

Appendix 1: Construction Safety Management Instructions

1. Basic Regulations

- 1) Special operation qualification requirements: All special operation personnel must hold valid certificates issued by relevant national departments. It is strictly forbidden to hold false certificates or certificates that do not match the person's certificate. Violators will be severely punished.
- 2) Construction personnel safety and area requirements: Construction personnel must wear safety helmets when entering the site, and must wear safety belts when working at heights (more than 2 meters). The construction of booths must not exceed the designated area. Illegal construction will be demolished and the consequences will be at their own risk.
- 3) The design of booth construction must comply with the requirements of relevant professional technical standards such as safe use of electricity, fire protection, structure, water supply and drainage.
- 4) The hand-cranked lift used for construction must not be overloaded. The hand-cranked lift must have safety devices such as height limiters, overload alarm devices, and broken rope protection devices, and take anti-overturning safety measures.
- 5) The main building and supporting facilities and equipment of the exhibition hall shall not be damaged, polluted or otherwise destroyed. This includes not using nails, piles, etc. to fix objects on the floor or walls of the exhibition hall, not using grease, paint, glue, etc., which are difficult to remove, not leaning, pressing, pulling, or hanging the walls, ceilings, and various special facilities and equipment (such as pipes, embedded parts, etc.) of the exhibition hall, and not privately hanging structural load-bearing objects on the facilities of the exhibition hall.
- 6) The materials used for construction must be non-combustible or flame-retardant materials. For example, the booth must use flammable materials such as wood and gauze, and such materials must be fire-proofed before entering the site. Wood materials must be fully coated with fire-retardant paint or have fire-retardant veneers attached to the surface, and sprayed with fire-retardant liquid. Whether such materials are qualified shall be based on whether no open flames are generated in the on-site combustion test. The staff of the exhibition hall has the right to remove materials that do not meet the fire protection requirements. It is prohibited to use flammable materials that have not been fire-proofed at the construction site.
- 7) Requirements for the use and storage of special materials used in construction:
 - a. Explosives, petroleum, and flammable, toxic, corrosive, and radioactive materials shall not be used in the exhibition area.
 - b. The inventory of solid or liquid hazardous materials stored in the exhibition area shall not exceed one day's usage, and shall be placed in special containers and sealed at a location agreed by government departments and the exhibition hall.
 - c. Toxic waste must be sealed in special containers, marked with corresponding signs, and

managed in accordance with the government's relevant waste use methods.

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

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

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

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

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

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

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

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

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

2. Booth design

- 1) The structural strength of the booth design shall meet the strength required by the load, and the construction shall ensure the overall strength, rigidity and stability of the booth structure.
- 2) The exhibition construction unit must construct according to the reviewed drawings and shall not make any modifications without permission.
- 3) For all special exhibition stands, the exhibitors or booth contractors shall submit the drawings to the main venue constructor, and the main venue constructor shall review them.
- 4) Exhibitors and contractors must ensure the safety of booth construction and display during the exhibition, and effectively prevent and eliminate potential safety risks caused by booth structural design and construction problems from the source.
- 5) The booth shall not block the fire manual alarm and fire sound and light alarm on the column. If it is necessary to block, the fire manual alarm and fire sound and light alarm must be dug out, and the hole spacing shall not be less than 15cmx15cm.
- 6) The flame retardant performance level of the booth construction material shall not be lower than B1 (flame retardant type), and elastic cloth, grass, bamboo, rattan, paper, bark, foam, reed, simulated green plants, combustible plastic board, combustible carpet, cloth and wooden board and other items shall not be used as decoration materials, even after flame retardant and fireproof treatment.

3. Construction of special booths

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

- 5) The floor width of the main wall of the booth structure should not be less than 12 cm to ensure the contact area between the wall and the ground. A crossbeam should be added at the top to connect the large-span wall and steel frame structure of more than 6 meters, and a column support should be added at the bottom to ensure the overall rigidity and stability of the booth. If it is found on site that the construction is not carried out in accordance with this requirement, the booth construction unit must make rectifications as required. If the rectification is not made as required, the exhibition hall and the main venue builder have the right to stop the construction of this booth.
- 6) The load-bearing components, angle steel, channel steel, square tube and other materials used must be national standard products. The load-bearing components of special booths shall not use decorative flexible metal materials or brittle materials (such as glass).
- 7) Wooden load-bearing columns and load-bearing beams must be lined with continuous solid wood square tubes to ensure the structural integrity of the components themselves.
- 8) The single span of wooden structures is limited to 6 meters and the height is limited to 5 meters. The single span of steel structures and steel-wood hybrid structures (including steel-lined square tubes and iron frames) is limited to 8 meters. The span of formed steel grids can be appropriately widened according to their cross-sections, but the maximum shall not exceed 12 meters (except for professional stage construction grids). If any booth exceeds the above standards, the booth must present a special structural stability calculation book to the on-site staff of the exhibition hall.
- 9) For special booths with frameless structures, the thickness of the wooden wall shall not be less than 30 cm; for special booths with frame structures, the thickness of the wooden wall shall not be less than 10 cm. The load-bearing wooden wall must be supported by square steel or seamless round tubes.
- 10) When using glass materials to decorate booths, tempered glass must be used. The strength and thickness of the glass must be guaranteed (the thickness of the curtain wall glass shall not be less than 1 cm). The installation method of the glass should be reasonable and reliable. Metal frames must be made or professional hardware must be used for glass installation. Elastic materials must be used as cushions between the frame and hardware and the glass material to ensure the safety of glass use. Large-area glass materials should be clearly marked at 1.5 meters above the horizontal surface to prevent them from breaking and injuring people. If a glass platform is used, the structural support columns and walls must be fixed under the platform, and the booth structure must not be built directly above the smooth glass surface.
- 11) All structural backboard walls of adjacent booths must be properly decorated. The outer surface of specially decorated booths on the empty site must also be decorated if they are within the sight of the passage to maintain the overall beauty of the exhibition hall.
- 12) Inconsistency between area and person-to-person is prohibited; any construction unit shall not handle construction procedures for other construction units on behalf of other construction units. Violators will be disqualified from entering the hall for construction within 2 years; construction personnel must wear construction certificates on site, obey the

management of the exhibition hall management personnel, and cooperate with their work.

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

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

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

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

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

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

19) Special booths must reserve a movable board above the booth box cover so that the booth box can be operated when necessary. If the exhibition trench is completely crushed by the load-bearing structure of the booth (such as a wall or column), the only option is to re-apply for

an electric box (for such reasons, re-application for an electric box will be handled according to the pre-order. If the exhibitor is unwilling to re-apply and coordination with the operation center and the exhibition organizer fails, a tripping exemption commitment must be made. If a tripping occurs and the power supply is required to be restored, it is still necessary to re-apply for an electric box if the electric box is crushed and cannot be restored in time).

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

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