Gas/Internet)</u>		
6	Hanging	See <u>Attachment 7: User Manual for Hanging Service</u>		

If you have any question about documents for submission, please contact:
 Hall 4.2 Raw Space Booths: Jacey, 13761920573, jaceylv@serve-expo.com
 Hall 5.2 Raw Space Booths: Zoe, 13761920375, zoezeng@serve-expo.com
 Hall 6.2 Raw Space Booths: Rohana, 13761920132, rohanasong@serve-expo.com

3.2 Exhibition Facilities for Rental

[Click to see appendices](#)

Item	Appendix (Submission deadlines included)	Notes
Water, electricity, gas	Appendix 4: Exhibition Utilities Rental Application Form (Electricity/Water/Gas/Internet) (24:00 p.m. 10th May 2024)	To ensure electrical and gas safety, power control boxes with electrical monitoring are provided for rental by a provider who will also be responsible for installing and removing the power control boxes. Constructors must not bring and use their own power control boxes.
Internet		On-site applications may not meet demand.
Compressed air (Available to Hall 5.2&6.2 only. Not available to Hall 4.2)		Hydraulic vehicles and air compressors are prohibited by the venue provider for the sake of safety. Please contact the main venue constructor should air compressors are needed, and main venue transport provider for hydraulic vehicles.
24-hour electricity	Appendix 5: 24-hour Electricity Supply Application Form (24:00 p.m. 10th May 2024)	
Supply of water and electricity during construction	Appendix 6: In-advance Water/Electricity/Gas Supply Application Form (24:00 p.m. 10th May 2024)	
Power Box	Appendix 7: Application Form for Removing Electric Leakage Protection in Ditch Power Control Box. (24:00 p.m. 10th May 2024)	Please indicate which type of electricity – lighting or power – when applying to the main venue constructor.
Booth Equipment	Appendix 8: Booth Equipment Rental Application Form (24:00 p.m. 10th May 2024)	On-site applications may not be processed.
Hanging (Available to Hall 5.2&6.2 only. Not available to Hall 4.2)	Attachment 7: User Manual for Hanging Service (24:00 p.m. 10th May 2024)	A Hanging Proposal (digital copy) shall be submitted for review at the same time.
Temporary Camera	See below 3.2.1 Booth Camera Installation	It is required by the police department that cameras must be installed in all raw space booths.
Water-based Fire Extinguisher Set Rental	See below 3.2.2 Water-based Fire Extinguisher Set Rental	It is required by the exhibition venue to provide that every raw space booths must be equipped with water-based fire extinguisher sets per instructions.

3.2.1 Booth Camera Installation

Exhibitors and constructors shall be prepared for camera installations per instructions below:

3.2.1.1 Preparation of Cameras

Path 1: Bring Your Own Cameras

Please contact the person in charge, shown below, three days in advance by phone to connect your own devices to our system to ensure successful camera data transmission.

- Contact: Manager Yin, 13661860890
- Service and Data Fee: RMB 50 per device
- Service is available to help connect your device(s) to the monitoring system.
- Continuous power supply and recording shall be ensured during the power-off period of the booth.
- Stable connection and storage space shall be ensured for recording during the whole exhibition period. (128G)
- HIK VISION Ezviz CB-3, EB-3, or similar cameras are recommended to ensure compatibility with the monitoring system.
- Interface standards: HIK VISION IPC connection specifications, HIK VISION NVR connection specifications, HIK VISION dual-camera IPC connection specifications, 3rd party API specifications.

Path 2: Rental from Exhibition Venue Provider

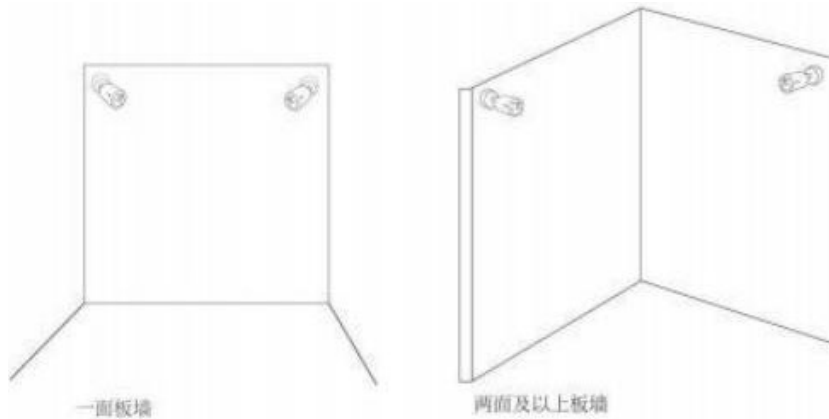
- Rental price: device rental RMB 75 per device, connection and tuning fee RMB 25 per device, and deposit RMB 200 per set.
- Apply: Log on the applet for rental (refer to Camera Rental Online Application Manual)
- Open the picture below on WeChat, long press, and extract the QR code to access the rental applet.



3.2.1.2 Camera Installation

Camera(s) shall be set up and powered on to ensure full booth camera after claiming the camera(s). Inspection and tuning will be carried out by exhibition venue staff. Camera(s) shall be installed at **2.5 meters** or more height in specially decorated booths to ensure full coverage. Installation is specified as below.

- One set for each booth that is below 18 sqm.
- Two sets for each booth that is between 19 and 72 sqm. (At two of the top corners of the booths)



- Three sets for each booth that is between 73 and 108 sqm. (At three of the top corners of the booths)



- Four sets for each booth that is above 109 sqm. (At the four top corners of the booths)



3.2.2 Water-based Fire Extinguisher Set Rental

3.2.2.1 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
Above 200 m ²	2

3.2.2.2

Water-based fire extinguisher sets are available at the Exhibition Business Center for rental by exhibitors/constructors with a charge. Contact: **Manager Zhu 15988301564**

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

3.2.2.3 Procedure:

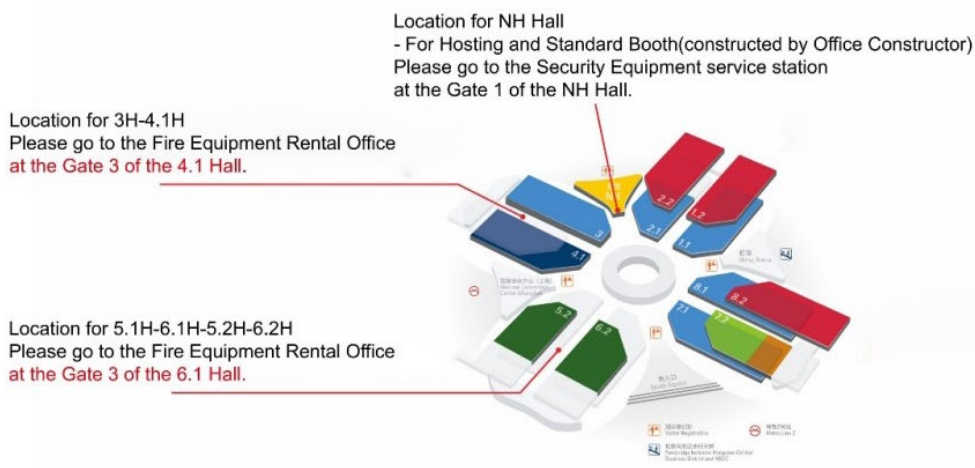
Exhibitor/constructors of bare floor booths rent from Exhibition Business Center -> exhibitors/constructors of bare floor booths pick up and install fire extinguisher sets at visible places in the booths -> exhibitors/constructors of bare floor booths return the sets to the Exhibition Business Center during dismantling. The deposit will be forfeited in case of damage or loss of property.

3.2.2.4 Time and Location for Pick-up

Construction Period: 09:00-17:00

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

Booth Manual Alarm Unit Application Illustration



Above service centers' Opening hours: **9:00-17:00 daily**;
 or in the rest of time, please go to the Security Equipment Service Station at the Gate 1 of the North Hall.
 For more details, please feel free to contact: **Mr.Zhu 15988301564**

3.2.2.5 Time and Location for Return:

Time: after 16:00 on the day of dismantling

Location: same with pick-up location.

3.2.2.6 Instructions for Installation

Instructions for installation and use of "Booth Manual Alarm Unit"

Safety Announcement Card:
 the person in charge, the safety officer,
 the responsible electrician need to submit their names and phone numbers in advance.
 One person must be on duty during the exhibition,
 and attendance will be recorded through scanning WeChat code every day.
 Please note sign in before 10:00 am.
 Please note sign out after 16:30 pm.

How to use fire extinguishing bombs:
 1.Pick up the fire extinguishing bomb
 2.Throw it to the fire source
 (Easy to operate, No training required, Easy to extinguish fires)



How to use foam extinguisher:
 1.Remove the cover
 2.Aim at the bottom of the flames
 3.Hold pressing handle (Controlled spraying at will to extinguish multi-point or indirect fires and to cope with re-ignition)

Alarm: When an emergency is confirmed, press the button in the middle (if the button is pressed without special circumstances, it will affect the construction and development of the booth and the emergency resources of each unit in the exhibition hall, resulting in unnecessary trouble)

⚠ Please do not press the alarm button without special circumstances.

Installing Specifications:
 The equipment should be installed on prominent place of the booth and 1.3M - 1.5M above the ground.

Booth Safety Notice will be prepared by the Exhibition Business Center for the Safety Specialist that each exhibitor/constructor must assign for each bare floor booth. On-site submission or change of the information of the Safety Specialist will incur an additional fee for label printing or the label will be rendered in handwriting. Contractors shall claim the label together with water-based fire extinguisher set(s). Safety Specialists shall register their attendance and wear the label at all times.

3.3 Notes for Raw Space Booths

3.3.1 Letter of Commitment for Safety Responsibility

With the aim to enhance safety at the exhibition, the Letter of Commitment for Safety Responsibility has been formulated by the organizer for all constructors of raw space booths to sign and submit to the main venue constructor by 24:00 p.m. 10th May 2024. Please see **Appendix 9: Letter of Commitment for Safety Responsibility for Raw Space Booths**.

3.3.2 Catalogue of Recommended Constructors for Raw Space Booths

With the aim to enhance safety management for raw space booths and compliance with safety policies of the organizer and exhibition venue provider during construction, dismantling, and maintenance, a list of recommended constructors for raw space booths is prepared by the organizer for exhibitors. The organizer is not responsible for recommending constructors for exhibitors individually. Please see **FBIF2024 Catalogue of Recommended Constructors for Raw Space Booths** for more details.

3.3.3 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 **Attachment 5: Code of Conduct for Exhibitors Using Raw Space 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.

3.3.4 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).</p> <p>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	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 Drawings	<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.

3.3.5 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.

3.3.6 Construction Management Fee

All raw space booths exhibitors/constructors are required to pay a construction management fee of RMB 35/ to the main venue constructor.

3.3.7 Access for Operators

3.3.7.1 All operators that are involved in construction must complete ID verification by 10th May 2024.

Targets: All booths set-up and dismantling operators

Note: Access cannot be used for admission during exhibition.

Charge: RMB30 per pass per exhibition

Term: Exhibition set-up and dismantling periods

3.3.7.2 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.**

① Process Online

Upload photos of operators' IDs for approval. Operator Access will be prepared when approval is attained and payment made.

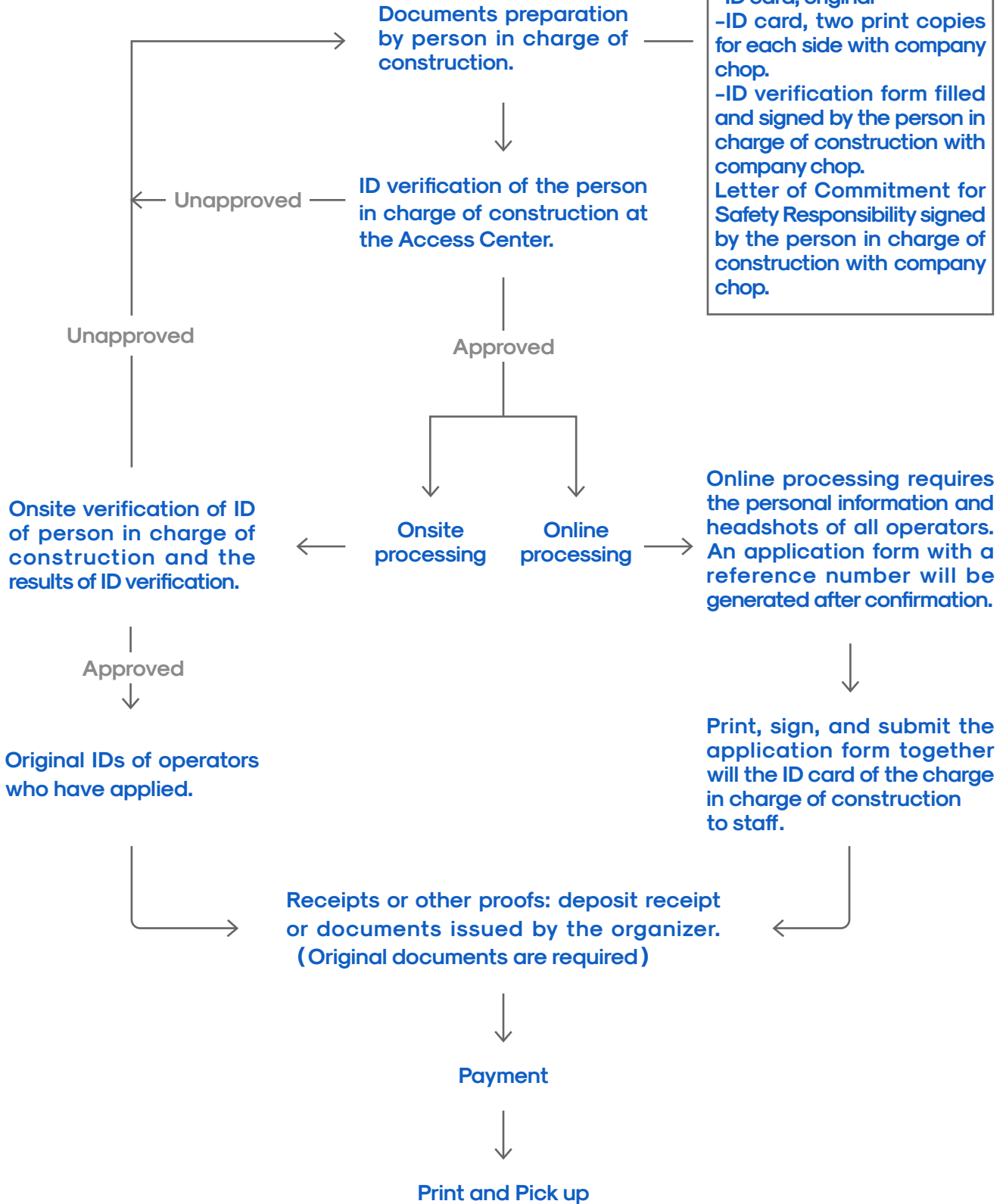
The person in charge of construction shall claim the access badges for all operators who have applied at the Access Center upon showing his/her ID card, a print copy of the application, and supportive permits (Main Venue Construction Permit, Main Venue Transport Permit, Deposit Receipt, etc.)

② Process Onsite

After the ID is verified, the person in charge of construction can have operators' access made at the NECC Access Center upon showing his/her ID card and supportive permits issued by the organizer (Main Venue Construction Permit, Main Venue Transport Permit, Deposit Receipt, etc.)

Operator Access Application

Documents required:
 -ID card, original
 -ID card, two print copies for each side with company chop.
 -ID verification form filled and signed by the person in charge of construction with company chop.
 Letter of Commitment for Safety Responsibility signed by the person in charge of construction with company chop.



3.4 Deposit

3.4.1 Deposit Amount

Hall	Size	Deposit
Hall 4.2 Lobby	All booths	RMB 30,000
Hall 5.2 /6.2	Below 100 m ²	RMB 20,000
	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.**

3.4.2 Time of Payment and Refund

Deposit shall be paid by 24:00 p.m. on 20th May 2024 by remittance. Deposit will be returned to the paying account in 20 working days from the end of the exhibition and confirmation of booth clearing.

3.4.2.1 Payment Details

Account name: Shanghai Serve Exhibition Service Ltd

Bank Branch: ICBC Lianhe Tower Branch

Account No.: 1001 2605 0922 4869 948 (RMB)

3.4.2.2 Payment shall be made within two days of receiving the payment notice. Please note **Booth No. + Exhibitor Name + Construction Deposit** with the remittance. (Unclear notes may result in unsuccessful refund.)

3.4.2.3 After transfer of deposit, please collect deposit receipt at the NECC North Access Center upon presence of remittance slip or a digital copy between 23rd and 24th June 2024. Deposit will be refunded to the paying account in one month from the end of exhibition and confirmation of booth clearing.

3.4.3 Forfeits of Deposits.

3.4.3.1 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.

3.4.3.2 Smoking is prohibited on exhibition premises. A forfeit of deposit at RMB 2000 per person per case will apply in the case of violation.

3.4.3.3 A forfeit of deposit at RMB 1000 per case will apply in the case of inconsistent or under-standard construction compared to design proposals.

3.4.3.4 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.

3.4.3.5 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.

3.4.3.6 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.

3.4.3.7 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.

3.4.3.8 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.

3.4.3.9 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.

3.4.3.10 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.

3.4.3.11 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.

3.4.3.12 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.

3.4.3.13 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.

3.4.3.14 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.

3.4.3.15 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.

3.4.3.16 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.

3.4.3.17 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.

3.4.3.18 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.

3.4.3.19 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.

3.4.3.20 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.

3.5 Overtime Operation

3.5.1 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.

Phase	Date	Time	RMB/ hour
Construction	23rd -24th June 2024	17:00 – 22:00	RMB 1,400
	23rd -24th June 2024	22:00 – Next Day 08:00	RMB 2,800
Exhibition	25th – 27th June 2024	Before 08:30	RMB 1,400
Dismantling	27th June 2024	22:00 – Next Day 08:00	RMB 2,800

* Subject to on-site announcements of time arrangement.

3.5.2 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).

3.6 Exhibition Liability Insurance Solutions

To transfer the exposure of exhibitors and constructors who use or construct on bare floor booths and to ensure on-premises safety and security of construction operators, it is mandatory that all constructors purchase Exhibition Liability Insurance (minimum total claimable damage per booth at RMB 15 million, minimum claimable damage per accident at RMB 6 million, minimum personal injury or casualty per person at RMB 2 million). Reviewing process for electricity application, design proposals, deposit payments, etc. only starts upon purchase of Exhibition Liability Insurance for each bare floor booth.

PICC is the appointed insurance partner for this exhibition that provides insurance products and services for constructors and exhibitors with adequate coverage at reasonable prices through user-friendly purchase channels.

Please send your inquiry to the Insurance Consulting Group or contact PICC contacts below if you have any questions regarding insurance.

PICC 中国人民保险

Ms. Xing: 19910701675
 Mr. Zheng: 13167530850
 Ms. Liu: 17319177319
 Email: zhanbaoyunlian@163.com
 Help: 400-668-0959/010-63582550
 Address: No.20 Pingyuanli, Xicheng District, Beijing

3.6.1. Liability Coverage Requirements for Each Bare Floor Booth:

Accumulative Damage Per Booth	Damage Limit per Accident			Medical damage limit per accident per person	Deductibles	Damage limit per accident per person	Size of specially decorated booth	Premium (RMB)
	Architectural damage	Employee casualty	3rd person casualty					
15 million	3 million	6 million	6 million	No limit. Medical damage within the scope of National Medical Insurance	None	2 million	Below 200 sqm	450
							201-400 sqm	720
							Above 401 sqm	900

Liabilities include:

- (1) Architectural damage: damage to on-premises structures, fixed installations, floor, foundation of ground in the booth rental area.
- (2) Employee casualty: compensation, medical expenses and other related expenses for injuries and casualties of employees.
- (3) Third person casualty: compensation, medical expenses, and other related expenses for injuries and casualties of their persons.

3.6.2 Purchase

(1) Scan the QR code below with WeChat to purchase Exhibition Liability Insurance.



(QR Code for Corporate Insurance)

2) Log in www.zhanbaoyunlian.com , click [Insure Now] and select “FBIF2024” to purchase insurance.

(3) Call 400-668-0959 to purchase insurance via customer service.

3.7. Booth Inspection & Acceptance

Constructors shall dismantle all constructed structures and clear the booth space following time slots specified under Exhibition Schedule in the Exhibition Manual.