

## 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 2.5mm<sup>2</sup> 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 1m<sup>3</sup>/min but not more than 1.6m<sup>3</sup>/min (if there are special requirements for compressed air or it exceeds 1.6m<sup>3</sup>/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 1m<sup>3</sup>/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.