



国家会议中心(上海)
National Convention Center (Shanghai)

03

Design and Building of Booth



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NEW ERA SHARED FUTURE

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	86-21-67008952	86-15026416502	01constructor@ciie.org
Ms. Summer Cheng	86-21-67008952	86-13918500598	01constructor@ciie.org

SHANGHAI HONGDA EXHIBITION SERVICE CO., LTD			
Exhibition area: 3H/4.1H/NH			
Address: 12/F, No.511 West Tian Mu Road, Jingan 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
Jing Dongyang	86-21-67008955	86-19821858622	03constructor@ciie.org
Jiang Xiaofeng	86-21-67008956	86-17721209005	03constructor@ciie.org
Wang Yun	86-21-67008956	86-13818441258	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
Norton	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

- Any application for renting supporting utilities shall be submitted to the official constructor before September 25, 2022. 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**.
- Any application for 24-hour uninterrupted power supply shall be submitted to the official constructor before September 25, 2022. For more information, please refer to **Form 7: Application for 24-hour Power Supply**.
- Any application for advance power supply and adjustment at the booth shall be submitted to the official constructor before September 25, 2022. For more information, please refer to **Form 8: Application for Advance Power Supply**.
- 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, 2022. For more information, please refer to **Form 9: Application for Removal of Distribution Box Leakage Protector**.
- Any exhibitor may apply to the official constructor for bringing its own air compressor before September 25, 2022 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, 2022. 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, 2022. 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, 2022 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, 2022. 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, 2022. 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 20, 2022**. 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/5.2H/6.1H: 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 20, 2022**. 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 September 15, 2022**. 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 20, 2022**. 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**.

Only single-storey booths are allowed to be built in the main aisle of the exhibition hall, with a limited height of 6 meters (including the lifting point); the height limit in other areas remains unchanged. In principle, two sides of the booth in the main aisle must be open and unobstructed, not obstructing the sight of adjacent booths on the same visual surface. The construction structure shall not exceed 1/2 of the booth depth.

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	86-21-67008969	86-13391296038	02inspector@ciie.org
Semon	86-21-67008970	86-18616576611	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
Zixuan Cheng	86-21-67008968	86-18521535756	01inspector@ciie.org
Jason Chen	86-21-67008967	86-13671886343	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 20, 2022**. 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 th.:00. 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

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

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.



04

Shipping Guidelines



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