



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



CIIE NEW ERA
SHARED FUTURE
新时代 共享未来

第八届中国国际进口博览会

THE 8TH CHINA INTERNATIONAL IMPORT EXPO

EXHIBITOR'S MANUAL

CIIE

2025年11月5-10日
Nov.5-10,2025

国家会展中心(上海)
NECC, Shanghai

服务热线 | 968888
SERVICE HOTLINE

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Opening Remarks

Distinguished exhibitors,

The 7th China International Import Expo (CIIE) was successfully held in November 2024, thanks to the active participation and strong support of all parties involved. Premier Li Qiang attended the opening ceremony and delivered a keynote speech. The event brought together international political leaders and business executives in Shanghai. The CIIE featured high-level exhibitions, professional matchmaking sessions, and a series of high-quality forums, making for a vibrant and dynamic event. We extend our heartfelt thanks to all exhibitors for your continued support and valuable contributions.

CIIE is a major initiative for opening-up personally planned, proposed, deployed, and promoted by President Xi Jinping. Over the past seven years, the CIIE has been successfully held in consecutive sessions thanks to the strong support from the international community, with its quality and effectiveness continuously improving and its international influence expanding. 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 8th CIIE. We are waiting for you in Shanghai, China, and will strive to provide you with even better services. We wish you greater success at the 8th CIIE and share the "spring breeze of opening-up" in China!

China International Import Expo (CIIE)



Pre-Exhibition Tips

Dear exhibitors:

To help you understand the exhibition hall facilities and the requirements of the exhibition and make proper preparations for the exhibition, we provide this Exhibitor's Manual so that you can handle the necessary exhibition participation procedures more simply and efficiently.

I. Fill in the Form

All forms that need to be filled out are listed in Part VII Appendix of this Exhibitor's Manual. Please read carefully and submit them before the deadline for return specified in this catalog and the forms. We also recommend making a copy of each form for your records before submitting them.

II. Safety Reminder

Exhibitors should carefully read the provisions on production safety, fire safety, civilized exhibition, etc. in this Exhibitor's Manual and urge your entrusted service providers to strictly abide by such provisions.

III. Disclaimer

The Organizers of the China International Import Expo will try their best to provide high-quality services in an all-around way to meet the requirements of exhibitors; the Organizers will bear no liability for:

1. Delays or failure to provide partial or all services caused by late return of forms;
2. Additional fees or failure to provide partial or all services due to late application;
3. Delays, compensation, losses, etc. caused by failure to comply with exhibition-related provisions and related laws and regulations;
4. Delays, losses, disputes, etc. caused by not using the designated service providers for the exhibition;
5. The accuracy and timeliness of the publication materials submitted by exhibitors and constructors.

Time Arrangement

第八届中国国际进口博览会整体时间安排

Time Arrangement of the 8TH China International Import Expo

内容 Content	日期 Date	时间 Time	备注 Notes
布展期 Set-up Period 企业商业展 Enterprise & Business Exhibition	10月27日 / Oct.27	8:00-20:00	安全检查 Safety Inspection
	10月28日 / Oct.28	8:00-20:00	展台搭建 Booth Setup
	10月29日 / Oct.29	8:00-20:00	展台搭建 Booth Setup 展品布置 Exhibits Arrangement
	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	
	开展期 Exhibition Period 企业商业展 Enterprise & Business Exhibition 配套活动 Supporting Events	11月5日 / Nov.5	8:00-18:00
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	
撤展期 Move-out Period	11月10日 / Nov.10	19:00-22:00	展品回运 Exhibits Shipping
	11月11日 / Nov.11	8:00-20:00	展品回运 Exhibits Shipping
	11月12日 / Nov.12	8:00-20:00	展台拆除 Booth Dismantling

考虑到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 supporting events, the organizer will allow relevant people to enter in advance.



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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, 2025

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)

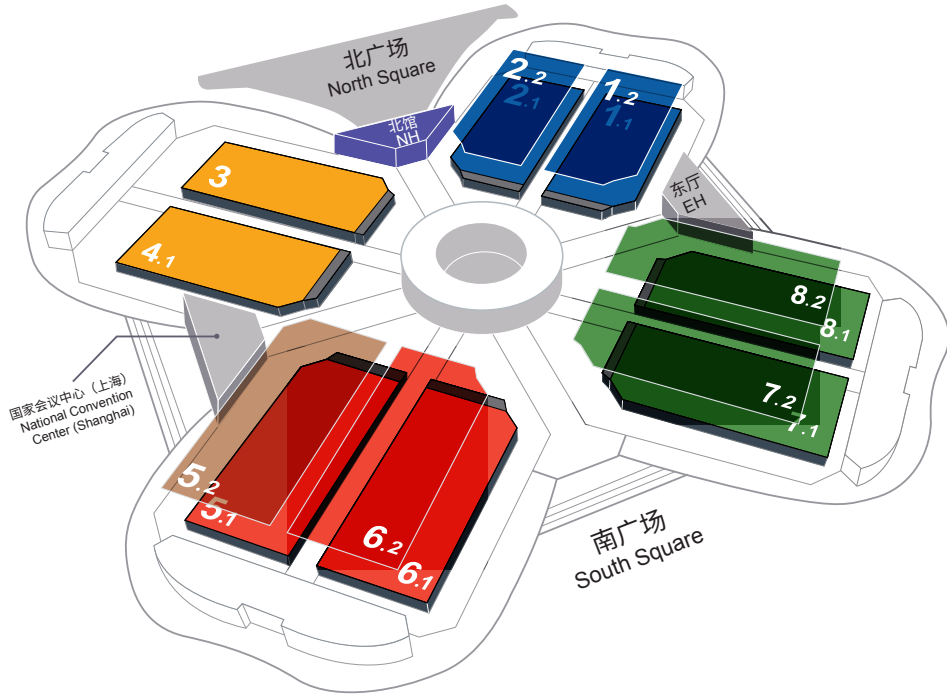
International Trade Centre (ITC)

1.6 Organizers

China International Import Expo Bureau

National Exhibition and Convention Center (Shanghai)

1.7 Expo Layout



5.2	1.1 1.2 2.2	2.1	3 4.1	5.1 6.1 6.2	7.1 8.1 8.2	7.2	NH
国家展 Country Exhibition	医疗器械及 医药保健展区 Medical Equipment & Healthcare Products	汽车及智慧出行 展区 Automobile and Smart Mobility	技术装备 展区 Intelligent Industry & Information Technology	消费品 展区 Consumer Goods	农食产品 展区 Food and Agricultural Products	服务贸易 展区 Trade in Services	创新孵化 专区 Innovation Incubation Special Section

1.8 Official Platforms

Official website: www.ciie.org

Official APP: app.ciie.org



Official Website



Official APP



Official WeChat



Official Weibo



Official TikTok



Account Conference



Facebook



X



Instagram



LinkedIn



YouTube



TikTok

2. Basic Information of Hongqiao International Economic Forum

2.1 Composition

The 8th Hongqiao International Economic Forum will feature a main forum (the Opening Ceremony of the China International Import Expo and the Hongqiao International Economic Forum), during which the flagship World Openness Report 2025 and the latest World Openness Index will be released. In addition, the forum will focus on key areas such as “Revitalizing Multilateral Cooperation,” “Empowering with Digital Intelligence,” “Green and Sustainable Development,” and “A More Open China,” with parallel sub-forums and closed-door meetings held around these themes.

2.2 Time

November 5-10, 2025

2.3 Venue

National Exhibition and Convention Center (Shanghai)

Relevant details will be released by the Organizers later. Please pay attention to the “Hongqiao Forum” on CIIE’s official website (www.ciie.org).

3. Expo Contact List

3.1 Contact Information of the Organizers

China International Import Expo Bureau
National Exhibition and Convention Center (Shanghai)
Address: 333 Songze Avenue, Shanghai, China
Hotline for Exhibitors: +86-21-9688888
Email for Exhibitors: ciie2022@ciie.org
Service Hotline: +86-21-9688888
Fax: +86-21-67008811
E-mail: info@ciie.org

3.2 Official Service Providers

- 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	86-18925216235	03constructor@ciie.org
Bel Liang	86-21-67008956	86-17302619601	03constructor@ciie.org
Sun Lili	86-21-67008956	86-13265626050	03constructor@ciie.org

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) Official Forwarders

COSCO SHIPPING Logistics &Supply Chain Management Co., Ltd.

Exhibition area: 2.1H/7.1H/8.1H/8.2H/5.2H

Address: 8F, No 628, Minsheng Road, Shanghai Shipping Scientific Research Building, Pudong New District, Shanghai, 200135, China

Contact	Tel	Mobile	E-mail
Zhou Jie	86-21-67008972	86-13681938237	05transporter@ciie.org
Zhenlei Qian	86-21-67008972	86-13167243619	05transporter@ciie.org
Jerry Ma	86-21-67008971	86-15011213771	05transporter@ciie.org

Shanghai ITPC International Transportation Co., Ltd.**Exhibition area: 3H/4.1H/NH**

Address: 10F, Wukuang Building, No.757 Guangfu Road, Shanghai, 200070, China

Contact	Tel	Mobile	E-mail
Frank Zhu	86-21-67008964	86-13386137358	03transporter@ciie.org
LM Meng	86-21-63803151	86-13795307591	03transporter@ciie.org
Jake Gu	86-21-63803373	86-18602105358	03transporter@ciie.org

Orient International Logistics (Holding) Co., Ltd.**Exhibition area: 5.1H/6.1H/6.2H**

Address: 15F, No.359 Dongdaming Road, Shanghai, 200080, China

Contact	Tel	Mobile	E-mail
Tom Fan	86-21-39796304	86-13918094226	08transporter@ciie.org
Chloe Dai	86-21-65754461	86-13564721718	08transporter@ciie.org
Jerry Xie	86-21-39796304	86-13501621462	08transporter@ciie.org

SINOTRANS Eastern Co., Ltd. Exposition Logistics Branch**Exhibition area: 1.1H/2.2H**

Address: 5F, No.777 Guozhan Road, Shanghai, 200126, China

Contact	Tel	Mobile	E-mail
Dean Lee	86-21-20550287	86-18930010715	02transporter@ciie.org
Kun Du	86-21-67008962	86-13901863852	02transporter@ciie.org
Celia Zhang	86-21-67008961	86-13817927999	02transporter@ciie.org

Shanghai EXPOTRANS Ltd.**Exhibition area: 1.2H/7.2H/People-to-people Exchange**

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

Contact	Tel	Mobile	E-mail
Sissi Shao	86-21-67008959	86-18321991968	01transporter@ciie.org
Angela Zhang	86-21-67008960	86-13701755801	01transporter@ciie.org
Luke Lu	86-21-67008959	86-18021009066	01transporter@ciie.org

3) Drawing Reviewers

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

4) Advertising and Agency Services

Shanghai Advertising Co., Ltd.

Address: 28/F, Lansheng Building, 8 Middle Huaihai Rd. Huangpu District Shanghai

Contact	Tel	Mobile	E-mail
Rain Jin	86-17811948857	86-17811948857	rain_jin@shanghai-adv.com
Cathy He	86-13636504782	86-13636504782	cathy_he@shanghai-adv.com

5) Expo On-site Informatization Service Provider

Shanghai Electric Digital Eco-Tech Co.,Ltd.

Address: 30/F, No. 8, Middle Huaihai Road, Huangpu District, Shanghai

Contact	Tel	Mobile	E-mail
Gong Zheng	86-21-67008485	86-18916171910	Gongz@eblssmart.com

3.3 Recommended Expo Service Providers

- 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
Ma Xiaoxu	86-21-35154888-1211	86-13661831527	maxx@coscon.com
Contact	Tel	Mobile	E-mail
Zhou Jie	86-21-67008972	86-13681938237	zhou.jie@coscoshipping.com

- 2) Business Travel Service Providers
For more details, please refer to Part V "Exhibition Services" Article 4 [Business Travel Service].
- 3) Translation Service Providers
For more details, please refer to Part V "Exhibition Services" Article 5 [Translation Service].
- 4) Recommended Service Providers for Group Catering
The Organizers will announce recommended catering service providers in due course. For updates, please refer to the "Catering" section under "Services" on the official website of the China International Import Expo (www.ciie.org).
- 5) Catering Service Providers
The Organizers will announce recommended catering service providers in due course. For updates, please refer to the "Catering" section under "Services" on the official website of the China International Import Expo (www.ciie.org).

4. Venue & Supporting Facilities

4.1 Venue Introduction

- 1) 1. With a total construction area of over 1.5 million square meters, the National Exhibition and Convention Center (Shanghai) integrates a variety of business formats including exhibitions, conferences, events, commerce, office space, and hotels. The main structure, modeled after the graceful four-leaf clover, embodies the concept of axial symmetry and incorporates numerous Chinese elements, making it one of Shanghai's most iconic landmarks.
- 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 (m ²)	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/m ²)	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 which can be accessed via the CIIE’s mobile terminal Wi-Fi function (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) **Commercial:** The Commercial Plaza of NECC (Shanghai) is seamlessly connected to all exhibition halls, offering a wide range of services including dining, shopping, financial services, logistics, brand showcases, and cultural experiences. Through permanent brand experience centers and themed consumer spaces, the venue provides exhibitors and visitors with a unique experience. The diverse dining facilities can accommodate various needs, from business banquets and formal meals to a wide selection of international cuisine, Chinese dishes, halal food, as well as coffee and tea specialties for guests from around the world.

Hotline: 86-21-69791888



- 2) **Hotel:** Inter Continental Shanghai Hongqiao NECC is the only luxury hotel located within NECC (Shanghai). It is located at the southwest end of the “Clover” and is seamlessly connected to the exhibition hall via a walking path with an elevation of 8 meters. The hotel boasts 536 stylish and elegant rooms and suites, four distinctive restaurants and bars offering a variety of cuisines in a refined and comfortable setting, enriching your travel experience, and over 2,200 square meters of spacious and flexible banquet facilities. The outdoor multifunctional InterContinental Garden on the hotel's sixth floor is the perfect venue for hosting family gatherings, wine receptions, fitness classes and other events.
Booking hotline: 86-21-67001888.



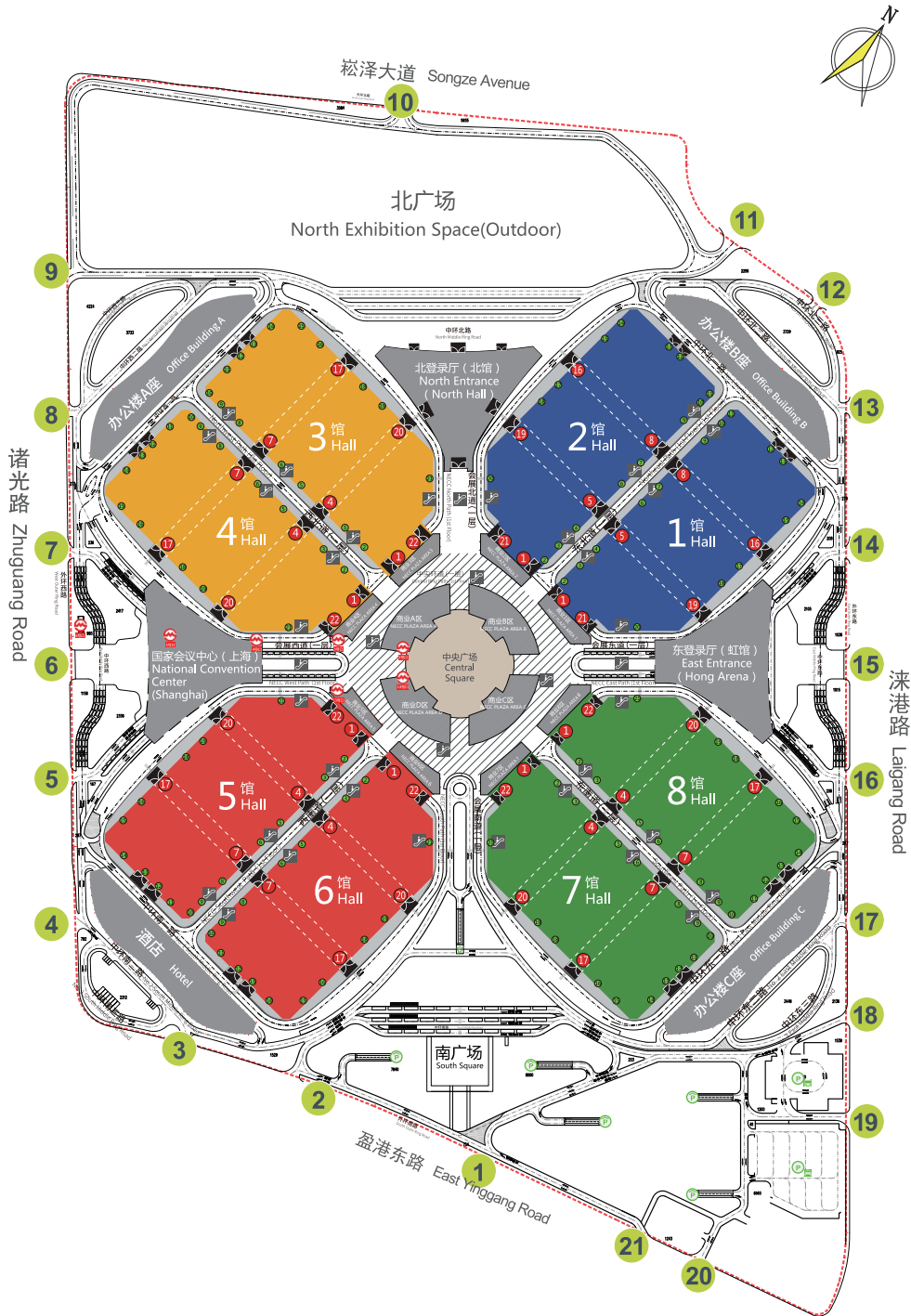
- 3) **Office Building:** Three Grade A office buildings of the NECC (Shanghai), located at the tip of the "Clover" leaves, cover a total area of 180,000 square meters with free and flexible space division from 180 square meters to 8,000 square meters in office standard floor area, which can meet a multitude 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): 86-21-67008861, 86-21-67008604



Function distribution



4.4 Transportation Information

The National Exhibition and Convention Center (Shanghai) is located in the core area of the Hongqiao Business District in Shanghai, only 1.5 kilometers from the Hongqiao Transportation Hub, and is directly connected to the Hongqiao High-speed Railway Station and Hongqiao Airport by metro. The surrounding expressway network extends in all directions, and major cities in the Yangtze River Delta can be reached within 2 hours, making transportation very convenient.

1) Rail Transit

You can take Metro Line 2 to National Exhibition and Convention Center Station or Line 17 to Zhuguang Road Station to reach the National Exhibition and Convention Center (Shanghai). Line 2 connects with Lines 1, 3, 4, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16 and 18, making it easy to reach all parts of Shanghai; Line 17 can connect with Lines 2 and 10 at Hongqiao Railway Station.

2) Airport

The National Exhibition and Convention Center (Shanghai) is approximately 4.5 kilometers (straight-line distance) from Hongqiao Airport Terminal 1, approximately 2 kilometers (straight-line distance) from Hongqiao Airport Terminal 2, and approximately 60 kilometers from Pudong International Airport. You can take metro to the National Exhibition and Convention Center (Shanghai) from all those terminals.

- I. Hongqiao Airport Terminal 1-National Exhibition and Convention Center (Shanghai)
Metro: Take Metro Line 10 to Hongqiao Railway Station and transfer to Metro Line 2 to National Exhibition and Convention Center Station
Taxi: About 20 minutes (10 km)
- II. Hongqiao Airport Terminal 2-National Exhibition and Convention Center (Shanghai)
Metro: Take Metro Line 2 to National Exhibition and Convention Center Station
Taxi: About 10 minutes (6 km)
- III. Pudong International Airport-National Exhibition and Convention Center (Shanghai)
Metro: Take Metro Line 2 to National Exhibition and Convention Center Station
Taxi: About 70 minutes (about 60 km)

3) Train Station

- I. Shanghai Hongqiao Railway Station - National Exhibition and Convention Center (Shanghai)
Metro: Take Metro Line 2 to National Exhibition and Convention Center Station, or Metro Line 17 to Zhuguang Road Station
Taxi: About 10 minutes (6 km)
- II. Shanghai Railway Station - National Exhibition and Convention Center (Shanghai)
Metro: Take Metro Line 3 or 4 to Zhongshan Park Station and transfer to Metro Line 2 to National Exhibition and Convention Center Station
Taxi: About 35 minutes (25 km)
- III. Shanghai South Railway Station - National Exhibition and Convention Center (Shanghai)
Metro: Take Metro Line 3 to Zhongshan Park Station and transfer to Line 2 to National Exhibition and Convention Center Station
Taxi: About 30 minutes (23 km)

4) Self-driving

I. Yangtze River Delta Region

People from Hangzhou, Ningbo and Suzhou can drive via G60 and G2 expressways to G15 Shenyang-Haikou Expressway - Songze Elevated Road - Zhuguang Road Off-Ramp - Songze Avenue - National Exhibition and Convention Center (Shanghai); or via Huaxu Highway - Songze Avenue - National Exhibition and Convention Center (Shanghai).

II. Shanghai Downtown Elevated Roads

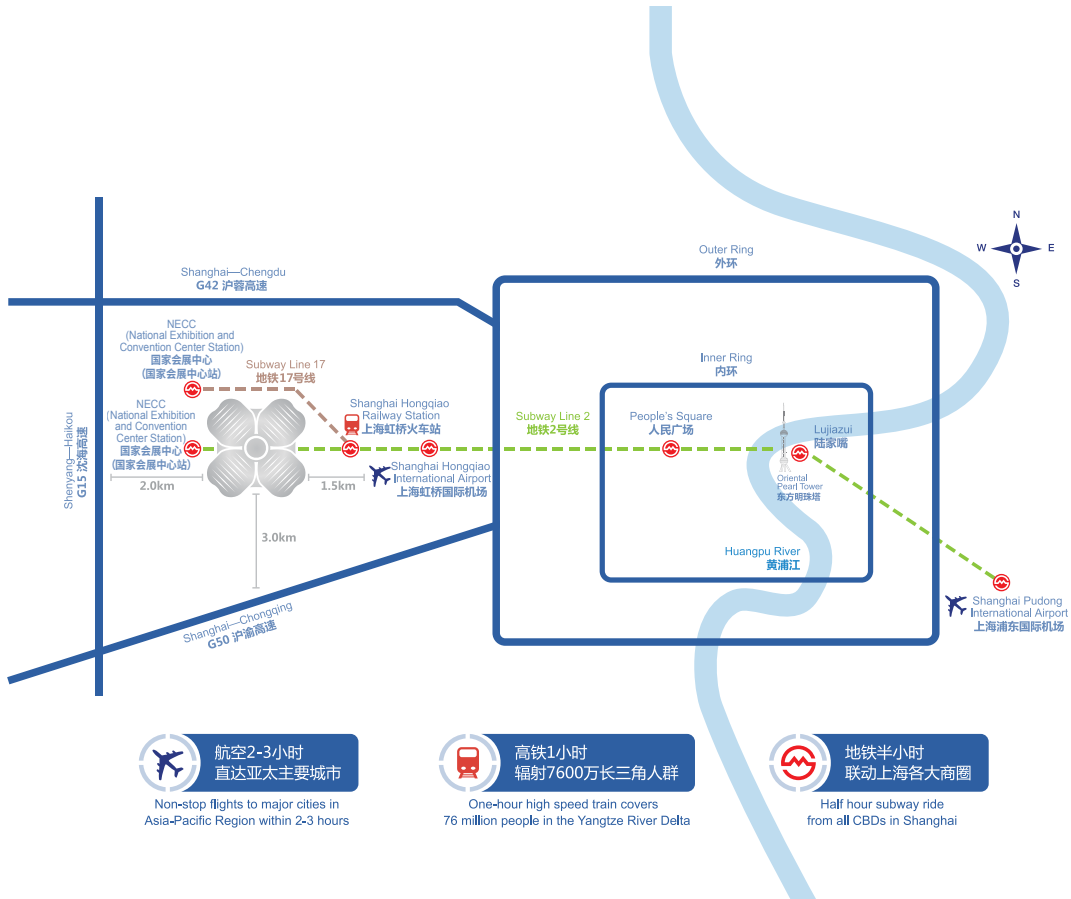
a. Yan'an Elevated Road, Southern Outer Ring Expressway Direction: Jiamin Elevated Road - Jianhong Elevated Road - Yinggang East Road - Zhuguang Road - Songze Avenue - National Exhibition and Convention Center (Shanghai)

b. Beizhai Elevated Road, North Outer Ring Expressway Direction: Beizhai Elevated Road - Lianyou Road Exit - Zhuguang Road Underground Tunnel - Songze Avenue - National Exhibition and Convention Center (Shanghai)

III. Ground Roads

a. Beizhai Road, West Tianshan Road, West Xianxia Road direction: Shenchang Road or Huaxiang Road - Songze Avenue - National Exhibition and Convention Center (Shanghai)

b. Yan'an Road Direction: West Yan'an Road - Huqingping Highway - Zhuguang Road - Songze Avenue - National Exhibition and Convention Center (Shanghai)





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

CIIE NEW ERA
SHARED FUTURE
新时代 共享未来



02

Rules and Regulations



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

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02

Rules and Regulations

Rules and Regulations

In these Rules and Regulations, the term “Hosts” refers to the Ministry of Commerce of the People’s Republic of China and the Shanghai Municipal People’s Government; the term “Organizers” refers to the 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 and the relevant rules of the Shanghai Municipal People’s Government, the relevant terms, conditions and requirements that include but are not limited to 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, the constructors and the service providers shall carefully read the provisions concerning work safety, fire control safety and civilities in the Expo in this Exhibitor’s 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 strictly comply with all rules, regulations and requirements issued or circulated by the Organizers during the Expo, including the 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 this 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 pay attention to the “Notice” 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 Organizers’ unified plan. Should the Organizers decide that any changes to the layout or location of corresponding booth(s) would be beneficial to the Expo, they have the right to make said changes.

- 2) The exhibitors are not permitted to transfer or sub-lease their booths (including but not limited to the right to use the booths), in part or in whole, without the Organizers' permission.
- 3) Prior to the conclusion of the Expo, all booths and exhibits must remain in a functional exhibition and operation condition. Exhibitors shall not close their booths or put away their exhibits in advance for any reason.
- 4) The names of overseas brands and the booth numbers participating in the Expo shall be prominently displayed at the booths. The displayed information must abide by Chinese laws and regulations and the Expo's relevant regulations.
- 5) Booths shall be built based on the area stipulated in the contract, and the structure shall not exceed the agreed boundary. In the case of any violations, 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 any 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, Trade in Services	70%
3	Food & Agricultural Products, Consumer Goods	80%

- I. Specifically, constructed structure refers to any view-obstructing structure erected in the booth, not including moveable objects such as racks, glass cabinets or exhibits. 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, refers to the proportion of the width of the structure to the width of the booth's front facing the aisle. Transparent glass as part of the constructed structure is deemed unobstructed. For frosted glass or grid structures with frosting strips or bars less than 30CM wide and more than 20CM spaced, the whole glass or grid structure will be deemed unobstructed.
- II. 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-story booth, the second-story front of the structure main body is not subject to transparency requirements. For 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.
- III. 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 its own cost.

- 8) All booths shall be of complete structure with aesthetic quality and meet the quality and safety standards of the Organizers and relevant departments of the Chinese government. In the case of any violations, 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 cases where the height of adjacent booths is not consistent, the exhibitor or its Contractor with a higher booth shall be responsible for the beautification of said higher section.
- 10) In principle, only single-story booths are permitted to be built along the main aisle, with the height capped at six meters. If the back or side of the main booth faces only the venue wall or a functional area, a two-story booth can be built along that solid wall or functional area side, with a height limit of 8.5 meters. The height limit for booths in other areas remains unchanged. For details, please refer to the Booth Setup part of this manual.
- 11) The exhibitors or other participants using their own electronic displays (LED monitors, LCD monitors, TV sets, etc.), must comply with the management regulations set by the Organizers and the local government on the contents displayed. **For more information, refer to Appendix 4: Cybersecurity Management Instructions.**

3.2 Exhibit Demonstration

- 1) The exhibitors shall list their exhibits in advance, obtain legal and effective authorization and conform to the Expo's regulations. The Organizers have the right to check whether the exhibits meet these requirements at any time, and the exhibitors shall cooperate. In the case of any violations, 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, refuse exhibitor participation and take any other measures.
- 2) The exhibitors shall ensure all their exhibits are products manufactured themselves, or for which they are the legal distributors or agents, and that their exhibits, booth design and publicity materials do not infringe upon the intellectual property rights of others. Any such disputes shall be handled 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 content 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 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 the 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 may 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 shall be taken to protect the surroundings from pollution such as noise, heat, gas, smoke and dust generated in the exhibit demonstration or anything that may disrupt the Expo.
- 9) In the dangerous demonstration of exhibits involving cutting, shearing, and lasers which might give rise to risks such as open flames, high temperatures and physical injury, the exhibitors shall equip and install protective covers that meet the quality standards of the relevant Chinese authorities, designate professionals for their operation, and furnish fire extinguishers as duly required.
- 10) The exhibitors shall ensure that they have acquired a permit from the Organizers and local government authorities for the demonstration and use of electronic, wireless communication and satellite transmission equipment, and shall comply with demonstration rules.
- 11) All demonstrative vehicles shall enter the exhibition hall along the route designated by the Organizers and the exhibition hall using the entry permit for demonstrative vehicles. Demonstrative vehicles are prohibited from moving around the exhibition hall in any non-permitted period. All types of demonstrative vehicles entering the exhibition hall shall have an oil mass of not more than 10% of the tank capacity; otherwise entry into the exhibition hall shall be prohibited.
- 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 material 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 compromise the Expo's safety.
- 3) 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) without the Organizers' written approval, and these activities shall not exceed the scope of approval.
- 4) If any problems or adverse effects are caused by 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 equipment and suspending or stopping activities. The Organizers reserve the right to cut off the power or the 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 Retail

In order to maintain the order of the exhibition site, 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. Exhibitors are encouraged to sell through legitimate e-commerce platforms by means of on-site QR code scanning and online delivery or in-venue transactions and off-venue deliveries. The Organizers and relevant government departments will launch on-site inspections during the Expo. If any entities or individuals are found to be conducting retail activities 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 responsibilities and consequences arising therefrom shall be borne by the retail entities or individuals.

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

- 1) The term “special items” refers to air compressors, lubricating oil, diesel oil and other Class-C oil products, inert gas, combustible or flammable gases, etc. The exhibitors shall strictly fill in and handle the application for the 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 the Move-in of Special Items for details.**
- 2) The term “forbidden items” refers to items that violate Chinese laws and regulations; the term “restricted items” refers to items that do not violate Chinese laws and regulations but may disrupt the security and operational order of the 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 shall communicate this information to the security department in written form (including the category and number of exhibits, move-in time, safety management measures) before moving them into the NECC (Shanghai). **For details, please refer to Appendix 12: Notice on Prohibited and Restricted Items.**
- 3) For special items or prohibited or restricted items that are moved into the exhibition hall with due approval, the risks and responsibilities involved in their use or storage shall be borne by the exhibitors.

3.6 Exhibit Shipment

- 1) The vehicles, schedule and route arrangement for 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 delays in exhibit shipment, service errors or disputes arising from the exhibitors’ engagement with any forwarders other than those designated by the Expo, the Organizers will not bear any liability and loss arising therefrom. **Please refer to Shipping Guidelines in this Exhibitor’s Manual for details.**
- 2) According to the regulatory requirements of China Customs, if an exhibit is unable to enter the country or be displayed on time due to items related to the prohibited items list or restricted items list, the loss thus incurred shall be borne solely by the exhibitors. The Organizers will update relevant policies on the official website at the earliest possible time. Therefore, it is advised that the exhibitors pay attention to the Notice section in the Enterprise & Business Exhibition column on CIIE’s official website (www.ciie.org).

3.7 Decorations and Fittings

- 1) Details of the ground's load-bearing capacity can be found in the "Technical Data of the Exhibition Hall" in this Exhibitor's Manual. If operating or demonstrating any exhibit that involves vertical vibration components, appropriate shock absorption and quakeproof measures shall be taken.
- 2) No exhibit shall be leaned against or supported by the fixed facilities, equipment and structures in the exhibition hall. It shall 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 or 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) To prevent 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 or to use double-sided gelatin sponge and other difficult-to-remove materials to lay carpets. Non-combustible or flame retardant green carpets and cloth double-sided adhesive tape shall be used.
- 7) If any structures are decorated or constructed with glass in any booth, it must be ensured that the construction and the installation are sufficiently secure, and that there are conspicuous signs at visible heights to prevent personal injury or death.

3.8 Compensation for Damage

- 1) If any of the exhibitors and their commissioned constructors fail to comply with these Rules and Regulations and cause 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 of 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 the 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 map review procedure, complete the map review, and bear the review number.
- 2) The standard world map and standard map of China can be downloaded directly from the standard service system (<http://bzdt.ch.mnr.gov.cn>) on the website of the Ministry of Natural Resources of the PRC, which shall bear the review number.

3.10 Photography, Live Streaming and Videography

- 1) The exhibitors are not permitted to bring large professional photographic equipment to the exhibition hall without the Organizers' written approval. The exhibitors are prohibited from using UAVs, 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 or other related rights and interests legally possessed by the Organizers, other exhibitors or any other third parties, and shall not disrupt 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 maintain good cleanliness within the area of their own booths, including cleaning inside the booths and the cleaning of the exhibits. The exhibitors are required to dispose of any trash at the dump site outside the exhibition hall before leaving at the end of each day.
- 3) Exhibitors must prepare closed containers themselves to contain liquid waste, catering sewage, liquid at abnormal temperatures, etc. No rubbish may be dumped in the indoor or outdoor drains, ditches, and sinks or basins in washrooms. The exhibitors or their constructors shall bear the costs for pollution cleanup, water pipe blockage, etc., as well as the corresponding administrative penalty and other related liabilities if there are any violations.
- 4) The exhibitors may apply to the Organizers for additional cleaning services during the Expo in advance, and these costs shall be borne by the exhibitors. **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. **Please refer to the Shipping Guidelines in this Exhibitor's Manual for details.**

3.14 Security Work

- 1) During the Expo, the exhibitors shall take good care of their exhibits and personal belongings. They are advised to use anti-theft locks for laptops and other important goods to guard against theft. It is advised to promptly inform the Organizers in case of loss or theft.
- 2) The exhibitors are required to take effective protective measures for valuable exhibits and goods before the closing time each day.
- 3) The exhibitors may apply to the Organizers for additional security personnel during the Expo in advance, and these costs shall be borne by the exhibitors. **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, property insurance, etc. Failure to do so will result in the exhibitors bearing the corresponding liability and losses themselves.

- 2) The exhibitors shall take out whole-journey transportation insurance and property insurance for their exhibits, including coverage from the place of departure to the booth (including the exhibition period) and for the return trip.
- 3) The exhibitors shall take out public liability insurance. It is recommended that the coverage period be from when the exhibitors, constructors and service providers move-in, to when their staff members, exhibits and property move-out of 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 Organizers' written consent, the paid booth fee shall be handled according to the Exhibition Contract, and other fees be forfeited. Moreover, 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, the 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 shall 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 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 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 claims 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, exhibition drawings, etc., are also protected by the relevant laws.
- IV. The 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 promptly contact the on-site joint supervision working group and cooperate with their staff.
- VI. The exhibitors, service providers, 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 Organizers' written consent. Doing so 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 9: Procedure of Issuing the Certificate of Exhibition, Appendix 10: Measures for Suspected Infringement of Intellectual Property Rights at the China International Import Expo, and Appendix 11: 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 Night-time work

During the Expo (from November 5 to 10), exhibitors must submit a "Night-Time Work Request" in advance for any work conducted within the area of the NECC between 21:00 and 5:00 (including booth repairs, exhibit transportation, rehearsal of supporting activities). The relevant rules on night-time work will be released later. Please log on to the official website of the China International Import Expo (www.ciie.org) or consult the Organizers' staff for more details.

3.19 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 Expo being unable to take place as scheduled or only being held as scheduled at excessive costs and the Expo is therefore cancelled or postponed, the Organizers will immediately notify the exhibitors thereof after the incident. If the Expo is consequently 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.

3.20 Rights of Final Interpretations

The Organizers reserve the right of final interpretation of this Exhibitor's Manual.



中国国际进口博览会
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CIIE NEW ERA
SHARED FUTURE
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03

Design and Building
of Booth

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	86-18925216235	03constructor@ciie.org
Bel Liang	86-21-67008956	86-17302619601	03constructor@ciie.org
Sun Lili	86-21-67008956	86-13265626050	03constructor@ciie.org

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 1.6m³/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@ciee.org
Tiger Zhao	86-21-67008970	86-13761093223	02inspector@ciee.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@ciee.org
Zhu Tianlong	86-21-67008967	86-15801981109	01inspector@ciee.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/m²; indoor and outdoor single-deck booth - RMB 22/m². 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.cie.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.



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

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新时代 共享未来



04

Shipping Guidelines

Shipping Guidelines

1. Shipping Services and Agreement

Welcome to the China International Import Expo. The Organizers have designated five official forwarders to provide shipping services inside and outside China for exhibits, including the undertaking of business, plan formulation, customs clearance, shipment, storage, and on-site exhibition-related services. At the same time, the Organizers recommend using China COSCO Shipping Corporation Limited as a provider of shipping services for exhibits. To ensure a successful exhibition, it is recommended that the exhibitors arrange shipments according to the provisions in the Shipping Guidelines and promptly contact their official forwarders before the shipment of exhibits.

2. Freight Forwarders Contact Information

2.1 Designated Official Forwarders

COSCO SHIPPING Logistics & Supply Chain Management Co., Ltd.

Exhibition area: 2.1H/7.1H/8.1H/8.2H/5.2H

Address: 8F, No 628, Minsheng Road, Shanghai Shipping Scientific Research Building, Pudong New District, Shanghai, 200135, China

Contact	Tel	Mobile	E-mail
Zhou Jie	86-21-67008972	86-13681938237	05transporter@ciie.org
Zhenlei Qian	86-21-67008972	86-13167243619	05transporter@ciie.org
Jerry Ma	86-21-67008971	86-15011213771	05transporter@ciie.org

Shanghai ITPC International Transportation Co., Ltd.

Exhibition area: 3H/4.1H/NH

Address: 10F, Wukuang Building, No.757 Guangfu Road, Shanghai, 200070, China

Contact	Tel	Mobile	E-mail
Frank Zhu	86-21-67008964	86-13386137358	03transporter@ciie.org
LM Meng	86-21-63803151	86-13795307591	03transporter@ciie.org
Jake Gu	86-21-63803373	86-18602105358	03transporter@ciie.org

Orient International Logistics (Holding) Co., Ltd.

Exhibition area: 5.1H/6.1H/6.2H

Address: 15F, No.359 Dongdaming Road, Shanghai, 200080, China

Contact	Tel	Mobile	E-mail
Tom Fan	86-21-39796304	86-13918094226	08transporter@ciie.org
Chloe Dai	86-21-65754461	86-13564721718	08transporter@ciie.org
Jerry Xie	86-21-39796304	86-13501621462	08transporter@ciie.org

SINOTRANS Eastern Co., Ltd. Exposition Logistics Branch

Exhibition area: 1.1H/2.2H

Address: 5F, No.777 Guozhan Road, Shanghai, 200126, China

Contact	Tel	Mobile	E-mail
Dean Lee	86-21-20550287	86-18930010715	02transporter@ciie.org
Kun Du	86-21-67008962	86-13901863852	02transporter@ciie.org
Celia Zhang	86-21-67008961	86-13817927999	02transporter@ciie.org

Shanghai EXPOTRANS Ltd.

Exhibition area: 1.2H/7.2H/People-to-people Exchange

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

Contact	Tel	Mobile	E-mail
Sissi Shao	86-21-67008959	86-18321991968	01transporter@ciie.org
Angela Zhang	86-21-67008960	86-13701755801	01transporter@ciie.org
Luke Lu	86-21-67008959	86-18021009066	01transporter@ciie.org

2.2 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
Ma Xiaoxu	86-21-35154888-1211	86-13661831527	maxx@coscon.com
Contact	Tel	Mobile	E-mail
Zhou Jie	86-21-67008972	86-13681938237	zhou.jie@coscoshipping.com

3. Shipping Guidelines for 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, 2025	Oct. 15–20, 2025
Air Freight to Shanghai Pudong International Airport	Sept. 30, 2025	Oct. 15–20, 2025

Remarks: Delivery time for special exhibits (refrigerated and frozen goods, fresh produce and perishable goods) shall be confirmed with 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) **An original fumigation declaration for wooden packaging, or an original declaration of non-wooden packaging**
- 4) **A list of exhibits (legal document reviewed by 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 Instructions

All 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). Any additional costs incurred due to incorrect consignee information will be collected by official forwarders.

COSCO SHIPPING Logistics & Supply Chain Management Co., Ltd.

Air Freight

on MAWB	<p>Consignee: COS/COSCO SHIPPING AIR FREIGHT (SHANGHAI) CO., LTD. NO.618 HAI TIAN YI ROAD SHANGHAI, CHINA CTC: HUKUN 86-21-68359586 USCI: 9131000013227963X5</p>	<p>Notify Party: COS/COSCO SHIPPING AIR FREIGHT (SHANGHAI) CO., LTD. C/O: CHINA INTERNATIONAL IMPORT EXPO 2025 Exhibitor name: xxxx Hall / Booth no: xxxx CTC: MA ZE PENG 86-21-55891146, 86-13701749094 USCI: 9131000013227963X5</p>
on HAWB	<p>Consignee: COS/COSCO SHIPPING AIR FREIGHT (SHANGHAI) CO., LTD. NO.618 HAI TIAN YI ROAD SHANGHAI, CHINA CTC: HUKUN 86-21-68359586 USCI: 9131000013227963X5</p>	<p>Notify Party: COS/COSCO SHIPPING AIR FREIGHT (SHANGHAI) CO., LTD. C/O: CHINA INTERNATIONAL IMPORT EXPO 2025 Exhibitor name: xxxx Hall / Booth no: xxxx CTC: MA ZE PENG 86-21-55891146, 86-13701749094 USCI: 9131000013227963X5</p>

Sea Freight

	<p>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</p>	<p>Notify Party: COSCO SHIPPING AIR FREIGHT (SHANGHAI) CO., LTD C/O: CHINA INTERNATIONAL IMPORT EXPO 2025 Exhibitor name: xxxx Hall / Booth no: xxxx Attn: MA ZE PENG Tel: 86-21-55891146, 86-13701749094 Fax: 86-21-55898092x6507 USCI CODE: 9131000013227963X5</p>
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Shanghai ITPC International Transportation Co., Ltd.

Air Freight

on MAWB	<p>Consignee: JIANGSU FEILIKS INTERNATIONAL LOGISTICS INC. SHANGHAI BRANCH RM.A615, NO.1333, WENJU ROAD PUDONG NEW AREA SHANGHAI CHINA(201207) USCI: 91310115X07304429N TEL: 86-21-56833173 FAX: 86-21-56812705 ATTN: LILY CHEN</p>	<p>Notify Party: SHANGHAI ITPC INT'L TRANSPORTATION CO., LTD. C/O: CHINA INTERNATIONAL IMPORT EXPO 2025 Exhibitor name: xxxx Hall / Booth no: xxxx TEL: 86-21-63803373 FAX:86-21-62606624 CTC: Mr. Jake Gu</p>
on HAWB	<p>Consignee: JIANGSU FEILIKS INTERNATIONAL LOGISTICS INC. SHANGHAI BRANCH RM.A615, NO.1333, WENJU ROAD PUDONG NEW AREA SHANGHAI CHINA (201207) USCI: 91310115X07304429N TEL: 86-21-56833173 FAX: 86-21-56812705 ATTN: LILY CHEN</p>	<p>Notify Party: SHANGHAI ITPC INT'L TRANSPORTATION CO., LTD. C/O: CHINA INTERNATIONAL IMPORT EXPO 2025 Exhibitor name: xxxx Hall / Booth no: xxxx TEL: 86-21-63803373 FAX: 86-21-62606624 CTC: Mr. Jake Gu</p>

Sea Freight

	<p>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</p>	<p>Notify Party: SHANGHAI ITPC INTERNATIONAL TRANSPORTATION CO., LTD. C/O: CHINA INTERNATIONAL IMPORT EXPO 2025 Exhibitor name: xxxx Hall / Booth no: xxxx</p>
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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 2025 Exhibitor name: xxxx Hall / Booth no: xxxx TEL: +8621-13901863852 ATTN: MS. DU CHUANKUN, 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 2025 Exhibitor name: xxxx Hall / Booth no: xxxx TEL: +8621-13901863852 ATTN: MS. DU CHUANKUN, MR. LI YUEMIN
Sea Freight		
	Consignee: SINOTRANS EASTERN CO., LTD. EXPOSITION LOGISTICS BRANCH USCI: 91310115684076419B 5/F, NO.777 GUOZHAN ROAD, SHANGHAI 200126 TEL: +8621-13901863852 ATTN: MS. DU CHUANKUN, MR. LI YUEMIN	Notify Party: SINOTRANS EASTERN CO., LTD. EXPOSITION LOGISTICS BRANCH C/O: CHINA INTERNATIONAL IMPORT EXPO 2025 Exhibitor name: xxxx Hall / Booth no: xxxx

Shanghai EXPOTRANS Ltd.		
Air Freight		
on MAWB	Consignee: DE WELL AIR CARGO CO., LTD. (DWA) 6F AND 7F, BUILDING 3, NO.18 GONGPING ROAD, HONGKOU DISTRICT SHANGHAI 200082 CHINA USCI: 9131010968547075XX TEL: 021-80322501 ATTN: ZHAO GUI HONG	Notify Party: SHANGHAI EXPOTRANS LTD. C/O: CHINA INTERNATIONAL IMPORT EXPO 2025 Exhibitor name: xxxx Hall / Booth no: xxxx Attn: Mrs. Angela Zhang
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 2025 Exhibitor name: xxxx Hall / Booth no: xxxx Attn: Mrs. Angela Zhang
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 2025 Exhibitor name: xxxx Hall / Booth no: xxxx Attn: Mrs. Angela Zhang

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 2025 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 2025 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 2025 Exhibitor name: xxxx Hall / Booth no: xxxx TEL: 86-21-65752262/65754461 Attn: Mr. LU MingMing/Ms.Dai JiaYi

Note:

- 1) **Due to the limits of the customs declaration system, each sea or air waybill shall not contain more than 50 items. If there are more than 50 items, please split the bill.**
- 2) **All air cargo shall 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 shall 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 China 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. China 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% surcharge 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 do 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 late arrivals are not delivered as scheduled, additional costs will still be charged.

3.6 Shipping Marks

The following format for shipping marks shall be printed on all packages for easy identification:

CHINA INTERNATIONAL IMPORT EXPO 2025	
Name of Exhibitor	: _____
Booth Number	: _____
Case Number	: _____
Gross Weight/Net Weight	: _____
Dimensions	: _____

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

- 1) **For fragile items, a "Fragile" mark shall be marked on each side;**
- 2) **Items that shall not be tilted shall be marked with "Up" on at least 2 sides;**
- 3) **Items that shall not be placed outdoors shall be marked with "umbrellas" on at least 2 sides;**
- 4) **Items to be hoisted shall 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) All marketing materials or exhibits are forbidden from containing any text, graphics, audio or video that champions the division of China or violates China's laws and regulations.
- 2) All advertising (such as prints and souvenirs) and other materials to be displayed or consumed during the CIIE must be reviewed and approved by 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 customs in advance.
- 3) Food without quarantine and inspection access, CD-ROMs without an import license and electronic products entailing 3C certification cannot be consumed. Duties and taxes on 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 with the specific amount of taxes and fees defined by 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 customs at the airport; in such cases, the exhibitors shall 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 shall 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. In accordance with the governing customs regulations, the exhibitors are forbidden from taking portable exhibits out of China, and export declaration procedures shall be handled by the official forwarder.

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


3.9 Overweight and Oversize Exhibits

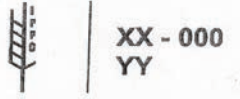
In case of any overweight or oversize exhibits (i.e. an exhibition item over 3,000 kg, or larger than 5 m * 2.4 m * 2.4 m (l*w*h)), the exhibitors are required to arrive in advance for uncrating and installation. If a crane or a forklift is needed for installation, official forwarders should be informed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

3.10 Packaging Requirements

The outer packaging of the exhibits shall be suitable for repeated uses to ensure the safety of the goods during transportation and loading/unloading. The 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 shall 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 shall be equipped with sleepers at the bottom to facilitate forklift operations;
- 4) Packaging shall be waterproof to avoid being soaked by rain;
- 5) Requirements for Wooden Packaging:
 - I. China Customs requires that all wooden packaging for 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 goods entering China have been fumigated via heat treatment (HT) or methyl bromide (MB), all 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. To ensure smooth customs clearance, the exhibitors are advised to prepare a fumigation declaration printed on 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 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 xxxxxxx (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 not in compliance with the above requirements will either be destroyed on the spot by China Customs, or not cleared and forcibly returned.

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

The official forwarder is obligated to supervise all temporary entry exhibits and materials throughout. The exhibitors are not permitted to take them out of the exhibition hall without permission. Those in violation shall be punished in accordance with the 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 shall be placed in the corresponding booth. Public areas inside and outside the exhibition halls are not fit for storage. The 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, official forwarders will send exhibitors the Reshipping Instructions, on which the 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 official forwarders may make corresponding arrangements for the exhibits upon closing of the CIIE.
- 2) On the closing day of the CIIE, 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 following day. The official forwarder will inform such exhibitors of the exact arrangements.
- 3) According to the governing regulations of China 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 stored directly in the customs-designated warehouses, and only allowed to be stored on Chinese territory for 6 months from the date of entry. If customs formalities have not been completed (including shipment return, purchase, customs transfer, etc.), customs shall deal with the exhibits in accordance with the governing laws.
- 4) For exhibits consumed or given away free of charge, the exhibitors may go through import formalities and pay the duties as per China Customs regulations 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 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 China Customs during the move-out period.
- 6) All exhibitors shall keep their exhibits properly, and may still be obliged to pay duties to China Customs for any lost temporary-entry exhibits.
- 7) Returned exhibits shall be packed according to the original packaging method upon entry. If items need to be repacked due to packaging damage, exhibit consumption or 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 China Customs, if exhibits fail to enter the country, or cannot arrive in time for the exhibition because such items fall in related categories on the prohibited items list or restricted items list, all 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. Therefore, the exhibitors are advised to pay attention to related content and updates on the official website.

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

3.15 Insurance

The exhibitors shall purchase insurance to cover the shipment of their exhibits 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. Official forwarders may take out policies for the goods on behalf of the exhibitors at their written request.

3.16 Payment Terms

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

Payment for outbound consignments: 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) All operations will be carried out in accordance with the forwarder's Standard Trading Terms, which may be acquired upon request from the forwarder.
- 2) 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 14 "Schedule of Transportation Charges for Exhibits")

4.1 Inbound Consignment Services and Rates

- 1) Before the opening of the CIIE, 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. 1 m ³ per consignment per exhibitor 20 ft container calculated as 23 m ³ ; 40 ft container calculated as 46 m ³ ; other 20ft, 40 ft special containers calculated as 25 m ³ and 50 m 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/40 ft 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 exhibition item over 3,000 kg or larger 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) 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 a 15% surcharge on the basic freight.
- 3) A 10% commission fee will be charged if the official forwarders pay for transshipment or reshipment fees via sea freight and air freight, or duties in advance at the 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 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 dimensions:
 - 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 50m³.
- 2) Charges relating to the import of cargo containers (demurrage, drop off credit, container damage and cleaning fees) and export (pick up credit) shall be billed as incurred.
- 3) 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 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. The exhibitors shall be responsible for shipping the exhibits to the official forwarders' warehouses in Shanghai;
 - II. Upon arrival of exhibits, official forwarders will unload and store them;
 - III. Delivery of exhibits to booths during the set-up period by official forwarder;
 - IV. Assisting the 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 official forwarders in charge of the corresponding exhibition areas.
Remarks:
The exhibitors are required to confirm with official forwarders before shipment. After 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 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 (The Exhibitors Shall Arrange Delivery to the Unloading Area of the Exhibition Venue on Their Own)

- 1) Services:
 - I. Assisting with unloading and delivering exhibits to booths;
 - II. Assisting the 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 may 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, 2025.

Remarks:

- 1) 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 1.5 m³ and 300 kg for each piece). For details, please refer to Exhibition Service in this manual;
- 2) To ensure safety, please follow the unified arrangement of the official forwarder in planning the entry and exit of exhibits;
- 3) 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;
- 4) For exhibits with special loading/unloading requirements (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 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 trust logistics services provided by non-official forwarders. Confirm the cost and price and keep the corresponding documents when handing over the exhibits.

5.4 Overweight and oversize surcharges

Any exhibition item over 3,000 kg or larger 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 listed 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%

For relocation and special assembly for machinery exhibits **please refer to Appendix 14: Schedule of Transportation Charges for Exhibits.**

5.5 Requirements for Shipping Marks

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

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”. Exhibits that cannot be placed upside down shall be marked with special signs such as “Face up” on the outer packaging.

5.6 Insurance

Exhibitors shall take out insurance to cover exhibits against risk during inbound and outbound consignment, as well as storage during the CIIE. In case of any accidents, the 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 published separately. Please pay attention to the official website for announcements.
- Rates are calculated by weight, with the conversion between dimension and weight being: 1,000 kg = 6m³, whichever is higher.
- 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 such 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 official forwarders when exhibits are moved in.
- All fees and charges shall be settled before exhibits are moved to booths.
- The exhibitors are advised to contact 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 services are subject to 6% VAT.



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

CIIE NEW ERA
SHARED FUTURE
新时代 共享未来



05

Exhibition Services

Exhibition Services

1. Expo Publications

1.1 Principles of Distribution

The Organizers will distribute the expo publications to each exhibition hall after the event opens. Exhibitors may collect the publications as needed or request an electronic version.

1.2 Information Registration

The Organizers will publish the contact information of the exhibitors on the Expo Publications 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. 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 most merchants in China, including catering, transportation, hotels, 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 guide for specific operation methods.



Video source:
"Shanghai Foreign Affairs" WeChat official account.

3. Advertising and Agency Services

To book on-site or print advertising, please contact the advertising agency service provider.

Shanghai Advertising Co., Ltd.

Address: 28/F, Lanshengt Building, 8 Middel Huaihai Rd. Huangpu District Shanghai

Contact	Tel	Mobile	E-mail
Rain Jin	86-17811948857	86-17811948857	rain_jin@shanghai-adv.com
Cathy He	86-13636504782	86-13636504782	cathy_he@shanghai-adv.com

4. Business Travel Service (Recommended Business Travel Service Providers)

Shanghai Jinjiang Travel Holding Co., Ltd.

Address: 191 Changle Road, Shanghai

Contact	Tel	Mobile	E-mail
Zhang Qian	86-21-32128786	86-13918331661	zhangqian@jjtravel.com
Chen Xin	86-21-32128437	86-13601636746	chenxin@jjtravel.com

China CYTS M.I.C.E. (Shanghai) Service Co., Ltd.

Address: 15/F, Wentong Mansion, 739 Kunming Road, Yangpu District, Shanghai

Contact	Tel	Mobile	E-mail
Lu Qiuting	86-21-61295117	86-13801662270	luqiuting@cytsmice.com
Chen Yufan		86-13636378906	chenyufan@cytsmice.com

Shanghai China Travel International Ltd.

Address: C-5F, No.191, Changle Rd, Huangpu Dist, Shanghai

Contact	Tel	Mobile	E-mail
Fang He	86-21-32128990	86-13764098510	fangh@ctish.cn
Wu Min	86-21-32128930	86-18918102838	wum@ctish.cn

CITS Group Shanghai Co., Ltd.

Address: 17/F, No.418 Jiangning Road, Jing'an District, Shanghai, 200041

Contact	Tel	Mobile	E-mail
Wu Xiaohong	86-21-22150898	86-19821908990	f-xhwu@ctg.cn
Zhang Lijing	86-21-22150697	86-19821906260	lijing.zhang@ctg.cn

Shanghai Spring International Travel Services, Ltd.

Address: 699 Zhaohua Road, Shanghai

Contact	Tel	Mobile	E-mail
Ding Ping	86-21-52317953	86-13601943556	congress@springtour.com
Liu Xiaoying	86-21-52317779	86-13764097719	jackie@springtour.com

Shanghai China Youth Travel Service Co.,Ltd.

Address: 2 Hengshan Road, Shanghai, China

Contact	Tel	Mobile	E-mail
Huang XiEr	86-21-64338224	86-15000190797	xier_huang@scyts.com
Yan Yang	86-21-64330000	86-13052079995	yang_yan@scyts.com

Shanghai Utour International Travel Service Co. Ltd.

Address: 24/F, NO.1, Middle Huaihai Road, LiuLin Building Huangpu District, Shanghai

Contact	Tel	Mobile	E-mail
Zhou Xiaolu	86-21-80281266-1609	86-13818007752	zhouxiaolu@utourworld.com
Zhang Lin	86-21-80281266-1621	86-13918638271	zhanglin@utourworld.com

Shanghai Airlines Tours International (Group) Co., Ltd.

Address: 8/F, Bldg. 1, 269 Tongxie Road, Changning District, Shanghai

Contact	Tel	Mobile	E-mail
Zhou Hengyong		86-13917325222	176558143@qq.com
Wang Jiaxun		86-18018658577	844083912@qq.com

Shanghai Lemen Business International Travel Service Co., Ltd.

Address: Room 1207, No.18 Dongyuan Road, Pudong New Area, Shanghai

Contact	Tel	Mobile	E-mail
Peng Ling	86-21-58314658	86-13701702229	pl_001@lemengroup.com
Yuan Xuefei	86-21-58314658	86-18621935725	yx_003@lemengroup.com

Destination Travel International (Shanghai) Co., Ltd.

Address: 4104 LL Land, No.580 Nan Jing Road West, Shanghai, China

Contact	Tel	Mobile	E-mail
Lin Shengjuan	86-21-62895221	86-18916234468	rsvsha@dtishanghai.com
Qin Xiaowen	86-21-62891188	86-13816009194	susanqin@dtishanghai.com

Shanghai Utour In'I Travel Co., Ltd.

Address: Apt.2508,Jing'an Zhong Hua Mansion No.1701 Bei Jing Road (W), Shanghai

Contact	Tel	Mobile	E-mail
Feli Du	86-21-60276991/60276992	86-18001621563	jdu@utourchina.com
Josef Gong	86-21-60276991/60276992	86-13301723888	jggong@utourchina.com

List of Services Provided by Recommended Business Travel Service Providers for the 8TH CIIE

Company Name	Flight Ticket Booking	Visa Service	Hotel Reservation	Catering & Banquet	Conference Organization	Material Production	Professional Photo & Video	Business Reception	Guest Reception	Surrounding Tourism
Shanghai Jinjiang Travel Holding Co., Ltd.	/	/	√	√	/	/	/	√	/	√
China CYTS M.I.C.E. (Shanghai) Service Co., Ltd.	√	√	√	√	√	√	√	√	√	√
Shanghai China Travel International Ltd.	/	/	√	√	√	√	/	√	√	/
CITS Group Shanghai Co., Ltd.	√	√	√	/	√	√	/	√	/	√
Shanghai Spring International Travel Services, Ltd.	√	/	√	/	√	√	/	√	/	√
Shanghai China Youth Travel Service Co.,Ltd.	√	√	√	√	√	√	√	√	√	√
Shanghai Utour International Travel Service Co., Ltd.	√	√	√	√	√	√	√	√	√	√
Shanghai Airlines Tours International (Group) Co., Ltd.	√	√	√	√	√	√	√	√	√	√
Shanghai Lemen Business International Travel Service Co., Ltd.	√	√	√	√	√	√	√	√	√	√
Destination Travel International (Shanghai) Co., Ltd.	√	/	√	/	√	/	/	√	√	√
Shanghai Utour Int'l Travel Co., Ltd.	√	/	√	√	√	√	√	√	√	√

5. Translation Service (Recommended Translation Service Providers)

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

Address: Room 411, International Communication Building, 19 Chegongzhuang West Road, Haidian District, Beijing

Contact	Tel	Mobile	E-mail
Fan Wu	86-18910888181	86-18910888181	fan.wu@ctis-cn.com
Si Chen	86-15001107898	86-15001107898	si.chen@ctis-cn.com

Beijing Spirit Translation Co., Ltd.

Address: Room 1703, Tower 7, Jianwai SOHO, 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

Lanbridge Communications

Address: 27/F World Plaza, No.855 Pudong South Road, Pudong District, Shanghai,China

Contact	Tel	Mobile	E-mail
Allison Zhou	86-15221555031	86-15221555031	allison@lan-bridge.com
Wynne Feng	86-15026701727	86-15026701727	fengjiawen@lan-bridge.com

MarsHub Co., Ltd

Address: Room 505, University Town Business Park, Lishan Road, Nanshan District, Shenzhen, 518055, China.

Contact	Tel	Mobile	E-mail
Wendy Wang	86-17740871279	86-17740871279	wendy.wang@ccjk.com
Tony Shi	86-13764376428	86-13764376428	tony.shi@ccjk.com

Shanghai Foreign Service (Group) Co., Ltd.

Address: Unit A, 11F, 1500 Zhongxing Road, Jingan 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

TRANSN (Beijing) INFORMATION TECHNOLOGY CO.,LTD.

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

Contact	Tel	Mobile	E-mail
Grace Xu	86-15810925981	86-15810925981	grace.xu@transn.com
Sophy Li	86-13811433024	86-13811433024	sophy.li@transn.com

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 which can be accessed via the CIIE's mobile terminal Wi-Fi function (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: 30/F, No. 8, Middle Huaihai Road, Huangpu District, Shanghai

Contact	Tel	Mobile	E-mail
Gong Zheng	86-21-67008485	86-18916171910	Gongz@ebllsmart.com

7. Recommended Service Providers for Group Catering (Catering for conference and activities)

The Organizers will announce recommended catering service providers in due course. For updates, please refer to the "Catering" section under "Services" on the official website of the China International Import Expo (www.ciie.org).

8. Onsite Catering Service Provider

The Organizers will announce recommended catering service providers in due course. For updates, please refer to the "Catering" section under "Services" on the official website of the China International Import Expo (www.ciie.org).

9. 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.

10. Online Service

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

11. Digital Album And VR Online Display Service

CIIE provides exhibitors with services of VR panoramic production and online display at 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). For details on designated service providers and pricing, please refer to the "Value-added Services and Pricing Details for On-site Supporting Events of the 8th CIIE" form, available in the "Supporting Events" – "Downloads" section on the official website of the China International Import Expo (www.ciie.org).

12. Small Items Move-in

The Organizers will announce the designated service providers at a later date. Please refer to the "On-site Logistics Services" section under "Services" – "Transportation" on the official website of the China International Import Expo (www.cie.org) for updates.

Rental fee for scissor lift equipment:

Equipment model	Price	Service time
6m scissor lift	RMB 2700	8 hours
	RMB 9000	Whole exhibition period
8m scissor lift	RMB 2850	8 hours
	RMB 9300	Whole exhibition period
10m scissor lift	RMB 3000	8 hours
	RMB 9500	Whole exhibition period
Remarks:	The prices include taxes. Please submit the relevant rental application materials and pay in full by September 20. Late applications may not be eligible for the corresponding rental services.	



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

CIIE NEW ERA
SHARED FUTURE
新时代 共享未来



06

Appendix

Appendix 1 Notice on Fire Safety Control

1. General requirements

- 1.1 In order to effectively improve the awareness of public safety, the exhibitors, constructors and service providers shall earnestly comply with the fire safety policies and guidelines of the People's Republic of China and Shanghai Municipality, and strictly implement relevant statutes, regulations and provisions based on the actual situation, including the relevant requirements of the Regulations on Security Administration of Large-scale Mass Activities, the Measures for Security Administration of Crowd Gathering in Public Places in Shanghai and the Notice of the Office of Shanghai Work Safety Committee on Further Strengthening the Security Administration of Crowd Gathering in Public Places in This City. The fire safety work in this exhibition will be implemented with reference to the Fire Protection Law of the People's Republic of China, Code for Fire Prevention in Design of Interior Decoration of Buildings, Requirements for Fire Safety Management of Key Units, 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 and the move-out periods, 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 fire safety related rules and requirements by the Organizers, 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) and Security Management Standards for Facilities Built in NECC. 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 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.**
- 1.4 Exhibitors and their constructors shall establish a safety inspection system and carry out fire safety education and training properly. A person shall be specially assigned to be responsible for fire safety, and wear a safety officer badge on the site.

2. Booth set-up

- 2.1 All constructors of special booths must declare to the official constructor for review before the deadline.
- 2.2 Except for the exhibits, all items used for booth set-up or other buildings (such as walls, carpets, floors, suspended ceilings, light boxes, wall spraying and other construction and decoration materials) shall be made of non-combustible or flame retardant materials approved by Shanghai Fire and Rescue, and their combustion performance shall not be lower than B1 (flame retardant type); the combustion performance of the carpet laid on the floor of the booth shall not be lower than B1 (flame retardant type); combustible materials used in small amount or locally, such as wooden structures and top mesh cloth, must go through flame retardant and fire prevention treatment (it is required to be completed before entering the site), and can be used only after reaching B1 and being reviewed and approved by Shanghai Fire and Rescue.

- 2.3 Flammable materials such as elastic cloth, bamboo, straw, foam plastics, and simulated green plants are strictly prohibited even after going through flame retardant and fire prevention treatment.
- 2.4 The booth structures shall not hinder the normal operation of the fire fighting system, and shall not block the fire fighting access, public access and each entrance and exit of the exhibition hall; any behavior that hinders the fire safety facilities and equipment of the exhibition hall is strictly prohibited. For example: manual fire alarm, fire hydrant, fire shutter, fire extinguisher, and safety door; in case of violation, the exhibitor and its constructor must adjust the build plan to meet the fire protection requirements; any cost incurred during the rectification process shall be borne by the exhibitor or its constructor.
- 2.5 The width of the channel between the booth structure and the fire hydrant, equipment room door and fire alarm bell contacts shall ensure normal opening or passage; there shall be an inspection access of 3 m at least from the wall of the exhibition hall, without any obstacle.
- 2.6 It is strictly forbidden to attach or hang any objects on the sprinkler system and lighting set of the exhibition hall; it is strictly forbidden to align the spotlight or other heating devices to or get them approach to the fire sprinkler system.
- 2.7 If there is a ceiling/canopy, fire-proof material shall be used, but it shall not affect the normal operation of the fire fighting system and vent of the exhibition hall. At the same time, the fire extinguishers shall be allocated according to the fire regulations.
- 2.8 The upper level of a double-deck booth must not be fully enclosed at the top. When the second floor exceeds 200 square meters, there must be at least two staircases. The straight-line distance between the nearest two evacuation exits on the second floor must not be less than 5 meters.
- 2.9 The evacuation stair of a two-floor booth can be an open staircase, and its total width shall be determined by calculation, and the net width of the staircase shall not be less than 1.4 m.
- 2.10 It is not recommended to build a fully-enclosed special booth; when the gross floor area of the booth in the fully-enclosed exhibition area is greater than 160 square meters, fire extinguishers, automatic fire alarm system and fire suppression system shall be provided; when the gross floor area of the fully-enclosed exhibition area or semi-enclosed exhibition area is greater than 120 square meters, the number of evacuation exits shall not be less than 2, and the width shall not be less than 0.9 m.
- 2.11 It is strictly forbidden to carry out special construction operations such as welding, cutting and electric drilling in the exhibition hall; it is strictly forbidden to use open flames in the exhibition area.
- 2.12 Special operators shall hold the special operation certificate or special equipment operator certificate stipulated by the government, and must strictly follow the operation regulations during operation to prevent any operation against regulation and command.

3. Management of hot work and power supply

- 3.1 The laying of electrical lines, the installation of electrical equipment, and the setting of power distribution boxes shall comply with the relevant provisions of Code for Design of Electrical Fire Prevention in Civil Buildings (DG/TJ08-2048) of Shanghai.
- 3.2 For non-fire fighting equipment, if their lines are to be laid in a concealed way, ordinary wires and cables can be used. The power distribution lines laid within the booth or exhibition area shall be protected by flame-retardant ducts.
- 3.3 Wires and cables, except those to be laid in ducts in a concealed way, shall be of halogen-free low-smoke and flame-retardant type; wires and cables to be laid in bundles shall be of flame-retardant type.

- 3.4 The cable laying of electrical lines shall be carried out in strict accordance with the current national standard Code for Design for Low Voltage Electrical Installations (GB50054). Insulation conductors used in sheath shall be connected with porcelain cleats.
- 3.5 Fire protection measures such as thermal insulation and heat dissipation shall be taken when the switches, plug socket and illuminating lamps are getting close to combustibles. For the lead-in of halogen tungsten lamp, incombustible materials such as porcelain tube and mineral wool shall be used for thermal insulation protection; when ballast tube is configured for lighting and smoking appliances, the ballast tube shall not be directly set on combustible material and components.
- 3.6 The power distribution box, electrical appliance, power sockets, junction boxes, switches, electrical lines and other electrical devices inside the booth shall not be directly installed on decoration materials with the combustion performance lower than B1; switches, plug sockets and power distribution boxes shall be set in places that are not easily accessible to the audience and convenient for the staff to operate, and the plug sockets in the catering area shall be provided with damp-proof covers.
- 3.7 The plug shall not be assigned to more than one power distribution circuit, and the connecting line of the socket shall have a sheath and a PE line, with a length not exceeding 3.0 m.
- 3.8 When high-temperature components and electric equipment are close to materials with non-A combustion performance (incombustible materials), thermal insulation and heat dissipation measures shall be taken, and the distance between lamps and combustibles shall not be less than 0.5 m.
- 3.9 The heating apparatus such as advertisement board, light box, lamp post, LED display panel built in the booth shall be provided with convective heat dissipation holes and set in a well-ventilated place, and shall not be directly set on combustible materials and components.
- 3.10 When temporary power supply facilities are used in the booth, corresponding fire safety measures shall be formulated and specially-assigned person shall be responsible; the power supply scheme shall be approved by the electrical engineer, and the power supply facilities shall be arranged in a centralized manner in the premise of ensuring the safety factors such as voltage drop.

4. Electrical installation for fire protection

Please refer to Appendix 3: Utilities Safety Management Instructions of this Exhibitor's Manual for details.

5. Paint and coating

- 5.1 During the move-in, the exhibition and the move-out periods, it is strictly forbidden to spray paints in large area on exhibits and exhibited materials in the exhibition hall; it is strictly forbidden to use any paint or coating with pungent odor, which does not meet the environmental protection requirements and fire safety requirements for booth decoration.
- 5.2 During the booth set-up period, small area water-based paint touch-up can be carried out with all safety protection measures in place. Safety protection measures shall at least include: painting in a ventilated place, using non-toxic paint, and covering the part near the cement floor with dry paper or plastic film.
- 5.3 It is not allowed to paint the vertical structures (i.e. walls, glass) of the exhibition hall; do not wash the paint inside and outside and in the vicinity of the exhibition hall.

- 5.4 Exhibitors shall be responsible for any damage or loss to the Organizers and the exhibition hall due to the painting work, and shall bear the cost of repairing the parts damaged or contaminated.

6. Dangerous goods management

- 6.1 Without the written approval of the Organizers, the exhibition hall and the relevant government authorities, it is strictly forbidden to demonstrate or operate heating device, barbecue grill, candles, lanterns, torches, welding equipment and other heat-generating, open flame or smoke materials; it is strictly forbidden to demonstrate or operate any electrical, mechanical or chemical appliances that may be identified as dangerous; it is strictly forbidden to use flammable, explosive, toxic and corrosive materials, including flammable liquid, flammable gas, compressed gas, hydrogen balloons, explosives, and petroleum, etc.; it is strictly forbidden to bring weapons, guns, knives, ammunition, explosives, radioactive substances and other dangerous goods, as well as any items prohibited by the relevant government departments into the exhibition hall.
- 6.2 Class A and Class B dangerous goods are strictly prohibited from being brought into the exhibition hall. The stock of Class C dangerous liquid in the booth shall not exceed the usage for 1 day, and the remaining dangerous goods shall be stored in the area designated by the Organizers.
- 6.3 All diesel locomotives, NEVs or other fuel equipment used for exhibition, such as automobiles and motorcycles, shall not be repaired, started, charged, or refueled in the exhibition hall, and the fuel in the tank shall not exceed 10%. Toxic and harmful wastes shall be sealed in appropriate containers, attached with corresponding marks, and then managed or disposed of according to the relevant waste disposal methods specified by the government.

7. Pressure vessel

- 7.1 If exhibitors need to use compressed inert gases such as helium, argon and nitrogen, they shall apply in writing to the Organizers in advance, and can only bring them into the exhibition hall after obtaining approval. The exhibitors shall be fully responsible for the safety of the pressure vessels during the use, management, shipment, storage and safekeeping.
- 7.2 All pressure vessels or equipment that are approved by the Organizers and brought into the exhibition hall must comply with the relevant safety standards and requirements; the pressure resistance of apparatus and pipes using compressed air equipment must be $\geq 15\text{Kg/cm}^2$, and the pipe orifice shall be fastened with a hose clamp and shall not be tied with wire or other items.
- 7.3 If the pressure vessel is found to be improperly placed, the Organizers will notify the exhibitor to take it out from the exhibition hall immediately or transport it to the defined area. Exhibitors must cooperate in the implementation.

8. Smoking restrictions

Smoking is strictly prohibited in all indoor areas of the exhibition hall and in the parking bays, and it is allowed only in designated smoking areas in the open air areas of the exhibition hall.

9. Emergency support

- 9.1 When entering the site for construction, the special booths, the image points of the exhibition, and various service counters shall be independently equipped with fire extinguishers of the required quality and quantity (5 KG dry powder fire extinguishers shall be provided for general facilities, and 3 KG carbon dioxide fire extinguishers shall be equipped for live or precision instruments) according to the Code for Design of Extinguisher Distribution in Buildings.
- 9.2 The special booths shall have emergency lights, evacuation sign, evacuation path indicator and other emergency support facilities installed in obvious positions.
- 9.3 Exhibitors and their constructors shall establish a safety inspection system, and assign special person to be responsible for the fire safety of the booth to ensure that all fire safety work is done during the move-in, the exhibition and the move-out periods; in case of emergencies, corresponding measures must be taken and reported to the Organizers as soon as possible.

10. Vehicle exhibition

- 10.1 When designing the booth for NEV exhibition, it is necessary to design and set up a special line for NEV battery charging (feeding), and the wire and circuit breaker used must meet the national standard. It is strictly forbidden to extend or temporarily connect the electrical line without permission.
- 10.2 NEVs (or concept vehicles or model vehicles) that are not equipped with power battery can be connected to a direct-supply power source during exhibition (special lines must be designed and set up). After closing, disconnect it from the power supply, and do not supply power within the next 24 hours.
- 10.3 NEVs equipped with power battery shall use special charging equipment supplied by the OEM. It is strictly prohibited to use charging equipment or portable chargers manufactured by a third-party manufacturer.
- 10.4 Written application shall be submitted to the Organizers in advance for the exhibition of NEVs equipped with power battery requiring charging. Even if being approved, the battery charging is limited to the time period allowed by the Organizers (the time for charging is determined tentatively to be: 18:00 - 9:00 the next day). **For details, please see Form 20: Application for NEV Charging and Related Safety Commitments.**
- 10.5 If NEVs equipped with power battery need to be charged, or if the booths for autos require 24h power supply, personnel shall be specially assigned to be responsible for power safety, and security personnel for night watch. **For details, please see Form 5: Application for Temporary Security.**

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 the supervision, inspection, and management.
- 1.2 During the move-in, the exhibition and the move-out periods, 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 work safety rules and requirements by the Organizers, 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 15: Special Booth Safety Responsibility Letter.**

2. Safety Control

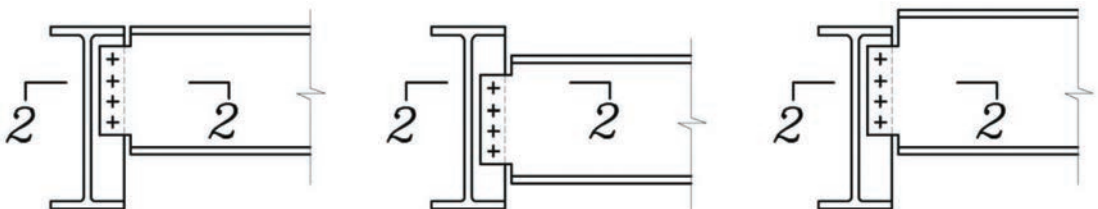
- 2.1 Exhibitors and constructors thereof shall earnestly enforce a safety accountability system, reinforce their on-site safety inspection and management, and accept and follow the work safety requirements and regulations proposed by the concerned government departments, Organizers and venue staff at 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, especially special operation staff, 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 with LA mark and quality safety certification mark during the move-in, and the move-out periods. Safety supervisors shall wear a safety officer badge 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 is 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; if the rear or side of an exhibitor's booth along the main aisle is adjacent only to the hall wall or a functional area, a two-floor booth may be constructed on the side facing the wall or functional area, with a height limit of 8.5 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, full-length welding is required and the weld inspection report shall be provided. 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, and the cantilever length shall not exceed 300 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 use a flange structure to connect the pillar and the base by bolts with a rigid connection of no less than 200mm. If the base of the pillar is welded at the bottom (full welding), it is recommended to weld the pillar at the center of the base. If eccentric setting is required for the pillar of steel structure, higher safety factor is required. If the pillar is eccentric towards the booth, when the truss is lowered, a counterweight shall be added at the eccentric position to enhance stability.

- 3.4 The main walls of all booths shall be at least 12 cm thick 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 steel frame 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 high-strength bolts of grade 8.8 or above.
- 3.7 The wooden walls of any frameless structure shall be at least 30 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. If the pillar is eccentric towards the booth, when the truss is lowered, a counterweight shall be added at the eccentric position to enhance stability.
- 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 $15\text{cm}\pm 2\text{cm}$ and the width $30\text{cm}\pm 2\text{cm}$.
- 3.12 The I-beam fixing methods for the second-floor booth can refer to the following options:



- 3.13 The flooring of the two-floor booth shall be securely fixed, and protective nets shall be laid at the bottom of the floor decker before construction.
- 3.14 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 Scaffolds used during work at heights must be inspected and accepted by the constructors and shall not be used before the acceptance certificate is hung.
- 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. 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 300mm. 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 safety shoes that can resist smashing and puncturing at the venue.
- 6.6 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 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 to 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 shall be carried out 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 shall cooperate with the Organizers, the venue and concerned government departments in safety patrols, renovation and emergency evacuations 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, exhibition and move-out periods, 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 work safety rules and requirements by the Organizers, including Exhibitor's Manual, Pre-expo Notification, Move-in Instructions, Safety Instructions, Venue Notices, User's Manual for Exhibition Halls in the National Exhibition and Convention Center (Shanghai), and 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.
- 1.2 Exhibitors and constructors thereof shall comply with relevant national rules and regulations of the construction industry and ensure that on-site constructors, especially special operation staff, have corresponding operation qualifications 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 management are entitled to require the exhibitor or constructor to rectify the problem immediately. If the exhibitor or constructor refuses to do so, its water supply may be cut off and it shall be liable for any and all 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 the exhibitor or constructor refuses to do so, its water supply may be cut off and it shall be liable for any and all 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'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 its own power converters to resolve the issue.
- 3.2 It is mandatory for all booths to use smart and safety cabinets.
- 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, its gas supply shall be cut off, and it shall be liable for any and all 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.
- 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 management are entitled to require the exhibitor or constructor to rectify such behavior immediately. If the exhibitor or constructor refuses to do so, its gas supply shall be cut off, and it shall be liable for any and all 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.
- 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 the exhibitor bring its 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.
- 4.8 Exhibitors and constructors thereof are not allowed to bring their own air compressors without approval. If they indeed need to do so, they shall first fill in the **Form 3: Application for special Items Entry** before September 25 and obtain approval of the Organizers (please consult the official constructor of the exhibition hall).

Appendix 4 Cybersecurity Management Instructions

1. General Requirements

Exhibitors, constructors and service providers must conscientiously implement the guidelines and policies of the People's Republic of China on cybersecurity management, and strictly abide by laws, regulations and rules, including but not limited to the Cybersecurity Law of the People's Republic of China, the Data Security Law of the People's Republic of China, the Personal Information Protection Law of the People's Republic of China, the Cryptography Law of the People's Republic of China, the Electronic Commerce Law of the People's Republic of China, the Regulations on the Protection of Critical Information Infrastructure Security, the Measures for Security Assessment of Cross-Border Data Transfer, the Regulations on the Protection of the Right of Information Network Communication, the Administrative Measures for Internet Information Services, the Provisions on Ecological Governance of Network Information Content, and the Circular on Strengthening the Management of "We Media", as well as other relevant laws, regulations, administrative rules, and documents.

2. Network Access

- 2.1 Both official wired network broadband access and free public WiFi access are available at the exhibition site. Users shall bring their own network access equipment (such as routers, computers and smart phones).
- 2.2 To obtain access to the wired broadband network at the exhibition site, the applicant shall follow the Internet application procedure specified by the Organizers. Internet access may not be obtained through other channels, and it is not permitted to use network devices or services that have not been authenticated with real-name verification or that violate regulations through multi-network integration modification. Exhibitors' own Internet access equipment that has completed real-name authentication must be reported to the Organizers before use. If a user accesses the Internet through unofficial channels without reporting to the Organizers, the Organizers have the right to suspend the user's Internet access service. In serious cases, the Organizers will cooperate with the relevant authorities to investigate and deal with the responsible persons in accordance with the law.
- 2.3 The Organizers have the right to use technical means to monitor the use of the network. If applied network resources are used to carry out business activities (such as wired broadband cross-booth networking and wired broadband to wireless signal networking) without approval, the Organizers have the right to recover the relevant network fees and take the relevant measures such as network disconnection and prohibition of access.
- 2.4 Exhibitors, constructors and service providers shall not damage the network facilities or leased equipment in the exhibition hall; and shall be liable for any damage.

3. Safety Control

- 3.1 Abide by the laws and regulations of the People's Republic of China on cybersecurity, public order and social ethics, and do not endanger cybersecurity. Do not use the Internet to engage in activities that endanger the national security, honor and interests of the People's Republic of China, incite subversion of the state power of the People's Republic of China, overthrow the socialist system, incite secession, or undermine the national unity of the People's Republic of China.

- 3.2 Do not use the Internet to advocate terrorism or extremism, advocate ethnic hatred or discrimination, or spread violence, obscenity or pornography; do not fabricate or disseminate false information to disrupt economic and social order; do not illegally obtain personal information or infringe upon the reputation, privacy, intellectual property rights and other legitimate rights and interests of others.
- 3.3 If exhibitors, constructors, or service providers need to provide works, performances, or audio-visual recordings of others to exhibition visitors via an information network, they shall obtain authorization or permission from the rights holders.
- 3.4 In accordance with the laws and regulations of the People's Republic of China on cybersecurity, if the staff of exhibitors, constructors and service providers need to be connected to the Internet, they shall log in using identity authentication, retain user registration information and cooperate with the relevant government departments to provide the relevant data when necessary.
- 3.5 Exhibitors, constructors and service providers must use network services in a reasonable manner and shall not provide WiFi hotspots for others without permission. In case of any situation affecting network security and normal operation, the Organizers have the right to terminate the use of the network.
- 3.6 The Internet is publicly available to a certain extent. Exhibitors, constructors and service providers must take computer security measures, update to the latest system patches, and install security management and anti-virus software to prevent the leakage of personal information. Any and all consequences arising from the leakage of personal information shall be borne by exhibitors, constructors and service providers themselves.
- 3.7 In order to ensure the safe and smooth operation of network services, exhibitors, constructors and service providers must cooperate with the Organizers in the control of the network in some areas during some hours, and adjust or prohibit the access to some network access ports (such as securities, BT, Thunderbolt, and games).
- 3.8 Exhibitors, constructors and service providers must properly manage "We Media" and conduct content review, strictly prevent counterfeiting accounts, strengthen information authenticity management, strictly treat violations, and prohibit "We Media" from speculating on hot social events or publishing and disseminating illegal and bad information in a matrix manner.
- 3.9 Exhibitors, constructors and service providers shall not steal or otherwise illegally obtain data to carry out data processing activities; or illegally collect, use, process or transmit personal information of others, or transmit personal information of others across borders unless the requirements for data export security assessment are met, or illegally trade, provide or disclose personal information of others; or engage in personal information processing activities that endanger national security or public interests.
- 3.10 If exhibitors, constructors and service providers set up electronic display screens by themselves, they shall perform network security responsibilities and take measures in accordance with the principle that "whoever builds, introduces or operates an electronic display shall be responsible for the cybersecurity of the electronic display", to ensure that the electronic display can play the relevant content in a lawful, safe, accurate and standard manner. Meanwhile, they shall cooperate with the Organizers in the safety inspection of the electronic display screens, take the technical measures for safety management as required by the public security department during the exhibition, and make an emergency response plan.

- 3.11 Each exhibitor shall, in accordance with the Cybersecurity Law of the People's Republic of China and other relevant laws and regulations, fulfill its primary responsibility for cybersecurity, properly manage the electronic display screens at its booth, and ensure that relevant content is displayed in a lawful, safe, accurate, and compliant manner.
- 3.12 For network-connected display screens, cybersecurity protection measures shall be implemented in accordance with the law to effectively prevent and defend against cyberattacks. In the event of a cyberattack or unauthorized broadcasting, each exhibitor shall promptly take action and report to the venue staff without delay.

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, 2025. 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 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 special construction companies 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; 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	70%
3	Food and Agricultural Products and Consumer Goods	80%

- I. 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.

- II. 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.
- III. 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 7 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

2.1 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 7-1: Green Special Booth Assessment Form

Annex 7-1 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 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, 2025 (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 “Service—IPR” section on the official website of the CIIE (<https://www.ciie.org/>) to download the 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 10 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.
Please visit the “Service—IPR” section on the official website of the CIIE (<https://www.ciie.org/>) to download the relevant appendix.

Appendix 11 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.
Please visit the "Service—IPR" section on the official website of the CIIE (<https://www.ciie.org/>) to download the relevant appendix.

Appendix 12 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

1.1 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) Banners, slogans, billboards and other promotional items used for politics, race, religion or business, or those violating Chinese laws and regulations.
- 8) 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) 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.
- 3) UAVs (unmanned aerial vehicles) and other low, slow and small (LSS) aircrafts.
- 4) Animals (excluding service animals like guide dogs).
- 5) Items that easily hurt people, including bats, long sticks, stick umbrellas and sharp objects.
- 6) Balls, bats, flying saucers and similar items.
- 7) Large cases and bags which are not suitable to be taken into the NECC (Shanghai) and exhibition halls.

- 8) Flags with a developed area of over 2 m*1 m, and flagpoles longer than 1 m.
- 9) 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.
- 10) Ignition tools including lighters and matches.
- 11) 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 8TH CIIE will be implemented on October 24 (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 13 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

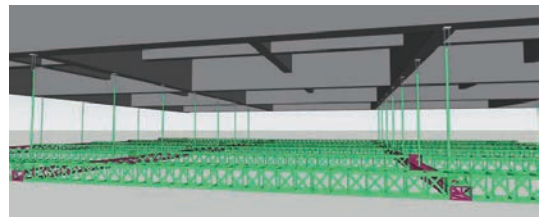
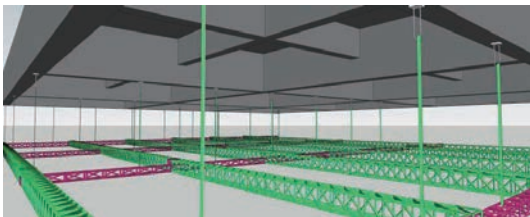
- 2.1 Lifting point service of the 8TH China International Import Expo is available in the North Hall (NH), the ground floor of the double-floor exhibition hall (4.1H, 5.1H, 6.1H, 7.1H and 8.1H), and the second floor of the double-floor exhibition hall (5.2H, 6.2H, 7.2H and 8.2H) of National Exhibition and Convention Center (Shanghai).
- 2.2 What to be lifted: lighting fixtures, projectors, lamphouses, signboards, suspended ceilings, screens, full range speakers, 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

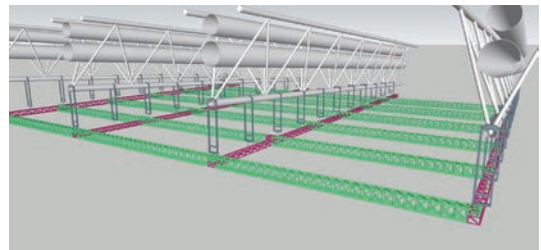
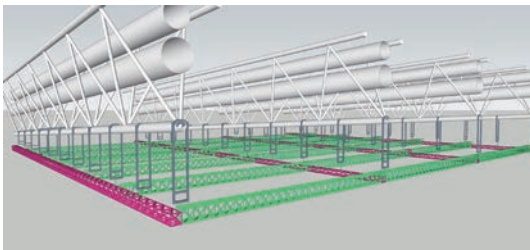
Hall No.	4.1 Hall/5.1 Hall/6.1 Hall,7.1 Hall/8.1 Hall	5.2 Hall/6.2 Hall/7.2 Hall/8.2 Hall (Further notice for national pavilions)	North Hall (NH)
Lifting point bearing	≤150 kg (with the hoist and chain)		
Single structure load limit (Manual hoist)	≤1800kg		
Distance from the basic structure's lower edge to the ground	10.2m	16.1m	18m
Height limit of hanging objects	The height of the hanging object's top edge should be less than or equal to 8.5 m. (Exceptions to the above parameters must be reported to the Exhibition Venue for evaluation)		
Note: If the single structure exceeds the weight limit of 1800kg, the lifting point shall be added according to the regulations, and electric hoist shall be 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	2,160 yuan/piece

Note: Lifting point service charge must be paid to the official constructor before October 10, 2025, and the official constructor will arrange the system order and installation after receiving the payment.

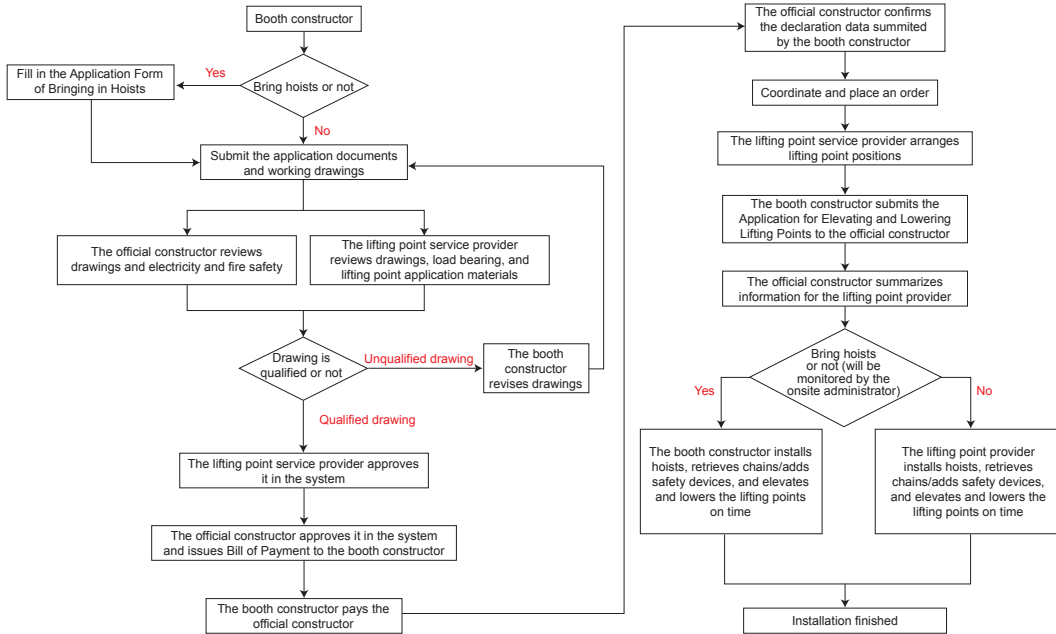
5.2 Equipment rental fees

Item	Name/Specification	Unit price (yuan) (RMB/exhibition period)
Hoist rental	Manual hoist 15m chain (1 ton)	324 yuan/piece
	Manual hoist 25m chain (1 ton)	486 yuan/piece
	Electric hoist 15m chain (1 ton)	1,296 yuan/piece
	Electric hoist 25m chain (1 ton)	1,620 yuan/piece
Truss rental	Truss (original Aluminum color) 300*300	108 yuan/m
	Truss (original Aluminum color) 400*400	162 yuan/m

Note: 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, 2025, 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, 2025**. Application after the deadline is not acceptable. The number of lifting points, lifting point positions, or equipment rentals shall be confirmed **before October 10, 2025**, 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 8TH 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 jointly signed by the constructor, official constructor, and the lifting point service 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 constructor.
- 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

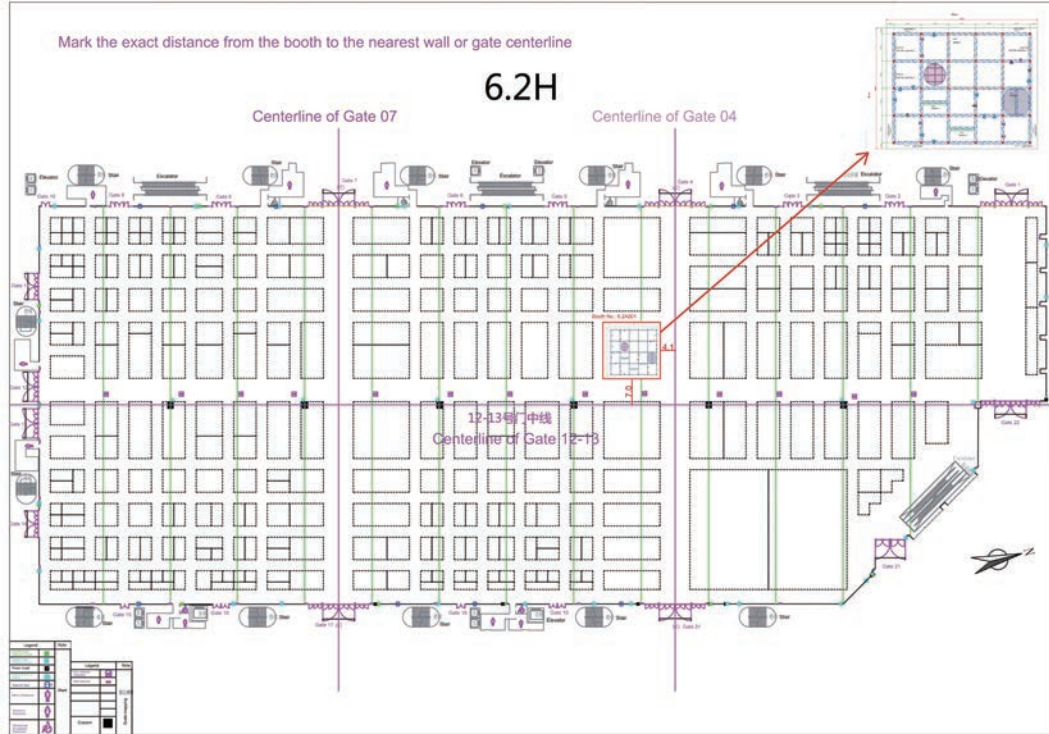
- 7.1 **Any person is strictly forbidden to climb or pull the lifting point structures or suspended objects directly. The adjustment and installation of suspended objects must be based on the height needs, with the corresponding scaffold or aerial truck, scissors lift and other facilities to facilitate 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. In order to eliminate the hidden danger of pulling lifting points, it is strictly prohibited to use lifting points to reinforce or connect the ground structure. Exceptions can be made for those that must be connected with an electrical power cord. The spacing between the suspension structure and the ground structure should 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

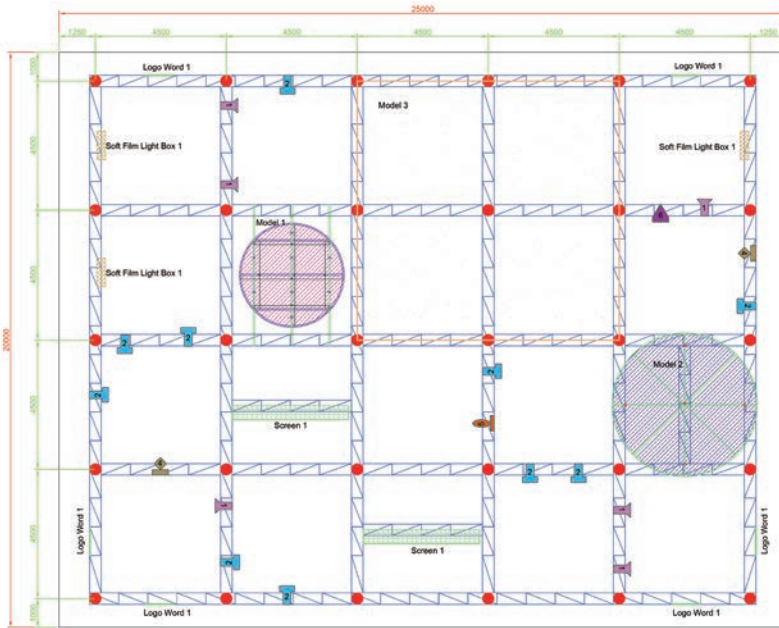
Booth No.:



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.

Legend	Materials	Quantity	Single Weight/kg	Total Weight/kg
●	Steel and Truss	300	300	900
○	400*TRUSS	10	2095	20950
□	Soft Film Light Box 1	2 pcs	28.00	56.00
○	Light Screen 1	2 pcs	12.7	25.4
○	Screen 1	2 pcs	205.16	410.32
○	Model 1	1 pcs	141.89	141.89
○	Model 2	1 pcs	126.91	126.91
○	Model 3	1 pcs	25.5	25.5
○	LED Panel Light	1 pcs	12	12
○	Acrylic Sign Light	1 pcs	3.5	3.5
○	Computerized LED Headreading Light	2 pcs	20	40
○	Computerized Screen Light	1 pcs	30	30
○	Computerized LED Screen	1 pcs	30	30
Total Weight of Hangings				4885.1

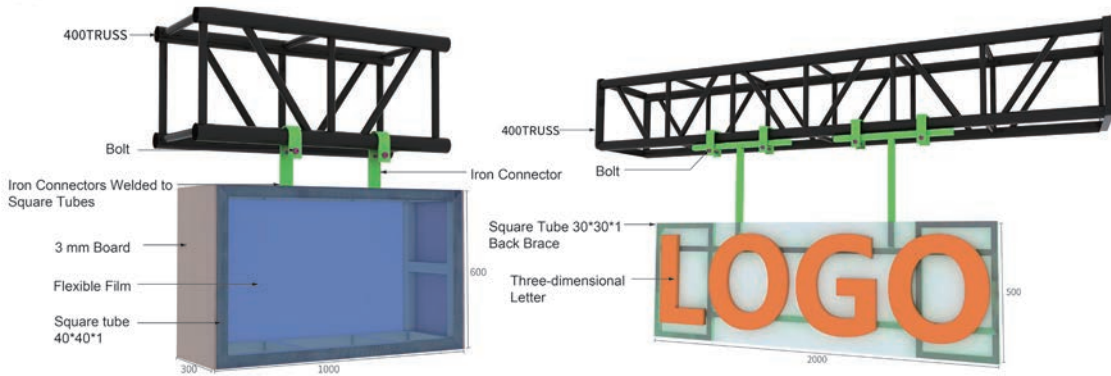
Position of Lifting Point	Quantity	Edge Weight/kg	Total Weight/kg
30 points	150	4000	

→ 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.:

Unit: mm



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.

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

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

Material	Quantity	Single Weight/kg	Single Weight/kg
Square Tube 30*30*1 Back Brace	15.08 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.:

Unit: mm

Labels: Iron Connector, 400TRUSS, Bolt, Square Tube 50*50*1 (3 pcs), Square Tube 50*50*1 (8 pcs), Flexible Film, 3600, 400TRUSS, Iron Connector, Bolt, Square Tube 50*50*1.

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.

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.

Materials	Quantity	Single Weight/kg	Single Weight/kg
Square Tube 50*50*1 Truss	3 pcs (each pc with a total length of 18 m)	1.54 kg	83.16 kg
Square Tube 50*50*1 Hanger Rod	8 pcs (each pc with a length of 0.95 m)	1.54 kg	11.8 kg
Square Tube 50*50*1 Model	28.2 m	1.54 kg	43.43 kg
Flexible Film	10.17 m ²	0.3 kg	3.1 kg
		Total Weight:	141.49 kg

Detailed Illustration of Materials and Weight of the Hanging Structure

Booth No.:

Unit: mm

Labels: 400TRUSS, 10 mm Screw Rod, Square Tube 50*50*1, Flexible Film, 5000, 600, TRUSS, Clamping Ring, Bolt, Screw Rod Welded to the Clamping Ring.

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.

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.

Materials	Quantity	Single Weight/kg	Single Weight/kg
10 mm Screw Rod	5 pcs (each pc with a length of 1.1 m)	0.62 kg	3.41 kg
Square Tube 50*50*1 Model	75.6 m	1.54 kg	116.5 kg
Flexible Film	30 m ²	0.3 kg	9 kg
		Total Weight:	128.91 kg

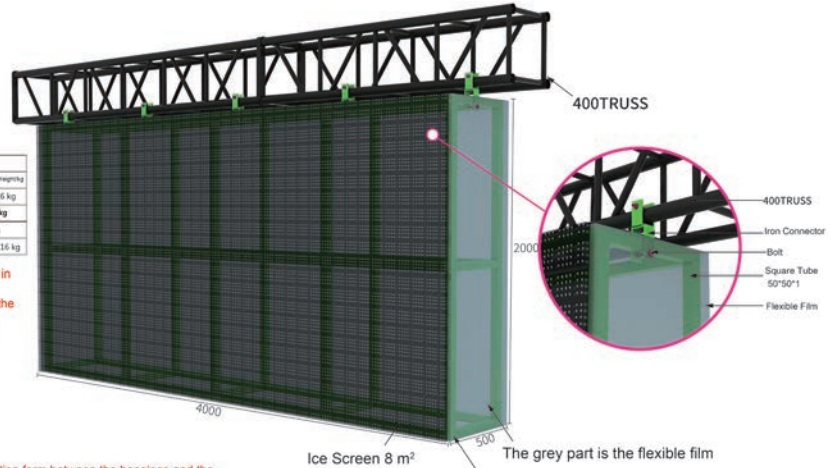
Detailed Illustration of Materials and Weight of the Hanging Structure

Booth No.:

Unit: mm

List of Materials for Screen 1			
Materials	Quantity	Single Weight(kg)	Single Weight(kg)
Square Tube 50*50*1	54 m	1.54 kg	83.16 kg
Iron Connector	8 1/2"	15 kg	120 kg
Screen	10 m ²	0.3 kg	3 kg
Flexible Film			
		Total Weight:	206.16 kg

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.



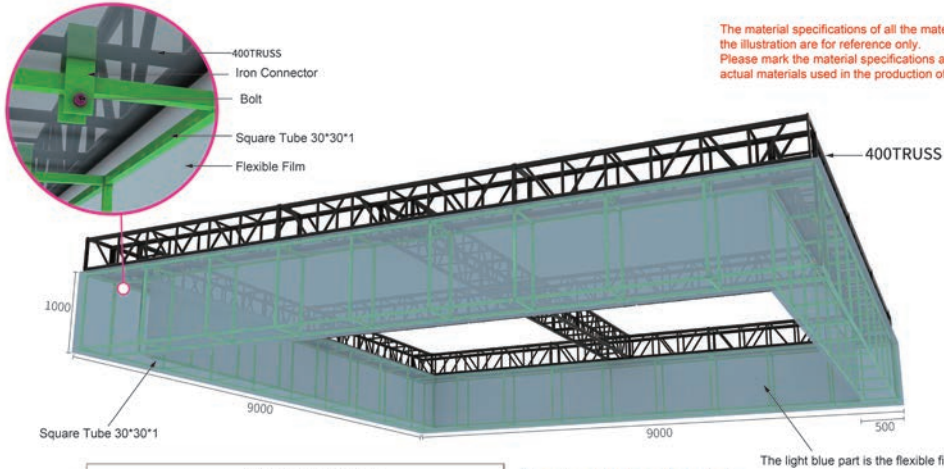
Notes: The illustration needs to reflect:

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.

Detailed Illustration of Materials and Weight of the Hanging Structure

Booth No.:

Unit: mm



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.

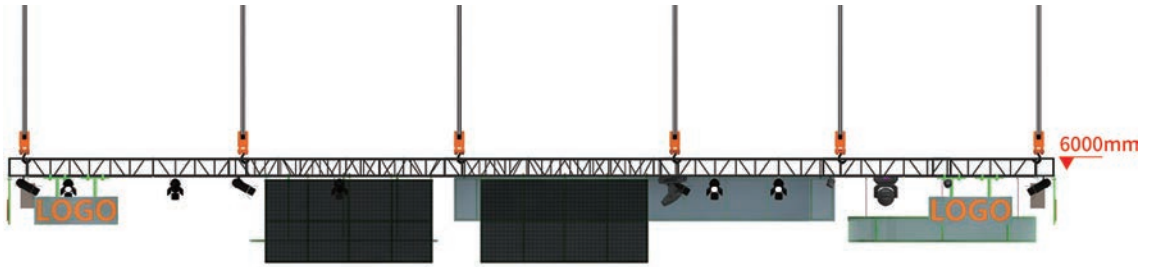
List of Materials for Model 3			
Materials	Quantity	Single Weight(kg)	Single Weight(kg)
Square Tube 30*30*1 Model	250 m	0.91 kg	227.5 kg
Flexible Film	85 m ²	0.3 kg	25.5 kg
		Total Weight:	253 kg

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.

4. Height Chart of Hanging from the Ground

Booth No.:

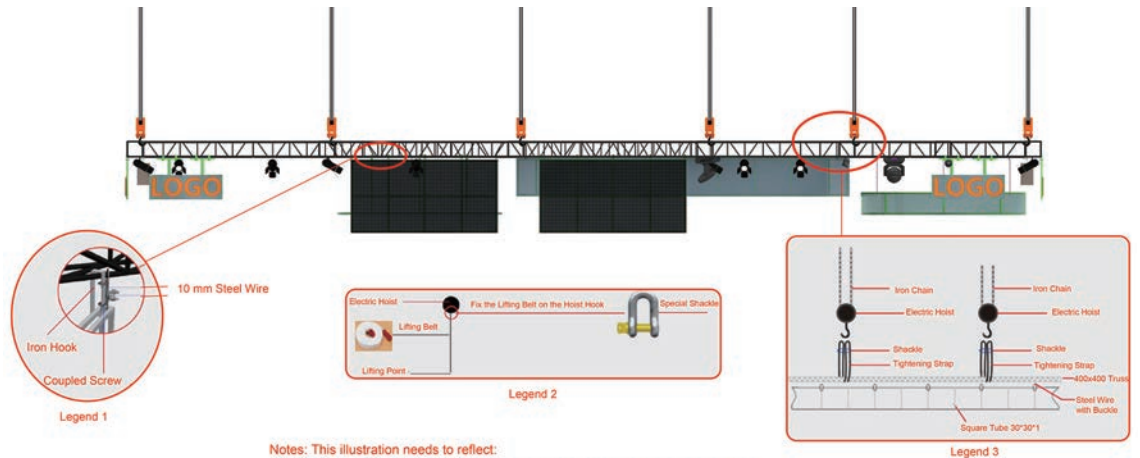


注:图中需要反映出桁架的上沿口离地高度。



5. Connection Mode of Hangings

Booth No.:

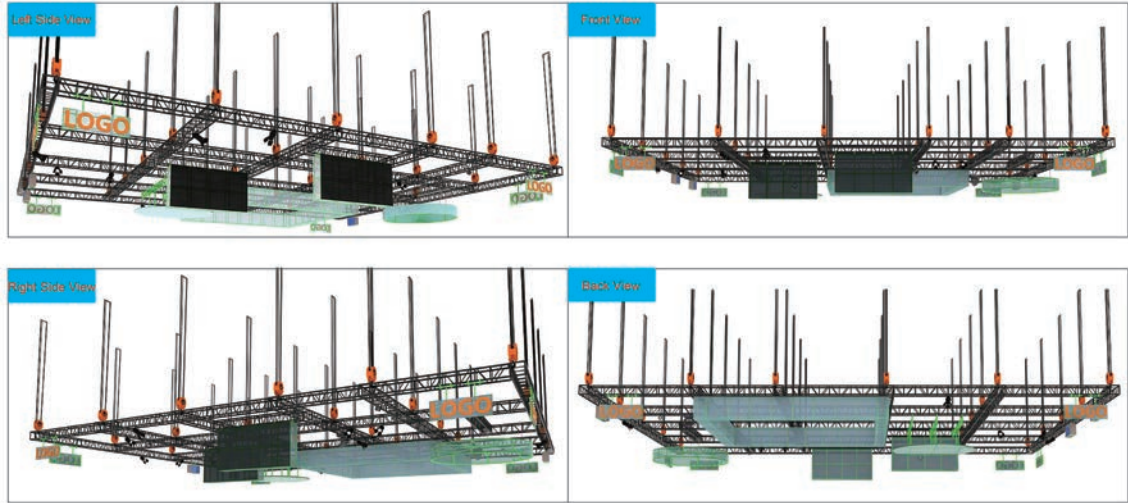


Notes: This illustration needs to reflect:
 1. Legend 1 reflects the connection form between the truss and hangings and the hangings need to be insured.
 The connection form in the illustration is for reference only. Please draw the drawing according to the actual connection form of the booth.
 2. Legend 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 14 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 /m ³	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 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 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 /m ³ /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 CIIE 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 ² /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 ² /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



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

CIIE NEW ERA
SHARED FUTURE
新时代 共享未来



07

Form

FORM LIST

Name	Closing Date
Form 1: Application for Dynamic Exhibit Demonstrations	2025.09.25
Form 2: Application for Activity within Booth	2025.10.17
Form 3: Application for Special Items Entry	2025.09.25
Form 4: Application for Temporary Cleaning Service	2025.09.25
Form 5: Application for Temporary Security	2025.09.25
Form 6: Application for Lease of Supporting Facilities	2025.09.25
Form 7: Application for 24-hour Power Supply	2025.09.25
Form 8: Application for Advance Power Supply	2025.09.25
Form 9: Application for Removal of Distribution Box Leakage Protector	2025.09.25
Form 10: Application for Lease of Exhibition Equipment	2025.09.25
Form 11: Application for Lease of Flowers and Green Plants	2025.09.25
Form 12: Registration of Prohibited and Restricted Items	2025.10.05
Form 13: Standards and Procedures for Self-appointed Special Booth Constructors at the China International Import Expo	2025.09.15
Form 14: Application for Special Booth Setup	2025.09.15
Form 15: Special Booth Safety Responsibility Letter	2025.09.15
Form 16: List of Overseas Exhibits	2025.10.15
Form 17: Letter of Commitment on Application for and Use of Lifting Point Service	2025.09.15
Form 18: Application for Elevating and Lowering Lifting Points	2025.09.15
Form 19: Application for Bringing in Hoists	2025.09.15
Form 20: Application for NEV Charging and Related Safety Commitment	2025.10.10

Please return this form by Sept. 25, 2025

Form 1: Application for Dynamic Exhibit Demonstrations	
Exhibitor:	Person in Charge of the Booth:
Booth No.:	Tel:
Mobile:	Fax:
Email:	
Application Content	
<p>We hereby apply to the organizer for the following dynamic demonstrations of exhibits:</p> <ul style="list-style-type: none"> <input type="checkbox"/> On-site demonstration of cutter; <input type="checkbox"/> On-site demonstration of electric welder; <input type="checkbox"/> On-site demonstration of cutting machines; <input type="checkbox"/> Others: <p>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 Number: _____) 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.</p>	
Signature/Seal:	Date: _____, 2025
Reviewer:	

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

Please return this form by: Oct. 17, 2025

Form 2: On-site Activity Application Form			
<input type="checkbox"/> On-site Booth Activity <input type="checkbox"/> Supporting Activity (Conference) <input type="checkbox"/> Cultural and Public Benefit Performance <input type="checkbox"/> Cultural Exchange Activity			
*Organizer/Exhibitor/Performing Group:		* Activity Venue/Booth No.:	
*Country/Region :		* Venue Area: _____ m ²	
*Person in Charge of the Activity :		Tel:	
*Mobile:		*Email:	
* Activity Organizer:			
* Activity Manager:		Tel:	
*Mobile:		*Email:	
*Activity Safety Manager:		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: On-site Activity Application Form

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.
8. The company will comply with the epidemic prevention and control policies and requirements of the China International Import Expo, strictly fulfill its primary responsibility for epidemic prevention and control, and implement targeted prevention measures. During the activity, the company will provide necessary epidemic prevention supplies, maintain on-site order, require all personnel to wear masks and maintain safe social distancing, ensure good ventilation at the venue, and minimize the duration of the activity as much as possible.

Signature/Seal:

Date: _____, 2025

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

Please return this form by Sept. 25, 2025

Form 3: Application for Special Items Entry	
Exhibitor:	Person in Charge of the Booth:
Booth No.:	Tel:
Mobile:	Fax:
Email:	
Application Content	
<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 Number: _____) 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: _____, 2025
Reviewer:	Other reviewers:

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

Please return this form by Sept. 25, 2025

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	
<p>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. For inquiries, please contact Ms. Pan at +86-21-39880386.</p>			
Job Requirements			
Number of Cleaner (s):		Working Hours:	
Workplace:			
Work Content:			
Signature/Seal:		Date: _____, 2025	

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

Please return this form by Sept. 25, 2025

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: _____, 2025	

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

Please return this form by Sept. 25, 2025

Form 6: Application for Lease of Supporting Facilities (Electricity)					
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		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 8TH 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: _____, 2025		

To exhibitors of standard booths, please contact the official constructor in your hall to fill in the form.
 To exhibitors of special booths, please contact your special booth contractor for this form.

Please return this form by Sept. 25, 2025

Form 6: Application for Lease of Supporting Facilities (Water & Gas)				
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
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 $1.6 \text{ m}^3/\text{min} >$ 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 .			
<ol style="list-style-type: none"> 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. 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: _____, 2025	

To exhibitors of standard booths, please contact the official constructor in your hall to fill in the form.
 To exhibitors of special booths, please contact your special booth contractor for this form.

Please return this form by Sept. 25, 2025

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		
<p>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.)</p> <p>2. Special Broadband Services: Rates negotiable for personalized WiFi services or other special demands from users of 100M DDN or DDN of higher capacity.</p>				
<ol style="list-style-type: none"> 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. 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. Exhibitors can access the Internet through 5G signals in the exhibition hall with their 5G devices. 				
Signature/Seal:		Date: _____, 2025		

To exhibitors of standard booths, please contact the official constructor in your hall to fill in the form.
To exhibitors of special booths, please contact your special booth contractor for this form.

Please return this form by Sept. 25, 2025

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. 3. Exhibition booths requesting 24-hour power supply must have 24/7 on-site qualified electricians. <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: _____, 2025

To exhibitors of standard booths, please contact the official constructor in your hall to fill in the form.
 To exhibitors of special booths, please contact your special booth contractor for this form.

Please return this form by Sept. 25, 2025

Form 8: Application for Advance 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			
No.	Power Type	Duration	Reasons for Advance Supply
1			
2			
<p>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.</p>			
Signature/Seal:		Date: _____, 2025	

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, 2025

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		
<p>Safety Commitment:</p> <p>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.</p>		
Signature/Seal:		Date: _____, 2025

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, 2025

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
<ol style="list-style-type: none"> 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: , 2025		

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











Form 10: Application for Lease of Exhibition Equipment

Exhibition Equipment

 <p>01 White Folding Chair 450*550*860H 30 yuan/Per piece/exhibition period</p>	 <p>02 Grey Folding Chair 450*550*860H 30 yuan/Per piece/exhibition period</p>	 <p>03 Eames Chair 480*550*800H 75 yuan/Per piece/exhibition period</p>	 <p>04 Lightweight Leather Chair (No Armrests) 480*550*800H 45 yuan/Per piece/exhibition period</p>
 <p>05 Lightweight Leather Chair (With Armrests) 480*550*800H 55 yuan/Per piece/exhibition period</p>	 <p>06 Gourd Chair 560*500*920H 55 yuan/Per piece/exhibition period</p>	 <p>07 White Leather Bar Stool 360*400*760-860H 75 yuan/Per piece/exhibition period</p>	 <p>08 Black Leather Bar Stool 360*400*760-860H 75 yuan/Per piece/exhibition period</p>
 <p>09 White Painted Bar Stool 360*400*760-860H 90 yuan/Per piece/exhibition period</p>	 <p>10 Black Painted Bar Stool 360*400*760-860H 90 yuan/Per piece/exhibition period</p>	 <p>11 Glass Round Table 780*750H 110 yuan/Per piece/exhibition period</p>	 <p>12 White Round Table 750*750H 180 yuan/Per piece/exhibition period</p>
 <p>13 Large Rectangular Table 1800*600*750H 135 yuan/Per piece/exhibition period</p>	 <p>14 Small Rectangular Table 1200*600*750H 135 yuan/Per piece/exhibition period</p>	 <p>15 Small Conference Table 1400*700*750H 200 yuan/Per piece/exhibition period</p>	 <p>16 Large Conference Table 2000*800*750H 540 yuan/Per piece/exhibition period</p>

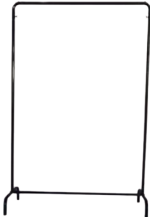















Form 10: Application for Lease of Exhibition Equipment

Exhibition Equipment

 <p>17 Flat Shelf Board 990*300 45 yuan/Per piece/exhibition period</p>	 <p>18 Two-Seater Sofa (White) 1600*700*650H 360 yuan/Per piece/exhibition period</p>	 <p>19 Two-Seater Sofa (Black) 1600*700*650H 360 yuan/Per piece/exhibition period</p>	 <p>20 Double Stainless Steel Coffee Table (Glass) 1200*600*450H 135 yuan/Per piece/exhibition period</p>
 <p>21 Single Sofa (White) 800*700*670H 180 yuan/Per piece/exhibition period</p>	 <p>22 Single Sofa (Black) 800*700*670H 180 yuan/Per piece/exhibition period</p>	 <p>23 Single Coffee Table 550*550*450H 60 yuan/Per piece/exhibition period</p>	 <p>24 Double Stainless Steel Coffee Table (Wood) 1200*600*450H 135 yuan/Per piece/exhibition period</p>
 <p>25 Sofa Ottoman (White) 400*400*400H 55 yuan/Per piece/exhibition period</p>	 <p>26 Sofa Ottoman (Black) 400*400*400H 55 yuan/Per piece/exhibition period</p>	 <p>27 Reception Counter 1000*500*750H 240 yuan/Per piece/exhibition period</p>	 <p>28 Lockable Cabinet 1000*500*750H 270 yuan/Per piece/exhibition period</p>
 <p>29 Small Glass Showcase 1000*500*1000H 340 yuan/Per piece/exhibition period</p>	 <p>30 Large Glass Showcase 1000*500*2000H 450 yuan/Per piece/exhibition period</p>	 <p>31 Aluminum Square Cabinet 500*500*2000H 450 yuan/Per piece/exhibition period</p>	 <p>32 Wire Mesh Panel 900*1800H 45 yuan/Per piece/exhibition period</p>








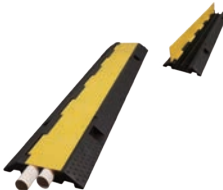



Form 10: Application for Lease of Exhibition Equipment

Exhibition Equipment

 <p>33 Round Tube Clothes Rack 1200*1800H 180 yuan/Per piece/exhibition period</p>	 <p>34 Square Tube Clothes Rack 1200*1800H 240 yuan/Per piece/exhibition period</p>	 <p>35 Double Door Refrigerator 544*565*1491H 450 yuan/Per unit/exhibition period</p>	 <p>36 Single Door Refrigerator 488*450*835H 270 Per unit/exhibition period</p>
 <p>37 Standing Water Dispenser 300*300*840H 135 yuan/Per unit/exhibition period</p>	 <p>38 Bottled Water for Dispenser 12L 36 yuan/Per bottle</p>	 <p>39 Stanchion and Retractable Belt 1000-1200L*900H 60 yuan/Per meter/exhibition period</p>	 <p>40 Literature Rack 270*250*1200H 100 yuan/Per piece/exhibition period</p>
 <p>41 Female Full Body Mannequin 1800H 400 yuan/Per piece/exhibition period</p>	 <p>42 Male Full Body Mannequin 1900H 400 yuan/Per piece/exhibition period</p>	 <p>43 LCD TV (50 inch, with remote) Floor stand included by default; wall mounting required (wooden panels only); extra 3-meter HDMI cable required. 900 yuan/Per unit/exhibition period</p>	 <p>44 T-Stage Table Choose one of three sizes below: 100*400*350H, 100*400*500H, 100*400*750H 135 yuan/Per piece/exhibition period</p>
 <p>45 T-Stage Table Set 100*400*350H, 100*400*500H, 100*400*750H 400 yuan/Per set/exhibition period</p>	 <p>46 Small Sofa Chair 500*450*640-690H 75 yuan/Per piece/exhibition period</p>	 <p>47 Large Sofa Chair 500*450*720-790H 90 yuan/Per piece/exhibition period</p>	 <p>48 Square Table 650*650*750H 180 yuan/Per piece/exhibition period</p>

Form 10: Application for Lease of Exhibition Equipment

Exhibition Equipment

 <p>49 Eames Round Table 700*750H 180 yuan/Per piece/exhibition period</p>	 <p>50 Slanted Shelf Board 990*300 45 yuan/Per piece/exhibition period</p>	 <p>51 Aluminum Shelf 1000*500*2000H 610 yuan/Per piece/exhibition period</p>	 <p>52 Fully Automatic Coffee Machine (with grinder) Ingredients not included 540 yuan/Per unit/exhibition period</p>
 <p>53 Male Half Body Mannequin 1400-1800H 240 yuan/Per piece/exhibition period</p>	 <p>54 Female Half Body Mannequin 1400-1800H 240 yuan/Per piece/exhibition period</p>	 <p>55 Sound System (with microphone) Extra 3-meter HDMI cable required 750 yuan/Per unit/exhibition period</p>	 <p>56 Cable Bridge Plate 1000L*250W*50H (mm) Channel size: 32W*32H (mm) 100 yuan/Per piece/exhibition period</p>
 <p>57 Scaffold 1.35*2*3.7 (m) 55 yuan/Per set/day</p>	 <p>58 LCD TV (65 inch, with remote) Floor stand included by default; wall mounting required (wooden panels only); extra 3-meter HDMI cable required. 1200 yuan/Per unit/exhibition period</p>	 <p>59 LCD TV (70 inch, with remote) Floor stand included by default; wall mounting required (wooden panels only); extra 3-meter HDMI cable required. 1600 yuan/Per unit/exhibition period</p>	

Please return this form by Sept. 25, 2025

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
<ol style="list-style-type: none"> All plants are rented and cannot be exchanged, transferred, or returned. Fresh flowers are for sale and cannot be returned. Exhibitors shall guarantee that the leased items are returned intact and shall compensate for any loss or damage, if any. Applications submitted after the deadline may not be accepted. For inquiries, please contact Mr. Tang at 15026778977 or Mr. Liu at 13795244941 					
Signature/Seal:			Date: _____, 2025		

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

Form 11: Application for Lease of Flowers and Green Plants



01 Three-dimensional Table Flower
Height: 1.6m
90 yuan/Pot



02 Square Table Flower
Height: 0.15m
60 yuan/Pot



03 Three-dimensional Single-sided Rose
Height: 0.25m
200 yuan/Pot



04 Podium Flower
Height: 0.5m
290 yuan/Pot



05 Oval Long Flower Arrangement
Height: 0.4m
160 yuan/Pot



06 Lily in Vase
Height: 0.4m
160 yuan/Pot



07 Small Epipremnum (Pothos)
Height: 0.2m
18 yuan/Plant/exhibition period



08 Areca Palm
Height: 1.6m
55 yuan/Plant/exhibition period



09 Aglaonema
Height: 0.5m
45 yuan/Plant/exhibition period



10 Large-leaf Epipremnum (Pothos)
Height: 1.5m
145 yuan/Plant/exhibition period



11 Bird of Paradise
Height: 1.7m
310 yuan/Plant/exhibition period



12 Small Hainan Radermachera
Height: 0.5m
72 yuan/Plant/exhibition period



13 Rectangular 3D Rose Arrangement
Height: 0.25m
190 yuan/Pot



14 Small Bird of Paradise
Height: 80cm
120 yuan/Plant/exhibition period



15 Snake Plant (Sansevieria)
Height: 80cm
120 yuan/Plant/exhibition period

Please return this form by Oct. 5, 2025

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					
<p>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.</p> <p>2. We pledge that we will not carry items outside the scope of the Registration of Prohibited and Restricted Items into the venue.</p> <p>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.</p> <p>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.</p>					
Reminders and Suggestions					
<p>1. Prohibited and restricted items referred to herein are subject to those listed in Appendix 12 Notice on Prohibited and Restricted Items</p> <p>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;</p> <p>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;</p> <p>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.</p>					
Signature/Seal:			Reviewed by:		
Date: _____, 2025			Date: _____, 2025		

Form 13: Standards and Procedures for Self-appointed Special Booth Constructors at the China International Import Expo

I. Standards for Self-appointed Special Booth Constructors

The following conditions represent the minimum requirements for approval as a self-appointed special booth constructor for exhibitors at the China International Import Expo.

1. The applicant must be a legally independent entity registered within the People's Republic of China (excluding Hong Kong, Macau SAR, and Taiwan, hereinafter referred to as "Mainland China"), and must hold a valid business license or other proof of legal entity status.
2. The applicant must have no record of legal or regulatory violations in the past three years (as verified through the "Credit China" website, the National Enterprise Credit Information Publicity System, and the China Enforcement Information Disclosure website).
3. Any of the following circumstances during previous editions of the China International Import Expo will disqualify an applicant from being approved as a self-appointed special booth constructor:
 - (1) Receiving administrative penalties from relevant government departments at the Expo;
 - (2) Failing assessments conducted by the organizers or co-organizers of the Expo;
 - (3) Voluntarily withdrawing from signing the special booth construction contract for the Expo.

II. Application Procedures for Self-appointed Special Booth Constructors

1. Complete the "Special Booth Construction Application Form" and attach all required supporting documents. Submit these materials to the designated email address: es@ciie.org. The email subject line must include "Application for Self-appointed Special Booth Constructor." The application deadline is 17:00 on September 15, 2025 (based on the email timestamp).
2. The Operations Coordination Team will review the submitted materials. Once approved, the self-appointed special booth constructor shall pay a performance bond of RMB 350,000 to the Organizer, the National Exhibition and Convention Center (Shanghai), no later than five calendar days after submitting the booth design drawings. The performance bond will be refunded in full, without interest, to the original account after the conclusion and settlement of the Expo.
3. The Expo strictly enforces green and safe booth construction. All approved self-appointed special booth constructors must comply with the "Green Booth Standards," the "China International Import Expo Constructor Management Measures and Penalty Provisions," and all other relevant management regulations.

Please return this form by Sep. 15, 2025

Form 14: Application for Special Booth Setup	
Exhibitor Information	
Company Name:	Person in Charge of the Booth:
Exhibition Hall No.:	Booth No.:
Contact Information:	Email:
Constructor Info.	
Is the contractor included in the list of designated special booth constructors for the 1st to 7th CIIE as published on the official website of the CIIE? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Construction Company:	Contractor Representative:
Contact Number:	Email:
Info. of Other Related Parties (Optional)	
Company Name:	Person in Charge:
Contact Information:	Email:
Basic Info. of Booth	
Note: Please confirm the following information with your constructor before filling in.	
Total Booth Area: _____m ²	Total Booth Height: _____m
Double-Deck Booth: <input type="checkbox"/> Yes <input type="checkbox"/> No	Suspension Points: <input type="checkbox"/> Yes <input type="checkbox"/> No
For a Double-storey Booth (Optional)	
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: _____	

Booth Constructor Performance Bond Payment Account Information	
<p>Recipient Account Information</p> <p>Account Number: 444274643649</p> <p>Account Name: National Exhibition and Convention Center (Shanghai) Co., Ltd.</p> <p>Bank Name: Bank of China, Shanghai Hongqiao Convention & Exhibition Center Sub-branch</p>	<p>Payer Account Information</p> <p>Account Number: _____</p> <p>Account Name: _____</p> <p>Bank Name: _____</p>
Other Reminders	
<ol style="list-style-type: none"> 1. Application process for using own booth constructor: If the selected constructor is not included in the list of designated special booth constructors for the 1st to 7th CIIE as published on the official website, please apply in accordance with the "Standards and Procedures for Self-appointed Special Booth Constructors" (see Appendix 13 for details). 2. The exhibitor acknowledges and undertakes that the constructor is responsible for the on-site production and construction of the booth, and both parties confirm and guarantee that they or all relevant parties have signed legally valid documents regarding the matters recorded in this form, including but not limited to booth construction service agreements, entrustment agreements, etc., clearly defining the rights and obligations of both or all parties. 3. The organizer/co-organizer of the exhibition has the right to require the exhibitor and the constructor to submit relevant agreements or contract documents as proof. 4. If the exhibitor or constructor makes false commitments or refuses to provide the required supporting documents, they shall bear the corresponding responsibilities and consequences. 	
<p>Exhibitor Signature or Seal:</p>	<p>Contractor Seal:</p>
<p>Other Related Party Seal: (Optional)</p>	
<p>Date: / /2025</p>	<p>Date: / /2025</p>

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

Please return this form by Sep. 15, 2025

Form 15: 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 15: 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: _____, 2025

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

Please return this form by Sept. 15, 2025

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

Article I Our Head of Lifting Point Safety

Booth No.:	Head of Lifting Point Safety:
ID No.:	Mobile:

Article II 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 8th 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 8th 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 III Liability for Construction Safety 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 IV 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: _____, 2025

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

Please return this form by Sep. 15, 2025

Form 18: Application for Elevating and Lowering Lifting Points							
Exhibitor:				Booth No.:			
(Elevating/Lowering) lifting point structure in the booth:				Construction Date: , 2025			
Filling Date: , 2025				Filling Time:			
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	15:00-17:00	18:00-20:00	20:00-22:00
<p>Notes:</p> <ol style="list-style-type: none"> 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. 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. 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. 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. 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. 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: , 2025			

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

Please return this form by Sep. 15, 2025

Form 19: Application for Bringing in Hoists					
Applicant:			Person in Charge:		
Tel.:			Mobile:		
Fax:			Email:		
We 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					
<p>Therefore, we undertake:</p> <ol style="list-style-type: none"> 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 8th 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.

Please return this form by October 10, 2025

Form 20: Application for NEV Charging and Related Safety Commitment

Exhibitor:	Person in Charge of the Booth Safety:
Booth No.:	Tel.:
Mobile:	Fax:
Email:	

Application Content

Based on our actual needs, we need to charge NEVs displayed on our booth during the exhibition. The charging requirements for the vehicles are as follows:

S/N	Vehicle Model	Quantity	Charging Power	Charging Date	Charging Duration
1					
2					
3					
4					
5					

Form 20: Application for NEV Charging and Related Safety Commitment

Application and commitment:

1. A dedicated line for charging NEVs has been incorporated into the booth's electrical design in advance. The designed wiring and circuit breaker meet national standards and are capable of handling the maximum power required for charging the vehicles on display.
2. Line installation will be conducted in strict accordance with professional specifications, and appropriate engineering measures will be employed to guarantee the stability and reliability of the completed line.
3. We will use charging equipment specifically designed for the exhibited vehicles, ensuring it meets all relevant regulations and standards. No third-party manufactured charging equipment or portable chargers will be used.
4. We will strictly follow safe charging practices and charge within the approved charging time window to ensure the safety and reliability of the charging process.
5. During the charging period of the vehicles on this booth, we will entrust the security guard service to the property management unit of the exhibition venue (Shanghai Lujiazui Property Management Co., Ltd.). We will not hold the relevant parties responsible for any losses caused by normal fire extinguishing work by the security guards during the guard period.
6. We will be fully responsible for any personal injury or property damage that occurs during the charging process of the vehicles on this booth or due to other reasons of this booth itself.

Signature/Seal:

Date: _____, 2025

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