



中国国际进口博览会
CHINA INTERNATIONAL
IMPORT EXPO

新 时 代 共 享 未 来
NEW ERA SHARED FUTURE

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Appendix



Appendix 1 Notice on Fire Safety Control

1. General Requirements

- 1.1 Exhibitors, constructors and service providers shall comply with the fire safety policies and guidelines of the People's Republic of China and Shanghai and strictly observe each rule, regulation and provision. Matters related to fire safety at the Expo will be carried out in accordance with Fire Protection Law of The People's Republic of China, Code for Fire Prevention in Design of Interior Decoration of Buildings, Provisions on the Administration of Fire Control Safety of Key Fire Safety Entities, Code of Design for Fire Protection and Prevention of Exhibition Building and Exhibits Arrangement and other laws and regulations.
- 1.2 During the move-in, the exhibition period and move-out, all matters related to booth set-up, decoration, dismantling and maintenance shall be carried out in compliance with the Organizers' fire safety rules and requirements, including Exhibitor's Manual, Pre-Expo Notification, Move-in Instructions, Safety Instructions, Venue Notices and User's Manual for Exhibition Halls in the National Exhibition and Convention Center (Shanghai), Security Management Standards for Facilities Built in NECC etc. The exhibitors, constructors and service providers shall actively cooperate with the Chinese government departments and the Organizers with respect to the supervision, inspection and management.
- 1.3 In order to further strengthen the importance attached to safety at the Expo, fulfill safety-related obligations and assume safety responsibilities, the Organizers have drawn up the Special Booth Safety Responsibility Letter, which shall be signed and stamped with the official seal by all exhibitors and their constructors, and submitted to the official constructor of the venue before the deadline along with a copy of the constructors' business licenses. For more information, please refer to **Form 13: Special Booth Safety Responsibility Letter**.
- 1.4 Exhibitors and constructors must establish a safety inspection system and organize fire safety courses and training. They shall assign dedicated personnel for fire safety, who shall have a safety officer logo or other appropriate markings on their apparel while at the venue.

2. Booth Set-up

- 2.1 Constructors of all special booths shall report to the official constructor of the venue for approval.
- 2.2 In addition to exhibits, booths and all articles (such as walls, carpets, floor, ceilings, light boxes, wall paintings, and other building and decorative materials) used for other structures at the venue shall use non-combustible or fire-resistant materials approved by the Shanghai Fire Brigade for their construction and decoration, and their flammability shall be no lower than Class B1 (not easily flammable); the flammability of the carpets for the booths shall be no lower than Class B1 (not easily flammable); flammable materials used sparingly or partially, including timber structure and mesh fabrics used on the top, shall have undergone fire retardant treatment (which shall be completed before entry), and can only be used after their flammability level meets Class B1, as approved by the Shanghai Fire Brigade.
- 2.3 Flammable materials such as elastic fabric, bamboo, straw, foam and artificial green plants are prohibited even after they have undergone fire retardant treatment.



- 2.4 The materials and structures used during booth set-up shall not hinder the fire safety system or block fire exits, public passages and entrances at the venue. Any behavior that may impede the functioning of fire safety facilities at the venue such as manual fire alarms, fire hydrants, shutter doors, fire extinguishers and fire exits, is prohibited. If any such act is committed, the exhibitor and constructor shall adjust their set-up program in accordance with fire safety requirements and bear all expenses incurred in the process.
- 2.5 The width of the channel between the materials or structures used during booth set-up and the fire hydrants, equipment room doors or fire alarms shall be ensured to be normally open or passable; and at least 0.6 meters shall be left between the walls of the exhibition hall and those materials or structures to ensure a clear and open repair passage is available.
- 2.6 No object shall be attached to or hung on any sprinkler or lighting device at the venue; no spotlight or heat generating device shall be pointed at or placed close to a fire sprinkler.
- 2.7 The ceiling/canopy of a booth, if any, shall use fire-proof materials and shall not impede the functioning of the venue's fire safety system and air vents. Fire extinguishers should be present at the booth as per fire safety regulations.
- 2.8 The number and width of an evacuation staircase in the upper exhibition area of a double-storey booth shall be determined as required, it shall have at least two staircases and the width shall not be less than 0.9 m. The horizontal distance between the nearest edges of two adjacent evacuation exits should not be less than 5 meters. When the upper one is used as an office space and the area is not larger than 120 square meters, one evacuation staircase can be set up.
- 2.9 An open staircase can be used for the double-storey booth, and its total width shall be determined by calculation and the minimum net width should be no less than 1.4 meters.
- 2.10 It is not recommended to install fully-enclosed special booths. If a fully-enclosed booth is larger than 160 m² and may hinder the use of the venue's fire safety devices, an automatic fire alarm system, automatic fire sprinklers and up-to-standard fire extinguishers shall be installed; if a fully-enclosed or semi-enclosed booth is larger than 120 m², it shall have at least 2 evacuation exits at least 0.9 meter wide.
- 2.11 Welding, cutting, drilling and other special construction techniques are forbidden at the venue. Operation with naked fire is also forbidden at the venue.
- 2.12 Special workers must possess special operation certificates or special equipment operator permits as per government regulations. They shall strictly follow the code of practice at work, and ensure no operation or activity violates it.

3. Fire Safety and Utilities

For more information, please refer to Appendix 3: Utilities Safety Management Instructions to the Exhibitor's Manual.

4. Paints and Coatings

- 4.1 During the move-in, exhibition period and move-out, it is forbidden to conduct any large-scale painting of the exhibits or exhibiting materials, etc. at the venue, or to use any pungent or non-eco paint or coating that violates fire safety requirements, for booth decoration.
- 4.2 With all safety precautions in place, minor paint touch-up is permitted after the application is approved during the move-in. Safety precautions at least include painting in a well-ventilated place, using non-toxic paints, and covering the ground around the cement floor with dry paper or plastic film.

- 4.3 It is forbidden to paint any vertical structure at the venue (i.e., walls, glasses, etc.) or to wash or dispose of painting materials inside or near the venue.
- 4.4 The exhibitors shall be liable for any damage or harm to the Organizers and the venue caused by their painting activities, and shall pay for the restoration of the damaged or contaminated sites.

5. Management of Hazardous Substances

- 5.1 Without the written approval from the Organizers, the venue and concerned government departments, it is forbidden to demonstrate or use any heater, grill, candle, lantern, torch, welding device or any other heat-generating, naked flame generating, or smoke-generating material; it is forbidden to demonstrate or use any electric, mechanical or chemical device that may be defined as dangerous; it is forbidden to use any flammable, explosive, toxic, or corrosive materials, including flammable liquids and gases, compressed gases, hydrogen balloons, explosives, and petroleum; it is forbidden to carry weapons, guns, swords, ammunition, explosives, radioactive substances and other hazardous substances, or anything forbidden by the concerned government departments, into the venue.
- 5.2 The inventory of hazardous solids or liquids stored at the booth shall not exceed one day's usage; all remaining stock shall be kept in an area designated by the Organizers.
- 5.3 No automobiles, motorcycles, and other diesel vehicles, new energy vehicles, or other fuel equipment at the venue shall be repaired, started, charged, or fueled, and the amount of fuel in their tanks shall be no higher than 10%.
- 5.4 Toxic or hazardous wastes shall be packed and sealed in proper containers, which shall be marked accordingly, and managed or disposed as per the government regulations on waste disposal.

6. Pressurized Containers

- 6.1 If any exhibitor needs to use helium, argon, nitrogen or other inert gases, they need to submit a written application to the Organizers and can only carry them into the venue after approval. They shall take full responsibility for the safety of pressurized containers during the use, management, shipment, storage, safekeeping, etc.
- 6.2 All pressurized containers or devices brought into the venue with the approval of the Organizers shall comply with relevant safety standards and requirements; devices and tubes using compressed air systems shall be resistant to a pressure level $\geq 15\text{Kg/cm}^2$, and pipe joints shall be fastened with hose clamps, and not tied with iron wires or other materials.
- 6.3 If it is found that a pressurized container is not properly installed, the Organizers will inform the exhibitor to immediately and safely evacuate it or transport it to a designated area. The exhibitor shall cooperate for the same.

7. Smoking Restriction

Smoking is forbidden in all indoor areas and parking lots of the venue. Smoking is only allowed at fixed smoking points set in the outdoor area of the venue.



8. Emergency Support

- 8.1 Each special booth, conference image point, and service desk shall be equipped with independent fire extinguishers, whose quantity and quality shall comply with legal requirements (generally with 5KG dry powder fire extinguishers, and electrical or precise instruments shall be equipped with 3 KG carbon dioxide fire extinguishers).
- 8.2 Emergency indicator lights, exit signs, exit instructions and other emergency support devices shall be installed in visible areas of the special booths.
- 8.3 Exhibitors and constructors shall establish a safety inspection system and appoint dedicated personnel for their booths to ensure fire safety during the move-in, exhibition period and move-out. In case of any emergency, the designated personnel shall take appropriate measures and report to the Organizers.

Appendix 2 Notice on Work Safety Control

1. General Requirements

- 1.1 Exhibitors, constructors and service providers shall earnestly comply with the work safety and labor protection policies and guidelines of the People's Republic of China and Shanghai Municipality, and strictly observe all regulations, ordinances, and provisions, including Production Safety Law of the People's Republic of China, Safety Requirements for Large-scale Activities (GBT33170-2016) and Exhibitor's Manual; and actively cooperate with Chinese government departments and the Organizers with respect to supervision, inspection, and management.
- 1.2 During the move-in, exhibition period and move-out, all matters related to booth set-up, decoration, dismantling and maintenance inside and outside the venue during the expo shall be carried out in compliance with the Organizers' work safety rules and requirements, including Exhibitor's Manual, Pre-expo Notification, Move-in Instructions, Safety Instructions, Venue Notices and User's Manual for Exhibition Halls in the National Exhibition and Convention Center (Shanghai), Security Management Standards for Facilities Built in NECC etc. The exhibitors, constructors and service providers shall actively cooperate with the Chinese government departments and the Organizers with respect to the supervision, inspection and management.
- 1.3 Constructors shall set a work safety management organization, and arrange for a full-time on-site construction manager, safety supervisor, emergency liaison, and other safety management personnel as per relevant provisions; they shall issue official and effective documents on the establishment and appointment of the organization and personnel; and their major principal and work safety management personnel shall have certification materials (or effective certificates) on their qualified work safety knowledge and management ability issued by the competent department for work safety supervision and administration. Before move-in, constructors shall, as per booth design schemes, work out a detailed construction scheme (including set-up scheme and dismantling scheme), and conduct construction as per the said scheme. The aforesaid materials shall also be submitted at the time of application for exhibition.
- 1.4 In order to further strengthen the sense of safety at the expo, fulfill safety-related obligations and assume safety responsibilities, the Organizers have drawn up the Special Booth Safety Responsibility Letter, which shall be signed and stamped with the official seal by all exhibitors and their constructors, and submitted to the official constructors of the venue before the deadline along with a copy of the constructors' business licenses. For more information, please refer to **Form 13: Special Booth Safety Responsibility Letter**.

2. Safety Control

- 2.1 Exhibitors and constructors thereof shall earnestly enforce a safety accountability system, reinforce their on-site safety inspection and management, and accept and follow the work safety requirements and regulations by the concerned government departments, Organizers and venue staff at the site.
- 2.2 Exhibitors and constructors thereof shall comply with relevant national rules and regulations of the construction industry and ensure that on-site constructors and especially workers have corresponding operation qualifications or work licenses.
- 2.3 Exhibitors and constructors thereof shall follow the principles of civilized construction and take proper safety precautions with respect to booth set-up, decoration, dismantling and maintenance during the expo, both inside and outside the venue. All workers shall wear safety helmets while conducting the move-in and move-out related work. Safety supervisors shall bear a safety officer mark on the site.



- 2.4 Booth set-up structure shall be produced in factory as much as possible, so that only splicing and installation will be needed on the site of set-up.
- 2.5 Exhibitors and constructors thereof shall establish a safety inspection system, and provide work safety education and trainings well. Before the entry for construction of set-up workers and drivers transporting special equipment at the venue, construction principal shall uniformly illustrate safety technologies, provide pre-job trainings about safe operation procedures and notes, and make records. No construction is permitted before pre-job safety trainings.
- 2.6 It is strictly prohibited to subcontract special booth set-up, maintenance and dismantling, or entrust the same to a subcontractor. To clarify accountability and liability for damages, exhibitors shall instruct their constructors or service providers to purchase relevant life insurance, property insurance, etc.

3. Safety of Special Booth's Structure

- 3.1 To ensure the safety and stability of the temporary structures for special booth set-up and avoid any possible risk and hidden danger, the maximum height permitted for the booths at the expo are 6 meters for a one-floor booth and 8.5 meters for a two-floor booth. Only single-floor booths are allowed to be built in the main aisle of the exhibition hall, with a limited height of 6 meters; the height limit in other areas remains unchanged. Exhibitors with special booths shall submit relevant documents to the official constructor of the venue or plan review service provider for approval of their structures.
- 3.2 Staircases and ladders inside the booths shall comply with relevant technical specifications and safety requirements and shall be equipped with firm handrails to protect people from slipping.
- 3.3 To ensure the stability of booth structures, the pillars of the steel structure shall be seamless steel pipes at least 10 cm in diameter and not less than 2 mm in the thickness of the pipe wall. It is not recommended to weld and lengthen the pipe with an additional part voluntarily. If welded, the weld inspection report shall be provided. The base of the pillar requires chassis, the lifting point of the hanging hoist of the truss structure shall be made of steel plate with a thickness of more than 16 mm, the depth of the lifting point sleeve inserted into the pillar shall not be less than 1 meter, **and the top of the pillar shall not exceed 1m above the main structure**. The size of the pillar base of the steel structure shall be determined according to the overall load of the booth. It is recommended to weld the pillar at the center of the base.
- 3.4 The main walls of all booths shall be at least 12 cm wide at the bottom to ensure sufficient contact area with the floor. Walls and steel structures spanning more than 6 meters shall be connected by crossbeams on top and supported by pillars at the bottom to ensure the rigidity and stability of the booth.
- 3.5 Load-bearing components shall use steel angles, U-bars, square tubes and other materials that meet corresponding Chinese national standards. Load-bearing components in special booths shall not use ornamental and flexible metals or brittle materials. Wooden load-bearing columns and supporting beams shall be lined with continuous solid wood square tubes inside to ensure their structural integrity and stability.
- 3.6 The single span of any wooden structure shall be no more than 6 meters wide and no more than 5 meters high. The single span of any steel or steel and wooden hybrid structure (including those lined with steel square tubes inside or equipped with iron frames) shall be no more than 8 meters wide. Molded steel grid structures can be wider depending on their cross-sections but shall be no more than 12 meters wide. **The maximum span of the truss shall be determined by the calculation of the structural engineer according to section area and load bearing. The connection between trusses shall be rigidly connected by bolts of grade 8.8 (inclusive) or above.**

- 3.7 The wooden walls of any frameless structure shall be at least 30 cm thick; and those with a frame structure shall be at least 10 cm thick. Wooden load-bearing walls shall be supported by square steel or seamless tubes inside them.
- 3.8 All booths decorated with glass shall use toughened glass with sufficient strength and thickness (cladding glass shall be at least 1 cm thick), installed stably in an appropriate manner. **The glass shall be installed in the floor groove.** The glass shall be equipped with metal frames or professional hardware, and there shall be flexible beading between the frames or hardware and the glass to ensure the safe use of glass. Large glass materials shall be clearly marked at a 1.5-meter height to prevent people from smashing into the glass and getting injured. If a glass podium is used, the supporting pillars and walls of the structure shall be fixed to the ground under the podium, and the booth structure shall not be directly built over the smooth glass surface.
- 3.9 If a booth requires a podium, it is recommended to use a ramp-type podium. Angular podiums shall be no higher than 10 cm and marked with corresponding safety markings.
- 3.10 Relevant safety measures shall be taken for trussed booths to ensure the overall stability of the structure. The overall raise and drop of the trusses shall be commanded by special persons, scale shall be pulled on pillar in advance, and hoists at all lifting points shall operate simultaneously.
- 3.11 **The main structure of the stairs of the two-floor booth shall be made of steel, stair treads can be made of wood, steel and other materials, and the surface of the stairs shall be antislip. Handrails shall be installed on both sides of the stairs, with the rise of the stair recommended to be 15cm±2cm and the width 30cm±2cm.**
- 3.12 **The suspended ceiling structure of the special booth shall be fixed with the main structure of the booth using steel wire ropes or U-shaped buckles, and iron wires, straps and other materials shall not be used.**

4. Booth Acceptance and Dismantling

- 4.1 After the completion of booth set-up, the constructor shall inspect it independently, and after the inspection is passed, apply for inspection and acceptance to the Organizers. Upon inspection and acceptance by the relevant department, the booth can be put into use. Inspection contents include structure safety, electrical safety, and fire safety.
- 4.2 The declaration system is implemented for the dismantling of more-than-6-meter-high special booths and trussed booths. An application for dismantling shall be submitted in advance, and dismantling can be conducted after the Organizers review the dismantling scheme again.

5. Working at Heights

- 5.1 Working at heights refers to working at an elevated place where there is a possibility of falling from a height of 2 m or higher.
- 5.2 A person can work at heights only if he or she is at least 18 years old and has passed a physical examination; people suffering from high blood pressure, cardiac disease, epilepsy, mental illness or other similar diseases are forbidden from working at heights.
- 5.3 Personnel working at heights shall wear protective gear (safety helmet, safety belt, etc.). Safety belts shall not be hung lower than the worker and must not be replaced by ropes. Working at heights while intoxicated is forbidden.
- 5.4 Personnel working at heights shall be accompanied by a supervisor to ensure on-site environment safety and the implementation of safety measures. Such personnel should follow the designated route to go up and down, and no one should stand below the workplace at height.



- 5.5 During work at heights, scaffolds shall not be set higher than 4 meters, and protective grating, cross bridging and brakes shall be installed in accordance with safety regulations, and the fixed footholds/load-bearing plates must be repeatedly inspected and reinforced. Tools, materials and parts used during the work shall not be carried directly in the hand or thrown away and shall only be kept in a tool bag. Scaffolds shall be fixed by brakes after installation, and be held by at least one person during work. Construction personnel are forbidden to move scaffolds on the operation platform. Tools, material fragments, spare parts and any other object that may fall from the height shall be removed and cleaned up after the operation to prevent any injury by falling objects.
- 5.6 The height of mobile scaffolds shall not exceed 5 meters (**the distance between the standing position of a person in work above ground and the reference plane of falling shall not exceed 5 meters**), the depth-width ratio not be greater than 3:1, the construction load not exceed 1.5 kN/m², and the protective railings not be lower than 1.2 meters (**the height from the standing position of a person to the top of the railing**).
- 5.7 The wheels of mobile scaffolds shall be firmly connected with the platform body, the bottom end of pillars not be more than 80 mm from the ground, and the road wheels and guide wheels be equipped with brakes or other fixing parts.
- 5.8 The carrying capacity of the mobile road wheels shall be 5 kN at least, and the braking torque of brakes 2.5 N·m at least. The operating platform of the mobile scaffold and the scaffold body shall be vertical and not be bent and deformed. Brakes of the road wheels shall be on-position except when moving. Mobile scaffolds shall be held by at least one person when used.
- 5.9 No one shall stand on the mobile operating platform when it is moving.
- 5.10 Tools, materials and parts used during the work shall not be carried directly in the hand or thrown away and shall only be kept in a tool bag. Scaffolds shall be fixed by brakes after installation, and be held by at least one person during work. Construction personnel are forbidden to move scaffolds on the operation platform. Tools, material fragments, spare parts and any other object that may fall from the height shall be removed and cleaned up after the operation to prevent any injury by falling objects.
- 5.11 When ladders are used in access areas, there shall be special supervision or fences. Ladders shall not be used to work on the scaffold's floor. Single ladders shall not be padded, and be at an angle of 75° from the horizontal plane. Steps shall not be missing, and the intervals be 300 mm. The height of portable ladders shall not exceed 2 meters.
- 5.12 Persons engaged in work at a height of 2 meters or above must have a high-place work certificate, which shall be filed during the application for exhibition.
- 5.13 When the fall height datum is 2 meters or above in case of limb operations, protective railings shall be set up on the side of the limb, and the warning line be set up.
- 5.14 Any lifting device used in booth set-up, decoration, dismantling and maintenance during the exhibition period, shall be admitted into the venue only after an appropriate application is submitted and approved by the Organizers and the venue.
- 5.15 Matters not covered herein shall be subject to the Technical Code for Safety of Working at Height of Building Construction (JGJ80).

6. Construction Tools and Labor Protection Articles

- 6.1 Class-II hand held tools must be used for on-site operation. The power lines of hand held electric tools shall be kept in the ex-works state, and shall not be arbitrarily lengthened.
- 6.2 Power boards shall not be used for building.

- 6.3 The hand lift used for building shall not be used in an overloaded way, and shall be equipped with safety devices including height limiter, overload alarm device, and rope-break protection instrument, and overturn-preventing safety measures shall be taken against it.
- 6.4 Construction workers shall use labor protection articles such as safety helmets and safety belts, which conform to the state regulations, and hold ex-works qualification certification within effective service life.
- 6.5 Construction workers shall wear reflective vests for construction at the venue.

7. Electricity Safety

For more information, please refer to **Appendix 3: Utilities Safety Management Instructions to Exhibitor's Manual**.

8. Special Equipment Management

- 8.1 Forklifts, truck cranes and other special equipment shall conform to state regulations, and pass the annual inspection for special equipment, and their drivers shall work with relevant licenses.
- 8.2 When front view cannot be confirmed, forklifts loaded with goods shall be driven back. If they have to be driven in the condition that the view is obstructed, there shall be a commander. A safety regulation mechanism shall be established.
- 8.3 In the condition of dim light, front lights of forklifts shall be turned on.
- 8.4 No person other than the driver shall sit in a 3T forklift. Loading quantity shall not exceed the rated load capacity of forklifts. Forklift safety education shall be provided for forklift drivers and related workers.
- 8.5 The driver shall wear a safety helmet when driving a forklift, reduce speed at the time of making turns, and remove the key when leaving the forklift.
- 8.6 Do not stand on a running forklift pallet for operation. Where it is necessary to do so, the handrail fixed to fork or the pallet with a frame shall be used, and operator shall fasten the safety belt.
- 8.7 Do not stand under goods to be loaded or within the scope of the turning crane of truck crane. Before move-in, inspections before the operation of forklifts and truck cranes and annual and monthly inspections shall be conducted.
- 8.8 A forklift shall be equipped with rearview mirrors and back-up buzzer.
- 8.9 When the goods to be loaded are to be held upright, the fork shall be declined, parking brake shall be pulled on securely, and the driver shall get off the forklift and stop the engine.
- 8.10 At the place where any operator or any other vehicle may appear such as crossing, a forklift driver shall pay attention to the surrounding environment at all times, whistle in time, and reduce the speed to ensure the safe stop in any case. Operators across channels shall stop confirm the safety of surrounding environment, and after confirming the stop of forklifts, cross channels.
- 8.11 When the paralleling goods are taken, the tip of the fork shall not contact inside pallet. Once goods are taken, the fork shall be fully inserted. In stacking, there shall be adequate intervals between neighboring pallets, and stacking height shall not exceed 2 meters. During taking, the safety around the goods shall be confirmed. Negotiations shall be conducted at safe places rather than those near the goods.
- 8.12 For the operation of truck cranes, signal riggers shall be arranged, and work with licenses.
- 8.13 Before the operation of truck cranes, all outriggers shall be stretched out, and square timbers shall be put under supporting feet. Body level shall be adjusted, level bubble shall be in the middle in the case of no load, and locating pins of outriggers shall be inserted. With respect of cranes with an elastically suspended chassis, stabilizer shall be tightened up before stretching out outriggers.



- 8.14 Outriggers shall be adjusted in the condition of no load, and arm lever already stretched out shall be retracted and turned to right ahead or back; it is forbidden to turn the outrigger valve during operation.
- 8.15 The amplitude of variation of truck cranes shall be steady during operation, and it is forbidden to raise or drop the arm lever; raising and falling shall be operated at a constant speed.
- 8.16 When the arm lever of a telescopic crane is stretched out or drawn back, it shall be conducted in the prescribed order. When the arm lever is stretched out, the lifting hook shall be laid down accordingly. Where the limiter gives the alarm, the stretching of the arm lever shall stop immediately; where the arm lever draws back, a too small elevation angle will be inappropriate.
- 8.17 The elevation angle of truck cranes during operation shall conform to instructions. Where the length of the front section of arm lever is bigger than that of the back section after the telescopic arm lever is stretched out, an adjustment shall be made so as not eliminate the abnormal circumstance before operation.
- 8.18 Where any outrigger sinks or crane is inclined during the operation of a truck crane, the loaded materials shall be laid down immediately. Operation is allowed only after the adjustment and the elimination of the unsafe factor.
- 8.19 During loading and unloading, there shall be no person in the cab of carrier vehicle, and materials shall not be lifted over the cab of carrier vehicle.
- 8.20 Where two cranes are involved in hoisting operation, the performances of the two cranes shall be similar, and the load of one crane shall not be larger than 80% of rated lifting capacity.
- 8.21 During work, a driver shall carefully operate, and shall not chat with others or take time off arbitrarily. "Ten No Hoisting" provisions shall be followed during hoisting.
- 1) No hoisting in the case of unclear commanding signal.
 - 2) No hoisting in the case of inclined traction or hanging.
 - 3) No hoisting in the case of unclear lifting material weight or overload.
 - 4) No hoisting in the case of bulk materials not strapped firmly or materials loaded excessively.
 - 5) No hoisting in the case of any person on lifted materials.
 - 6) No hoisting in the case of materials buried underground.
 - 7) No hoisting in the case of failure or fault of mechanical safety device.
 - 8) No hoisting in the case of unclear lifting and landing points of materials due to dark light on the site.
 - 9) No hoisting in the case of no protection measure for the direct contact between materials with blade edges and steel wire rope.
 - 10) No hoisting in the case of gales of Grade 6 or above, thunder or high-voltage wires.
- 8.22 Before driving, arm lever, lifting hook and outriggers shall be drawn back. During driving, a medium speed shall be maintained to avoid emergency braking.
- 8.23 During driving, no person shall stand, nor shall materials be stacked on the chassis walking board; reversing shall be conducted under the supervision of a person.
- 8.24 After the operation, the arm lever of telescopic crane shall be fully drawn back and put well, and the lifting hook shall be hung well. The arm lever of the trussed arm lever crane shall be turned to the front of the crane, and be lowered to the position with an angle between 40° - 60°. Brakes of all structures shall be braked firmly, and doors of operating room and machine shed shall be closed and locked.

9. Emergency Support

Exhibitors and constructors thereof shall establish a safety inspection system and comply with it, and shall cooperate with the Organizers, the venue and concerned government departments in safety patrols, renovation and emergency evacuation protocols in a conscientious and responsible manner. They shall follow the instructions and implement them accordingly. In case of any emergency, they shall take appropriate measures and report to the Organizers.

10. Punishments

Regarding improper operations, the Hosts shall be entitled to impose corresponding punishments; concerning behaviors with bad influence or serious consequences, they shall be transferred to the relevant department for treatment.

Appendix 3 Utilities Safety Management Instructions

1. General Requirements

- 1.1 During the move-in, the exhibition period and move-out, all matters related to booth set-up, decoration, dismantling and maintenance shall be carried out in compliance with the Organizers' work safety rules and requirements, including Exhibitor's Manual, Pre-Expo Notification, Move-in Instructions, Safety Instructions, Venue Notices and User's Manual for Exhibition Halls in the National Exhibition and Convention Center (Shanghai). The exhibitors, constructors and service providers shall actively cooperate with the Chinese government departments and the Organizers with respect to the supervision, inspection and management.
- 1.2 Exhibitors and constructors thereof shall comply with relevant national rules and regulations of the construction industry and ensure that on-site workers and special workers have corresponding operation qualification certificates or work licenses.

2. Water Safety Management

- 2.1 If the installation of water facilities at a booth violates any rule or regulation or poses safety hazards, the Organizers or the venue are entitled to require the exhibitor or constructor to rectify the problem immediately. If they refuse to do so, their water supply can be cut off and they shall be liable for the consequences. If any accident or economic loss is incurred, the exhibitor or constructor shall be held liable and required to compensate for the loss as per relevant regulations.
- 2.2 Do not illegally transfer water from the venue facilities for domestic use. If any exhibitor or constructor illegally connects to the water pipes at the venue or uses the equipment without installing a valve at the venue, the Organizers or the venue management are entitled to require the exhibitor or constructor to rectify such behavior immediately. If they refuse to do so, their water supply may be cut off and they shall be liable for the consequences. If any accident or economic loss is incurred, the exhibitor or constructor shall be held liable and required to compensate for the loss as per relevant regulations.
- 2.3 Waste liquids, food waste and extreme temperature liquids shall be **disposed into the exhibitor or constructor's own sealed containers, or the exhibitor may install a treatment device with functions of waste filter and oil separation at the outlet end of the basin. It is prohibited to pour into the sewers, cable wells and channels, and the sinks of the restrooms in the exhibition halls.** In case of any violation, exhibitors or their service providers shall be responsible for cleaning up the pollutants and liable to pay compensation for clogged pipes or other related expenses.
- 2.4 Water pipes crossing corridors shall be covered with slot plates to ensure safety.
- 2.5 **Water pipes of the booth shall meet the pressure requirement of 4 bar. The type of water pipes shall be ppr or pvc water supply pipes with standard marking or pressure-bearing hose with clamp.**
- 2.6 **A cleanout pipe for checking shall be available where pipes join. If it is not possible to place a cleanout pipe, the main contractor shall be contacted before pipe covering, and the pipes can only be covered after inspection.**
- 2.7 For booths applying for water supply, exhibitors and constructors may apply for water delivery from the official constructor after self-checks on water pipes in advance. Water will only be supplied to the booth after the official constructor has reviewed and approved the application.

3. Electricity Safety Management

- 3.1 The low-voltage power supply system at the venue is a three-phase five-wire 380V/50Hz system. Power distribution at the booths shall comply with the same standards. If any exhibit requires different voltage or frequency, the exhibitor or constructor shall bring their own power converters to resolve the issue.
- 3.2 The electricity box of a booth shall have an electrical fire monitoring system.
- 3.3 If a booth requires electricity supply for both lighting and power circuits, individual applications for each shall be separately submitted. Lighting circuits shall be equipped with leakage protectors. If the power circuit has been applied to dismantle leakage protector as per the procedures, then the power circuits don't need additional leakage protectors. Each special booth shall apply for its own circuit box and shall not share the circuit box with other booths.
- 3.4 Power units with independent switches and a power load less than 80% of the circuit box they are to be connected to, can be directly connected to a circuit box provided at the venue; if more than one power unit shares one circuit box, the exhibitors or constructors shall bring their own master circuit boxes whose protection setting limit value shall be less than or equal to 80% of that of the fixed circuit box at the venue to ensure power safety.
- 3.5 If the power load of a three-phase non-mechanical power unit is higher than or equals to 20 A, an air circuit breaker shall be installed to provide cascade protection. If the single-phase load is higher than 16 A, three-phase power supply shall be used to evenly distribute the power load and achieve balanced power distribution among the three phases.
- 3.6 Special electric equipment and 24-hour powered-on electric equipment shall have independent and category-specific circuits, and shall not share the same circuit with other equipment; important electric equipment or electric equipment for important occasions or positions shall have two power supply circuits (one main circuit and one backup circuit); each lighting power protection circuit can only be connected to at most 25 devices (including lighting devices and outlets) whose total load shall be lower than 3 KW or 16 A.
- 3.7 Electric material and equipment used shall comply with national product quality standards and certification standards and comply with national fire safety requirements. Electric materials shall have sufficient safe load-bearing capacity, which shall be higher than the rated current of the circuit box switch for the booth; they shall use ZR-BVV (fire-retardant double-insulated copper wires), ZR-RVVB sheathed wires or ZR-VV cables (three-phase and five-wire, referring to low-voltage power distribution system, shall use three-core or five-core wires), instead of twisted wire pairs (flexible wires), four-core wires (cables) or aluminum wires. Only lighting rectifiers and triggers that comply with fire safety department standards shall be used.
- 3.8 In case of any power failure at a booth, the Organizers or the venue staff shall have the right to enter the booth to conduct security check and adjust the Expo's power circuits and capacity. Exhibitors and constructors shall cooperate with the Organizers or the venue staff.
- 3.9 If the Organizers' worker discovers any hidden power safety hazards or serious security breaches at a booth, they shall have the right to suspend or cut off the power supply immediately without notifying the exhibitor. If any loss is incurred thereby, the exhibitor or constructor shall bear it.
- 3.10 Electric wiring work and equipment shall be set up strictly in accordance with the approved programs and drawings, and the power load shall not exceed the approved total load. If an exhibitor needs additional electrical appliances or other equipment that may result in a higher power load, the exhibitor shall promptly submit an application for it.



- 3.11 Do not use lighting devices whose power exceeds 500 W or use halogen-tungsten lamps. High heat-producing lighting devices shall be protected with insulation pads; light boxes, and lamp posts used for advertising shall have convection air vents.
- 3.12 All lighting devices installed shall be at least 30 cm from any exhibit, decoration or material; all heat-generating devices shall be at least 3 meters from any fixed power supply facility at the venue and shall not emit heat towards these facilities.
- 3.13 Do not use high-power electric heating appliances (e.g., electric kettles, stoves or irons). If an exhibitor needs to use such appliances, it is only permitted after acquiring the approval from the designated official constructor of the Expo.
- 3.14 Computers, precision instruments and other devices shall be equipped with uninterruptible power supply. If any damage or data loss is incurred due to such devices facing any power interruption, the exhibitors and constructors shall be liable for the consequences.
- 3.15 Exhibitors shall complete their security checks before applying for power supply to the official constructor of the Expo.
- 3.16 All wire (cable) terminals shall be equipped with blocks or switches. Do not connect them with electrical tape. The wires must be fixed firmly, and shall not be laid on the display stands, floor or the aisles. Do not hang wires, lighting devices or other objects on the ceiling or pipes. Wires crossing passageways shall be covered with slot plates, and wires going under a carpet or installed inside a structure shall not have terminals in the middle and shall be protected by a sleeve.

4. Gas Safety Control

- 4.1 If the installation of gas facilities at a booth violates any rule or regulation or poses safety hazards, the Organizers or the venue management are entitled to require the exhibitor or constructor to rectify such problems immediately. If the exhibitor or constructor refuses to do so, their gas supply shall be cut off, and they shall be liable for the consequences. If there is any accident or economic loss is incurred, the exhibitor or constructor shall be held liable and required to compensate for the loss as per relevant regulations.
- 4.2 Do not connect to gas pipelines without permission. If any exhibitor or constructor connects to the gas pipes at the venue without installing appropriate valves, the Organizers or the venue are entitled to require the exhibitor or constructor to rectify such behavior immediately. If they do not do so, their gas supply can be cut off and they shall be liable for the consequences. If there is any accident or economic loss is incurred, the exhibitor or constructor shall be held liable and required to compensate for the loss as per relevant regulations.
- 4.3 The venue will provide compressed air supply with an outlet pressure of 0.6-0.8 Mpa. Exhibitors can install driers, filters or other compatible devices depending on their own equipment.
- 4.4 If the air supply at a booth is between 1-1.6 m³/min, the exhibitor shall provide the actual requirement to the official constructor; in the absence of prior notice, the default air supply shall be less than 1 m³/min and the exhibitor shall be responsible for any ensuing liability or consequence.
- 4.5 If any exhibitor has any specific requirement for compressed air or requires the supply exceeding 1.6 m³/min, it is recommended that they bring their own air compressors and submit an application to the official constructor.
- 4.6 Exhibitors shall complete their security inspections before applying for gas supply to the designated official constructor of the CIIE.
- 4.7 Gas pipes running across corridors shall be covered by slot plates for safety considerations.

Appendix 4 Notice on Network Security Control

1. General Requirements

Exhibitors, constructors and service providers shall earnestly comply with the network security policies and guidelines of the People's Republic of China and Shanghai Municipality, and strictly observe regulations, ordinances and provisions, including Cyber Security Law of the People's Republic of China, Data Security Law of the People's Republic of China, Cryptography Law of the People's Republic of China, Personal Information Protection Law of the People's Republic of China, E-Commerce Law of the People's Republic of China, Regulation on Protection of the Right to Network Dissemination of Information, Administrative Measures on Internet Information Services, Provisions on the Governance of Network Information Content Ecology, Notice on Enhancing Self-Media Administration as well as other relevant laws, regulations, administrative rules, and documents.

2. Access Instructions

- 2.1 There are two ways to access Internet at the site of CIIE: wired broadband connection and free public Wi-Fi. Users shall use their own network access devices (including routers, computers, smartphones, etc.).
- 2.2 Matters on network access to the broadband on the venue shall be handled as per the Internet application processes of the Organizers. The independent application for network access via any other channel is not allowed. For any network access via any unofficial channel without permission, the Organizers shall have the right to suspend network access. If the circumstance is serious, the Organizers will coordinate with relevant departments to investigate and treat relevant persons according to the law.
- 2.3 The Organizers shall have the right to use appropriate technologies to monitor network access. If any commercial activity is conducted through the network without permission (e.g., use of the wired broadband to build a cross-booth network or build a wireless network, etc.), the Organizers shall have the right to claim corresponding charges and take such measures as network outage and/or prohibition from access.
- 2.4 Exhibitors, constructors or service providers shall not cause damage to any network facility or leased equipment inside the venue. Otherwise, they shall be liable to make corresponding compensations.

3. Safety Control

- 3.1 It is required to abide by the Internet security laws, public order and social ethics of the People's Republic of China and shall not undermine the network security. They shall not use the Internet to endanger the national security, dignity and interest of the People's Republic of China, instigate any attempt to subvert the state power of China, overthrow the socialist system or divide or disunify the country.
- 3.2 It is prohibited to use the Internet to advocate terrorism, extremism, racial hatred, discrimination, or spread violent or pornographic information; to fabricate or spread false information that may disrupt economic and social order; and to illegally access personal information of others or infringe on others' reputation, privacy, intellectual property rights and other legitimate rights and interests, etc.



- 3.3 In accordance with the cyber security laws of the People's Republic of China, the staff members of the exhibitors, constructors and service providers that intend to access the Internet shall login to the network using their verified IDs and shall retain their user registration information, cooperate with concerned government departments if necessary, and provide relevant data.
- 3.4 Exhibitors, constructors or service providers shall use the network services appropriately and shall not create Wi-Fi hotspots without permission; in case there is any situation that may undermine the network security and operation, the Organizers shall have the right to terminate such users' Internet access.
- 3.5 As the network is partially open, exhibitors shall independently take precautions to protect their computers, update their operating systems and install security management and antivirus software, to prevent leakage or loss of any personal information; in case of any data leakage, they shall be liable for the consequences.
- 3.6 **To ensure safe and successful operation of network services, the Organizers have the right to conduct network control and management in some sections during certain periods of time and adjust or disable certain network access ports (including securities, BT, Thunder, games, etc.) without prior notice.**
- 3.7 **Exhibitors, constructors or service providers who build their own LED displays shall ensure cybersecurity with effective measures based on the principle of responsibility by the constructing, introducing and operating parties. LED displays shall broadcast accurate content in a legal, safe and standardized manner. At the same time, they shall cooperate with the Organizers for the safety inspection of LED displays, implement the technical measures for safety management during the activities required by the public security departments, and prepare emergency disposal plans.**
- 3.8 **Exhibitors, constructors or service providers shall properly manage self media, prevent counterfeiting and imitation, intensify efforts to ensure information authenticity, address rule and law-breaking cases with strict actions, and prohibit self media from speculating on hot social events or publishing and disseminating illegal and immoral information in series.**
- 3.9 Exhibitors, constructors or service providers shall not steal or obtain data in other illegal ways to carry out data processing activities.
- 3.10 Exhibitors, constructors or service providers shall not illegally collect, use, process or transmit personal information of others, or illegally trade, provide or disclose personal information of others. They shall not engage in personal information processing activities that jeopardize national security or public interests.
- 3.11 Exhibitors, constructors or service providers shall obtain permission from the rights holders to make available their works, performances and audio-visual recordings to the visitors of the exhibition through the information network.

Appendix 5 Notice to Exhibitors with Standard Booths

1. The official constructors of the Expo will be in charge of the set-up of standard booths.
2. The company name in both Chinese and English submitted by the exhibitor through the system will be shown on lintel of the standard booth. Without the Organizers' permission, exhibitors shall not cover or change the lintels.
3. All applications for water, electricity, gas, network and telephone service shall be submitted to the CIIE's official constructors; the CIIE's official constructors shall be in charge of the installation, wiring and demolition of all the facilities for rent; before the power is switched on, all electric facilities and appliances shall be tested by professionals, and pass the tests.
4. If any exhibitor intends to rent exhibition equipment or plants, an application shall be submitted to the CIIE's official constructors before September 25th, 2023. On-site applications may not be available.
5. Without permission, exhibitors shall not tamper with the structure of their booths, or taint or damage the structure or accessories of the booths, including nailing, drilling and pasting wallpapers. For any assistance needed for hanging or arranging exhibits, please contact the Expo's official constructors.
6. No promotional materials shall be hung or pasted on the columns or walls of the venue.
7. Exhibits and exhibition equipment shall not overstep the boundaries of booths or occupy public area.
8. No objects shall be stacked on wires or circuit boxes; objects, materials and others inside the booths shall be properly kept in accordance with regulations and at a safe distance from wires and other dangerous objects.
9. It is prohibited to connect wires or lighting devices without permission. In case of any trip, short circuit, wires catching fire, circuit box damage, etc. for any exhibitor's improper operation, the exhibitor shall take responsibility and compensate for the losses.
10. Organizers or the venue are entitled to take appropriate measures against potentially dangerous equipment and facilities, including power cutoff.
11. The sockets inside standard booths are exclusively used for television, computer, water cooler and other electrical appliances with rated power below 600W, rather than exhibition equipment or lighting devices. Exhibitors that intend to bring their own lighting devices shall apply for additional lighting power; for exhibition equipment or machinery that requires electricity, exhibitors shall apply for additional engine power; application for lighting power and that for engine power shall be independent of each other; one socket can only be used for one equipment facility or machine. Multiphase sockets are forbidden to prevent short circuit caused by overload.
12. Every booth shall have its power switched off at the end of each day's exhibition. Exhibitors shall bear all losses and liabilities caused by failure to do so.
13. The power at the venue will be cut off at the closing time every day. Exhibitors in need of power, water or gas supply around the clock shall submit the applications in advance to the official constructors to prevent any damage to their equipment due to power outage.
14. For transport procedures and costs and other matters, please refer to the Exhibit Transport in this manual or consult the CIIE's official forwarders.



Appendix 6 List of Recommended Special Booth Constructors

S/N	No.	Name of service provider
1	TJ001	Shanghai Pinbang Advertising Co., Ltd.
2	TJ002	CHINA NEW TREND EXPO CO., LTD.
3	TJ003	SHANGHAI HONGDA EXHIBITION SERVICE CO., LTD.
4	TJ004	CYTS-LINKAGE DIGITAL MARKETING CO., LTD.
5	TJ005	RIMS Expo Corp., Ltd.
6	TJ006	Shenzhen Aotengyi Exhibition Display Planning Co., Ltd.
7	TJ007	Shenzhen Kastone Exhibition Corp., Ltd.
8	TJ008	SHANGHAI SYMA-EXPO LTD
9	TJ009	SHIGUANG Exhibition Planning (Shanghai) Co., Ltd.
10	TJ010	Shanghai Qi Shilu Brand Planning Co., Ltd.
11	TJ011	EXPO-ONE (CHINA) LIMITED
12	TJ012	Shanghai Homer-Expo Service Co., Ltd.
13	TJ013	EasyDesigner (Shanghai) Marketing Solutions Co., LTD.
14	TJ014	Shanghai YICAI Exhibition Service Co., Ltd.
15	TJ015	TopBridge Expo Group
16	TJ016	Omaten Exhibition Technology (Shanghai) Limited Company
17	TJ017	Shanghai Xuanwei Planning Co., Ltd.
18	TJ018	Shanghai Justevent Exhibition Services Co., Ltd.
19	TJ019	Guangzhou Yufei Exhibition Service Co., Ltd.
20	TJ020	Shanghai ASEA Hengxin Convention & Exhibition Co., Ltd.
21	TJ021	Rema Expo Shanghai Service
22	TJ022	SHANGHAI DT SPACE EXHIBITION CO., LTD.
23	TJ023	BOYAN (BEIJING) INTERNATIONAL EXHIBITION CO., LTD.
24	TJ024	a&a Expo International China
25	TJ025	Shanghai Nouveau Jinju Creative Co., Ltd.
26	TJ026	Shanghai Yidian Exhibition Service Co., Ltd.
27	TJ027	SHANGHAI MODERN INTERNATIONAL EXHIBITION CO., LTD.

S/N	No.	Name of service provider
28	TJ028	Shanghai IS Exhibition Services Co., Ltd.
29	TJ029	Noe Concept Design (Shanghai) Co., Ltd.
30	TJ030	Roundtable International Exhibition Co., Ltd.
31	TJ031	Ambrosius Exhibition Design and Building (Shanghai) Co., Ltd.
32	TJ032	CMEC International Exhibition Co., Ltd.
33	TJ033	Beijing Art Aeon International Expo Co., Ltd.
34	TJ034	ZHEJIANG BROAD INTERNATIONAL CONVENTION & EXHIBITION CO., LTD.
35	TJ035	Guangzhou Bes Exhibition Co., Ltd.
36	TJ036	CANTON FAIR EXHIBITION DESIGN AND CONSTRUCTION CO., LTD.
37	TJ037	Ziyou(Shanghai) Exhibition Design Ltd.
38	TJ038	Shanghai Vision Expo Culture Communication Co., Ltd.
39	TJ039	Beijing Feel Young International Co., Ltd.
40	TJ040	Beijing Tuoshi Space Culture Communication Co., Ltd.
41	TJ041	Shanghai Guantu Exhibition Service Co., Ltd.
42	TJ042	Shanghai Tuoxun Advertising Co., Ltd.
43	TJ043	Shanghai Lihua Exhibition Service Co., Ltd.
44	TJ044	Messe Perlon (China) Limited
45	TJ045	Shanghai Bojie Exhibition Service Co., Ltd.
46	TJ046	JOINEXPO(SHANGHAI)CO.,LTD
47	TJ047	Showtown(Global) exhibition Co., Ltd.
48	TJ048	Shanghai Chidu Exhibition Service Co., Ltd.
49	TJ049	Guangzhou Fengye Culture and Technology Co., Ltd.
50	TJ050	ZhongYi International Exhibition
51	TJ051	Beijing Zhuo Dian INTERNATIONAL Exhibition Co., Ltd.
52	TJ052	SHANGHAI YINGFU EXHIBITION CO. LTD
53	TJ053	JIANGSU HIGH HOPE INTERNATIONAL EXHIBITION AND DECORATION ENGINEERING CO.,LTD
54	TJ054	Beier Exhibition (Shanghai) Co., Ltd

S/N	No.	Name of service provider
55	TJ055	Shandong xizhan exhibition service co., LTD.
56	TJ056	Shanghai ChiChu Exhibition Services Co.,Ltd.
57	TJ057	SHANGHAI SIMA EXHIBITION CO.,LTD.
58	TJ058	Shanghai YiMu Exhibition Services Co.,Ltd.
59	TJ059	DEIZ MESSE INTERNATIONAL GROUP CO., LIMITED
60	TJ060	Guangzhou Lingshang Exhibition Service Co., Ltd.
61	TJ061	Naqi Expo Engineering (Shanghai) Co., Ltd.
62	TJ062	Suzhou Yashi International Expo CO., LTD
63	TJ063	JIANGSU HEAMA INTERNATIONAL EXHIBITION CO.LTD
64	TJ064	Ningbo TOPRAY Exhibition Limited Company
65	TJ065	Beijing Shengshi Yongxin Cultural Development Co., LTD
66	TJ066	COSCO SHIPPING GLOBAL EXHIBITION SERVICES (BEIJING) CO., LTD.
67	TJ067	Shanghai Corning Exhibition Service Co.,Ltd.
68	TJ068	SHANGHAI GRAND EVENTS CONVENTION & EXHIBITION SERVICE COMPANY CO.,LTD
69	TJ069	BEIJING PICO EXHIBITION MANAGEMENT CO., LTD.
70	TJ070	Beijing zhanlifang Corporate Public Relations and Promotion Co.,Ltd.
71	TJ071	Shanghai Kena Exhibition Group Co.,Ltd.
72	TJ072	Guangzhou One-Line Display Design Co., Ltd.
73	TJ073	Shanghai Hongtuo Display Service Co., Ltd.
74	TJ074	Beijing Eagle International Exhibition Co., Ltd.
75	TJ075	JIANGSU DEVIN EXHIBITION Co.,Ltd.
76	TJ076	Beijing Zhongtai Lian Guang Exhibition Service Co., Ltd.
77	TJ077	Beijing Demo International Exhibition Co.,Ltd.
78	TJ078	Guangzhou Haoming Exhibition Service Co., Ltd.
79	TJ079	Shanghai Wanli Cultural Media (Group) Co., Ltd.
80	TJ080	ISS-Vision Events(Shanghai)Co.,Ltd.
81	TJ081	Shanghai LWE Expo Service Co., Ltd.

S/N	No.	Name of service provider
82	TJ082	Canton Fair Advertising Co., Ltd.
83	TJ083	Shanghai ZhenDing Exhibition Service Co., Ltd.
84	TJ084	WanJiang Exhibitions (Shanghai) Co., Ltd.
85	TJ085	Sanda Exhibition Design CO.Ltd.
86	TJ086	Guangdong Guoyou Advertising Co., Ltd.
87	TJ087	Shanghai Women's Exhibition Advertising Service Co., Ltd.
88	TJ088	DeExpo (Beijing) International Exhibition Co., LTD.
89	TJ089	Jiangsu New International Convention & Exhibition (Group) Co., Ltd.
90	TJ090	GL events Live (Shenzhen) Co., Ltd.
91	TJ091	Shanghai Horizon Cultural & Tourism Group Co., Ltd.
92	TJ092	Shanghai Zhanxin Exhibition Design Engineering Co., Ltd.
93	TJ093	ORIENTAL EXPO SERVICES (BEIJING) LIMITED
94	TJ094	Shanghai Shuoxuan Exhibition & Exhibition Co., Ltd.
95	TJ095	Kingsmen Shanghai Co.,Ltd.
96	TJ096	EUNICE (BEIJING) International Exhibition Co., Ltd.
97	TJ097	Shanghai Zhaohang Exhibition Co., Ltd.
98	TJ098	Boom Chance Exhibition Service
99	TJ099	GUANGDONG TALI EXPOTECH CO., LTD.
100	TJ100	Shanghai Ze Di Culture Communication Co., Ltd.
101	TJ101	Guangzhou Minchuang Exhibition Planning Co., Ltd.
102	TJ102	Shanghai D.Rain Exhibition Design Co., Ltd.
103	TJ103	Shanghai Jiashi Display co., LTD.
104	TJ104	Beijing Dinghan Exhibition Services Co., Ltd.
105	TJ105	Beijing Diaoyutai Conference and Exhibition Co., Ltd.
106	TJ106	Beijing CIEC International Exhibition Construction Co., Ltd.
107	TJ107	Asia Exhibition Co., Ltd.
108	TJ108	LINGTONG EXHIBITION SYSTEM CO., LTD.



S/N	No.	Name of service provider
109	TJ110	Shanghai Oumao International Ltd.
110	TJ111	Shanghai Bunge Exhibition Engineering Co., Ltd.
111	TJ112	Shanghai yaguan exhibition planning co., Ltd.
112	TJ113	AVIC HUIYING (BEIJING) EXHIBITION Co., Ltd.
113	TJ114	Zhongxin Bolian Exhibition (Beijing) Co., Ltd.
114	TJ115	Shanghai Maluo Exhibition Services Co., Ltd.
115	TJ116	SHANGHAI NATURAL EXPO LIMITED
116	TJ117	YOODON EXHIBITION (SHANGHAI) LIMITED
117	TJ118	GUIYU GROUP
118	TJ119	Shanghai Jinghe International Exhibition Co., Ltd.
119	TJ120	Guangzhou Lihong Exhibition Engineering Co., Ltd.
120	TJ121	Shanghai Beam Exhibition Co., Ltd.
121	TJ122	Shanghai didian architectural decoration design Engineering Co., Ltd.
122	TJ123	Beijing FEEIN Exhibition Service Co., Ltd.
123	TJ125	Guangzhou Outai Decoration Engineering Co., Ltd.
124	TJ126	Shanghai Deosin Exhibition Co., Ltd.
125	TJ127	SHANGHAI AGE EXHIBITION SERVICES CO., LTD.
126	TJ128	Beijing Huazhu Exhibition Co., Ltd.
127	TJ129	SHANGHAI SAIORANGE EXPO CO., LIMITED
128	TJ130	Shanghai Hanyou Cultural Communication Co., Ltd.
129	TJ131	Shanghai Shu Xing Exhibition Service Co., Ltd.
130	TJ132	Shanghai Yiyue Exhibition Co., Ltd.
131	TJ133	Shanghai Hao Ao Exhibition and Exhibit Services Co., Ltd.
132	TJ134	Shanghai Landz Culture Communications CO., LTD.

S/N	No.	Name of service provider
133	TJ135	LiMU International Decoration Engineering Co., Ltd.
134	TJ136	ACME EXHIBITION CO., LTD.
135	TJ137	CPIT Shanghai Exhibition Co., Ltd.
136	TJ138	Dovitesse (Beijing) Exhibition Engineering Company
137	TJ139	Beijing Zhiqiang Creative International Exhibition and Exhibition Co., Ltd.
138	TJ140	Beijing Metron Exhibition Co., Ltd.
139	TJ141	Shanghai Real Time Printing Co., Ltd.
140	TJ142	BroadMesse International Culture & Technology Company (Shanghai) Limited
141	TJ143	EyeChoice International Convention & Exhibition Group CO., LTD.
142	TJ144	Guang Zhou Hong Mei Exhibition Design Co., Ltd.
143	TJ145	HOSNExpo Shanghai Co., Ltd.
144	TJ146	Shanghai Inno-ex Construction Engineering Co., LTD.
145	TJ147	Khorgos Wispark Fashion Culture and Communication Ltd.
146	TJ148	GUANGZHOU GRAND EXHIBITION SERVICE CO., LTD.
147	TJ149	ZONGSHI ADVERTISEMENT MEDIA CORPORAION CO., LTD.
148	TJ150	North International Exhibiton Co., Ltd.
149	TJ151	Shanghai shenghe advertising Co., Ltd.
150	TJ152	Nanjing Meisai Exhibition Engineering Co., Ltd.
151	TJ153	Guangzhou Yidian Exhibition Service Co., Ltd.
152	TJ154	UPCD
153	TJ155	Beijing Mengtuo International Culture Media Co., Ltd.
154	TJ156	Beijing Unite-Idea Advertising Co., Ltd.
155	TJ157	Guangzhou Zongheng Exhibition Decoration Design Co., Ltd.
156	TJ158	PICO IES GROUP (CHINA) CO., LTD.

For details, please visit 'Service' -'Booth Setup' at the official website of the CIIE.

Appendix 7 Notice to Exhibitors with Special Booths

1. Special Booths

The exhibitors first rent the raw space (minimum 36m² for leasing) for China International Import Expo (CIIE), and then, for special booths, entrust the special construction companies recommended or approved by the Organizers to use different materials from the standard booths for their complex decoration.

2. Construction Companies for Special Booths

- 2.1 During the move-in, exhibition period and move-out, all matters related to booth set-up, dismantling and maintenance during the CIIE shall be carried out in compliance with the rules and requirements by the Organizers, including Exhibitor's Manual, Pre-Show Notification, Move-in Instructions, Safety Instructions, Venue Notices and User's Manual for Exhibition Halls in the National Exhibition and Convention Center (Shanghai), Security Management Standards for Facilities Built in NECC. Furthermore, the exhibitors, constructors and service providers shall actively cooperate with the Chinese government departments and the Organizers with respect to the supervision, inspection and management.
- 2.2 Any agreement or arrangement by the exhibitor and the special construction company is purely a contract between the two parties. If any accidents or disputes occur, the two parties shall resolve them by legal means and the Organizers shall not bear any liability.

3. Application for Special Booth Set-up

3.1 Application Content

A special booth application form and related materials shall be submitted to the official constructors of the exhibition area. For double-storey special booths and single-storey ones with a height of 4.5m (including 4.5m), relevant materials shall be submitted to the drawing inspectors for height-based structural inspection. Please refer to 4.4 "Drawing Inspection" in Part III: Booth Design and Set-up of the Exhibitor Manual for further details.

3.2 Drawing Inspection Process

- 1) The official constructors or drawing inspectors will review the application materials submitted by the special construction companies within 5 days.
- 2) For the drawings having not passed the review, the special construction company shall, within 5 days after receiving the modification opinions from the official constructors or drawing inspectors, re-submit the application according to the rectification requirements.
- 3) Having completed the review, the official constructors and drawing inspectors will promptly notify the application company that the drawing approval fee for the booth at a height of 4.5m or more will be collected by the drawing inspectors.

4. Relevant Requirements for Special Booths

4.1 Relevant Requirements for Single-storey Special Booths

- 1) The booth design and installation height is 6m, and its vertical orthographic projection shall not exceed the scope of leased raw space.
- 2) The booth structure shall be designed to be stable and safe and be distributed reasonably so as to avoid accidents such as casualties and property losses caused by the collapse of the booth.

4.2 Relevant Requirements for Double-storey Special Booths

- 1) The booth design and installation height shall not exceed 8.5m.
- 2) The sum of the dead load and the live load for the designed booth shall not exceed the approved bearing value of the exhibition venue.
- 3) The booth structure shall be designed to be stable and safe so as to avoid accidents such as casualties and property losses caused by the collapse of the booth.
- 4) If the structure of a back-to-back booth is higher than that of the booth of the other party, the higher structure constructor shall beautify the height-based structure and also print the logo of CIIE; if the constructor refuses to beautify it, the Organizers have the right to take measures for compulsory enforcement. All resulting costs and responsibilities shall be solely borne by the constructor entrusted by the exhibitor of the booth.

4.3 Relevant Height Limit Requirements for Special Booths in the Main Aisle

Only single-storey booths are allowed to be built in the main aisle in principle, with a limited height of 6 meters (including the lifting point); the height limit in other areas remains unchanged.

4.4 Relevant Non-sheltered Requirements for Special Booths in the Main Aisle

Booths flanking the main aisle shall ensure that their sides facing the aisle are open and unobstructed. Therefore, they shall comply with the construction requirements tabled below:

No.	Exhibition Areas	Maximum proportion of the width of a constructed structure to that of a booth front
1	Automobile	50%
2	Intelligent Industry & Information Technology, Medical Equipment & Healthcare Products, and Trade in Services	60%
3	Food and Agricultural Products and Consumer Goods	65%

Specifically, constructed structure means any view-obstructing structure, apart from moveable objects, e.g., racks, glass cabinets, exhibits, erected in the booth. The proportions referred to in the table above, in relation to a constructed view-blocking structure erected on a booth's side facing the main aisle, means the proportion of the width of the structure to the width of the booth's front facing the aisle. The transparent glass as part of the constructed structure is deemed unobstructed. For frosted glass or grid structure with frosting strips or bars less than 30CM wide and more than 20CM spaced, the whole glass or grid structure will be deemed unobstructed.

If a booth facing the main aisle is next to a fire wall or a wall for other purposes, to an empty space without booths, or to a functional area of the exhibition venue, then a side facing such spaces is not subject to any transparency requirements. In the case of a two-storey booth, the second-floor front of the structure main body is not subject to transparency requirements, either. For the booths of exhibition groups as curated from abroad and located along the main aisle or of entities that share exhibition spaces, the above-mentioned transparency requirements shall be mutatis mutandis applied in light of the exhibition sections they belong to.

If the Hosts determine that the back or side panel or other structures of any booth blocks the sight of any of its neighboring booths, they shall have the right to demand that the owner of the booth adjust its construction plan for compliance purposes at the cost of the owner itself.

- 4.5 If there is a venue structure column in a booth, the beautification height of the structure column shall not be higher than the height of the booth, and fixed facilities on the structure column, such as manual fire alarms, shall be exposed.**

5. Safety Guidelines on Special Booth Structure

The strength of the special booth structure shall meet the requirements by the load, and the overall strength, stiffness, stability and firmness of the joints of the booth structure shall be guaranteed. Specifically,

5.1 General Requirements (applicable to both single-storey special booths and double-storey ones)

Please see Annex 2 Notice on Work Safety Control of the Exhibitor's Manual.

5.2 Special Requirements for Double-storey Booths

- 1) Booth structural drawings are needed for double-storey booth set-up. Besides, it is also necessary to offer materials as follows:
 - I. Distribution diagram (specify the types of lamps, sockets and total control switch box, the installation location, and the specific installation method);
 - II. Pillar and beam structure chart for two-storey booths (specify static load technical data and live load technical data).
- 2) The double-storey special booths shall be constructed with materials in steel structure and reinforcement processing accordingly. In particular, the load-bearing structure shall be constructed of steel and be well grounded.
- 3) The foundation of the pillar and beam for double-storey special booths should be connected with ground beam and reinforced with high-strength screws. Moreover, hard rubber non-slip pads should be added to the ground contact surface as well to prevent translation.
- 4) The escalator guard railings of the double-storey special booth shall not be less than 1.2m. The railings should be made into curved surfaces so as to prevent objects from slipping off them.
- 5) The capacity of the upper area of the double-storey special booth shall not be less than 400kg/m², and the upper area shall be used only for business negotiation or rest purposes. The main purpose of placing exhibits shall not be permitted, and the number of people staying in the upper area shall be strictly controlled.



6. Construction Management Agreement

- 6.1 The construction will be carried out according to the preparation time in Exhibitor Manual. If overtime construction is required, an application shall be made in advance.
- 6.2 The construction shall be conducted in strict compliance with the booth design drawings that have passed the inspection, and do not change them without permission from the drawing inspectors.
- 6.3 The construction area shall exceed the specified scope.
- 6.4 The materials used in the booth set-up should be non-combustible or flame-retardant. Grass, bamboo, rattan, paper, bark, foam, reeds, flammable plastic panels, flammable carpets, fabrics, and wood planks should not be used as decoration materials. If it is absolutely necessary to use combustible or inflammable materials for special reasons, prior written consent from the Organizers shall be obtained, and fire prevention measures deemed appropriate by the Organizers shall be adopted. These materials shall not be used until acceptance by the Organizers.
- 6.5 It is forbidden to use cutting machines, electric saws, spray paints, and inflammable materials like lacquer thinner, alcohol, and instant stickers on the construction site
- 6.6 Welding (electric welding and gas welding) and operation with naked fire are forbidden at the venue.
- 6.7 No fixed facilities within or near the booth shall be damaged or changed, or any fixed facilities in the exhibition hall shall be used for fixing or hanging. No decoration or hanging shall be allowed on the ceiling above the booth.
- 6.8 If there are facilities such as fire-fighting, power supply, and communication facilities within or near the booth, they shall not be blocked during construction, and a safe or operable distance of minimum 60cm shall be maintained, and also instructions shall be affixed at an appropriate position on the booth.
- 6.9 No pressing on the distribution box for the underground well in the exhibition hall. It is obligatory to reserve at least one movable inspection opening larger than the size of the distribution box cover when it is absolutely necessary to make special arrangements on the top of the distribution box, to ensure that the distribution box cover can be smoothly opened and to facilitate fault handling.
- 6.10 In principle, the ceiling area of a single-storey booth shall not be larger than 160m², and capping for double-storey booths is strongly prohibited. If it is absolutely necessary to break the rules for special reasons, prior written consent from the fire safety department shall be obtained before the construction and safety measures deemed appropriate by the fire safety department shall be adopted.
- 6.11 The exhibition part on the back or side of the booth should be treated with double-finish beautification. No advertising or publicity content shall be contained on the exterior.
- 6.12 The temporary use of power during construction shall be conducted under the provisions of temporary power use.
- 6.13 The staff from the CIIE security department, professional electricians and the personnel from Shanghai Fire Department of Ministry of Public Security shall supervise and inspect all booths construction in accordance with the fire approval and the relevant provisions in this part and also Exhibitor's Manual. Construction companies shall consciously and cooperatively accept inspection, and promptly make rectifications as per the requirements put forward by the inspectors in case of unqualified safety requirements or hidden safety problems.
- 6.14 All construction tools and materials shall not be placed within or in the back (side) space of the booth, and shall be cleared out of the exhibition hall before its closing time after completed.
- 6.15 Green construction shall be fully implemented, and green booths shall be 100% popularized, as per the relevant requirements and provisions of the Organizers.

Appendix 8 Criteria for Green China International Import Expo

These Criteria specify the requirements for green booths, green operations, green logistics, and green catering of China International Import Expo (CIIE). The specific standards are as follows:

1. Criteria for Green Booths

“6R Concept” will be followed throughout the whole process.

Respect:

The notion of respect for nature and similar thinking shall be valued. The CIIE's negative impact on the environment shall be reduced to the greatest extent, including its impact on venues and people, and reduce excessive use of resources and energy.

Renew (utilization of renewable materials and new materials):

Renewable materials shall be utilized as far as possible in CIIE related construction, and the utilization of new materials, new products and new technologies is encouraged.

Reuse and Recycle (reusable and recyclable materials):

Reusable and recyclable materials shall be utilized as far as possible in construction.

Reduce (reduce waste and pollutants):

The adverse impact of construction of booths on the environment shall be reduced, through reduction in utilization of substances harmful to human health, and through utilization of harmless and energy-efficient materials, to reduce pollution and waste.

Remember (deepen impression and strengthen education):

The plan is to communicate the philosophy of sustainable development to CIIE's participants. The aim is to help enterprises and individuals participating in the CIIE to implement the concept of sustainable development, and increase their awareness of environmental protection through education, during the course of the CIIE.

1.1 Green Design

- 1) Simplified design: This means simplifying the spatial layout of booths and the dimensional design of partitions, instead of pursuing magnificent and luxurious decoration, and placing emphasis on detailed changes in texture and color, to move towards simplicity, and save materials and labor.
- 2) Recyclable display design: Long-term and stable recycling shall be implemented by providing distinctive visual image identification system design unique to an exhibitor, and dedicated standard display furniture and reusable display systems for the enterprise shall be designed, which can not only create a uniform corporate image but also represent the connotation of a modern green enterprise.



- 3) Utilization of eco-friendly materials in design: Materials to be used in display design must be environmentally friendly, and should include natural materials, man-made biodegradable materials, and purified recycled and reclaimed materials.
- 4) Removable furniture design: The furniture shall be removable and easy to transport, and it should not be difficult to assemble or disassemble the furniture.
- 5) Modular-based design: Design companies will, keeping in mind removable furniture, design different styles of assembly modules for customers to choose from, or modify or restructure original design based on different exhibition environment, the exhibition hall area and cost range, to provide quickest service, improve efficiency and save the work at the preliminary stage.
- 6) Safety design: All design must pass the safety review concerning fire protection, structure and electricity supply for CIIE.
- 7) Other design: It is advisable that design companies refer to bionic design elements, green landscape design and include elements of an emotional experience in their design. All design companies should be committed to green design, and possess a strong sense of social responsibility and a sense of innovation.

*Note: The maximum height of single-story booths is 6 m and that of two-story booths is 8.5 m.

1.2 Green Material Selection

- 1) Materials for setup of booths should be reclaimed environmentally friendly or reclaimable materials that are recyclable, non-toxic and harmless, and meet standards A or B:
 - A. All metal profile structure:** Decorative materials are less than 10% of the total building materials (calculated based on volume) and are all non-wood. The reclamation rate of the building materials should be 100%.
 - B. Mixed profile structure:** Wood materials used are lower than 30% of the total building materials (calculated based on volume). The reclamation rate of building materials should be 100%.
- 2) Lightweight, possess high detachability, should not be difficult to assemble or disassemble, and easy to transport.
- 3) 80% or more of the lamps used should be energy-saving ones.
- 4) Specific instructions on single-story green booths
 - I. A. All metal profile structure: There is no wood material in the entire main body structure of the booth; B. Mixed profile structure: The main body structure can be made of wood material on one side, and slot board or PVC panels.
 - II. Wood materials used for the floor deck that is modular and assembled on site are not included in the 30% wood materials.
 - III. Materials like punched metal plate and suspended mesh can be used for setup of booths.
 - IV. It is recommended to use movable display cases (separate from the main body structure) for a booth on the precondition that it doesn't affect safety of the structure, and it does not increase the height through stacking. Independent floor cabinets that are not constructed on site at the exhibition hall are not included in the 30% wood materials.
 - V. It is not permitted to create the fascia board for the booth using wood materials. A profile can be used for the frame structure, and organic glass or a cloth lamp box can be used as exterior decoration.

- 5) Specific instructions on double-story green booths
 - I. On the premise that structural safety requirement can be met, the back plate on two sides of the first-floor's main body structure can be made up of steel or iron profiles plus wood plate (including PVC panel). The other two sides and the four sides of the second story (including the room) should be constructed with non-wood materials.
 - II. The wood materials used for the first and second-story floor deck that is modular and assembled on site are not included in the 30% wood materials.
 - III. Materials like punched metal plate and suspended mesh can be used for setup of booths.
 - IV. It is recommended to use movable display cases (separate from the main body structure) for a booth on the precondition that it doesn't affect safety of the structure, and it does not increase the height through stacking. Independent floor cabinets that are not constructed on site at the exhibition hall are not included in the 30% wood materials.
 - V. It is not permitted to create the fascia board for the booth using wood materials. A profile can be used for the frame structure, and organic glass or a cloth lamp box can be used as exterior decoration.
- 6) When structural base materials (including but not limited to laminated wood board, density fiberboard and wood veneer) and decorative surface materials (including but not limited to fireproof board and aluminum-plastic composite plate) are chosen for constructing the booths, the formaldehyde emission from the wood materials selected should be $\leq 9\text{mg}/100\text{g}$ using the perforator method; paint without formaldehyde, benzene and other volatile organic compounds (VOCs) should be selected; the adhesive agent used during construction must meet environment protection standards.

1.3 Green and Safe Construction

- 1) On-site assembly should be modular and use individual pieces for assembly, and construction and disassembly should be conducted in an orderly, controllable, convenient and safe manner.
- 2) The people, exhibition venues, equipment and facilities shall not be damaged.
- 3) No dust should be spread across a large area at the construction site, and it is required to control the spread of dust spread within the booth; construction noise shall not exceed 75 decibels; sanding, paint rolling or spraying paint are prohibited at the construction site, and it is not permitted to use cutting machines or electric saws.
- 4) No actions shall be conducted that violate construction regulations at the construction site.

2. Criteria for Green Operations

1. No Pollution at the Exhibition Areas

- 1) Light pollution: Lighting for the booth should be properly installed to prevent excessive light radiation causing an adverse impact on people and the environment.
- 2) Noise pollution: The maximum sound volume of the display exhibit equipment at the booth is 70 decibels; it is permitted to exceed the upper limit by 10-20 decibels for a short duration of time; in case of special performances approved by the Organizers, it is permitted to exceed the upper limit by 20 decibels for a short duration of time. In addition, the Organizers have the right to stipulate the period and duration for display of exhibits based on the specific situation of a booth.



- 3) Waste gas pollution: The discharge of toxic and harmful gases from exhibits or other articles is strictly prohibited.
- 4) Visual pollution: Publicity and promotional activities should be conducted in a civilized and eco-friendly manner, and all publicity materials should have an electronic version. Exhibitors should conduct publicity mainly through electronic channels such as LED displays, mobile devices and QR codes, and print versions should be used as supplements. No more than 500 pieces of printed publicity materials shall be released each day. Any other visual environmental pollution is prohibited.
- 5) Solid waste pollution: All solid waste should be fully segregated and treated as per their category, in a pollution-free manner.

2.2 Green Office

Based on the principle of waste minimization and recycling and reuse of resources, office supplies that are recyclable and made from renewable materials, with simple packaging should be chosen; waterless printing and VOC-free printing ink should be used; two-sided printing and photocopying should be preferred; environment-friendly furniture should be used for the office at the booth; and electricity should be cut off when the exhibition hall is closed, to reduce energy consumption.

2.3 Green Commuting

The CIIE advocates the use of “green, low-carbon and civilized” commuting means. Principle of proximity should be considered while selecting a meeting venue, hotel for accommodation and dining hall. It is suggested that public transportation vehicles including buses and subway, car-sharing and environmentally-efficient driving modes should be chosen for commuting; the use of bicycles or walking to cover short distances is suggested.

2.4 Green Services

The Organizers will comprehensively consolidate resources and by focusing on improving the experience of exhibitors, provide top-class internationalized and professionalized services in a fast, efficient, and energy-efficient manner. These will cover the activities before, during and after the exhibition through proper planning of the exhibition, set up of one-stop special service areas with extensive functions, and adherence to high-efficiency management standards.

3. Criteria for Green Logistics

In addition to controlling damage to the environment caused by logistics, the logistics area shall be cleaned regularly, and logistics resources shall be made full use of. Each exhibitor and official forwarders shall comply with criteria for green logistics.

3.1 Green Transportation

Green modes of transportation shall be used. It is required that transportation means that use clean fuel and can save energy and reduce emissions are utilized; short-distance allocation of cargo and night transportation should be chosen as far as possible to avoid traffic jams; transportation routes should be reasonably arranged so as to avoid driving with excessive load, unnecessary long-haul transportation and repeated transportation.

3.2 Green Warehouse

The location of the warehouse shall be reasonably determined, the warehouse space shall be effectively utilized, transportation efficiency shall be improved, transport distance shall be reduced, transportation costs shall be reduced, and the impact of warehouse operations on the environment of the place where it is located shall be fully considered.

3.3 Green Packaging

Packaging used shall be non-toxic and free from side effects; emphasis shall be placed on reducing packaging, and ensuring that packaging is easy to remove, renewable and recyclable, and can protect goods effectively, so as to save resources and reduce discharge of waste.

3.4 Smart Logistics

Through intelligent technologies such as intelligent hardware, Internet of Things, and big data, the ability of logistics system analysis and decision-making and intelligent implementation will be improved, and the level of intelligence and automation for the entire logistics system will also be promoted, thereby reducing social costs, increasing production efficiency, and integrating society resources.

4. Criteria for Green Catering

Throughout the entire process of CIIE, all catering service providers concerned must conduct business pursuant to applicable laws, including the Food Hygiene Law of the People's Republic of China. It is necessary to ensure green food production and provision of services by adhering to the notion of safety, health and environment friendliness.

4.1 Green Procurement

Raw food materials purchased must be safe, environmentally-friendly, and healthy. Materials must be sourced from legitimate and safe sources; it is necessary for an enterprise to determine the quantity and stock level of materials according to its production and operation scale; it is not permitted to purchase wild animals to attract customers, and each catering enterprise must recognize its responsibility and obligation in the protection of wild animals.

4.2 Green Production

The nutrition and hygiene of food must be guaranteed in its production method, and it is required to use green technologies for organizing and conducting production; the technologies and equipment utilized should be energy and water-saving and conducive to environmental protection. The use of consumer goods that waste resources and pollute the environment should be minimized or avoided completely; it is required to use clean technology for production, water usage, electricity and gas in a centralized manner to reduce energy consumption, and sewage, waste gases and garbage shall be treated properly so as to meet the discharge standard.



4.3 Provision of Green Food Services

It is required to use disposable dishware and drinkware that is biodegradable, light-degradable and made from easily recycled materials, and it is not permitted to use disposable dinnerware made of plastic foam. When a customer orders dishes, the waiter should recommend food on the principle of “economy, reasonable collocation and waste minimization”, and recommend green and healthy foods and drinks as far as possible; the consumption environment provided should be tidy, quiet and elegant; the restaurants should be decorated using environment-friendly and pollution-free materials, and should have lively and coordinated colors; there should be fresh air and pleasant temperature in each restaurant; the staff's attire should be tidy and formal; the staff should use appropriate means to avoid touching the food directly.

5. Each exhibitor having a special booth at the enterprise & business exhibition, and the organizing institution of the country holding national exhibition must fill in the Green Special Booth Assessment Form (see Appendix for details) and submit it along with drawings to the corresponding official constructors and drawing inspectors. Official constructors and drawing inspectors are responsible for reviewing the design of every special booth and have the right to reject a booth design plan that does not satisfy these green Criteria.
6. These Criteria are established for the purpose of CIIE, and CIIE holds the sole rights for interpretation.
7. These Criteria are implemented as of the first China International Import Expo 2018.

Annex: Green Special Booth Assessment Form

Implementation Stages	Category	Are Green Criteria Met?		Is it Consistent with Service Provider's Review?		Remarks
		Yes	No	Yes	No	
Design	Simplified design					
	Recyclable display design					
	Environment-friendly material utilization design					
	Removable exhibition equipment design					
	Modular design					
	Booth material					
	Component-based modules					
	Orderly and controllable					
Construction (Move-in and move-out)	No dust					
	No noise					
	No toxic discharge					
	Safe on-site construction					
	Construction based on drawings					
Are All Green Criteria Met						

- Notes:
1. Please check the corresponding box with “√”.
 2. If any of the above items fails to meet the Criteria, the booth will be deemed as a non-green booth.
 3. The design stage will be checked by the official constructors and drawing inspectors; the construction stage will be jointly supervised by the official constructors, drawing inspectors and the on-site property management company.
 4. All summary statements of booths' design assessment will be provided by service providers to the Organizers before the exhibition.



Appendix 9 Four Leaf Clover Cup China International Import Expo Green Booth Awards Selection Criteria

1. General Provisions

- 1.1 These Selection Criteria are formulated to facilitate a green China International Import Expo (CIIE), guide the design, construction and operation of special booths at CIIE towards a green and environment-friendly approach, and raise the overall level of CIIE.
- 1.2 The CIIE will follow the concepts of green, ecology, and safety, and reflect the selection principles of transparency, fairness and impartiality.
- 1.3 These Selection Criteria apply to the exhibitors participating at the CIIE and special booth constructors.
- 1.4 The selection will be planned, organized and implemented by CIIE and the National Exhibition and Convention Center (Shanghai).

2. Awards

- 2.1 The CIIE Green Booth Design Awards for Enterprise & Business Exhibition area will see 10 winners (in no particular order), namely, the exhibitors of the winning booths.
- 2.2 The CIIE Green Booth Outstanding Craftsmen Awards for Enterprise & Business Exhibition and cultural exchanges will see one Gold Award winner, three Silver Award winners and 11 Bronze Award winners. All these awards will be given to the special constructors of winning booths.
- 2.3 The CIIE Green Booth Outstanding Craftsmen Awards for Country Exhibition area will see one Gold Award winner, two Silver Award winners and three Bronze Award winners. All these awards will be given to the special constructors of winning booths.

3. Eligibility

- 3.1 Independent special booths with a booth area above 36 m² (inclusive).
- 3.2 Candidate companies shall not have been blacklisted by CIIE.
- 3.3 Candidate booths shall not be involved in any violation of rules or regulations in the process of booth set-up, operation and dismantling.
- 3.4 No products infringing upon the intellectual property rights of others shall be exhibited at candidate booths, and enterprises shall not infringe upon the intellectual property rights of others during the exhibition.
- 3.5 If one enterprise has several highly similar designs, only one of them may be submitted for nomination during the same CIIE, the Organizers have the right of final decision.
- 3.6 With more than 70% of the materials reused, the candidacy for the Green Booth Outstanding Craftsmen Award can be automatically obtained.

4. Selection Criteria

4.1 Selection criteria for CIIE Green Booth Design Awards:

- 1) Planning & Design: (45%)
 - I. Fully reflect the concepts of green, ecology and safety.
 - II. Novel and creative design concept.
 - III. Beautiful and simple design, and reasonable color application.

- IV. Highlight the corporate culture.
- V. A design in line with relevant safety specifications.
- 2) Booth layout: (25%)
 - I. Innovative display of exhibits to highlight the richness of products.
 - II. Highlight brand characteristics and focus on key exhibits.
 - III. Reasonable internal layout of the booth to meet the functional requirements.
- 3) Effect presentation: (30%)
 - I. Novel and diverse presentation means.
 - II. Rich presentation level.
 - III. Presented with high and new technology.

4.2 Selection criteria of The CIIE Green Booth Outstanding Craftsmen Awards:

- 1) Planning and Design: (20%)
 - I. Fully reflect the concept of green, environmental protection and safety.
 - II. Novel and creative design concept, and beautiful and simple design.
- 2) Material Selection & Set-up: (50%)
 - I. Application of renewable, recyclable and recyclable materials.
 - II. Make rational use of acoustic, photoelectric and other technologies, and pay attention to energy saving and consumption reduction.
 - III. Highlight the selection of professional and innovative materials.
 - IV. Construction technology is safe, efficient and in compliance with the law.
- 3) Booth effect: (30%)
 - I. Fully display the image of enterprise and products.
 - II. Functions of display and negotiation.
 - III. Fully realize the design scheme.

5. Selection Process

5.1 Application

- 1) Applicants:
 - I. Exhibitors and special booth constructors who meet the evaluation conditions could voluntarily apply for the award. Exhibitor and special booth constructor of the same booth can apply for the Design Award and the Outstanding Craftsmen Award of CIIE respectively.
 - II. Exhibitors recommended by exhibition invitation service providers or of a delegation shall specify their booth numbers and names.
- 2) How to apply: The exhibitor shall submit a CIIE Green Booth Design Awards Application Form online and explain the display design, display layout and presentation effect in writing (in both Chinese and English) along with a design rendering of the booth.
The special booth constructor is required to submit a CIIE Green Booth Outstanding Craftsmen Awards Application Form online and explain the planning & design, material selection & set-up and booth effect in writing (in both Chinese and English) along with a design rendering of the booth.
- 3) Application deadline: Prior to October 20, 2023.

5.2 Preliminary Assessment

The assessment panel will make a preliminary assessment according to the application materials and score based on the scoring criteria. The entries will be determined based on the final score. The assessment panel will then conduct on-site inspection to determine if the booths meet the CIIE green booth standards.

5.3 Re-assessment

- 1) The assessment panel will conduct a comprehensive assessment of the entries on the spot and determine the list of nominees of the CIIE Green Booth Design Awards and Outstanding Craftsmen Awards.
- 2) On-site inspection during move-out. The assessment panel will inspect the nominated booths at the site during move-out. In case of lack of safe construction or failure to recycle all set-up materials during move-out, the nomination will be revoked at the same time, and the vacancy will be filled by the next eligible applicant.

5.4 Approval, Publicity and Announcement

- 1) Approval: The final nominee list will be submitted to China International Import Expo Bureau and the National Exhibition and Convention Center (Shanghai) for approval after the closing ceremony.
- 2) Publicity: The winning booths will be publicized on the website of CIIE in 5 working days.
- 3) Announcement: The winner list will be reported to the exhibition invitation service providers and announced on the official website and other official channels of CIIE under the name of China International Import Expo Bureau.

6. Incentives

6.1 Winners of The CIIE Green Booth Design Awards will be given the following incentives:

- 1) Priority in booth reservation and location arrangement for the next CIIE under the same conditions.
- 2) Exhibitors of the winning booths will be granted CIIE Green Booth Design Awards.
- 3) Widely publicity on the website of CIIE or other official channels.

6.2 The special booth constructors winning The CIIE Green Booth Outstanding Craftsmen Awards will be given the following incentives:

- 1) Additional points for the ranking of the same CIIE.
 - I. Gold Award: 3 points.
 - II. Silver Award: 2 points.
 - III. Bronze Award: 1 point.
- 2) The CIIE Green Booth Outstanding Craftsmen Awards will be granted to the winner (special booth constructors) at the CIIE Special Booth Constructor Conference.

6.3 In principle, an exhibitor or a special booth constructor may not win more than two awards at each CIIE.

7. Responsibilities

- 7.1 The Organizers and exhibition invitation service providers shall publicize and promote the award to exhibitors and special booth constructors, and organize them to actively participate in the awards.
- 7.2 The Organizers shall be responsible for putting in place the incentives for the winning exhibitors and special booth constructors.
- 7.3 China International Import Expo Bureau and National Exhibition and Convention Center (Shanghai) shall be responsible for leading the organization work to make sure the selection is transparent, fair and impartial, form the assessment panel, publicize and promote the selection, put in place the incentives for the winning designers and special booth constructors, and lead the revision of selection criteria.

8. Supplementary provisions

- 8.1 These measures are for the use of CIIE and shall be interpreted by its organizer.
- 8.2 These measures shall be implemented since the 5th CIIE.

- Annex:
1. CIIE Green Booth Design Awards Application Form
 2. CIIE Green Booth Outstanding Craftsmen Awards Application Form
 3. CIIE Green Booth Design Awards Scoring Criteria
 4. CIIE Green Booth Outstanding Craftsmen Awards Scoring Criteria
 5. CIIE Green Booth Awards Selection Process



Annex 1: CIIE Green Booth Design Awards Application Form

Date of Application:

Hall No.		Booth No.		Exhibition area Category	
Company Name		Contact Person		Tel	
				Email	
Name of Special Booth Constructor		Contact Person		Tel	
				Email	
Display Design (less than 200 words)	Note: Explain the concept and ideas of booth design, focus on its highlights and innovation, and how it reflects the theme and highlights the enterprise philosophy.				
Booth Layout (less than 200 words)	Note: Explain the layout of the booth, and how it highlights the theme and key exhibits.				
Booth Effect (less than 200 words)	Note: Explain what means and technology are applied to promote enterprise brand, and how the booth shows the planning.				

Notes: 1. When uploading the application form, the design rendering of the booth shall be submitted along with the form;
2. The form shall be submitted in both Chinese and English.

Annex 2: CIIE Green Booth Outstanding Craftsmen Awards Application

Date of Application:

Hall No.		Booth No.		Exhibition area Category	
Company Name		Contact Person		Tel	
				Email	
Name of Special Booth Constructor		Contact Person		Tel	
				Email	
Planning & Design (less than 200 words)	<p>Note: Explain the innovative ideas and thoughts of the design, how it reflects the concept of environmental protection and sustainable development.</p>				
Material Selection & Set-up (less than 200 words)	<p>Note: Explain the consistency between the set-up materials and the 6R concept, the technologies of booth set-up and dismantling, and the focus on safety, order and efficiency.</p>				
Booth Effect (less than 200 words)	<p>Note: Explain the display form, technology, how to reasonably plan the route in the booth and all kinds of space allocation.</p>				

Notes: 1. When uploading the application form, the design rendering of the booth shall be submitted along with the form;
2. The form shall be submitted in both Chinese and English.



Annex 3: CIIE Green Booth Design Awards Scoring Criteria

Exhibitor Name

Hall No.:

Booth No.:

Category	Scoring Criteria	Highest Score	Expert Score
Display Design (45%)	1. Fully reflect the concept of green, environmental protection and sustainability	12	
	2. Novel and creative design concept	10	
	3. Beautiful and simple design, and reasonable color application	10	
	4. Highlight corporate culture	7	
	5. A design in line with relevant safety specifications	6	
Booth Design (25%)	1. Innovative display of exhibits to reflect the richness of products	9	
	2. Highlight brand characteristics and focus on key exhibits	9	
	3. Reasonable internal layout of the booth to meet the functional requirements	7	
Booth Effect (30%)	1. Novel and diversified presentation means	10	
	2. Rich presentation levels	10	
	3. Present with high-tech technologies	10	
Total		100	

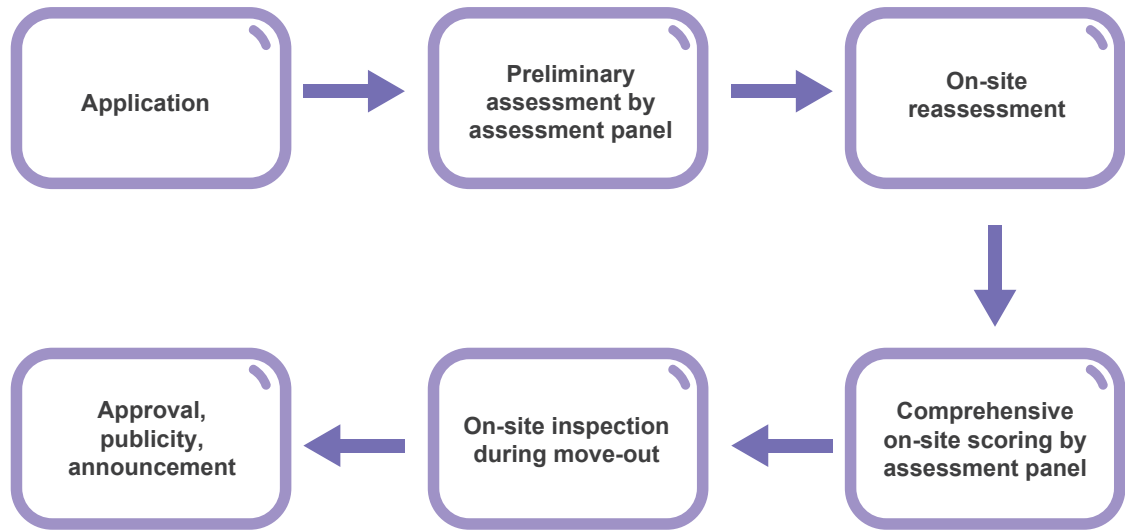
Annex 4: CIIE Green Booth Outstanding Craftsmen Awards Scoring Criteria

Name of Special
Booth Constructor:

Hall No.:
Booth No.:

Category	Scoring Criteria	Highest Score	Expert Score
Planning & Design (20%)	1. Fully reflect the concept of green, environmental protection, sustainability and safety	10	
	2. Novel, simple and creative design concept	10	
Material Selection and Set-up (50%)	1. Apply renewable and recyclable materials	15	
	2. Make rational use of acoustic, photoelectric and other technologies, and pay attention to energy saving and consumption reduction	8	
	3. Highlight the selection of professional and innovative materials	12	
	4. Construction technologies safe, efficient and in compliance with the law	15	
Booth Effect (30%)	1. Fully display the image of enterprises and products	10	
	2. Complete display and negotiation functions	10	
	3. Fully realize the design scheme	10	
Total		100	

Annex 5: CIIE Green Booth Awards Selection Process



Appendix 10 Procedure of Issuing the Certificate of Exhibition

In order to facilitate the exhibitors of the China International Import Expo (the CIIE) in a grace period of six months without loss of primary exposure when applying for patents in China for newly exhibited inventions, and to ensure priority in applying for trademark registration in China for trademarks on exhibited goods (or services) used for the first time, the organizer of the CIIE (hereafter referred to as the Organizer), after reviewing the written applications submitted by exhibitors, will issue the Certificate of Exhibition for relevant eligible exhibits and trademarks exhibited at the CIIE .

1. Applicants

Exhibitors whose exhibits are shown for the first time at the CIIE without patent applications submitted in China, and exhibitors whose trademarks of goods are used for the first time at the CIIE have the right to apply for the Certificate of Exhibition.

2. Application Procedures

- 2.1 Time: November 5th - November 10th, 2023 (from 9:00am to 5:00pm).
- 2.2 Location: The Service Center for IPR Protection and Commercial Dispute Resolution (hereinafter referred to as the "Service Center").
- 2.3 Materials required
 - 1) The Application Form for the Certificate of Exhibition (including an appendix of the Description of Exhibit / Description of Trademark) (in triplicate) completed, signed and stamped by the applicant.
 - 2) The copy of the qualification certificate of the main body of the exhibitor (one copy) which must be signed by the applicant and stamped with an official seal.
 - 3) For entrusted application, the original copy of the power of attorney, and a copy of the identity certificate of the trustee (one copy) must be provided.
 - 4) Other relevant supporting materials.
 - 5) All the above materials must be submitted as hard copies, and the Service Center will not accept electronic documents.
- 2.4 Procedures:
 - 1) The applicant should submit materials in hard copy on site at the Service Center.
 - 2) After the Service Center reviews the materials and confirms that the materials meet the requirements, two or more staff members will conduct site visits and fill out a Registration Form for Site Visits.
 - 3) If the demonstration is verified, an Acceptance Receipt will be issued. Otherwise, the Service Center will return all application materials.
 - 4) The Organizer will issue the Certificate of Exhibition within 15 days after the conclusion of the CIIE to the applicants who have received the Acceptance Receipt, which will be provided to the applicants by regular mail



3. Relevant Matters

- 3.1 All documents and materials must be made in Chinese. For documents in foreign languages, Chinese versions with an official seal of a translation agency with relevant translation qualifications should be provided as a complete set. The applicant must guarantee the accuracy of the Chinese translation.
- 3.2 The Service Center will regard the time of site visit as the exhibition time of the exhibit and trademark on CIIE.
- 3.3 The Service Center only accepts the applications submitted on site during the application time.
- 3.4 The applicant should retain all documents and materials collected, collated and obtained as a result of their application properly. Barring judicial and administrative compulsory requirements, the Service Center will not provide inquiry or photocopying services.

Please visit the official website of China International Import Expo (<https://www.ciie.org/>) to download relevant appendix. During the CIIE, an intellectual property protection and complaint body will be set up in the Service Center to accept and deal with the intellectual property disputes and provide advice on intellectual property-related issues for the reference of consultants.

Appendix 11 Measures for Suspected Infringement of Intellectual Property Rights at the China International Import Expo

1. General Provisions

- 1.1 These Measures are hereby formulated in accordance with the relevant laws and regulations of the People's Republic of China concerning intellectual property, in order to strengthen the protection of intellectual property during the China International Import Expo (hereinafter referred to as the "CIIE"), to maintain order at the exhibition, and to protect the legitimate rights and interests of exhibitors and owners of intellectual property rights (hereinafter referred to as the "IPR").
- 1.2 These Measures apply to complaints regarding suspected acts concerning intellectual property infringements occurring in the exhibition hall during the CIIE, and to the handling of said complaints.
- 1.3 The term "intellectual property" as mentioned in these Measures refers to patent rights, trademark rights, copyrights and other rights conferred in accordance with relevant laws and regulations of the People's Republic of China on intellectual property.

2. Duties and Obligations

- 2.1 In order to protect the legitimate legal rights and interests of exhibitors and intellectual property right owners, the CIIE organizer (hereinafter referred to as "Organizer") performs the following duties:
 - 1) Formulation of measures for handling complaints regarding the suspected acts of intellectual property infringement;
 - 2) Establishment of a Service Center for intellectual property protection and commercial dispute resolution (hereinafter referred to as the "Service Center") during the CIIE, to which relevant experts shall be invited for conciliation and processing of complaints regarding suspected acts of intellectual property infringement, in accordance with the relevant provisions of the CIIE, and to provide relevant intellectual property consultation to the consultant for reference; and
 - 3) Cooperation with administrative IPR departments, etc. for intellectual property protection.
- 2.2 Exhibitors shall sign the exhibition participation contract and perform the following obligations regarding intellectual property protection:
 - 1) Undertake that their exhibits, exhibit packing, booth design, promotional items, other exhibition booth components and other exhibition items (hereinafter collectively referred to as the "Exhibition Items") do not infringe upon the intellectual property rights of others;
 - 2) Make available for reference certificates of intellectual property ownership and relevant certification materials when participating in the CIIE; and
 - 3) Cooperate with the Service Center in the resolution of any complaint regarding suspected infringement of intellectual property that they might be subject to during the CIIE.
- 2.3 In order to preclude suspicion of intellectual property infringement acts, exhibitors are recommended to review the intellectual property status of the items to be exhibited before participation in the CIIE; exhibitors who have not applied for a patent or trademark registration for said items may do so, as required, in accordance with the relevant laws and regulations of the People's Republic of China.



- 2.4 The Service Center may provide consultation services related to IPR, publish and distribute IPR-related guidance, and provide information on Chinese IPR laws and regulations, on the application for IPR, and the safeguarding of IPR, etc. to promote better understanding of the Chinese IPR protection laws and policy environment among exhibitors and buyers.
- 2.5 The Service Center will publish and distribute IPR brochures, carry out various forms of IPR publicity and consultation activities, as well as publicize and disseminate information regarding the measures for the protection of IPR adopted during the CIIE in order to enhance the awareness of exhibitors and buyers regarding IPR protection.

3. Complaint Application

- 3.1 If an intellectual property right owner discovers an Exhibition Items suspected of infringing his/her intellectual property rights on display in the exhibition hall, any complaint to the Service Center must be filed in person; the Service Center will not accept complaints filed by other methods such as telephone or email.
- 3.2 The complainant shall submit the following materials when filing a complaint:
 - 1) An Application for Complaint (Annex 1);
 - 2) Copy of the complainant's identity certificate and materials as the main body, which shall be signed and stamped with seal;
 - 3) Evidence of the suspected intellectual property infringement of the Exhibition Items that are complained;
 - 4) Legal and valid certificates of intellectual property ownership, including but not limited to the following: (in the case of patents) letters of patent, patent announcement texts, identity certificate of the patentee, and legal status certification of the patent; (in the case of trademarks) evidence of trademark registration document, and identity certificate of the trademark owner; (in the case of copyright) copyright certificate and identity certificate of the copyright owner; other materials providing evidence of the legal status of intellectual property; and
 - 5) Power of attorney and the identity certificate document of any agent (where an agent is entrusted on the complainant's behalf in order to file a complaint). The power of attorney shall be signed or sealed by the principal, and shall specify the entrusted tasks and the scope of the power of agency.

The Service Center may also require the complainant to present detection and inspection reports, publicly available documentation (patent documents, textbooks, magazines, etc.) and/or other materials, depending upon the specific conditions of the complaint case.

- 3.3 Where materials submitted by the complainant, such as identity certificates and intellectual property ownership certificates are sourced extraterritorially, the evidence shall be subject to the certification of the notarization authorities of the country concerned and shall be authenticated by the embassy of the People's Republic of China at the said country, or shall be subject to the certification formalities as provided in the relevant treaties concluded between the People's Republic of China and the said country. Where materials submitted by the complainant concerned are sourced from Hong Kong Special Administrative Region (HKSAR), Macao Special Administrative Region (MSAR) and the Taiwan region, the relevant applicable formalities shall also be completed.

The complainant shall ensure that the materials submitted are genuine, legitimate and valid. Materials in foreign languages shall be submitted together with a Chinese translation thereof, and shall ensure its accuracy as well.

- 3.4 A complaint under any of the following circumstances will not be accepted by the Service Centre:
- 1) Where the complaint of suspected infringement has been submitted to the administrative IPR department, or the complainant has filed a lawsuit in the People's Court, or an application for arbitration has been made to an arbitration institution, and the procedure of these complaints has not yet been completed or concluded;
 - 2) Where the intellectual property is invalid or currently undergoing a request for nullification;
 - 3) Where the intellectual property whose ownership is disputed is currently being mediated or handled by the administrative IPR departments, or subject of a case being heard by the People's Court; or
 - 4) Where the materials submitted by the complainant fail to meet the requirements of Article 10 and Article 11 hereof.

4. Complaint Handling

- 4.1 After accepting the complaint materials that meet the requirements, the Service Center shall promptly notify the respondent, and request the respondent to submit a reply within a twenty-four (24) hour period.
- If the respondent believes that the Exhibition Items subject to the complaint does not constitute infringement, the respondent shall provide the Service Center with legal and valid intellectual property ownership certificate(s) and other evidence of non-infringement; otherwise, the Service Center receives the aforesaid materials, and believes that the respondent does not infringe the intellectual property right, and shall notify the handling results to the complainant; if the respondent cannot submit the aforesaid materials, the respondent shall sign the Letter of Commitment (Annex 2) and voluntarily remove said Exhibition Items, thereby discontinuing exhibition for the duration of the CIIE. The Letter of Commitment shall be prepared in duplicate, the respondent and Service Center each retaining one copy and the Service Center shall notify the handling results to the complainant.
- 4.2 The Service Center shall give due consideration to the opinions of the complainant and the respondent, and may organize mediation as appropriate; if they reach consensus on mediation, the complainant and the respondent shall sign a memorandum of mediation, which shall be executed in triplicate, with the complainant, the respondent and the Service Center holding one copy each.
- If the respondent fails to provide relevant evidence within the specified reply period, or the materials provided fail to prove non-infringement, and the respondent does not voluntarily remove the Exhibition Items suspected of infringement, the Service Center shall transfer the materials received from the complaint to the relevant administrative IPR departments, to be dealt with in accordance with the law, and inform the complainant accordingly.
- 4.3 Where the respondent violates the Letter of Commitment and re-exhibits Exhibition Items suspected of infringement at the current CIIE, the Service Center may advise the CIIE organizer to, in accordance with the terms of the exhibition contract, deal with the situation, or cancel the respondent's exhibition rights to attend the current CIIE.
- 4.4 If the complainant or the respondent refuses to accept the outcome of handling made by the Service Center, or fails to reach mediation under the auspices of the Service Center, the Service Center shall inform the complainant or the respondent of the way and procedures to apply for handling at relevant administrative IPR departments and judicial organs.



- 4.5 The complainant and respondent shall abide by the provisions relevant to maintenance of order at the exhibition. Exhibitors and buyers affecting the order of the exhibition shall be subject to sanction as per the relevant provisions on maintenance of order at the exhibition.
- 4.6 The Service Center shall establish an archival system for complaints, maintain timely records of complaints with the settlement outcomes, and perform statistical analysis thereupon. The relevant information may be passed on to relevant departments based on the requirements of their tasks, so that it can be referred to during the qualification and evaluation of exhibitors for the next CIIE.

5. Supplementary Provisions

- 5.1 These Measures shall be subject to the interpretation of the China International Import Expo Bureau.
 - 5.2 These Measures shall be effective from the date of issuance.
- Relevant annexes are available for downloading from the official website of the CIIE (<https://www.ciie.org/>).

Appendix 12 Measures for Commercial Dispute Prevention and Settlement of Complaint at the China International Import Expo

1. These Measures are hereby formulated in accordance with the relevant laws and regulations of the People's Republic of China and the relevant management regulations of the China International Import Expo (hereinafter referred to as the "CIIE"), for coordination and the resolution of commercial disputes between exhibitors and buyers at the CIIE, to maintain order at the CIIE, and to protect the legitimate rights and interests of the parties that concluded transactions at CIIE.
2. These Measures apply to the prevention of commercial disputes between exhibitors and buyers at the CIIE (hereinafter referred to as "commercial disputes"), and to settlements of related complaints.
3. Exhibitors and buyers of the CIIE shall follow the principles of fairness, voluntariness, equality and good faith during their negotiation of transaction intention as well as conclusion and performance of the contract.
4. Exhibitors and buyers are recommended that after reaching upon an agreement on certain transaction, both parties shall conclude a contract in writing specifying such terms as the contract object, quantity, quality, price or remuneration, time of performance, place and method of performance, liability for default, and dispute settlement resolution. The contents of the contract should be clear, specific and complete in order to mitigate trade risks and expedite settlement of any dispute that might arise.
5. Should a commercial dispute arise between the exhibitor and the purchaser, the parties are encouraged to resolve disputes through amicable negotiations. Should these negotiations fail, the parties may file a complaint and request for dispute settlement in accordance with these Measures, or settle the dispute according to the dispute resolution mutually agreed by both parties.
6. CIIE organizer will establish an Intellectual Property Protection and Commercial Dispute Settlement Service Center (hereinafter referred to as the "Service Center") during the CIIE to accept complaints concerning commercial disputes. CIIE organizer, the China International Economic and Trade Arbitration Commission (hereinafter referred to as the "CIETAC") and other relevant organizations will jointly dispatch staff to the Service Center, for the acceptance and settlement of commercial dispute complaints, and for provision of commercial legal consultation services to the consultants for reference.
7. The Service Center may publish and distribute relevant consultation materials, and provide information on Chinese laws and regulations on foreign trade, prevention of risks relating to international trade laws, commercial arbitration, etc. to improve exhibitors' and buyers' understanding of the Chinese law and policy environment.
8. According to the needs of exhibitors and buyers, the Service Center may carry out various forms of commercial legal consultation services to enhance the legal awareness of exhibitors and buyers, and to provide the guidance on standardization of transactions.
9. A commercial dispute complaint shall not be filed unless the following conditions are satisfied:
 - 1) The complainant and the respondent shall be exhibitors or buyers participating in the CIIE, with a requirement of presence in the exhibition hall;
 - 2) A complaint shall be filed to the Service Center by the complainant in person; and complaints filed by other methods such as by telephone or email would not be accepted; and



- 3) The complainant shall provide the materials prescribed in Article 10 hereof.
Where the respondent is not present in the exhibition hall, the Service Center may assist the complainant in coordinating with the relevant department or agency.
10. The complainant shall provide the following materials when filing a complaint:
 - 1) Application for Complaint (Annex);
 - 2) Valid documents and related identity documents demonstrating the complainant's participation in the current CIIE;
 - 3) Evidence related to the commercial dispute, including but not limited to trade contracts, payment vouchers, proof of correspondence, etc.;
 - 4) Power of attorney and the identity certificate document of the agent (where an agent is entrusted to make the complaint on the complainant's behalf). The power of attorney shall be signed or sealed by the principal, and shall specify the entrusted tasks and the scope of the power of agency; and
 - 5) Other materials that the Service Center requires to be submitted.
11. All the materials submitted by the complainant shall be genuine, legitimate and valid. Materials in foreign languages shall be submitted together with a Chinese translation thereof.
12. Upon receipt of a complaint, the Service Center deems it compliant with Articles 9 and 10 after examination hereof, it shall accept such complaint and inform the respondent through the contact information provided by the complainant.
13. After accepting the complaint, the Service Center shall request relevant information from the complainant and the respondent, and mediate between both parties.
14. If the mediation is successful, the Service Center may render a mediation agreement, which shall be signed or sealed by both parties or their agents; alternatively, the parties may also conclude a settlement agreement on their own.

If the parties conclude a mediation or settlement agreement, they may, based on the arbitral agreement reached by both parties, request the CIETAC to render an arbitral award in accordance with the terms of the mediation or settlement agreement.

The arbitration award shall be enforceable, which shall be promptly and fully performed by both parties. Where one party fails to perform it in accordance with the arbitration award, the other party may apply to a competent court for enforcement in accordance with the law.
15. If mediation is unsuccessful, the parties may settle the dispute in accordance with an agreed dispute settlement resolution. In the absence of such an agreed resolution, it is recommended to make specific arrangements for the settlement mode of the dispute.
16. Exhibitors and buyers shall cooperate with the Service Center and abide by the relevant provisions regarding the exhibition order at the CIIE, and shall not affect the order of the CIIE due to disputes. Exhibitors and buyers affecting the order of the CIIE shall be subject to sanction as per the relevant provisions regarding the maintenance of order at the CIIE.
17. The Service Center shall establish an archival system for complaints, maintain timely records of complaints with the settlement outcomes, and perform statistical analysis thereupon, so that reference can be made to the relevant information during the qualification and evaluation of exhibitors for the next CIIE.
18. These Measures shall be subject to the interpretation of the China International Import Expo Bureau.
19. These Measures shall be effective from the date of issuance.

Relevant annex is available for downloading on the official website of CIIE.

Appendix 13 Notice on Prohibited and Restricted Items

To ensure the National Exhibition and Convention Center (Shanghai) (NECC (Shanghai)) is safe and orderly during the China International Import Expo (CIIE), the Shanghai Municipal Public Security Bureau has formulated and issued relevant guiding opinions on the regulation of items during the CIIE and defined a list of prohibited and restricted items. Exhibitors, their constructors and staff, as well as audiences are reminded to consciously abide by the regulations on prohibited and restricted items to ensure the safety and order of the CIIE. The list is as follows:

1. List for Prohibited and Restricted Items

1. Prohibited Items

Prohibited items refer to those that violate Chinese laws and regulations. Security personnel shall confiscate prohibited items according to the law, or immediately carry out emergency response, and detain the carriers and relevant personnel for investigation according to the law, if any such items are found. Prohibited items in NECC (Shanghai) include:

- 1) Guns, ammunition and explosives.
- 2) Replica guns and controlled instruments including crossbows, bows and arrows and daggers.
- 3) Inflammables and explosives including fireworks and firecrackers, oil and ethyl alcohol.
- 4) Toxic and corrosive hazardous chemicals and radioactive substances, including but not limited to strong acid and radioactive isotope.
- 5) Dangerous substances including hazardous biologic preparations and pathogens of infectious diseases.
- 6) All narcotics, including heroin, cocaine, marijuana and crystal meth.
- 7) Other items clearly prohibited by Chinese laws and regulations.

1.2 Restricted Items

Restricted items refer to those that are not allowed to be brought into the exhibition halls, since they might affect the security and operation of the NECC (Shanghai), although they do not violate Chinese laws and regulations. If discovering restricted items, security personnel shall require carriers to discard them in the designated containers, or place them (temporarily) in storage, or otherwise dispose of them by themselves. Restricted items in NECC (Shanghai) include:

- 1) A variety of soft and hard packaged beverages, including but not limited to water, tea, drinks (especially alcoholic ones).
- 2) Banners, slogans, billboards and other promotional items used for politics, race, religion or business, or those violating Chinese laws and regulations.
- 3) All travel tools, excluding strollers and wheelchairs and including but not limited to mopeds, electric bicycles, motorcycles (including mopeds), scooters, bicycles, skateboards and roller skates.
- 4) UAVs (unmanned aerial vehicles) and other low, slow and small (LSS) aircrafts.
- 5) Animals (excluding service animals like guide dogs).
- 6) Items that easily hurt people, including bats, long sticks, stick umbrellas and sharp objects.
- 7) Balls, bats, flying saucers and similar items.
- 8) Large cases and bags which are not suitable to be taken into the NECC (Shanghai) and exhibition halls.



- 9) Flags with a developed area of over 2 m*1 m, and flagpoles longer than 1 m.
- 10) Unauthorized items that might interfere with the electronic signals of wireless communication, cluster signals in the NECC (Shanghai), or might prevent others from visiting the exhibition halls, including but not limited to laser facilities, public address equipment, interphones and radio equipment.
- 11) Ignition tools including lighters and matches.
- 12) Other items that might be hazardous or violate Chinese laws and regulations, including injectors, agentia and kites.

1.3 Notes

- 1) For any exhibits covering prohibited or restricted items such as knives, exhibitors shall apply for filing with the organizers for record in written form before the exhibits enter the NECC (Shanghai). The applicants shall be responsible for the safety of its exhibits.
- 2) Special staff such as the media, with necessary equipment or supplies, can enter the NECC (Shanghai) after the security check, subject to strict management by the competent department.
- 3) The maintenance and technical service personnel, with necessary maintenance tools and essential items, can enter the NECC (Shanghai) after the security check, subject to strict management by the competent department.
- 4) Professional etiquette personnel and cast members are permitted to take a small number of necessary cosmetics such as mousse and hair spray after identification, provided that their department must provide a personnel list, and make a commitment on liability guarantee.
- 5) The prohibited and restricted items do not include: wheelchairs, walking sticks, walking frames and other relatively long carry-on necessary equipment for the people with disabilities, and the carry-on necessary repair tools for the people with disabilities in wheelchairs.
- 6) A small amount of first-aid medicine and necessary medical supplies that a disabled person carries are not included in the list of prohibited and restricted items, but they may be brought in only after the confirmation by service personnel for the people with disabilities.
- 7) The security personnel shall explain relevant regulations to those examinees carrying special drinks for special populations, such as infant milk and beverages for diabetics, all of which may be carried after on-site trial and registration, and be handled as particular cases.
- 8) It is allowed to carry with solid drugs within reasonable limits. Drugs in aqueous solutions are not allowed to carry in principle, but if they are used to ensure actual needs, they can be carried and handled as particular cases after on-site trial and registration.
- 9) Laptops are subject to individual inspection in the X-Ray equipment.
- 10) In principle, examinees with decorative items like flowers shall accept the check in the X-Ray equipment, and large bouquets shall be checked by the security personnel by hand.
- 11) For those examinees who declare that they are pregnant or carry a pacemaker, the security personnel shall inform them that the security equipment has no adverse effect and they can accept the security check. When examinees still refuse to accept inspection through the security door or instrument and equipment, the security personnel shall conduct the inspection by hand.
- 12) For the suspicious airtight items or packages discarded by examinees, the security personnel shall ask examinees to pick up them quickly and accept unpacking or vessel-opening inspection, or put them into the X-Ray equipment for inspection if necessary. The carrier shall be at the site during the inspection, and can only be released after safety confirmation.

2. List of prohibited and restricted items carried by licensed vehicles

The policy on prohibited and restricted items carried by licensed vehicles is subject to the policy on prohibited and restricted items carried by people. Vehicles are allowed to carry necessary maintenance tools and emergency survival equipment, including but not limited to jacks, fire extinguishers, escape hammers and wrenches, screwdrivers, etc.

3. Declaration Procedures

The management of prohibited and restricted articles for personnel and vehicles for the 6th CIIE will be implemented on October 25 (subject to the time confirmed by both parties) when NECC was closed and under control. The types of prohibited and restricted articles shall be subject to List of Prohibited and Restricted Items Carried by People and Vehicles to CIIE issued by Shanghai Public Security Bureau. Units and individuals who bring prohibited and restricted items into the exhibition halls must declare the items. The specific declaration procedures are as follows:

3.1 Online registration and declaration procedures

- 1) Exhibitors and constructors shall log onto the online exhibition affairs system to fill out and submit Form 17: Form of Registration of Prohibited and Restricted Items according to the requirements for entry of prohibited and restricted items
- 2) The registration forms of exhibitors will be checked online by the Exhibition Department of the CIIE, and the registration forms of constructors by the Exhibition Affairs Group;
- 3) After the examination, an electronic seal will automatically generate on the form, and the exhibitors and constructors may download and print them voluntarily;
- 4) Regarding those who are unable to apply online, the organizer will open an email application channel. Exhibitors and constructors can fill in the E-form and send it to the Exhibition Department and Exhibition Affairs Group of CIIE for review. After the approval, a PDF copy will be sent to exhibitors or constructors by email for printing;
- 5) When entering the venue, exhibitors and constructors shall provide the foregoing stamped form that has passed the review to the security personnel during security check, and may only bring relevant items to the venue after on-site inspection.

3.2 On-site registration and declaration procedures

- 1) The organizer will set a form-filling service desk on the on-site service points (center channels of each point);
- 2) The demand side may fill out the paper triplicate form of the Form of Registration of Prohibited and Restricted Items on the spot;
- 3) After being filled out, the form shall be submitted to the on-site staff for review;
- 4) When it passes the review, the staff will keep one sheet for record and return the remaining two sheets to the demand side that filled out the form;
- 5) The demand side may give one sheet to the security personnel during security check and enter the venue with relevant items after passing the on-site inspection.

Appendix 14 Manual for Lifting Point Service in the China International Import Expo

1. Overview

- 1.1 This section mainly introduces the parameters of lifting points in exhibition halls, the applicable scope of lifting point service, as well as its standards and process.
- 1.2 Canton Fair Advertising Co., Ltd. is the designated service provider of lifting points for this China International Import Expo.

Canton Fair Advertising CO., LTD			
Address: 3rd Floor, 3 Hall, No.1988, Zhuguang Rd., Qingpu District, Shanghai, China			
Contact:	Tel	Mobile	E-mail
Xinyi Pang	86-21-69761559	86-17621810817	hf1@cantonfairad.com
Gongtao Chen	86-21-69761790	86-13610269722	hf1@cantonfairad.com

- 1.3 All booths applying for lifting point service shall meet the requirements on booth design and construction stipulated in the Exhibitor Manual for China International Import Expo, this Manual and other relevant regulations made by the Exhibition Venue.
- 1.4 Applications for lifting point service shall be made before the deadline for declaration. Applications for lifting points of on-site drawings are not allowed after move-in.
- 1.5 Users (Construction service providers) applying for lifting point service can rent hoists equipment uniformly provided by the exhibition hall or bring their own hoists equipment that meet the standards.
- 1.6 China International Import Expo Bureau and National Exhibition and Convention Center (Shanghai) Co., Ltd. reserve the right of final interpretation.

2. Scope of application

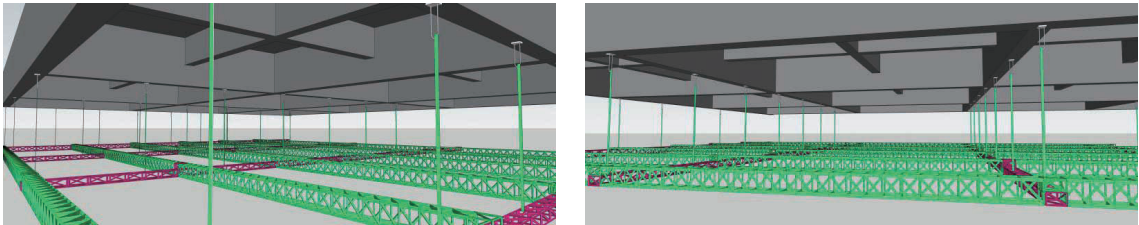
- 2.1 Lifting point service of the 6th China International Import Expo is available in the North Hall (NH), the ground floor of the double-floor exhibition hall (4.1H, 5.1H, 6.1H, 7.1H and 8.1H), and the second floor of the double-floor exhibition hall (5.2H, 6.2H, 7.2H and 8.2H) of National Exhibition and Convention Center (Shanghai).
- 2.2 What to be lifted: lighting fixtures, projectors, lamphouses, signboards, suspended ceilings, screens, as well as trusses and metal frame structures used to suspend these facilities.
- 2.3 Lightweight hanging flags with advertisement (including but not limited to printing cloth, gridding cloth, movable gum, and light cloth) are not included in lifting point service.
- 2.4 The lifting point service provider is responsible for providing lifting points, installing hoists and retrieving chains. Users (Construction service providers) may prepare hoists equipment and Truss connecting the suspended objects and the lifting points or apply for rental from the Exhibition Venue. (The construction service provider with hoist equipment shall undertake hoist hanging, hoist lifting and chain recovery work voluntarily, and shall provide vehicles and operators required for hoist voluntarily)
- 2.5 Suspended objects shall be prepared and assembled by the Construction service provider of the lifting point..

3. Parameters of lifting points

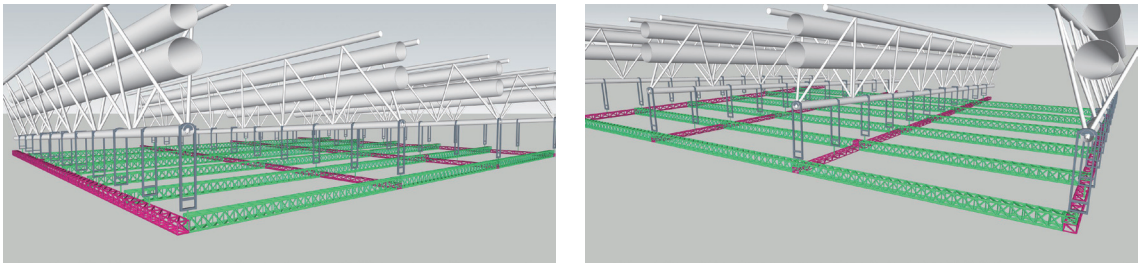
Hall No.	4.1 Hall / 5.1 Hall / 6.1 Hall / 7.1 Hall / 8.1 Hall	5.2 Hall / 6.2 Hall / 7.2 Hall / 8.2 Hall (Further notice for national pavilions)	North Hall (NH)
Lifting point bearing	≤150 kg (with the hoist and chain)		
Single structure load limit (Manual hoist)	≤1800kg		
Height of basic structure	10.3m	17m	17m
Height limit of hanging objects	The height of the hanging object's top edge should be less than or equal to 8.5 m.		
Note: If the single structure exceeds the weight limit, the lifting point shall be added according to the regulations, and electric hoist hall is applied to lift.			

4. Schematic diagram of lifting point system in exhibition halls

Schematic diagram of the first-floor basic structure



Schematic diagram of the second-floor basic structure





5. Charging Standards

5.1 Lifting point service charge

Item	Specification	Unit price (yuan) (RMB/exhibition period)
Lifting point service charge	Lifting point	4,400 yuan/piece

Note: Lifting point service charge must be paid to the official constructor before October 10, 2023, and the official constructor will arrange the system order and installation after receiving the payment.

5.2 Equipment rental fees

Item	Name/Specification	Unit price (yuan) (RMB/exhibition period)
Hoist rental	Manual hoist 15m chain (1 ton)	660 yuan/piece
	Manual hoist 25m chain (1 ton)	990 yuan/piece
	Electric hoist 15m chain (1 ton)	2,640 yuan/piece
	Electric hoist 25m chain (1 ton)	3,300 yuan/piece
Truss rental	Truss (original Aluminum color) 300*300	220 yuan/m
	Truss (original Aluminum color) 400*400	330 yuan/m

Notes: Hoist rental service includes the placement of electric hoists, and collection of hoists and hoist chains.

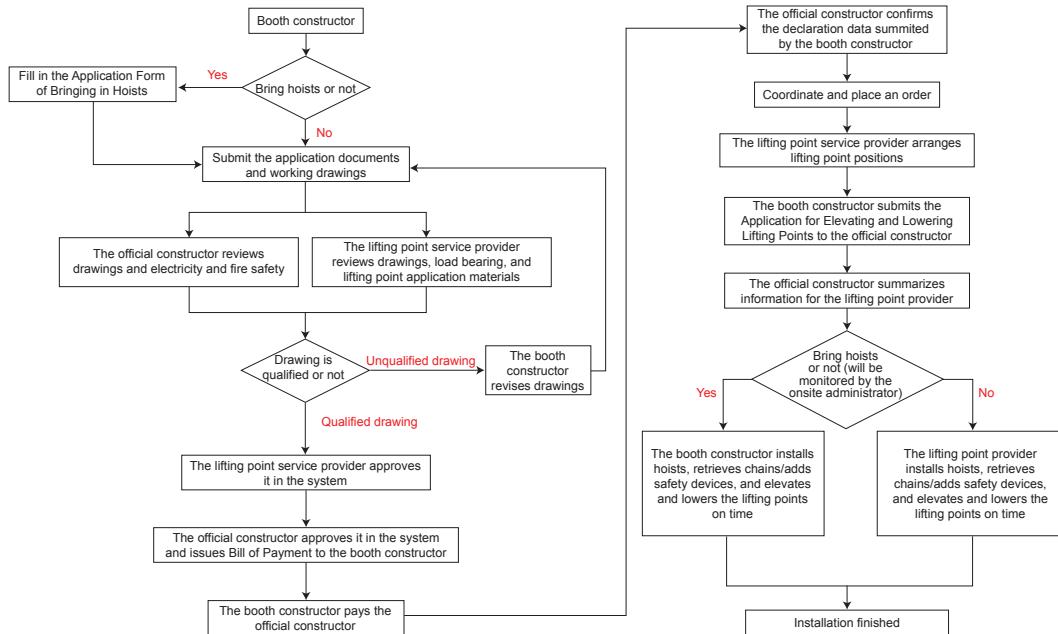
Truss rental service includes Truss and related parts and components required for assembly. Please prepare adapters should you need special assembly.

The length of Truss that can be rented shall be whole numbers, with meter as the unit.

Equipment rental fees must be paid to the official constructor before October 10, 2023, and the official constructor will arrange the system order and installation after receiving the payment.

6. Procedures and requirements of lifting point service application

6.1 Procedures of lifting point service application



6.2 Requirements of lifting point service application

- 1) The construction service provider shall submit lifting point service or equipment rental applications and the first edition of application documents (electronic version) **before September 15, 2023**. Application after the deadline is not acceptable. The number of lifting points, lifting point positions, or equipment rentals shall be confirmed **before October 10, 2023**, and the confirmed version of application documents shall be submitted to the official constructor.
- 2) Applications for lifting points of on-site drawings are not allowed after the move-in.
- 3) Applications for equipment rental submitted after the deadline can be confirmed to place orders after document review and on-site implementation confirmation. The venue reserves the right to unconditionally reject applications for the rental of hoisting points and equipment that are submitted beyond the deadline or not completed within the specified time.
- 4) List of documents of reviewing applications for lifting point services:

1	Letter of Commitment on Application for and Use of Lifting Point Service (Please see Form 17 for details) The confirmed version shall be the printout with seal.
2	Application for Elevating and Lowering Lifting Points (Please see Form 18 for details) Application shall be submitted one day in advance, and the confirmed version shall be the printout with seal.
3	Application for Bringing in Hoists (Optional) (Please see Form19 for details) The confirmed version shall be the printout with seal.
4	Map of Lifting Point Structures (Template attached hereto) The Map shall clearly indicate the size and weight of each lifting point structure, the type, specification, and number of the facilities on the structure, and their weight. Please consult the service provider for specific requirements.

- 5) After the suspension proposal is confirmed, the construction shall be conducted in accordance with the confirmed proposal. If lifting points are not installed as the proposal specifies or weigh more than what is described in the application, the Exhibition Venue and the service provider have the right to call off the installation, and the applicant shall increase the number of lifting points or reduce their weight as required.
- 6) If applications are overdue due to the reasons of the booth constructor that include failed suspension proposal, the booth constructor shall bear the costs incurred. If the booth constructor installs lifting points not based on the weight described in the application, the correction costs and losses incurred shall be borne by the booth constructor. The correction costs and losses incurred by personal reasons such as inconformity of the actual weight of lifting points and the approved weight of lifting points.

6.3 Application and notes for bringing in hoists

In the 6th China International Import Expo, the construction service providers are allowed to bring hoists as they deem necessary in the service of lifting points in exhibition halls, and shall observe the following reminders:

- 1) The construction service provider shall submit **Form 19: Application for Bringing in Hoists**.
- 2) The hoists brought in must meet the relevant national safety standards and be accepted as qualified products, and they shall provide relevant documents, including but not limited to hoist product certificates and quality control reports.
- 3) The single structure of lifting points must use hoists of the same brand and specification.
- 4) The lifting point service provider shall provide the arrangement of the lifting point and sling, and the construction service provider shall install the hoists, collect the hoists and the chains, and prepare and install necessary aerial trucks, hoist consoles, etc. The related construction operations must comply with the relevant regulations of the Exhibition Venue and others.
- 5) Aerial workers involved in the operation must be licensed, and the aerial work licenses of construction workers shall be submitted.
- 6) Electric hoist operation should be operated by staff with electrician's certificate, which shall be submitted. The construction service provider shall be responsible for the power supply of the electric hoist, and the power supply shall meet the normal operation of the electric hoist.

6.4 Application and reminder for elevating and lowering lifting points

- 1) The suspended objects of the construction service provider shall be inspected by the service provider after assembly. **Form 18: Application for Elevating and Lowering Lifting Points** shall be signed by both the user of the lifting point and the provider for each operation of suspended objects, and the operating in booth must be jointly supervised by security personnel and lifting point service provider on site.
- 2) The elevating and lowering of suspended objects at the manual hoist booth shall be operated by the user of the lifting points.
- 3) The elevating and lowering of suspended objects at the electric hoist rental booth can be operated by the lifting point service provider, and the service provider can adjust the time according to the on-site situation. The elevating and lowering of suspended objects at the booth with an electric hoist brought by the user shall be operated by the construction service provider with its own console.

7. Relevant requirements for using the lifting points

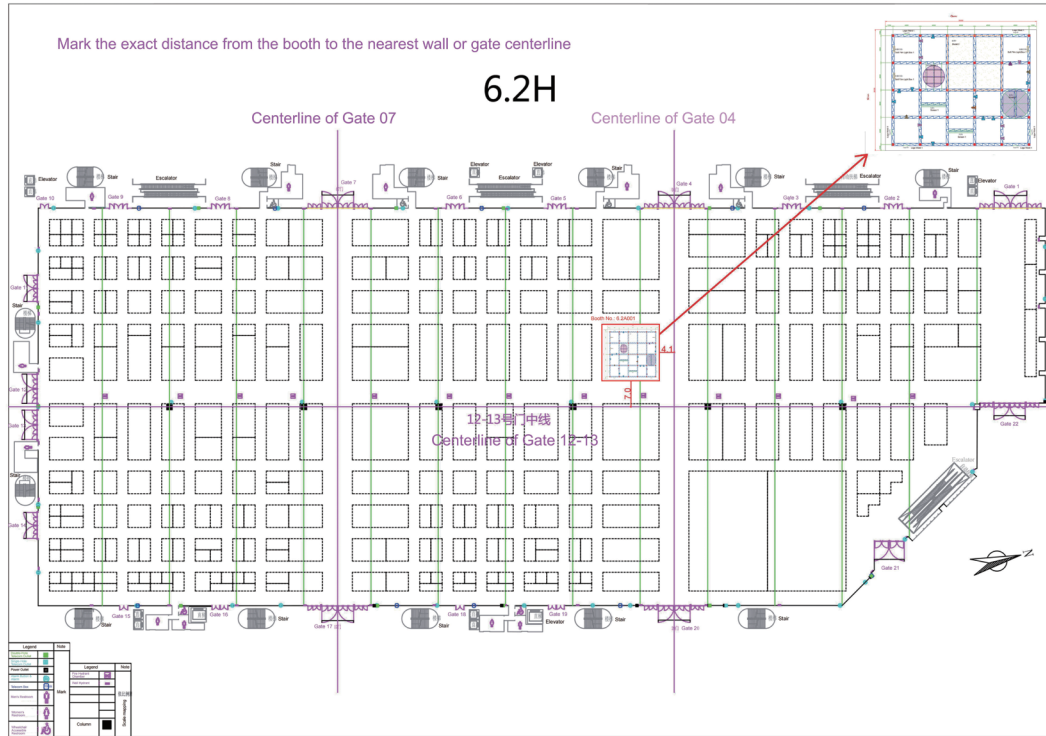
- 7.1 **Any person is strictly forbidden to climb or pull the lifting point structures or suspended objects directly. The adjustment and installation of suspended objects must be based on the height needs, with the corresponding scaffold or aerial truck, scissors lift and other facilities to facilitate the operation.**
- 7.2 The construction service provider shall not increase or decrease the number of lifting points without authorization. If the unit weight of the suspended objects exceeds the total capacity of the lifting point applied for, the construction service provider must do the construction according to drawings to reduce the weight or apply for additional lifting points.
- 7.3 If the single structure suspended by the manual hoist possesses more than 12 lifting points (12 lifting points can be used at most), it needs to be disassembled first. If the structure cannot be disassembled, it needs to be lifted by the electric hoist.
- 7.4 The size of the truss used for suspended objects shall be less than or equal to 400 mm * 400 mm. The use of non-standard structural trusses is prohibited.
- 7.5 A single structure over 48 points must be disassembled and hoisted.
- 7.6 The spacing between each point should not be less than 4.5 meters.
- 7.7 The steel core wires or special lifting straps must be connected separately and vertically with the lifting point provided by the lifting point service provider, in accordance with the lifting height limits of the structure.
- 7.8 The links used between hanging structure and hoist hook must be the special hoisting shackle, and detailed schematic diagram must be provided when submitting the working drawings.
- 7.9 The suspended objects to be lifted through the lifting points must be solid and reliable metal or steel-wood assembly structure, and pure wood structure, ultra-low acoustics and linear acoustics shall not be hanged. Structures linked to the ground or not supported by lifting points shall not be reinforced or connected by any lifting point. The spacing between the suspension structure and the ground structure must be greater than 10cm.
- 7.10 All lamps must be constructed according to the application working plan. If there are changes, you need to re-apply for the review of the drawings, and only after the new drawings are approved can you work on site.
- 7.11 It is necessary to ensure that each lifting point for the suspended objects and each hoist are under balanced stress, so as to avoid any potential resultant safety hazards in the process of elevating and lowering.
- 7.12 If the suspended objects need to be connected with electricity, their wires must be arranged neatly, high-tension electric wires must be laid with sleeves, and the electric wire joints shall be linked with insulation terminal instead of tape. A separate power control switch must be installed on the ground.
- 7.13 The construction materials used for lifting suspended objects shall comply with the fire safety regulations.
- 7.14 Before elevating the manual hoist, the construction service provider must inform the service provider and lift the suspended objects under the supervision of the venue security staff members, the official constructor and the service provider. When operating the manual hoist, no one shall be directly under the suspension structure.
- 7.15 The construction service provider must be equipped with the ground clearance ruler when the suspended objects are lifted/ lowered.
- 7.16 In case of any damage to the lifting points of the exhibition halls and related equipment or any injury to personnel due to improper operation of the construction service provider, the provider shall bear all consequences and the Exhibition Venue reserves the right to investigate the relevant legal responsibilities.

Appendix: Template for Map of Lifting Point Structures

Please submit the drawings in JPG or PDF format according to the drawing reference template of lifting point structure. The size of single JPG or PDF document is not more than 1M. If the drawings fail to pass the review, the whole set of modified drawings shall be uploaded again.

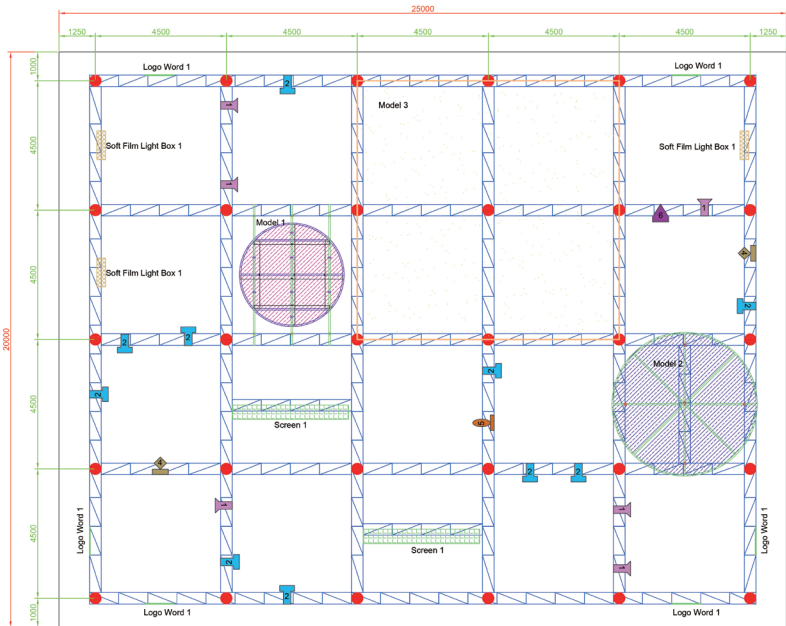
1. Booth Position & Orientation

Booth No.:



2. Distribution of Lifting Points in the Booth + Illustration of Materials and Weights of Hangings

Booth No.:



Notes: What Needs to Be Reflected in the Illustration:
1. If lights are involved in the illustration, you need to use different symbols to show the different types of lights.
2. If at least two different shapes (model, light box, screen, etc.) are involved in the illustration, they need to be clearly marked separately on the illustration and listed separately in the list of hangs.
3. All the parameters in the illustration are for reference only. Please fill in the parameters according to the actual materials used in the booth.

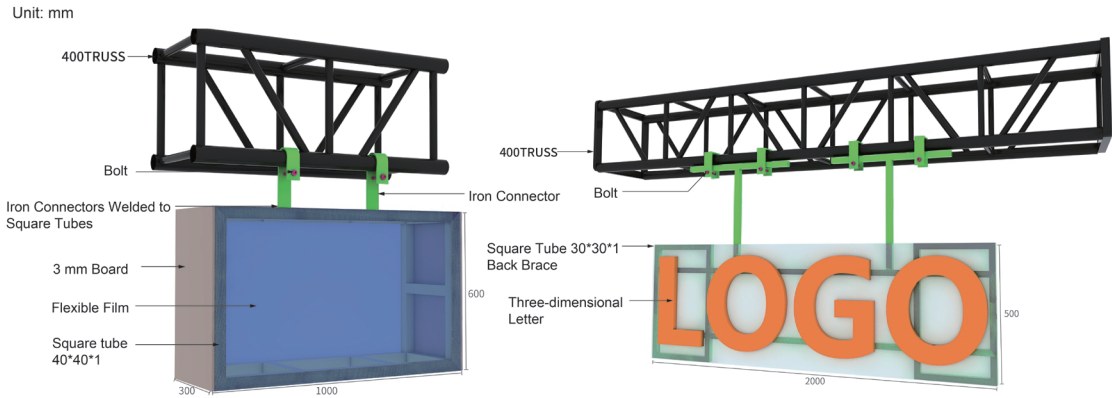
List of Hangings			
Materials	Quantity	Single Weight/kg	Total Weight/kg
Model and Screen	10 pcs	30	900
400TRUSS	225 m	10	2295
Soft Film Light Box 1	2 pcs	18.86	56.58
Logo Word 1	2 pcs	12.7	56.8
Screen 1	2 pcs	205.16	412.32
Model 1	1 pcs	141.49	141.49
Model 2	1 pcs	128.91	128.91
Model 3	1 pcs	253	253
LED Panel Light	8 pcs	12	72
Auto Show Light	10 pcs	7.5	75
Computerized LED Headtracking Light	2 pcs	20	40
Computerized Beam Light	1 pc	30	30
Computerized LED Gobo	1 pc	30	30
Total Weight of Hangings			4485.1

Please provide the light type, specifications and indicate the weight of individual lights		
Position of Lifting Point	Quantity	Single Weight/kg
	30 pcs	150

↔ Booth Size
↔ Size of Lifting Points from the Edge of the Booth

3. Detailed Illustration of Materials and Weight of the Hanging Structure

Booth No.:



The material specifications of all the materials shown in the illustration are for reference only. Please mark the material specifications according to the actual materials used in the production of the booth.

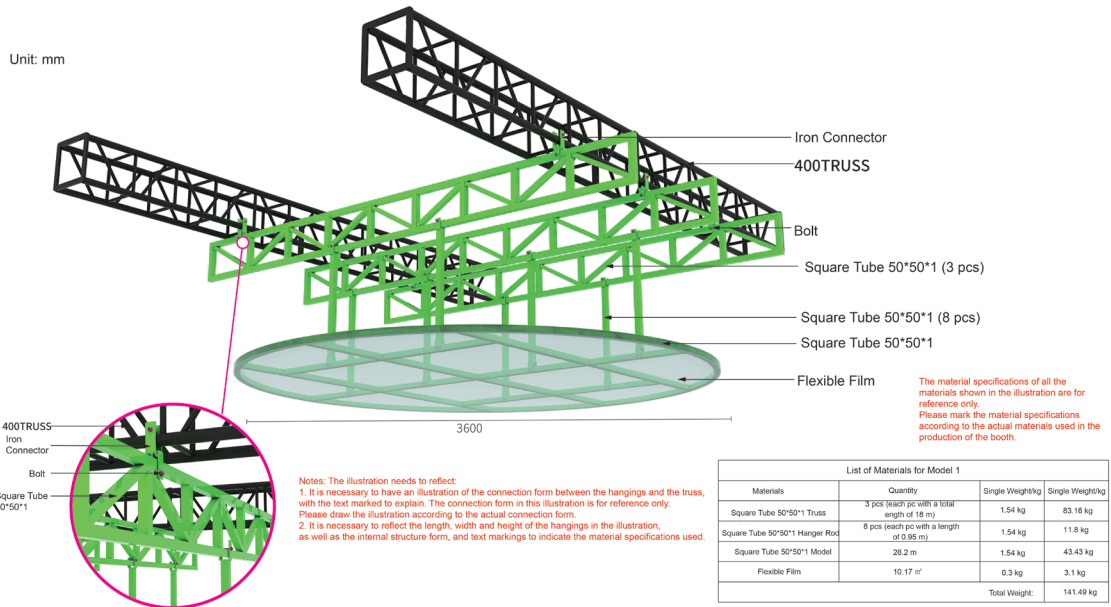
List of Materials for Soft Film Light Box 1			
Materials	Quantity	Single Weight/kg	Single Weight/kg
Square Tube 40*40*1	13 m	1.22 kg	16 kg
Flexible Film	1.2 m ²	0.3 kg	0.36 kg
3 mm Board	0.96 m ²	2.5 kg	2.5 kg

Notes: The illustration needs to reflect:
1. It is necessary to have an illustration of the connection form between the hangings and the truss, with the text marked to explain. The connection form in this illustration is for reference only. Please draw the illustration according to the actual connection form.
2. It is necessary to reflect the length, width and height of the hangings in the illustration, as well as the internal structure form, and text markings to indicate the material specifications used.

List of Materials for Logo Word 1			
Material	Quantity	Single Weight/kg	Single Weight/kg
Square Tube 30*30*1 Back Brace	10.08 m	0.91 kg	9.2 kg
Acrylic Logo Word	1 pc	3.5 kg	3.5 kg
Total Weight:			12.7 kg

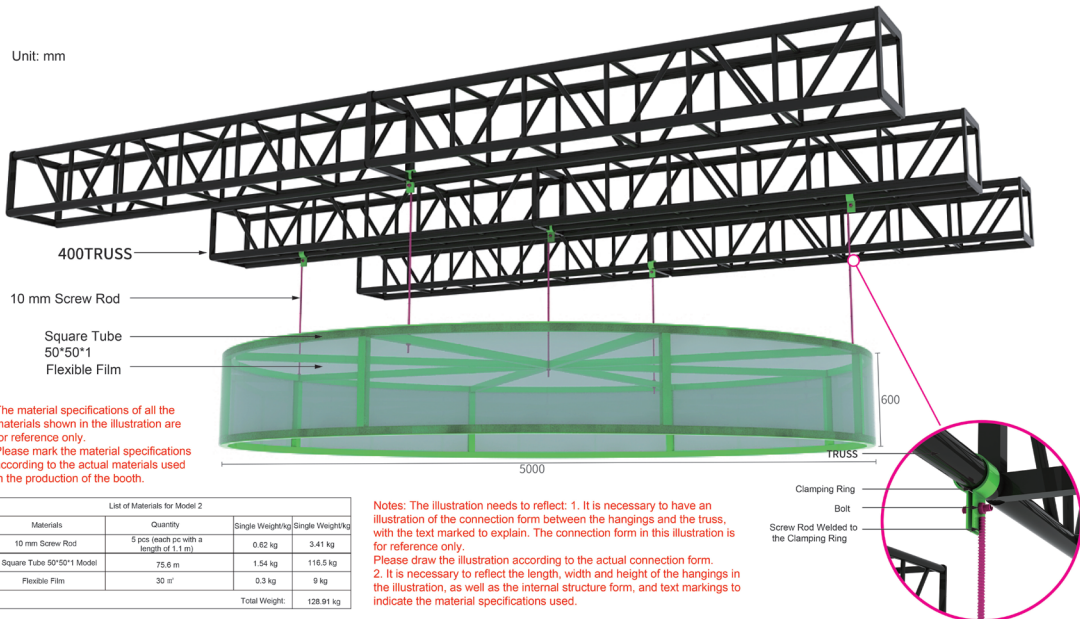
Detailed Illustration of Materials and Weight of the Hanging Structure

Booth No.:



Detailed Illustration of Materials and Weight of the Hanging Structure

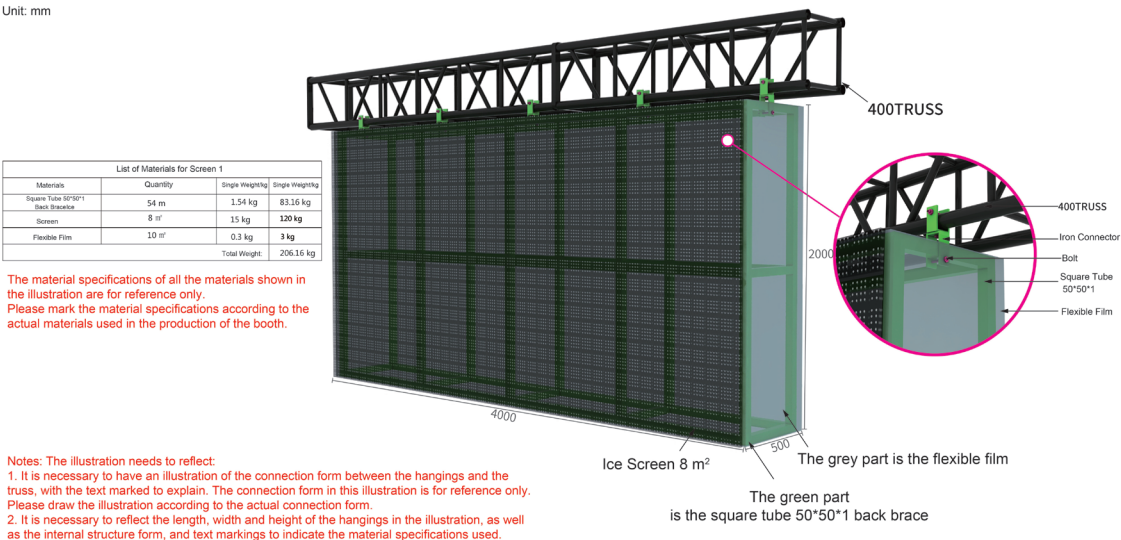
Booth No.:



Detailed Illustration of Materials and Weight of the Hanging Structure

Booth No.:

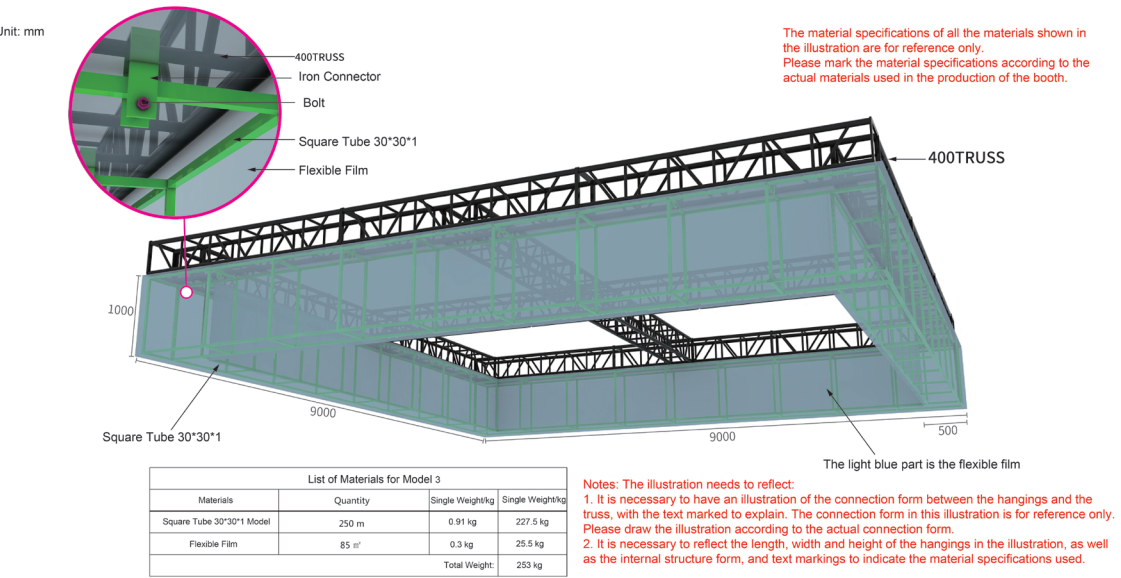
Unit: mm



Detailed Illustration of Materials and Weight of the Hanging Structure

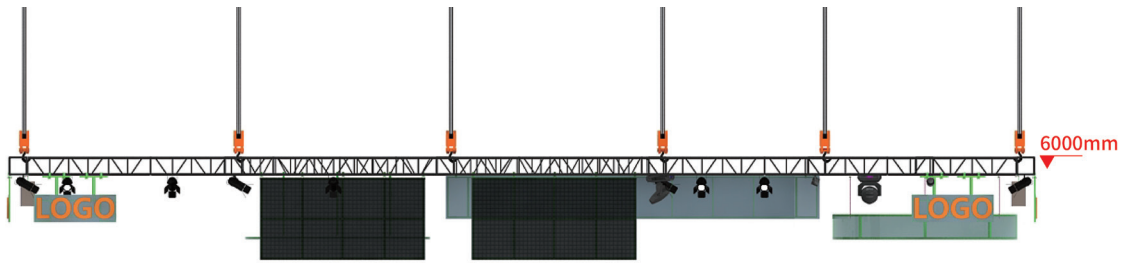
Booth No.:

Unit: mm



4. Height Chart of Hanging from the Ground

Booth No.:

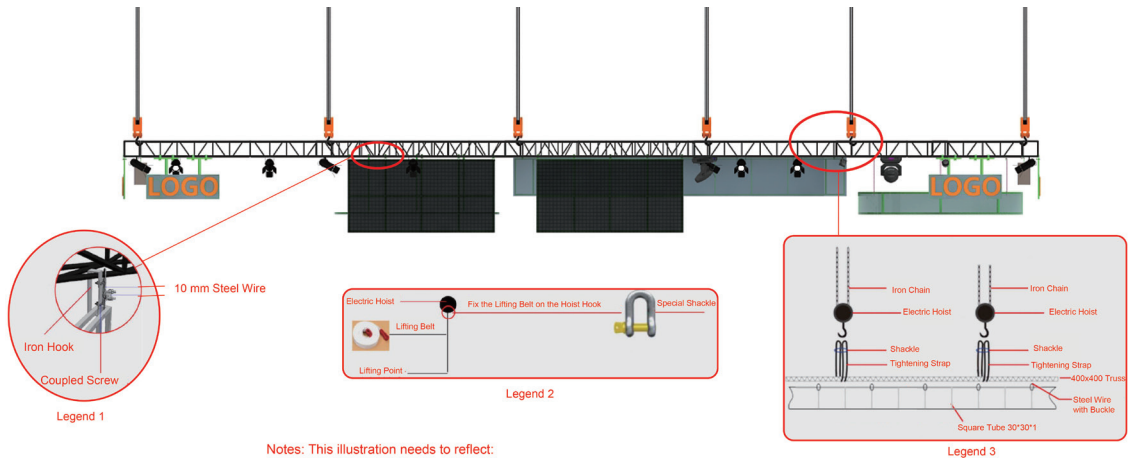


Note: The chart needs to reflect the height of the upper edge opening of the truss from the ground.



5. Connection Mode of Hangings

Booth No.:



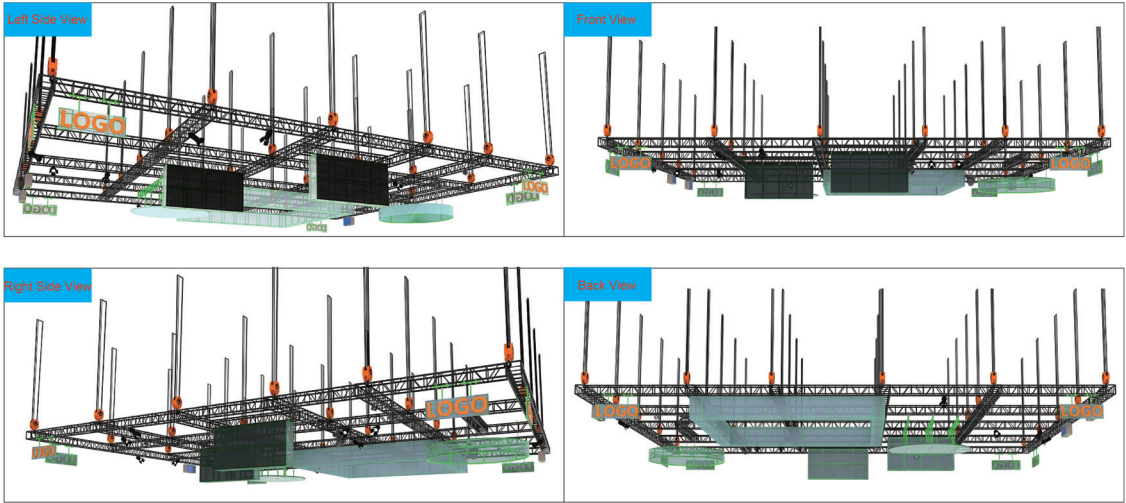
Notes: This illustration needs to reflect:

1. Legend 1 reflects the connection form between the truss and hangings and the hangings need to be insured. The connection form in the illustration is for reference only. Please draw the drawing according to the actual connection form of the booth.
2. Legend 2 reflects the materials used to connect the hoist to the truss.
3. Legend 3 reflects the connection form of the lifting point system, from the hoist to the truss, and then to the hanging, and the illustration of the materials used.

6. Multi-Angle Rendering

Booth No.:

Note: This rendering needs to provide effects from at least three angles (to achieve a clear picture of the lifting point system at the booth):
1. Left side view. 2. Right side view. 3. Front view. 4. Back view.



6. General weight of the material per unit size

Booth No.:

The data in the figure is the general weight of the material per unit size, which is for reference only. The specific weight needs to be based on the respective materials used.

Plywood	
Model	Theoretical Weight (kg/m ²)
3mm	2.5
5mm	4.17
9mm	13
12mm	17

Tube Square (Unit: mm)	
Model	Theoretical Weight (kg/m ²)
20*20*1.2	0.75
25*25*1.2	0.94
40*40*2	2.29
40*40*2.5	3.02
40*40*4	4.68

Aluminum frame 2.0-3.5	
Model	Theoretical Weight (kg/m ²)
300*300	8
400*400	10-11

Screen (Back brace not included)	
Model	Theoretical Weight (kg/m ²)
Ordinary LED Screen	30
Carbon Screen	16
Ice Screen	15



Appendix 15 Schedule of Transportation Charges for Exhibits

INBOUND HANDLING					
	Items		Rates (RMB)	Minimum Charge	Notes
Basic Rate (fixed)	Temporary Importation by official forwarder	Air Freight Handling	4.5/kg	900	Pudong Airport - booth, including temporary importation, trucking service and on-site handling by official forwarder, charged as per chargeable weight on the airway bill.
		Airport Handling Charges	2.5/kg	500	
		Sea Freight Handling	390/m ³	390	Shanghai Port - booth, including temporary importation, trucking service and on-site handling by official forwarder
		Port Handling Charges	300/m ³	600	1,500/20'GP, 2,500/40'GP or 3,000/40'HQ container for FCL shipment
		Storage Charges	3/m ³ /day	100	7 days free storage upon arrival
		Warehouse In/Out Fee	45 /m3	45	
		Translation Fee for LOE	30 /page	30	
	Declaration not required for Customs Supervision	Handling Charges (by airfreight)	2.25 /kg	450	Applicable to exhibits under customs supervision, already in Free Trade Zone or elsewhere in China, custom declaration to CIE not required, originally by airfreight
		Handling Charges (by seafreight)	195/m ³	195	Applicable to exhibits under customs supervision, already in Free Trade Zone or elsewhere in China, custom declaration to CIE not required, originally by seafreight
	"Domestic Exhibits Arriving at Warehouse"	Handling charges	150/m ³	150	Applicable to exhibits not under customs supervision, from Official Forwarder's Warehouse to booth
		Storage charges	5/m ³ /day	5	
		Warehouse In/Out Fee	45/m ³	45	
	Domestic Exhibits Arriving at NECC	Handling charges	90/m ³	90	Applicable to exhibits not under customs supervision, from the unloading area of the exhibition venue to booth
Other Fixed Rates (Incurred when necessary)	ATA Carnet Registration Fee		500/carnet/exhibitor	500	Applicable to importation by ATA carnet
	Yangshan Port Surcharge		40/m ³	40	Applicable to exhibits imported through Yangshan Port. For FCL shipment, charged at the rate of 800/20FT GP or 1,600/40FT GP container
	Oversize/Overweight Surcharge		5%-20%	/	Basic rate to be increased by 5% on a cumulative basis upto 20%, in the case that any of the standard length (5 meters), width (2.4 meters), height (2.4 meters) or weight (3 tons) is exceeded.
	Special Cargo Surcharge		80%	/	Applicable to hazardous, refrigerated, frozen or valuable goods
	Late Arrival Surcharge		15%	/	Applicable to shipments arriving at the port after deadline, exclude fresh perishable shipment
	Forklift and Crane Rental		10T Forklift - 400/hr 25T Crane - 420/hr 50T Crane - 850/hr 80T Crane - 1350/hr	10T Forklift - 800 25T Crane - 840 50T Crane - 1700 80T Crane - 2700	For relocation and special assembly for machinery exhibits Minimum charge 2 hours, charged as per hour
	Return Empty Container		1,200/ 20FT 1,800/ 40FT	1200 1800	
Other Non-fixed Rates (Incurred when necessary)	Early Arrival Storage at Airport		2-3 /kg/day	400	Charged by custom supervised warehouse at airport, different by warehouse
	Early Arrival Storage at Sea Port		4-6 /m3/day	200	Charged by custom supervised warehouse at sea port, different by warehouse
	Inspection Service Fee		800-1,200 /shipment	800	charge varies by exhibit types and packing conditions, unpacking and unstuffing charges at terminal are as per outlay
	Other Charges for Containers		200-800 /TEU	200	Demurrage to be charged at the rate of 200-300/day/TEU, vary depending on carriers; Damage and cleaning fees to be charged at 300-800 / container, depending on the level of damage or dirtiness.
	Packing and Reinforcement Charge		50-300 /pkg	50	Including packing materials and labor. Special requirement such as vacuum packaging, quotation shall be confirmed beforehand.
	Tax and Duty		Per tax amount	/	Applicable to alcoholic beverages, tobacco, fuel and other taxable consumables during the CIE approved by customs. Subject to final tax sheet, refund for any overpayment or a supplemental payment for any deficiency
	D/O fee		As Per Outlay	/	Charged by carriers, shipping agents or freight forwarders. It varies greatly from case to case as it may involve multiple D/O. Subject to actual outlay
	Special Transportation Vehicle Charge		As Per Quotation	/	Special requirements for security escort vehicles for valuable goods, Temperature Control vehicles, suspension vehicles and trailer-truck etc. Charge is subject to quotation beforehand.

Notes: 1. The above charges are exclude 6% VAT. 2. Charges uncovered above can only be levied after filed at the organizer

OUTBOUND HANDLING					
	Items		Rates (RMB)	Minimum Charge	Notes
Basic Rate (fixed)	Temporary Exportation by official forwarder	Air Freight Handling	4.5 /kg	900	From booth to Shanghai Pudong International Airport
		Airport Handling Charges	2.5 /kg	500	
		Sea Freight Handling	390/m ³	390	From booth to Shanghai Port
		Port Handling Charges	300/m ³	600	1,500 /20'GP, 2,500 /40'GP or 3,000 /40'HQ container
		Storage Charges	3/m ³ /day	100	
		Warehouse In/Out Fee	45/m ³	45	
	Declaration not required for Customs Supervision	Handling Charges (by airfreight)	2.25 /kg	450	Applicable to exhibits under customs supervision, already in Free Trade Zone or elsewhere in China, custom declaration to CIE not required, originally by airfreight
		Handling Charges (by seafreight)	195/m ³	195	Applicable to exhibits under customs supervision, already in Free Trade Zone or elsewhere in China, custom declaration to CIE not required, originally by seafreight
	"Domestic Exhibits back to Warehouse"	Handling charges	150/m ³	150	Applicable to exhibits not under customs supervision, from booth to Official Forwarder's Warehouse
		Storage charges	5/m ³ /day	5	
		Warehouse In/Out Fee	45/m ³	45	
	"Domestic Exhibits Pickup at NECC"	Handling charges	90/m ³	90	Applicable to exhibits not under customs supervision, from booth to the unloading area of the exhibition venue, loaded on truck.
Other Fixed Rates (Incurred when necessary)	Yangshan Port surcharges		40/m ³	40	Applicable to exhibits exported through Yangshan Port, For FCL shipment, charged at the rate of 800 /20FT or 1,600 /40FT container.
	Oversize surcharges		5%-20%	/	Basic rate to be increased by 5% on a cumulative basis upto 20%, in the case that any of the standard length (5 meters), width (2.4 meters), height (2.4 meters) or weight (3 tons) is exceeded.
	Addition cost for special items		80%	/	Applicable to hazardous, refrigerated, frozen or valuable goods
	Customs declaration charges for Sold/ Consumed		1,200 /shipment	1200	Applicable to exhibits sold or consumed
	Empty container Pickup Fee		1,200/20FT 1,800/40FT	1200 1800	1,200 /20FT or 1,800 /40FT container
	Forklift and Crane Rental		10T Forklift - 400/hr 25T Crane - 420/hr 50T Crane - 850/hr 80T Crane - 1350/hr	10T Forklift - 800 25T Crane - 840 50T Crane - 1700 80T Crane - 2700	For relocation and special assembly for machinery exhibits Minimum charge 2 hours, charged as per hour
Other Non- fixed Rates (Incurred when necessary)	Inspection Service Fee		800-1,200 /shipment	800	charge varies by exhibit types and packing conditions, unpacking and unstuffing charges at terminal are as per outlay
	Packing and Reinforcement Charge		50-300	50	Including packing materials and labor. Special requirement such as vacuum packaging, quotation shall be confirmed beforehand.
	Exhibits Destruction Charge		As Per Outlay	/	Subject to actual outlay
	Special Transportation Vehicle Charge		As Per Quotation	/	Special requirements for security escort vehicles for valuable goods, Temperature Control vehicles, suspension vehicles and trailer-truck etc. Charge is subject to quotation beforehand.

Notes: 1. The above charges are exclude 6% VAT. 2. Charges uncovered above can only be levied after filed at the organizer