



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

2023
5th-10th.NOV

国家会展中心(上海)
National Exhibition and
Convention Center (Shanghai)

新 时 代 共 享 未 来
NEW ERA SHARED FUTURE

THE 6th CHINA INTERNATIONAL IMPORT EXPO EXHIBITOR'S MANUAL



服务热线 | 968888
SERVICE HOTLINE

太保服务 让进博会更圆满

责任



温度



智慧





Contents

● 01 General Information of the Expo

Basic Information	8
Basic Information of Hongqiao International Economic Forum	9
Expo Contact List	10
Venue & Supporting Facilities	15

● 02 Rules and Regulations

General Rules	23
Credential Management	23
Basic Rules	23

● 03 Design and Building of Booth

Official Constructors	33
Rental of Supporting Facilities	34
Standard Booth	35
Design and Building of Special Exhibition Booth	37
Work Overtime	40
Schemes for Exhibition Liability Insurance Service	40
Inspection and Acceptance of the Booth Site	41

● 04 Shipping Guidelines

Shipping Services and Agreement	43
Contact Information of Freight Forwarders	43
Shipping Guidelines on International Exhibits	45
Freight Rates for International Exhibits	54
Shipping Guidelines and Rates for Permanent Imports	56

● 05 Exhibition Service

Expo Publications	61
Attachment Mobile Payment	61
Advertising Release and Advertising Agency	61
Business Travel Service	61
Translation Service	62
On-site Information Supporting Service	63
Recommended Enterprises for Group Meal	63
Onsite Catering Service Provider	65
Financial Services	69
Insurance Services	69
Air Carrier Service	69
Transportation Services	70
Business Center	71
Small Items Move-in	71
Online Services	71
Digital Album and VR Online Display Service	71

● 06 Appendix

Appendix 1: Notice on Fire Safety Control	73
Appendix 2: Notice on Work Safety Control	77
Appendix 3: Utilities Safety Management Instructions	84
Appendix 4: Notice on Network Security Control	87
Appendix 5: Notice to Exhibitors with Standard Booths	89
Appendix 6: List of Recommended Special Booth Constructors	90
Appendix 7: Notice to Exhibitors with Special Booths	93
Appendix 8: Criteria for Green China International Import Expo	97

Appendix 9: Four Leaf Clover Cup China International Import Expo Green Booth Awards Selection Criteria	104	Form 6: Application for Lease of Supporting Facilities	156
		(Closing Date: 2023.09.25)	
Appendix 10: Procedure of Issuing the Certificate of Exhibition	113	Form 7: Application for 24-hour Power Supply	161
		(Closing Date: 2023.09.25)	
Appendix 11: Measures for Suspected Infringement of Intellectual Property Rights at the China International Import Expo	115	Form 8: Application for Advance Power Supply	162
		(Closing Date: 2023.09.25)	
Appendix 12: Measures for Commercial Dispute Prevention and Settlement of Complaint at the China International Import Expo	119	Form 9: Application for Removal of Distribution Box Leakage Protector	163
		(Closing Date: 2023.09.25)	
Appendix 13: Notice on Prohibited and Restricted Items	121	Form 10: Application for Lease of Exhibition Equipment	164
		(Closing Date: 2023.09.25)	
Appendix 14: Manual for Lifting Point Service in the China International Import Expo	124	Form 11: Application for Lease of Flowers and Green Plants	168
		(Closing Date: 2023.09.25)	
Appendix 15 Schedule of Transportation Charges for Exhibits	136	Form 12: Registration of Prohibited and Restricted Items	171
		(Closing Date: 2023.10.05)	
Appendix 16: Financial Service	138	Form 13: Special Booth Safety Responsibility Letter	172
Appendix 17: Insurance Services	139	(Closing Date: 2023.09.15)	
Appendix 18: Air Carrier Service	143	Form 14: Application for Independent Constructor	174
Appendix 19: Transportation Services	147	(Closing Date: 2023.08.15)	
		Form 15: Application for Special Booth Setup	175
		(Closing Date: 2023.09.15)	
		Form 16: List of Overseas Exhibits	177
		(Closing Date: 2023.10.15)	
		Form 17: Letter of Commitment on Application for and Use of Lifting Point Service	178
		(Closing Date: 2023.09.15)	
		Form 18: Application for Elevating and Lowering Lifting Points	180
		(Closing Date: 2023.09.15)	
		Form 19: Application for Bringing in Hoists	181
		(Closing Date: 2023.09.15)	

● Form

Form 1: Application for Dynamic Exhibit Demonstrations	150
(Closing Date: 2023.09.25)	
Form 2: Application for Activity within Booth	151
(Closing Date: 2023.10.10)	
Form 3: Application for Special Items Entry	153
(Closing Date: 2023.09.25)	
Form 4: Application for Temporary Cleaning Service	154
(Closing Date: 2023.09.25)	
Form 5: Application for Temporary Security	155
(Closing Date: 2023.09.25)	

Opening Remarks

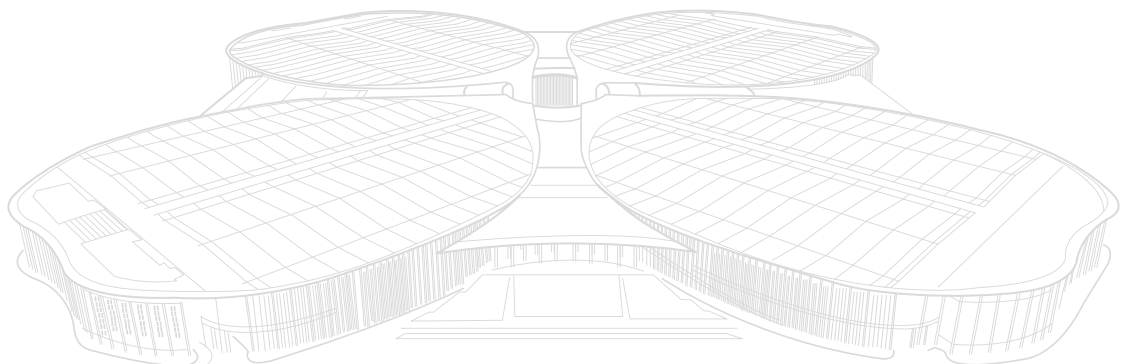
Distinguished exhibitors,

The Fifth China International Import Expo (CIIE) was held successfully from November 5 to 10, 2022, with the active participation and strong support of all parties. The business exhibition was fruitful, featuring over 2,800 exhibitors from 127 countries and regions, including 284 of the top 500 global enterprises and industry leaders. Another impressive record was achieved with intentional trading volume reaching USD 73.52 billion. This CIIE showcased 438 representative and new products, technologies and services, surpassing previous sessions. The on-site activities at the CIIE were diverse and content-rich, highlighting the event as four distinct platforms. We sincerely thank all exhibitors for their support and efforts.

CIIE is a major opening-up initiative personally planned, proposed, deployed and promoted by President Xi Jinping. Over the past five years, the CIIE has been successfully held in consecutive sessions with strong support from the international community. Its quality and effectiveness have improved, and its international influence has become more extensive. The role of CIIE has been highlighted as four platforms for international procurement, investment promotion, people-to-people exchanges, and openness and cooperation. It has become a window to witness China's action in materializing the new development pattern, a platform to advance high-level opening up and a public product for the international community. China has shown its commitment to high-level opening up, sharing development opportunities, and promoting economic globalization through these efforts.

The blossoms this year will be more beautiful than those of the last year. We sincerely invite you to the Sixth CIIE. We are waiting for you in Shanghai, China, and will strive to provide you with better service. We wish you greater achievements in the Sixth CIIE. We would like to enjoy the "spring breeze of opening" in China with you.

China International Import Expo (CIIE)



Exhibition Instructions

Dear exhibitors:

To help you understand the facilities of the venue and the requirements of the exhibition and make sound preparations for the exhibition, we provide this Exhibitor Manual for your efficiency and convenience in necessary exhibition procedures.

I. Form completion

All forms required for completion are listed in Part VII Form of the Exhibitor Manual. Please read carefully and submit them before the deadlines stated in this catalogue and the forms respectively. Before the completion and submission, we recommend that you make copies of the forms.

II. Tips for safety

Please carefully read the regulations on safe production, fire safety and civilized participation in this Exhibitor Manual, and urge your service providers to strictly abide by the above regulations.

III. Disclaimer

The organizers of China International Import Expo will strive to provide excellent services in all aspects to meet the requirements of exhibitors. However, the organizers shall not bear any responsibility under the following circumstances:

1. Delays caused by late submission of forms or failure to provide part or all of the services caused by the same reason.
2. Surcharge caused by late application or failure to provide part or all of the services caused by the same reason.
3. Delays, compensations, losses and others caused by non-compliance with exhibition regulations and relevant laws and regulations.
4. Delays, losses, disputes, and others caused by not using the service providers designated by the exhibition.
5. Accuracy and timeliness of published materials submitted by exhibitors and constructors.





Time Arrangement

内容 Content	日期 Date	时间 Time	备注 Notes
闭馆期 Closed Period	10月25日 / Oct.25	0:00-24:00	闭馆安全检查 Closing for Safety Inspection
	10月26日 / Oct.26	0:00-24:00	
布展期 Set-up Period (企业商业展) (Enterprise & Business Exhibition)	10月27日 / Oct.27	8:00-20:00	展品布置 Exhibits Arrangement 展台搭建 Booth Setup
	10月28日 / Oct.28	8:00-20:00	
	10月29日 / Oct.29	8:00-20:00	
	10月30日 / Oct.30	8:00-20:00	
	10月31日 / Oct.31	8:00-20:00	
	11月1日 / Nov.1	8:00-20:00	
	11月2日 / Nov.2	8:00-20:00	
	11月3日 / Nov.3	8:00-20:00	安全检查 Safety Inspection
	11月4日 / Nov.4	8:00-18:00	
	11月5日 / Nov.5	8:00-18:00	开闭馆时间 Opening & Closing Time
开展期 Exhibition Period (企业商业展) (Enterprise & Business Exhibition) (配套现场活动) (Supporting Activities)	11月6日 / Nov.6	8:00-18:00	
	11月7日 / Nov.7	8:00-18:00	
	11月8日 / Nov.8	8:00-18:00	
	11月9日 / Nov.9	8:00-18:00	
	11月10日 / Nov.10	8:00-18:00	
	11月10日 / Nov.10	19:00-22:00	展品回运 Exhibits Shipping 展台拆除 Booth Dismantling
撤展期 Move-out Period	11月11日 / Nov.11	8:00-20:00	
	11月12日 / Nov.12	8:00-20:00	

考虑到现场配套活动的时间安排，大会将允许相关人员提前进入。

In consideration of the schedule of on-site activities, the organizer will allow relevant person to enter in advance.



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

新 时 代 共 享 未 来
NEW ERA SHARED FUTURE

01

General Information of the Expo



General Information of the Expo

1. Basic Information

1.1 Name of the Expo

China International Import Expo (CIIE)

1.2 Time

November 5-10, 2023

1.3 Venue

National Exhibition and Convention Center (Shanghai) (NECC)

Address: No. 333, Songze Avenue, Qingpu District, Shanghai

1.4 Hosts

Ministry of Commerce of the People's Republic of China

Shanghai Municipal People's Government

1.5 Supporters

The World Trade Organization (WTO)

The United Nations Development Programme (UNDP)

United Nations Conference on Trade and Development (UNCTAD)

Food and Agriculture Organization of the United Nations (FAO)

United Nations Industrial Development Organization (UNIDO)

International Trade Centre (ITC)

1.6 Organizers

China International Import Expo Bureau

National Exhibition and Convention Center (Shanghai)

1.7 Official Platform of CIIE

Official Website: www.ciie.org



Official APP



Official Public
Account of WeChat



Official Microblog



Official Tik Tok



Facebook



Twitter



Instagram



LinkedIn

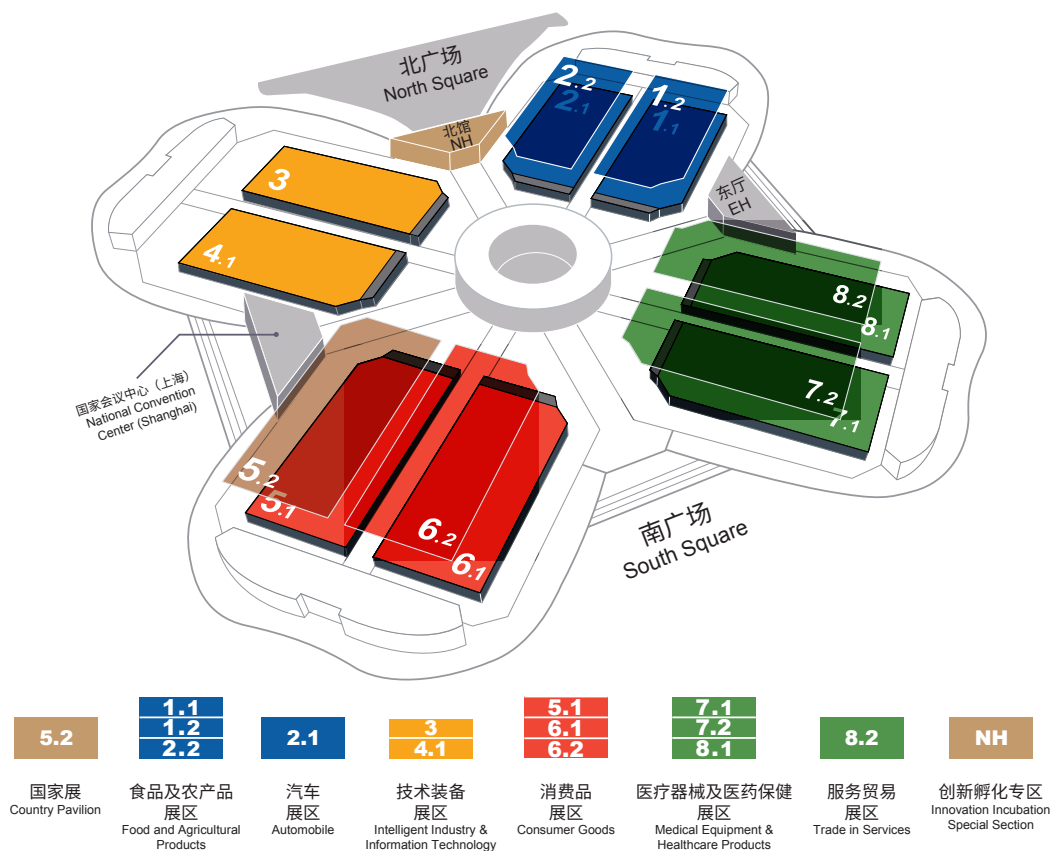


YouTube



TikTok

1.8 Expo Layout



2. Basic Information of Hongqiao International Economic Forum

2.1 Theme

Joining Hands in Development, Opening Up for the Future

2.2 Composition

It consists of the main forum (Opening Ceremony of China International Import Expo and Hongqiao Forum), the “Invest in China Year” Summit and the “1+4” parallel sessions, where “1” refers to the Press Conference and International Symposium on World Openness Report 2023, while “4” represents four sections: “Opening-up for Development”, “Opening-up for Cooperation”, “Opening-up for Innovation” and “Opening-up for Sharing”.

2.3 Time

November 5-6, 2023

2.4 Venue

National Exhibition and Convention Center (Shanghai)



2.5 Organizers

United Nations Conference on Trade and Development, United Nations Development Programme, United Nations Industrial Development Organization, United Nations Global Compact, International Trade Centre, World Intellectual Property Organization, etc.

Ministry of Commerce of the People's Republic of China, National Development and Reform Commission of the People's Republic of China, Ministry of Industry and Information Technology of the People's Republic of China, Ministry of Agriculture and Rural Affairs of the People's Republic of China, Ministry of Emergency Management of the People's Republic of China, The People's Bank of China, State-owned Assets Supervision and Administration Commission of the State Council, State Administration for Market Regulation, National Medical Products Administration, etc.

Shanghai Municipal People's Government, Jiangsu Provincial People's Government, The People's Government of Zhejiang Province, Shandong Provincial People's Government, Hong Kong SAR Government, etc.

Chinese Academy of Social Sciences and other professional think tanks, as well as US-China Business Council and other units.

3. Expo Contact List

3.1 Contact Information of the Organizers

China International Import Expo Bureau

National Exhibition and Convention Center (Shanghai)

Address: No.333, Songze Avenue, Shanghai, China

Exhibitor Information: 86-21-968888

Email for exhibitors: exhibition@ciie.org

Service Hotline: 86-21-968888

Fax: 86-21-67008811

E-mail: info@ciie.org

3.2 Official Service Suppliers

1) Official Constructors

SHANGHAI SYMA-EXPO LTD.			
Exhibition area: 1.1H/1.2H/2.1H/2.2H			
Address: 3/F, New Long March Business Building, No. 1263, Zhenbei Road, Putuo District, Shanghai			
Contact	Tel	Mobile	E-mail
Mr. Eazy Gu	86-21-67008951	86-13764486303	01constructor@ciie.org
Ms. Candy Gu	86-21-67008951	86-15026416502	01constructor@ciie.org
Ms. Jessica Zhou	86-21-67008952	86-13816009827	01constructor@ciie.org

SHANGHAI HONGDA EXHIBITION SERVICE CO., LTD**Exhibition area: 3H/4.1H/NH**

Address: B1, No.850, Bocheng Road, Pudong New District, Shanghai

Contact	Tel	Mobile	E-mail
Wang Tianqi	86-21-67008953	86-15840812680	02constructor@ciie.org
Ye Lingzhen	86-21-67008954	86-15618178426	02constructor@ciie.org
Yue Qingyun	86-21-67008954	86-17621774644	02constructor@ciie.org

Canton Fair Advertising CO., LTD**Exhibition area: 5.1H/5.2H/6.1H/6.2H**

Address: 3/F, Hall 3, NO.1988, ZhuGuang Road, Qingpu District, Shanghai, China

Contact	Tel	Mobile	E-mail
Jiang Xiaofeng	86-21-67008955	86-17721209005	03constructor@ciie.org
Jing Dongyang	86-21-67008956	86-19821858622	03constructor@ciie.org
Yu Le	86-21-67008956	86-13922251667	03constructor@ciie.org

Shen zhen Aotengyi Exhibition Display Planning Co.,Ltd**Exhibition area: 7.1H/7.2H/8.1H/8.2H**

Address: Room 1305-1312, meizhou building, no.40, longzhu avenue, taoyuan community, nanshan district, shenzhen

Contact	Tel	Mobile	E-mail
Tian Dan	86-21-67008957	86-19867707595	04constructor@ciie.org
Sun Lili	86-21-67008958	86-13265626050	04constructor@ciie.org
Wan Pei	86-21-67008958	86-14775386590	04constructor@ciie.org

2) Official Forwarders

SHANGHAI EXPOTRANS LTD.**Exhibition area: 1.1H/2.1H**

Address: 7F, No.980 Jinshajiang Road, Shanghai 200333 China

Contact	Tel	Mobile	E-mail
Luke Lu	86-21-67008959	86-18021009066	01transporter@ciie.org
Angela Zhang	86-21-67008960	86-13701755801	01transporter@ciie.org

**GO-EXPRESS CO., LTD.****Exhibition area: 1.2H/2.2H**

Address: SUITE C-D, 17th FLOOR FULONG MANSION. NO.277 SIPING ROAD, SHANGHAI 200081. P.R. CHINA

Contact	Tel	Mobile	E-mail
Oliver Yao	86-21-67008965	86-13501601643	04transporter@ciie.org
Kim Xu	86-21-67008966	86-13671505787	04transporter@ciie.org

SHANGHAI ITPC INTERNATIONAL TRANSPORTATION CO., LTD.**Exhibition area: 3H/4.1H/NH**

Address: 10/F, WUKUANG BUILDING, NO.757 GUANGFU ROAD, SHANGHAI 200070 CHINA

Contact	Tel	Mobile	E-mail
Jake Gu	86-21-67008963	86-18602105358	03transporter@ciie.org
Frank Zhu	86-21-67008964	86-13386137358	03transporter@ciie.org
LM Meng	86-21-63803151	86-13795307591	03transporter@ciie.org

COSCO SHIPPING Logistics &Supply Chain Management Co., Ltd**Exhibition area: 5.1H/5.2H**

Address: 8F, No 628,Minsheng Road, Shanghai Shipping Scientific Research Building, Pudong New District, Shanghai, 200135 P.R. CHNIA

Contact	Tel	Mobile	E-mail
Queenie Pei	86-21-67008972	86-13811915042	05transporter@ciie.org
Zhenlei Qian	86-21-67008972	86-13167243619	05transporter@ciie.org
Jerry Ma	86-21-67008971	86-15011213771	05transporter@ciie.org

ORIENT INTERNATIONAL LOGISTICS (HOLDING) CO., LTD.**Exhibition area: 6.1H/6.2H**

Address: RM 14E, NO.359 DONG DA MIN ROAD SHANGHAI 200080 CHINA

Contact	Tel	Mobile	E-mail
Chloe Dai	86-21-39796303	86-13564721718	08transporter@ciie.org
Tom Fan	86-21-39796304	86-13918094226	08transporter@ciie.org
Andy Lu	86-21-65752262	86-13681876166	08transporter@ciie.org

SINOTRANS EASTERN CO., LTD. EXPOSITION LOGISTICS BRANCH**Exhibition area: 7.1H/8.1H**

Address: 4/F, NO.85 OUYANG ROAD, SHANGHAI 200081 CHINA

Contact	Tel	Mobile	E-mail
Eric Jiang	86-21-67008962	86-13585920251	02transporter@ciie.org
Kun Du	86-21-67008962	86-13901863852	02transporter@ciie.org
Celia Zhang	86-21-67008961	86-13817927999	02transporter@ciie.org

BONDEX LOGISTICS CO., LTD.**Exhibition area: 7.2H/8.2H**Address: 16th Floor, Sino-American trust financial building. No.8,Zhapu Road,Hongkou District , Shanghai, China

Contact	Tel	Mobile	E-mail
Zoe Zhou	86-21-39796301	86-15800795301	07transporter@ciie.org
Linda Li	86-21-39796302	86-18618131678	07transporter@ciie.org

3) Drawing Inspectors

Shanghai ASEA Hengxin Convention & Exhibition Co., Ltd.**Exhibition area: 1.1H/1.2H/2.1H/2.2H/3H/4.1H/NH**

Address: Room 501, Building B, No.633 Jinzhong Road Changning District, Shanghai

Contact	Tel	Mobile	E-mail
Ada Shen	86-21-67008969	86-13391296038	02inspector@ciie.org
Tiger Zhao	86-21-67008970	86-13761093223	02inspector@ciie.org

Canton Fair Advertising Co., Ltd.**Exhibition area: 5.1H/5.2H/6.1H/6.2H/7.1H/7.2H/8.1H/8.2H**

Address: 3/F, Hall 3, NO.1988, ZhuGuang Road, Qingpu District, Shanghai, China

Contact	Tel	Mobile	E-mail
Lu Wanghui	86-21-67008968	86-18001890017	01inspector@ciie.org
Zhang Xince	86-21-67008967	86-15618290858	01inspector@ciie.org



4) Advertising Agency

Shanghai Asia-Pacific Advertising Co., Ltd.			
Address: F11, Building 1, No. 277 Longlan Road, Xuhui District, Shanghai			
Contact	Tel	Mobile	E-mail
Mark Hu	86-13651960578	86-13651960578	humucheng@cpit-exhibition.com
Zhenhua Kang	86-21-62109116-859	86-13916906279	kangzhenhua@cpit-exhibition.com

5) Expo On-site Informatization Service Supplier

Shanghai Electric Digital Eco-Tech Co.,Ltd.			
Address: 30th Floor, No. 8, Middle Huaihai Road, Huangpu District, Shanghai			
Contact	Tel	Mobile	E-mail
Gong Zheng	86-67008485	86-18916171910	Gongz@eblssmart.com

3.3 Recommended Expo Service Suppliers

1) Recommended International Shipping Forwarder

COSCO SHIPPING LINES CO.,LTD.			
Address: NO.378 DONG DA MIN ROAD SHANGHAI 200080 CHINA			
Contact	Tel	Mobile	E-mail
Yiwen	86-21-67008973	86-13816300623	06transporter@ciie.org
Shi'ang	86-21-67008974	86-13621963361	06transporter@ciie.org

2) Special Booth Constructors

For more details, please refer to Appendix 6: List of Recommended Special Booth Constructors.

3) Travel Service Suppliers

For more details, please refer to Part V "Exhibition Services" Article 4 [Travel Service].

4) Translation Service Suppliers

For more details, please refer to Part V "Exhibition Services" Article 5 [Translation Service].

5) Catering For Conference and Activities

For more details, please refer to Part V "Exhibition Services" Article 7 ["Recommended Enterprises for Group Meal"]

6) Onsite Catering Service Provider

For more details, please refer to Part V "Exhibition Services" Article 8 [Onsite Catering Service Provider].

4. Venue & Supporting Facilities

4.1 Venue Introduction

- 1) With a total construction area of over 1.5 million square meters, the National Exhibition and Convention Center (Shanghai) integrates exhibition, conference, activity, business, office, hotel and other commercial activities, becoming the largest convention and exhibition complex on operation in the world. Moreover, by adopting the beautiful shape of a four-leaf clover and the design concept of axis symmetry, the main building becomes one of the landmarks in Shanghai.
- 2) The National Exhibition and Convention Center (Shanghai) has an exhibition area of nearly 600,000 square meters, including nearly 500,000 square meters of indoor exhibition halls and 100,000 square meters of outdoor exhibition venues. Moreover, the complex has 17 exhibition halls, including 15 large ones with a unit area of 30,000 square meters and 2 multi-functional ones with a unit area of 10,000 square meters. These exhibition halls can be directly accessed by trucks. In this way, the NECC can comprehensively meet the requirements of large, medium and small exhibitions for exhibition halls.

4.2 Technical Data of the Venue

- 1) Infrastructure

Hall No.	1.1H	1.2H	2.1H	2.2H	3H	4.1H	5.1H/ 8.1H	4.2H/ 5.2H/ 8.2H	6.1H/ 7.1H	6.2H/ 7.2H	NH	EH	WH
Height (m)	±0.00	16.00	±0.00	16.00	±0.00	±0.00	±0.00	16.00	±0.00	16.00	±0.00	16.00	16.00
Freight Entry (m:width × height)	8×4.5				8×6.5								
Freight Entry (m:width × height)	269×106										/	/	/
Area (m²)	26439	26084	27010	26682	26829	26193	26193	26477	26867	27226	10463	9779	9664
Column Grid (m×m)	9×18/ 27×36	/	9×18/ 27×36	/	/	27×36	27×36	54×36	27×36	54×36	/	/	/
Clear Height (m)	12	17	12	17	32	12	12	17	12	17	18	12	12
Allowed Height for Booths (m)	6m for single-layer booths; 8.5m for double-layer booths												
Ground Bearing Capacity (Ton/m²)	5	1.5	5	1.5	5	5	3.5	1.5	3.5	1.5	3.5	1.5	1.5
Luminance (LX)	300												
Transport Method	Halls are accessible by exclusive truck lanes												

2) Water Supply Capacity

Hall No.	Water supply installation (m ³ /h)
1.1H + 1.2H	30*3 (two active and one standby)
2.1H + 2.2H	30*3 (two active and one standby)
3H + NH	40*3 (two active and one standby)
4.1H+4.2H+ WH	40*3 (two active and one standby)
5.1H + 5.2H	40*3 (two active and one standby)
6.1H + 6.2H	30*3 (two active and one standby)
7.1H + 7.2H	30*3 (two active and one standby)
8.1H + 8.2H + EH	30*3 (two active and one standby)

3) Gas Supply Capacity

Hall No.	Total Gas Supply Capacity of Halls (m ³ /min)
1.1H + 1.2H + 2.1H + 2.2H	30
3H + 4.1H + 4.2H	20
5.1H + 5.2H + 6.1H + 6.2H	10
7.1H + 7.2H + 8.1H + 8.2H	10

4) Mobile Communication and Networks

All areas of the exhibition hall are covered with 4G and 5G signals. Exhibitors can access the Internet through 5G signals in the exhibition hall with their 5G devices. The traffic capacity can currently handle about 250,000 calls per day. The exhibition hall has built a high-performance switching network with full coverage of integrated cabling, offering services including ordinary broadband, dedicated high-speed broadband, wired fixed-line calling, etc. Free Wi-Fi “NECC-FREE” is also provided (connection rate ranges from 1 Mbps to 5 Mbps depending on the total number of users. For higher quality Wi-Fi access, please refer to Article 6 [On-site Supporting Informatization Services] in Part V “Exhibition Services”).

4.3 Supporting Facilities of the Venue

- 1) **Commerce:** The Commercial Plaza of NECC (Shanghai) integrates shopping, catering, exhibition, entertainment and leisure, and is connected with various exhibition halls. It not only provides supporting services for the Expo, but also extends the Expo effect to meet various needs. In addition to large chain restaurants, such as KFC, Starbucks, Dicos, Master Kong Chef's Table, and domestic and foreign specialty food brands, the plaza has established experience sites of well-known brands with integrated publicity and sales functions through convenience stores, banks and logistics, among other services. This provides one-stop, personalized supporting services for exhibitors.

Hotline: 86-21-69791888



- 2) **Hotel:** InterContinental Shanghai Hongqiao NECC is the only luxury hotel located within NECC (Shanghai). It is located at the southwest end of the "Clover" and is connected to the exhibition halls via a walking path with an elevation of 8 meters. With 536 stylish and elegant rooms and suites, 4 distinctive restaurants and bars, and over 2,200 square meters of spacious and flexible banquet venues, you can always enjoy comfortable facilities and attentive service whether you are traveling for business or leisure.

Booking hotline: 86-21-67001888



- 3) **Office Building:** Three Grade A office buildings of the NECC (Shanghai), located at the tip of the "Clover" leaves, cover a total area of 180,000 square meters with free and flexible space division from 180 square meters to 8,000 square meters in office standard floor area, which can meet a multitude of office needs of various exhibition industry chain enterprises, commercial enterprises, large and medium-sized enterprise headquarters, and financial institutions. Each office building is equipped with two 500 square meters of multi-functional meeting rooms, which provide tenants with efficient and convenient conference services. The 8 m high exhibition areas at 1/F and 2/F can be used for the annual long-term exhibition of various products, which can be coupled with the regular exhibitions so as to magnify the trade functions of the exhibition.

Rent hotline: 86-21-67008852

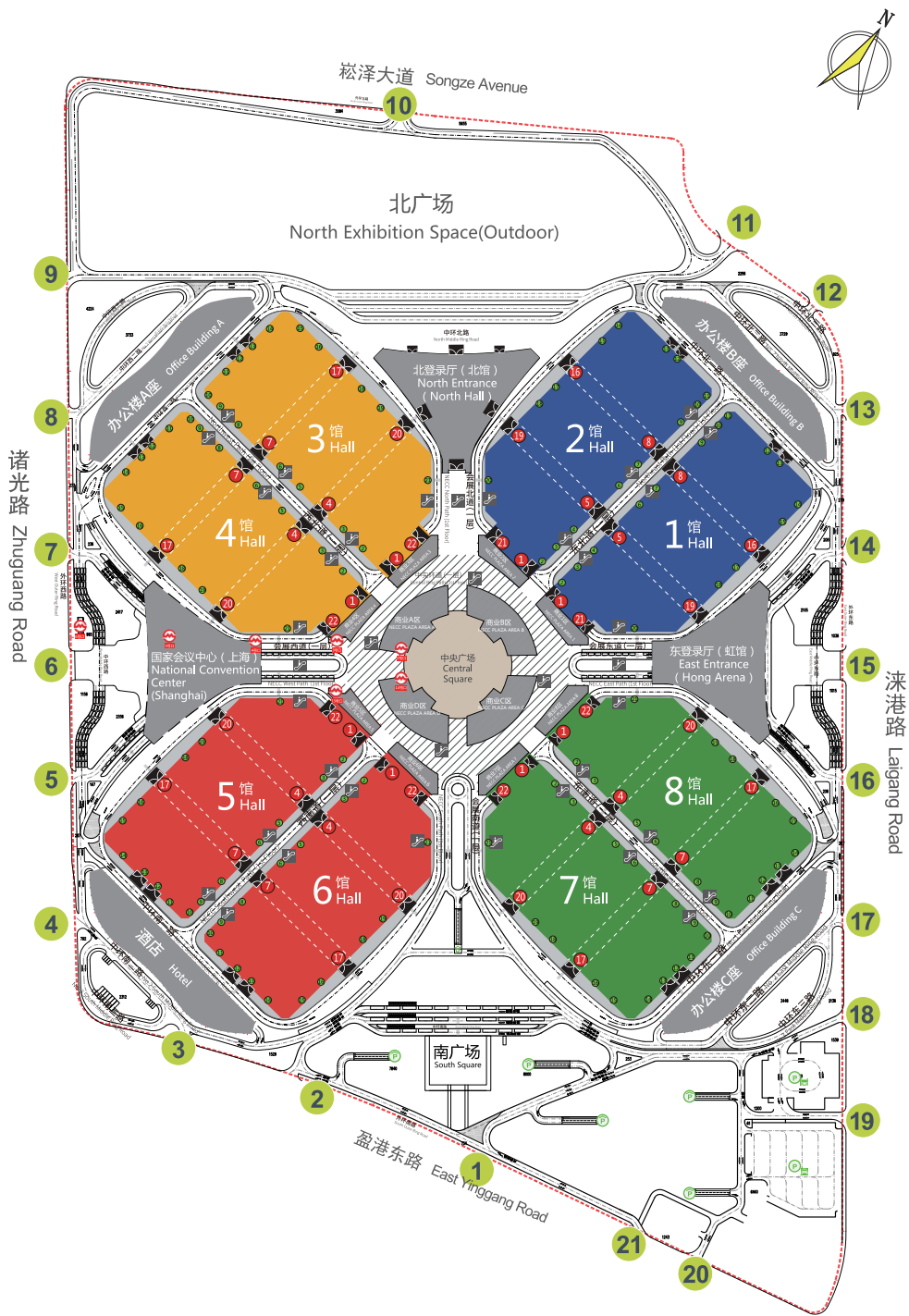


- 4) **Convention center:** The National Convention Center in Shanghai comprises the Golden Hall, Pavilion 4.2, office buildings, and inter-pavilion meeting rooms. With 85 large, medium, and small meeting rooms in a 50,000 square meter conference area, it is the international conference center with the highest standards, the largest area, and the most venues in East China. The center features thoughtful services, user-friendly facilities, and a comfortable conference environment. Versatile venue conditions are suitable for organizing any meeting, activity, banquet or high-quality exhibition, regardless of the weather or scenario.

Venue leasing hotline (except during the CIIE): 86-21-67008637, 86-21-67008604



Function distribution





4.4 Supporting Facilities of Transportation

Located in Shanghai Hongqiao Central Business District, NECC (Shanghai) is only 1.5 kilometers away from the Hongqiao Transportation Hub. It is closely connected to Hongqiao High-speed Rail Station and Hongqiao Airport through subway. The surrounding expressway network extends in all directions, making it possible to make a trip to each major city in the Yangtze River Delta within 2 hours, and providing people with much convenience in transport.

1) **Rail Transit**

NECC (Shanghai) can be reached by taking Metro Line 2 to East Xujing Station, and by Metro Line 17 to Zhuguang Road Station. While taking Line 2, visitors may transfer to Lines 1, 3, 4, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16 and 18 to get to various areas of Shanghai; while taking Line 17, visitors can transfer to Line 2 and Line 10 at Hongqiao Railway Station.

2) **Airport**

NECC (Shanghai) is approximately 4.5 km away from the No.1 Terminal of Hongqiao Airport (straight-line distance), 2 km from No.2 Terminal of Hongqiao Airport (straight-line distance), and approximately 60 km from Pudong International Airport. Visitors may reach the venue by metro from these three places.

I. No.1 Terminal of Hongqiao Airport-NECC (Shanghai)

By metro: Visitors may take Metro Line 10 to Hongqiao No.2 Terminal Station, and then transfer to Metro Line 2 to East Xujing Station

By taxi: about 20 minutes (10 kilometers)

II. No.2 Terminal of Hongqiao Airport-NECC (Shanghai)

By metro: Visitors may take Metro Line 2 to East Xujing Station

By taxi: about 10 minutes (6 kilometers)

III. Pudong International Airport - NECC (Shanghai)

By metro: Visitors may take Metro Line 2 to East Xujing Station

By taxi: about 70 minutes (about 60 kilometers)

3) **Railway Stations**

I. Shanghai Hongqiao Railway Station - NECC (Shanghai)

By metro: Visitors may take Metro Line 2 to East Xujing Station, or Metro Line 17 to Zhuguang Road Station

By taxi: about 10 minutes (6 kilometers)

II. Shanghai Railway Station - NECC (Shanghai)

By metro: Visitors may take Metro Line 3 or Line 4 to Zhongshan Park Station and transfer to Line 2 to East Xujing Station

By taxi: about 35 minutes (25 kilometers)

III. The South Shanghai Railway Station- NECC (Shanghai)

By metro: Visitors may take Metro Line 3 to Zhongshan Park Station and transfer to Line 2 to East Xujing Station

By taxi: about 30 minutes (about 23 kilometers)

4) **By Car**

I. Yangtze River Delta

From the Yangtze River Delta: Traffic flows from Hangzhou, Ningbo and Suzhou may move from Highways such as G60 and G2 to G15 Shenyang-Haikou Highway- Songze Elevated Road – Zhuguang Road Off-ramp - Songze Avenue - NECC (Shanghai); or Huaxu Highway - Songze Avenue - NECC (Shanghai).

II. Elevated Roads in Downtown Shanghai

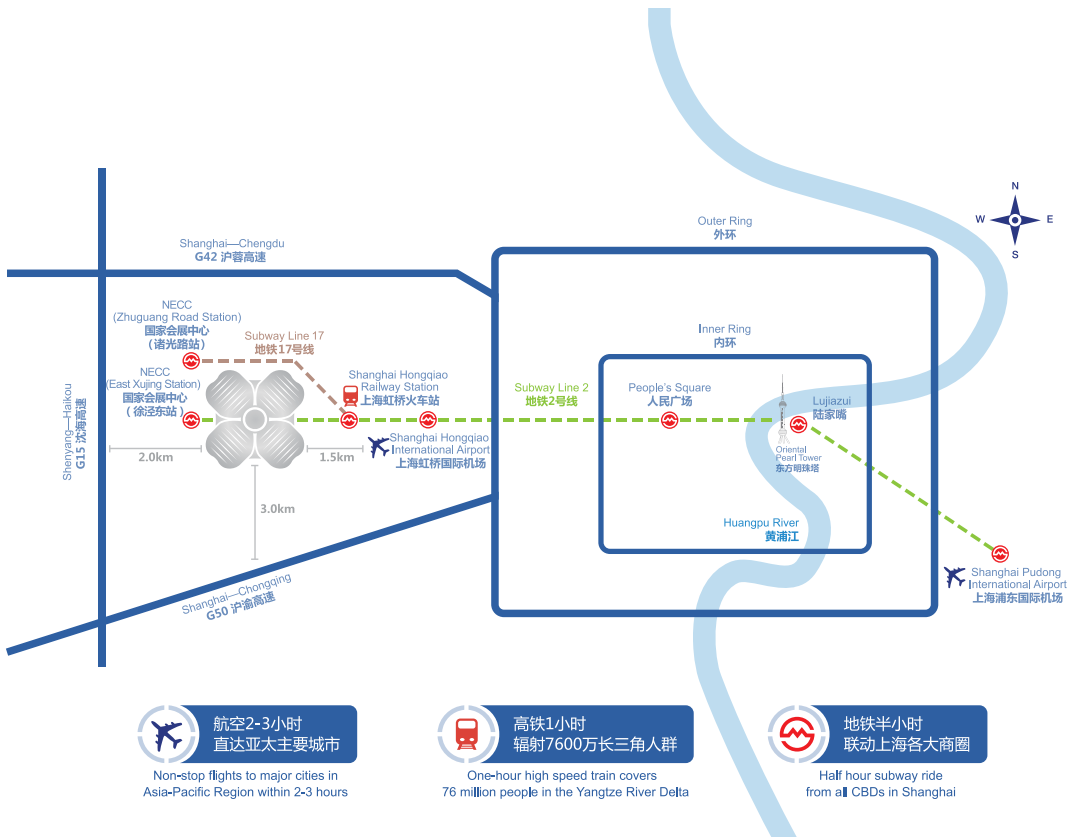
a. In the direction of Yan'an Elevated Road & Southern Outer Ring Highway: Jiading-Minhang Elevated Road - Jianhong Elevated Road - East Yinggang Road – Zhuguang Road - Songze Avenue - NECC (Shanghai)

b. In the direction of Beidi Elevated Road & Northern Outer Ring Highway: Beidi Elevated Road – Exit of Lianyou Road – Zhuguang Road Tunnel – Songze Avenue – NECC (Shanghai)

III. Ground-level Roads

a. In the direction of Beidi Road/West Tianshan Road/West Xianxia Road: Shenchang Road or Huaxiang Road - Songze Avenue - NECC (Shanghai)

b. In the direction of Yan'an Road: West Yan'an Road - Huqingping Highway - Zhuguang Road - Songze Avenue - NECC (Shanghai)





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

新 时 代 共 享 未 来
NEW ERA SHARED FUTURE

02

Rules and Regulations



Rules and Regulations

In these Rules and Regulations, the “Hosts” refer to the Ministry of Commerce of the People’s Republic of China and Shanghai Municipal People’s Government; the “Organizers” refer to China International Import Expo Bureau and National Exhibition and Convention Center (Shanghai) Co., Ltd.

1. General Rules

- 1.1 According to the laws and regulations of the People’s Republic of China, the relevant rules of Shanghai Municipal People’s Government and other relevant authorities, the relevant terms, conditions and requirements, among others, on/for work safety, fire control safety and credential management are thoroughly revised in these Rules and Regulations, the strict observance of which by the exhibitors, the constructors and the service providers is expected.
- 1.2 These Rules and Regulations constitute an integral part of the Exhibition Contract concluded by and between the Organizers and the exhibitors. The exhibitors, the constructors and the service providers are required to comply with these Rules and Regulations, and any revision hereof released by the Organizers.
- 1.3 The exhibitors should carefully read the provisions concerning work safety, fire control safety and civilities in the Expo in the Exhibitor Manual. In case of any doubts or questions, please consult the Organizers and CIIE’s designated service providers during the preparation stage or at the Expo site.
- 1.4 The exhibitors, the constructors and the service providers shall also strictly comply with all rules, regulations and requirements issued or circulated by the Organizers during the Expo, including Pre-Expo Notice to Exhibitors, Entrance Instructions, Safety Instructions, and Expo Announcements.

2. Credential Management

- 2.1 The exhibitors, the constructors and the service providers shall apply for real-name exhibition certificates for all participants, staff and service guarantee personnel through the certificate registration system (online or mobile terminal) provided by the Organizers within the specified time limit.
- 2.2 After the application is properly submitted via the system and duly approved by the Organizers and relevant security departments, the corresponding exhibition certificate will be mailed to the designated address or issued on site. Any participants or the entities they are affiliated with failing to apply for the certificate or failing to do so prior to the deadline will be precluded from entering the exhibition hall.
- 2.3 Relevant details will be released by the Organizers later. Please keep an eye on the “Announcement” or “Service” on CIIE’s official website (www.ciie.org).

3. Basic Rules

3.1 Booth Operation

- 1) The overall layout of booths will be based on the unified plan of the Organizers. Should the Organizers presume that any change to the layout or location of corresponding booth(s) would be beneficial to the Expo, they have the rights to make the said change.

- 2) The exhibitors are not allowed to transfer or sub-lease their booths (including but not limited to the right to use the booths), in part or in whole. The actual users of the corresponding booths must be exhibitors who sign the Exhibition Contract with the Organizers.
- 3) Prior to the conclusion of the Expo, all booths and exhibits must be in a normal state of exhibition and operation. None of them shall be closed in advance with whatever excuse.
- 4) All exhibitors shall display their company names and booth numbers prominently on their booths. No displayed information shall violate the laws and regulations of China and the relevant regulations of the Expo.
- 5) Booths shall be clearly segregated based on the area stipulated in the contract, and no booth structure shall exceed the agreed boundary. In case of any violation, the Organizers shall have the right to require the exhibitor concerned to make rectification thereof at its own cost.
- 6) None of the exhibitors shall display, hang or distribute anything beyond the boundaries of their booths.
- 7) 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.

- 8) All booths should be of complete structure with aesthetic quality and meet the quality and safety standards of the Organizers and relevant departments of the Chinese government. If there is any violation, the Organizers shall have the right to require the corresponding exhibitor concerned to make rectification thereof at its own cost.
- 9) No exhibitor may utilize the wall panel of any adjacent booth as its own wall panel. In case of consistent height of adjacent booths, the exhibitor with higher booth or its Contractor shall be responsible for the beautification of such higher part.
- 10) **In principle, only single-storey booths are allowed to be built along the main aisle, with their height capped at 6 meters. The height limit for booths in other areas remains unchanged. For details, please refer to Design and Building of Booth of this manual.**
- 11) **Exhibitors or other participants bringing their electronic displays (such as LED monitors, LCD monitors, TV sets, etc.) to broadcast content, must comply with the management regulations set by the contractor and the local government. They should properly manage the content. For more information, refer to Appendix 4: Notice on Network Security Control.**

3.2 Exhibit Demonstration

- 1) The exhibitors shall list their exhibits in advance, obtain legal and effective authorization and conform to the regulations of the Expo. The Organizers have the right to check whether the exhibits meet the requirements at any time, and the exhibitors shall cooperate. In case of any violation, the Organizers have the right to temporarily detain, remove or cover the corresponding exhibits, cancel the certificates of the exhibitor and the relevant third party, and reject the exhibitor's participation.
- 2) The exhibitors shall ensure all their exhibits are the products that are manufactured by themselves, or for which they are the legal distributors or agents and their exhibits, booth design and publicity materials do not infringe upon any intellectual property rights (IPR) of others. In case of such a dispute, it shall be dealt with under the Measures for Suspected Infringement of Intellectual Property Rights at the China International Import Expo. **Please refer to Clause 3.18: Intellectual Property Rights Protection for details.**
- 3) The exhibitors are not permitted to directly or indirectly demonstrate or promote any material that is irrelevant to their own products and services, or breach Chinese laws or public order and good custom, or display, demonstrate or promote any materials of other exhibitions or carry out any promotional activities in any form for other exhibitions at the venue. Any exhibitors in breach of Chinese laws or regulations and relevant government regulations or rules of the city where the exhibition is being held shall bear the corresponding legal liability.
- 4) The exhibitors are prohibited from demonstrating or distributing any promotional materials (including but not limited to posters, documents, films or audiovisual works) not in line with the Expo theme or scope of exhibits.
- 5) If any mechanical exhibits need dynamic demonstration at the venue, the exhibitor concerned shall submit detailed materials of the dynamic demonstration to the Organizers in advance and shall not carry out the dynamic demonstration until obtaining Organizers' written approval. **Please refer to Form 1: Application for Dynamic Exhibit Demonstrations for details.**
- 6) The exhibitors shall ensure that all mechanical equipment exhibited is operated by professional operators. No dynamic demonstration related to mechanical equipment shall be conducted without professional supervision.



- 7) The exhibitors shall ensure that all their operable machines are equipped with safety devices, and only after the machines are powered off could the safety devices be removed.
- 8) The air outlets or vents of mechanical equipment shall not be placed towards adjacent booths or pedestrian passageways. Appropriate measures should be taken to protect the surroundings from pollution such as noise, heat, gas and smoke & dust generated in the exhibits demonstration or remove anything that may disrupt the process of the Expo.
- 9) In the dangerous demonstration of exhibits involving cutting, shearing, and lasers which might give rise to risks such as open flame, high temperature and physical injury, the exhibitors shall equip and install protective covers that meet the quality standards of the Chinese relevant authorities, designate professionals for the operation, and furnish fire extinguishers as duly required.
- 10) The exhibitors shall ensure that they have acquired the permit of the Organizers and local government authorities for the demonstration and use of electronic, wireless communication and satellite transmission equipment, and will comply with the demonstration rules.
- 11) All demonstrative vehicles shall enter the exhibition hall along the route designated by the Organizers and the exhibition hall with the entry permit for demonstrative vehicles. Demonstrative vehicles are prohibited from moving around the exhibition hall in any non-permitted period. All move-in demonstrative vehicles shall have oil mass of not more than 10% of the tank capacity, otherwise they cannot enter the exhibition hall.
- 12) The exhibitors or other entities shall not use any network equipment or means (including but not limited to wireless Wi-Fi, iBeacon, BLE and NFC) to collect or use personal information (including electronic information) at the Expo site without authorization.

3.3 On-site Activity Declaration

- 1) The exhibitors shall declare their activities to be carried out inside the booths (including but not limited to meetings, activities, press conferences, performances, advertising and publicity, gifts and materials distribution) to the Organizers in advance, and may only carry out such activities upon approval of the Organizers and relevant entities. **Please refer to Form 2: Application for Activity within Booth for details.**
- 2) The exhibitors shall ensure that the contents of their on-site activities do not contravene the laws and regulations of the People's Republic of China, public order and good custom, or cripple the safety of the Expo.
- 3) Without the written approval of the Organizers, the exhibitors shall not carry out any promotional activities or distribute any materials (including but not limited to leaflets, pamphlets, books and magazines, enterprise publications and on-site parades), and the activities shall not exceed the scope of approval.
- 4) If there is any problem or adverse effect brought about by the on-site activities approved by the Organizers in writing, the Organizers shall have the right to order the exhibitors to take necessary measures, including but not limited to reducing the volume, closing the equipment, suspending or stopping the activities. The Organizers reserve the right to cut off the power or Internet network or otherwise forcefully order the exhibitors to terminate their activities if they refuse to take the necessary measures in accordance with the foregoing requirements.

3.4 Prohibition of Retailing

In order to maintain the order of the enterprise and business exhibition, create a good exhibition environment, safeguard the rights and interests of exhibitors and visitors, and prevent the selling of fake and inferior products, the Organizers prohibit any entity or individual from conducting any retail activities at the exhibition site during the Expo. During the Expo, the Organizers and relevant government departments will launch on-site inspections. Once any entities or individuals are found to be retailing on-site, necessary measures will be taken (including but not limited to removing, temporarily withholding or confiscating the exhibits, and sealing up the exhibition booths) to stop them. All the responsibilities and consequences arising therefrom will be borne by the retail entities or individuals.

3.5 Move-in of Special Items and Prohibited or Restricted Items

- 1) Special items refer to air compressors, lubricating oil, diesel oil and other Class-C oil products, inert gas, combustible or flammable gases, etc. The exhibitors should strictly fill in and handle the application for move-in of special items pursuant to the requirements and ensure that the information is complete and accurate. The exhibitors may only move special items into the exhibition hall after obtaining the written approval thereof by the Organizers, and carry out proper safety management for them at the site after move-in. **Please refer to Form 3: Application for Special Items Entry for details.**
- 2) Forbidden items refer to items that violate Chinese laws and regulations; restricted items refer to items that do not violate Chinese laws and regulations but may disrupt the security and operational order of NECC (Shanghai) and thus cannot be moved into the exhibition hall. If there are knives or any other prohibited or restricted items in the exhibits, the exhibitors should communicate the information to the security department in a written form (including the category and number of exhibits, move-in time, safety management measures) before moving them into NECC (Shanghai). For details, **please refer to Appendix 13: Notice on Prohibited and Restricted Items.**
- 3) For the special items or prohibited or restricted items that are moved in the exhibition hall with due approval, the risks and responsibilities involved in their use or storage process shall still be borne by the exhibitors.

3.6 Exhibit Shipment

- 1) The vehicles, schedule and route arrangement for the exhibit shipment shall be provided by the official forwarder(s) designated by the Expo. For the details of relevant services, the exhibitors are recommended to contact the official forwarders in advance. In case of any delay in the exhibit shipment, service error or dispute due to the exhibitors' engagement with any forwarders other than those designated by the Expo, the Organizers will not bear any liability and loss arising therefrom. For details, **please refer to Shipping Guidelines of this manual.**
- 2) According to the regulatory requirements of China Customs, if an exhibit fails to enter the country for the display due to the list of prohibited items or list of restricted items, the loss thus incurred shall be borne solely by the exhibitors rather than the Organizers. The Organizers will update relevant policies on the official website as early as possible. Hence the exhibitors are required to keep an eye on the "Announcement" or "Notice" on CIIE's official website (www.ciie.org).

3.7 Decorations and Fittings

- 1) The details of the load-bearing capacity of the ground can be found in the “Technical Data of the Exhibition Hall” in this manual. To operate or demonstrate any exhibit that involves vertical vibration components, appropriate shock absorption and quakeproof measures should be taken.
- 2) No exhibit shall be leaned against or supported by the fixed facilities, equipment and structures in the exhibition hall. It should be guaranteed that the power sockets of the ditches and ground wells and the doors of floor-standing electrical cabinets in the exhibition hall can be opened normally.
- 3) No nails, glue or other materials may be used to paste or hang decorations and posters on the ground or the walls of the exhibition hall.
- 4) No airships/blimps, balloons, unmanned aerial vehicles or other hovering equipment may be employed inside or outside the exhibition hall.
- 5) For preventing the contamination of the fixed facilities and equipment in the exhibition hall, it is forbidden to adopt sewage, sand, peat, moss and other similar materials in the construction and display without taking leakage-proof measures.
- 6) It is forbidden to use inferior carpets containing calcium carbonate; to use double-sided gelatin sponge or other difficult-to-remove materials to lay carpets. It is necessary to use non-combustible or flame retardant green carpets and cloth double-sided adhesive tape.
- 7) If there is any structure decorated or constructed with glass in any booth, it must be ensured that the construction and the installation are secure enough, and there are conspicuous signs at visible heights to prevent personal injury or death.

3.8 Compensations for Damage

- 1) If any the exhibitors and their commissioned constructors fail to comply with these Rules and Regulations causing any damage to the fixed facilities and equipment, leased facilities, floors, walls and other property, or any personal injury to other people, they shall be liable for compensation therefor.
- 2) If any the exhibitors and their commissioned constructors fail to comply with these Rules and Regulations to preclude proper operating or timely reparation of any facilities and equipment in the exhibition hall, they shall be liable for compensation therefor.

3.9 Map Management

- 1) All maps or base maps displayed must comply with relevant laws and regulations of the People's Republic of China and follow the “one China” principle.
All maps on display must go through the whole map review procedure, and bear the figure number.
- 2) The standard world map and standard China's map can be directly downloaded from the standard service system (<http://bzdt.ch.mnr.gov.cn>) on the website of the Ministry of Natural Resources of the PRC and applied, which shall bear the figure number

3.10 Photography, Live Streaming and Videography

- 1) The exhibitors are not permitted to take large professional photographic equipment to the exhibition hall without the written approval of the Organizers. The exhibitors are prohibited from using drones, rocker cameras, etc. for photography/videography.
- 2) Exhibitors who need to live stream, photograph or record videos on the Expo site shall not infringe on the intellectual property rights and other related rights and interests legally enjoyed by the Organizers, other exhibitors and any other third parties, and shall not disturb the order of the Expo.

3.11 Volume Control

These Rules and Regulations provide that equipment operation sound volume during exhibit demonstration or any other relevant activity at each booth shall not exceed 70 decibels; an increase of 10-20 decibels above such maximum limit is permitted for a short period of time. The volume for any special performance approved by the Organizers is permitted to be 20 decibels above the maximum limit for a short period of time. If there are other relevant provisions in Chinese laws and regulations or other standards, such provisions shall prevail.

3.12 Venue Cleaning

- 1) During the Expo, the Organizers shall be responsible for cleaning the public areas of the exhibition hall, and the exhibitors shall be responsible for cleaning the area within their own booths.
- 2) During the Expo, the exhibitors shall do cleaning job well within the area of their own booths, including the cleaning inside the booths and cleaning of the exhibits. The exhibitors are required to dispose of the trash at the dump site outside the exhibition hall before exit at the end of each day.
- 3) Liquid waste, catering sewage, liquid at abnormal temperature, and others must be dumped at a designated site of the exhibition hall or in a self-provided closed container. No rubbish may be dumped in the indoor or outdoor drains, ditches, sinks or pools in bathrooms. If there is any violation, the exhibitors or their constructors shall bear the compensation for pollution cleanup, water pipe blockage, etc., as well as the corresponding administrative penalty and other related liabilities.
- 4) The exhibitors may apply for additional cleaning services during the Expo to the Organizers in advance. **Please refer to Form 4: Application for Temporary Cleaning Service for details.**

3.13 Goods Storage

No boxes, containers or packing materials for storage or shipment of exhibits shall be stored inside the exhibition hall. The exhibitors shall arrange and store such items in advance through an official forwarder designated by the Expo. For details, please refer to Shipping Guidelines of this manual .

3.14 Security Work

- 1) During the Expo, the exhibitors shall properly keep their exhibits and personal belongings. They are advised to keep laptops and other important goods with an anti-theft locks to guard against theft. It is advisable to let the Organizers know in time if there is any loss.
- 2) The exhibitors are required to take effective protective measures for valuable exhibits and goods before the closing time each day.
- 3) If the exhibitors need additional security personnel, they shall fill in the application form. The security personnel will be dispatched at the expense of the exhibitors after the due examination and approval by the Organizers. **Please refer to Form 5: Application for Temporary Security for details.**

3.15 Liability and Insurance

- 1) In order to ensure safety during the Expo, the exhibitors shall take out insurance for their staff members, property, etc., and urge the commissioned service providers to purchase the relevant personal insurance, and property insurance, etc. Otherwise, the exhibitors shall bear the corresponding liability and losses on their own.



- 2) The exhibitors shall take out the whole-journey transportation insurance and property insurance for their exhibits, including the coverage from the place of departure to the booth (including the exhibition period) and for the return trip.
- 3) The exhibitors should take out public liability insurance, and the recommended coverage period is from the move-in of the exhibitors, constructors and service providers, to the move-out of their staff members, exhibits and property from the exhibition hall.

3.16 Failure to Participate in the Expo

For an exhibitor who has signed the Exhibition Contract but withdraws from or fails to participate in the Expo without the written consent of the Organizers, the paid booth fee shall be handled according to the Exhibition Contract, and other fees be forfeited. And, the Organizers have the right to transfer the corresponding booth to a third party. The exhibitors shall pay for any possible additional costs thus borne by the Organizers.

3.17 IPR Protection

- 1) The “Intellectual Property Rights Protection and Commercial Disputes Settlement Service Center of CIIE” will be established at the venue to provide IPR-related legal services and other legal services relating to the Expo.
- 2) Facilitation Measures for IPR Application
 - I. On-site consultation. The “Intellectual Property Consultation Area” will be set up at the venue. Experts from relevant intellectual property protection agencies and China International Economic and Trade Arbitration Commission, etc. will provide consulting services on intellectual property laws and regulations, application, remedies, risk prevention, etc. as well as other relevant legal services in commercial fields.
 - II. Applying for Certificate of Exhibition. The Expo encourages the exhibitors to present their debut products and technologies. The inventions first exhibited can enjoy a grace period of six months without loss of novelty when applying for patents. The exhibitors can apply for the Certificate of Exhibition from the Service Center during the Expo, facilitating the subsequent IPR application.
 - III. On-site receipt of copyright application materials. Eligible exhibitors can submit copyright registration application materials to the staff of the Copyright Protection Center of China on site.
- 3) Notes on IPR Protection
 - I. Any exhibitor who has filed for the intellectual property rights of exhibits with China’s Customs shall promptly add the information of the consignee of the inbound goods to the list of legal users, so that the exhibits can be smoothly cleared by the customs. If the intellectual property rights in the exhibits have been acquired according to law, please bring the IPR ownership certificate or other supporting documents.
 - II. The exhibitors shall strengthen self-examination of and self-correction for their exhibits, booth design, packaging, advertising materials, and other display parts before and during the Expo, so as to prevent any intellectual property infringement. The exhibitors shall bear the loss and compensation responsibility according to the laws and regulations of the People’s Republic of China if they are held liable by relevant authorities or face any claim from relevant right holder(s) due to IPR infringement.

- III. The key technical features of the exhibits shall not be photographed, videotaped or otherwise recorded or reproduced without permission during the Expo. The copyrights pertaining to booth design, exhibition panels and drawings, etc. are also protected by relevant laws.
- IV. Exhibitors must be authorized or permitted by law before the use of any music. For more details, please contact the Music Copyright Society of China.
- V. The exhibitors shall abide by the Measures for Suspected Infringement of Intellectual Property Rights of Exhibited Items at the China International Import Expo. In case of any IPR disputes, please contact the on-site joint supervision working group in time and cooperate with the staff.
- VI. The exhibitors, service providers, and suppliers, etc., shall not use the logo of the Organizers or the Expo, the name of the Expo (whether Chinese or English name), slogan, the image of the mascot, etc., without the written consent of the Organizers. Otherwise, it shall constitute an infringement, and the Organizers shall reserve the right to hold the corresponding party legally accountable therefor.
- VII. For further information, please refer to Appendix 10: Procedure of Issuing the Certificate of Exhibition, Appendix 11: Measures for Suspected Infringement of Intellectual Property Rights at the China International Import Expo, and Appendix 12: Measures for Commercial Dispute Prevention and Settlement of Complaint at the China International Import Expo, or visit the official website of the China International Import Expo.

3.18 Force Majeure

During the performance of the contract, in case of any earthquake, typhoon, flood, fire, war, plague, terrorist activity or threat, import restriction, government intervention, or other unpredictable and insurmountable incident whose occurrence and consequence cannot be prevented or avoided by the Organizers leading to the results that the Expo cannot be held as scheduled or can be held as scheduled only with excessive costs and the Expo is therefore cancelled or postponed, the Organizers will immediately notify the exhibitors thereof after the incident. In this case, if the Expo is cancelled, the Organizers shall refund all the participation fees received from the exhibitors to the exhibitor's payment accounts and shall not bear any other breach liability therefor.

3.19 Rights of Final Interpretations

The Organizers reserve the right of final interpretation of the Exhibitor Manual.



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

新 时 代 共 享 未 来
NEW ERA SHARED FUTURE

03

Design and Building of Booth



Design and Building of Booth

1. Official Constructors

SHANGHAI SYMA-EXPO LTD.			
Exhibition area: 1.1H/1.2H/2.1H/2.2H			
Address: 3/F, New Long March Business Building, No. 1263, Zhenbei Road, Putuo District, Shanghai			
Contact	Tel	Mobile	E-mail
Mr. Eazy Gu	86-21-67008951	86-13764486303	01constructor@ciie.org
Ms. Candy Gu	86-21-67008951	86-15026416502	01constructor@ciie.org
Ms. Jessica Zhou	86-21-67008952	86-13816009827	01constructor@ciie.org

SHANGHAI HONGDA EXHIBITION SERVICE CO., LTD			
Exhibition area: 3H/4.1H/NH			
Address: B1, No.850, Bocheng Road, Pudong New District, Shanghai			
Contact	Tel	Mobile	E-mail
Wang Tianqi	86-21-67008953	86-15840812680	02constructor@ciie.org
Ye Lingzhen	86-21-67008954	86-15618178426	02constructor@ciie.org
Yue Qingyun	86-21-67008954	86-17621774644	02constructor@ciie.org

Canton Fair Advertising CO., LTD			
Exhibition area: 5.1H/5.2H/6.1H/6.2H			
Address: 3/F, Hall 3, NO.1988, ZhuGuang Road, Qingpu District, Shanghai, China			
Contact	Tel	Mobile	E-mail
Jiang Xiaofeng	86-21-67008955	86-17721209005	03constructor@ciie.org
Jing Dongyang	86-21-67008956	86-19821858622	03constructor@ciie.org
Yu Le	86-21-67008956	86-13922251667	03constructor@ciie.org

Shen zhen Aotengyi Exhibition Display Planning Co.,Ltd			
Exhibition area: 7.1H/7.2H/8.1H/8.2H			
Address: Room 1305-1312, meizhou building, no.40, longzhu avenue, taoyuan community, nanshan district, shenzhen			
Contact	Tel	Mobile	E-mail
Tian Dan	86-21-67008957	86-19867707595	04constructor@ciie.org
Sun Lili	86-21-67008958	86-13265626050	04constructor@ciie.org
Wan Pei	86-21-67008958	86-14775386590	04constructor@ciie.org

2. Rental of Supporting Facilities

2.1 Rental of utilities

- 1) Any application for renting supporting utilities shall be submitted to the official constructor before September 25, 2023. In order to ensure electrical safety and prevent the risk of electrical fire, the service provider will lease electricity boxes with power monitors and complete assembly and disassembly (i.e. electricity boxes are not necessary to be taken by booth constructors). For more information, please refer to **Form 6: Application for Lease of Supporting Facilities**.
- 2) Any application for 24-hour uninterrupted power supply shall be submitted to the official constructor before September 25, 2023. For more information, please refer to **Form 7: Application for 24-hour Power Supply**.
- 3) Any application for advance power supply and adjustment at the booth shall be submitted to the official constructor before September 25, 2023. For more information, please refer to **Form 8: Application for Advance Power Supply**.
- 4) The exhibitor shall specify the type of electricity box (lighting box or power box) in the application. The application for renting power box shall be submitted to the official constructor before September 25, 2023. For more information, please refer to **Form 9: Application for Removal of Distribution Box Leakage Protector**.
- 5) Any exhibitor may apply to the official constructor for bringing its own air compressor before September 25, 2023 if it needs a special air compressor or its compressor measures higher than 1.6m³/min in capacity. For more information, please refer to **Form 3: Application for Special Items Entry**.

2.2 Rental of network facilities and telephone

Any application for renting supporting network facilities or telephones shall be submitted to the official constructor before September 25, 2023. For more information, please refer to **Form 6: Application for Lease of Supporting Facilities**. In order to further strengthen the cyber security of the exhibition, the organizer has drawn up guidelines for cyber security management. For more information, please refer to **Appendix 4: Notice on Network Security Control**.

2.3 Rental of exhibition equipment

Any application for renting exhibition equipment shall be submitted to the official constructor before September 25, 2023. For more information, please refer to **Form 10: Application for Lease of Exhibition Equipment**. Exhibition equipment applied for on the site may not be available.

2.4 Rental of potted flowers

Any application for renting potted flowers shall be submitted to the official constructor before September 25, 2023 or on the site. For more information, please refer to **Form 11: Application for Lease of Flowers and Green Plants**. Potted flowers applied for on the site may not be available.

2.5 Cleaning service

Any application for cleaning service shall be submitted to the official constructor before September 25, 2023. For more information, please refer to **Form 4: Application for Temporary Cleaning Service**. Cleaning service applied for on the site may not be available.

2.6 Security service

Any application for security service employment shall be submitted to the official constructor before September 25, 2023. For more information, please refer to **Form 5: Application for Temporary Security**. Security service applied for on the site may not be available.

2.7 Lifting point service

Any application for lifting point service shall be submitted to the official constructor **before September 15, 2023**. And the initial review materials (electronic edition) are also required. For more information, please refer to **Appendix 14: Manual for Lifting Point Service in the China International Import Expo**.

3. Standard Booth

3.1 Instructions to exhibitors of standard booths

- 1) The lintel board of the standard booth will show the company name in both Chinese and English filled by the exhibitor in the system. Without the consent of the organizer, the lintel board shall not be covered or modified.
- 2) For more information, please refer to **Appendix 5: Notice to Exhibitors with Standard Booths**.

3.2 Exhibition booth size

The dimension of the standard booth is 2,970mm×2,970mm×4,000mm. The hoarding of the standard booth is 2,500mm high. The lintel board of the standard booth is 1,800mm long (including the frame) and 450mm high (including the frame) with a clearance of 2,450mm from the floor.

3.3 Necessary facilities

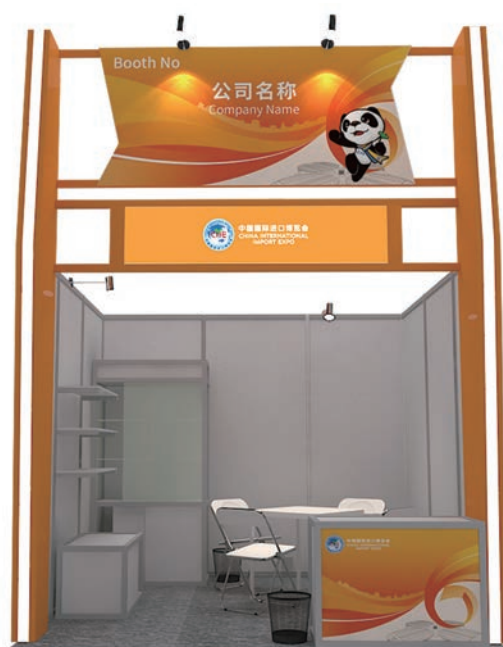
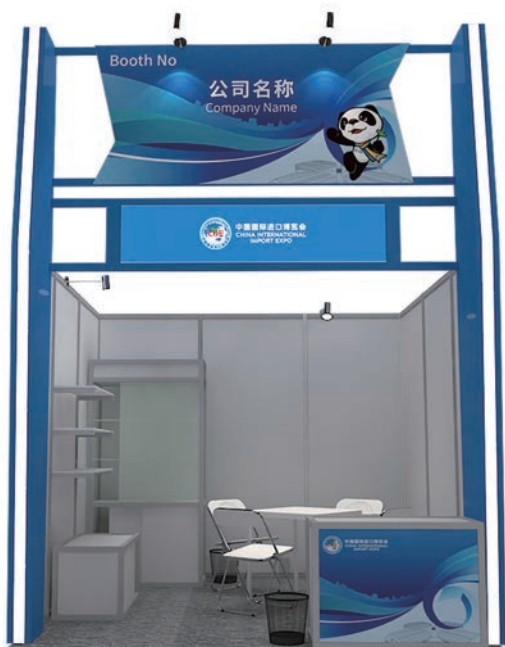
The necessary facilities include one square table, four foldable chairs, one floor cabinet (with a dimension of 1,000mm×500mm×500mm), one glass showcase (with a dimension of 1000mm*500mm*2000mm), one reception desk (with a dimension of 1000mm*500mm*750mm), three laminated boards (or one slot board of 2440mm*950mm and 16 hooks for garment exhibition booth), four LED spotlights, one 500W socket (in Chinese standard) and two trash cans.

3.4 Legend of exhibition booths

1.1H/1.2H/2.2H: Food and Agricultural Products

2.1H: Automobile

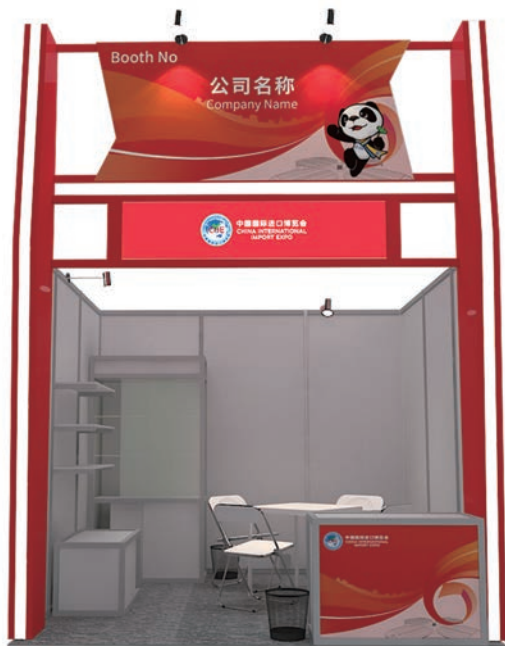
3H/4.1H: Intelligent Industry & Information Technology



5.1H/6.1H/6.2H: Consumer Goods

7.1H/7.2H/8.1H: Medical Equipment & Healthcare Products

8.2H: Trade in Services



4. Design and Building of Special Exhibition Booth

4.1 Letter of Commitment to Safe Operation

In order to ensure the exhibition safety, all the special exhibition booth constructors must sign the Letter of Commitment to Safe Operation provided by the exhibition organizer and submit it to the official constructor **before September 15, 2023**. For more information, please refer to **Form 13: Special Booth Safety Responsibility Letter**.

4.2 Recommended special exhibition booth constructors

In order to comprehensively strengthen the safe operation management of the special exhibition booths and ensure strict compliance with the instructions and regulations of the organizer and on the exhibition space for safe operation in building, dismantling and maintenance of exhibition booths during the exhibition, the organizer has specially recommended a number of qualified, sophisticated and well-managed special exhibition booth constructors for the exhibitors to choose from. The organizer is not obliged to recommend any specific exhibition booth constructors. For details, please refer to **Appendix 6: List of Recommended Special Booth Constructors**.

Any application for employing special exhibition booth constructors other than those recommended shall be submitted to the official constructor **before August 15, 2023**. For more information, please refer to **Form 14: Application for Independent Constructor**. If the application is approved, the exhibitor or its own special exhibition booth constructor shall sign a Letter of Commitment to Safe Operation and submit it to the official constructor of its exhibition area **before September 15, 2023**. For more information, please refer to **Form 13: Special Booth Safety Responsibility Letter**. In addition, within 15 days after receiving the notice of approval of the application, the exhibitor or its own special exhibition booth constructor shall pay a performance bond of RMB 350,000 to the exhibition organizer (which will be refunded without interest at the end of the exhibition in case of no default during the exhibition).

4.3 Instructions to exhibitors of special exhibition booths

Exhibitors shall employ the special exhibition booth constructor recommended or approved by the organizer to design and build the exhibition booth. The official constructor and the drawings reviewer shall not accept the drawings submitted by any special exhibition booth constructors whose qualification are not evaluated. Special exhibition booth constructors shall design and build the booths in compliance with all the requirements in the instructions to exhibitors of special exhibition booths. For more information, please refer to **Appendix 7: Notice to Exhibitors with Special Booths**.

Any agreement or arrangement between exhibitors and special exhibition booth constructors (including those recommended or approved by the organizer) is deemed as an agreement reached and to be fulfilled by both parties. Both parties shall settle any accident or dispute arising from the performance of the agreement according to law, and the organizer shall not be liable for any losses caused by any default arising thereof.

4.4 Drawings review

In order to ensure the safety and stability of special exhibition booth and avoid potential risks, the height of the single-deck booth and double-deck booth shall not exceed 6 meters and 8.5 meters for, respectively. All special exhibition booths must submit relevant documents to the official constructor for review and approval. The exhibitors of double-deck and single-deck special exhibition booths of no less than 4.5 meters in height shall also submit relevant documents to the drawings reviewer for review and approval. The exhibitors of super-high exhibition booths shall pay the cost of drawings review. Review of special exhibition booth drawings shall cost the exhibitor.

The official constructor shall review the structure of the single-deck special exhibition booths (less than 4.5 meters in height), and file and record the documents of the single-deck exhibition booths (no less than 4.5 meters in height) and the double-deck exhibition booths; review of drawings of special exhibition booth with single storey less than 4.5 m (excluding).

Drawings reviewer shall charge fees for reviewing the single-deck exhibition booths of no less than 4.5 meters in height and double-deck exhibition booths; review of drawings of single-storey booths of 4.5 m (including) and above and double-storey booths

- 1) Drawings reviewer authorized by the organizer

Shanghai ASEA Hengxin Convention & Exhibition Co., Ltd.			
Exhibition area: 1.1H/1.2H/2.1H/2.2H/3H/4.1H/NH			
Address: Room 501, Building B, No.633 Jinzhong Road Changning District, Shanghai			
Contact	Tel	Mobile	E-mail
Ada Shen	86-21-67008969	86-13391296038	02inspector@ciie.org
Tiger Zhao	86-21-67008970	86-13761093223	02inspector@ciie.org

Canton Fair Advertising Co., Ltd.			
Exhibition area: 5.1H/5.2H/6.1H/6.2H/7.1H/7.2H/8.1H/8.2H			
Address: 3/F, Hall 3, NO.1988, ZhuGuang Road, Qingpu District, Shanghai, China			
Contact	Tel	Mobile	E-mail
Lu Wanghui	86-21-67008968	86-18001890017	01inspector@ciie.org
Zhang Xince	86-21-67008967	86-15618290858	01inspector@ciie.org

- 2) Instructions to the drawings reviewer
 - I. The application form of building special exhibition booths and relevant documents shall be submitted to the official constructor **before September 15, 2023**. The application form of building double-deck special exhibition booths and single-deck special exhibition booths (no less than 4.5 meters in height) shall be submitted to the drawings reviewer authorized by the organizer for review and approval, as well as to the official constructor. For more information, please refer to **Form 15: Application for Special Booth Setup**.

- II. The fees for booth drawings review will be charged: The cost per square meter of the booth on the drawings to be reviewed multiplied by the total area of the booth. The price of drawings review is as follows: The indoor and outdoor double-deck booth - RMB 21/m²; indoor and outdoor single-deck booth - RMB 17/m². The area of the booth to be reviewed on the drawings is calculated as follows: Total area of a single-deck booth = the total booth area; the total area of a double-deck booth = the top deck area + the bottom deck stressed area caused by the top deck load-bearing structure.
- 3) Charging standard for drawing review
 - 3.1 Drawing review fee
 - 3.1.1 No charge for single-storey booths below 4.5m (excluding).
 - 3.1.2 Charge of the single-storey booths of 4.5 m (including 4.5 m) and above and double-storey booths shall be based on the unit price of drawing review for single-storey booths and above 4.5 m (including) and all double-layer booths announced by the organizer, the special exhibition booth constructors shall pay the drawing review fee to the super-high booth drawing review service provider responsible for the area according to the following rules:
 - I. No charge for the adjustment of art design, decoration, lamps and independent display cabinets;
 - II. If an independent room or the shape is adjusted, it will be charged according to the reviewed area of the independent part;
 - III. If single or multiple columns/walls are adjusted;
 - A. If the reviewed area is less than or equal to 25% of the total booth area, it shall be calculated as 25% of the total booth area.
 - B. If the reviewed area is greater than 25% of the total booth area and less than or equal to 50% of that, it shall be calculated as 50% of the total booth area.
 - C. If the reviewed area is greater than 50% of the total booth area and less than or equal to 75% of that, it shall be calculated as 75% of the total booth area.
 - D. If the reviewed area is greater than 75% of the total booth area, it shall be calculated according to the total booth area.
 - 3.2 Review management fee
 - 3.2.1 No charge for temporarily-adjusted booth scheme as required by the exhibitor on site, which is voluntarily declared.
 - 3.2.2 After the on-site verification of the host (organizer), the official constructor or venue construction service provider or the super-high booth drawing review service provider, for a booth that is temporarily adjusted in construction scheme on site and does not be actively declared or fails to be constructed according to the drawing, the on-site staff will place an order through the system and deduct the corresponding fees from its performance bond as follows:
 - I. If the booth area is less than or equal to 100 square meters, the review management fee shall be 2,000 yuan
 - II. If the booth area is greater than 100 square meters and less than or equal to 200 square meters, the review management fee shall be 3,000 yuan
 - III. If the booth area is more than 200 square meters, the review management fee shall be 4,000 yuan

4.5 Standard of environment-friendly booths

In order to promote the concept of environment protection, the organizer has formulated the Criteria for Green China International Import Expo, which includes the provisions on environment-friendly exhibition booths, operation, logistics and catering service. In particular, applicable standards are formulated for environment-friendly exhibition booths including their design, material selection and safe operation. Exhibitors and exhibition booth constructors are required to comply with the standards. The organizer has the right to request any exhibitor or exhibition booth constructor who fails to follow the standards to correct its offence and indemnify for any losses arising therefrom. For details, please refer to **Appendix 8: Criteria for Green China International Import Expo**.

5. Work Overtime

During the day. Any application for overtime work after 20:00 shall be submitted to the official constructor at the service center before 18:00 on the same day for approval. The working hours can only be extended after approval. No overtime fee will be charged from 8:00 to 20:00 on the same day. The overtime fee from 20:00 of the day to 8:00 of the next day is as follows. **The overtime working cost of the special exhibition booth constructor shall be deducted from its performance bond by the organizer.**

Booth Area (sq.m)	Fee (yuan/booth/hour)
Below 1,100 (include 1,100)	1,000
1,100 – 2,100 (include 2,100)	2,000
2,100-3,100 (include 3,100)	3,000
Above 3,100	...

* RMB1,000 for each additional 1,000 square meters, and so on (area of less than 1,000 square meters is calculated as 1,000 square meters)

6. Schemes for Exhibition Liability Insurance Service

6.1 Insurance Schemes

Scheme	A	B	C
Scope (Booth Area)	No more than 200 m ² (inclusive)	200 m ² to 400 m ² (inclusive)	Larger than 400 m ²
Sum assured (RMB)	Site liability: 1 million Employee liability: 4 million Third party personnel liability: 4 million	Site liability: 2 million Employee liability: 5 million Third party personnel liability: 5 million	Site liability: 3 million Employee liability: 6 million Third party personnel liability: 6 million

Note: For employee liability and third party personnel liability, the limit of liability is RMB 2 million/person.

6.2 Coverage

During the insurance period, for the following losses and expenses caused by the insured or its employees performing exhibition work, loading and unloading exhibits, operating machinery, and conducting negligent acts at the exhibition venue, the insured shall be liable for economic compensation pursuant to the laws of the People's Republic of China, and the insurer shall make compensation according to this contract:

- 1) Damages to the buildings, all fixed equipment, ground and foundation in the exhibition venue;
- 2) Personal injury of employees, and the pensions, medical expenses and other related expenses arising therefrom;
- 3) Personal injury of the third party, and the pensions, medical expenses and other related expenses arising therefrom.
- 4) After an insured accident occurs, if the insured is filed for arbitration or litigation for the accident, the insured shall make indemnity for the arbitration or litigation fees and other necessary and reasonable fees that shall be paid by it according to this contract.

6.3 Insuring methods

- 1) Scan the QR code below, enter the information as instructed, and activate it after the payment through personal bank card/WeChat/Alipay.



- 2) Log in to the official website of China International Import Expo, click "Insurance Service" on "Service", and complete the insuring process according to the guidance. Company to company payment is available.

6.4 Contact information

Shanghai Branch, CPIC

Address: No.400, Wusong Road, Hongkou District, Shanghai

Contact	Mobile	Email
Zhong Xiangyu	86-18818212091	zhongxiangyu@cpic.com.cn
Yu Huayi	86-13817992765	shyuhy@cpic.com.cn
Cheng Mincheng	86-17317853072	shchengmincheng@cpic.com.cn

Claims hotline: 95500

7. Inspection and Acceptance of the Booth Site

The booth constructor shall clean up and remove all the building materials within the time specified in the "exhibition schedule" of this manual and according to relevant regulations set forth in this manual. For details, please refer to the Instructions to Exhibitors in this manual.



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

新 时 代 共 享 未 来
NEW ERA SHARED FUTURE

04

Shipping Guidelines



Shipping Guidelines

1. Shipping Services and Agreement

Welcome to the China International Import Expo. The Organizers have designated seven official forwarders to provide shipping services inside and outside China for the exhibits, including undertaking of business, plan formulation, customs clearance, shipment, storage, and on-site exhibition-related services. In the meantime, the Organizers recommend China COSCO Shipping Corporation Limited as the provider of shipping services for the exhibits. To ensure a successful exhibition, exhibitors are suggested to arrange their shipments according to the provisions in the Shipping Guidelines and timely reach out and contact their official forwarders before the shipment of their exhibits.

2. Contact Information of Freight Forwarders

2.1 Designated Official Forwarders

SHANGHAI EXPOTRANS LTD.			
Exhibition area: 1.1H/2.1H			
Address: 7F, No.980 Jinshajiang Road, Shanghai 200333 China			
Contact	Tel	Mobile	E-mail
Luke Lu	86-21-67008959	86-18021009066	01transporter@ciie.org
Angela Zhang	86-21-67008960	86-13701755801	01transporter@ciie.org

GO-EXPRESS CO., LTD.			
Exhibition area: 1.2H/2.2H			
Address: SUITE C-D, 17th FLOOR FULONG MANSION. NO.277 SIPING ROAD, SHANGHAI 200081. P.R. CHINA			
Contact	Tel	Mobile	E-mail
Oliver Yao	86-21-67008965	86-13501601643	04transporter@ciie.org
Kim Xu	86-21-67008966	86-13671505787	04transporter@ciie.org

SHANGHAI ITPC INTERNATIONAL TRANSPORTATION CO., LTD.			
Exhibition area: 3H/4.1H/NH			
Address: 10/F, WUKUANG BUILDING, NO.757 GUANGFU ROAD, SHANGHAI 200070 CHINA			
Contact	Tel	Mobile	E-mail
Jake Gu	86-21-67008963	86-18602105358	03transporter@ciie.org
Frank Zhu	86-21-67008964	86-13386137358	03transporter@ciie.org
LM Meng	86-21-63803151	86-13795307591	03transporter@ciie.org

**COSCO SHIPPING Logistics & Supply Chain Management Co., Ltd****Exhibition area: 5.1H/5.2H**

Address: 8F, No 628, Minsheng Road, Shanghai Shipping Scientific Research Building, Pudong New District, Shanghai, 200135 P.R. CHINA

Contact	Tel	Mobile	E-mail
Queenie Pei	86-21-67008972	86-13811915042	05transporter@ciie.org
Zhenlei Qian	86-21-67008972	86-13167243619	05transporter@ciie.org
Jerry Ma	86-21-67008971	86-15011213771	05transporter@ciie.org

ORIENT INTERNATIONAL LOGISTICS (HOLDING) CO., LTD.**Exhibition area: 6.1H/6.2H**

Address: RM 14E, NO.359 DONG DA MIN ROAD SHANGHAI 200080 CHINA

Contact	Tel	Mobile	E-mail
Chloe Dai	86-21-39796303	86-13564721718	08transporter@ciie.org
Tom Fan	86-21-39796304	86-13918094226	08transporter@ciie.org
Andy Lu	86-21-65752262	86-13681876166	08transporter@ciie.org

SINOTRANS EASTERN CO., LTD. EXPOSITION LOGISTICS BRANCH**Exhibition area: 7.1H/8.1H**

Address: 4/F, NO.85 OUYANG ROAD, SHANGHAI 200081 CHINA

Contact	Tel	Mobile	E-mail
Eric Jiang	86-21-67008962	86-13585920251	02transporter@ciie.org
Kun Du	86-21-67008962	86-13901863852	02transporter@ciie.org
Celia Zhang	86-21-67008961	86-13817927999	02transporter@ciie.org

BONDEX LOGISTICS CO., LTD.**Exhibition area: 7.2H/8.2H**

Address: 16th Floor, Sino-American trust financial building. No.8,Zhupu Road,Hongkou District , Shanghai, China

Contact	Tel	Mobile	E-mail
Zoe Zhou	86-21-39796301	86-15800795301	07transporter@ciie.org
Linda Li	86-21-39796302	86-18618131678	07transporter@ciie.org

2.2 Recommended International Freight Forwarders

COSCO SHIPPING LINES CO.,LTD.			
Address: NO.378 DONG DA MIN ROAD SHANGHAI 200080 CHINA			
Contact	Tel	Mobile	E-mail
Yiwen	86-21-67008973	86-13816300623	06transporter@ciie.org
Shi'ang	86-21-67008974	86-13621963361	06transporter@ciie.org

3. Shipping Guidelines on International Exhibits

International exhibits refer to those exhibits whose country of origin is other than the Chinese mainland (including Hong Kong, Macao and Taiwan), and that go through the temporary import/export scheme for the purpose of the exhibition at the CIIE.

3.1 Timeline

Timeline	Deadline for Submitting Documents	Deadline for Arrival
Sea Freight to Shanghai Port	Sept. 30, 2023	Oct. 15–20, 2023
Air Freight to Shanghai Pudong International Airport	Sept. 30, 2023	Oct. 15–20, 2023

Remarks: The delivery time for special exhibits (refrigerated and frozen goods, fresh produce and perishable goods) should be confirmed with the official forwarders as early as possible.

3.2 Documents Required

- 1) Bill of lading (Original or copy of telex release)
- 2) Air waybill (master waybill + house waybill)
- 3) A original fumigation declaration for wooden packaging, or original declaration of non-wooden packaging
- 4) A list of exhibits (a legal document reviewed by the Customs)
Please refer to the attached Form 16 List of Overseas Exhibits for details.
- 5) Original ATA carnet
- 6) Packing list
- 7) Other documents required for customs clearance

3.3 Consignment Instruction

All the exhibits must be consigned "Freight Prepaid" to the following consignees. In case of "Freight Collect" consignments, the designated official forwarders will charge an additional fee (10% of the freight). Meanwhile, additional costs incurred because of wrong consignee details will be collected by the official forwarders.



SHANGHAI EXPOTRANS LTD.

Air Freight

on MAWB	Consignee: SHANGHAI EXPOTRANS LTD. USCI: 91310000607225513T 7F, NO.980 JINSHAJIANG ROAD SHANGHAI 200333 CHINA TEL: 86-21-60131818 FAX: 86-21-60135518	Notify Party: SHANGHAI EXPOTRANS LTD. C/O: CHINA INTERNATIONAL IMPORT EXPO 2023 Exhibitor name: xxxx Hall / Booth no: xxxx Attn: Ms. Shao
on HAWB	Consignee: SHANGHAI EXPOTRANS LTD. USCI: 91310000607225513T 7F, NO.980 JINSHAJIANG ROAD SHANGHAI 200333 CHINA TEL: 86-21-60131818 FAX: 86-21-60135518	Notify Party: SHANGHAI EXPOTRANS LTD. C/O: CHINA INTERNATIONAL IMPORT EXPO 2023 Exhibitor name: xxxx Hall / Booth no: xxxx Attn: Ms. Shao
Sea Freight		
	Consignee: SHANGHAI EXPOTRANS LTD. USCI: 91310000607225513T 7F, NO.980 JINSHAJIANG ROAD SHANGHAI 200333 CHINA TEL: 86-21-60131818 FAX: 86-21-60135518	Notify Party: SHANGHAI EXPOTRANS LTD. C/O: CHINA INTERNATIONAL IMPORT EXPO 2023 Exhibitor name: xxxx Hall / Booth no: xxxx Attn: Ms. Shao

SINOTRANS EASTERN CO., LTD. EXPOSITION LOGISTICS BRANCH

Air Freight

on MAWB	Consignee: SSF/SINOTRANS SHANGHAI INTERNATIONAL FORWARDING CO., LTD. USCI: 9131011579705737XH 904 NO.180 JI CHANG AVE. PU DONG INTL AIRPORT SHANGHAI 201202 PRC ATTN: MR. LU WEIWEI TEL: 86-21-68334798 FAX: 86-21-68334796	Notify Party: SINOTRANS EASTERN CO., LTD. EXPOSITION LOGISTICS BRANCH C/O: CHINA INTERNATIONAL IMPORT EXPO 2023 Exhibitor name: xxxx Hall / Booth no: xxxx TEL: 65750086 ATTN: MS.DUCHUANKUN, MR.LI YUEMIN
on HAWB	Consignee: SSF/SINOTRANS SHANGHAI INTERNATIONAL FORWARDING CO., LTD. USCI: 9131011579705737XH 904 NO.180 JI CHANG AVE. PU DONG INTL AIRPORT SHANGHAI 201202 PRC ATTN: MR. LU WEIWEI TEL: 86-21-68334798 FAX: 86-21-68334796	Notify Party: SINOTRANS EASTERN CO., LTD. EXPOSITION LOGISTICS BRANCH C/O: CHINA INTERNATIONAL IMPORT EXPO 2023 Exhibitor name: xxxx Hall / Booth no: xxxx TEL: 65750086 ATTN: MS.DUCHUANKUN, MR.LI YUEMIN
Sea Freight		
	Consignee: SINOTRANS EASTERN CO., LTD. EXPOSITION LOGISTICS BRANCH USCI: 91310115684076419B 4/F, NO.85 QUYANG ROAD, SHANGHAI 200081 TEL: 65750086 ATTN: MS.DUCHUANKUN, MR.LI YUEMIN	Notify Party: SINOTRANS EASTERN CO., LTD. EXPOSITION LOGISTICS BRANCH C/O: CHINA INTERNATIONAL IMPORT EXPO 2023 Exhibitor name: xxxx Hall / Booth no: xxxx

SHANGHAI ITPC INTERNATIONAL TRANSPORTATION CO., LTD.

Air Freight

on MAWB	Consignee: JIANGSU FEILIKS INTERNATIONAL LOGISTICS INC. SHANGHAI BRANCH RM.A615, NO.1333, WENJU ROAD PUDONG NEW AREA SHANGHAI CHINA (201207) USCI91310115X07304429N TEL: 86-21-56833173 FAX: 86-21-56812705 ATTN: LILY CHEN	Notify Party: SHANGHAI ITPC INT'L TRANSPORTATION CO., LTD. C/O: CHINA INTERNATIONAL IMPORT EXPO 2023 Exhibitor name: xxxx Hall / Booth no: xxxx TEL: 86-21-63803373 FAX:86-21-62606624 CTC: Mr. Jake Gu
on HAWB	Consignee: JIANGSU FEILIKS INTERNATIONAL LOGISTICS INC. SHANGHAI BRANCH RM.A615, NO.1333, WENJU ROAD PUDONG NEW AREA SHANGHAI CHINA(201207) USCI91310115X07304429N TEL: 86-21-56833173 FAX: 86-21-56812705 ATTN: LILY CHEN	Notify Party: SHANGHAI ITPC INT'L TRANSPORTATION CO., LTD. C/O: CHINA INTERNATIONAL IMPORT EXPO 2023 Exhibitor name: xxxx Hall / Booth no: xxxx TEL: 86-21-63803373 FAX:86-21-62606624 CTC: Mr. Jake Gu

Sea Freight

	Consignee: SHANGHAI ITPC INTERNATIONAL TRANSPORTATION CO., LTD. USCI: 91310000132258185W 10/F, Wukuang Building, No.757 Guangfu Road Shanghai 200070 China TEL: 86-21-63803373 FAX: 86-21-62606624 CTC: Mr. Jake Gu	Notify Party: SHANGHAI ITPC INTERNATIONAL TRANSPORTATION CO., LTD. C/O: CHINA INTERNATIONAL IMPORT EXPO 2023 Exhibitor name: xxxx Hall / Booth no: xxxx
--	---	--

GO-EXPRESS CO., LTD.

Air Freight

on MAWB	Consignee: (EFD) SHANGHAI EASTERN FUDART TRANSPORTATION SERVICE CO LTD C/O shanghai Glistening USCI: 913101156072553688 ADD: 503 Warehouse, NO.180 Airport Ave. Shanghai Pudong Int'l Airport, 201202 P.R.China TEL: 86-21-68854039 FAX: 86-21-68354115 ATTN: Leo Shi	Notify Party: GO-EXPRESS CO., LTD. C/O: CHINA INTERNATIONAL IMPORT EXPO 2023 Exhibitor name: xxxx Hall / Booth no: xxxx TEL: 86-21-65757706 FAX: 86-21-65757716
on HAWB	Consignee: GO-EXPRESS CO., LTD. USCI: 91310120785612655B TEL: 86-21-65757706 FAX: 86-21-65757716	Notify Party: GO-EXPRESS CO., LTD. C/O: CHINA INTERNATIONAL IMPORT EXPO 2023 Exhibitor name: xxxx Hall / Booth no: xxxx

Sea Freight

	Consignee: GO-EXPRESS CO., LTD. USCI: 91310120785612655B ADD: SUITE C-D, 17th FLOOR FULONG MANSION. No.277 SIPING ROAD, SHANGHAI 200081. P.R. CHINA TEL: 86-21-65757706 FAX: 86-21-65757716	Notify Party: GO-EXPRESS CO., LTD. C/O: CHINA INTERNATIONAL IMPORT EXPO 2023 Exhibitor name: xxxx Hall / Booth no: xxxx TEL: 86-21-65757706 FAX: 86-21-65757716
--	--	--



COSCO SHIPPING Logistics & Supply Chain Management Co., Ltd

Air Freight

on MAWB	Consignee: COS/COSCO SHIPPING AIR FREIGHT (SHANGHAI) CO., LTD. NO.618, HAI TIAN YI ROAD SHANGHAI, CHINA CTC: HUKUN 86-21-68359586 USCI: 9131000013227963X5	Notify Party: COS/COSCO SHIPPING AIR FREIGHT (SHANGHAI) CO., LTD. C/O: CHINA INTERNATIONAL IMPORT EXPO 2023 Exhibitor name: xxxx Hall / Booth no: xxxx CTC: MA ZE PENG 86-21-55891146, 86-13701749094 USCI: 9131000013227963X5
on HAWB	Consignee: COS/COSCO SHIPPING AIR FREIGHT (SHANGHAI) CO., LTD. NO.618, HAI TIAN YI ROAD SHANGHAI, CHINA CTC: HUKUN 86-21-68359586 USCI: 9131000013227963X5	Notify Party: COS/COSCO SHIPPING AIR FREIGHT (SHANGHAI) CO., LTD. C/O: CHINA INTERNATIONAL IMPORT EXPO 2023 Exhibitor name: xxxx Hall / Booth no: xxxx CTC: MA ZE PENG 86-21-55891146, 86-13701749094 USCI: 9131000013227963X5

Sea Freight

	Consignee: COSCO SHIPPING AIR FREIGHT (SHANGHAI) CO., LTD 8F, No 628, Minsheng Road, Shanghai Shipping Scientific Research Building, Pudong New District, Shanghai, 200135 P.R. China Attn: Ms. Huzhe Tel: 86-21-55898025 Fax: 86-21-55898092x6507 USCI CODE: 9131000013227963X5	Notify Party: COSCO SHIPPING AIR FREIGHT (SHANGHAI) CO., LTD C/O: CHINA INTERNATIONAL IMPORT EXPO 2023 Exhibitor name: xxxx Hall / Booth no: xxxx Attn: MA ZE PENG Tel: 86-21-55891146, 86-13701749094 Fax: 86-21-55898092x6507 USCI CODE: 9131000013227963X5
--	---	---

ORIENT INTERNATIONAL LOGISTICS (HOLDING) CO., LTD.

Air Freight

on MAWB	Consignee: SHANGHAI E&T INTL-TRANS CO., LTD. USCI CODE: 9131000013220884X4 ROOM 106, BLOCK B, NO.300 HAITIAN YI ROAD, SHANGHAI, P.R.C. ATTN: MR. ARTHUR KWOK TEL: 86-21-50960557 FAX: 86-21-50960533	Notify Party: ORIENT INTERNATIONAL LOGISTICS (HOLDING) CO., LTD C/O: CHINA INTERNATIONAL IMPORT EXPO 2023 Exhibitor name: xxxx Hall / Booth no: xxxx TEL: 86-21-65752262/65754461 Attn: Mr. LU MingMing/Ms. Dai JiaYi
on HAWB	Consignee: ORIENT INTERNATIONAL LOGISTICS (HOLDING) CO., LTD. USCI: 91310000631190955C 15/F, NO.359 DONG DA MIN ROAD SHANGHAI 200080 CHINA ATTN: MR. LU MINGMING TEL: 86-21-65752262 FAX: 86-21-65752270	Notify Party: ORIENT INTERNATIONAL LOGISTICS (HOLDING) CO., LTD. C/O: CHINA INTERNATIONAL IMPORT EXPO 2023 Exhibitor name: xxxx Hall / Booth no: xxxx TEL: 86-21-65752262/65754461 Attn: Mr. LU MingMing/Ms. Dai JiaYi

Sea Freight

	Consignee: ORIENT INTERNATIONAL LOGISTICS (HOLDING) CO., LTD. USCI: 91310000631190955C 15/F, NO.359 DONG DA MIN ROAD SHANGHAI 200080 CHINA ATTN: MR. LU MINGMING TEL: 86-21-65752262/65754461 FAX: 86-21-65752270	Notify Party: ORIENT INTERNATIONAL LOGISTICS (HOLDING) CO., LTD. C/O: CHINA INTERNATIONAL IMPORT EXPO 2023 Exhibitor name: xxxx Hall / Booth no: xxxx TEL: 86-21-65752262/65754461 Attn: Mr. LU MingMing/Ms. Dai JiaYi
--	--	---

BONDEX LOGISTICS CO., LTD.		
Air Freight		
on MAWB	Consignee: Consignee: TAE LOGISTICS CO.,LTD. USCI:91310101769689986F ROOM 405,1279 HANGCHENG ROAD PUDONG DISTRICT SHANGHAI 201207 CN TEL: +86 21 58591185/58591282	Notify Party: BONDEX LOGISTICS CO.,LTD SHANGHAI BRANCH USCI: 913100006887027474 16th Floor, Sino-American trust financial building. No.8, Zhapu Road, Hongkou District, Shanghai 200080, CHINATEL: +86 21 56069855 Contact: Ms. Zoe ZHOU
on HAWB	Consignee: BONDEX LOGISTICS CO., LTD SHANGHAI BRANCH USCI: 913100006887027474 16th Floor, Sino-American trust financial building. No.8, Zhapu Road, Hongkou District, Shanghai 200080, CHINATEL: +86 21 56069855 Contact: Ms. Zoe ZHOU	Notify Party: BONDEX LOGISTICS CO.,LTD SHANGHAI BRANCH USCI: 913100006887027474 16th Floor, Sino-American trust financial building. No.8, Zhapu Road, Hongkou District, Shanghai 200080, CHINATEL: +86 21 56069855 Contact: Ms. Zoe ZHOU C/O: CHINA INTERNATIONAL IMPORT EXPO 2023 Exhibitor name: xxxx Hall / Booth no: xxxx
Sea Freight		
	Consignee: BONDEX LOGISTICS CO.,LTD SHANGHAI BRANCH USCI: 913100006887027474 16th Floor, Sino-American trust financial building. No.8, Zhapu Road, Hongkou District, Shanghai 200080, CHINATEL: +86 21 56069855 Contact: Ms. Zoe ZHOU	Notify Party: BONDEX LOGISTICS CO.,LTD SHANGHAI BRANCH USCI: 913100006887027474 16th Floor, Sino-American trust financial building. No.8, Zhapu Road, Hongkou District, Shanghai 200080, CHINATEL: +86 21 56069855 Contact: Ms. Zoe ZHOU C/O: CHINA INTERNATIONAL IMPORT EXPO 2023 Exhibitor name: xxxx Hall / Booth no: xxxx

Note:

- 1) Due to the limits of the customs declaration system, each sea or air waybill should not contain more than 50 items. If there are more than 50 items, please split the bill.
- 2) All air cargo should have bill-splitting data, please ship it in the form of master air waybill plus house air waybill.
- 3) exhibits to be consigned to different exhibition halls should not be included in one bill

3.4 Temporary Import

As the competent customs of the exhibition, the National Exhibition and Convention Center (Shanghai) Customs only accepts declarations for the entry and exit of exhibits from the designated official forwarder. Unless otherwise approved by the Chinese customs, such temporary imports are generally kept in Chinese territory for up to six months from the date of entry into China. Upon the expiry of the six-month period, the imports shall be re-exported unless duties and taxes are paid for permanent import. The Chinese customs accepts the ATA and Istanbul Conventions. The ATA carnet must be made in English, labelled for exhibition purposes only and accompanied with a Letter of Authority signed and sealed by the carnet holder.

3.5 Additional Costs for Late Arrival

- 1) In case the exhibits arrive after the deadline, a 15% of freight will be charged additionally by the designated official forwarders. (Except for special exhibits such as refrigerated and frozen products, fresh and perishable products).
- 2) For late arrivals, the designated official forwarders will try their best to convey the exhibits to the corresponding booths as appropriately as possible but not bear any losses caused by the failure to meet the deadline thereof.
- 3) Even if the late arrivals are not delivered as scheduled, the additional costs will still be charged.

3.6 Shipping Marks

The following format of shipping marks shall be printed on all the packages for easier identification:

CHINA INTERNATIONAL IMPORT EXPO 2023	
Name of Exhibitor	: _____
Booth Number	: _____
Case Number	: _____
Gross Weight/Net Weight	: _____
Dimensions	: _____

In addition to the above-mentioned mark requirements, the following corresponding marks should be made in light of the characteristics of the exhibits:

- 1) For fragile items, a "Fragile" mark should be marked on each side;
- 2) Items that shall not be tilted should be marked with "Up" on at least 2 sides;
- 3) Items that shall not be placed outdoors should be marked with "umbrellas" on at least 2 sides;
- 4) Items to be hoisted should be marked with a "sling" icon at the corresponding position
- 5) Other marks shall apply in accordance with international practices.

3.7 Requirements for Prints/Marketing Materials/Consumables

- 1) Any marketing materials or exhibits shall contain no texts, graphics, audios or videos that champion division of China or violate China's laws and regulations.
- 2) All the advertising (such as prints and souvenirs) and other materials to be displayed or consumed during the CIIE must be reviewed and approved by the Chinese customs beforehand. Therefore, exhibitors are suggested to send a small quantity of samples in separate packages to the designated official forwarders no later than three months before the CIIE opens for examination and approval by the Chinese customs in advance.
- 3) Food without quarantine and inspection access, CD-ROM without an import license and electronic products entailing 3C certification cannot be consumed. Duties and taxes of alcoholic beverages, tobacco and fuel to be consumed during the CIIE will be fully levied. As for other taxable consumables (such as giveaways, souvenirs, and food), a security deposit equivalent of taxes and fees will be collected by the official forwarder upon import while the specific amount of taxes and fees will be defined by the customs.

3.8 Carry-on Exhibits

The Organizers strongly suggest that exhibitors not carry any exhibits with them when entering China as such items might be held by the Chinese customs at airport; in such case, exhibitors should send their list of items held and list of exhibits to the official forwarders for customs clearance and collection. For carry-on exhibits arriving at an airport in Shanghai, the charges of the official forwarder should be the same as those of the air transport of exhibits, and a late arrival surcharge will be charged based on the date of arrival. According to the governing regulations of the Chinese customs, portable exhibits are not allowed to be taken out of China by exhibitors. Instead, export declaration procedures should be handled by the official forwarder.

Please be noted that exhibits in need of an import license won't be exempted from such license if they are carried into the country. Exhibitors are requested to carry such license and contact their official forwarders in advance as the exhibits must be declared and inspected by the customs before entry.


3.9 Overweight and Oversize Exhibits

In case of any overweight or oversize exhibits (i.e. a single piece of exhibition item over 3,000 kg, or bigger than 5 m * 2.4 m * 2.4 m (l*w*h)), exhibitors are required to arrive in advance for uncrating and installation. If a crane or a forklift is needed for installation, the official forwarders should be informed as early as possible.

3.10 Packaging Requirements

The outer packaging of the exhibits should be suitable for repeated uses to ensure the safety of the goods during transportation and loading/unloading. Exhibitors shall be liable for any consequences arising out of improper packaging. It is suggested that:

- 1) For the convenience of disassembly and assembly, the wooden boxes should be fixed with bolts instead of nails;
- 2) No carton shall be used for packaging if the exhibits need to be returned and shipped out of China;
- 3) Wooden boxes should be equipped with sleepers at the bottom to facilitate forklift operations;
- 4) The packaging should be waterproof to avoid being soaked by rain.
- 5) Requirements on Wooden Packaging
 - I. The Chinese customs requires that all the wooden packaging for the goods entering China, such as wooden boxes, wooden pallets, wooden frames, skids, sleepers, lining wood, (not including plywood, fiberboard and wood chipboard), must be handled by those enterprises accredited by the plant inspection and quarantine authorities in the countries or regions of origin pursuant to the inspection and processing method confirmed by China.
 - II. To ensure that all the goods entering China has been fumigated via heat treatment (HT) or methyl bromide (MB), all the wooden packages must be marked with an IPPC logo as below that has been approved by the competent plant inspection and quarantine authorities:

1. IPPC Logo ()
2. ISO country code (XX)
3. A unique number assigned to the company (which carries out the fumigation procedure) by the national plant protection organization (000)
4. A fumigation method either HT -Heat Treatment or MB - Methyl Bromide (YY)



- III. For smooth customs clearance, exhibitors are advised to prepare a fumigation declaration printed on a paper with their company letterhead. Such declaration shall be attached to the original master air waybill (for air freight), or enclosed with the original bill of lading (for sea freight), or couriered to the official forwarders. The document must be prepared pursuant to the following template:

To:

Name of Exhibitor:

Booth Number:

Name of Exhibition:

Our exhibition materials for the above event, comprising xxxxx (insert the total number of packages with wooden packing) cases, have been fumigated at xxxxxxxx (name of origin port), carry the following IPPC logo and are marked with xxxxxxxx (state the exact Registered Fumigation Number i.e. XX-000 YY).

Authorized Signature

Endorsed by Company Chop (stamp).

Date.

All entering goods with wooden packages without acceptable fumigation logos or in no compliance with above requirements will either be destroyed right on the spot by the Chinese customs, or not be cleared and returned by force.

- IV. As for entering goods with non-wooden packages, the shipper shall prepare a valid letter of certification or declaration stamped with the corporate seal of the goods owner, and couriered to the official forwarders together with the original air waybill (for air freight) or bill of lading (for sea freight).

3.11 Set-up Period

Exhibits are delivered to the exhibition hall during the set-up. The official forwarders will help exhibitors uncrate the goods, put them in place and store their packages on the exhibition premise (if space conditions permit). Exhibitors must be on site during the set-up period for supervision. Under some circumstances, the customs may inspect the goods without the presence of the exhibitors. If the exhibits cannot clear the customs, be inspected or put in place due to the exhibitor or its entrusting party, the consequences shall be borne by the exhibitor or its entrusting party.

The official forwarder has obligations to supervise all temporary entry exhibits and materials throughout. Exhibitors are not allowed to take them out of the exhibition hall without permission. Violators shall be punished in accordance with relevant Chinese laws and regulations and the consequences arising therefrom shall be borne by the exhibitor

3.12 Empty box storage

During the exhibition, all empty boxes will be kept by the official forwarder free of charge and placed in designated areas as required. Exhibits should be placed in the corresponding booth. The public areas inside and outside the exhibition halls are not fit for storage. Exhibitors are therefore suggested to plan the storage area reasonably as per booth area. It is strictly forbidden to store empty boxes or exhibits in non-designated areas. Those in violation of the rules shall be removed according to the requirements of the fire department and the consequences arising therefrom shall be borne by the exhibitor.

3.13 Move-out Period

- 1) During the move-out period, the official forwarders will send exhibitors the Reshipping Instructions, on which exhibitors may indicate how to dispose of the exhibits based on the list of exhibits, such as re-export, consumption or import for sales so that the official forwarders may make corresponding arrangement for the exhibits upon closing of the CIIE.
- 2) On the CIIE's closing day, the official forwarders will return empty packages to exhibitors and help pack the goods. In order to ensure the smooth process of moving out, those exhibitors with overweight or oversize items are allowed to repack their goods the next day. The official forwarder will inform such exhibitors of the exact arrangements.
- 3) According to the governing regulations of the Chinese customs, those exhibits that are temporarily imported into China and cannot be returned and shipped out of China in time after the exhibition shall be directly stored in the customs-designated warehouses, and only allowed to be stored in the Chinese territory for 6 months from the date of entry. If the customs formalities have not been completed (including shipment return, purchase, customs transfer, etc.), the customs shall deal with the exhibits in accordance with the governing laws.
- 4) For the exhibits consumed or given away free of charge, the exhibitors may go through import formalities and pay the duties as per regulations of the Chinese customs after the move-out. No exhibitor may move any exhibition item out of the exhibition venue or the designated place under customs custody prior to the completion of the import formalities. Otherwise, the exhibitor shall bear all legal liabilities arising therefrom.
- 5) Temporary-entry exhibits to be disposed of shall be explained to the official forwarders in advance. The exhibitors shall not dispose of any item on their own. They shall hand them over to the official forwarders who will then transfer them to the Chinese customs during the move-out period.
- 6) All exhibitors should keep their exhibits properly, and may still be obliged to pay duties to the Chinese customs for any lost temporary-entry exhibits.
- 7) Returned exhibits shall be packed according to the original packing method upon entry. If the packing needs to be repacked due to packing damage, exhibits consumption and other reasons, a new export packing list shall be provided. Apart from the items declared at the time of entry, no other personal items or souvenirs purchased in China are allowed to be shipped in the package.

3.14 Controlled Items (exhibits under entry prohibition or restriction)

- 1) According to the regulatory requirements of the Chinese customs, if exhibits fail to enter the country, or can't make it in time for the exhibition because such items fall in related categories on the prohibited list or restricted list, all the responsibilities therefrom shall be borne solely by the exhibitors. The Organizers will do their best to release relevant policy information on the official website as early as possible. Hence, the exhibitors are advised to pay attention to related content and updates on the official website.



- 2) In order to avoid the holding by Chinese customs because of controlled items included in the exhibits, we strongly recommend that exhibitors forward the list of exhibits to the official forwarders for confirmation before the exhibits are shipped.
- 3) The official forwarders can help exhibitors apply for necessary import licenses. However, under no circumstances shall the forwarders guarantee that such licenses will be approved.
- 4) Exhibitors are required to apply for an import license for goods such as food, beverages, cosmetics, and animal and plant products even for sole exhibition purposes.
- 5) The exhibits under entry restrictions may not be distributed/tried/sold or consumed during the CIIE without approval and authorization of the Chinese customs.

3.15 Insurance

Exhibitors may purchase insurance to cover their exhibits' shipment from the origin to the destination, whole exhibition, and re-exporting to the origin or to the place of receipt after such items are sold at the exhibition venue as well as the handling at the exhibition venue. The official forwarders may take out policies for the goods on behalf of exhibitors at their written request.

3.16 Payment Terms

Payment for inbound consignment: After sending bills and before goods delivery to the booth.

Payment for outbound consignment: After sending bills and before goods shipment.

All payments must be made without any deduction or delay on account of any claim, counterclaim or compensation.

3.17 Miscellaneous

- 1) Further notice on the epidemic prevention and control instructions for the exhibits will be separately published. Please keep an eye on the official website for announcement from time to time.
- 2) All the operations will be carried out in accordance with the forwarder's Standard Trading Terms, which may be acquired upon request from the forwarder.
- 3) Use of the official forwarders' services, in part or in whole, before, during or after the CIIE, as well as any additional services requested orally, in writing or by conduct at any time, implies that you acknowledge and accept the abovementioned terms and conditions.

4. Freight Rates for International Exhibits

(Details in Appendix 15 "Schedule of Transportation Charges for Exhibits")

4.1 Inbound Consignment Services and Rates

- 1) Before the opening of the CIIE, the official forwarders will ship the exhibits arriving at Shanghai ports/airports from the storage site at the port/airport to the warehouse, including customs clearance, inspection (if any), delivery to booths, devanning, putting in place (excluding assembly), and storage of empty cases.

1	Exhibits by sea freight to Shanghai ports	390.00 yuan/m ³ , min. 1m ³ per consignment per exhibitor 20ft container calculated as 23 m ³ ; 40ft container calculated as 46m ³ ; other 20ft, 40ft special containers calculated as 25 m ³ and 50m ³ respectively
2	Exhibits by air freight to Shanghai Pudong International Airport	4.50 yuan/kg, min. 200.00 kg per consignment per exhibitor

2) Terminal Handling Charges for FCL, LCL and MAWB, HAWB

1	LCL	300.00 yuan/m ³ , min. 600.00 yuan per consignment per exhibitor
2	FCL	1,500.00 yuan/20 ft container; 2,500.00 yuan/40 ft container; 3,000.00 yuan/40ft container
3	MAWB and HAWB	2.50 yuan/kg, min. 500.00 yuan per consignment per exhibitor

4.2 Outbound Consignment Services and Rates

The services and rates are the same as those of inbound consignments

4.3 Inspection, Quarantine of Plants and Animals, and Fumigation Charges

Such costs shall be billed as incurred.

4.4 D/O Fee

Such costs shall be billed as incurred.

4.5 Airport/ Terminal Storage Fee for Early/Late Arrival

Such costs shall be billed as incurred.

4.6 Warehouse Storage Charges

1	Storage	3.00 yuan/m ³ /day (min. 100.00 yuan per consignment)
2	Warehousing in/out	45.00 yuan/m ³

4.7 Overweight and Oversize Surcharges

Any piece of exhibition item over 3,000 kg or bigger than 5 m (L) x 2.4 m (W) x 2.4 m (H) in dimension (including the packing cases) shall be subject to overweight/oversize surcharges aside from the basic service charges. The basic service charge increases by 5% for each excessive part.

4.8 Other Fees

- 1) The hazardous, refrigerated or valuable exhibits will be charged 180% of the basic freight of inbound/outbound consignment in addition to necessary costs as incurred.
- 2) Exhibits arriving after the deadline will be subject to 15% surcharge on the basic freight.
- 3) A 10% commission fees will be charged if the official forwarders pay for the transshipment or reshipment fees via sea freight and air freight, or duties in advance at exhibitors' request.

- 4) Operational costs regarding reinforcement through lashing or padding inside the containers (applicable for dry cargo containers, flat racks and open top containers) shall be billed as incurred.
- 5) For exhibits arriving at/departing from the Shanghai Yangshan Seaport, the following additional charges will be made:

1	LCL	40.00 yuan/m ³
2	FCL	800.00 yuan/20 ft container 1,600.00 yuan/40 ft container

- 6) Translation fees 30.00 yuan/page
- 7) ATA carnet registration fees 500.00 yuan per carnet/exhibitor

4.9 Remarks

- 1) Minimum chargeable dimension:
 - I. TEU—The minimum chargeable dimension of a 20 ft container is 23m³; the minimum chargeable dimension of a 40 ft container is 46m³;
 - II. The minimum chargeable dimension of a 20 ft flat rack or open top container is 25m³; the minimum chargeable dimension of a 40 ft flat rack, open top, or high cube container is 50 m³.
- 2) Charges relating to import of cargo containers (demurrage, drop off credit, container damage and cleaning fees) and export (pick up credit) shall be billed as incurred.
- 3) The conversion between size and weight for air freight: 6m³ = 1,000 kg.
- 4) For goods that are not properly packaged, the official forwarders will not bear any consequences of possible damage.
- 5) For goods under customs supervision (including goods in special customs supervision areas, imported exhibits under ATA carnet, etc.) that have been exhibited in China and do not need to be declared by official forwarders, the transportation rate shall be charged at half of the temporary import rate corresponding to the original entry method.
- 6) All the charges are subject to 6% VAT.

5. Shipping Guidelines and Rates for Permanent Imports

Permanent imports refer to those exhibits made in other countries or regions (including Hong Kong, Macao and Taiwan) other than the Chinese mainland that have already completed the customs formalities (or paid duties/taxes) before the CIIE's opening.

5.1 Delivery to Booths by Official Forwarders after Temporary Storage at Designated Warehouses

- 1) Services:
 - I. Exhibitors shall be responsible for shipping the exhibits to the official forwarders' warehouses in Shanghai;
 - II. Upon arrival of the exhibits, the official forwarders will unload and store them;
 - III. Delivery of the exhibits to booths during the set-up period by official forwarder;
 - IV. Assisting exhibitors with unpacking and putting in place;
 - V. Delivery of empty cases and packaging materials to the storage site within the exhibition venue.

- 2) Charges: 150.00 yuan/m³, min. 1m³
 - I. Storage: 5.00 yuan/m³/day (min. 5.00 yuan)
 - II. Warehousing in/out: 45.00 yuan/m³ (min. 45.00 yuan)
- 3) Contact of Consignee:
Please contact the official forwarders in charge of the corresponding exhibition areas.
Remarks: Exhibitors are required to confirm with the official forwarders before shipment. After the exhibits are shipped, please send consignment information (including shipment date, estimated date of arrival, waybill number, total number of packages, dimensions and weight) and shipping documents to the official forwarders 5 days prior to such arrival.
- 4) Exhibits are required to arrive in warehouses, at the latest, on the day immediately before the specified setup period.

5.2 Delivery from the Unloading Area of the Exhibition Venue to Booths (Exhibitors Shall Arrange Delivery to the Unloading Area of the Exhibition Venue on Their Own)

- 1) Services:
 - I. Assisting with unloading and delivering the exhibits to booths;
 - II. Assisting exhibitors with unpacking and putting in place;
 - III. Delivery of empty cases and packaging materials to the storage site within the exhibition venue.
- 2) Charges: 90.00 yuan/m³, min. 1m³
- 3) Exhibits can arrive at the exhibition venue's unloading area on Day 1 of the setup period at the earliest, but in any event not later than Nov. 2, 2023.
Remarks:
 - I. During the setup period, resident logistics service providers will set service outlets in the parking lots around the exhibition venue to provide transfer services for the move-in of exhibits (subject to the limit of 1.5m³ and 300kg for each piece). For details, please refer to Exhibition Service of this manual;
 - II. To ensure safety, please follow the unified arrangement of the official forwarder in planning the entry and exit of exhibits;
 - III. No exhibition vehicle is allowed to enter the booth without the "Exhibition Vehicle Admission Card". Please submit relevant information to the official forwarder for application;
 - IV. For exhibits with special requirements on loading/unloading (such as manual handling or use of special equipment), please contact the official forwarder before shipment to make arrangements in advance.

5.3 Move-out Service

The charge standard for self-transportation out of the hall and for the delivery to the warehouse of the official forwarder is the same as that for entering the hall. Please contact the official forwarder if the exhibitor needs domestic logistics for shipment on the day of move out. Never readily believe the logistics service provided by non-official forwarder. Confirm the cost and price and keep the corresponding documents when handing over the exhibits.



5.4 Other Service Fees

1) Overweight and Oversize Surcharges:

Any piece of exhibition item over 3,000 kg or bigger than 5 m (L) x 2.4 m (W) x 2.4 m (H) in dimension (including the packing cases) shall be subject to overweight/oversize surcharges as below by the official forwarders:

Exhibition Item			Oversize Surcharge		
Length (m)	Width (m)	Height (m)	1	2	3
≥5	≥2.4	≥2.4	5%	10%	15%

2) Fees for relocating, special assembly, and machine rental:

10 ton forklift 400.00 yuan/hour (min. 2 hours)
25 ton crane 420.00 yuan/hour (min. 2 hours)
50 ton crane 850.00 yuan/hour (min. 2 hours)
80 ton crane 1350.00 yuan/hour (min. 2 hours)

3) Rental fee of scissor lift equipment:

Equipment model	Price	Service time
6m scissor lift	RMB 4500	8 hours
	RMB 12500	Whole exhibition period
8m scissor lift	RMB 5300	8 hours
	RMB 13300	Whole exhibition period
10m scissor lift	RMB 6000	8 hours
	RMB 14000	Whole exhibition period
Remarks:	1. Those delivering full documentation and full payment by September 12, 2023 will be entitled to 10% discount on the price listed. 2. Those delivering full documentation and full payment after October 10, 2023 will be subject to an additional 50% urgency surcharge.	

5.5 Requirements for Shipping Marks

- Exhibitors shall print marks in the following format on the packages of the exhibits (on two sides at least):

Exhibition Name: China International Import Expo			
Exhibitor:			
Exhibition Hall No.:		Booth No.:	
Case No.:		/	
Dimension:	L*W*H	Gross Weight:	KGS

- Heavy exhibits shall be marked with “Lift Here”, “Fragile” and “Water Proof”, and “Face up” on the packages. Exhibits that cannot be placed upside down shall be marked with special signs.

5.6 Insurance

Exhibitors shall take out insurance to cover the exhibits against risks during inbound and outbound consignment, and storage during the CIIE. In case of any accident, exhibitors shall settle the claim with the insurer(s) on their own.

5.7 Remarks

- Further notice on the epidemic prevention and control instructions for the exhibits will be separately published. Please keep an eye on the official website for announcement from time to time.
- Rates are calculated by weight, and the conversion between dimension and weight is 1,000 kg = 6 m³, whichever is higher.
- The official forwarders shall only be responsible for delivery with intact packages, and bear no liability for any quality issues, damage or shortage of goods inside, in which cases exhibitors shall make a claim from the insurer.
- Any fees incurred at the train station, airport and place of collection shall be billed as per actual expenses. Charges including inbound service fees and abovementioned pick-up fees will be collected by the official forwarders when the exhibits are moved in.
- All the fees and charges shall be settled before the exhibits are moved to booths.
- Exhibitors are advised to contact the official forwarders promptly after receiving the shipping guidelines and rates for domestic consignment to ensure all machines can be arranged properly before the CIIE.
- All the services are subject to 6% VAT.



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

新 时 代 共 享 未 来
NEW ERA SHARED FUTURE

05

Exhibition Service



Exhibition Service

1. Expo Publications

1.1 Principles of Distribution

The Organizers will send the Expo Publications (i.e. Name List of Exhibitors) free of charge to each exhibitor. The publications will be sent to each booth after the opening of the Expo.

1.2 Information Registration

The Organizers will publish the contact information of the exhibitors on the Expo Publications (i.e. Name List of Exhibitors) free of charge so as to demonstrate the features of their products in a better way. Meanwhile, the Organizers will also collect the information from the exhibitors to ensure the correctness of these publications. Please visit the China International Import Expo Online Service System in time and fill in and check the relevant contents prior to the prescribed deadline.

2. Attachment Mobile Payment

For further improving the convenience of consumption, exhibitors can use "Tour Card" through the service of Bank of Shanghai or download "WeChat" and "Alipay" APP to bind the overseas bank card, and then use mobile payment in majority of the merchants in mainland of China, including catering, transportation, hotel and tourism, and shopping malls. Currently, Visa, Mastercard, Diners Club, Discover and other mainstream overseas bank cards can be supported. Please scan the code to watch the video guidance for specific operation methods.



Video source:
"Shanghai Foreign Affairs" WeChat official account

3. Advertising Release and Advertising Agency

Please contact the advertising agency for booking print advertisements and on-site advertisements.

Shanghai Asia-Pacific Advertising Co., Ltd.			
Address: F11, Building 1, No. 277 Longlan Road, Xuhui District, Shanghai			
Contact	Tel	Mobile	E-mail
Mark Hu	86-13651960578	86-13651960578	humucheng@cpit-exhibition.com
Zhenhua Kang	86-21-62109116-859	86-13916906279	kangzhenhua@cpit-exhibition.com

4. Business Travel Service (Recommended Business Travel Agencies)

For details, please visit "Servie" - "Travel" at the official website of the CIIE.

5. Translation Service (Recommended Translation Companies)

Beijing Chinese-Foreign Translation & Information Service Co.,Ltd

Address: Beijing Chinese-Foreign Translation & Information Service Co.,Ltd

Contact	Tel	Mobile	E-mail
Fan Wu	86-18910888181	86-18910888181	fan.wu@ctis-cn.com
Guangzhou Duan	86-15001259710	86-15001259710	guangzhou.duan@ctis-cn.com

Beijing Spirit Translation Co., Ltd.

Address: Room 1703, Tower 7, Jianwai SOHO, No. 39 East 3rd Ring Middle Road, Chaoyang District, Beijing

Contact	Tel	Mobile	E-mail
Bo Li	86-13366029699	86-13366029699	libo@bjspirit.com
Qian Wang	86-18731799348	86-18731799348	fanyic@bjspirit.com

TRANSN (Beijing) INFORMATION TECHNOLOGY CO.,LTD.

Address: 16th Floor, Huiketing Building, Building 1, Yard 3, North Huangmuchang Street, Tongzhou District, Beijing

Contact	Tel	Mobile	E-mail
Shika Liu	86-17600098800	86-17600098800	shika.liu@transn.com
Sophy Li	86-13811433024	86-13811433024	sophy.li@transn.com

Besteasy Language Technology Co., Ltd.

Address: Floor 3, Tower A, LangQin International Bld., No. 168, Guang'anmenwai, Xicheng District, Beijing

Contact	Tel	Mobile	E-mail
Jason Hu	86-18201790094	86-18201790094	jason.hu@besteasy.com
Sunny Zhao	86-13910843155	86-13910843155	sunny.zhao@besteasy.com

Shanghai Foreign Service (Group) Co., Ltd.

Address: Unit A, 11F, New Ideal Mansion, 1500 Zhongxing Road, Jing'an District, Shanghai

Contact	Tel	Mobile	E-mail
Yao Shi	86-21-62778990*330	86-13482864033	yao.shi@fsg.com.cn
Hang Lv	86-21-62778990*329	86-15000235341	hang.lv@fsg.com.cn

Global Tone Communication Technology (Shanghai) Co., Ltd.

Address: 168 Jiangchangsan Road, Shanghai Shibei High-tech Park, Jing'an District, Shanghai, China

Contact	Tel	Mobile	E-mail
Xiaohui Xie	86-21-61730877	86-13611963433	xiexiaohui@gtcom.com.cn
Siwen Liu	86-21-61730877	86-13774219346	liusiwen@gtcom.com.cn

6. On-site Information Supporting Service

All areas of the exhibition hall are covered with 4G and 5G signals, and the traffic capacity can currently handle about 250,000 calls per day. The exhibition hall has built a high-performance switching network with full coverage of integrated cabling, offering services including ordinary broadband, dedicated high-speed broadband, wired fixed-line calling, etc. Free Wi-Fi "NECC-FREE" is also provided (connection rate ranges from 1 Mbps to 5 Mbps depending on the total number of users. The technical limitations of the wireless network may affect user experience due to various objective restrictions. In the case of a large number of Internet users and external signal interference, there may be slow Internet access or connection difficulties in some areas.). Free Wi-Fi will limit large bandwidth Internet applications, such as P2P downloads, Internet speed tests, HD video and live streaming. Technically, Wi-Fi signals are susceptible to interference, which may affect user experience in actual use due to various objective reasons. For example, in the case of a large number of Internet users and external signal interference, there may be slow Internet access or connection difficulties in some areas. If there is a demand for higher quality Wi-Fi access, additional customized Wi-Fi access services with high density and high bandwidth can be provided.

Shanghai Electric Digital Eco-Tech Co.,Ltd.

Address: 30th Floor, No. 8, Middle Huaihai Road, Huangpu District, Shanghai

Contact	Tel	Mobile	E-mail
Gong Zheng	86-67008485	86-18916171910	Gongz@eblssmart.com

7. Recommended Enterprises for Group Meal (Catering for conference and activities)

Number	Company	Available Food and Beverage Categories				Contacts and Contact Information
		Chinese Communal Meal	Western Individual Serving	Buffet	Tea Break	
1	Intercontinental Shanghai Hongqiao NECC	√	√	√	√	July Xu 86-21-67001888-6718 86-13501910330 july.Xu@ihg.com



Number	Company	Available Food and Beverage Categories				Contacts and Contact Information
		Chinese Communal Meal	Western Individual Serving	Buffet	Tea Break	
2	The Portman Ritz-Carlton Shanghai	√	√	√	√	Roger Qian 86-21-62798888-5639 86-13917006339 roger.qian@ritzcarlton.com
3	SHANGHAI LINESUN BANQUET CATERING Co.,Ltd	√	√	√	√	Phile Guan 86-21-62587777 86-13917768855 phile.guan@linesun.com
4	Shanghai Linglin Banquet Catering Co., Ltd.	√	√	√	√	Justin 86-18016009498 admin@sh-grc.cn
5	Shanghai Pu Dong New Area Shangri-La Hotel Co. Ltd	√	√	√	√	Rose Huang 86-21-28286329 86-18621565259 Rose.huang@shangri-la.com
6	HOTEL SHANGHAI SHESHAN ORIENTAL-HANDWRITTEN COLLECTION	√	√	√	√	Selina 86-21-37611611 86-13816777357 h6329-sl3@accor.com
7	Park Hyatt Shanghai	√	√	√	√	Judy Zhu 86-21-68881234*4558 86-13916736494 Judy.zhu1@hyatt.com
8	Renaissance Shanghai Yangtze Hotel	√	√	√	√	Sisley Liu 86-21-62750000-2528 86-13524668841 sisley.liu@radissoncollection-yangtze.com
9	The St. Regis Shanghai Jingan	√	√	√	√	Nadia Luo 86-21-62579999-7838 86-13917401933 nadia.luo@stregis.com
10	SH Jixiang Jingan Shangri-la Hotel	√	√	√	√	CC Chen 86-21-22038888-6339 86-13817612945 cc.chen@shangri-la.com
11	Harvest Festival (Group) Co., Ltd.	√	√	√	√	Beck Sun 86-21-64515166 86-13816014999 becksun@fsrjt.com

The above is the preliminary selection of group catering service units, and the final list published by Shanghai Municipal Commission of Commerce shall prevail.

8. Onsite Catering Service Provider

Number	Floor	Unit number	Vendor name	Type of Business	Contact / Tel
Commercial Building					
1	1F	D-L101	 Tims COFFEE HOUSE EST. 1984	Tims	Coffee & dessert Rui Xu Qing 18602527343
2		D-L102	 Lihua Fast Food	Chinese fast food	Yang Wei 13816487817
3		D-L103	 Xin Shi Jie	Chinese fast food	Pei Fei Qiu 15800584156
4		D-L104	 STARBUCKS	Starbucks	Coffee & dessert Mao Xin Hao 13501813124
5		D-L105	 一心为你 德克士	dicos	Western fast food Chen Sheng 18217032494
6		D-L106	 Yu Xing Ji	Chinese fast food	Ou Xiao Hu 15056152919
7		D-L107	 Mi Fang Yuan	Chinese fast food	Liu Jian Li 18964549230
8		D-L108	 YON HO 永和豆浆	YON HO	Chinese fast food Ji Huai Jiang 15900699344
9		D-L109	 zkungfu	Chinese fast food	Peng Zhen Ya 15202123130
10		D-L110	 Tang Zhen Lu	Japanese counter meal	Xu Chun Hai 13301989150
11		D-L111	 Lao Niang Jiu	Chinese fast food	Wu Chun Ming 15802124461
12		D-L112	 PACIFIC COFFEE	PACIFIC COFFEE	Coffee & dessert Li Yan 13524492925
13		D-L112-1	 FFFFF 流石·流心三明治	FFFFF	Coffee & dessert Meng Wei Xin 13102148177
14		D-L113	 Master Kong Chef's Table	Chinese fast food	Wu Bao Jin 15821166413

Number	Floor	Unit number	Vendor name	Type of Business	Contact / Tel
Commercial Building					
15	1F	D-L114、220	 KFC	Western fast food	Xu Er Mei 18321010162
16		D-L115	 MUSKCAT COFFEE 麝香猫®咖啡	Coffee & dessert	Wang Ai Chen 15556192999
17		D-L116	 CHAMPS ELYSEES PARIS 香榭巴黎	Coffee & dessert	Cao Li Ming 13917025597
18		D-L117	 一心为你 德克士	Western fast food	Han Jun Hua 15617097102
19		D-L118	 得意大厨 deyikitchen	Chinese fast food	Chen Hu 15262172881
20		D-L119	 粤依粤好 YUE NONG YUE HAO	Chinese dinner	Lu Lian Feng 13685536025
21		D-L120	 家有好面	Chinese fast food	Zhang Ping 13651981622
22		R-L101	 喜士多	Convenience store	Pan Bo Jun 13764642827
23		R-L106	 7-Eleven	Convenience store	Guo Fang Fang 15710191251
24		R-L108	 上海特色小吃馆	Food court	Meng Jing Yi 15901861626
25		R-L111	 Mind Stand · Since 2017 ·	Coffee & dessert	Xu Ping Ping 18721382826
26		R-L113	 木耶农木耶浓	Coffee & dessert	Zhao You 18969934465
27		R-L116	 SUBWAY	Western fast food	Cui Gao Fei18301883596
28		R-L117	 乐铺 Galop Restaurant	Chinese fast food	Jin Cheng Xiang13301811165

Number	Floor	Unit number	Vendor name	Type of Business	Contact / Tel
Commercial Building					
29	2F	D-L223-224	 陕西城市会客厅 Shaanxi Introduction Hall	ShanXi Introduction Hall	Chinese fast food Zhang Xiao Liang 18291952588
30	3F及以上	D-L301、302	 PAULANER	PAULANER MUNCHEN	Western fast food Zhou Yi 18017920767
31		D-L309-3	 丽华快餐 LIHUA FAST FOOD	Lihua Fast Food	Chinese fast food Yang Wei 13816487817
32		D-L309-4	 舅老娘舅	Lao Niang Jiu	Chinese fast food Huang Lian 15721391097
33		D-L310	 STARBUCKS	STARBUCKS	Coffee & dessert Feng Hong Liang 15618731992
34		D-L311	Yershari Restaurant 耶里夏丽	Yershari	Halal Zhang Hong Mei 13816409786
35		D-L312-1	 康师傅牛肉面 MASTER KONG CHEF'S TABLE 新中式国粹风味	Master Kong Chef's Table	Chinese fast food Li Jing 15000258107
36		D-L312-2	 一心为你 德克士	dicos	Western fast food Hu Chang Jiang 18321262480
37		D-L313	 CAFE & RESTAURANT GUSTO	Gusto	Western fast food Tu Yu Hong 13816911791
38		D-L314	 MUSKCAT COFFEE 麝香猫咖啡	Muskcat Coffee	Chinese fast food Liu Li Qiang 13127945501
39		D-L315	Mind Stand · Since 2017 ·	M Stand	Coffee & dessert Xu Ping Ping 18721382826
40		D-L316、407	 大帽山 Tai Mo Shan 港式餐厅	Taimoshan Hong Kong Style Restaurant	Chinese fast food Yan Xu Ping 13386066269
41		D-L317、408、510	 HOLA HOUSE Restaurant & Cafe 欧乐坊	Hola House	Chinese dinner Zhang Yi 18016009498
42		D-L318	 MELROSE PIZZERIA 美罗思	Melrose Pizza	Chinese fast food Ping Hai Xia 13301987316
43		D-L401	 linesun	Linesun	Chinese dinner Shi Xu Qiang 13961206505



Number	Floor	Unit number	Vendor name		Type of Business	Contact / Tel
44	3F及以上	R-L402、404		Taiwan-way	Food court	Luo Xin Xiang 13801724520 Mu Ming Sheng 18621831218
45		D-L405、507		Harvest Festival	Chinese dinner	Dai Quan 15214399779
Office Building of A0						
46	B1	A0-B1		DELI COME	Canteen	Sun Xiu Juan 13817611940
47	1F	A0-L1		STARBUCKS	Coffee & dessert	Guan Jian Bin 13917768855
48	1F	A0-L1		C-STORE	Convenience store	Ma Rui Rui 18001760521
Office Building of B0						
49	B1	B0-B1		TRIPOD	Canteen	Xu Jian 13564553590 Gao Ke Ping 13003151515
50	1F	B0-L1		Luckin Coffee	Coffee & dessert	Ma Jing Jing 13162590610
51	1F	B0-L1		Alldays	Convenience store	Gong Lin Yan 13052209803
Office Building of C0						
52	B1	C0-B1		DEBO	Canteen	Xiang Shi Xi 15016065283
53	1F	C0-L1		TANING	Drink & dessert	Kuang Yu Ying 15121163060
54	1F	C0-L1		C-STORE	Convenience store	Ma Rui Rui 18001760521
55	 INTERCONTINENTAL SHANGHAI HONGQIAO NECC 国家会展中心上海洲际®酒店			INTERCONTINENTAL SHANGHAI HONGQIAO NECC	Chinese dinner Western dinner	Angle 13636505359 July 13501910330

9. Financial Service

As the only official 'Comprehensive Banking Enterprise' of CIIE by the Ministry of Commerce in China and one of the strategic partners and financial service providers of the event, Bank of China provides comprehensive financial services covering pre-exhibition, in-exhibition and post-exhibition for CIIE.

Please refer to Appendix 16 for specific service contents, or contact the following service teams:

Contact: Mr. Meng Qingzhuo

Tel: 86-21-69721091

Mobile: 86-18918084151

E-mail: mengqzgj_sh@bank-of-china.com

10. Insurance Services

As the "Core Supporting Company" and the "Designated Insurance Service Provider" of the CIIE, CPIC has tailored the one-stop insurance products and services "CIIE Insurance" to the exhibitors, builders, logistics suppliers and e-commerce service platforms of the Sixth CIIE. The "CIIE Insurance" is classified into basic category and special category, and all kinds of related guarantees can be consulted through email.

Please refer to Appendix 17 for specific service contents, or contact the following service teams:

Company Name: China Pacific Insurance (Group) Co., Ltd.

Address: 190 Yincheng Road, Pudong New Area, Shanghai

National Service Hotline: 021-66779900

Exhibition Area	1.1H/1.2H/2.1H/2.2H/3H/4.1H/NH	5.1H/5.2H/6.1H/6.2H/7.1H/7.2H/8.1H/8.2H
Contact	Yu Huayi	Cheng Mincheng
Mobile	86-13817992765	86-17317853072
Email	shyuhy@cpic.com.cn	shchengmincheng@cpic.com.cn

11. Air Carrier Service

1) China Eastern Air Holding Co., Ltd.

As the "Core Supporting Company" and the "Designated Air Carrier" of the CIIE, China Eastern Air Holding Co. Ltd (CEAH) will provide international ticket discounts for participants travel to China during the CIIE period. Applicable personnel include CIIE participants, visitors, invited guests and partners' employees as well as their accompanying personnel.

Please refer to Appendix 18 for details of service, or find Official website www.ceair.com, or contact service hotline (+86)95530.



2) China Southern Airlines Co., Ltd.

As the “pivotal supporter” and “designated air carrier” of CIIE for four consecutive years, China Southern Airlines Co., Ltd. will provide one-on-one professional services such as coordinating aviation needs, scheduling, providing travel suggestions, and presenting high-quality air travel solutions.

Details in Attachment 18, official website of China Southern Airlines at www.csair.com, or its hotline (+86) 95539.

12. Transportation Services

COSCO SHIPPING is a core supporting enterprise of the CIIE, as well as the only international shipping service provider recommended by the CIIE. It is also one of the officially recommended home transportation service providers and special decoration service providers, providing one-stop services from exhibit transportation to booth setup for the CIIE.

Please refer to Appendix 19 for specific service contents, or contact the following service teams:

1) Contact Information for Home Transportation Service Provide

COSCO Shipping Air Freight Co., Ltd.			
Address: 220 Beili, Balizhuang, Chaoyang District, Beijing			
Contact	Tel	Mobile	E-mail
Pei Ting	86-21-67008972	86-13701749094	05transporter@ciie.org
Zhenlei Qian	86-21-67008972	86-13167243619	05transporter@ciie.org
Ma Zepeng	86-21-67008971	86-15011213771	05transporter@ciie.org

2) Contact Information of Transportation Service Provide

COSCO SHIPPING Lines Co., Ltd.			
Address: 378 Dongdaming Road, Hongkou District, Shanghai			
Contact	Tel	Mobile	E-mail
Zhou Yiwen	86-21-67008973	86-13816300623	06transporter@ciie.org
Shi'ang	86-21-67008974	86-13621963361	06transporter@ciie.org

13. Business Center

The Business Center in the exhibition venue will be open to all exhibitors and visitors during the Expo (Please refer to the Visitor Guide and On-site Guide Map for the specific location). The basic services of the Business Center include copying and printing, faxing and scanning, email receiving and sending, wheelchair leasing, Mobile charging, graphic production and ticket booking etc.

14. Small Items Move-in

During the setup period, resident logistics service providers will set service outlets in the parking lots around the exhibition venue to provide transfer services for the move-in of exhibits, etc (subject to the limit of 1.5m³ and 300kg for each piece) at the price of 150 yuan per cubic meter. For such transfer services, please call 021-39880380.

15. Online Services

The Exhibitor's Manual is released together with the online service system. It is recommended that the exhibitors and their entrusted constructors apply the online service system.

16. Digital Album and VR Online Display Service

CIIE provides exhibitors with services of VR panoramic production and online display at booths, supporting activities, and conferences. The VR materials include data version, static version, and dynamic version (onsite commentator available). In addition, we provide digital album production service (online version of the promotional album could collect visitor data). Please contact the following service team for details:

Shanghai SVRTEC Information Technology Co., Ltd			
Address: 606, SMIC building, No. 800, Shangcheng Road, Pudong New Area, Shanghai			
Contact	Tel	Mobile	E-mail
Hong Xiao Li	86-21-51098832	86-18616782602	2577860081@qq.com
Chen Xiao Chuan	86-21-51098832	86-13162020368	see368@163.com



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

新 时 代 共 享 未 来
NEW ERA SHARED FUTURE

06

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)	Note: Explain the innovative ideas and thoughts of the design, how it reflects the concept of environmental protection and sustainable development.				
Material Selection & Set-up (less than 200 words)	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.				
Booth Effect (less than 200 words)	Note: Explain the display form, technology, how to reasonably plan the route in the booth and all kinds of space allocation.				

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	

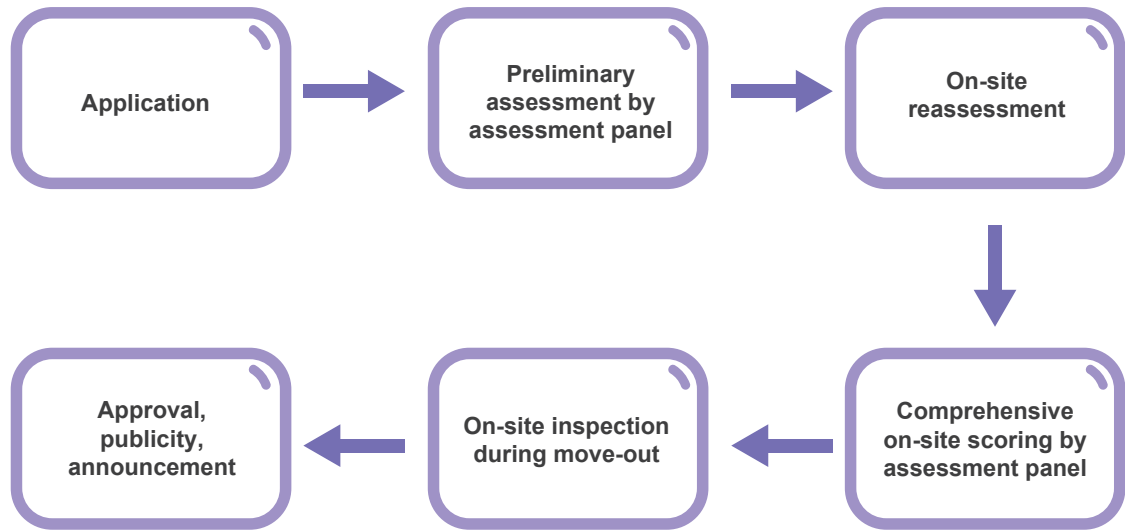
Annex 4: CIIE Green Booth Outstanding Craftsmen Awards Scoring Criteria

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

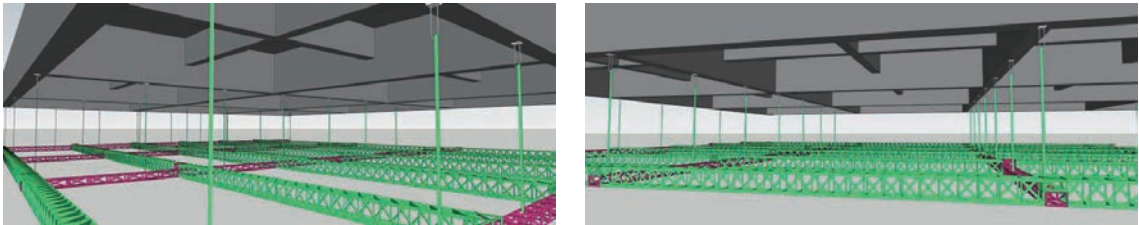
- 2.1 Lifting point service of the 6th China International Import Expo is available in the North Hall (NH), the ground floor of the double-floor exhibition hall (4.1H, 5.1H, 6.1H, 7.1H and 8.1H), and the second floor of the double-floor exhibition hall (5.2H, 6.2H, 7.2H and 8.2H) of National Exhibition 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

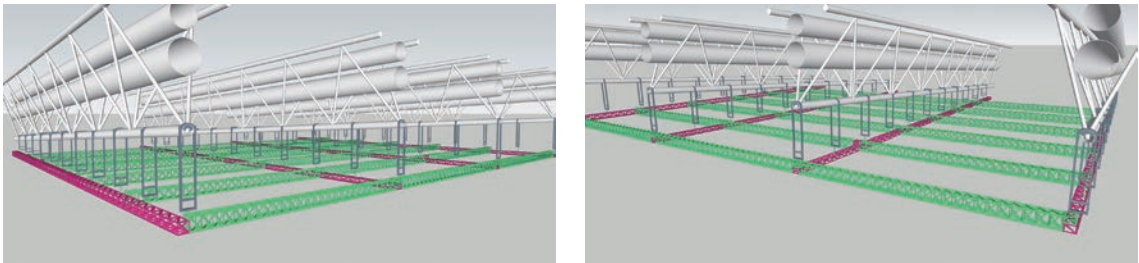
Hall No.	4.1 Hall / 5.1 Hall / 6.1 Hall / 7.1 Hall / 8.1 Hall	5.2 Hall / 6.2 Hall / 7.2 Hall / 8.2 Hall (Further notice for national pavilions)	North Hall (NH)
Lifting point bearing	≤150 kg (with the hoist and chain)		
Single structure load limit (Manual hoist)	≤1800kg		
Height of basic structure	10.3m	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.

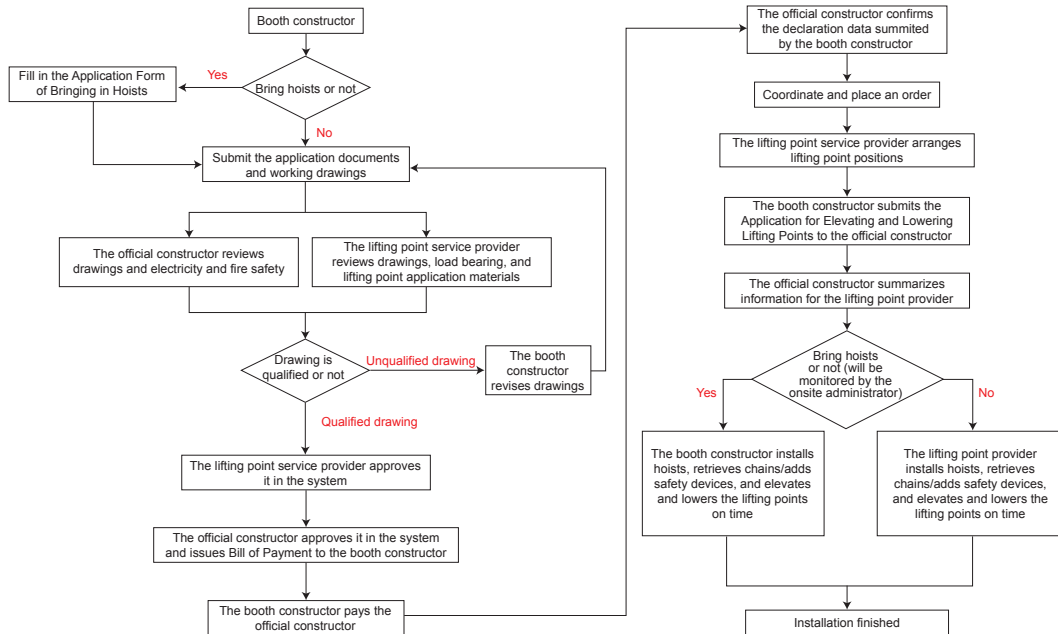
Truss rental service includes Truss and related parts and components required for assembly. Please prepare adapters should you need special assembly.

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

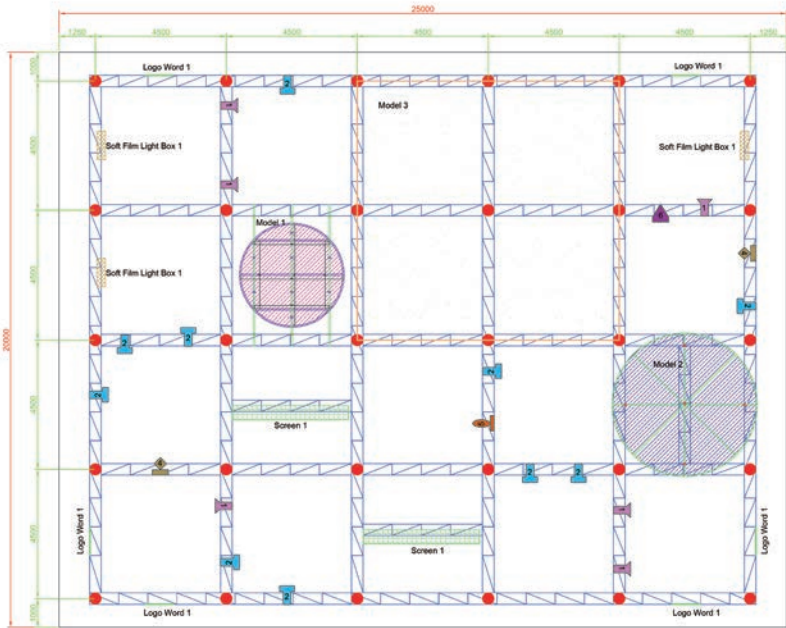
Booth No.:



Note:
Attach the top view of all booths, applying for lifting points to the floor plan of the exhibition hall with the center line to confirm the opening direction of the booths.
Mark the exact distance from the booth to walls, columns or gate center line.
The red line is the centerline of the gates of the exhibition hall, and the green line is the construction road of the exhibition hall.

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.

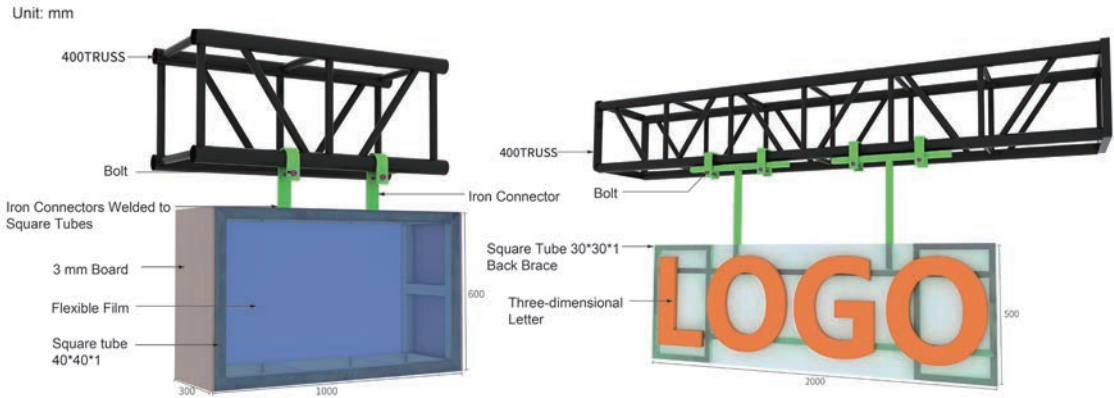
List of Hangings				
Legend	Materials	Quantity	Single Weighting	Total Weighting
●	Model word 1 (Model)	10 pcs	30	300
●	4000 Model	100 pcs	10	1000
●	Soft Film Light Box 1	2 pcs	18.86	37.72
●	Logo Word 1	2 pcs	12.7	25.4
●	Model 1	2 pcs	205.16	410.32
●	Model 2	2 pcs	141.49	282.98
●	Model 3	2 pcs	128.91	257.82
●	Model 4	2 pcs	25.5	51
●	LED Panel Light	2 pcs	12	24
●	Auto Show Light	10 pcs	1.5	15
●	Computerized LED Headlighting Light	2 pcs	20	40
●	Computerized Screen Light	2 pcs	30	60
●	Computerized LED Screen	2 pcs	30	60
Total Weight of Hangings			688.1	

Please provide the light type, specifications and indicate the weight of individual lights		
Position of Lifting Point	Quantity	Single Weighting
30 pcs	150	6000

→ 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.

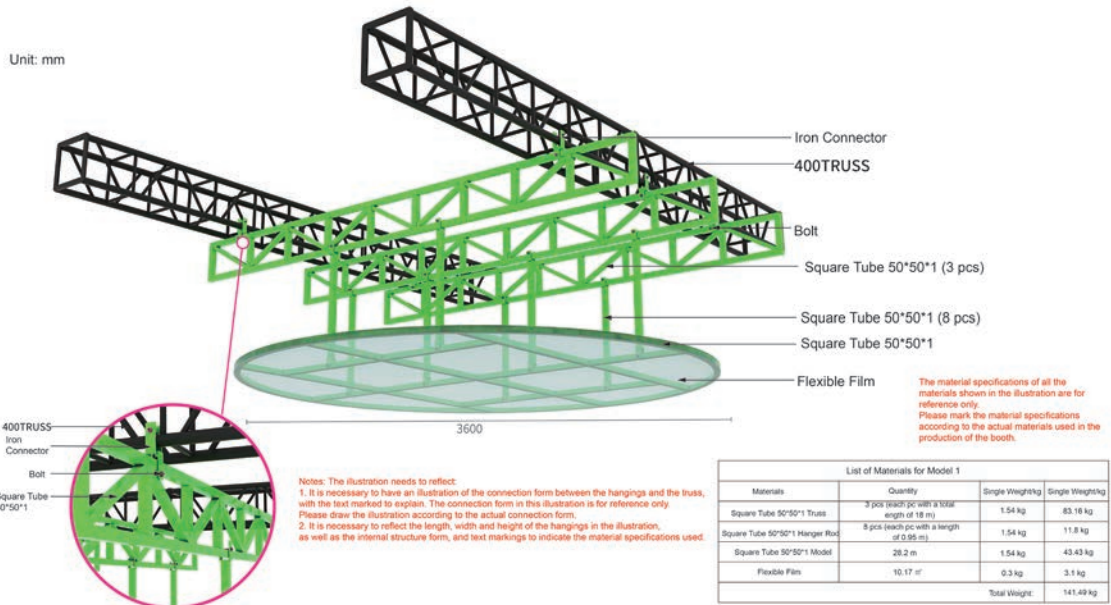
List of Materials for Soft Film Light Box 1			
Materials	Quantity	Single Weighting	Single Weighting
Square Tube 40*40*1	13 m	1.22 kg	15.86 kg
Flexible Film	1.2 m ²	0.3 kg	0.36 kg
3 mm Board	0.96 m ²	2.5 kg	2.5 kg

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 Weighting	Single Weighting
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

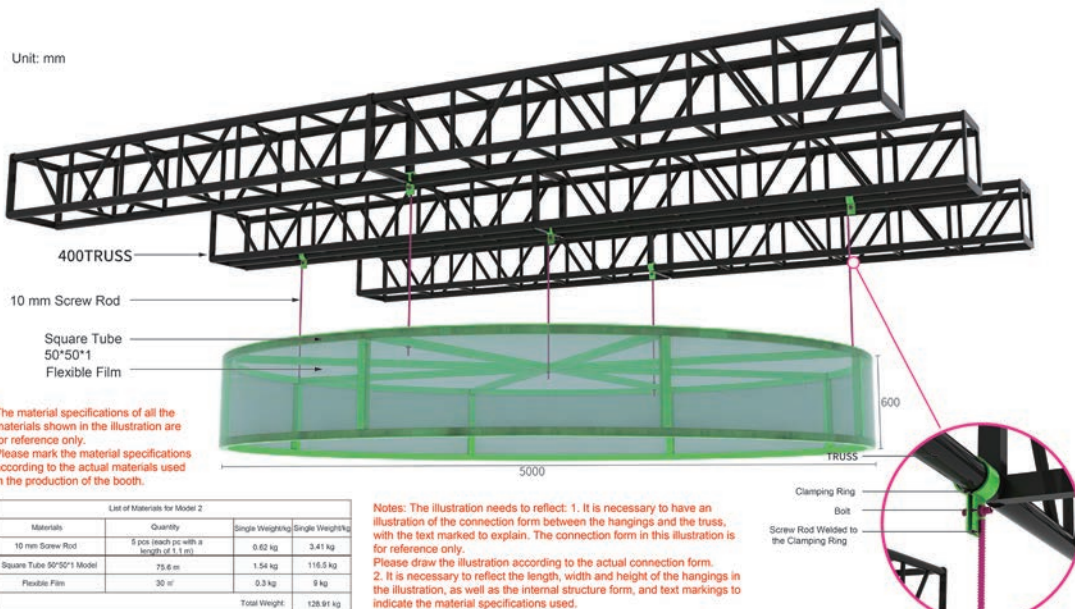
Detailed Illustration of Materials and Weight of the Hanging Structure

Booth No.:



Detailed Illustration of Materials and Weight of the Hanging Structure

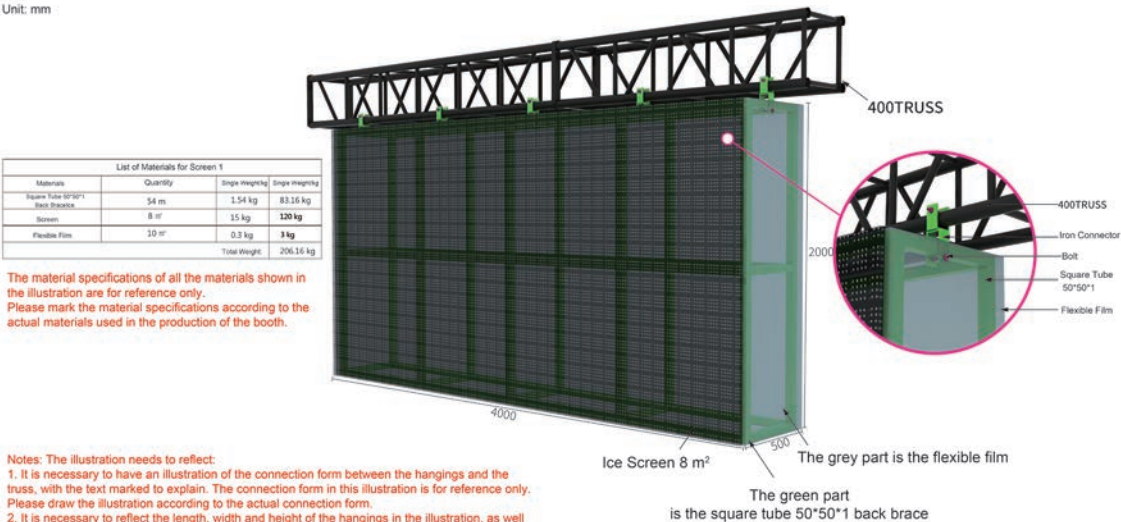
Booth No.:



Detailed Illustration of Materials and Weight of the Hanging Structure

Booth No.:

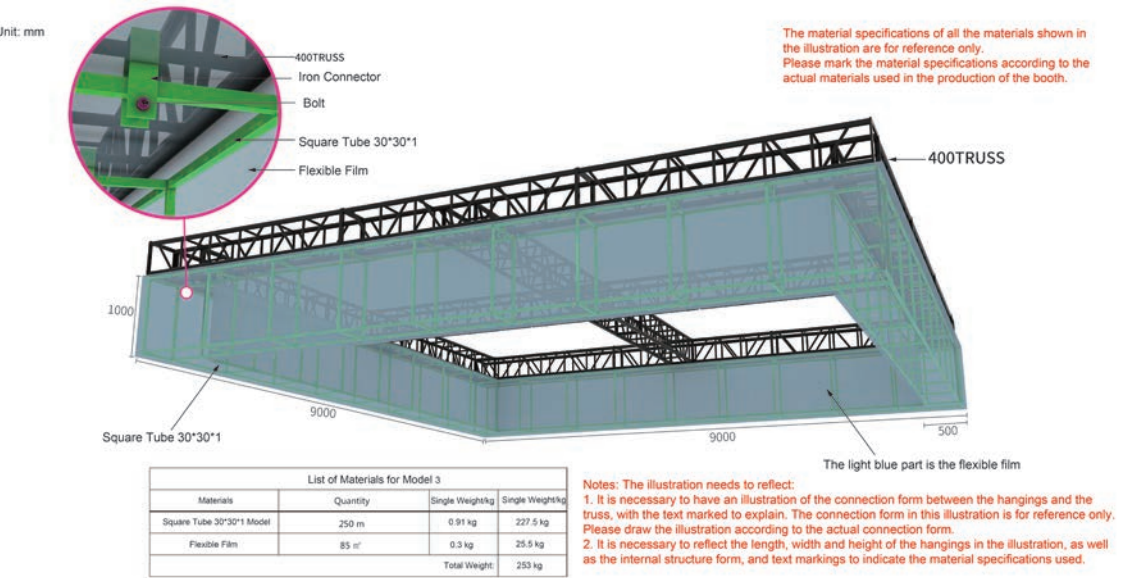
Unit: mm



Detailed Illustration of Materials and Weight of the Hanging Structure

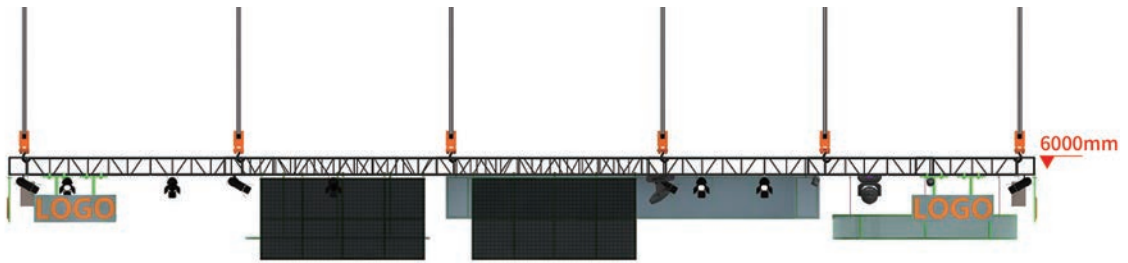
Booth No.:

Unit: mm



4. Height Chart of Hanging from the Ground

Booth No.:

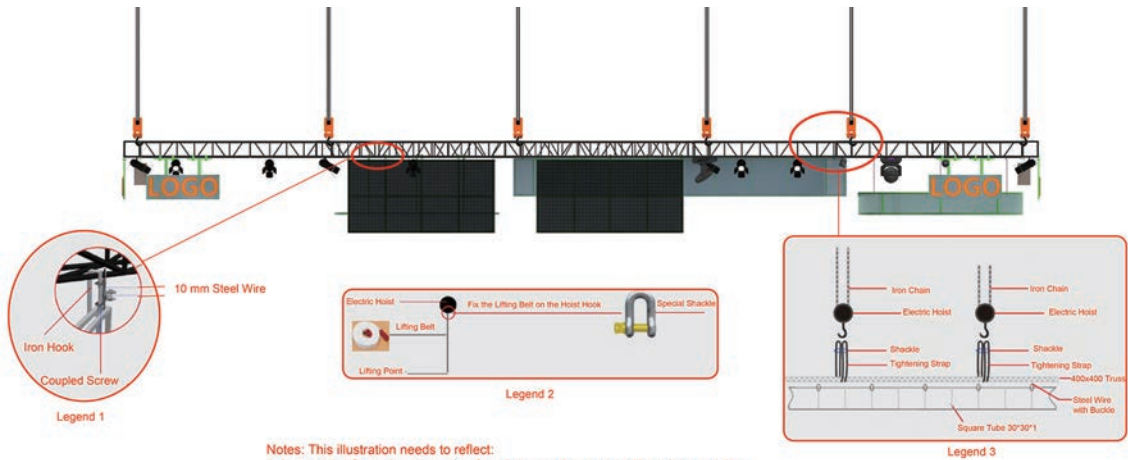


Note: The chart needs to reflect the height of the upper edge opening of the truss from the ground.



5. Connection Mode of Hangings

Booth No.:



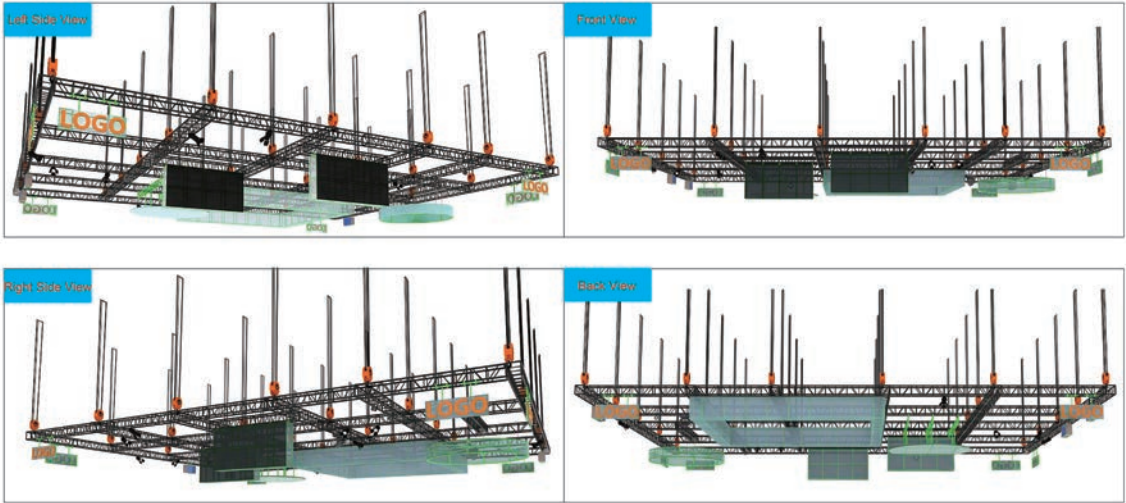
Notes: This illustration needs to reflect:

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.



7. 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 CIIE 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 CIIE 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

Appendix 16 Financial Services

BOC's Six Essential Advantages

Global network: The BOC has set up nearly 600 overseas branches in 63 countries and regions, including 43 “Belt and Road” countries, delivering financial solutions known as “global resources and services at any point of contact.”

Integrated services: The BOC gives full play to its comprehensive operations to create diversified, synergistic competitive advantages and to fulfill its responsibilities as a large state-owned bank. It actively serves China's overall development, supporting her real economy and serving the mutual reinforcement of the domestic and international dual cycles that characterizes the economic new normal. The aim is to provide comprehensive corporate financial services for enterprises worldwide, and to promote the stability of enterprises' domestic and overseas investments, operations, and business dealings.

Foreign trade service: The BOC keeps pace with the opening-up of China, and is the first bank in China to engage in trade finance. It leads the industry in terms of international settlement volume and cross-border RMB settlement volume. The BOC taps into its advantage of the linkage between its cross-border and regional services; it is an important participant in the formulation of foreign exchange and foreign trade policies and a leader in innovative cross-border business.

Experience in expo: As the only “dual Olympic bank”, Bank of China is the official banking partner of the 2008 Beijing Olympic Games, Paralympic Games and 2022 Beijing Olympic and Paralympic Winter Games, as well as the financial service provider of major national economic and trade expos such as the China Import and Export Fair, China International Consumer Products Expo, China International Fair for Trade in Services, and has rich experience in hosting and organizing large-scale events.

Network service: Bank of China has specially set up a branch (covering an area of nearly 3,000 square meters) in National Exhibition and Convention Center (Shanghai), the venue of CIIE. It is the largest branch with the strongest comprehensive service capacity around the Center.

International talents: The BOC has a large English-language talent pool and professionals capable of more than 30 small languages. At the same time, many BOC experts hold key positions in the International Chamber of Commerce (ICC), the Factors Chain International (FCI), and the Society for Worldwide Interbank Financial Telecommunication (SWIFT); they are well-versed in international business rules—and participate in the formulation of them.

If you have any questions, please feel free to contact us at your earliest convenience.

Contact person: Mr. Meng Qingzhuo

Contact number: 86-21-69721091

Contact number: 86-18918084151

Email address: mengqzgj sh@bank-of-china.com



中国国际进口博览会战略合作伙伴
THE STRATEGIC PARTNER OF THE CIIE



Appendix 17 Insurance Services

1. Company Profile

China Pacific Insurance (Group) Co. Ltd. (hereinafter referred to as CPIC, or the Company) is an insurance holding company incorporated on the basis of China Pacific Insurance Company, which was established on May 13, 1991. It is a leading insurance group headquartered in Shanghai, which is the first insurance group simultaneously listed on Shanghai, Hong Kong and London Stock Exchanges.



CPIC adhered to high-quality development, vigorously pursued transformation and delivered steady growth of business results. It was listed on the Fortune Global 500 for the 10th consecutive year, ranking 193rd. In 2019, its operating revenues increased by 8.8% from 2018 to RMB385.489 billion; Group net profits amounted to RMB27.741 billion, an increase of 54.0%; Group total assets grew by 14.4% on an annual compound basis in the past 3 years, amounting to RMB1,528.333 billion. The Company continuously enhanced its operational and service capabilities and provided services to 139 million customers, projecting a image of being “responsible, smart and caring”. CPIC Life and CPIC P/C won the top AA rating for the 3rd successive year in the regulatory evaluation of customer service. From 2018 to 2022, CPIC actively gave full play to the advantage of authorized insurance, served four consecutive sessions of CIIE, and launched the advanced financial service model of “full chain, full cycle, digital and diversified” for CIIE around its two themes of “expo” and “trade”.

2. One-stop Insurance Products and Services

As a “Core Supporting Enterprise” and “Designated Insurance Service Provider” of the CIIE, CPIC has tailored the one-stop insurance products and services “CIIE Insurance” to the exhibitors, builders, logistics suppliers and e-commerce service platforms of the Sixth CIIE. The “CIIE Insurance” is classified into basic category and special category, and all kinds of related guarantees can be consulted through email.

1) Basic Category

Interested parties	Insurance coverage	Products
Exhibitors/ builders	Natural disasters and accidents during the freight transportation	Cargo Transport Insurance and Additional Insurance
		Third Party Liability Insurance of the Goods' Owner
	Financial risk in the transaction of goods	Customs Guarantee Insurance
		Domestic Trade Credit Insurance
	Construction and installation works suffer material loss and third-party liability during construction	Insurance for Construction/Installation Works
	Natural disasters and accidents incurred by exhibits during the exhibition	Property Insurance
	Personal damage of third party and employed staff during the exhibition	Exhibition Liability Insurance
	Employees suffer casualties and injuries in the workplace	Employer Liability Insurance
	Liability for accidental death and disability of construction personnel	Short-term Accident Insurance
	Accident medical liability of construction personnel	Short-term Health Insurance
E-commerce platforms	Losses of property and expenses arising from transactions	Back Freight Risk Insurance
		Parcel Post Insurance
Logistics suppliers	Property loss and liability in logistics service	Ship Insurance
		Container Insurance
		Freight Transport Insurance
		Logistics Comprehensive Liability Insurance
Exhibition personnel	Liability for accidental death and disability of exhibitors	Short-term Accident Insurance
	Accidental medical liability of exhibitors	Short-term Health Insurance
	Liability for death and disability caused by COVID-19 in the venue	Extended Liability

2) Special Category

Type of insurance	Insurance coverage	Pricing plan
Artwork Insurance	Insuring the direct material damage or loss of the subject matter insured within the location specified in the policy during storage, exhibition and display due to natural disasters or accidents.	The pricing is based on the policy holder/insured's declared artwork value and risk level
IP Insurance	The risk of infringement of intellectual property rights by exhibits or publicity materials and the risk of infringement of intellectual property rights by others.	The pricing is based on the policy holder/insured's declaration limit
Network Security Liability Insurance	Insuring business interruption losses and related expenses caused by network security accidents.	The pricing is based on the policy holder/insured's declaration limit
Other needs	Providing insurance products and design plans according to specific needs	

(Aon provides technical support for this plan)

3. Value-added Services

Focusing on the Sixth CIIE, CPIC will give full play to its risk management expertise and the resource advantages of its headquarters being in Shanghai, to provide first-class insurance service experience for exhibitors. Specifically as follows:

3.1 Establishing a housekeeping-style insurance service team

CPIC will provide consultation, complaints, return visits, insurance, claims and other all-round, multi-lingual and personalized services for exhibitors.

3.2 Establishing a professional on-site service team

During the CIIE, professional business backbones of property insurance, life insurance and health insurance sectors will be stationed in the Expo to provide professional services on site.

3.3 Establishing a professional emergency volunteer team

CPIC will select professional first-aid certified teams to assist in preparing emergency plans, establishing ERTs, providing ERT training, to demonstrate and present PPE equipment free-of-charge, and to provide on-site first-aid supporting services.



3.4 Providing “Extremely Fast, Extremely Easy and Extremely heartwarming” claims service experience

CPIC will set up exclusive compensation fund for exhibitors and set up green compensation channels; provide 24-hour bilingual (English/Chinese) service channels for overseas exhibitors; In order to deal with emergencies more effectively, during the CIIE, CPIC will specially arrange stationed medical services in surrounding hospitals, providing one-to-one medical services, getting ready for emergency treatment at any time, collecting claim data on site, settling claims as fast as possible;

CPIC will also provide on-site medical rescue, road vehicle rescue, vehicle safety monitoring, SOS domestic and overseas VIP medical rescue services and other additional services as well.

3.5 Establishing a full life cycle risk control service network

CPIC will set up a 24/7 and all-round risk control service network for exhibitors from preparation to withdrawal; provide disastrous meteorological early warning services, whole process risk management services and emergency volunteer services, etc.

3.6 Providing “Green Channel” stationed medical services

In order to deal with emergencies more effectively, during the CIIE, CPIC will arrange stationed medical services in surrounding hospitals, providing customers with medical treatment in the first time if needed.

3.7 Providing “one-to-one” medical services

During the CIIE, in case of an accident, the accompanying staff shall be dispatched at the first time after receiving the accident notice to accompany the injured to the nearby hospital for medical treatment, collect the claim data on site, and handle the claim as fast as possible.

3.8 Providing online medical services

During the CIIE, CPIC will provide online medical services to exhibitors for real-time communication with doctors; the emergency treatment will be available in no time under the highly efficient medical services.

4. Contact Methods of Insurance Services

Name: China Pacific Insurance (Group) Co., Ltd. Shanghai Branch

Address: No. 400, Wu Song Road, Hong Kou District, Shanghai

National Service Hotline: 021-66779900

The contact methods of service teams are as follows:

Exh. Area	1.1H/1.2H/2.1H/2.2H/3H/4.1H/NH	5.1H/5.2H/6.1H/6.2H/7.1H/7.2H/8.1H/8.2H
Contacts	Yu Huayi	Cheng Mincheng
Tel	86-13817992765	86-17317853072
E-mail	shyuhy@cpic.com.cn	shchengmincheng@cpic.com.cn

Appendix 18 Air Carrier Service

1. Company profile

Headquartered in Shanghai, China Eastern Airlines Group is one of the three major airlines in China. It traces its lineage back to the first squadron established in Shanghai in January 1957. Its business scope includes air transportation of passengers and cargos, aviation financing, aviation real estate, air catering, financing lease, foreign trade, aviation media, industrial development, industrial investment and other sectors highly relevant to the aviation industry. Upon building an integrated system of comprehensive modern aviation services, the company focuses on three pillar businesses, namely full-service aviation, innovative economic aviation and air logistics, and strives to develop five aviation-related sectors including aviation maintenance, on-board catering, innovative technology, finance and industrial investment. It is the first state-owned aviation transport group with two core businesses to go public, i.e., air passenger transport and aviation logistics.

China Eastern Airlines Co., Ltd. (CEA) runs the core business of the Group. It operates a modern fleet of nearly 800 aircraft, which is one of the youngest in the world. Moreover, it boasts China's largest Wi-Fi-equipped fleet of wide-bodied aircraft that features leading commercial and technical models. So far, CEA has built two domestic core hubs in Beijing and Shanghai with four airports, and regional hubs in Xi'an, Kunming and other cities. As a member of the SkyTeam Alliance, CEA operates flights to 1,088 destinations in 184 countries and regions, including all Chinese provincial capitals and all airports with annual passenger throughput over 10 million. Eastern Miles members can enjoy the membership benefits of multiple member airlines of the SkyTeam Alliance and use more than 750 VIP lounges at airports worldwide. Providing air travel services for 150 million people annually, it ranks among the top ten globally.

Details at www.ceair.com, or the service hotline (+86) 95530



2. Preferential policies for CEA

CEA preferential policies serve the organizers or representatives of this CIIE.

Preferential policies for organizers:

Upon receiving the application, we will designate a sales department to arrange the itinerary of your representatives to CIIE, and your tours during the CIIE.

Preferential policies for representatives:

Representatives could reserve and purchase preferential tickets of business and economy classes exclusive for CIIE through CEA global designated channel. Contact us for details.



CEA exclusive products for CIIE

Passengers	Service of customer manager	CEA ticket channels	Change and refund	Products applicable
Exhibitor	Door-to-door promotion	Online channels	Online channels	A/B/C
		customer service center	customer service center	B/C
		Domestic CEA ticket offices	Domestic CEA ticket offices	A/B/C/D/E/F/G/H
		CEA designated authorized service providers	/	D/E/F/G/H (CEA group clients only)
Trading delegation	Door-to-door promotion	Online channels	Online channels	A/B/C
		customer service center	customer service center	B/C
		Domestic CEA ticket offices	Domestic CEA ticket offices	A/B/C/D/E/F/G/H
		CEA designated authorized service providers	/	D/E/F/G/H
Professional visitor	Door-to-door promotion	Online channels	Online channels	A/B/C
		customer service center	customer service center	B/C
		Domestic CEA ticket offices	Domestic CEA ticket offices	A/B/C/D/E/F/G/H
		CEA designated authorized service providers	/	D/E/F/G/H (CEA group clients only)

Notes: * Online channels: CEA APP, official website, M.ceair.com

* Customer service center: customer service center (+86) 95530

* CEA designated authorized service provider: CEA designated service provider with GP and TMC qualifications

* For better experience, CEA requires name, schedule and other information of airplane passengers

Products applicable:

A: Exclusive fares for the CIIE

B: If the flight or date from the same origin to the destination is changed 4 hours before the flight takes off, and the changed flight date is before the applicable flight date, the handling fee will be exempted.

C: If the ticket is refunded 4 hours before the flight takes off, the unused flight segment can be refunded through the original ticket channel free of charge, and general refund functions will be available.

D: Exclusive check-in counter for "CIIE-CEA exclusive" (Counter 319)

- E: Extra 10KG baggage allowance for free
- F: Self-operated VIP lounge 3 hours before departure
- G: Priority baggage tag
- H: Free on-board WIFI

Note: * CEA exclusive products for CIIE are subject to the actual CEA service, and CEA reserves the right of final interpretation.

Policy interpretation:

- 1) What criteria shall I meet to apply for preferential policies for CIIE? (such as number of participants, country, etc.)
CEA preferential policies for CIIE can be provided to worldwide delegations to China for CIIE and domestic customers, as well as to organizers (venue and the Convention Center) and end customers (enterprise customers).
Tickets purchased: No less than 50 tickets (including CEA and Shanghai Airlines).
According to the domestic flight sales policy, certain discounts can be given based on different classes (first, business and economy class) in off and peak seasons.
- 2) Application time and channels of preferential policies
Please visit CEA official website www.ceair.com 90 days in advance for the preferential policies, or call CEA service hotline (+86) 95530 to apply for preferential policies.
- 3) May the entourage of a representative, such as their families, enjoy these preferential policies?
The policies are applicable for all members recognized by the organizer.

*Note: CEA reserves the right of final interpretation.

3. Air transportation services

CEAH, as the “core supporting enterprise” and the “designated air carrier of the CIIE”, will provide international ticket discounts for overseas representatives to China during the CIIE, which are applicable to participants, visitors, invited guests, partners, employees and their associates. You are welcome to visit CEA official website or call CEA service hotline for further details.

Appendix 18 Air Carrier Service

1. Company profile

China Southern Airlines Company Limited (hereinafter referred to as China Southern Airlines) is the airline with the most aircraft, the most developed route network and the largest annual passenger volume in China. Since 2020, China Southern Airlines has been the “Core Supporting Enterprise” and “Designated Air Carrier” of CIIE for three consecutive years.

Leading scale and accessible routes. For 44 consecutive years, China Southern Airlines has maintained the highest passenger transportation volume among all airlines in China. With a fleet size exceeding 900 aircraft, the airline operates over 3,000 flights daily to 224 destinations worldwide.

Hubs in South and North China operate with strength. China Southern Airlines strives to build a core hub connecting Guangzhou and Beijing. As the largest main base airline of Beijing Daxing International Airport, China Southern Airlines has more than 50% of the market share and operates the hangar with the largest span, and the largest operation control center and aviation food production base in Asia. It constructs “Canton Route” international aviation hub, serves as the largest carrier of the “Belt and Road”, and supports the Guangdong-Hong Kong-Macao Greater Bay Area, Hainan Free Trade Port and Shenzhen Pilot Demonstration Area.

Safe flight and leading technology. China Southern Airlines is honored to hold the best safety record among all Chinese carriers with outstanding safety management levels in the world. It has been honored with the Two-Star Flight Safety Diamond Award by the Civil Aviation Administration of China with the highest safety rating in China. It stands as the domestic airline with the highest safety star rating in China and has also been bestowed with the top-level “Seven-Star Safety Rating” by the international independent aviation rating website AirlineRatings.com.

Affinity and refinement, and sci-tech innovation. China Southern Airlines adheres to a customer-centric approach, adheres to the service concept of “affinity and refinement”, and offers “humanized, digitalized, refined, personalized, and convenient” services, constantly meeting people’s demands for pleasant travel experiences. It promotes high-quality development with digital transformation as the first company in China to introduce flight operation control system, and the first company to launch E-ticket, “online reservation”, E-boarding pass, facial recognition boarding and other services.

Take responsibility bravely and get social reputation. China Southern Airlines actively fulfills its social responsibilities as a central state-owned enterprise, committed to creating comprehensive economic, environmental, and social value. It upgraded the responsible brand of “Green Flight”, advocated the experience of “whole green journey” and explored a bright future of sustainable development. As a SKYTRAX-listed Four-Star Airline, China Southern was, in 2018, named “The World’s Most Improved Airline”, and honored twice as the national “Customer Satisfaction Benchmark” enterprise by the China Association for Quality and was awarded the AAA certification, the highest quality credit rating in the market.



中国南方航空
CHINA SOUTHERN

2. Introduction to China Southern Airlines’ Preferential Policies at the CIIE

China Southern Airlines will focus on participants and attendees of the Import Expo Exhibition and provide exclusive purchasing benefits through a dedicated ticket booking link, including seat selection vouchers, cabin upgrade vouchers, baggage vouchers, and lounge vouchers. Please stay tuned for these exclusive services.

Appendix 19 Transportation Services

1. Company profile

China COSCO SHIPPING Corporation Limited (hereinafter referred to as COSCO Shipping Group) is a shipping group with the world's largest comprehensive transportation capacity and a global Top 500 enterprise. It takes shipping, port and logistics as the foundation and core business, and shipping finance, equipment manufacturing, value-added services, and digital innovation as the empowering and value-adding industries, and makes every effort to create a "3+4" industrial ecosystem and build a world-class global ecosystem of integrated logistics supply chain service.



中国远洋海运集团

As of June 2023, COSCO Shipping Group has operated 1,372 vessels with various types including container ships, bulk carriers, oil tankers, liquefied gas ships, special transport ships, passenger ships and other ships with a total of 111.38 million deadweight tons, leading the world in comprehensive transportation capacity. It has invested in 56 terminals worldwide, with an annual handling capacity of 132 million TEUs, ranking first in the world. Its routes connect more than 1,500 ports in more than 160 countries and regions around the world. It has set up 10 regional branches worldwide and more than 1,600 overseas companies in more than 70 countries and regions.

2. Excellent transportation and logistics service capability

In terms of container transportation, by June 2023, COSCO Shipping Group operates a container fleet of 474 vessels/2.909 million TEU in total, ranking among the industry's leaders in terms of the fleet's scale, as well as 397 routes worldwide, including 260 international routes (including international branches), 53 domestic coastal routes and 84 branches along the Pearl River Delta and the Yangtze River. Undertaking all goods suitable for container transportation, it manages the routes across seven continents and five oceans, which connect 581 ports in 142 countries and regions around the world.

In terms of bulk cargo transportation, COSCO Shipping Group has VLOC large ore carriers, and dry bulk carriers of capsize, panamax, handy-size, etc., with a total of 426 vessels/44.54 million deadweight tons, ranking among the top in the world. It can transport bulk cargoes such as coal, ore, grain and fertilizer, and provide high-quality shipping services for Vale, BHP Billiton, FMG and other global customers.

In terms of energy transportation, COSCO Shipping Group has a total of 225 tankers/26.95 million deadweight tons, ranking among the top in the world. It can transport raw materials and finished products of the whole oil and gas industrial chain such as crude oil, refined oil, liquefied natural gas and liquefied petroleum gas.

In terms of general cargo and special cargo transportation, COSCO Shipping Group has 178 special transportation ships, including semi-submersible ships, multi-purpose heavy crane ships, pulp ships, automobile ships, timber ships and asphalt ships, with a total of 5.98 million deadweight tons, leading the world in terms of scale and comprehensive strength. It could transport special cargo such as drilling platforms, mechanical equipment, pulp, commodity cars, logs, asphalt, etc.

In terms of logistics services, as a leading international logistics enterprise in China, COSCO Shipping Group has a good reputation and service ability in the industry, providing full logistics solutions for domestic and foreign customers in large cargo logistics, warehousing logistics, port logistics, multimodal transport, government logistics platform, shipping agency, integrated freight transportation, engineering logistics, air logistics, chemical logistics, tally inspection and so on. Its engineering logistics is highlighted by the Airbus project. By the end of June 2023, it has transported 655 aircraft safely.



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

新 时 代 共 享 未 来
NEW ERA SHARED FUTURE

07

Form



FORM LIST

Name	Closing Date
Form 1: Application for Dynamic Exhibit Demonstrations	2023.09.25
Form 2: Application for Activity within Booth	2023.10.10
Form 3: Application for Special Items Entry	2023.09.25
Form 4: Application for Temporary Cleaning Service	2023.09.25
Form 5: Application for Temporary Security	2023.09.25
Form 6: Application for Lease of Supporting Facilities	2023.09.25
Form 7: Application for 24-hour Power Supply	2023.09.25
Form 8: Application for Advance Power Supply	2023.09.25
Form 9: Application for Removal of Distribution Box Leakage Protector	2023.09.25
Form 10: Application for Lease of Exhibition Equipment	2023.09.25
Form 11: Application for Lease of Flowers and Green Plants	2023.09.25
Form 12: Registration of Prohibited and Restricted Items	2023.10.05
Form 13: Special Booth Safety Responsibility Letter	2023.09.15
Form 14: Application for Independent Constructor	2023.08.15
Form 15: Application for Special Booth Setup	2023.09.15
Form 16: List of Overseas Exhibits	2023.10.15
Form 17: Letter of Commitment on Application for and Use of Lifting Point Service	2023.09.15
Form 18: Application for Elevating and Lowering Lifting Points	2023.09.15
Form 19: Application for Bringing in Hoists	2023.09.15



Please return this form by Sept. 25, 2023

Form 1: Application for Dynamic Exhibit Demonstrations

Exhibitor:

Person in Charge of the Booth:

Booth No.:

Tel:

Mobile:

Fax:

Email:

Application Content

We hereby apply to the organizer for the following dynamic demonstrations of exhibits:

- ☐ On-site demonstration of cutter;
- ☐ On-site demonstration of electric welder;
- ☐ On-site demonstration of cutting machines;
- ☐ Others:

In order to ensure safety and security of on-site demonstrations, we hereby undertake to take the following security measures: appoint a full-time safety director (Contact No.: _____) to be responsible for on-site management; and on-site demonstrations will be performed by professionals. We also solemnly pledge that the above dynamic demonstrations will not have any adverse impact on the Expo. Otherwise we will bear all liability for any safety accident.

Signature/Seal:

Date: _____, 2023

The form is only for application via the online service system.

Please return this form by: Oct. 10, 2023

Form 2: Application for Activity within Booth

Exhibitor:	Booth No.:		
Country:	Area: _____ m ²		
Person in Charge of the Booth:	Tel:		
Mobile:	Email:		
Person in Charge of the Activity (Safety):	Tel:		
Mobile:	Email:		
On-site Activities (limited from 14:00 Nov. 5 to Nov. 10)			
Activity Name:			
Time	____:____-____:____ Nov. ____ to Nov. ____		
Brief Introduction	Briefly describe the event agenda and schedule, etc. If there is a performance, briefly describe the performance program and schedule.		
Estimated total number of persons	_____	Are there any socialite?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total number of Performers	_____	Are there any stars?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total number of Guests	_____	Are there any models?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Activity Form	<input type="checkbox"/> Open type <input type="checkbox"/> Invitation		
Are there any leaders to participate in the activity? (Ministerial level leaders or above at home and the same level from abroad)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are there any on-site security plans and measures?(If yes, please attach it to this form)	<input type="checkbox"/> Yes <input type="checkbox"/> No		

**Form 2: Application for Activity within Booth****Important Notes**

1. On-site activities shall adhere to the principles of "safety first" and "the sponsor takes responsibilities". The area for the on-site activity is only limited to the range within the activity space. If exceeding the scope of the designated space, in order not to affect the rights of other exhibitors and public safety, the on-site activity may be suspended or stopped.
2. When filling in, please ensure that the above information is true, correct and complete. If the above content is found inconsistent with the on-site situation, or if the on-site safety supervisors discover safety problems in the course of the activity, the organizers have the right to request rectification. If the circumstances are serious, the organizers may order the exhibitor to stop the activity. All losses and consequences will be solely borne by the exhibitor.
3. The application form for the on-site activity will be reviewed by the organizers together with the government safety supervision department.
4. According to the Regulation on the Safety Management of Large-scale Mass Activities, an activity of a scale of more than 1,000 people or with the participation of influential public figures is defined as an important activity and subject to strict reporting and approval. And the organizers shall provide additional materials related to the activity including, but not limited to, the Work Program for Activity Safety, the Planning/Effect Map for the Site Layout, the Program for the Composition of Participants, the List of Participants and the Agenda for Activity.

Safety Responsibility Commitments

1. The company undertakes to strictly abide by the laws and regulations of the People's Republic of China, as well as the relevant safety policies and requirements for the China International Import Expo, and to apply for and organize on-site activities of the China International Import Expo lawfully and civilly.
2. The company will adhere to the principle of "safety first" during application and organization, take the initiative to investigate and eliminate all potential safety hazards, and ensure the safety of the process and content of the activities.
3. The content of the activity will conform to the theme of the China International Import Expo, and all contents that may affect China's international image and the image of the China International Import Expo will be avoided.
4. The person in charge of safety for the company is the first person responsible for the safety of the activity.
5. The materials for activity application submitted by the company will be absolutely true and free from fraudulence and concealing of facts.
6. The company will carry out relevant activities in strict accordance with the contents that have been reviewed and approved. During the holding of the activities, if the content of the activity is inconsistent with that examined and approved, on-site safety supervisors have the right to order rectification.
7. The company will actively cooperate with on-site safety supervisors to implement relevant security measures, accept supervision and obey command. The company will complete material correction or supplementation and activities rectification within the prescribed time limit. If it fails, leading to the failure of the activities and causing losses and adverse consequences, the company will bear all responsibilities.

Signature/Seal:

Date: , 2023

The form is only for application via the online service system.

Please return this form by Sept. 25, 2023

Form 3: Application for Special Items Entry	
Exhibitor:	Person in Charge of the Booth:
Booth No.:	Tel:
Mobile:	Fax:
Email:	
<p style="text-align: center;">Application Content</p> <p>We hereby apply to the organizer for the following special items that are required in the demonstration of exhibits:</p> <ul style="list-style-type: none"> <input type="checkbox"/> move-in of inert gas cylinders; <input type="checkbox"/> move-in of lubricants, diesel and etc.; <input type="checkbox"/> air compressors; <input type="checkbox"/> others: <p>Application for the above special items requires a detailed explanation of their specific uses, specifications and dimensions, etc., together with other relevant materials like pictures and inspection reports.</p> <p>In order to ensure on-site safety and security, we hereby undertake to take the following security measures: appoint a full-time safety director (Contact No.: _____) to be responsible for on-site management; and on-site demonstrations will be performed by professionals. We also solemnly pledge that the using of above items will not have any adverse impact on the Expo. Otherwise we will bear all liability for any safety accident.</p>	
Signature/Seal:	Date: _____, 2023

The form is only for application via the online service system.



Please return this form by Sept. 25, 2023

Form 4: Application for Temporary Cleaning Service

Exhibitor:

Person in Charge of the Booth:

Booth No.:

Tel:

Mobile:

Fax:

Email:

Charging Standards

8:00--20:00

RMB50/person/hour

20:00--8:00 the next day

RMB100/person/hour

Notes: Any exhibitor in need of hiring the Organizer's cleaner(s) (at least 4 working hours) for the time being shall fill in the following Job Requirements (you may fill in on separate paper). The Organizer will arrange the cleaner(s) pursuant to the exhibitor's demands and charge the required fees after the on-site signature; The exhibitor, however, will also be informed by email if the job requirements cannot be met. Thank you for your kind understanding.

Job Requirements

Number of Cleaner (s):

Working Hours:

Workplace:

Work Content:

Signature/Seal:

Date: , 2023

The form is only for application via the online service system.

Please return this form by Sept. 25, 2023

Form 5: Application for Temporary Security			
Exhibitor:		Person in Charge of the Booth:	
Booth No.:		Tel:	
Mobile:		Fax:	
Email:			
Charging Standards			
8:00--20:00		RMB50/person/hour	
20:00--8:00 the next day		RMB100/person/hour	
<p>Notes: Any exhibitor in need of hiring the Organizer's security staff member(s) (at least 4 working hours) for the time being shall fill in the following Job Requirements (you may fill in on separate paper);The Organizer will arrange the security staff member(s) pursuant to the exhibitor's demands and charge the required fees after the on-site signature;The exhibitor, however, will also be informed by email if the job requirements cannot be met. Thank you for your kind understanding.</p>			
Job Requirements			
Number of Cleaner (s):		Working Hours:	
Workplace:			
Work Content:			
Signature/Seal:		Date: , 2023	

The form is only for application via the online service system.



Please return this form by Sept. 25, 2023

Form 6: Application for Lease of Supporting Facilities (Electricity)

Applicant Info.: ☐ Exhibitor ☐ Constructor

Company Name:

Person in Charge of the Booth:

Booth No.:

Tel:

Mobile:

Fax:

Email:

Items	Specifications	Rate		Quantity	Amount
		Unit price of exhibition hall electricity box (RMB/Session)	Unit price of intelligent safety electricity box (RMB/Session)		
Power for Lighting (including exhibition hall electricity box and intelligent safety electricity box)	15A 380V	968	330		
	30A 380V	1408	385		
	60A 380V	2288	440		
	100A 380V	3630	550		
	150A 380V	5500	627		
	200A 380V	8800	704		
	250A 380V	11000	836		
	300A 380V	13200	924		
	350A 380V	16500	1012		
	400A 380V	22000	1100		

Form 6: Application for Lease of Supporting Facilities (Electricity)

Items	Specifications	Rate		Quantity	Amount
		Unit price of exhibition hall electricity box (RMB/Session)	Unit price of intelligent safety electricity box (RMB/Session)		
Power for Machinery (including exhibition hall electricity box and intelligent safety electricity box)	15A 380V	968	330		
	30A 380V	1408	385		
	60A 380V	2288	440		
	100A 380V	3630	550		
	150A 380V	5500	627		
	200A 380V	8800	704		
	250A 380V	11000	836		
	300A 380V	13200	924		
	350A 380V	16500	1012		
	400A 380V	22000	1100		
<ol style="list-style-type: none"> The electricity charges of the 6th China International Import Expo shall be undertaken by the Organizer. The rates above are for facilities in the venue. The rates of electricity boxes for facilities outside the venue are 150% of the basic rates. When applying for an electricity box, specify which kind you need, power for lighting or power for machinery. The main air switch of the power for lighting is a 4P switch with earth leakage protection; the air switch of the power for machinery is a 380V-3P switch with earth leakage protection. If you apply for power for machinery, please fill out Application for Removal of Distribution Box Leakage Protector (Form 9). All items are exclusively for rent and shall not be swapped, transferred or exchanged. Exhibitors shall guarantee that the leased items are returned intact and shall compensate for any loss or damage, if any. 					
Signature/Seal:			Date: , 2023		

To fill in the form, exhibitor of standard booth please contact the official constructor, exhibitor of special booth please contact your special booth constructor.



Please return this form by Sept. 25, 2023

Form 6: Application for Lease of Supporting Facilities (Water & Gas)

Applicant Info.: ☐ Exhibitor ☐ Constructor

Company Name:

Person in Charge of the Booth:

Booth No.:

Tel:

Mobile:

Fax:

Email:

Items	Specifications	Rate (RMB/ Session)	Quantity	Amount
Water	Water for the Booth (DN15mm)	1980		
	Water for Machinery (DN20mm)	2200		
Gas	Displacement $\leq 0.4 \text{ m}^3/\text{min}$ (DN15mm, pressure: 8bar)	3300		
	Displacement $\leq 0.9 \text{ m}^3/\text{min}$ (DN20mm, pressure: 8bar)	3850		
	Displacement $\geq 1.0 \text{ m}^3/\text{min}$ (DN25mm, pressure: 8bar)	4400		
	Note: For facilities with $1.6 \text{ m}^3/\text{min} > \text{displacement} \geq 1.0 \text{ m}^3/\text{min}$ (DN25mm, pressure: 8bar), the rate is RMB 4,400 yuan/session. Please report honestly the displacement you need: _____ m^3/min .			

1. The rates for water outside the venue are 150% of the basic rates and any request for gas outside the venue will not be accepted.
2. All items are exclusively for rent and shall not be swapped, transferred or exchanged.
3. Exhibitors shall guarantee that the leased items are returned intact and shall compensate for any loss or damage, if any.

Signature/Seal:

Date: , 2023

To fill in the form, exhibitor of standard booth please contact the official constructor, exhibitor of special booth please contact your special booth constructor.

Please return this form by Sept. 25, 2023

Form 6: Application for Lease of Supporting Facilities (Internet/Telephone)

Applicant Info.: <input type="checkbox"/> Exhibitor <input type="checkbox"/> Constructor				
Company Name:		Person in Charge of the Booth:		
Booth No.:		Tel:		
Mobile:		Fax:		
Email:				
Items	Specifications	Rate (RMB/Session)	Quantity	Amount
Tel.	Urban Direct Line	660		
	Domestic Direct Line	880		
	International Direct Line	2530		
	Phone calls are independently charged: 1. Urban direct line (a RMB 300 deposit, 0.5 yuan/min); 2. Domestic direct line (a RMB 1,000 deposit, 2 yuan/min); 3. International direct line (a RMB 4,000 deposit, 20 yuan/min).			
Internet	10M broadband (applicable to 5 terminals)	3300		
	15M broadband (applicable to 10 terminals)	5500		
	30M broadband (applicable to 20 terminals)	8250		
	10M DDN (with only one normal public IP)	6600		
	15M DDN (with only one normal public IP)	11000		

**Form 6: Application for Lease of Supporting Facilities (Internet/Telephone)**

Items	Specifications	Rate (RMB/Session)	Quantity	Amount
Internet	30M DDN (with only one normal public IP)	16500		
	40M DDN (with only one normal public IP)	22000		
	60M DDN (with only one normal public IP)	27500		
	100M DDN (with only one normal public IP)	66000		
	Normal Public IP Addresses for DDN (5 IPs of the same type maximum per line)	1650		
	International Public IP Addresses for DDN (5 IPs of the same type maximum per line)	3300		
	Domestic and International Public IP Addresses for DDN (5 IPs of the same type maximum per line)	4950		
	1. Network Channel Services: From 15,000 yuan/session (using the venue's integrated wiring system; 3,000 yuan/point multiplied by 5 points minimum amounts to 15,000 yuan or more. 3,000 yuan for each point more and rates negotiable for internet access.) 2. Special Broadband Services: Rates negotiable for personalized WiFi services or other special demands from users of 100M DDN or DDN of higher capacity.			
1. The rates above are for facilities in the venue. The rates of Internet and Telephone for facilities outside the venue are 150% of the basic rates. 2. All items are exclusively for rent and shall not be swapped, transferred or exchanged. 3. Exhibitors shall guarantee that the leased items are returned intact and shall compensate for any loss or damage, if any. 4. Exhibitors can access the Internet through 5G signals in the exhibition hall with their 5G devices.				
Signature/Seal:		Date: , 2023		

To fill in the form, exhibitor of standard booth please contact the official constructor, exhibitor of special booth please contact your special booth constructor.

Please return this form by Sept. 25, 2023

Form 7: Application for 24-hour Power Supply	
Applicant Info.: <input type="checkbox"/> Exhibitor <input type="checkbox"/> Constructor	
Company Name:	Person in Charge of the Booth:
Booth No.:	Tel:
Mobile:	Fax:
Email:	
Application Content	
Circuit Box Specifications:	Power Supply Duration:
Purpose(s):	
<p>Requirements:</p> <ol style="list-style-type: none"> 1. Electric appliances and pipelines requesting 24-hour power supply shall meet fire safety regulations and requirements. 2. Facilities requesting 24-hour power supply shall be equipped with independent power circuits which shall not be connected to lighting or other equipment. <p>Safety Commitment:</p> <p>Upon reading and agreeing to the above terms and conditions, our company hereby pledges that our 24-hour power usage will not have any adverse effect on the Expo and that we will take full responsibility for any related safety accident.</p>	
Signature/Seal:	Date: , 2023

To fill in the form, exhibitor of standard booth please contact the official constructor, exhibitor of special booth please contact your special booth constructor.



Please return this form by Sept. 25, 2023

Form 8: Application for Advance Power Supply

Applicant Info.:

☐ Exhibitor☐ Constructor

Company Name:

Person in Charge of the Booth:

Booth No.:

Tel:

Mobile:

Fax:

Email:

Application Content

No.

Power Type

Duration

Reasons for Advance Supply

1

2

Safety Commitment:

For reasons given above, our company would like to apply for advance power supply at our booth during the period specified above. Upon reading relevant regulations, requirements and precautions, our company hereby pledges that our application for advance power supply will not have any adverse effect on the Expo and that we will take full responsibility for any related safety accident or adverse effect.

Signature/Seal:

Date: , 2023

To fill the form, an exhibitor of standard booth shall contact the main venue constructor of your venue, and an exhibitor of special booth shall contact the special booth constructor. In case of special needs, please contact the main venue constructor of your venue.

Please return this form by Sept. 25, 2023

Form 9: Application for Removal of Distribution Box Leakage Protector (Only for Power Circuits with Such Needs)		
Applicant Info.: <input type="checkbox"/> Exhibitor <input type="checkbox"/> Constructor		
Company Name:	Person in Charge of the Booth:	
Booth No.:	Tel:	
Mobile:	Fax:	
Email:		
Application Content		
No.	Circuit Box Specifications	Reasons for Removal
1		
2		
Safety Commitment: For reasons given above, our company would like to apply for the removal of RCDs from distribution boxes in trenches to ensure the success of the Expo. Upon reading relevant regulations, requirements and precautions, our company hereby pledges that we will be responsible for power safety management after the RCDs are removed from the distribution boxes. In addition, we will take full responsibility for any override trip caused by the removal that may affect the normal power supply at the Expo or any resulting issue related to fire safety and power safety.		
Signature/Seal:		Date: , 2023

To fill in the form, exhibitor of standard booth please contact the official constructor, exhibitor of special booth please contact your special booth constructor.



Please return this form by Sept. 25, 2023

Form 10: Application for Lease of Exhibition Equipment

Exhibitor Info.

Company Name:

Person in Charge of the Booth:

Booth No.:

Tel:

Mobile:

Fax:

Email:

No.	Items	Specifications	Rate (RMB/Session)	Quantity	Amount

1. All items are exclusively for rent and shall not be swapped, transferred or exchanged.
2. Exhibitors shall guarantee that the leased items are returned intact and shall compensate for any loss or damage, if any.
3. For late applications, the demands may not be satisfied.

















Signature/Seal:

Date: , 2023

The form is only for application via the online service system.

Form 10: Application for Lease of Exhibition Equipment

Exhibition Equipment

 <p>ZJ01 Leather chair (black) 560L*550W*820H 70 yuan/session</p>	 <p>ZJ02 Foldable chair (white/grey) 440L*590W*780H 40 yuan/session</p>	 <p>ZJ03 Eames chair 480*550*800H 100 yuan/session</p>	 <p>ZJ04 Gourd chair 560*500*920H 80 yuan/session</p>
 <p>ZJ05 Single-seat sofa (white/black) 730L*660W*660H 300 yuan/session</p>	 <p>ZJ06 Two-seat sofa (white/black) 1580L*660W*660H 500 yuan/session</p>	 <p>ZJ07 Sofa bench 430*430 80 yuan/session</p>	 <p>ZJ08 Desk 1400L*700W*750H 200 yuan/session</p>
 <p>ZJ09 Meeting table (wooden) 1400L*700W*750H 200 yuan/session</p>	 <p>ZJ10 Tea table (glass/wooden) 550L*550W*450H 200 yuan/session</p>	 <p>ZJ11 Tea table (glass/wooden) 1100L*550W*450H 250 yuan/session</p>	 <p>ZJ12 White round table (glass/wooden) 800*750H 150 yuan/session</p>
 <p>ZJ13 Bar table (glass/wooden) 600*1100H 150 yuan/session</p>	 <p>ZJ14 Bar chair (white/black) 360L*400W*760-860H 100 yuan/session</p>	 <p>ZJ15 Bar chair (white/black) 440*650*870H 100 yuan/session</p>	 <p>ZJ16 Consulting desk 1000L*500W*750H 150 yuan/session</p>














Form 10: Application for Lease of Exhibition Equipment

Exhibition Equipment

 <p>ZJ17 Cabinet 1000L*500W*750H 200 yuan/session</p>	 <p>ZJ18 Short glass cabinet 1000L*500W*1000H 300 yuan/session</p>	 <p>ZJ19 Tall glass cabinet (3-tiered) 1000L*500W*2000H 550 yuan/session</p>	 <p>ZJ20 Tall glass cabinet (3-tiered) 500L*500W*2000H 500 yuan/session</p>
 <p>ZJ21 Board 1000L*300W 50 yuan/session</p>	 <p>ZJ22 Exhibit rack 270L*250W*1200H 100 yuan/session</p>	 <p>ZJ23 Iron grid 1500L*1000H 100 yuan/session</p>	 <p>ZJ24 S-shaped hook Bearing 2.5KG-5KG 5 yuan/session</p>
 <p>ZJ25 Slot board 1000L*2500H 300 yuan/session</p>	 <p>ZJ26 Slot board hook 5 yuan/session</p>	 <p>ZJ27 Fence 1500L*800H 60 yuan/session</p>	 <p>ZJ28 Stainless steel clothes rack 1200W*1200H 180 yuan/session</p>
 <p>ZJ29 Water dispenser (including a barrel of mineral water) 300L*300W*960H 200 yuan/session</p>	 <p>ZJ30 Mineral water 15L 40 yuan/session</p>	 <p>ZJ31 Standard display board 1000L*2500H 150 yuan/session</p>	 <p>ZJ32 Door 1000L*2000H 400 yuan/session</p>

Form 10: Application for Lease of Exhibition Equipment

Exhibition Equipment

 <p>ZJ33 Business card box 220L*120W*130H 60 yuan/session</p>	 <p>ZJ34 Double-door fridge 220L 750 yuan/session</p>	 <p>ZJ35 Single-door fridge 90L 500 yuan/session</p>	 <p>ZJ36 Cake cabinet 1300L/720W*1300H (680L) 1200 yuan/session</p>
 <p>ZJ37 Freezer 1100L*600W*860H (238L) 900 yuan/session</p>	 <p>ZJ38 Display cabinet 1200L*680W*1980H(680L) 1000 yuan/session</p>	 <p>ZJ39 LCD TV set 42" 900 yuan/session</p>	 <p>ZJ39 LCD TV set 50" 1200 yuan/session</p>
 <p>ZJ39 LCD TV set 55" 1500 yuan/session</p>	 <p>ZJ39 LCD TV set 60" 1800 yuan/session</p>	 <p>ZJ40 Conversion socket 50L*50W*65H 70 yuan/session</p>	 <p>ZJ41 Manikin (men/women) Men 1840H/Women 1740H 400 yuan/session</p>
 <p>ZJ42 Safety helmet 50 yuan/session</p>			



Please return this form by Sept. 25, 2023

Form 11: Application for Lease of Flowers and Green Plants

Exhibitor Info.

Company Name:

Person in Charge of the Booth:

Booth No.:

Tel:

Mobile:

Fax:

Email:

No.	Name	Specifications (mm)	Rate (RMB/Session)	Quantity	Amount

1. All items are exclusively for rent and shall not be swapped, transferred or exchanged.
2. Exhibitors shall guarantee that the leased items are returned intact and shall compensate for any loss or damage, if any.

Signature/Seal:

Date: , 2023

The form is only for application via the online service system.

Form 11: Application for Lease of Flowers and Green Plants

Green Plans

	<p>LZ01 Butterfly Palm Height: 1.6m 90yuan/ Individual plant</p>		<p>LZ02 Scindapsus Aureus Height: 0.2m 30yuan/ Individual plant</p>		<p>LZ03 Rohdea Japonica (evergreen plant) Height: 0.5m 60yuan/ Individual plant</p>
	<p>LZ04 Small Radermachera Hainanensis Merr Height: 0.6m 90yuan/ Individual plant</p>		<p>LZ05 Scindapsus Aureus with Big Leaves Height: 1.5m 240yuan/ Individual plant</p>		<p>LZ06 Arrowroot Height: 0.4m 80yuan/ Individual plant</p>
	<p>LZ07 Crane flower Height: 1.7m 350yuan/ Individual plant</p>		<p>LZ08 Pachira macrocarpa Height: 1.7m 450yuan/ Individual plant</p>		<p>LZ09 Bamboo palm Height: 1.2m 280yuan/ Individual plant</p>

Form 11: Application for Lease of Flowers and Green Plants

Flowers



XH01
Square table
flower
Height: 0.4m
100yuan/Pot



XH02
Flowers in
square vase
for table
decoration
Height: 0.15m
70yuan/Pot



XH03
Single Face
Roses
Height: 0.3m
260yuan/Pot



XH04
Flowers in
oblong vase
for table
decoration
Height: 0.3m
120yuan/Pot



XH05
Platform
Flower
Height: 0.5m
350yuan/Pot



XH06
Long Strip
Flower
Height: 0.5m
240yuan/Pot



XH07
Bottled Lily
Height: 0.6m
320yuan/Pot



XH08
Corsage
Height: 0.05m
14yuan/
Individual plant



XH09
Drooping
Table Flower
Height: 0.5m
350yuan/Pot



XH10
Orchid
Height: 0.4m
120yuan/Pot



XH11
Flowers in
slim vase
for table
decoration
Height: 0.3m
120yuan/Pot



XH12
Natant flower
Height: 0.1m
120yuan/Pot

Please return this form by Oct. 5, 2023

Form 12: Registration of Prohibited and Restricted Items

Applicant Info.: <input type="checkbox"/> Exhibitor <input type="checkbox"/> Constructor					
Company Name:			Booth No.:		
Person in Charge of the Booth:			Tel:		
Mobile:			Email:		
Person in Charge of Item Safety:			Tel:		
Mobile:			Email:		
Item type	No.	Item Specification	Item Model	Quantity	Purpose of Use
Prohibited Item	1				
	2				
	3				
Restricted Item	1				
	2				
	3				
Safety Commitment					
<ol style="list-style-type: none"> 1. We pledge that we will strictly abide by current laws and regulations of the People's Republic of China and relevant safety policies and requirements specified by the Expo, fill out the form of Registration of Prohibited and Restricted Items truthfully and accept the professional security check of the Expo. 2. We pledge that we will not carry items outside the scope of the Registration of Prohibited and Restricted Items into the venue. 3. We pledge that we will properly use and manage prohibited and restricted items and will not lose or transfer such items and will ensure their safety. 4. We pledge that we will voluntarily accept investigation and assume legal responsibility in the event that negative results are caused to be improper management or use. 					
Reminders and Suggestions					
<ol style="list-style-type: none"> 1. Prohibited and restricted items referred to herein are subject to those listed in Appendix 13 Notice on Prohibited and Restricted Items 2. When filling out the form, ensure your information is true and complete. If it is inconsistent with that on the site, you will be held liable for the consequences yourself; 3. We suggest you fill out the form via the online system. After it passes the review, you may download and print the electronic stamped version and bring it along with items to enter the venue; 4. To declare items on the spot, please go to the CIIE onsite service desk. After passing the review, you may bring items into the venue. 					
Signature/Seal:			Reviewed by:		
Date: , 2023			Date: , 2023		



Please return this form by Sep. 15, 2023

Form 13: Special Booth Safety Responsibility Letter

Exhibitor Info.

Company Name:

Person in Charge of the Booth:

Booth No.:

Tel.:

Mobile:

Fax:

Email:

Constructor Info.

Company Name:

Person in Charge of the Set-up:

Tel:

Mobile:

Fax:

Email:

Letter of Commitment

To ensure safety, our company hereby pledges to observe the following regulations and take responsibility for the security of any matters related to indoor and outdoor booth set-up, decoration, demolition and maintenance during the move-in, the Expo and the move-out:

1. Our company pledges to conscientiously observe the guidelines and policies related to safety production and fire safety issued by relevant departments of the People's Republic of China and Shanghai Municipality and strictly execute all the related regulations, rules and provisions, including Fire Control Law of the People's Republic of China, Code for Fire Prevention in Interior Decoration and Design, Requirements on Fire Safety in Key Organizations, Code for Fire Prevention in Exhibition Buildings and Exhibition Design, Production Safety Law of the People's Republic of China, Regulations on the Reporting, Investigation and Disposition of Work Safety Accidents, and Regulations of Shanghai Municipality on Safe Production.

Form 13: Special Booth Safety Responsibility Letter

2. Our company pledges to strictly observe relevant rules and requirements of the Organizers and the venue, including Exhibitor's Manual, Pre-Expo Notices, Move-in Notices, Safety Precautions, On-site Notices and National Exhibition and Convention Center (Shanghai) User's Manual. In addition, we will cooperate with government departments concerned, Organizers and the venue regarding their supervision, inspection and management.
3. Our company pledges to offer our entire field staff safety education and training sessions, assign a special staff for the fire safety and safe production matters at our booth, strengthen our on-site security inspections and management and implement the safety accountability system.
4. Our company pledges to observe relevant national construction rules and regulations and guarantee that all our site operation workers and special operation workers hold corresponding operation qualifications or work licenses. In addition, we will take all the necessary safety precautions, including safety helmets for workers and safety belts for working at heights.
5. Our company pledges to strictly observe fire and explosion prevention regulations. All our decoration and finishing materials for booth set-up will be non-flammable or flame retardant (with a burning behavior class of at least B1) and none of our building materials at the site will be flammable or explosive materials, including elastic fabric, straws and bamboo, etc. Flammable materials, such as timber structure, will be treated with fire retardant and massive use of timber structure will be avoided. We guarantee that our personnel will not smoke in the venue or bring flammable or explosive objects (such as paint, thinner and paraxylene, etc.) into the venue. We pledge not to use naked flame, electric stove or welding in the venue or use finishing materials and facilities clearly defined as obsolete by national regulations.
6. Our company pledges to be compliant with operation requirements, observe safety regulations, equip ourselves with adequate fire-fighting equipment, and guarantee that no temporary structure or exhibit will impede the fire-fighting system, air vents, outlets or monitoring system or occupy fire exits or public passages so as not to obstruct any doorway of the venue.

Upon voluntarily signing the Letter of Commitment to the Safety of Special Booths, our company pledges to take full responsibility for the safety of booth set-up materials, construction, structures, etc., and take full responsibility for any consequence caused by construction, safe production or fire safety issues and the resulting legal and economic obligations. In case of any breach, our company pledges to take appropriate measures, including shutdown and rectification, as per the requirements of Organizers, the venue and government departments concerned. In addition, we will take full responsibility and compensate for any damage.

Signature/Seal:

Date: , 2023

Please contact your special booth constructor to fill in the form.



Please return this form by Aug 15, 2023 (the form can be downloaded online but online fill-out is not available)

Form 14: Application for Independent Constructor

Exhibitor Info.

Company Name:

Person in Charge of the Booth:

Booth No.:

Tel:

Coverage:

Mobile:

Email:

Fax:

Independent Constructor Info.

Company Name:

Person in Charge of the Set-up:

Tel:

Mobile:

Fax:

Email:

Documents submitted by the constructor (attached to this form and affixed with official seals and seals on the perforation)

Units within the territory of the People's Republic of China (excluding Hong Kong SAR, Macao SAR and Taiwan, referred to as "units within the territory of China") that have the status of independent legal persons. (business license required)

Exhibitor Signature/Seal:

Constructor Signature/Seal:

Date: , 2023

Date: , 2023

Please return this form to the Organizers by the following means.

Email:

es@ciie.org

Note: The subject of the email shall be "Application for Independent Constructor".

Please return this form by Sep. 15, 2023

Form 15: Application for Special Booth Setup

Exhibitor Info.

Company Name:	Person in Charge of the Booth:
Booth No.:	Tel:
Mobile:	Fax:
Email:	

Constructor Info.

Company Name:	Person in Charge of the Construction:
Tel:	Mobile:
Fax:	Email:
Site Safety Officer:	Mobile:

Basic Info.

Total area of the booth: _____square meter(s)	Overall height: <input type="checkbox"/> 4.5 meters <input type="checkbox"/> ≥4.5 meters
Whether it is a double-storey booth: <input type="checkbox"/> Yes <input type="checkbox"/> No	

For a Double-storey Booth

Area of the upper-storey: _____square meter(s)	Area of the base storey: _____square meter(s)
Height of the upper-storey: _____meter(s)	Height of the base storey: _____meter(s)
Permissible area of the upper-storey for visitors: _____square meter(s)	
Estimated number of people in the base storey: _____	

**Form 15: Application for Special Booth Setup****Submission Materials**

(attached to this form and affixed with official seals and seals on the perforation)

1. Set-up contract signed with the exhibitor (scanning/copy)

2. Green Special Booth Assessment Form (For further information, please refer to Criteria for Green China International Import Expo)

3. Booth perspective drawing (front, elevation)

4. Booth plan (For a double-deck booth, plans of both the upper-storey and the base storey are necessary.)

5. Structural drawing for construction

6. Material description

7. Cutaway view

8 .Circuit diagram and light plot (with the types and specifications of

9. Fire facilities layout and equipment list

10 .Facility location map (specific facility location including electric box, water source, gas source, network, etc. together with the passage and the neighboring booth number)

11. A copy of electrician certificate

Remarks:

1. Submission materials for special booths must be submitted in duplicate to the constructor for review.
2. For all double-storey special booths and single-storey special booths with a height of 4.5 meters (including 4.5 meters), it is necessary to submit the relevant materials in duplicate to the official drawing inspectors for review, in addition to submissions to the constructor.
3. The size of all drawings must be identified with Arabic numerals. Do not mark them with grid lines only; the drawings will be returned if there is any violation; the consequences will be borne by the exhibitor and the constructor if any delay occurs.
4. Both the electronic drawings and their printed versions are submitted together.

Exhibitor Signature/Seal:

Constructor Signature/Seal:

Date: , 2023

Date: , 2023

Please contact your special booth constructor to fill in the form.



Please return this form by Sept. 15, 2023

Form 17: Letter of Commitment on Application for and Use of Lifting Point Service

To carry out the policy of "putting people and safety first" and to ensure the safety of the expo subject to relevant laws and regulations, we hereby make the following safety commitments for the process of application and use of the lifting point service:

Article 1 Person in charge of the safety of lifting points

We specify the following person

Name: _____ ID No.: _____

Mobile.: _____ as the Head of Lifting Point Safety

of No. _____ booth of this exhibition/event.

Article 2 Commitments

1. We promise that all the materials we submit for approval of the lifting point service are true and credible.
2. We undertake to take charge of the safety of our own properties and staff, purchase insurance for them, provide necessary qualified labor protection equipment and supplies for ensuring construction safety, and to ensure that relevant operators wear safety helmets throughout the construction and dismantling of the exhibition hall.
3. We undertake to provide sound safety education for construction workers, and not to engage any worker for the construction that has not received safety education and technical training and have not passed the assessment.
4. We undertake to ensure that the workers who operate at heights shall only work after they pass the training of the safe production supervisor or the quality and technology supervision department, and obtain the certificate.
5. We undertake to ensure the safety protection facilities for the construction, and to take measures to prevent any falling accident or injury due to falling objects.
6. We promise that all the equipment, facilities, parts, components and other relevant materials we use are in compliance with the mandatory standards of relevant laws and regulations, and are safe and reliable.
7. We undertake to cooperate with the lifting point service provider and the departments of the Exhibition Venue in their safety inspection of the construction site, and obey the instructions to rectify unsafe factors in a timely manner, eliminate risks of accidents and hidden dangers, and to prevent any personal injury accident.
8. We undertake to abide by the Exhibitor Manual for the Sixth China International Import Expo and other relevant safety regulations of the Exhibition Venue.
9. We promise to construct in strict accordance with the approved drawings. In case of any discrepancy between the construction and the drawings, we will suspend the works, and obey the requirements of the lifting point service provider to make rectification.
10. Where the lifting points become unavailable due to our breach of the Exhibitor Manual for the Sixth China International Import Expo or other relevant safety regulations of the Exhibition Venue, we shall bear the cost of the lifting points and equipment that we have applied for.

Form 17: Letter of Commitment on Application for and Use of Lifting Point Service

Article 3 Responsibility for construction accidents

We undertake to bear any responsibility and compensate for any loss to the Exhibition Venue due to any personal injury, casualty, unsafe production and other liability accidents (including any third-party safety liability accident) caused by our improper design or inappropriate operation of our on-site personnel or any other factor, throughout the application and use of the lifting point service. In case of any major safe production accident receiving punishment from the relevant administration, we shall also bear any relevant responsibility.

Article 4 Miscellaneous

This Letter of Commitment made by us is legally binding upon us.

Committed party (official seal):

Head of Lifting Point Safety:

Legal representative or entrusted agent:

Date:

To exhibitors of special booths, please contact your special booth constructor to fill in the form.



Please return this form by Sept. 15, 2023

Form 18: Application for Elevating and Lowering Lifting Points

National Exhibition and Convention Center (Shanghai) Co., Ltd.:

For the China International Import Expo held in your exhibition venue, we apply for _____

(elevating/lowering) the hanging structure in the following booths on _____ (mm/dd/yy),

so as to ensure the timely completion of booth construction and the smooth progress of exhibition.

Exhibitor's Name:

Booth No.:

Elevating and Lowering Height	Type of Hoist	Applied Period for Elevating and Lowering Lifting Points (Morning)		Applied Period for Elevating and Lowering Lifting Points (Afternoon)		Applied Period for Elevating and Lowering Lifting Points (Overtime)	
		8:30- 10:30	10:30- 12:00	13:00- 15:00	15:30- 17:30	18:00- 20:00	20:00- 22:00

Notes:

1. The construction service provider refers to the constructor of the hanging structure and the operator of the manual hoist or the electric hoist. The lifting point users are responsible for any problems occurred during the operation of the hanging structure or the elevating and lowering of the hanging structure.
2. The official constructor needs to review the overall drawings of the booth applying for lifting points, covering structural safety, fire safety and electrical safety, carry out on-site inspection on whether the hanging structure complies with the drawings, and confirm the safety of the hanging structure on site before operation.
3. The lifting point service provider shall check the weight of the hanging structure and make sure that the weight of the hanging structure is within the weight limit ($\leq 150\text{KG}$ per point) before operation.
4. The rented electric hoist shall be operated by the lifting point service provider in order to elevate or lower the hanging structure. The lifting point user shall accept the time adjustment made by the service provider according to the on-site situation.
5. Electric hoists brought by the users shall be operated with their own consoles, and they shall promise to use qualified consoles that meet the national standards. Elevating and lowering shall be operated by technical personnel at the time as specified in the application.
6. Elevating and lowering of the lifting points shall be applied for at least one day in advance.

Construction service provider seal/ authorized signature:		Official constructor seal/authorized signature:	
Lifting point service provider seal/ authorized signature:		Date:	

To exhibitors of special booths, please contact your special booth constructor to fill in the form.

Please return this form by Sept. 15, 2023

Form 19: Application for Bringing in Hoists

National Exhibition and Convention Center (Shanghai) Co., Ltd.:

We, _____, serving as the construction service provider for _____ booth at the 6th China International Import Expo, hereby apply to bring in our own hoists for the lifting points of the booth, as specified in the following table, to meet the need for the booth construction:

No.	Booth No.	Company name	Hoist type	Number
1				
2				
3				
4				

Therefore, we undertake:

1. To bring in our hoists for the lifting points, which shall meet the relevant national safety standards and have passed the acceptance check (Relevant certification documents will be attached).
2. To strictly abide by the relevant regulations and requirements of the Exhibitor Manual for the Sixth China International Import Expo and other regulations on safety and fire control.
3. To cooperate with the supervisors of relevant government departments, the Exhibition Venue, and the lifting point service provider designated by the Exhibition Venue, and to be subject to the supervision and follow instructions.
4. To bear any responsibility and compensate for any loss due to any personal injury, casualty, unsafe production and other liability accidents (including any third-party safety liability accident) caused by the quality defects of the hoists brought in or the operation of our on-site personnel or any other factor, throughout the application and use of the lifting point service, and to exempt you of any aforesaid responsibility or loss.

Signature of the person in charge of the Applicant:		Company seal:		Date:	
---	--	---------------	--	-------	--

To exhibitors of special booths, please contact your special booth constructor to fill in the form.