



## Design and Building of Booth

### 1. Official Constructors

#### SHANGHAI SYMA-EXPO LTD.

Exhibition area: 2.1H/7.1H/8.1H/8.2H

Address: 3/F, New Long March Commercial Building, 1263 Zhenbei Road, Putuo District, Shanghai

Contact	Tel	Mobile	Email
Ms. Candy Gu	86-21-67008951	86-15026416502	01constructor@ciie.org
Ms. Jessica Zhou	86-21-67008952	86-13816009827	01constructor@ciie.org
Mr. Lion Wang	86-21-67008952	86-13472867741	01constructor@ciie.org

#### SHANGHAI HONGDA EXHIBITION SERVICE CO., LTD

Exhibition area: 3H/4.1H/NH

Address: B1, NO.850, Bocheng Road, Pudong New Area, Shanghai, China

Contact	Tel	Mobile	Email
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

#### Shen zhen Aotengyi Exhibition Display Planning Co.,Ltd

Exhibition area: 5.1H/5.2H/6.1H/6.2H

Address: Room 1305-1312, Meizhou Building, No.40 Longzhu Avenue, Taoyuan Street, Nanshan District, Shenzhen

Contact	Tel	Mobile	Email
Lu Yiting	86-21-67008955	86-17302619601	03constructor@ciie.org
Bel Liang	86-21-67008956	86-17302619601	03constructor@ciie.org
Sun Lili	86-21-67008956	86-13265626050	03constructor@ciie.org

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Design and Building  
of Booth

## Canton Fair Advertising CO., LTD

**Exhibition area: 1.1H/1.2H/2.2H/7.2H**

Address: F 3, Hall 3, National Exhibition and Convention Center (Shanghai), 1988 Zhuguang Road, Qingpu District, Shanghai, China

Contact	Tel	Mobile	Email
Yu Xiaojing	86-21-67008957	86-15821241130	04constructor@ciie.org
Luo Renjie	86-21-67008958	86-18581850173	04constructor@ciie.org
Jiang Xiaofeng	86-21-67008958	86-17721209005	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, 2025. 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, 2025. **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, 2025. **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, 2025. **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, 2025 if it needs a special air compressor or its compressor measures higher than 1.6m<sup>3</sup>/min in capacity. **For more information, please refer to Form 3: Application for Special Items Entry.**

### 2.2 Rental of network facilities and telephones

Any application for renting supporting network facilities or telephones shall be submitted to the Official Constructor before September 25, 2025. **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 cybersecurity management. For more information, please refer to Appendix 4: Cybersecurity Management Instructions.

### 2.3 Rental of exhibition equipment

Any application for renting exhibition equipment shall be submitted to the Official Constructor before September 25, 2025. **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 flowers and green plants

Any application for renting flowers and green plants shall be submitted to the Official Constructor before September 25, 2025 or on the site. **For more information, please refer to Form 11: Application for Lease of Flowers and Green Plants.** Flowers and green plants applied for on the site may not be available.

### 2.5 Temporary cleaning service

Any application for temporary cleaning service shall be submitted to the Official Constructor before September 25, 2025. **For more information, please refer to Form 4: Application for Temporary Cleaning Service.** Temporary cleaning service applied for on the site may not be available.

### 2.6 Temporary security service

Any application for security service employment shall be submitted to the Official Constructor before September 25, 2025. **For more information, please refer to Form 5: Application for Temporary Security Service.** Temporary 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, 2025. And the initial review materials (electronic edition) are also required. **For more information, please refer to Appendix 13: 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 Sizes, configurations and legends of standard booth

#### 1) Medical Equipment and Healthcare Products exhibition area

- I. The dimension of the standard booth is 3,000mm\*3,000mm\*3,500mm. The hoarding of the standard booth is 2,500mm high. The lintel board of the standard booth is 1,500mm long and 350mm high with a clearance of 2,850mm from the floor.
- II. The necessary facilities include one square table, four foldable chairs, one multi-level display cabinet (with a dimension of 1,000\*500\*1,000H), two laminated boards, one file shelf, two LED spotlights, one 500W socket (in Chinese standard) and two trash cans.
- III. Legend of exhibition booths (medical devices, medicines and healthcare products exhibition area)



#### 2) Food and Agricultural Products, Consumer Goods, Trade in Services exhibition area

- I. The dimension of the standard booth is 2,890mm\*2,970mm\*3,500mmH. The hoarding of the standard booth is 2,500mm high. The horizontal lintel board of the standard booth is 1,500mmL\*350mmH with a clearance of 2,150mm from the floor, and the vertical lintel board is 500mmL\*3,500mmH (including the frame).
- II. Necessary facilities:
- A. Consumables and trade in services exhibition area: including one multi-level floor cabinet (with a dimension of 1,000mm\*1,000mm\*500mm+750mm\*1,000mm\*500mm), three laminated boards (with a dimension of 1,000mmL\*300mmW) (the laminated board can be replaced with one slot board of 950\*1200mmH and 16 hooks), one square table, four foldable chairs, four LED spotlights, one 500W socket (in Chinese standard) and two trash cans.  
Food exhibition area: including one high showcase (with a dimension of 500mmL\*500mmW\*750mmH), one low showcase (with a dimension of 500mmL\*500mmW\*500mmH), three laminated boards (with a dimension of 1,000mmL\*300mmW), one glass showcase (with a dimension of 1,000mmL\*500mmW\*2,100mmH) (the glass showcase can be replaced by one shelf with a dimension of 1,000mmL\*500mmW\*1,720mmH), one square table, four foldable chairs, four LED spotlights, one 500W socket (in Chinese standard) and two trash cans.

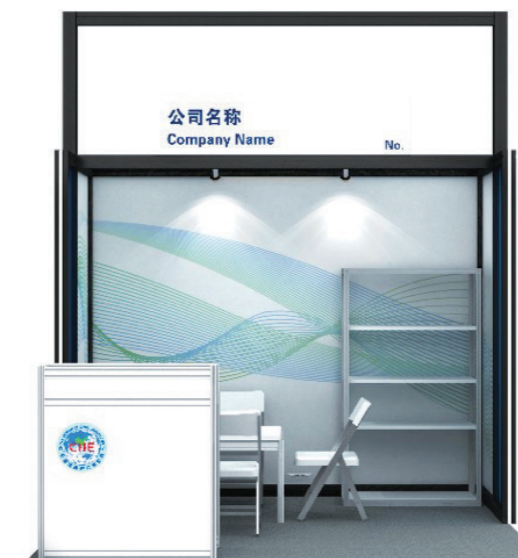
- III. Legend of exhibition booths (food, consumables and trade in services exhibition area):



#### 3) Automobile and Smart Mobility, Intelligent Industry and Information Technology exhibition area

- I. The dimension of the standard booth is 2,890mm\*2,970mm\*3,500mm. The hoarding of the standard booth is 2,500mm high. The dimension of the lintel board is 1,800mmL\*400mmH with a clearance of 2,500mm from the floor.
- II. The necessary facilities include one square table, four foldable chairs, one double-deck reception desk (with a dimension of 1,000mmL\*500mmW\*1,000mmH), one shelf (with a dimension of 1,000mmL\*500mmW\*1,720mmH), one file rack (350mmL\*260mmW\*1,500mmH), two LED spotlights, one 500W socket (in Chinese standard) and two trash cans.

Legend of exhibition booths (autos and technical equipment exhibition area):



## 4. Design and Building of Special Exhibition Booth

### 4.1 Special booth constructors

Starting from the 8th China International Import Expo, the Organizer will no longer recommend special booth constructors. Exhibitors are responsible for selecting qualified constructors on their own. The Organizer will publish a list of special booth constructors from the first to the seventh editions of the Expo on the official website for exhibitors' reference. For details, please refer to the "Notice" section under "Business Exhibition" on the official website of the China International Import Expo (www.ciie.org). Exhibitors may also choose qualified constructors not included in this list (i.e., self-appointed constructors). **For specific requirements, please refer to Appendix 13: Self-Appointed Constructor Review Standards and Procedures.**

After selecting a special booth constructor, the exhibitor shall submit a written application and registration to the Organizer. **For details, please refer to Appendix 14: Application for Special Booth Setup.** To further enhance exhibition safety, the Organizer has prepared a Special Booth Safety Responsibility Commitment Letter. All special booth constructors are required to sign this letter after their written application is approved, and pay a performance bond of RMB 350,000 to the Organizer, which shall be used to offset on-site overtime and other related expenses. **For details, please refer to Appendix 15: Special Booth Safety Responsibility Commitment Letter.**

### 4.2 Application instructions for special booth constructors

- 1) If the selected constructor is included in the special booth constructor directory, the application form (Appendix 14) and other relevant documents shall be submitted to the Official Constructor of the respective exhibition hall for review. Once approved, booth design drawings may be submitted.
- 2) If the selected constructor is not included in the directory, the application form (Appendix 14) and other relevant documents shall be submitted to the Organizer (by email to es@ciie.org) for review. Upon approval, the documents shall be filed with the Official Constructor of the respective exhibition hall, after which booth design drawings may be submitted.
- 3) The Official Constructor and Drawings Reviewer of the exhibition will not accept any design submissions from special booth constructors who have not passed the Organizer's review. Special booth constructors shall comply with all regulations outlined in the Special Booth Exhibitor Guidelines when designing and building booths. For details, please refer to Appendix 6: Notice to Exhibitors with Special Booths.
- 4) Any agreements or arrangements between exhibitors and special booth constructors (including those listed in the directory and approved self-appointed constructors) are solely between the two parties and shall be executed accordingly. In the event of any accidents, incidents, or disputes during execution, both parties shall resolve the matter through legal channels. The Organizer assumes no responsibility.

### 4.3 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 respectively. All special exhibition booths must submit relevant documents to the Official Constructor for review and approval. The exhibitors of double-deck special exhibition booths 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 single-deck special exhibition booths less than 4.5 meters in height.

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 the drawings of single-deck booths of 4.5 m and above and double-deck booths.

#### 1) Authorized super-high exhibition booths drawing reviewer

#### 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, China

Contact	Tel	Mobile	Email
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/6.1H/6.2H/7.1H/7.2H/8.1H/8.2H

Address: F3, Hall 3, National Exhibition and Convention Center (Shanghai), 1988 Zhuguang Road, Qingpu District, Shanghai, China

Contact	Tel	Mobile	Email
Lu Wanghui	86-21-67008968	86-18001890017	01inspector@ciie.org
Zhu Tianlong	86-21-67008967	86-15801981109	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, 2025**. 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 Official Constructor, as well as to the authorized Drawings Reviewer for review and approval. **For more information, please refer to Form 14: 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 35/m<sup>2</sup>; indoor and outdoor single-deck booth - RMB 22/m<sup>2</sup>. The area of the booth to be reviewed on the drawings is calculated as follows: calculated area of a single-deck booth = the total booth area; calculated 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**

- I. Drawing review fee
  - i) No charge for single-deck booths below 4.5m (excluding).
  - ii) Charge for single-deck booths of 4.5 m and above and double-deck booths shall be based on the unit price of drawing review for single-deck booths of 4.5 m and above and all double-deck booths announced by the Organizer, the special exhibition booth constructors shall pay the drawing review fee to the super-high exhibition booths drawings reviewer responsible for the area according to the following rules:
    - A. No charge for the adjustment of art design, decoration, lamps and independent display cabinets;
    - B. If an independent room or the shape is adjusted, it will be charged according to the reviewed area of the independent part;
    - C. 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 100% of the total booth area.
- II. Review management fee
  - i) No charge for temporarily-adjusted booth scheme as required by the exhibitor on site, which is voluntarily declared.
  - ii) After the on-site verification of the Host (Organizer), the Official Constructor or the super-high exhibition booths drawings reviewer, 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:
    - A. If the booth area is less than or equal to 100 square meters, the review management fee shall be RMB 2,000.
    - B. 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 RMB 3,000.
    - C. If the booth area is more than 200 square meters, the review management fee shall be RMB 4,000.

**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 7: Criteria for Green China International Import Expo.**

**5. Work Overtime**

During the period of exhibition booth building and dismantling, the daily working hours will end at 20:00. 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. In principle, booths with an area of 200 square meters or less shall not be permitted to begin construction in advance. For other booths requiring early access, an application shall be submitted to the Organizer. During the early access period, daily working hours, overtime application procedures, and fee standards shall be the same as above.

Booth Area (sq.m)	Fee (yuan/booth/hour)
220 and below	200
220-550 (upper limit inclusive)	500
550-1,100 (upper limit inclusive)	1,000
1,100 - 2,100 (upper limit inclusive)	2,000
2,100-3,100 (upper limit inclusive)	3,000
Above 3,100	...

\* RMB 1,000 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**

The Organizers will announce recommended insurance service providers and schemes in due course. For updates, please refer to the "Insurance" section under "Services" on the official website of the China International Import Expo ([www.ciee.org](http://www.ciee.org)).

**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.