

## Appendix 5: Instructions for Exhibitors of Special-Decorated Booths

### 1. Special-Decorated Booth Construction Unit

1.1 During the exhibition, exhibition period and withdrawal period, please carefully read and strictly abide by the relevant regulations and requirements of the organizer, including the "Construction Manual" and "National Exhibition and Convention Center Construction Facility Safety Management Standards" for booth construction, dismantling and exhibition maintenance construction; at the same time, actively cooperate with the main venue constructor's supervision, inspection and management work.

1.2 Any agreement or arrangement between exhibitors and special-decorated construction contractors is a contract between the two parties. If any accidents, incidents or disputes occur, the two parties shall resolve them through legal channels, and the organizer shall not bear any responsibility.

### 2. Booth-related requirements

#### 2.1 Special-Decorated Booth-related requirements

The height limit for booth design and installation is 4.4 meters, and its vertical projection shall not exceed the scope of the leased light space.

The booth structure design must be stable and safe, and the layout must be reasonable to avoid accidents such as booth collapse causing casualties, property losses, etc.

#### 2.2 Requirements for the transparency of special decoration in the main channel

In principle, the main channel booths must ensure that both sides are unobstructed and must not cause visual obstruction to adjacent booths on the same visual surface.

### 3. Safety guidelines for special decoration booth structures at exhibitions

The structural strength of special decoration booths at exhibitions should meet the strength required by the load, ensure the overall strength, rigidity, stability of the booth structure and the firmness of each connection point, as follows:

1) The floor width of the main wall of the booth structure shall not be less than 12 cm to ensure the contact area between the wall and the ground; a large-span wall of more than 6 meters and a steel frame structure should be connected with a beam at the top, and a column support should be added at the bottom.

- 2) For all special decoration booths with a beam connection on the top, a detailed structural drawing of the connection between the beam and the main body must be provided, and the structural strength should meet the strength required by the load. The beam must be made of steel structure and connected firmly, and the column-beam connection must be made of bolts or other safe fixing materials, and overlapping, binding and other connection forms shall not be used.
- 3) If glass materials are used to decorate the booth, qualified tempered glass must be used, and the strength and thickness of the glass must be guaranteed (the thickness of the curtain wall glass should not be less than 10mm); the installation method of the glass should be reasonable and reliable, and a metal frame must be made or professional hardware must be used for glass installation. Elastic materials should 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 labeled to prevent breakage and injury. 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 directly built above the smooth glass surface.
- 4) Steel structure columns should use non-welded materials with a diameter of more than 10 cm, with a chassis welded at the bottom and a flange with a diameter of not less than 60 cm welded on the top to increase the force-bearing area of the column.

#### 4. Construction management agreement

- 1) Construction shall be carried out according to the exhibition preparation time in the "Exhibitor Manual". If overtime construction is required, it should be applied to the main venue builder in advance.
- 2) Construction shall be carried out strictly in accordance with the booth design drawings that have been reviewed and confirmed, and no changes shall be made without the consent of the main venue builder.
- 3) The construction area shall not exceed the agreed scope.
- 4) The materials used in booth design and installation shall be non-combustible or flame-retardant materials. Grass, bamboo, rattan, paper, bark, foam, reed, combustible plastic board, combustible carpet, cloth and wooden board shall not be used as decoration materials. If non-combustible or flame-retardant materials are required for special reasons, the organizer of the exhibition shall obtain written consent in advance, and fire prevention measures deemed appropriate by the exhibition shall be adopted. They can only be used after the exhibition is accepted.
- 5) It is strictly prohibited to use cutting machines, electric saws, spray paint and flammable items such as banana water, alcohol, and instant stickers at the construction site.
- 6) Welding (electric welding, gas welding) and open flame operations are strictly prohibited in the exhibition hall.

- 7) During construction, any fixed facilities in or near the booth shall not be damaged or changed, and any fixed facilities in the exhibition hall shall not be used for fixing or hanging. No decoration or hanging is allowed on the ceiling above the booth.
- 8) If there are fire-fighting facilities, power supply facilities, communication facilities and other facilities within or near the booth, they shall not be blocked during construction, and a safe or operable distance of at least 60cm shall be maintained, and signs shall be affixed at appropriate locations on the booth.
- 9) Do not ride on the closed exhibition hall ground well distribution box. If it is necessary to make special arrangements on it, at least one movable inspection port with an area larger than the size of the distribution box cover must be reserved to ensure that the ground well distribution box cover can be opened smoothly and facilitate fault handling.
- 10) The indoor booth structure shall not be capped in any form.
- 11) The exposed parts on the back or side of the booth shall be beautified with double veneers, and no advertising or promotional content is allowed on the exterior veneer.
- 12) Temporary electricity use during construction shall be implemented in accordance with the requirements of temporary electricity use regulations.
- 13) The personnel of the exhibition safety department, professional electricians and the personnel of the Shanghai Public Security Fire Department shall supervise and inspect all construction booths according to the fire approval documents, relevant agreements in this chapter and relevant provisions of the construction manual. The construction unit shall consciously accept and cooperate with the inspection. If it does not meet the safety requirements or has safety hazards, it shall be rectified in time according to the rectification requirements put forward by the inspectors.
- 14) After the construction is completed, all construction tools and materials shall not be stored in the booth or in the space behind (side) the booth, and shall be cleared out of the exhibition hall before closing the hall.