

Appendix 4: 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).

2) According to the guarantee capacity of the power supply system of the exhibition hall, the organizer has the right to accept or reject the electricity use requirements put forward by the exhibitors, the right to enter the exhibitors' booths for safety inspections, and the right to impose special restrictions or even stop the power supply in special circumstances where unsafe factors occur in electricity use.

3) The exhibitors or builders shall appoint a dedicated person to be responsible for the safety of exhibition electricity use, determine the person responsible for the safety of the exhibition site and the person in charge of on-site coordination, formulate a safety work plan and safety responsibility system including electricity safety, and clarify the electricity safety management measures and job responsibilities.

4) Exhibitors are responsible for the electricity safety of their booths during the exhibition construction and exhibition.

5) Exhibitors shall urge the entrusted special booth builders to comply with these regulations and implement electricity safety work.

6) Exhibitors shall urge the entrusted special booth builders to implement the rectification requirements put forward by the organizers and eliminate safety hazards.

7) All booth builders shall strictly implement relevant national fire protection regulations, electrical design and installation construction specifications, procedures, and standards, fully grasp and control the electricity dynamics of on-site exhibitions, and standardize exhibition construction and electricity safety management.

8) The special booth builder shall assist the main venue builder in the on-site electricity safety management, clarify the person responsible for on-site electricity safety, implement the safety work plan and electricity safety management measures, and ensure the electricity safety of all electrical lines and equipment installed on the exhibition site.

9) The special booth builder shall be responsible for the electricity safety of the booths it constructs during the exhibition construction and exhibition.

10) Other responsibilities of the special booth builder shall refer to the responsibilities of the

main venue builder.

11) The special booth builder shall ensure that the power supply and distribution facilities of the exhibition hall comply with the technical safety standards and safety regulations of the national electrical industry, and ensure the safety and reliability of the power points provided by the fixed equipment and facilities of the exhibition hall.

12) Exhibitors or special decoration builders must submit exhibition electricity application materials to the main construction contractor.

13) Exhibitors must implement safety inspections, electricity troubleshooting and safety hazard rectification at the exhibition site.

14) After the electricity application is reviewed and approved by the exhibition hall, the main construction contractor shall go to the exhibition hall in advance to handle the on-site construction procedures for the construction units that have paid the fees.

15) When handling the on-site construction procedures, the valid operation certificate (copy) of the on-site electrician should be submitted, and the list of electricians on duty during the exhibition and their contact numbers should be submitted.

16) If there are other provisions for the procedures for application approval and handling of on-site construction procedures, they shall prevail.

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 **Form4: 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) All constructors must bring their own construction distribution boxes (equipped with leakage protection switches). Temporary electricity for construction can be obtained through the nearest socket box in the exhibition hall or connected to the power box applied for the booth. Before using the power box applied for the booth, you should apply to the organizer for advance power supply [Form3: Application for Advance Power&Water&Gas Supply](#) for details. Other power sources shall not be used without authorization. All electrical appliances shall be installed by electricians with valid certificates; electric tools used in construction shall be inspected and meet safety requirements; temporary power lines for construction shall use sheathed copper core soft wires, without connectors in the middle, and must be equipped with protection switches; it is strictly forbidden to directly insert the power cord into the power socket or hang it on the switch knife end for power supply, and it must be connected with a plug and a fastening port screw.
- 4) The booth power switch and wire (cable) shall comply with the requirements of the specifications and standards, refer to the total power consumption, and be connected to the smart safety power box applied for the booth. It is not allowed to connect to the exhibition hall power box and socket at will; all power boxes must be placed on the ground or fixed on the wall through insulation facilities; booth power must be connected to a smart safety power box with power monitoring.
- 5) All metal structures, metal shells of equipment and facilities, and all power lines of exhibitors' booths must be reliably grounded (use multi-strand soft-core copper wires of no less than 2.5mm² and connect to the smart safety box ground bar). The laying of electrical lines must be fixed and must not be laid randomly on exhibition racks, floors, and passages. When electrical lines cross pedestrian walkways, they must be protected by bridge plates. There must be no interfaces in the middle of the wires that pass through carpets and concealed wires in decorations. They must be protected by casings (metal pipes or flame-retardant plastic pipes), and the metal pipes must be well grounded. It is prohibited to use ceilings and pipes to hang wires, lighting devices, and other objects.
- 6) All wire (cable) interfaces must use terminal blocks or switches, and it is strictly prohibited to use insulating tape for connection.
- 7) Booths are not allowed to use high-power lamps above 500W. When using lamps with high heat generation (such as quartz lamps and iodine tungsten lamps), protective covers must be installed. Downlights and quartz lamps must be protected by heat insulation pads. Convection heat dissipation holes must be left in advertising light boxes and lamp posts. Electrical appliances and lighting equipment in outdoor open-air booths must be waterproof and have

reliable safety measures such as rain, moisture and wind.

8) All installed lamps should be kept at a distance of more than 30 cm from exhibits and other items. All equipment and facilities with heat sources should be installed at a distance of more than 3 meters from the fixed power distribution facilities of the exhibition hall, and heat should not be discharged facing the fixed power distribution facilities.

9) The exhibition booth layout must not block the lighting, power boxes (cabinets) and telephone distribution boxes of the exhibition hall. It must be ensured that there is a passage of no less than 60 cm and sufficient operating space for safety inspection and fault handling.

10) After the electrical construction and installation of the booth is completed, before the official power supply, the exhibitors and constructors should do a good job of self-inspection of the power distribution system. After the inspection is qualified, apply to the main venue constructor for power supply. After the main venue electrician reviews the site, notify the exhibition hall electrician to go to the booth to supply power. The main venue electrician must be present during the power supply.

11) During the exhibition, the exhibitors or constructors must arrange for the booth electrician on duty to deal with problems in a timely manner to ensure the safety of electricity use. During the exhibition and exhibition period (especially before closing), check whether the lamps installed in the booths have fallen off every day. If the lamps are found to have fallen off, they should be handled immediately to avoid damaging the exhibition samples and causing safety accidents.

12) The construction contractor shall provide civilized construction and safety education to its construction personnel. The construction personnel shall work within the approved period and work area. Without approval, they shall not work in non-working areas and time. If any safety accidents and responsibilities are caused by violation of these regulations, the construction contractor shall be fully responsible and bear all economic losses caused to the exhibition hall and third parties.

13) Any exhibitor, builder and individual shall not have the right to operate any electrical facilities (including trench covers) fixed and configured in the exhibition hall without the approval or authorization of the exhibition hall. Once discovered, they will be ordered to stop power supply or construction, deduct a deposit of 500 yuan for each case, and be held accountable and compensate for the losses caused thereby.

14) The fault handling of the booth shall be the responsibility of the exhibitor or builder. During the exhibition, if the booth power fails, the on-duty electrician of the booth shall handle it in time and eliminate the fault. It is strictly forbidden to close the power switch with a fault.

15) If the switch protection of the fixed power distribution facilities in the exhibition hall trips and causes a power outage at the booth, the booth electrician on duty should first check whether the electrical equipment and lines are faulty and eliminate them, and immediately notify the exhibition hall electrician to come to the scene to deal with it. It is strictly forbidden to re-close the switch without finding out the cause. If an accident and economic loss are caused by unauthorized closing, the relevant personnel and units will be held accountable.

- 16) If there is a power failure in the booth during the exhibition, in order to ensure the safety of the exhibition power, the exhibition hall has the right to adjust the exhibition power lines and loads, and the exhibitors and constructors must cooperate.
- 17) If the organizer or the main constructor finds a safety hazard in the booth power, notify the booth electrician on duty to come to the scene to deal with it, and can also take compulsory measures such as cutting off the power supply to ensure safety. If serious safety hazards or violations of regulations are found, the organizer has the right to stop the power supply without notice to ensure safety.
- 18) If the booth electrical equipment needs 24-hour power supply, you should fill in **Form2: 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 1m³/min but not more than 1.6m³/min (if there are special requirements for compressed air or it exceeds 1.6m³/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 1m³/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.