



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

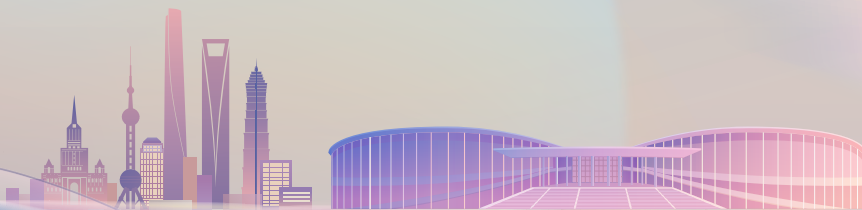
CIIE NEW ERA
SHARED FUTURE
新时代 共享未来

第九届中国国际进口博览会 THE 9TH CHINA INTERNATIONAL IMPORT EXPO

EXHIBITOR'S MANUAL

2026年11月5日-10日 国家会展中心(上海)
November 5-10, 2026 NECC, Shanghai

CIIE



服务热线 | 968888
SERVICE HOTLINE

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『 Opening Remarks 』

Distinguished exhibitors,

The 8th China International Import Expo (CIIE) was successfully held in November 2025 in Shanghai, China, thanks to the active participation and strong support of all parties involved. Premier Li Qiang attended the opening ceremony and delivered the keynote address. The event brought together international political leaders and business executives. The CIIE featured high-level exhibitions, professional matchmaking sessions, and a series of high-quality forums, making for a vibrant and dynamic gathering. We extend our heartfelt thanks to all exhibitors for your continued support and valuable contributions.

The CIIE is a major initiative for opening up personally crafted, proposed, deployed, and promoted by President Xi Jinping. Over the past eight years, the Expo has been successfully held year after year thanks to the active engagement and robust support from the international community, continuously improving in quality and effectiveness and expanding its international influence. It has fully leveraged its role as four platforms for international procurement, investment promotion, people-to-people exchanges, and openness and cooperation. It has also evolved into a window showcasing China's efforts to foster a new pattern of development, a platform for advancing high-standard opening up, and a global public good for the world to share. The CIIE demonstrates China's firm commitment to expanding high-standard opening up, sharing development opportunities, and promoting economic globalization.

This year's blossoms outshine those of last year. We sincerely invite you to attend the 9th CIIE. We look forward to welcoming you in Shanghai, and will endeavor to deliver even better services. We wish you greater success at the 9th CIIE, and let us jointly enjoy the "spring breeze of opening up" in China!



Pre-Exhibition Tips

Distinguished exhibitors,

To help you get familiar with venue facilities and exhibition rules and make proper preparations, we have compiled this *Exhibitor's Manual*. It will enable you to complete the necessary participation procedures more easily and efficiently.

I. Fill in the Forms

All required forms are listed in the Appendix (Part VII) of this *Exhibitor's Manual*. Please read carefully and submit them by the submission deadline specified in the catalog and the forms. We recommend that you keep a copy of each form for your own records prior to submission.

II. Safety Reminder

Exhibitors shall carefully read the provisions on work safety, fire safety, proper exhibition conduct in this *Exhibitor's Manual*, and require their appointed service providers to strictly abide by such provisions.

III. Disclaimer

The Organizers of the China International Import Expo will endeavor to deliver comprehensive, high-quality services to meet the needs of exhibitors. The Organizers shall bear no liability for the following circumstances:

1. Delays in or failure to provide part or all services arising from late submission of forms;
2. Additional fees or failure to provide part or all services arising from belated application;
3. Delays, compensation, losses, and other consequences arising from failure to comply with exhibition rules and applicable laws and regulations;
4. Delays, losses, disputes, and other issues arising from failure to engage designated exhibition service providers;
5. Any issues arising from the inaccuracy or delayed submission of the printed materials provided by exhibitors and stand constructors.

第九届中国国际进口博览会整体时间安排

Schedule of the 9TH China International Import Expo

内容 Content	日期 Date	时间 Time	备注 Arrangement
布展期 Set-up Period 企业商业展 Enterprise & Business Exhibition	10月27日 / Oct.27	8:00-20:00	
	10月28日 / Oct.28	8:00-20:00	展台搭建 Booth Construction
	10月29日 / Oct.29	8:00-20:00	
	10月30日 / Oct.30	8:00-20:00	展品布置 Exhibits Arrangement
	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	展品布置 Exhibits Arrangement
	11月3日 / Nov.3	8:00-20:00	安全检查 Safety Inspection
开展期 Exhibition Period 企业商业展 Enterprise & Business Exhibition 配套活动 Supporting Events	11月4日 / Nov.4	8:00-18:00	
	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	开闭馆时间 Opening & Closing Time
	11月9日 / Nov.9	8:00-18:00	
撤展期 Move-out Period	11月10日 / Nov.10	8:00-18:00	
	11月10日 / Nov.10	19:00-22:00	展品回运 Exhibits Return Shipment
	11月11日 / Nov.11	8:00-20:00	展品回运 Exhibits Return Shipment
	11月12日 / Nov.12	8:00-20:00	展台拆除 Booth Dismantling

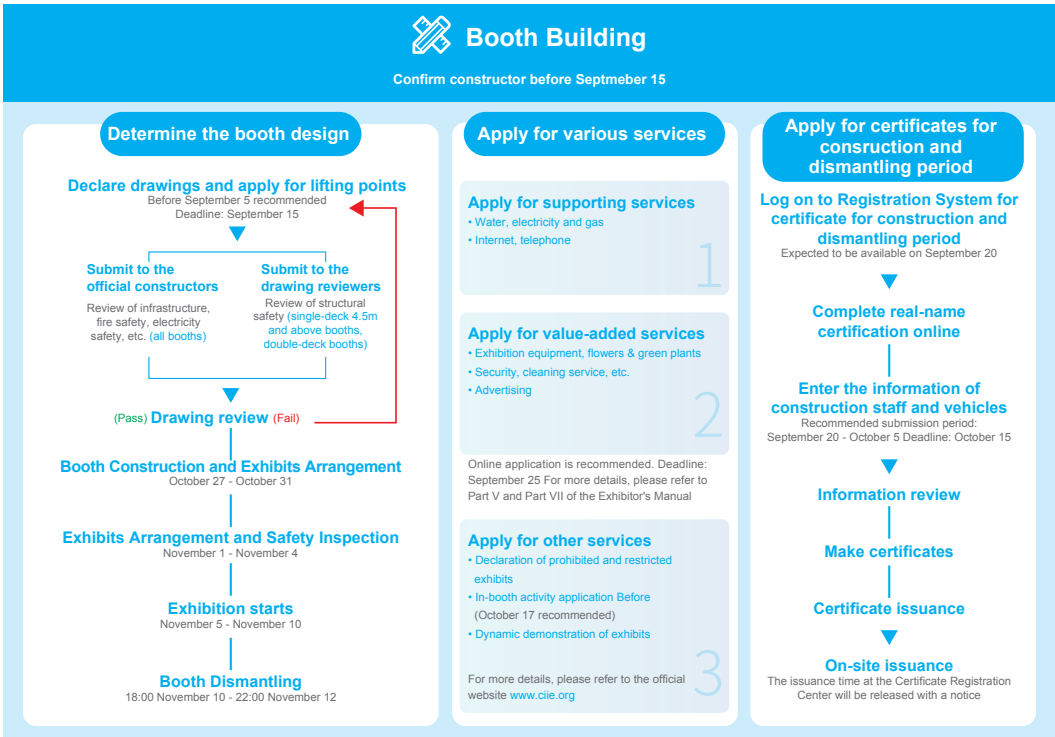
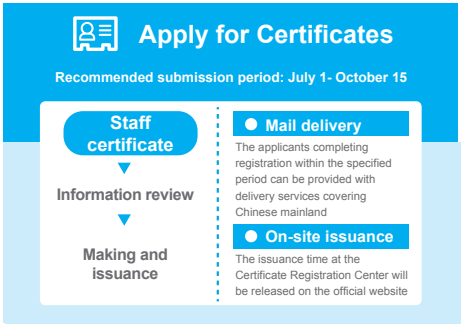
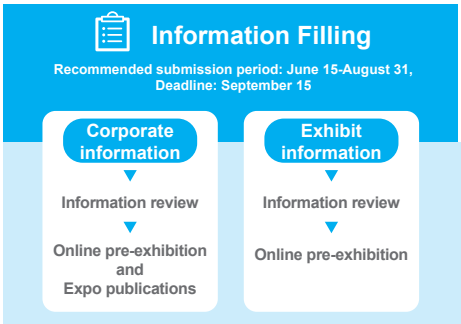
*第九届进博会场馆实施封闭管控的时间为11月1日至11月10日, 届时须使用进博会相关证件入场。

The closed-off management period of the venue for the 9TH China International Import Expo runs from November 1 to 10. Valid CIIE credentials required for entry during this period.

*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.

The 9TH China International Import Expo Exhibition Service Flow





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

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新时代 共享未来



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, 2026

1.3 Venue

National Exhibition and Convention Center (Shanghai) (NECC)
Address: No. 333, Songze Avenue, Qingpu District, Shanghai, China

1.4 Hosts

Ministry of Commerce of the People's Republic of China (PRC)
Shanghai Municipal People's Government

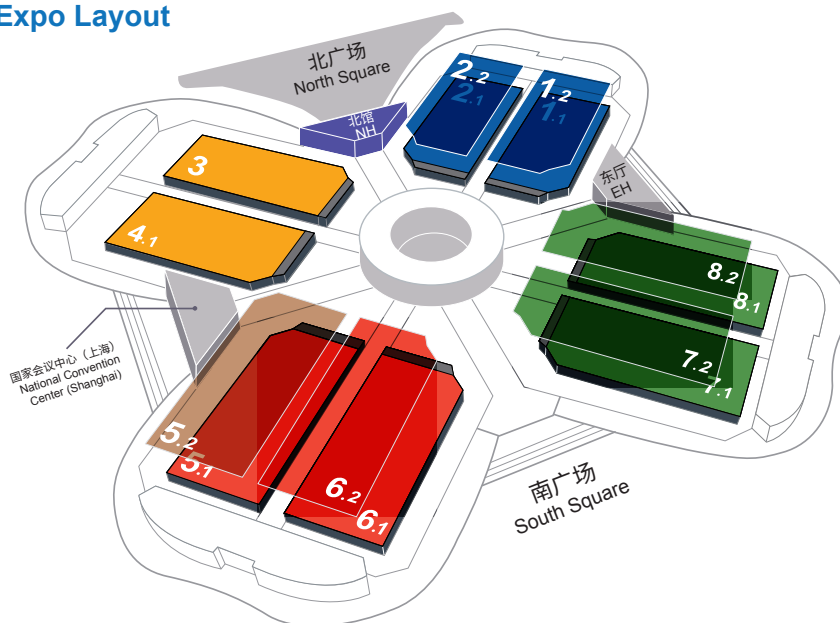
1.5 Supporters

World Trade Organization (WTO)
United Nations Development Programme (UNDP)
United Nations Conference on Trade and Development (UNCTAD)
Food and Agriculture Organization (FAO) of the United Nations
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 2.1	2.2	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	服务贸易 展区 Trade in Services	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	汽车及智慧出行 展区 Automobile and Smart Mobility	创新孵化 专区 Innovation Incubation Special Section

1.8 Official Platforms

Official website: www.ciie.org

Official APP: app.ciie.org



Website



APP



Official
Account



Channel



Weibo



Douyin



Xiaohongshu



Conference
Service



Facebook



X



Instagram



LinkedIn



YouTube



TikTok

2. Basic Information of Hongqiao International Economic Forum

2.1 Composition

The 9th Hongqiao International Economic Forum (hereinafter referred to as HongQiao Forum, or HQF) will host a main forum (the opening ceremony of the CIIE and HQF), several parallel sessions, closed-door meetings, and other events. Events such as the parallel sessions and closed-door meetings will continue the “1+4” structure: The “1” refers to the “Flagship Report Release” section. For the sixth consecutive year, it will release the *World Openness Report* and the “World Openness Index,” and concurrently hold Press Release and International Symposium on World Opening-Up. Additionally, a newly introduced report, the *Export-to-China Capacity Development Report*, will also be released as the flagship report. The “4” refers to four sections: Opening-up for Cooperation, Opening-up for Innovation, Opening-up for Development and Opening-up for Sharing.

2.2 Time

November 5-10, 2026

2.3 Venue

National Exhibition and Convention Center (Shanghai)

Relevant details will be announced by the Organizers in due course. Please follow the “Hongqiao International Economic Forum” section on the 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: No. 333, Songze Avenue, Qingpu District, Shanghai, China
Hotline for Exhibitors: +86-21-968888
E-mail for Exhibitors: exhibition@ciie.org
Service Hotline: +86-21-968888
Fax: +86-21-67008811
E-mail: info@ciie.org

3.2 Official Service Providers

1) Official Stand Contractor

SHANGHAI SYMA-EXPO LTD.

Exhibition area: 1.1H、1.2H、2.1H、2.2H

Address: 3F, Xin Chang Zheng Business Building, No. 1263 Zhenbei Road, Putuo District, Shanghai, China

Contact	Tel	Mobile	E-mail
Ms. Candy Gu	86-21-67008951	86-15026416502	01constructor@ciie.org
Ms. Jessica Zhou	86-21-67008952	86-13816009827	01constructor@ciie.org
Ms. Dorothea Bai	86-21-67008952	86-19535874694	01constructor@ciie.org

Shenzhen Kastone Exhibition Co.,Ltd.

Exhibition area: 3H、4.1H、NH

Address: 16F, Tower T3, Excellence Qianhai No.1, Nanshan District, Shenzhen, Guangdong, China

Contact	Tel	Mobile	E-mail
Ms.Cathy Lee	86-21-67008953	86-13798439171	02constructor@ciie.org
Mr.Jammy Cheng	86-21-67008954	86-18523063539	02constructor@ciie.org
Mr.Apollo Xu	86-21-67008954	86-13726777515	02constructor@ciie.org

Canton Fair Advertising CO., LTD

Exhibition area: 5.1H、6.1H、6.2H

Address: 3F, Hall 3, National Exhibition and Convention Center (Shanghai), No. 1988 Zhuguang Road, Qingpu District, Shanghai, China

Contact	Tel	Mobile	E-mail
Ms. Cara Wen	86-21-67008955	86-17621033952	03constructor@ciie.org
Mr. Kevin Wang	86-21-67008956	86-13816428653	03constructor@ciie.org
Mr.Renjie Luo	86-21-67008956	86-18581850173	03constructor@ciie.org

SHANGHAI HONGDA EXHIBITION SERVICE CO., LTD

Exhibition area: 7.1H、7.2H、8.1H、8.2H

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

Contact	Tel	Mobile	E-mail
Yue Qingyun	86-21-67008957	86-17621774644	04constructor@ciie.org
Wang Tianqi	86-21-67008958	86-15840812680	04constructor@ciie.org
Ye Lingzhen	86-21-67008958	86-15618178426	04constructor@ciie.org

2) Official Forwarders

SINOTRANS Eastern Co., Ltd. Exposition Logistics Branch

Exhibition area: 7.1H/7.2H

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

GO-EXPRESS CO., LTD

Exhibition area: 8.1H/8.2H

Address: Suite C-D, 17th Floor of FULONG Mansion, No. 277 Siping Road, Shanghai 200081, P.R.China

Contact	Tel	Mobile	E-mail
Yao Chenyi	86-21-65757706*8002	86-13501601643	01transporter@ciie.org
Xu Jingjing	86-21-65757706*8012	86-13671505787	01transporter@ciie.org
Lù Junqing	86-21-65757706	86-13611616134	01transporter@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	86-21-39796304	86-13501621462	03transporter@ciie.org

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

Exhibition area: 1.1H/1.2H/2.1H/2.2H/5.2H

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

Contact	Tel	Mobile	E-mail
Cui Youjia	86-21-67008972	86-13520479913	05transporter@ciie.org
Ma Zepeng	86-21-67008972	86-15011213771	05transporter@ciie.org
Qian Zhenlei	86-21-67008972	86-13167243619	05transporter@ciie.org

Orient International Logistics (Holding) Co., Ltd.

Exhibition area: 5.1H/6.1H/6.2H/People-to-people Exchange

Address: RM 15F, NO.359 DONG DA MIN ROAD SHANGHAI 200080 CHINA

Contact	Tel	Mobile	E-mail
Chloe Dai	86-21-65754461	86-13564721718	08transporter@ciie.org
Tom Fan	86-21-39796304	86-13918094226	08transporter@ciie.org
Jerry Xie	86-21-39796304	86-18602105358	08transporter@ciie.org

3) Drawing Reviewers

Canton Fair Advertising Co., Ltd.

Exhibition area: 1.1H/1.2H/2.1H/2.2H/3H/4.1H/NH

Address: 3/F, Hall 3, National Exhibition and Convention Center, No. 1988, Zhuguang Road, Qingpu District, Shanghai, China

Contact	Tel	Mobile	Email
Wu Zixin	86-21-67008967	86-18918391521	02inspector@ciie.org
Zhu Tianlong	86-21-67008968	86-15801981109	02inspector@ciie.org

Beijing Zhanhuibao Information Technology Co., Ltd.

Exhibition area: 5.1H/6.1H/6.2H/7.1H/7.2H/8.1H/8.2H

Address: Room 102, Building 18, South Side of Litian Road, Tianzhu Town, Shunyi District, Beijing, China

Contact	Tel	Mobile	Email
John	86-21-67008969	86-15600299817	01inspector@ciie.org
Jack Wang	86-21-67008970	86-19282120507	01inspector@ciie.org

4. Venue & Supporting Facilities

4.1 Venue Introduction

- 1)
- With a total construction area of over 1.5 million square meters, the National Exhibition and Convention Center (Shanghai) (NECC) 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 NECC (Shanghai) has an exhibition area of nearly 500,000 square meters, including nearly 400,000 square meters of indoor exhibition halls and 100,000 square meters of outdoor exhibition venues. The venue features 16 flexible exhibition halls, including 14 large halls of nearly 30,000 square meters each and 2 smaller halls of 10,000 square meters each, catering to the needs of exhibitions of various sizes. In addition, the 100,000-square-meter outdoor exhibition space and the 10,000-square-meter central plaza can accommodate mega-events and outdoor activities.

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

4G and 5G signals are available throughout the exhibition halls. Exhibitors with 5G-enabled devices can access the Internet through 5G signals in the exhibition halls. The network can currently support approximately 250,000 voice calls daily. The venue is equipped with a high-performance switching network and full coverage of structured cabling, offering regular broadband, dedicated high-speed broadband, and fixed-line telephone services. Free Wi-Fi named "NECC-FREE" is also accessed via the CIIE's mobile terminal Wi-Fi function. Its connection rate ranges from 1 Mbps to 5 Mbps depending on the total number of users.

4.3 Supporting Facilities of the Venue

- 1) **Commercial services:** The Commercial Plaza of NECC (Shanghai) is fully connected with all exhibition halls, offering a wide range of services including catering, shopping, financial services, logistics, brand showcases, and cultural experiences. With permanent brand experience centers and themed consumption areas, the venue provides exhibitors and visitors with a distinctive experience. The diverse catering facilities can accommodate various needs, from business banquets and formal dinners to a wide selection of Western food, Chinese cuisine, and halal meals, as well as coffee, tea and other refreshments for guests from around the world.

Business hotline: +86-21-69791888



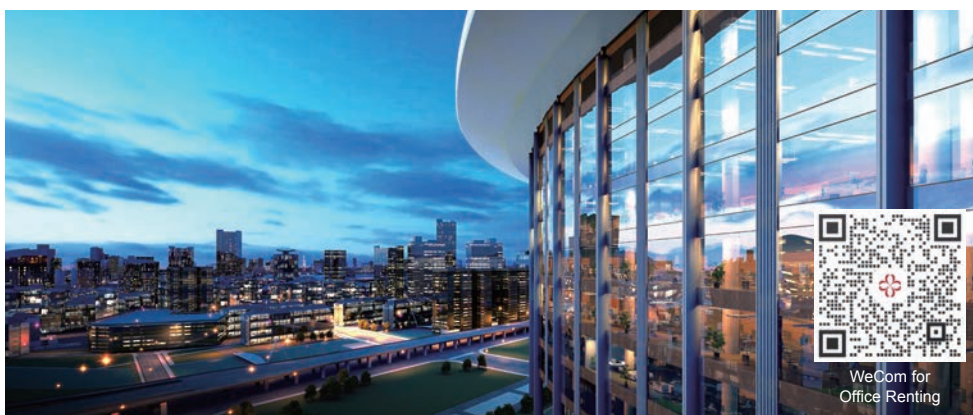
- 2) **Hotel:** InterContinental Shanghai Hongqiao NECC is the sole luxury hotel within the NECC (Shanghai). Situated at the southwest wing of the “Clover”, it is seamlessly connected to the exhibition halls via an 8-meter-high walkway. The hotel boasts over 500 stylish and elegant rooms and suites, plus four distinctive restaurants and bars offering a variety of cuisines in an elegant and cozy atmosphere, enriching your travel experience. It also offers over 2,200 square meters of spacious and versatile banquet facilities, supported by professional off-site catering services to cater to diverse requirements for banquets and events of all kinds. The hotel houses a heated swimming pool, fitness center and spa on the 5th floor, creating a tranquil retreat to refresh and rejuvenate your body and mind. The outdoor multi-function InterContinental Garden on the 6th floor serves as a stylish social 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 within the NECC (Shanghai), located at the petal tip of the "Clover", cover a total area of 180,000 square meters with flexible space partitioning ranging from 180 square meters to 8,000 square meters per standard office floor. It can meet diverse office needs from exhibition industry chain enterprises, commercial enterprises, headquarters of large and medium-sized enterprises, and financial institutions. Each office building is equipped with two 500 square meters of multi-function conference rooms, providing tenants with efficient and convenient conference services. The 8-meter-high exhibition areas on the 1st and 2nd floors are available for long-term exhibitions of various products, which can be coupled with the regular exhibitions so as to magnify the trade functions of the exhibition.

Rental hotline: 86-21-67008852.

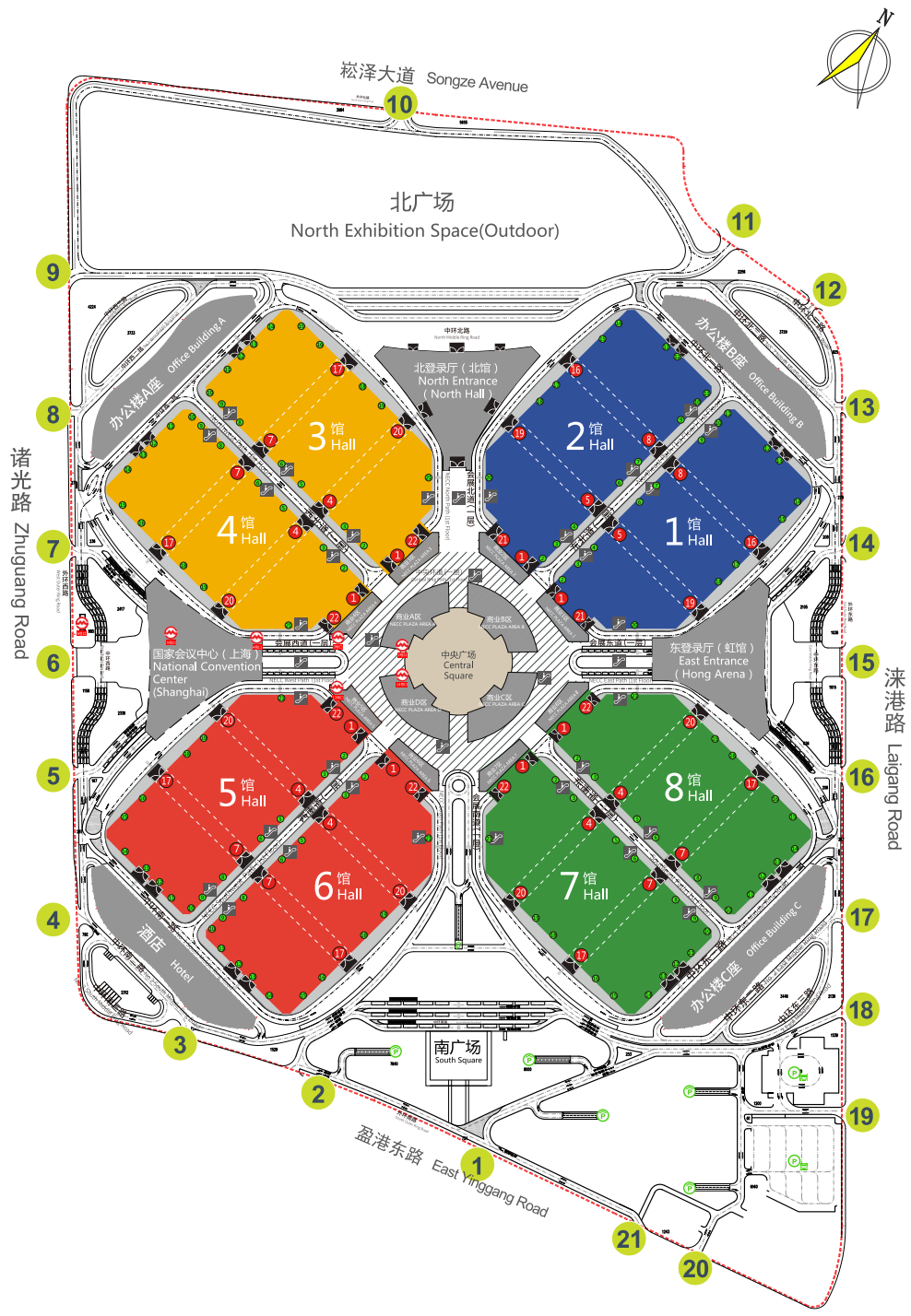


- 4) **Convention center:** The NECC (Shanghai) comprises the Golden Hall, Hall 4.2, office buildings, and inter-hall meeting rooms. With 85 large, medium, and small meeting rooms in a 50,000 square meter conference area, it is an international conference center with the highest standards, the largest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

Venue rental 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 (straight-line distance) from the Hongqiao Transportation Hub, and is well connected to the Hongqiao High-speed Railway Station and Hongqiao Airport by metro. The area is served by an extensive expressway network, and major cities in the Yangtze River Delta can be reached within two hours, making transportation very convenient.

1) Rail Transit

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

2) Airport

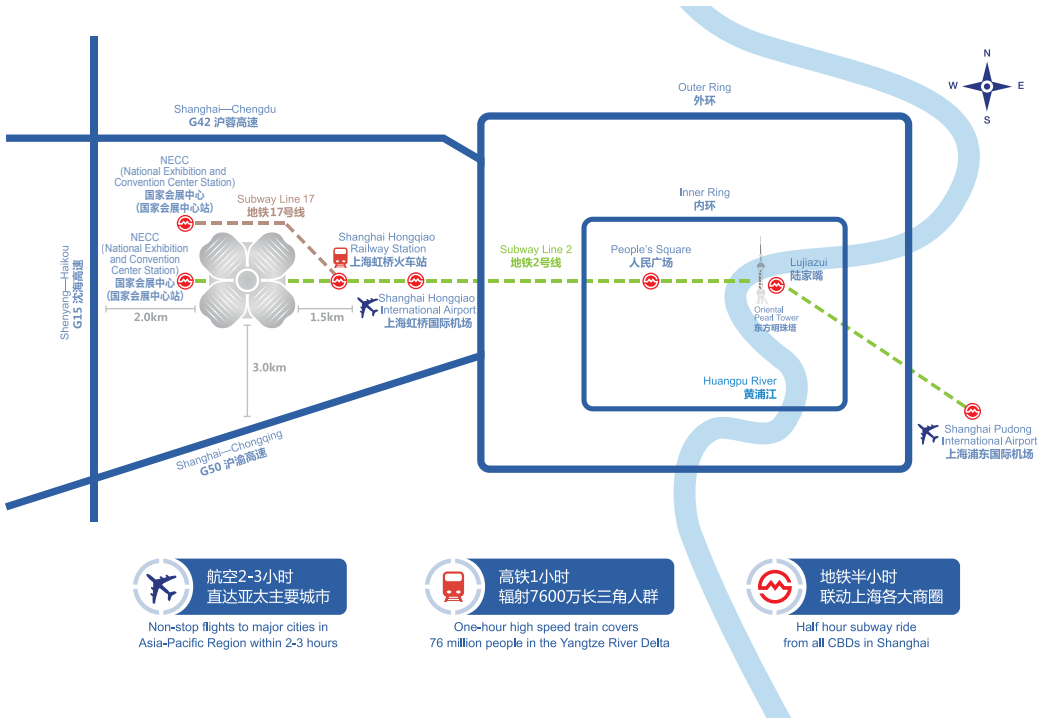
The National Exhibition and Convention Center (Shanghai) is approximately 4.5 kilometers (straight-line distance) from Hongqiao Airport Terminal 1, 2 kilometers (straight-line distance) from Hongqiao Airport Terminal 2, and 60 kilometers from Pudong International Airport. You can take the metro to get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

- I. Hongqiao Airport Terminal 1 – National Exhibition and Convention Center (Shanghai)
 Metro: Take Metro Line 10 to Hongqiao Railway Station, then 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 directly to National Exhibition and Convention Center Station.
 Taxi: Around 10 minutes (6 km)
- III. Pudong International Airport – National Exhibition and Convention Center (Shanghai)
 Metro:
 Option 1 (direct route): Take Metro Line 2 to National Exhibition and Convention Center Station.
 Option 2 (faster route): First, take the Airport Link Line to Hongqiao Airport Terminal 2 Station, then transfer to Line 2 for National Exhibition and Convention Center Station.
 Taxi: Around 70 minutes (about 60 km)

3) Train Station

- I. Shanghai Hongqiao Railway Station – National Exhibition and Convention Center (Shanghai)
 Metro: Take Metro Line 2 or Line 17 to National Exhibition and Convention Center Station.
 Taxi: Around 10 minutes (6 km)
- II. Shanghai Railway Station – National Exhibition and Convention Center (Shanghai)
 Metro: Take Metro Line 3 or Line 4 to Zhongshan Park Station, then transfer to Line 2 to National Exhibition and Convention Center Station.
 Taxi: Around 35 minutes (25 km)

- III. Shanghai South Railway Station – National Exhibition and Convention Center (Shanghai)
Metro: Take Metro Line 3 to Zhongshan Park Station, then transfer to Line 2 to National Exhibition and Convention Center Station.
Taxi: Around 30 minutes (23 km)
- 4) Self-driving
- I. Yangtze River Delta Region
People from Hangzhou, Ningbo and Suzhou can drive via G60 or G2 expressway 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. From Yan'an Elevated Road, Southern Outer Ring Expressway: Jiamin Elevated Road – Jianhong Elevated Road – Yinggang East Road – Zhuguang Road – Songze Avenue – National Exhibition and Convention Center (Shanghai)
b. From Beidi Elevated Road, North Outer Ring Expressway: Beidi Elevated Road – Lianyou Road Exit – Zhuguang Road Underground Tunnel – Songze Avenue – National Exhibition and Convention Center (Shanghai)
- III. Ground Roads
a. From Beidi Road, West Tianshan Road, West Xianxia Road: Shenchang Road or Huaxiang Road – Songze Avenue – National Exhibition and Convention Center (Shanghai)
b. From Yan'an Road: 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
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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 PRC 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 Provisions

- 1.1 In accordance with the laws and regulations of the PRC and relevant provisions of the Shanghai Municipal People’s Government, these Rules and Regulations have been comprehensively revised covering work safety, fire safety, credential management and other related matters. All exhibitors, stand contractors and service providers shall strictly comply.
- 1.2 These Rules and Regulations constitute an integral part of the Exhibition Contract signed between the Organizers and exhibitors. Exhibitors, stand contractors and service providers shall comply with these Rules and Regulations and any amendments released by the Organizers.
- 1.3 Exhibitors, stand contractors and service providers shall thoroughly read the provisions on work safety, fire safety and proper exhibition conduct in this *Exhibitor’s Manual*. For any inquiries, please contact the Organizers or CIIE’s designated service providers during the preparation stage or on site.
- 1.4 Exhibitors, stand contractors and service providers shall strictly comply with all rules, regulations and requirements issued or announced by the Organizers during the Expo, including the Pre-Expo Notice to Exhibitors, Venue Access Guidelines, Safety Guidelines, and Expo Announcements.

2. Credential Management

- 2.1 Exhibitors, stand contractors and service providers shall apply for real-name exhibition badges for all on-site personnel, working staff and support personnel through the badge registration system (online or mobile system) provided by the Organizers within the specified time limit.
- 2.2 After applications are properly submitted and duly approved by the Organizers and relevant safety departments, the corresponding exhibition badges will be mailed to the designated address or distributed on site. Any personnel or their affiliated entities who fail to apply for badges or miss the application deadline shall be refused entry into the exhibition halls.
- 2.3 Relevant detailed rules will be released by the Organizers in due course. Please refer to the “Notice” on CIIE’s official website (www.ciie.org).

3. Basic Provisions

3.1 Stand Operation

- 1) The overall layout of all stands shall be subject to the Organizers’ unified planning. If the Organizers consider that adjusting the layout or location of any stand is in the interests of the Expo, they shall have the right to make such adjustments.

- 2) Exhibitors shall not transfer or sublease all or part of their stands (including but not limited to the right to use them) without the prior consent of the Organizers.
- 3) All stands and exhibits shall remain fully operational until the end of the Expo. Exhibitors shall not close their stands or remove their exhibits in advance for any reason.
- 4) Overseas brand names and stand numbers shall be prominently displayed on the stands. All displayed content shall comply with Chinese laws and regulations, public morality, and relevant Expo regulations.
- 5) Stands shall be built based on the area stipulated in the contract, and the structure (including acts of displaying, hanging or distributing any items) shall not extend beyond the agreed boundaries. In case of any violation, the Organizers shall have the right to require the concerned exhibitor to make rectifications and bear all relevant expenses.
- 6) Exhibitors shall not display, hang or distribute any items beyond the boundaries of their stands.
- 7) **Stands along main passages shall keep the side facing the passage fully unobstructed. The maximum ratio of built structures to stand depth is specified below:**

No.	Exhibition Areas	Maximum Ratio of Built Structures to Stand
1	Automobile	50%
2	Equipment, Healthcare Products, Service Trade	70%
3	Food, Consumer Goods	80%

- I. Built structures refer specifically to any sight-obstructing structures erected on the stand, excluding movable items such as racks, glass cabinets and exhibits. The ratio of built structures to stand depth refers specifically to the proportion of the horizontal width of sight-obstructing structures on the main passage side to the width of the stand's front facing the main passage. Transparent glass sections of built structures are deemed fully unobstructed. For individual grilles or single frosted glass strips with a width of 30 cm or less, and with a spacing of 20 cm or more between adjacent elements, the entire frosted glass or grille structure will be deemed fully unobstructed.
- II. If a stand facing the main passage is adjacent to a fire wall or other functional walls, vacant areas, or venue functional areas, its side facing such areas is not subject to any transparency requirements. For a two-story stand, the front of the upper floor is not subject to transparency requirements. For stands of overseas exhibition groups and shared exhibition stands along the main passage, the above-mentioned transparency requirements shall apply correspondingly based on the relevant exhibition sections.
- III. If the Hosts determine that the back panels, side panels or other structures of any stand obstruct the sight of adjacent stands, they shall have the right to require the exhibitor to adjust its construction plan for compliance purposes and bear all relevant expenses.

- 8) All stands shall be structurally sound with aesthetic quality, and shall meet the quality and safety standards set by the Organizers and relevant Chinese government authorities. In case of any violation, the Organizers shall have the right to require the concerned exhibitor to make rectifications and bear all relevant expenses.
- 9) No exhibitor may use the wall panels of adjacent stands as its own. Where the height of adjacent stands is not consistent, the exhibitor or its contractor with the taller stand shall be responsible for beautifying the taller part.
- 10) **In principle, only single-story stands shall be built along the main passage, with a maximum height of 6 meters. If the rear or side of the stand along the main passage faces only a venue wall or a functional area, a two-story stand may be built along such wall or functional area, with a height limit of 8.5 meters. The height limit for stands in all other areas remains unchanged. For details, please refer to the Stand Setup section of this manual.**
- 11) Exhibitors or other participants using their own electronic displays (LED monitors, LCD monitors, TV sets, etc.) must comply with the content management regulations set by the Organizers and local authorities.

3.2 Exhibit Demonstration

- 1) Exhibitors shall list all their exhibits in advance, obtain valid legal authorization and conform to the Expo's regulations. The Organizers have the right to inspect the exhibits at any time, and exhibitors shall cooperate. In case of any violation, the Organizers have the right to temporarily detain, remove or cover the corresponding exhibits, cancel the credentials of the exhibitor and relevant third parties, and deny their participation in the event.
- 2) Exhibitors shall ensure all their exhibits are self-produced, or legally distributed or represented products. Their exhibits, stand design and promotional materials shall not infringe upon the intellectual property rights of others. Any such disputes shall be handled in accordance with the Measures for Suspected Infringement of Intellectual Property Rights at the China International Import Expo. **Please refer to Section 3.18 – Intellectual Property Rights Protection for details.**
- 3) Exhibitors shall not directly or indirectly demonstrate or promote any content irrelevant to their products and services, or anything violating Chinese laws, public order and good morals. They also shall not display, demonstrate or promote any materials of other exhibitions or carry out any related promotional activities in any form on site. Any exhibitor in violation of Chinese laws and regulations and relevant local rules shall bear corresponding legal liabilities.
- 4) Exhibitors shall not display or distribute any promotional materials (including but not limited to posters, brochures, and audiovisual content) inconsistent with the Expo's theme or exhibit scope.
- 5) If exhibitors plan to conduct dynamic demonstrations of any mechanical exhibits at the venue, they shall submit detailed materials for such demonstrations to the Organizers in advance and shall not carry out the demonstrations until receiving the Organizers' written approval. **Please refer to Form 1 – Application for Dynamic Exhibit Demonstrations for details.**
- 6) Exhibitors shall ensure that all exhibited mechanical equipment is operated by professional operators. Dynamic demonstrations of mechanical equipment shall not be conducted without professional supervision.

- 7) Exhibitors shall ensure that all their operable machines are equipped with safety devices, and only after the machines are powered down may the safety devices be removed.
- 8) The air outlets and exhaust vents of mechanical equipment shall not face adjacent stands or pedestrian passageways. Exhibitors shall take appropriate measures to protect the surroundings from pollution such as noise, heat, gas, smoke and dust generated during exhibit demonstrations or anything that may disrupt the Expo.
- 9) Where exhibits involve hazardous cutting, shearing, or laser demonstrations which might pose risks of open flames, high temperatures and physical injury, exhibitors shall install protective covers that meet quality standards issued by relevant Chinese authorities, designate qualified personnel to operate such equipment, and equip fire extinguishers on site as required.
- 10) Exhibitors shall obtain approval permits from the Organizers and local government authorities before demonstrating and using electronic, wireless communications and satellite transmission equipment, and shall comply with demonstration rules.
- 11) All demonstration vehicles shall enter the exhibition venue via the route designated by the Organizers and the venue, and shall present the entry permit for demonstration vehicles. Such vehicles are prohibited from moving around the venue outside authorized hours. All types of demonstration vehicles entering the venue shall have an oil mass of not more than 10% of its tank capacity; non-compliant vehicles shall be denied entry.
- 12) **Exhibitors or other participating entities shall not use any network equipment or means (including but not limited to Wi-Fi, iBeacon, BLE and NFC) to collect or process personal information (including electronic data) within the Expo venue without authorization.**
- 13) Exhibitors, stand contractors and service providers using self-provided Internet access devices (including portable base stations, portable wireless routers, SIM card routers and other equipment connecting to the Internet via carrier 4G/5G signals) shall strictly abide by the principle of prior registration for approval and compliant use. All such devices and their users shall complete real-name authentication. The devices must possess valid network access licenses and safety approval certificates issued by the Ministry of Industry and Information Technology. **It is strictly prohibited to provide commercial Internet access services for any third party without authorization.**
- 14) For other relevant provisions on network security, **please refer to Appendix 4 – Cybersecurity Management Instructions.**

3.3 On-site Activity Application

- 1) Exhibitors shall file an application with the Organizers in advance for all activities to be carried out within their stands (including but not limited to meetings, press conferences, performances, promotional campaigns, and the handout of gifts and materials), and may only carry out such activities upon approval of the Organizers and relevant authorities. **Please refer to Form 2 – Application for Activity Within Stands for details.**
- 2) Exhibitors shall ensure that all content of their on-site activities complies with Chinese laws and regulations, public order and good morals, and shall not put Expo safety at risk.
- 3) Exhibitors shall not carry out any promotional activities or distribute any materials (including but not limited to leaflets, brochures, books, magazines, enterprise publications and on-site parades) without the Organizers' written approval, and all such approved activities shall not exceed the approval scope.

- 4) If any problems or adverse impacts are caused by on-site activities approved by the Organizers in writing, the Organizers shall have the right to require exhibitors to take necessary measures, including but not limited to lowering audio volume, shutting down equipment, or suspending or stopping the activities. If exhibitors fail to follow these instructions, the Organizers reserve the right to disconnect power or Internet services and forcefully demand exhibitors to end their activities.

3.4 Live Streaming Sales Application

- 1) Live streaming sales refer to activities conducted by CIIE exhibitors within their stands. Such activities may only be carried out within the stands by personnel holding CIIE exhibitor badges (including those to cultural exchange exhibitors) or other relevant personnel approved via prior application by exhibitors. Live streaming sales are permitted daily from 08:00 to 22:00 during the exhibition period (14:00 to 22:00 on November 5).
- 2) All live streaming sales shall be applied for in advance via centralized online application. Exhibitors shall submit an application on the Exhibitor System by October 20. For more information, **please refer to Form 13 – Application for Exhibitor Live Streaming Sales**. Exhibitors applying to conduct live streaming sales shall abide by the commitment clauses in the Letter of Commitment on Exhibitor Live Streaming Sales and the Notice on Inviting Self-Media by Participating Enterprises.

3.5 Retail

To maintain the order within the Expo venue, create a good exhibition environment, safeguard the rights and interests of exhibitors and visitors, and prevent the sale of counterfeit and substandard products, **the Organizers ban all on-site retail operations by any entity or private individual during the Expo**. Exhibitors are encouraged to conduct sales through authorized e-commerce platforms by means of on-site QR code scanning for online order fulfillment, or transactions complete at the stand with goods delivered off-site. The Organizers and relevant government authorities will carry out spot inspections during the Expo. **If any on-site retail activities are identified, necessary measures (including but not limited to removing, temporarily detaining or seizing exhibits, and sealing off relevant stands) will be taken. All responsibilities and consequences arising therefrom shall be borne by the retail entities or individuals.**

3.6 Admission of Special, Prohibited and Restricted Items

- 1) “Special items” include air compressors, lubricants, diesel and other Category C petroleum products, inert gases, oxidizing gases and flammable gases. Exhibitors shall strictly fill in and submit the application for the admission of special items as required and ensure all submitted information is complete and accurate. Exhibitors may only bring special items into the venue after obtaining the written approval thereof by the Organizers, and carry out proper safety management of these items throughout their on-site presence. **Please refer to Form 3 – Application for the Admission of Special Items for details.**

- 2) “Prohibited items” refer to any articles contravening Chinese laws and regulations. “Restricted items” refer to articles that comply with Chinese laws and regulations but may disrupt the safety and operation order of the NECC (Shanghai), and thus entry to the venue shall be refused. If there are knives or any other prohibited or restricted items in the exhibits, the exhibitor shall file a written notice with the security department before transporting such goods into the NECC (Shanghai), specifying the types, quantities, admission time, and on-site safety management measures). For details, **please refer to Appendix 12 – Notice on Prohibited and Restricted Items.**
- 3) For all special, prohibited and restricted items approved to be brought into the venue, the risks and liabilities involved in their use or storage shall be borne by exhibitors.

3.7 Exhibit Transport

- 1) All vehicles, schedules and routes for exhibit transport shall be provided by the official forwarder(s) designated by the Expo. For the details of relevant services, exhibitors are recommended to contact these designated forwarders in advance. In case of any delays in exhibit transport, service failures or related disputes arising from 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, any delays in the import or scheduled display of exhibits due to items covered in the prohibited or restricted items lists shall result in all associated losses being borne solely by relevant exhibitors. The Organizers will update relevant policies promptly on the official website. Therefore, it is advised that exhibitors refer to the Notice section in the Enterprise & Business Exhibition column on CIIE's official website (www.ciie.org).

3.8 Venue Layout

- 1) For details of the floor load-bearing capacity of the venue, please refer to the Technical Data of the Venne Hall in this *Exhibitor's Manual*. If operating or demonstrating any exhibit that involves vertical vibration components, exhibitors shall take appropriate shock absorption and anti-vibration measures.
- 2) Exhibits shall not lean against or supported by any fixed facilities, equipment and structures in the venue. All power access openings in floor service pits and doors of floorstanding electrical cabinets in the venue shall remain fully operable.
- 3) Nails, adhesives and other bonding materials shall not be used to paste or hang decorations or posters on venue floors or walls.
- 4) Airships/blimps, balloons, unmanned aerial vehicles (UAVs) and other airborne hovering equipment shall not be operated inside or outside the venue.
- 5) To prevent the contamination of fixed facilities and equipment in the venue, it is forbidden to adopt sewage, sand, peat, moss and other similar materials for stand construction or 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 hard-to-remove materials to lay carpets. Non-combustible or flame retardant eco-friendly carpets and cloth double-sided adhesive tape shall be used.
- 7) All stand structures decorated or built with glass must be securely constructed and installed, with conspicuous warning signs placed at eye level to prevent personal injury or death.

3.9 Compensation for Damage

- 1) Exhibitors and their appointed service providers shall be liable for compensation therefor if their failure to comply with these Rules and Regulations results in any damage to fixed venue facilities, leased equipment, floors, walls and other property, or any personal injury to other people.
- 2) Exhibitors and their appointed service providers shall be liable for compensation therefor if their failure to comply with these Rules and Regulations results in precluding proper operating or timely reparation of any facilities and equipment in the venue.

3.10 Map Management

- 1) All maps or base maps displayed shall comply with relevant Chinese laws and regulations and follow the one-China principle. All maps on display shall go through the map review procedures, complete the map inspection, and bear the map approval number.
- 2) The standard world map and standard map of China can be downloaded directly from the standard map service system (<http://bzdt.ch.mnr.gov.cn>) of the Ministry of Natural Resources of the PRC, which shall bear the map approval number.

3.11 Photography, Live Streaming and Videography

- 1) Exhibitors shall not bring large professional photographic equipment into the venue without the Organizers' written approval. Exhibitors are prohibited from using UAVs, rocker cameras and other such equipment for photography/videography.
- 2) Where exhibitors conduct live streaming, photography or video recording on site, they shall not infringe on the intellectual property rights and other legitimate rights and interests possessed by the Organizers, other exhibitors or any other third parties, nor disrupt the order of the Expo.

3.12 Volume Control

These Rules and Regulations provide that the sound level of operating equipment during exhibit demonstrations or other relevant activities within the stands shall not exceed 70 decibels; an increase of 10-20 decibels above such maximum limit is permitted for a short period of time. For special performances approved by the Organizers, the volume is permitted to be 20 decibels above the maximum limit for a short period of time. **In case of any violation, the Organizers shall have the right to take necessary measures including power cut-off to stands and require concerned exhibitors to bear all resulting losses independently. If there are other relevant provisions in Chinese laws and regulations or other standards, such provisions shall prevail.**

3.13 Venue Cleaning

- 1) During the Expo, the Organizers shall be responsible for cleaning the public areas of the venue, and exhibitors shall take charge of cleaning their own stand areas.
- 2) During the Expo, exhibitors shall maintain tidy within their own stand areas, including stand interiors and all exhibits. Exhibitors shall dispose of all waste at the outdoor waste collection points before leaving the venue each day.

- 3) Exhibitors shall prepare sealed containers themselves to hold liquid waste, catering wastewater, liquid at abnormal temperatures, and other similar fluids. No waste may be discharged into indoor or outdoor drains, floor ditches, washroom sinks or basins. In case of any violation, exhibitors or their stand contractors shall bear the costs arising from pollution cleanup and drain unblocking, as well as any corresponding administrative penalties and other related liabilities.
- 4) Exhibitors may apply to the Organizers in advance for additional cleaning services during the Expo, and these costs shall be borne by exhibitors. **Please refer to Form 4 – Application for Temporary Cleaning Service for details.**

3.14 Goods Storage

All boxes, containers and packing materials for storage or transport of exhibits shall not be stored inside the venue. 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.**

3.15 Security Work

- 1) During the Expo, exhibitors shall properly safeguard their exhibits and personal belongings. They are advised to use anti-theft locks for laptops and other important items to guard against theft. Please immediately notify the Organizers in case of loss or theft.
- 2) Exhibitors are required to take effective protective measures for valuable exhibits and items before daily venue closing.
- 3) Exhibitors may apply to the Organizers in advance for additional security personnel during the Expo, and these costs shall be borne by exhibitors. **Please refer to Form 5 – Application for Temporary Security Service for details.**

3.16 Liability and Insurance

- 1) To ensure safety during the Expo, exhibitors shall take out insurance for their staff members and property, and urge their commissioned service providers to purchase corresponding personal injury and property insurance. Any failure to comply shall render exhibitors solely liable for corresponding liabilities and losses incurred.
- 2) Exhibitors shall take out all-risk transit insurance and property insurance for their exhibits, with coverage from the point of origin to the stand (covering the entire exhibition duration) and for the return trip to the point of origin.
- 3) Exhibitors shall take out public liability insurance. Coverage is recommended to take effect when exhibitors, stand contractors and service providers access the venue and remain valid until all their staff members, exhibits and property fully vacate the venue.

3.17 Failure to Participate in the Expo

For an exhibitor who has signed the Exhibition Contract but withdraws or fails to participate in the Expo without the Organizers' written approval, the paid stand fee shall be settled according to the Exhibition Contract, and all other fees shall be non-refundable and forfeited. Moreover, the Organizers have the right to reallocate the corresponding stand to a third party. The exhibitor shall pay for any possible additional costs incurred by the Organizers due to such breach.

3.18 Intellectual Property Rights Protection

- 1) The Intellectual Property Rights Protection and Commercial Disputes Settlement Service Center of CIIE will be established at the venue to provide IPR-related legal services and other legal services relating to the Expo.
- 2) Facilitation Measures for IPR Application
 - I. On-site consultation. The Intellectual Property Consultation Area will be set up at the venue. Experts from relevant intellectual property protection agencies and the Shanghai International Economic and Trade Arbitration Commission will provide consulting services on intellectual property laws and regulations, application, remedies, and risk prevention, as well as other relevant legal services in commercial fields.
 - II. Applying for Certificate of Exhibition. The Expo encourages exhibitors to present their debut products and technologies. For the inventions first exhibited to the public, applicants may enjoy a grace period of six months without loss of novelty when applying for patents. For the trademarks first used on exhibited goods, applicants may claim a six-month priority period when filing trademark registration applications in China. Exhibitors may apply for the Certificate of Exhibition from the Service Center during the Expo, facilitating the subsequent IPR application.
 - III. On-site acceptance of copyright application materials. Eligible exhibitors may submit copyright registration application materials to staff from the China Copyright Protection Center on site.
- 3) Notes on IPR Protection
 - I. Any exhibitor who has recorded intellectual property rights of exhibits with China Customs shall promptly add the consignee information of the inbound goods to the list of authorized users to facilitate smooth customs clearance of the exhibits. Where exhibitors have legally obtained intellectual property rights of their exhibits, they shall carry the IPR ownership certificate or other supporting documents.
 - II. Exhibitors shall strengthen self-examination of and self-correction for their exhibits, stand designs, packaging, promotional materials, and all other display materials before and during the Expo to prevent any intellectual property infringement. Exhibitors shall bear the losses and compensation liabilities according to Chinese laws and regulations if they are found liable for IPR infringement by relevant authorities or receive claims from relevant right holder(s).
 - III. The key technical features of exhibits shall not be photographed, videotaped or otherwise recorded or reproduced without permission during the Expo. Copyrights pertaining to stand design, exhibition panels, exhibition drawings, and other display works shall also be protected by relevant laws.
 - IV. Exhibitors shall be authorized or permitted by law before the use of any music. For more details, please contact the Music Copyright Society of China.
 - V. Exhibitors shall abide by the Measures for Suspected Infringement of Intellectual Property Rights 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 its staff.

- VI. Exhibitors, service providers, and suppliers shall not use the logos of the Organizers or the Expo, the names of the Expo (whether Chinese or English name), slogans, or the images of the mascot without the Organizers' written consent. Any unauthorized use shall constitute an infringement, and the Organizers reserve the right to hold the corresponding party legally liable.
- 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 (www.ciie.org).

3.19 Night-Time Work

During the Expo (November 5 to 10), exhibitors shall submit a Night-Time Work Request in advance for any work (including stand repairs, exhibit transportation, supporting event rehearsals) conducted within the boundary limits of the NECC (Shanghai) between 21:00 on the same day and 5:00 the next day. The relevant rules on night-time work will be released in due course. Please refer to the official website of the China International Import Expo (www.ciie.org) or consult the Organizers' staff for more details.

3.20 Display Vehicles

- 1) Stands for new energy vehicle displays shall be equipped with dedicated charging (power supply) circuits for new energy vehicles during design. All cables and circuit breakers used shall comply with national standards. Unauthorized wiring and temporary power connections are strictly prohibited.
- 2) New energy vehicles without power batteries (including concept vehicles and vehicle models) may be connected to direct power supply during display, with dedicated circuits installed as required. Power shall be cut off after daily venue closing; 24-hour power supply is not available.
- 3) New energy vehicles equipped with power batteries shall use the original dedicated charging equipment. Third-party charging devices and portable charging guns are strictly forbidden.
- 4) For charging of new energy vehicles equipped with power batteries, exhibitors shall submit a written application to the Organizers in advance. Charging is only allowed within the designated time frame upon approval (tentatively 18:00 to 09:00 the next day). **For details, please refer to Form 20 – Application for New Energy Vehicle Charging and Relevant Safety Commitment.**
- 5) For charging of new energy vehicles equipped with power batteries or 24-hour power maintenance at vehicle stands, dedicated staff shall be assigned to manage safety work, and on-site security personnel shall be arranged for night patrol. **For details, please refer to Form 5 – Application for Temporary Security Service.**

3.21 Force Majeure

During the term of the contract, in the event that any earthquake, typhoon, flood, fire, war, epidemic, terrorist act or threat, import restriction, government intervention, or other unpredictable, unavoidable and insurmountable incidents occur, and such events render the Expo unable to be held as scheduled or feasible only at excessive costs, resulting in the cancellation or postponement of the Expo, the Organizers shall immediately notify exhibitors of such events. Where the Expo is consequently cancelled, the Organizers shall refund all paid participation fees to exhibitor's original payment accounts and shall not be liable for any other breach liabilities arising therefrom.

3.22 Rights of Final Interpretation

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



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



03

Design and
Construction of Stands



Design and Construction of Stands

1. Official Stand Contractors

SHANGHAI SYMA-EXPO LTD.

Exhibition area: 1.1H、1.2H、2.1H、2.2H

Address: 3F, Xin Chang Zheng Business Building, No. 1263 Zhenbei Road, Putuo District, Shanghai, China

Contact	Tel	Mobile	E-mail
Ms. Candy Gu	86-21-67008951	86-15026416502	01constructor@ciie.org
Ms. Jessica Zhou	86-21-67008952	86-13816009827	01constructor@ciie.org
Ms. Dorothea Bai	86-21-67008952	86-19535874694	01constructor@ciie.org

Shenzhen Kastone Exhibition Co.,Ltd.

Exhibition area: 3H、4.1H、NH

Address: 16F, Tower T3, Excellence Qianhai No.1, Nanshan District, Shenzhen, Guangdong, China

Contact	Tel	Mobile	E-mail
Ms.Cathy Lee	86-21-67008953	86-13798439171	02constructor@ciie.org
Mr.Jammy Cheng	86-21-67008954	86-18523063539	02constructor@ciie.org
Mr.Apollo Xu	86-21-67008954	86-13726777515	02constructor@ciie.org

Canton Fair Advertising CO., LTD

Exhibition area: 5.1H、6.1H、6.2H

Address: 3F, Hall 3, National Exhibition and Convention Center (Shanghai), No. 1988 Zhuguang Road, Qingpu District, Shanghai, China

Contact	Tel	Mobile	E-mail
Ms. Cara Wen	86-21-67008955	86-17621033952	03constructor@ciie.org
Mr. Kevin Wang	86-21-67008956	86-13816428653	03constructor@ciie.org
Mr.Renjie Luo	86-21-67008956	86-18581850173	03constructor@ciie.org

SHANGHAI HONGDA EXHIBITION SERVICE CO., LTD

Exhibition area: 7.1H、7.2H、8.1H、8.2H

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

Contact	Tel	Mobile	E-mail
Yue Qingyun	86-21-67008957	86-17621774644	04constructor@ciie.org
Wang Tianqi	86-21-67008958	86-15840812680	04constructor@ciie.org
Ye Lingzhen	86-21-67008958	86-15618178426	04constructor@ciie.org

2. Rental of Supporting Facilities

2.1 Rental of Utilities

- 1) Exhibitors shall submit rental applications for water, electricity and gas supporting utilities at the stands to the Official Stand Contractors before September 25, 2026. To ensure electrical safety of stands and avoid electrical fire hazards, the designated service provider shall uniformly supply power distribution boxes with power monitors for rental (power distribution boxes are not necessary to be taken by stand contractors), and complete assembly and disassembly of such boxes. **For details, please refer to Form 6 – Application for Rental of Supporting Facilities.**
- 2) Exhibitors shall submit applications for 24-hour uninterrupted power supply at the stands to the Official Stand Contractors before September 25, 2026. For details, **please refer to Form 7 – Application for 24-hour Power Supply.**
- 3) Exhibitors shall submit applications for advance power supply and adjustment at the stands to the Official Stand Contractors before September 25, 2026. For details, please refer to **Form 8 – Application for Advance Power Supply.**
- 4) Exhibitor shall specify the type of power distribution box (lighting box or power box) in their application. They shall submit applications for renting power boxes to the Official Stand Contractors before September 25, 2026. **For details, please refer to Form 9 – Application for Removal of Distribution Box Leakage Protector.**
- 5) Exhibitors may apply to the Official Stand Contractors for bringing its own air compressors before September 25, 2026 if it needs a special air compressor or compressor measuring higher than 1.6m³/min in capacity. **For details, please refer to Form 3 – Application for the Admission of Special Items.**

2.2 Rental of Network Facilities and Telephones

Exhibitors shall submit rental applications for supporting network facilities or telephones to the Official Stand Contractors before September 25, 2026. **For details, please refer to Form 6 – Application for Rental of Supporting Facilities.** To further strengthen the cybersecurity of the exhibition, the Organizers have formulated guidelines for cybersecurity management. **For details, please refer to Appendix 4 – Cybersecurity Management Instructions.**

2.3 Rental of Exhibition Equipment

Exhibitors shall submit rental applications for exhibition equipment to the Official Stand Contractors before September 25, 2026. **For details, please refer to Form 10 – Application for Rental of Exhibition Equipment.**

2.4 Rental of Flowers and Green Plants

Exhibitors shall submit rental applications for flowers and green plants to the Official Stand Contractors before September 25, 2026 or submit on-site applications at the venue. **For details, please refer to Form 11 – Application for Rental of Flowers and Green Plants.**

2.5 Temporary Cleaning Service

Exhibitors shall submit applications for temporary cleaning service to the Official Stand Contractors before September 25, 2026. **For details, please refer to Form 4 – Application for Temporary Cleaning Service.**

2.6 Temporary Security Service

Exhibitors shall submit applications for temporary security service to the Official Stand Contractors before September 25, 2026. **For details, please refer to Form 5 – Application for Temporary Security Service.**

2.7 Lifting Point Service

Exhibitors shall submit applications for lifting point service to the Official Stand Contractors before September 15, 2026, and shall also provide preliminary review materials in electronic format. **For details, please refer to Appendix 13 – Manual for Lifting Point Service at the China International Import Expo.**

3. Standard Stands

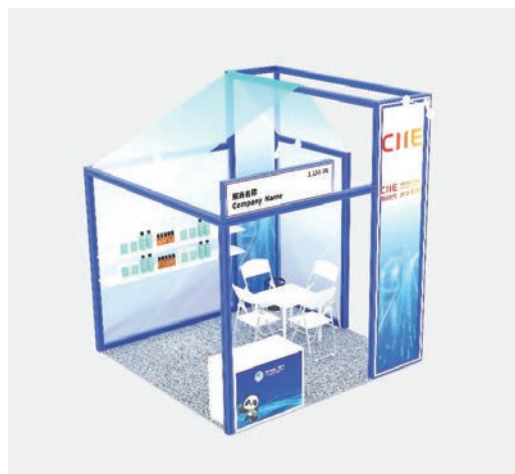
3.1 Instructions to Standard Stand Exhibitors

- 1) The fascia board of the standard stand will show the company name in both Chinese and English submitted by the exhibitor via the system. Without the consent of the Organizers, exhibitors shall not cover or alter the fascia board.
- 2) **For details, please refer to Appendix 5 – Notice to Exhibitors with Standard Stands.**

3.2 Sizes, Configurations and Legends of Standard Stands

- 1) The dimensions of each standard stand are 3,000 mm × 3,000 mm, with an overall height of 3,500 mm. The side panel is 2,500 mm in height. The fascia board is 1,500 mm in length and 400 mm in height, with a clearance of 2,600 mm from the floor.

- 2) The standard facilities include one square table, four foldable chairs, one consultation desk (1,000 mm × 500 mm × 750 mm H), four spotlights, one 500W socket (in Chinese standard), and one waste bin. Exhibitors may choose either a tall glass display cabinet (1,000 mm × 500 mm × 2,000 mm H) or a shelving unit (1,000 mm × 500 mm × 1,720 mm H), and choose either four flat display boards with a literature rack or a slotted panel (1,000 mm × 2,500 mm H) with hanging hooks.
- 3) Stand legends (graphic renderings are for reference only; specifications published on the official website shall prevail).



4. Design and Construction of Custom Stands

4.1 Application Criteria for Custom Stand Construction

Exhibitors may independently select custom stand contractors that meet the basic review criteria. After exhibitors and their selected custom stand contractors confirm their cooperation intention, the contractor shall submit a stand construction application to the Organizers. Contractors complying with the criteria are eligible to carry out custom stand construction. The basic review criteria for custom stand contractors are specified as follows:

- 1) The applicant entity shall be an independent legal entity established and registered within the territory of the PRC (excluding the Hong Kong Special Administrative Region, the Macao Special Administrative Region and the Taiwan Region), and shall hold a valid business license or other legal entity qualification certificate.
- 2) The applicant entity shall provide supporting documents certifying no major illegal records in business operations from January 1, 2023 to the present (for enterprises incorporated after January 1, 2023, the period shall start from their date of incorporation to the present). Verification shall be mainly based on administrative penalty records retrieved from the Credit China website (www.creditchina.gov.cn), the National Enterprise Credit Information Publicity System (www.gsxt.gov.cn) and the China Enforcement Information Disclosure website (zxgk.court.gov.cn).
- 3) The applicant entity shall not be included on the restricted list issued by the National Exhibition and Convention Center (Shanghai). Entities on such list are prohibited from engaging in custom stand construction and other supporting services for the CIIE.

4.2 Application Procedures of Stand Construction

- 1) Custom stand contractors satisfying the basic review criteria shall log in to the contractor system and submit all required documents for review no later than September 15, 2026. Approved contractors may log in to the system normally to complete stand declaration procedures. For detailed application methods and procedures, **please refer to Appendix 7 – Work Requirements and Guidelines for Custom Stand Contractors.**
- 2) Custom stand contractors may submit stand design drawings, apply for supporting services, declare restricted/prohibited construction materials, and file records for safety officers, electricians and other technical personnel via the stand contractor system. All operations shall be subject to the on-screen instructions of the system.

4.3 Instructions to Custom Stand Contractors

- 1) After an exhibitor selects a custom stand contractor, both parties shall jointly sign the Application for Custom Stand Construction. The contractor shall provide legitimate and valid legal documents as required by the Organizers, including but not limited to the stand construction service agreement and entrustment agreement. **For details, please refer to Appendix 14 – Application for Custom Stand Construction.**
- 2) Each custom stand contractor shall pay a one-off security deposit of RMB 350,000 to the Organizers to cover on-site ad-hoc expenses including overtime construction charges. Any balance of the deposit after the Expo's final settlement shall be refunded in full without interest via the original payment channel. The Organizers' bank account information is stated in the Application for Custom Stand Construction.
- 3) The Organizers have formulated the Safety Undertaking Letter for Custom Stands to clarify the liable party for stand construction. Each custom stand contractor shall sign the undertaking letter on a per-stand basis and upload it alongside stand design drawings during declarations via the online system. **For details, please refer to Appendix 15 – Safety Undertaking Letter for Custom Stands.**
- 4) Custom stand contractors shall abide by all safety management provisions set forth in this Exhibitor's Manual when designing and constructing stands. The Organizers have specified clear fitting-out requirements for single-storey stands, double-storey stands and stands along main passages; **For details, please refer to Appendix 6 – Instructions to Custom Stand Exhibitors.**
- 5) Custom stand contractors shall cooperate with the Organizers to complete all pre-Expo preparations, including but not limited to submitting design drawings, paying the security deposit, applying for access permits, submitting safety management documents, and completing stand acceptance and dismantling. For failure to fulfill the above obligations punctually as required, the Organizers reserve the right to take disciplinary action in line with the Regulations on Penalties for Violations at the China International Import Expo. **For details, please refer to Appendix 7 – Work Requirements and Guidelines for Custom Stand Contractors.**
- 6) Any agreements or arrangements concluded between the exhibitor and the custom stand contractor are private consensus binding solely upon the two parties, who shall perform them on their own. Any accidents, incidents or disputes arising from performance of such agreements or arrangements shall be resolved through legal channels, and the Organizers shall bear no liability whatsoever.

4.4 Drawings Review

To ensure the structural safety and stability of custom stands and avoid potential safety hazards, the maximum permitted height shall be 6 meters for single-storey stands and 8.5 meters double-storey stands respectively. Exhibitors of all custom stands shall submit relevant documents to the Official Stand Contractors for review and approval. Exhibitors of double-storey custom stands and single-storey custom stands of no less than 4.5 meters in height shall also submit relevant documents to drawings reviewers for review and approval and pay the drawing review fee.

Official Stand Contractors: Be responsible for the drawing review (covering structure, water, electricity and gas supply, and other items) and re-review of single-storey custom stands with a height below 4.5 meters (exclusive); conduct drawing review excluding structural inspection for single-storey stands at or above 4.5 meters (inclusive) and double-storey stands.

Drawings reviewers: Undertake structural review and drawing re-review for single-storey stands at or above 4.5 meters (inclusive) and double-storey stands, and collect the corresponding drawing review fees.

- 1) Assigned super-high stand drawing reviewers

Canton Fair Advertising Co., Ltd.

Exhibition area: 1.1H/1.2H/2.1H/2.2H/3H/4.1H/NH

Address: 3/F, Hall 3, National Exhibition and Convention Center, No. 1988, Zhuguang Road, Qingpu District, Shanghai, China

Contact	Tel	Mobile	Email
Wu Zixin	86-21-67008967	86-18918391521	02inspector@ciie.org
Zhu Tianlong	86-21-67008968	86-15801981109	02inspector@ciie.org

Beijing Zhanhuibao Information Technology Co., Ltd.

Exhibition area: 5.1H/6.1H/6.2H/7.1H/7.2H/8.1H/8.2H

Address: Room 102, Building 18, South Side of Litian Road, Tianzhu Town, Shunyi District, Beijing, China

Contact	Tel	Mobile	Email
John	86-21-67008969	86-15600299817	01inspector@ciie.org
Jack Wang	86-21-67008970	86-19282120507	01inspector@ciie.org

- 2) Instructions for drawing review
 - I. The application of constructing custom stands and relevant documents shall be submitted to the Official Stand Contractors before September 15, 2026. Relevant documents of constructing double-storey custom stands and single-storey custom stands (no less than 4.5 meters in height) shall be submitted to the Official Stand Contractors, as well as to the assigned drawings reviewers for review and approval. **For details, please refer to Form 14 – Application for Custom Stand Construction.**

- II. **Unit rates for stand drawing review: Total drawing review fee shall be calculated by multiplying the unit rate per square meter by the calculated structural area of the stand. The drawing review fee for both indoor and outdoor single-storey stands is RMB 19 per square meter, and that for both indoor and outdoor double-storey stands is RMB 32 per square meter.**
- III. Fee calculation rules: Single-storey stand drawing review fee = calculated structural area of single-storey stand × unit rate for single-storey stand drawing review. Double-storey stand drawing review fee = calculated structural area of double-storey stand × unit rate for double-storey stand drawing review + (stand floor area – load-bearing area of the ground floor) × unit rate for single-storey stand drawing review. Example: For a 200 sq.m. stand with a second-floor area of 20 sq.m., the drawing review fee = $(200 - 20) \times 19 + (20 + 20) \times 32$.
- 3) Drawing re-review

Where, after the custom stand drawing review has been approved, the stand layout needs temporary adjustments due to the exhibitor's requirements, or on-site inspection by the Hosts, the Organizers, the Official Stand Contractors or super-high stand drawing reviewers reveals non-compliant construction against the approved drawings that necessitates drawing revision, the custom stand contractor shall submit an application for drawing re-review.

 - I. Drawing re-review procedures
 - i) For single-storey stands below 4.5 meters (exclusive), the custom stand contractor shall submit a drawing re-review application alongside relevant documents to the Hosts, the Organizers and the Official Stand Contractors of the corresponding area. The Official Stand Contractors shall conduct the re-review in accordance with the CIIE drawing review standards.
 - ii) For single-storey stands of 4.5 meters (inclusive) and above and two-storey stands, the custom stand contractor shall submit a drawing re-review application alongside relevant documents to the Hosts, the Organizers, the Official Stand Contractors of the corresponding area and super-high stand drawing reviewers, and bear the corresponding drawing re-review fee. The Official Stand Contractors and super-high stand drawing reviewers shall jointly conduct the re-review in accordance with the CIIE drawing review standards.
 - II. Charging standards for drawing re-review
 - i) No drawing re-review fees shall be collected for single-storey stands below 4.5 meters (exclusive).
 - ii) Contractors of double-storey stands and single-storey stands with a height of 4.5 meters (inclusive) and above shall settle drawing re-review fees to the ultra-high stand drawing reviewers of the corresponding area in accordance with the following rules, calculated based on the aforesaid unit rates for drawing review:
 - A. No re-review fees shall be collected for adjustments to graphic decorations, lighting fixtures and freestanding display cabinets;
 - B. Where adjustments to enclosed compartments or sculptural structures cause partial structural changes to the stand, fees shall be calculated based on the re-reviewed area (not the unfolded area) of the enclosed compartment;
 - C. Where adjustments to single or multiple load-bearing columns, single-sided or multi-sided partition panels that affect the overall structure of the stand:

- a) If the re-reviewed area is less than or equal to 25% of the total stand area, it shall be calculated as 25% of the total stand area.
- b) If the re-reviewed area is greater than 25% of the total stand area and less than or equal to 50% of that, it shall be calculated as 50% of the total stand area.
- c) If the re-reviewed area is greater than 50% of the total stand area and less than or equal to 75% of that, it shall be calculated as 75% of the total stand area.
- d) If the re-reviewed area is greater than 75% of the total stand area, it shall be calculated according to 100% of the total stand area.

4.5 Standards of Eco-Friendly Stands

- 1) To advocate the green and eco-friendly philosophy, the Expo has formulated the Standards for a Green China International Import Expo, covering four dimensions: green stand construction, green operation, green logistics and green catering. For green stands, relevant criteria are established across three phases including eco-friendly design, sustainable material selection and safe green construction. All exhibitors and stand contractors are encouraged to comply with and implement these green standards. **For details, please refer to Appendix 8 – Standards for a Green China International Import Expo.**
- 2) Custom stand contractors shall fill out the Evaluation Form for Green Custom Stands on a per-stand basis and submit it alongside the stand design drawings during declarations via the online system.
- 3) Where the aforesaid green standards are not strictly implemented, the Organizers reserve the right to require exhibitors or custom stand contractors concerned to make rectifications and bear all resulting losses.

5. Work Overtime

- 1) During the period of stand construction and dismantling, the daily working hours shall end at 20:00. Any application for overtime work after 20:00 shall be submitted to the Official Stand Contractors at the service center before 18:00 on the same day for approval. The working hours can only be extended after approval.
- 2) If early access to the stand is required, an application shall be submitted to the Organizers. In principle, applications for early access for stands covering an area of 200 square meters or less will not be accepted. The daily working hours and overtime application procedures during the early access period shall follow the aforesaid provisions.
- 3) **No overtime fees will be charged throughout the stand construction period (including the early access phase) ending by 24:00 on October 31 and the stand dismantling period. It means no overtime charges will be levied for construction activities carried out after 20:00 each day within this timeframe. Nevertheless, overtime applications and official approval are still mandatory during this fee-exempt period.**
- 4) **From 00:00 on November 1 to November 4, overtime fees will be levied on construction work conducted beyond the free working hours. Custom stand contractors shall declare their actual overtime hours, and the Organizers will deduct the corresponding overtime fees directly from their security deposit in accordance with the official charging criteria specified as follows:**

Stand Area (sq.m)	Fee (yuan/stand/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	...
Note: A surcharge of RMB 1,000 for every additional 1,000 square meters, calculated by analogy (area less than 1,000 square meters calculated as 1,000 square meters)	

6. Schemes for Exhibition Liability Insurance Service

The Organizers will release information about designated service providers and corresponding 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.ciie.org).

7. Inspection and Acceptance of the Stand Site

Stand contractors shall clear and remove all stand materials within the time specified under the “Exhibition Schedule” section of this *Exhibitor’s Manual*. They shall also comply with all relevant regulations set forth in this manual. For details, please refer to the Rules and Regulations in this manual.



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

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. In the meantime, the Organizers recommend using China COSCO Shipping Corporation Limited as the provider of shipping services for the exhibits. To ensure a successful exhibition, exhibitors are advised to arrange their shipments according to the provisions in the “Shipping Guidelines” and to timely reach out and contact their official forwarders before the shipment of their exhibits.

2. Designated Official Forwarders

SINOTRANS Eastern Co., Ltd. Exposition Logistics Branch

Exhibition area: 7.1H/7.2H

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

GO-EXPRESS CO., LTD

Exhibition area: 8.1H/8.2H

Address: Suite C-D. 17th Floor of FULONG Mansion. No. 277 Siping Road. Shanghai 200081. P.R.China

Contact	Tel	Mobile	E-mail
Yao Chenyi	86-21-65757706*8002	86-13501601643	01transporter@ciie.org
Xu Jīngjīng	86-21-65757706*8012	86-13671505787	01transporter@ciie.org
Lù Junqīng	86-21-65757706	86-13611616134	01transporter@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	86-21-39796304	86-13501621462	03transporter@ciie.org

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

Exhibition area: 1.1H/1.2H/2.1H/2.2H

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

Contact	Tel	Mobile	E-mail
Cui Youjia	86-21-67008972	86-13520479913	05transporter@ciie.org
Ma Zepeng	86-21-67008972	86-15011213771	05transporter@ciie.org
Qian Zhenlei	86-21-67008972	86-13167243619	05transporter@ciie.org

Orient International Logistics (Holding) Co., Ltd.

Exhibition area: 5.1H/6.1H/6.2H/People-to-people Exchange

Address: RM 15F, NO.359 DONG DA MIN ROAD SHANGHAI 200080 CHINA

Contact	Tel	Mobile	E-mail
Chloe Dai	86-21-65754461	86-13564721718	08transporter@ciie.org
Tom Fan	86-21-39796304	86-13918094226	08transporter@ciie.org
Jerry Xie	86-21-39796304	86-18602105358	08transporter@ciie.org

3. Shipping Guidelines on International Exhibits

International exhibits refer to those whose country of origin is outside the Chinese mainland (including the Hong Kong Special Administrative Region, the Macao Special Administrative Region, and Taiwan Province), 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, 2026	Oct. 15–20, 2026
Air Freight to Shanghai Pudong International Airport	Sept. 30, 2026	Oct. 15–20, 2026

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

3.2 Documents Required

- 1) Bills of lading (original or a copy of the telex release)
- 2) Air waybills (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 (a legal document reviewed by the Customs)
Please refer to the attached Form 16 “List of Overseas Exhibits” for details.
- 5) Original ATA carnet
- 6) Packing list
- 7) Other documents required for customs clearance

3.3 Consignment 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). Meanwhile, additional costs incurred because of wrong consignee details will be collected by the official forwarders.

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 2026 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 2026 Exhibitor name: xxxx Hall / Booth no: xxxx TEL: +8621-13901863852 ATTN: MS. DU CHUANKUN, MR. LI YUEMIN

SINOTRANS Eastern Co., Ltd. Exposition Logistics Branch

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 2026 Exhibitor name: xxxx Hall / Booth no: xxxx
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GO-EXPRESS CO., LTD

Air Freight

on MAWB	Consignee: (EFD) SHANGHAI EASTERN FUDART TRANSPORTATION SERVICE CO LTD C/O shanghai Glistening Add: 503Warehouse, NO.180 Airport Ave. Shanghai Pudong Int'l Airport, 201202 P.R.China Unified Social Credit Code: USCI+913101156072553688 Country Code: CN Tel: +86-21-68854039 Fax: +86-21-68354115 ATTN: Leo Shi	Notify Party: GO-EXPRESS CO.,LTD C/O: CHINA INTERNATIONAL IMPORT EXPO 2026 Exhibitor name: xxxx Hall / Booth no: xxxx TEL: 86-21-65757706 FAX: 86-21-65757716
on HAWB	Consignee: GO-EXPRESS CO., LTD ADD: SUITE C-D, 17th FLOOR FULONG MANSION. No.277 SIPING ROAD, SHANGHAI 200081. P.R. CHINA USCI: 91310120785612655B TEL: 0086-21-65757706 FAX: 0086-21-65757716	Notify Party: GO-EXPRESS CO., LTD C/O: CHINA INTERNATIONAL IMPORT EXPO 2026 Exhibitor name: xxxx Hall / Booth no: xxxx TEL: 86-21-65757706 FAX: 86-21-65757716

Sea Freight

	Consignee: GO-EXPRESS CO., LTD ADD: SUITE C-D, 17th FLOOR FULONG MANSION. No.277 SIPING ROAD, SHANGHAI 200081. P.R. CHINA USCI: 91310120785612655B TEL: 0086-21-65757706 FAX: 0086-21-65757716	Notify Party: GO-EXPRESS CO., LTD C/O: CHINA INTERNATIONAL IMPORT EXPO 2026 Exhibitor name: xxxx Hall / Booth no: xxxx TEL: 86-21-65757706 FAX: 86-21-65757716
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Shanghai ITPC International Transportation Co., Ltd.		
Air Freight		
on MAWB	Consignee: JIANGSU FEILIKS INTERNATIONAL LOGISTICS INC.SHANGHAI BRANCH RM.A615, NO.1333, WENJU ROAD PUDONG NEW AREA SHANGHAI CHINA (201207) USCI: 91310115X07304429N TEL: 86-21-56833173 FAX: 86-21-56812705 ATTN: LILY CHEN	Notify Party: SHANGHAI ITPC INT'L TRANSPORTATION CO., LTD. C/O: CHINA INTERNATIONAL IMPORT EXPO 2026 Exhibitor name: xxxx Hall / Booth no: xxxx TEL: 86-21-63803373 FAX: 86-21-62606624 CTC: Mr. Jake Gu
on HAWB	Consignee: JIANGSU FEILIKS INTERNATIONAL LOGISTICS INC.SHANGHAI BRANCH RM.A615, NO.1333, WENJU ROAD PUDONG NEW AREA SHANGHAI CHINA (201207) USCI: 91310115X07304429N TEL: 86-21-56833173 FAX: 86-21-56812705 ATTN: LILY CHEN	Notify Party: SHANGHAI ITPC INT'L TRANSPORTATION CO., LTD. C/O: CHINA INTERNATIONAL IMPORT EXPO 2026 Exhibitor name: xxxx Hall / Booth no: xxxx TEL: 86-21-63803373 FAX: 86-21-62606624 CTC: Mr. Jake Gu
Sea Freight		
	Consignee: SHANGHAI ITPC INTERNATIONAL TRANSPORTATION CO., LTD. USCI: 91310000132258185W 10/F, Wukuang Building, No.757 Guangfu Road Shanghai 200070 China TEL: 86-21-63803373 FAX: 86-21-62606624 CTC: Mr. Jake Gu	Notify Party: SHANGHAI ITPC INTERNATIONAL TRANSPORTATION CO., LTD. C/O: CHINA INTERNATIONAL IMPORT EXPO 2026 Exhibitor name: xxxx Hall / Booth no: xxxx

COSCO SHIPPING Logistics & Supply Chain Management Co., Ltd.		
Air Freight		
on MAWB	Consignee: COS/COSCO SHIPPING AIR FREIGHT (SHANGHAI) CO.,LTD. NO.618, HAI TIAN YI ROAD SHANGHAI, CHINA CTC: HUKUN 86-21-68359586 USCI: 9131000013227963X5	Notify Party: COS/COSCO SHIPPING AIR FREIGHT (SHANGHAI) CO.,LTD. C/O: CHINA INTERNATIONAL IMPORT EXPO 2026 Exhibitor name: xxxx Hall / Booth no: xxxx CTC: MA ZE PENG 86-21-55891146, 86-13701749094 USCI: 9131000013227963X5
on HAWB	Consignee: COS/COSCO SHIPPING AIR FREIGHT (SHANGHAI) CO.,LTD. NO.618, HAI TIAN YI ROAD SHANGHAI, CHINA CTC: HUKUN 86-21-68359586 USCI: 9131000013227963X5	Notify Party: COS/COSCO SHIPPING AIR FREIGHT (SHANGHAI) CO.,LTD. C/O: CHINA INTERNATIONAL IMPORT EXPO 2026 Exhibitor name: xxxx Hall / Booth no: xxxx CTC: MA ZE PENG 86-21-55891146, 86-13701749094 USCI: 9131000013227963X5

COSCO SHIPPING Logistics & Supply Chain Management Co., Ltd.		
Sea Freight		
	Consignee: COSCO SHIPPING AIR FREIGHT (SHANGHAI) CO., LTD 8F, No 628, Minsheng Road, Shanghai Shipping Scientific Research Building, Pudong New District, Shanghai, 200135 P.R. China Attn: Ms.Huzhe Tel: 86-21-55898025 Fax: 86-21-55898092x6507 USCI CODE: 9131000013227963X5	Notify Party: COSCO SHIPPING AIR FREIGHT (SHANGHAI) CO., LTD C/O: CHINA INTERNATIONAL IMPORT EXPO 2026 Exhibitor name: xxxx Hall / Booth no: xxxx Attn: MA ZE PENG Tel: 86-21-55891146, 86-13701749094 Fax: 86-21-55898092x6507 USCI CODE: 9131000013227963X5

Orient International Logistics (Holding) Co., Ltd.		
Air Freight		
on MAWB	Consignee: SHANGHAI E&T INTL-TRANS CO., LTD. USCI CODE: 9131000013220884X4 ROOM 106, BLOCK B, NO.300 HAITIAN YI ROAD, SHANGHAI, P.R.C. ATTN: MR. ARTHUR KWOK TEL: 86-21-50960557 FAX: 86-21-50960533	Notify Party: ORIENT INTERNATIONAL LOGISTICS (HOLDING) CO.,LTD C/O: CHINA INTERNATIONAL IMPORT EXPO 2026 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 2026 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 2026 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 should not contain more than 50 items. If there are more than 50 items, please split the bill.
- 2) All air cargo should have bill-splitting data. Please ship it in the form of a master air waybill plus a house air waybill.
- 3) Exhibits to be consigned to different exhibition halls should not be included in one bill.

3.4 Temporary Import

As the competent customs of the exhibition, the National Exhibition and Convention Center (Shanghai) Customs only accepts declarations for the entry and exit of exhibits from the designated official forwarder. Unless otherwise approved by 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 months, 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 by a Letter of Authority signed and sealed by the carnet holder.

3.5 Additional Costs for Late Arrival

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

3.6 Shipping Marks

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

CHINA INTERNATIONAL IMPORT EXPO 2026

Name of Exhibitor	:	_____
Booth Number	:	_____
Case Number	:	_____
Gross Weight/Net Weight	:	_____
Dimensions	:	_____

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

- 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) If there is a consumption demand for temporary exhibits, exhibitors must clearly specify—before the event—the intended method of consumption (e.g., trial use, tasting, or distribution) and the corresponding quantity (which must fall within a reasonable range commensurate with the scale of the exhibition). This information must be formally communicated in writing by the official forwarders to Shanghai Customs. Upon review and written approval by Shanghai Customs, such exhibits may be used for trial, tasting, or distribution purposes. Provided the quantity remains within the approved reasonable limit, the exhibits shall be exempt from customs duties, import value-added tax, and consumption tax, in accordance with applicable regulations—excluding alcoholic beverages, tobacco products, and fuel.
- 2) In all promotional materials and related exhibits, the use of any words, images, audio, or video content that undermines China's national unity or contravenes Chinese laws and regulations is strictly prohibited.
- 3) During the exhibition, all advertising materials—including printed items and promotional souvenirs—as well as other display or consumable materials, must undergo customs review and obtain formal approval before use on-site. Exhibitors are required to prepare a small quantity of representative samples, package them separately, and submit them to the designated principal transportation service provider no later than three months before the event for customs inspection and sampling.
- 4) Exhibits incorporating electronic components that have not obtained China Compulsory Certification (commonly referred to as “CCC”) are strictly prohibited from distribution or use.
- 5) Slides, DVDs, VCDs, and CDs are prohibited from entering China. Such exhibits must obtain an import license issued by the relevant Chinese administrative department for press and publication.
- 6) **Exhibits imported temporarily are classified as goods under customs supervision. During the exhibition period, any gifting, sale, or consumption of such temporarily imported exhibits—without prior approval from customs—is strictly prohibited. The exhibitor shall bear full legal and financial responsibility for any violation.**
- 7) Other consumable items subject to import duties and related fees—including, but not limited to, alcoholic beverages, tobacco products, and foodstuffs—require the deposit of a sum equivalent to the estimated duties and fees assessed by the principal carrier at the time of import. The final tax liability shall be determined and finalized by the competent customs authority.

3.8 Carry-on Exhibits

- 1) **Exhibits are strongly recommended to be shipped via freight. Should exhibitors wish to bring handheld exhibits into China for display, a complete list of such exhibits must be submitted to the official forwarders no later than September 30, 2026.** The official forwarders will then conduct advance customs pre-declaration on behalf of the exhibitor. In cases where prior coordination has not been established, and the goods are detained upon arrival at the airport, the official forwarders cannot guarantee smooth customs clearance or timely exhibition of the exhibits; all associated losses and liabilities shall be borne solely by the exhibitor.

- 2) **Should handheld exhibits be detained due to personal carriage, exhibitors must contact the official forwarders immediately to facilitate customs clearance and cargo collection procedures.** For handheld exhibits arriving at Shanghai Pudong International Airport or Shanghai Hongqiao International Airport, the service fees charged by the official forwarders are generally equivalent to those applicable to air-freighted exhibits. Additional charges—including late-arrival surcharges and other reasonable expenses—will apply, calculated based on the actual date of arrival.
- 3) **Carry-on exhibits subject to import licensing requirements under Chinese law are not exempt from mandatory documentation, regardless of the mode of entry.** Exhibitors must consult the official forwarders in advance to disclose the nature and classification of the exhibits prior to shipment. Shipment may only proceed after all requisite permits—fully compliant with the laws and regulations of the People's Republic of China—have been duly obtained.
- 4) In accordance with China Customs, once handheld exhibits have undergone formal import declaration, exhibitors are strictly prohibited from removing such items from the venue or the country without completing the corresponding export declaration procedures through the official forwarders. All export declarations must be processed exclusively by the official forwarders prior to the physical departure of the exhibits from China.

3.9 Overweight and Oversized Exhibits

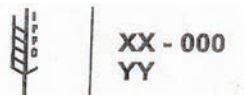
In case of any overweight or oversized exhibits (i.e., an exhibit over 3,000 kg, or larger than 5 m * 2.4 m * 2.4 m (l*w*h)), the exhibitors are required to arrive in advance for uncrating and installation. If a crane or a forklift is needed for installation, the official forwarders should be informed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

3.10 Packaging Requirements

The outer packaging of the exhibits shall be suitable for repeated use 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) The packaging shall be waterproof to avoid being soaked by rain;
- 5) Requirements for Wooden Packaging:
 - I. China Customs requires that all wooden packaging for the goods entering China, such as wooden boxes, wooden pallets, wooden frames, skids, sleepers, and lining wood (not including plywood, fiberboard, and wood chipboard), must be handled by those enterprises accredited by the plant inspection and quarantine authorities in the countries or regions of origin pursuant to the inspection and processing method confirmed by China.
 - II. To ensure that all the goods entering China 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 the official forwarders. The document must be prepared pursuant to the following template:

To:

Name of Exhibitor:

Booth Number:

Name of Exhibition:

Our exhibition materials for the above event, comprising xxxxx (insert the total number of packages with wooden packing) cases, have been fumigated at 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 right on the spot by China Customs or not be cleared and returned by force.

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

3.11 Set-up Period

- 1) 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 (In cases where special requirements—such as safety management protocols—preclude temporary storage, the official forwarders will engage in separate consultations with exhibitors to develop an appropriate empty-container storage plan.). 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 be 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.

- 2) **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 forwarders free of charge and placed in designated areas as required; unauthorized relocation of such boxes is strictly prohibited. Exhibitors are required to display all exhibits exclusively within their assigned booth space. Public areas—both inside and outside the exhibition hall—are not equipped with exhibit storage facilities. Exhibitors are therefore advised to carefully determine the quantity of exhibits and develop an appropriate storage plan commensurate with the allocated booth area. As a general rule, designated empty box storage areas must not be used for exhibit storage. Moreover, it is strictly prohibited to store either empty boxes or exhibits in any non-designated areas. Violations will result in the immediate removal of unauthorized items, as mandated by the relevant authorities; all associated costs and liabilities shall be borne solely by the exhibitor.

3.13 Move-out Period

- 1) **Prior to the closure of the exhibition, exhibitors shall provide the official forwarders with detailed instructions regarding the disposition of temporarily imported exhibits—including but not limited to repatriation, domestic consumption, or retention in China. Following the conclusion of the exhibition, all temporarily imported exhibits must be centrally managed and safeguarded by the official forwarders. Exhibitors are strictly prohibited from removing such exhibits independently, or from unlawfully entrusting, purchasing, or selling them. This requirement ensures efficient customs declaration, verification, and oversight by relevant regulatory authorities.**
- 2) On the closing day of the CIIE, the official forwarders will return empty boxes to exhibitors and help pack the exhibits. In order to ensure the smooth process of moving out, those exhibitors with overweight or oversized items are allowed to repack their exhibits 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, exhibitors may complete import formalities and pay duties in accordance with China Customs regulations after moving out. No exhibitor may move any exhibit 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 should be explained to the official forwarders in advance. The exhibitors should not dispose of any item on their own. They should 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 in the original packaging 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 China, 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, the whole exhibition, and re-exporting to the origin or to the place of receipt after such items are sold at the exhibition venue, as well as the handling at the exhibition venue. The official forwarders may take out policies for the goods on behalf of 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 official forwarders' "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, the official forwarders will ship the exhibits arriving at Shanghai ports/airports from the storage site at the port/airport to the warehouse, including customs clearance, inspection (if any), delivery to booths, devanning, putting in place (excluding assembly), and storage of empty boxes.

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 20 ft, 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 exhibit 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) Dangerous goods, temperature-controlled cargo, and high-value exhibits are subject to an additional charge equal to 80% of the base round-trip shipping fee, plus all other necessary and actual expenses 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. The minimum chargeable volume for a standard 20 ft container is 23 m³, and for a 40 ft container, it is 46 m³;
 - II. The minimum chargeable dimension of a 20 ft flat rack or open top container is 25 m³; the minimum chargeable dimension of a 40 ft flat rack, open top, or high cube container is 50 m³.
- 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: $6 \text{ m}^3 = 1,000 \text{ kg}$.
- 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 the 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 the Hong Kong Special Administrative Region, the Macao Special Administrative Region, and Taiwan Province) 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 the 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 the official forwarder;
 - IV. Assisting the exhibitors with unpacking and putting in place;
 - V. Delivery of empty boxes and packaging materials to the storage site within the exhibition venue.
- 2) Charges: 120.00 yuan/m^3 , min. 1 m^3
 - I. Storage: $5.00 \text{ yuan/m}^3/\text{day}$ (min. 5.00 yuan)
 - II. Warehousing in/out: 45.00 yuan/m^3 (min. 45.00 yuan)
- 3) Contact of Consignees:

Please contact the official forwarders in charge of the corresponding exhibition areas.

Remarks: The exhibitors are required to confirm with the official forwarders before shipment. After exhibits are shipped, please send consignment information (including the shipment date, the estimated date of arrival, the waybill number, the total number of packages, dimensions, and weight) and shipping documents to the official forwarders 5 days prior to such arrival.
- 4) Exhibits are required to arrive in warehouses, at the latest, on the day immediately before the specified setup period.

5.2 Delivery from the Unloading Area of the Exhibition Venue to Booths (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: 80.00 yuan/m³, min. 1 m³
- 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

he 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 exhibit 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:

Single Exhibit			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

- 1) 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

- 2) Heavy exhibits shall be marked with “Lift Here”, “Fragile,” and “Waterproof.” 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

- 1) **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.**
- 2) The charging standard is determined based on freight tonnage, whereby the volume-to-weight conversion ratio is defined as 1,000 kg = 6 m3; the higher of the two calculated values—weight tonnage or volume tonnage—shall apply for billing purposes.
- 3) The official forwarders shall only be responsible for delivery with intact packages, and bear no liability for any quality issues, damage, or shortage of goods inside; in such cases, exhibitors shall make a claim from the insurer.
- 4) 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 the above-mentioned pick-up fees, will be collected by the official forwarders when exhibits are moved in.
- 5) All the fees and charges shall be settled before exhibits are moved to booths.
- 6) 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.
- 7) 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 upon the opening of the Expo. Exhibitors may collect the publications as needed or request electronic copies.

1.2 Information Registration

The Organizers will publish the contact information of the exhibitors in the Expo publications free of charge to better demonstrate the features of their products. Meanwhile, the Organizers will collect the information from the exhibitors to ensure the accuracy of these publications. Please log on to the China International Import Expo Online Service System in time to fill in and check the relevant information prior to the prescribed deadline.

2. Mobile Payment

To further improve consumption convenience, exhibitors can use the Tour Card via the service of Bank of Shanghai, or download WeChat and Alipay apps to link overseas bank cards, and then use mobile payment at most merchants in China, including catering outlets, transport services, hotels, and shopping malls. Currently, Visa, Mastercard, Diners Club, Discover and other mainstream overseas bank cards are supported. Please scan the QR code to view the video guide for specific operating instructions.



3. Advertising Services

For on-site ads or print advertisement bookings, please contact the advertising agency service provider.

National Exhibition and Convention Center (Shanghai)

Address: Office Building A0, National Exhibition and Convention Center, Qingpu District, Shanghai, China

Contact	Tel	Mobile	E-mail
WU YANGFAN	021-67008766	+86-18601632921	wuyangfan@sinoexpo.cc
XIE YANJING	021-67008946	+86-13524850874	xyj@ciie.org

4. On-site Information Supporting Services

4G and 5G signals are available throughout the exhibition halls, and the network can currently support approximately 250,000 voice calls daily. The venue is equipped with a high-performance switching network and full coverage of structured cabling, offering regular broadband, dedicated high-speed broadband, and fixed-line telephone services. Moreover, free Wi-Fi named “NECC-FREE” is also accessed via the CIIE’s mobile terminal Wi-Fi function. Its connection rate ranges from 1 Mbps to 5 Mbps depending on the total number of users. Free Wi-Fi will restrict high-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 impair user experience in actual use due to various objective reasons. For example, when a large number of users connect simultaneously or external signal interference occurs, some areas may suffer from slow network speeds or connection failures. If premium Wi-Fi access, customized Wi-Fi access services with high density and high bandwidth are available.

5. Recommended Providers for Group Off-site Catering Service (For conference and event catering)

The Organizers will announce the list of recommended enterprises in due course. For updates, please follow the Services – Catering Service section on the official website of the China International Import Expo (www.ciie.org).

6. On-site Catering Service Providers

The Organizers will announce the list of recommended service providers in due course. For updates, please follow the Services – Catering Service section on the official website of the China International Import Expo (www.ciie.org).

7. Online Service

The *Exhibitor's Manual* is issued alongside the online service system. Exhibitors and their appointed stand contractors are advised to use the online service system.

8. Scissor Lift Equipment Rental

SHANGHAI ITPC INTERNATIONAL TRANSPORTATION CO., LTD.

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

Contact	Tel	Mobile	E-mail
Zhan Linhu	021-39880380	86-18221436506	zhanglinhu@itpc.net.cn
Zhang Yuan	021-39880380	86-13916268122	zhangyuan@itpc.net.cn

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

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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 15: 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 Corps, 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 Corps.
- 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 firefighting system, and shall not block the firefighting 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 building 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 at least 3 m 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 in proximity 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 firefighting system and the vent of the exhibition hall. At the same time, the fire extinguishers shall be allocated according to the fire regulations.
- 2.8 Single-layer booths must not be capped; capping the second (upper) floor of double-layer booths is strictly prohibited.
- 2.9 It is not recommended to utilize the upper exhibition area of a double-decker booth for display purposes. The number of evacuation staircases shall be no fewer than two; open-type staircases are permitted. The minimum clear width of each staircase shall be no less than 1.4 m, and the straight-line distance between the two nearest evacuation exits on the second floor shall be no less than 5 m. Where the second floor (upper-floor) space of a double-decker booth is designated for office use, or as a reception and negotiation area—and where the floor area does not exceed 120 m²—a single evacuation staircase may be provided.

- 2.10 Pursuant to DB31/T 540—2022 Requirements for Fire Safety Management of Key Units and DGJ08—2173—2016 Code of Design for Fire Protection and Prevention of Exhibition Building and Exhibits Arrangement, where the floor area of a fully enclosed exhibition booth exceeds 160 m² and the booth installation compromises the functionality of the venue's original automatic fire protection systems, the lower level of both fully enclosed booths and double-decker booths shall be equipped with an automatic fire alarm system and an automatic fire suppression system. Exhibition organizers do not recommend fully enclosed construction for special-purpose booths. Should a fully enclosed or double-decker booth be constructed, exhibitors and specialized booth contractors are required to reserve access openings for sprinkler system piping during both the design phase and on-site booth construction.
- 2.11 The number of evacuation doors in fully enclosed or semi-enclosed display areas shall be no fewer than two, with each door having a minimum clear width of 0.9 meters. A single evacuation exit may be permitted—provided its clear width is not less than 1.4 meters—if either of the following conditions is satisfied: Firstly, the evacuation exit of the dedicated booth must remain unobstructed, with a clear width exceeding 5.0 meters, and the straight-line distance from the farthest point within the booth to that exit shall not exceed 15 meters. Secondly, the floor area of the dedicated booth shall be less than 50 m².
- 2.12 It is strictly prohibited to conduct specialized construction activities—including welding, cutting, and electric drilling—indoors within the exhibition hall. It is strictly prohibited to use open flames in the exhibition area.
- 2.13 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. Fire and Electrical Safety Management

- 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 the 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 the sheath shall relate to porcelain cleats.
- 3.5 Fire protection measures, such as thermal insulation and heat dissipation, shall be taken when the switches, plug sockets, and illuminating lamps are getting close to combustibles. For the lead-in of halogen tungsten lamps, noncombustible materials such as porcelain tubes and mineral wool shall be used for thermal insulation; when the ballast tube is configured for lighting and smoking appliances, it shall not be set directly on combustible materials or 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. 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 construction and layout shall utilize LED light strips equipped with built-in power rectifiers, and must be fitted with certified, high-quality driver power supplies, where the load rate of each driver power supply shall not exceed 80% in principle. A low-voltage DC power supply (12 V DC or 24 V DC) shall be adopted, and the voltage rating of the LED light strips must match that of their corresponding driver power supplies. If LED light strips—including both flexible strip and rigid block types—that operate directly on 220 V AC are employed, they must satisfy the following additional requirements: First, product identification must be clear and legible, with the manufacturer's full name and the China Compulsory Certification (CCC) mark prominently displayed on the product body—specifically on the driver power supply unit. Second, the construction contractor must be able to furnish, upon request, valid and up-to-date CCC certificates and relevant third-party test reports for the LED light strips (i.e., their integrated or associated driver power supplies). Furthermore, all lighting fixture information specified in the material documentation—including brand, model specifications, and manufacturer—must be fully consistent with the actual products installed on site.**
- 3.10 Heating appliances—including billboards, lightboxes, lamp posts, and LED display screens—used in booth construction must be installed in well-ventilated areas. Where feasible, convection heat-dissipation openings shall be provided. The power supply units shall be securely mounted on flame-retardant substrates, and a three-core cable must be used to ensure reliable grounding. Prior to and following installation, the contractor shall inspect all LED connection wires and solder joints for damage, short circuits, loose connections, cold solder joints, or missing connections. Furthermore, the combustion performance of building materials—such as lightboxes—must comply with the national standard Classification of Combustion Performance of Building Materials and Products (GB 8624–2012), achieving a minimum flame-retardancy rating of Class B1.
- 3.11 When temporary power supply facilities are utilized at the booth, appropriate fire safety measures must be established and assigned to a designated responsible person; the power supply plan shall be reviewed and approved by a qualified electrical engineer, and all power supply facilities shall be centrally installed while ensuring critical safety parameters—including permissible voltage drop—are fully maintained.

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 paint in large areas on exhibits and exhibited materials in the exhibition hall; it is strictly forbidden to use any paint or coating with a 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 Vessels

- 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 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 of 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 signs, evacuation path indicators, and other emergency support facilities installed in obvious positions.
- 9.3 Exhibitors and their constructors shall establish a safety inspection system and assign a 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 the 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 a 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 a 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 a power battery requiring charging. Even if being approved, the battery charging is limited to the 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 batteries 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 the National Exhibition and Convention Center (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

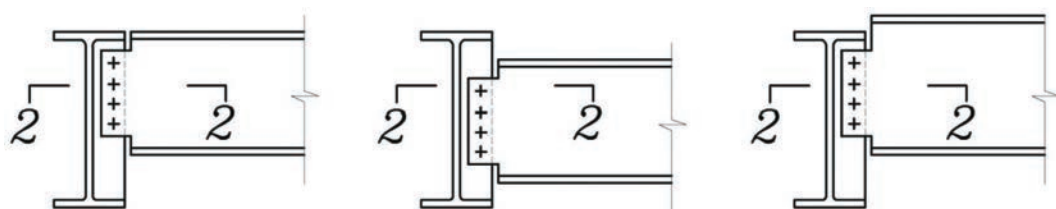
- 2.1 Exhibitors and constructors thereof shall earnestly enforce a safety accountability system, reinforce their on-site safety inspection and management, and accept and follow the work safety requirements and regulations proposed by the concerned government departments, organizers, and venue staff 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 the 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 the 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 training well. Before the entry for construction of set-up workers and drivers transporting special equipment at the venue, the construction principal shall uniformly illustrate safety technologies, provide pre-job training about safe operation procedures and notes, and make records. No construction is permitted before pre-job safety training.
- 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 a 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 an eccentric setting is required for the pillar of the steel structure, a 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 a 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 they 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 the section area and load-bearing capacity. 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 the 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 rise and drop of the trusses shall be commanded by special persons, the scale shall be pulled on the 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 anti-slip. Handrails shall be installed on both sides of the stairs, with the rise of the stairs 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 deck 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 environmental 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 the pillars shall not be more than 80 mm from the ground, and the road wheels and guide wheels shall 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 the brakes 2.5 N·m at least. The operating platform of the mobile scaffold and the scaffold body shall be vertical and not bent or deformed. Brakes of the road wheels shall be in 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 from 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 shall be at an angle of 75° from the horizontal plane. Steps shall not be missing, and the intervals shall 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 shall 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 a height limiter, an overload alarm device, and a 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 the 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 of the Exhibitor's Manual: Safety Management Guidelines for Water, Electricity, and Gas.

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; their drivers shall work with the relevant licenses.
- 8.2 When the 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, the 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 the fork or the pallet with a frame shall be used, and the operator shall fasten the safety belt.
- 8.7 Do not stand under goods to be loaded or within the scope of the turning crane or 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 a back-up buzzer.
- 8.9 When the goods to be loaded are to be held upright, the fork shall be declined, the 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 always pay attention to the surrounding environment, whistle in time, and reduce the speed to ensure a safe stop in any case. Operators across channels shall stop to confirm the safety of the 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 the inside pallet. Once goods are taken, the fork shall be fully inserted. In stacking, there shall be adequate intervals between neighboring pallets, and the stacking height shall not exceed 2 meters. During the 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. The body level shall be adjusted, the level bubble shall be in the middle in the case of no load, and the locating pins of the outriggers shall be inserted. With respect to cranes with an elastically suspended chassis, the stabilizer shall be tightened up before stretching out the outriggers.
- 8.14 Outriggers shall be adjusted in the condition of no load, and the arm lever already stretched out shall be retracted and turned to the 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 the 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 to eliminate the abnormal circumstance before operation.

- 8.18 Where any outrigger sinks or a 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 the carrier vehicle, and materials shall not be lifted over the cab of the carrier vehicle.
- 8.20 Where two cranes are involved in a hoisting operation, the performances of the two cranes shall be similar, and the load of one crane shall not be larger than 80% of the 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 an 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 the 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, the 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 the 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° and 60°. Brakes of all structures shall be braked firmly, and doors of the 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 conscientiously and responsibly. 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 Organizers 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 Safety Management Guidelines for Water, Electricity, and Gas

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 the National Exhibition and Convention Center (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 is 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 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 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 of in 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 a 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 contractor 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 a 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 safe cabinets.
- 3.3 If a booth requires an 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 the 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, 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 a 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 a 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 apply 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 an 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 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 is 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 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 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 apply to the official constructor.
- 4.6 Exhibitors shall complete their security inspections before applying for gas supply to the designated official constructor of the Expo.
- 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 **Application for Special Items Entry in Appendix 3** before September 25 and obtain approval from 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 Wi-Fi access are available at the exhibition site. Users shall bring their own network access equipment (such as routers, computers, and smartphones).
- 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.**
- 2.5 **Exhibitors, contractors, and service providers deploying their own Internet access devices—including portable base stations, mobile Wi-Fi hotspots, SIM-card-enabled routers, and other equipment that connects to the Internet via operators' 4G/5G networks—must strictly adhere to the principle of "prior reporting and approval, followed by compliant use." It is strictly prohibited to provide Internet connectivity services to any third party without explicit authorization. Such equipment must undergo**

mandatory real-name authentication for both users and devices and must be accompanied by a valid Network Access License and a Cybersecurity Audit Certificate, both issued by the Ministry of Industry and Information Technology. Should the organizing entity identify any unauthorized deployment of unreported equipment, use of equipment lacking a legally valid network access permit, or violations—including but not limited to forgery or impersonation of official licenses, or unauthorized provision of commercial Internet services to external parties—the matter shall be promptly referred to the competent regulatory authority in accordance with applicable regulations. The competent authority shall, in accordance with laws and regulations—including the Regulations of the People's Republic of China on Telecommunications and the Cybersecurity Law of the People's Republic of China—impose public security administrative penalties or pursue criminal liability as appropriate, thereby safeguarding the security, stability, and uninterrupted operation of public telecommunications networks throughout the exhibition period.

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, contractors, and service providers shall use network services in a responsible and compliant manner, implementing robust end-to-end security controls for wireless networks (Wi-Fi). They must strictly refrain from using illegal, sensitive, or prohibited terms—including politically charged, counterpropaganda, or otherwise inappropriate language—in Wi-Fi network names (SSIDs). Unauthorized external provision of Wi-Fi hotspots is strictly prohibited, as is the unlawful sharing of network access privileges. Should any activity compromise network security or disrupt the normal operation of the exhibition, the Organizer reserves the right to immediately suspend or terminate the relevant party's network access rights.

- 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. 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 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 Exhibitors, contractors, and service providers responsible for designing, installing, or deploying electronic display screens, AI-powered interactive devices, and other networked exhibition equipment must strictly adhere to the principle of “who builds, who introduces, who operates, who is accountable.” They shall fulfill their statutory cybersecurity obligations by establishing robust internal security management systems and standardized operating procedures; designating a clearly identified cybersecurity responsible person; ensuring that all equipment delivers, displays, and disseminates content lawfully, securely, accurately, and in full compliance with regulatory and technical standards; and strictly prohibiting the playback or display of any content that is illegal, unlawful, false, misleading, or contrary to public order and good customs. Cybersecurity protection measures must be implemented in strict accordance with applicable laws and regulations to effectively prevent and mitigate security risks—including, but not limited to, cyberattacks, unauthorized intrusions, and malicious content tampering. Such entities must actively cooperate with the organizing committee and public security authorities in conducting pre-event and on-site safety inspections; implement all technical and administrative security control measures mandated by public security authorities during the exhibition period; and develop and maintain specialized emergency response plans tailored to potential cybersecurity incidents. In the event of a cybersecurity incident—including but not limited to cyberattacks, unauthorized content playback, or data breaches—immediate emergency actions must be taken, such as suspending content playback and isolating affected equipment from the network. Exhibition venue staff must be notified without delay. Concealment, omission, or unjustified delay in reporting such incidents is strictly prohibited. Full cooperation with relevant authorities is required throughout subsequent investigation, forensic analysis, and remediation efforts.

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 the 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 25, 2026. 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 by nailing, drilling, or pasting wallpaper. For any assistance needed for hanging or arranging exhibits, don't hesitate to get in touch with 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 the 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. The 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; applications 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 a 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 a 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 the 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 the National Exhibition and Convention Center (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 the leased raw space.
- 2) The booth structure shall be designed to be stable and safe, and be distributed reasonably 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 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

In principle, only single-storey booths are permitted in the main aisle, with a maximum height of 6 meters. However, if the rear or side of an enterprise booth located in the main aisle abuts the exhibition hall wall or a functional area solely, a double-storey booth may be constructed adjacent to that structurally sound wall or functional area, subject to a maximum height of 8.5 meters. Height restrictions in all other areas remain 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 Exhibition Area	50%
2	Equipment, Medical, and Service Trade Exhibition Area	70%
3	Food and Consumer Goods Exhibition Area	80%

- 1) Specifically, a 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, mean 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.
 - 2) If a booth facing the main aisle is next to a firewall or a wall for other purposes, to a 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 double-storey booth, the second-floor front of the structure's main body is not subject to transparency requirements, either. For the booths of exhibition groups 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, considering the exhibition sections they belong to.
 - 3) If the Organizers determine that the back or side panel or other structures of any booth block 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 structural integrity of the exhibition special booth must satisfy the load-bearing requirements, ensuring overall strength, stiffness, stability, and secure connectivity at all structural joints, as follows:

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

Please see Appendix 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 the 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 double-storey booths (specify static load technical data and live load technical data);
 - III. Detailed list of materials and related calculation data for double-storey booths.
- 2) The double-storey special booths shall be constructed with materials in a steel structure and reinforcement processed 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 relate to the ground beam and be 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 the 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 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, nor shall any fixed facilities in the exhibition hall 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 firefighting, power supply, and communication facilities within or near the booth, they shall not be blocked during construction, and a safe or operable distance of at least 60cm shall be maintained, and 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 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 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 CIE security department, professional electricians, and the personnel from the Shanghai Fire Department of the Ministry of Public Security shall supervise and inspect all booth construction in accordance with the fire approval and the relevant provisions in this part, and the 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 completion.
- 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 Work Requirements and Guidelines for Special Booth Constructors

In order to further standardize the management of special booths at the China International Import Expo (CIIE), ensure on-site construction service level and work quality, and maintain the overall image and display environment of the exhibition, the following work requirements and guidelines for special booth constructors are hereby formulated.

1. Review Criteria

The following conditions serve as the basic review criteria for special booth constructors at the China International Import Expo:

- 1) The entity must be an independent legal person established within the territory of the People's Republic of China (excluding the Hong Kong Special Administrative Region, the Macao Special Administrative Region, and the Taiwan region; hereinafter referred to as "within Chinese territory") and must hold a valid business license or other documentation certifying its status as a legal person organization.
- 2) Proof of no major illegal records in business activities from January 1, 2023, to the present (for companies established after January 1, 2023, the period shall be from the date of company registration to the present). The primary sources for reference shall be the presence or absence of administrative penalty records on Credit China, the National Enterprise Credit Information Publicity System, and the China Enforcement Information Disclosure Website. The specific URLs are as follows:
 - I. Credit China: www.creditchina.gov.cn
 - II. National Enterprise Credit Information Publicity System: www.gsxt.gov.cn
 - III. China Enforcement Information Disclosure Website: zxgk.court.gov.cn
- 3) The entity has not been placed on the restricted list by the National Exhibition and Convention Center (Shanghai) that would prohibit it from participating in various service activities, including special booth construction for the China International Import Expo.

2. Application Process

2.1 Application time

By September 15, 2026, constructors must submit their applications through the constructor system.

2.2 Application process

- 1) Log in to the constructor system website, register an account using a personal mobile phone number, and follow the process to submit the application (**see Appendix 7-1: Flowchart for Special Booth Construction Application in this document for details**).
- 2) During the registration process, the following materials must be submitted for review:
 - I. Copy of the duplicate of the company's Business License (bearing the official seal; color scanned copy)

- II. Remittance receipt for the Performance Security (RMB 350,000; the receiving account is specified in the construction application form)
 - III. Screenshots from the three official websites showing no administrative penalty records (the screenshots must include the system date and time and be stamped with the official seal)
 - IV. Violation Handling Regulations, Service Undertaking, etc. (to be downloaded and uploaded on the registration page; specific requirements are subject to what is shown on the page).
- 3) After approval, the constructor can log in to the constructor system and submit relevant documents, including the Special Booth Construction Application Form and service contracts. The official constructor for the respective area will be responsible for reviewing basic booth information, such as booth area and height. **The Special Booth Construction Application Form can be found in Appendix 14: Special Booth Construction Application Form of the Exhibitor's Manual.**
 - 4) Once the basic information is approved, the constructor can proceed with specific tasks such as drawing submission and facility application.
 - 5) Other specific requirements for special booth construction are detailed in safety-related provisions in Part III "Design and Building of Booth" and Part VI "Appendixes" of the Exhibitor's Manual.

3. Notes for Constructors

3.1 Performance Security

The constructor must pay a Performance Security of RMB 350,000 to the account designated by the Organizer. The security is paid as a one-time lump sum per constructor and will be used to offset on-site temporary expenses such as overtime. Any remaining balance after the exhibition settlement will be refunded interest-free via the original payment method.

Payment recipient account information is as follows:

Account No.: 444274643649

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

Bank Name: Bank of China Shanghai Hongqiao Convention & Exhibition Center Subbranch

3.2 Drawing review

The maximum construction height for booths stipulated by the exhibition is: 6 m for a single-story booth and 8.5 m for a two-story booth. All special booths must submit relevant materials to the official constructor for review. Two-story special booths and single-story special booths with a height exceeding 4.5 m (including 4.5 m) must also submit relevant materials to the drawing review service provider for an overheight structural review and pay the corresponding review fee.

- 1) Review process: Fill in the basic booth information (such as booth number, area, height, and presence of a second story/lifting point), and upload supporting documents such as service agreements and contracts. The basic booth information will be reviewed by the official constructor. After approval, detailed renderings of the booth may be submitted.

- 2) Drawing requirements: Required drawings include, but are not limited to, multi-angle renderings, plans, elevations, internal structure drawings, construction dimension drawings, material specification drawings, distribution system diagrams, plans for water, electricity and gas, firefighting facility layout plans and equipment lists, and other necessary materials. For two-story booths, additional relevant drawings must be provided. Specific requirements are subject to the information displayed on the system page at the time of drawing submission.
- 3) Official constructor: Responsible for the drawing review (structure, water, electricity, gas, etc.) and re-review of single-story special booths below 4.5 m (excluding 4.5 m) and for the drawing review (excluding structural review) of single-story booths of 4.5 m (including 4.5 m) and above, as well as two-story booths. **The official constructor's contact information can be found in Part III "Design and Building of Booth" of the Exhibitor's Manual.**
- 4) Overheight drawing review service provider: Responsible for the structural review and drawing re-review of single-story booths of 4.5 m (including 4.5 m) and above, and two-story booths, and for charging a drawing review fee. **Contact information of the overheight drawing review service provider can be found in Part III "Design and Building of Booth" of the Exhibitor's Manual.**
 - I. Charge criteria for standard drawing review: Calculated by multiplying the per-square-meter review fee by the booth's structural calculation area, the review fee is RMB 19/m² for indoor and outdoor single-story booths and RMB 32/m² for indoor and outdoor two-story booths. The fee calculation method is as follows: Single-story booth review fee = Booth area * RMB 19/m². Two-story booth review fee = (Second-story area + Underlying load-bearing area caused by the second-story structure) * RMB 32/m². The area of the two-story booth is subject to verification based on the actual drawings submitted.
 Note: Taking a 200 m² booth with a verified second-story area of 20 m² as an example, the review fee = (200-20)*19 + (20+20)*32.
 - II. Drawing re-review and charge criteria: If the booth design needs to be temporarily adjusted after drawing approval due to the exhibitor's requirements, or if an on-site inspection confirms that construction does not follow the drawings and adjustments are necessary, the constructor must submit a drawing re-review application to the Hosts and Organizers. For single-story booths of 4.5 m (including 4.5 m) and above and two-story booths, any drawing re-review is subject to a re-review fee payable to the drawing review service provider. **Specific application process and charge criteria can be found in Part III "Design and Building of Booth" of the Exhibitor's Manual.**
- 5) Lifting point service provider: Responsible for reviewing the weight of lifting point components and re-reviewing the safety drawings of lifting point structures for all booths that utilize lifting point structures in the venue, and for charging a lifting point service fee based on the actual number of points used as indicated in the drawings. The lifting point service provider's specific contact information and the requirements for lifting point usage can be found in **Appendix 13: User Manual for Lifting Points at China International Import Expo of the Exhibitor's Manual.**

3.3 Supporting facility application

After the basic booth information is approved (if not approved, applications cannot be submitted), applications for supporting facilities, such as water/electricity/gas facility rental, internet/telephone rental, and lifting point services, may be submitted simultaneously with the submission of booth renderings. If an application for supporting facilities is not submitted online within the prescribed time frame, it must be submitted on-site at the Venue Service Desk after move-in. When applying for facilities on-site, the official constructor will jointly assess operational feasibility with the venue's power distribution service provider based on the facilities previously applied for online. Depending on the construction conditions around the booth, the facility request may not be accommodated.

3.4 Filing of management documents

Constructors must cooperate with the Organizer, the official constructor, and government support departments in implementing relevant management measures, and truthfully submit documents, including, but not limited to, service commitments, integrity commitments, violation handling regulations, work safety management guidelines, cyber security commitment letters, safety training forms, and booth inspection record forms.

3.5 CIIE-specific insurance

All constructors must purchase CIIE-specific insurance. The specific service plan will be announced in the "Services - Insurance Services" section of the official website.

3.6 Green booth standards

CIIE advocates the concept of green and environmental protection and has accordingly established relevant standards. Specifically, the green booth standards cover three stages: green design, green material selection, and green and safe construction. Exhibitors and constructors are requested to actively follow and implement these green standards. If these green standards are not strictly followed, the Organizer shall have the right to require corrective action. Any losses incurred as a result shall be borne by the relevant exhibitor or constructor. **For details, please refer to Appendix 8: Green China International Import Expo Standards of the Exhibitor's Manual.**

3.7 Staffing

Constructors must strictly follow the Organizer's requirements by deploying a sufficient number of qualified professional technicians (including key roles such as safety officers, electricians, and special operators), developing and implementing a sound construction supervision system, and providing pre-job training and safety clarification to personnel to ensure safety and order throughout the construction process.

- I. Full-time Safety Officer: Each constructor must upload the information of two certified safety officers into the system. Acceptable certificates include, but are not limited to, relevant credentials issued by the housing and urban-rural development authorities or emergency management departments. The certified safety officers must take the lead in defining the specific arrangements for safety training of relevant personnel (including training content and duration), ensuring full coverage of all on-site working personnel. A dedicated supervision mechanism shall be established for safe operations, risk prevention and control, hazard identification, and emergency response during booth setup and dismantling, specifying the responsible supervisors, inspection frequency, and procedures for issue handling.
- II. Part-time Safety Officer: Each booth shall have at least one part-time safety officer (no relevant qualification certificate required). This person must receive safety training before starting work, have the necessary safety knowledge, and carry out daily booth inspections and safety-related duties as required.
- III. Electrician: Each booth shall have at least one electrician. The electrician must hold a valid special work permit issued by the National Exhibition and Convention Center (NECC). During on-site construction operations, the electrician must carry both certificates (CIIE work permit and NECC special work permit) at all times.

3.8 Credential application

Two main types of credential applications are involved during construction preparation: the move-in & move-out badge system and the service worker badge system. Constructors must, in strict compliance with the Expo's requirements, apply for all relevant credentials in full within the stipulated timeframe.

- 1) Move-in & move-out badge system: Primarily used by the constructor to apply for personnel credentials (construction permit), vehicle credentials (truck permit), and special work permits during the move-in and move-out periods. The specific details will be determined upon the official issuance of the "Notice on the Handling of Move-in & Move-out Documentation."
 - I. Credential fee schedule: Construction permit: RMB 30/piece. Move-in truck permit: RMB 350/piece/day. Special work permit: RMB 30/piece.
 - II. Credential quota allocation criteria: During the move-in and move-out periods, construction trucks and personnel may apply for move-in & move-out credentials based on actual needs, with no quota restrictions.

Note: As no vehicle inspection is required for move-in and move-out trucks for the 9th CIIE, the quota restrictions for truck permits for the first three days (October 27–29) are lifted.
- 2) Service worker badge system: Primarily used by the constructor to apply for booth support personnel credentials (service worker badge) and night operation vehicle credentials (night operation vehicle permit) during the exhibition period. The specific details will be determined upon the future issuance of the "Service Provider Certificate Processing Notice" and the "Nighttime Operation Demand Declaration Notice."
 - I. Credential fee schedule: Service worker badge: RMB 50/piece (reuse rules are subject to the official notice). Night operation vehicle permits are issued free of charge.
 - II. Credential quota allocation criteria: Allocated based on the contracted booth area: 2 credentials for booths below 50 m² (exclusive); 4 credentials for booths above 50 m² (inclusive) and below 200 m² (exclusive); 6 credentials for booths of 200 m² (inclusive) and above.

- 3) Application for additional credential quota: An application for an additional quota may be submitted if, due to differences in booth construction methods, the standard service worker badge quota is insufficient to meet the actual needs of the booth during the application process. Specific application methods and procedures for the allocation of additional quotas will be subject to subsequent notices.

3.9 Work tips on move-in

Before the official move-in (including early move-in), the Organizer will issue the “Move-in Work Tips for Special Booths”, specifying details such as the schedule, personnel and vehicle access conditions, truck routes, booth overtime, and booth acceptance. Constructors must strictly comply with these requirements to ensure the smooth progress of move-in and setup work.

3.10 Booth setup

- 1) Booth overtime: During the CIIE move-in and move-out periods, normal daily working hours are from 8:00 to 20:00. Booths requiring continued construction after 20:00 must submit an overtime application at the Venue Service Desk before 18:00 on the same day. Overtime is permitted only after approval by the Organizer. Any overtime fees incurred by the special booth constructor will be directly deducted from its security deposit by the Organizer. **Specific charging times and rates for booth overtime can be found in Part III “Design and Building of Booth” of the Exhibitor’s Manual.**
- 2) Early move-in: In principle, early move-in for booth construction is not permitted for booths below 200 m². Other booths requiring early move-in must apply to the Organizer. The dates on which early move-in is permitted will be subject to the “Early Move-in Notice” to be issued subsequently.

3.11 On-site supervision

After move-in, on-site construction will be under full-time supervision by safety management personnel from the official constructor, the overheight drawing review service provider, the lifting point service provider, and property management, as entrusted by the Organizer, as well as joint supervision by relevant government departments (such as fire, public security, cybersecurity, and emergency management authorities). If any booth is found to be in violation, evidence of the violation will be retained. After verification by the Organizer, penalties will be imposed in accordance with the violation handling regulations. **For details, see Appendix 7-2: Regulations on Handling Violations by Special Booth Constructors in this document.**

3.12 Booth acceptance and dismantling

- 1) Booth Acceptance: After booth construction is completed, the constructor shall first conduct a self-acceptance, sign the Self-Acceptance Report upon Completion of Move-in Construction, and then submit it to the official constructor for filing. The official constructor, together with the overheight drawing review service provider (for overheight booths), the power distribution service provider, and relevant government support departments, will form a booth acceptance team to inspect all booths one by one.

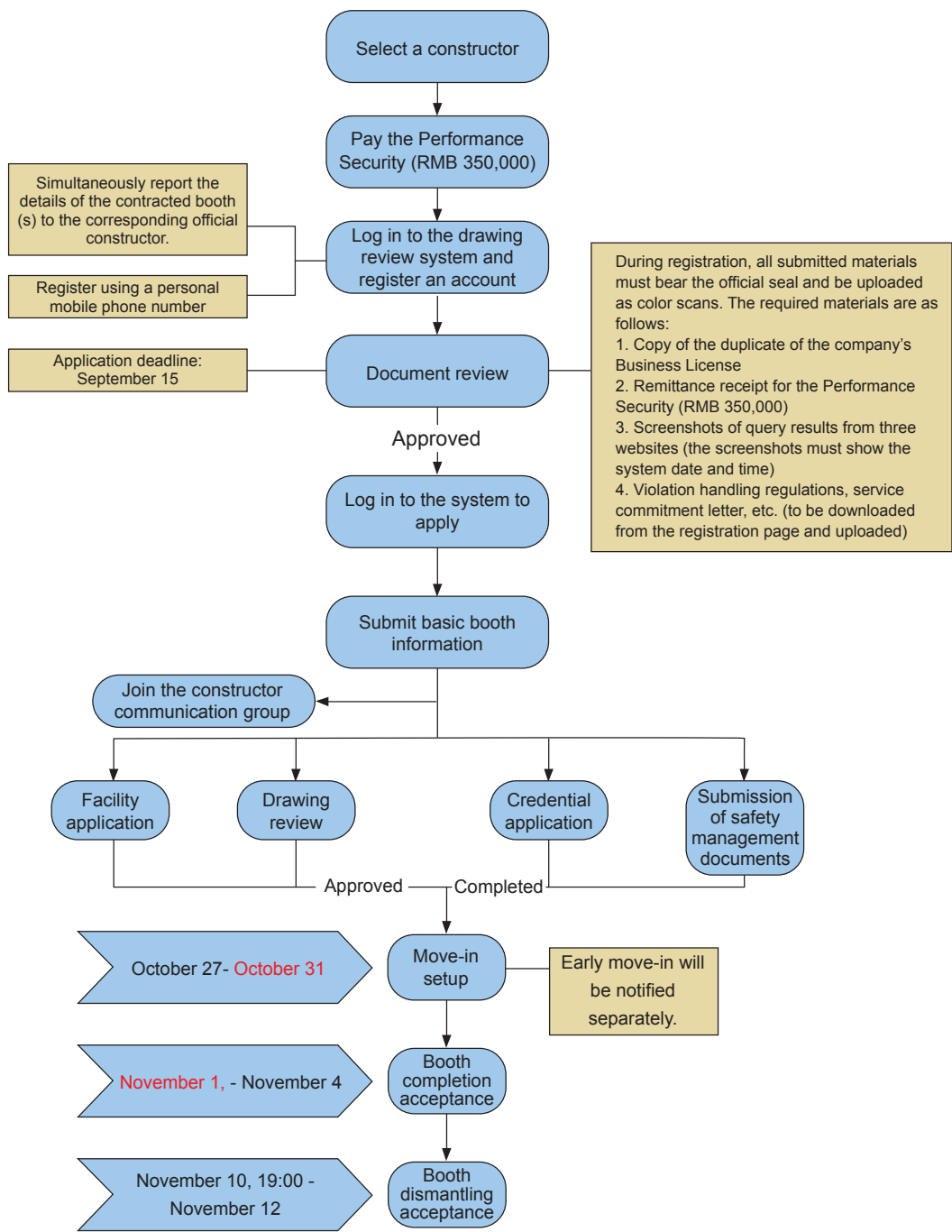
- 2) Booth dismantling: Before move-out, a “Move-out Notice” will be issued, specifying the timelines for various dismantling tasks, including the shutdown of water, electricity, and gas facilities, the issuance of exit passes, and the entry times for personnel and vehicles. Constructors must cooperate by promptly communicating relevant requirements to the exhibitors, assisting them in checking and confirming exhibits, ensuring that relevant equipment is shut off by the stipulated time (special needs must be reported to the official constructor in advance), and safely dismantling exhibits, display racks, and display props that need to be returned or relocated.

Appendixes: 7-1. Flowchart for Special Booth Construction Application

7-2. Regulations on Handling Violations by Special Booth Constructors

Appendixes: 7-1 Flowchart for Special Booth Construction Application

Special Booth Construction Application Process
(Business Exhibition)



Appendixes: 7-2 China International Import Expo Regulations on Handling Violations by Special Booth Constructors

To strengthen the management of special booth construction for the China International Import Expo (CIIE), strictly address safety accidents, reduce potential safety risks, maintain on-site construction order, and improve the service quality of booth construction, the Regulations are hereby formulated.

1. Scope of Application

The Regulations shall apply to all special booth constructors that undertake special booths or other temporary structures during CIIE.

2. Handling Principles

During the overall preparation period of CIIE, if a special booth constructor commits any violation explicitly specified by the Organizer in multiple aspects such as credential application, drawing submission, and construction operations, and if the constructor refuses to rectify the violation, repeatedly violates rules, or acts in violation of management order without authorization, the Organizer shall impose penalties according to the violation handling rules.

3. Handling Process

- 1) Before construction begins at the CIIE venue, if a special booth constructor commits any violation during the preliminary preparation phase, the Host (Organizer) shall keep a documented record of the violation evidence and directly deduct points in accordance with the violation handling rules. The Violation Record Form shall not require confirmation by both parties; the handling result affixed with the special seal of the "China International Import Expo Exhibition Affairs Group" shall prevail.
- 2) After construction begins at the CIIE venue, if safety supervision personnel, such as those from the official constructor or the overheight drawing review service provider, discover any violation at any booth, they will retain evidence of the violation and report it to the Host (Organizer) for verification before handling. The person in charge of the booth construction must cooperate on behalf of his/her company in completing the violation handling process and return the Violation Record Form, signed or stamped with the company's official seal, to the Host (Organizer).

4. Handling Results

- 1) During the overall preparation period, each special booth constructor has an initial score of 100 points. If any violation occurs, the Host (Organizer) shall record and file the violation and deduct points accordingly. The Violation Record Form will serve as an evaluation criterion for determining whether the constructor is permitted to participate in CIIE special booth construction service projects.

- 2) Any special booth constructor whose cumulative points deducted in the current CIIE are less than 10, or whose number of violations is less than 3, will have their contracted booths automatically designated as “Booths Requiring Enhanced Supervision” for the next CIIE. Any special booth constructor whose cumulative points deducted in the current CIIE are 10 or more, or whose number of violations is 3 or more, shall be prohibited from participating in any service projects, including special booth construction, for the next three CIIEs. The specific handling results will be given in writing as a warning to the relevant constructor after the event and will be publicly announced to all special booth constructors.

Appendix: 7-2-1. Rules for Handling Violations by Special Booth Constructors

7-2-2. Violation Record Form

Appendix 7-2-1 Rules for Handling Violations by Special Booth Constructors

No.	Category	Specific item	Points deducted (per violation)
1	Personnel management	Arriving late at training meetings held by the Organizer or government support units	1
2		Being absent from training meetings held by the Organizer or government support units without valid reasons (verified by attendance records)	1
3		Harassing exhibitors during service and resulting in complaints or negative feedback	2
4	Credential application	Failing to complete applications for vehicle and personnel credentials within the required time frame, thus disrupting the overall booth construction schedule	2
5		Applying for personnel credentials irrelevant to booth construction, dismantling, maintenance and operation (credentials shall be revoked accordingly)	3
6	Drawing submission	Failing to submit the construction contract or service agreement for the special booth signed with the exhibitor within the specified time	2
7		The constructor provides or forges false contracts, service agreements, and other supporting documents.	10
8		Illegally handling booth registration for other organizations and resulting in negative impacts	10
9		Failing to revise submitted drawings as required by the Organizer (including revision requests from the official constructor, overheight drawing review service provider, or lifting point service provider), thereby delaying the drawing review process (three or more occurrences of the same type of issue).	2
10		Refusing to revise drawings as required and resulting in schedule delays	3
11		Failing to apply for supporting facilities promptly and consequently making it impossible to meet booth construction needs after move-in	2
12		Failing to fully upload all required documents or information (e.g., safety officer certificate, electrician certificate and service commitment) to the system as required before move-in	2
13	Labor protection	Construction personnel do not wear reflective vests bearing visible company identification and refuse to carry out rectification after two reminders (personnel credentials will be confiscated concurrently and may be returned as appropriate).	1
14		Special operators do not wear reflective vests meeting relevant requirements and refuse to carry out rectification after two reminders (personnel credentials will be confiscated concurrently and may be returned as appropriate).	1
15		Construction personnel do not correctly wear safety helmets when entering the construction site and refuse to carry out rectification after two reminders (personnel credentials will be confiscated concurrently and may be returned as appropriate).	1
16		Expired or non-compliant (failing to meet national or industry standards) personal protective equipment is found on site (work at the booth will be suspended until compliance is achieved).	2
17	Safety inspection	The Construction Contractor fails to establish a safety inspection system and refuses to carry out rectification (work at the booth will be suspended until compliance is achieved).	2
18		Failing to submit safety training records and refusing to cooperate with rectification (work at the booth will be suspended until compliance is achieved)	2
19		A part-time safety officer at the same booth is absent from duty without a valid reason three times or more (work at the booth will be suspended until retraining is completed).	2

No.	Category	Specific item	Points deducted (per violation)
20	Safety inspection	Failing to provide adequate safety training, or allowing construction personnel to work under the influence of alcohol on site (personnel credentials will be confiscated concurrently)	5
21		Failing to cooperate in completing rectifications via the hazard investigation system within the specified time without a justifiable reason	2
22	Drawing re-review	On-site construction materials do not match the submitted drawings and fail to meet the CIIE green standards.	3
23		Booths contracted by the same constructor are found to have construction "materials" that do not match the submitted drawings on three or more occasions.	5
24		Booths contracted by the same constructor are found to have construction "structures" that do not match the submitted drawings on three or more occasions.	10
25		Safety hazards exist in the booth structure or structural connectors, and rectifications are not completed as required within the specified time.	5
26		On-site construction structures do not match the submitted drawings, but are assessed and confirmed to have no safety hazard.	5
27		On-site construction structures do not match the submitted drawings and are assessed and confirmed to have safety hazards, and rectifications are not completed within the specified time.	10
28	Fire safety	On-site construction materials do not match the submitted drawings and fail to meet flame-retardancy standards upon inspection.	3
29		The contracted booths are not equipped with compliant fire extinguishers as required within the specified time.	2
30		Obstructing fire-fighting accesses or the red line of fireproof rolling shutters with construction materials, and refusing to take corrective action	3
31		Obstructing the front of wall-mounted fire hydrants with booth panels, construction materials, or waste, and refusing to take corrective action	3
32		Failing to leave the alarm device exposed or providing an opening of insufficient size when enclosing columns in the booth, and refusing to cooperate with corrective action	3
33		Conducting large-area paint spraying operations inside the venue	3
34		Carrying or storing flammable, explosive, or other prohibited items on the construction site in violation of regulations	5
35		Using putty, banana oil (lacquer thinner), or other flammable, explosive or prohibited materials for construction	5
36	Special operation	During special operations, if any of the following violations occurs, corresponding measures shall be taken:	
		(1) Special operators perform work without wearing their credentials (three times or more).	2
		(2) Special operators work without the special operator credentials issued by the National Exhibition and Convention Center and refuse to apply for them.	2
		(3) A special operator is found working with a counterfeit credential (the credential shall be confiscated accordingly).	5
		(4) A special operator is found intentionally using another person's valid credential to work (the credential shall be confiscated accordingly).	5

No.	Category	Specific item	Points deducted (per violation)
37	Electricity usage for booth	During electrical work within a booth, if any of the following violations occurs and the constructor fails to rectify it as required within the specified time after a reminder or warning, corresponding measures shall be taken:	
		(1) Failing to use a qualified electrical distribution box	2
		(2) Failing to properly connect electrical lines, water pipes, and gas pipelines within the booth	2
		(3) Using a power board directly connected from a wall-mounted secondary distribution box	2
		(4) Failing to use explosion-proof plugs and directly inserting wires into sockets, and	2
		(5) Disorderly wiring and daisy-chaining of power strips	2
		(6) Installing electrical equipment directly on decorative materials with a burning behavior rating below Class B1	2
		(7) Illegally using two-core cables for 220V or three-core cables for 380, and failing to provide grounding	2
		(8) Failing to provide grounding protection for metal booth structures	2
		(9) Illegally using flexible cords	2
		(10) Laying wires directly along the floor without flame-retardant conduits within the booth	2
		(11) Using electrical products explicitly prohibited or phased out by the state	2
		(12) Making wire (cable) connections with insulating tape instead of terminals or switches	2
		(13) Failing to protect electrical lines crossing pedestrian walkways with protective bridge plates	2
		(14) Unauthorized opening of venue trench covers, unauthorized electrical connections, or damaging venue electrical boxes	3
		(15) Failing to apply for retained power and failing to cut off power for the booth after daily closing	2
		(16) Other electrical fire hazards exist within the booth.	5
38	Hot work	During hot work, if any of the following violations occurs and the constructor fails to rectify it as required within the specified time after a reminder or warning, corresponding measures shall be taken:	
		(1) Carrying out hot work without obtaining a permit, or failing to reapply after the permit has expired	5
		(2) Failing to demarcate an alert area at the hot work site, failing to clearly separate it from combustibles, and failing to equip it with effective fire prevention facilities, firefighting equipment and tools	2
		(3) Failing to place the electric welding machine at the designated location, and having an incorrect grounding connection for the live wire	2
		(4) Failing to isolate the connection points between the electric welding machine's power cord, welding cable, and the machine itself with safety covers or protective plates	2
		(5) No grounding or zero protection for the casing of the electric welding machine	2

No.	Category	Specific item	Points deducted (per violation)
38	Hot work	(6) The primary power cord of the electric welding machine exceeds 5 m in length, or the secondary connections are loose or have splices, and the cable length exceeds 30 m.	2
		(7) Using building metal structures, pipelines, etc., as part of the welding secondary circuit	2
		(8) After hot work is completed, the hot work operator and standby person fail to thoroughly clean the site, extinguish residual sparks, and conduct a safety inspection of the surrounding area.	2
		(9) Using an open flame outside the designated hot work area	5
39	Work at heights	During work at heights, if any of the following violations occurs and the constructor fails to rectify it as required within the specified time after a reminder or warning, corresponding measures shall be taken:	
		(1) Movable scaffolding is not secured with brakes, or is not assigned a standby person.	2
		(2) The upper operating platform of movable scaffolding has no protective railings.	2
		(3) An A-ladder exceeding 2 m is used for work at heights (the ladder will be confiscated on-site and returned uniformly after the exhibition period).	2
		(4) Personnel are allowed to stand on the operating platform while the movable scaffolding is being moved.	3
		(5) No alert area is set up below the area of work at heights, or personnel are allowed to pass underneath.	2
		(6) The area of the movable operating platform or the height of the standing surface does not meet requirements.	2
		(7) Scaffold boards on the working level of the scaffolding are not fully covered, or there is no one nearby for supervision.	2
		(8) No lifeline is set up in advance for hanging operations on horizontal steel beams.	2
		(9) Edge protection is not promptly installed when the construction of a two-story exhibition structure reaches the second-story level.	3
40	Mechanical equipment	During the operation of mechanical equipment, if any of the following violations occurs and the constructor fails to rectify it as required within the specified time after a reminder or warning, corresponding measures shall be taken:	
		(1) The metal casing of electrical equipment is not grounded.	2
		(2) The electrified body of electrical equipment is exposed.	3
		(3) Hand-operated lifts have no safety devices such as a height limiter, overload alarm device, or rope break protection device.	2
		(4) An air compressor has no protective cover.	2
		(5) Class II hand-held tools are not used for on-site operations.	2
		(6) The power cord of a hand-held power tool is not kept in its factory state and has been extended for use.	2
		(7) Hand-operated lifts used for construction are overloaded.	3

No.	Category	Specific item	Points deducted (per violation)
41	Truss work	During the construction of truss, if any of the following violations occurs and the constructor fails to rectify it as required within the specified time after a reminder or warning, corresponding measures shall be taken:	
		(1) There is no unified on-site command.	3
		(2) Measuring scales are not used.	2
		(3) Truss (including lifting points) is raised or lowered without consent.	3
		(4) No alert area is set up, and no warning tapes are installed at the site.	2
		(5) Truss structures are not connected using rigid connections, or the connection operations are not performed according to standard procedures.	3
		(6) Truss dimensions, dimensions of suspended objects, etc. are adjusted without authorization.	4
42	Booth operation	Failure to conduct daily structural and electrical safety inspections within the booth as required during the Exhibition Period	1
43		Making unauthorized adjustments, modifications, or additions (including but not limited to structure, lighting fixtures, and suspended objects) to a booth that has passed completion acceptance	5
44		Failure to implement requirements or relevant management measures from government support departments within the specified time as required	3
45		The constructor rents non-venue-provided supporting services in violation of regulations, which poses risks of non-compliance or legal violations.	2
46		The constructor uses non-venue-provided supporting services, posing risks of non-compliance or legal violations, and fails to cooperate with rectification within the specified time as required after a warning.	10
47	Booth management	Failing to report to the Organizer immediately when the displayed products or booth visuals are found to be significantly inconsistent with the exhibition area theme during the booth design process	4
48		Failing to report to the Organizer immediately when products within the booth are found to be significantly inconsistent with the exhibition area theme during the construction and exhibition period	4
49		Adding various booth structures in the form of partitions without authorization and without proactively reporting to the Organizer during the construction and exhibition period	4
50		Leaving the booth unattended and unpatrolled during the exhibition period, resulting in unauthorized occupation by unrelated personnel	4
51	Maintenance of public order	Smoking in non-designated areas within the venue and refusing to take corrective action after two reminders (personnel credentials will be confiscated concurrently and may be returned as appropriate)	1
52		Carrying mechanical power equipment without authorization (manual wooden hoists are not considered mechanical power equipment)	3
53		The constructor's personnel undertake non-construction businesses, such as exhibit transportation, rental/sale of exhibition equipment, and resale of external catering, without authorization.	5
54		The constructor undertakes non-construction businesses, such as exhibit transportation, rental/sale of exhibition equipment, and resale of external catering, in violation of regulations, thereby disrupting exhibition order.	10

No.	Category	Specific item	Points deducted (per violation)
55	Maintenance of public order	Failing to compensate for lost or damaged rental items as required within the specified time	3
56		Causing damage to venue property due to improper construction and refusing to cooperate in compensating	3
57		Intentionally, deliberately, or maliciously causing damage to venue property during work, resulting in significant property loss or adverse impact	10
58		Construction personnel of the constructor or its partner factories have engaged in fighting, brawling, theft or labor disputes, disrupting the order of the exhibition.	10
59	Booth accident	Accidents such as smoking and open flames in the booth due to construction quality issues	10
60		Cracking, tilting, or collapse of the booth structure due to instability of the main booth framework	10
61		Personal injury accidents caused by dangerous operations in violation of regulations by the constructor or the Construction Contractor	10
62		Near-miss accidents in the booth due to issues with the constructor or Construction Contractor (a near-miss accident is an incident that does not result in occupational disease, injury, property damage, or other losses)	10
63	Others	An administrative penalty is imposed on the constructor's partner factory on-site.	5
64		An administrative penalty is imposed on the constructor on-site.	10
65		Rights protection incidents are caused by economic disputes involving the constructor or its partner factory during the exhibition period and adversely affect the exhibition's image.	10
66		If the constructor commits any violation not listed above, or refuses to cooperate with the Organizer or its appointed personnel, including the official constructor, overheight drawing review service provider, lifting point service provider and property management personnel, in implementing safety management measures, 1 to 10 points will be deducted depending on the severity of the violation.	1-10

Appendix 7-2-2 Violation Record Form

Violation Record Form for Special Booth Constructors for the China International Import Expo

No.: 2026CIIE

Date		Booth No.	
Name of Exhibitor			
Name of Special Booth Constructor			
Handling Comments	Given that your company has failed to rectify the violation as required by the Host (Organizer) and its service providers, pursuant to Article_____of the China International Import Expo Regulations on Handling Violations by Special Booth Constructors, a total of_____points are deducted.		
Additional Explanation			
Confirmation by Official Constructor/Drawing Review Service Provider		Confirmation by Special Booth Constructor	
Confirmation by Organizer			
Notes: 1. This record form is made in duplicate, with one copy retained by the Host (Organizer) and one copy retained by the service provider. 2. Confirmation by the service provider must bear the company's official seal or the signature of the person in charge of booth construction. 3. In case of refusal to confirm, relevant evidence (system data, on-site photos, etc.) may be attached as a basis, and the Host (Organizer) reserves the right to handle the matter directly.			
First Copy: to be retained by the Organizer			

Violation Record Form for Special Booth Constructors for the China International Import Expo

No.: 2026CIIE

Date		Booth No.	
Name of Exhibitor			
Name of Special Booth Constructor			
Handling Comments	Given that your company has failed to rectify the violation as required by the Host (Organizer) and its service providers, pursuant to Article_____of the China International Import Expo Regulations on Handling Violations by Special Booth Constructors, a total of_____points are deducted.		
Additional Explanation			
Confirmation by Official Constructor/Drawing Review Service Provider		Confirmation by Special Booth Constructor	
Confirmation by Organizer			
Notes: 1. This record form is made in duplicate, with one copy retained by the Host (Organizer) and one copy retained by the service provider. 2. Confirmation by the service provider must bear the company's official seal or the signature of the person in charge of booth construction. 3. In case of refusal to confirm, relevant evidence (system data, on-site photos, etc.) may be attached as a basis, and the Host (Organizer) reserves the right to handle the matter directly.			
Second Copy: to be retained by the Special Booth Constructor			

Appendix 8 Criteria for the Green China International Import Expo

These Criteria specify the requirements for green booths, green operations, green logistics, and green catering of the 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 the construction of booths on the environment shall be reduced through a reduction in the utilization of substances harmful to human health and through the 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 the CIIE's participants. The aim is to help enterprises and individuals participating in the CIIE implement the concept of sustainable development and increase their awareness of environmental protection through education during 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 a 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 the original design based on different exhibition environments, the exhibition hall area, and cost range, to provide the quickest service, improve efficiency, and save work at the preliminary stage.
- 6) Safety design: All designs must pass the safety review concerning fire protection, structure, and electricity supply for the CIIE.
- 7) Other design: Design companies should 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-storey booths is 6 m, and that of double-storey 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, possesses high detachability, should not be difficult to assemble or disassemble, and should be easy to transport.
- 3) 80% or more of the lamps used should be energy-saving ones.
- 4) Specific instructions on single-storey 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 a punched metal plate and suspended mesh can be used for the setup of booths.
 - IV. It is recommended to use movable display cases (separate from the main body structure) for a booth on the condition that it doesn't affect the 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-storey green booths
 - I. On the premise that structural safety requirements 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 a wood plate (including a PVC panel). The other two sides and the four sides of the second storey (including the room) should be constructed with non-wood materials.
 - II. The wood materials used for the first and second-storey floor deck, which are modular and assembled on site, are not included in the 30% wood materials.
 - III. Materials like a punched metal plate and suspended mesh can be used for the setup of booths.
 - IV. It is recommended to use movable display cases (separate from the main body structure) for a booth on the condition that it doesn't affect the 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 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 hurting 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 the 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 according to its 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. The principle of proximity should be considered while selecting a meeting venue, a hotel for accommodation, and a dining hall. It is suggested that public vehicles, including buses and subways, carsharing, 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 forwarder shall comply with the 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 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, to save resources and reduce the 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 social resources.

4. Criteria for Green Catering

Throughout the entire process of the 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 the provision of services by adhering to the notion of safety, health, and environmental 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; an enterprise must 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 to meet the discharge standards.

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 a 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 CIIE, and the CIIE holds the sole rights for interpretation.

7. These criteria are implemented as of the 2018 CIIE.

Annex 8-1 Green Special Booth Assessment Form

Implementation Stages	Category	Are Green Criteria Met?		Is It Consistent with the 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 fail to meet the criteria, the booth will be deemed 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 for Issuing the Certificate of Exhibition

In order to facilitate the exhibitors of the China International Import Expo (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 organizers of the CIIE (hereafter referred to as the Organizers), 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 5 - November 10, 2026 (from 9:00 am to 5:00 pm).
- 2.2 Location: The Service Center for IPR Protection and Commercial Dispute Resolution (hereinafter referred to as the "Service Center").
- 2.3 Required Materials:
 - 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 an 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 Organizers 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 the site visit as the exhibition time of the exhibit and trademark on the 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 because 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

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 (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 organizers (hereinafter referred to as "Organizers") 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 a 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 to enhance the awareness of exhibitors and buyers regarding IPR protection.

3. Complaint Application

- 3.1 If an intellectual property right owner discovers 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 (Please visit the “Service—IPR” section on the official website of the CIIE (<https://www.ciie.org/>) to download the relevant appendix);**
 - 2) Copy of the complainant's identity certificate and materials as the main body, which shall be signed and stamped with a seal;
 - 3) Evidence of the suspected intellectual property infringement of the Exhibition Items that are complained;
 - 4) Legitimate and valid proof of intellectual property ownership, including—but not limited to—the following documentation: For patents: patent certificates, official patent gazette publications, documentation identifying the patent owner(s), and evidence confirming the current legal status of the patent (e.g., validity, maintenance, and chain of title); For trademarks: the trademark registration certificate and official identification documents of the trademark owner; For copyrights: documentary evidence establishing copyright ownership (e.g., registration certificates, original creation records, or statutory presumptions of ownership) and official identification documents of the copyright owner; Any other verifiable documentation that substantiates the lawful existence, scope, and enforceability of the asserted intellectual property rights;
 - 5) Power of attorney and the identity certificate document of any agent (where an agent is entrusted on the complainant's behalf 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 China's Hong Kong Special Administrative Region, China's Macao Special Administrative Region, and China's Taiwan Province, 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 of the People's Republic of China, 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 is the subject of a case being heard by the People's Court of the People's Republic of China; or
 - 4) Where the materials submitted by the complainant fail to meet the requirements of Article 3.2 and Article 3.3 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 complained exhibition project does not infringe, they should provide the Service Center with their legal and valid proof of intellectual property ownership, as well as other evidence materials proving non-infringement. If the Service Center receives the above materials and believes that the respondent does not infringe, it should inform the complainant of the handling results. If the respondent is unable to submit the above materials, they should sign a Letter of Commitment (**please visit the “Service—IPR” section on the official website of the CIIE (<https://www.ciie.org/>) to download**) and proactively remove the complained exhibition project and no longer display it during the exhibition period. Two copies of the Letter of Commitment shall be kept by the respondent and the Service Center, respectively, and the Service Center shall inform the complainant of the handling results.
- 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 a 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 Organizers 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 the relevant administrative IPR departments and judicial organs.
- 4.5 The complainant and respondent shall abide by the provisions relevant to the maintenance of order at the exhibition. Exhibitors and buyers affecting the order of the exhibition shall be subject to sanctions 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 and the National Exhibition and Convention Center (Shanghai).
- 5.2 These Measures shall be effective from the date of issuance.

Appendix 11 Measures for Commercial Dispute Prevention and Settlement of Complaint

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 (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 an agreement on a 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 to mitigate trade risks and expedite settlement of any dispute that might arise.
5. If a commercial dispute arises between the exhibitor and the purchaser, the exhibitor encourages both parties to resolve it through amicable negotiation. Should the parties fail to resolve through mutual consultation, they may file a formal complaint and seek resolution in accordance with the provisions of these Measures; alternatively, they may resolve the dispute pursuant to any dispute resolution mechanism mutually agreed upon by the parties.
6. The Organizers 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. The Organizers, 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 the 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 guidance on the 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 with 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 (**Please visit the “Service—IPR” section on the official website of the CIIE (<https://www.ciie.org/>) to download the relevant appendix**);
 - 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 an agreement is reached through mediation, the complainant and the respondent shall jointly execute a written mediation agreement in triplicate: one copy for each party and one copy retained by the Service Center. Should both parties mutually abandon mediation or elect to conclude a settlement agreement independently, they shall jointly sign a formal statement expressly renouncing mediation. In the event of any dispute arising between the parties concerning the performance of the mediation agreement—or any matter related thereto—the parties may, in accordance with applicable law, apply for arbitration or institute legal proceedings before the competent People's Court of the People's Republic of China.
15. Exhibitors and buyers are required to cooperate fully with the Service Center and strictly adhere to the relevant regulations governing exhibition order management. Under no circumstances shall disputes between parties disrupt or compromise the orderly conduct of the exhibition. Any party found to have disturbed the exhibition order will be subject to disciplinary action in accordance with the applicable regulations on exhibition order management.
16. 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.
17. These Measures shall be subject to the interpretation of the China International Import Expo Bureau and the National Exhibition and Convention Center (Shanghai).
18. These Measures shall be effective from the date of issuance.

Appendix 12 Notice on Prohibited and Restricted Items

To ensure the China International Import Expo (CIIE) and Convention Center (Shanghai) (short for "NECC (Shanghai)") is safe and orderly during the China International Import Expo (CIIE), the Shanghai Municipal Bureau of Public Security 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 items, including crossbows, bows, 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 acids and radioactive isotopes.
- 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, and 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) aircraft.
- 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 that are not suitable for being 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 include syringes, medication, kites, and laser pens.

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 their 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 people with disabilities, and the carry-on necessary repair tools for 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 confirmation by service personnel for 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 an on-site trial and registration and be handled as cases.
- 8) It is allowed to carry solid drugs within reasonable limits. Drugs in aqueous solutions are not allowed to be carried in principle, but if they are used to ensure actual needs, they can be carried and handled as cases after an 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 inspect by hand.
- 12) For the suspicious airtight items or packages discarded by examinees, the security personnel shall ask examinees to pick them up quickly, 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 items for personnel and vehicles at the 9th CIIE will take effect upon the commencement of the venue lockdown. The categories of prohibited and restricted items shall be determined in accordance with the "List of Prohibited and Restricted Items for Personnel and Vehicles at the CIIE," officially issued by the Shanghai Municipal Bureau of Public Security. All units and individuals intending to bring such items into the exhibition venue are required to declare them in advance. The specific declaration procedure is as follows:

3.1 Online registration and declaration procedures

- 1) Exhibitors and contractors shall complete and submit the electronic version of the Form of Registration of Prohibited and Restricted Items online, in strict accordance with the requirements governing prohibited and restricted items outlined in the Exhibitor's Manual.
- 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 it 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 the 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 the 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 Organizers will set a form-filling service desk at 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 the 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 the security check, and enter the venue with relevant items after passing the on-site inspection.

Appendix 13 Manual for Lifting Point Service in 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 the China International Import Expo.

Canton Fair Advertising CO.,LTD			
Address: 3rd Floor, 3 Hall, the National Exhibition and Convention Center (Shanghai), 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	86-21-69761790-807	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 hoist equipment uniformly provided by the exhibition hall or bring their own hoist equipment that meets 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 9th CIIE is available in the North Hall (NH) of the National Exhibition and Convention Center (Shanghai), 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 (6.2H, 7.2H, and 8.2H) of the 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 the lifting point service.

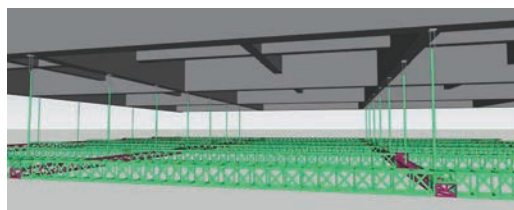
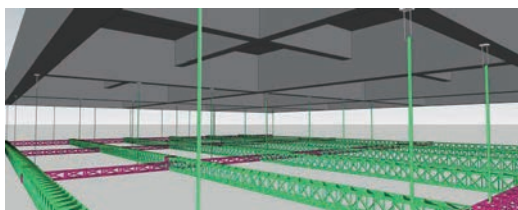
- 2.4 The lifting point service provider is responsible for providing lifting points, installing hoists, and retrieving chains. Users (Construction service providers) may prepare hoist equipment and Truss connecting the suspended objects and the lifting points, or apply for rental from the Exhibition 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

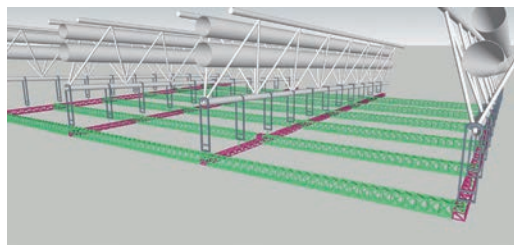
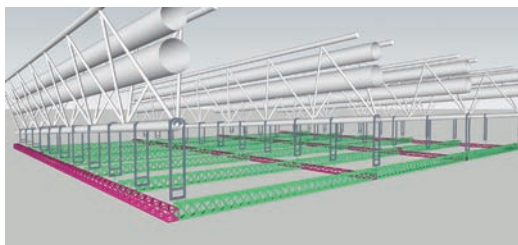
Hall No.	4.1 Hall/5.1 Hall/6.1 Hall and 7.1 Hall/8.1 Hall	6.2 Hall/7.2 Hall/8.2 Hall	North Hall (NH)
Lifting point bearing	≤150 kg (with the hoist and chain)		
Single structure load limit (Manual hoist)	≤1800kg		
Distance from the basic structure's lower edge to the ground	10.2m	16.1m	18m
Height limit 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 1,800kg, the lifting point shall be added according to the regulations, and an 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 September 30, 2026, 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)	1296 yuan/piece
	Electric hoist 25m chain (1 ton)	1620 yuan/piece
Truss rental	Truss (original Aluminum color) 300*300	108 yuan/m
	Truss (original Aluminum color) 400*400	162 yuan/m

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

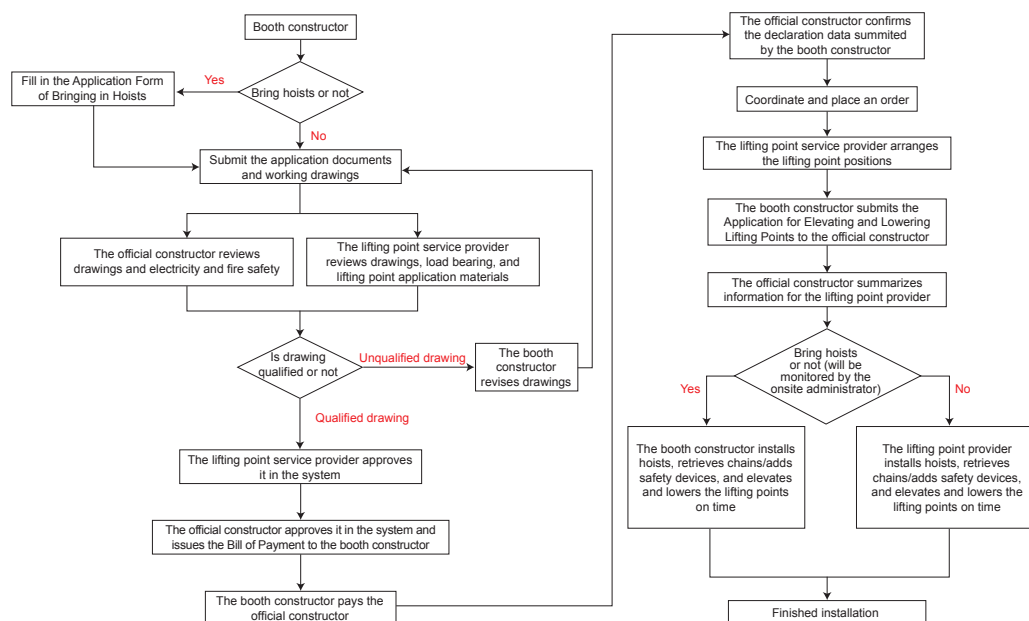
Truss rental service includes Truss and related parts and components required for assembly. Please prepare adapters should you need special assembly.

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

Equipment rental fees must be paid to the official constructor before September 30, 2026, 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 for lifting point service application



6.2 Requirements of the 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, 2026**. Application after the deadline is not acceptable. The number of lifting points, lifting point positions, or equipment rentals shall be confirmed **before September 30, 2026**, and the confirmed version of the 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 for 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 a 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 a seal.
3	Application for Bringing in Hoists (Optional) (Please see Form 19 for details) The confirmed version shall be the printout with a 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 a 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 the 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 9th CIIE, the construction service providers are allowed to bring hoists as they deem necessary for 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 must be submitted.
- 6) Electric hoist operation should be operated by staff with an 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 booth must be jointly supervised by security personnel and the 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 the hanging structure and the hoist hook must be a special hoisting shackle, and a 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 a solid and reliable metal or steel-wood assembly structure, and a pure wood structure; ultra-low acoustics and linear acoustics shall not be hung. 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 who 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 reapply for the review of the drawings, and only after the new drawings are approved can you work on the site.
- 7.11 It is necessary to ensure that each lifting point for the suspended objects and each hoist is under balanced stress, 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 terminals 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.

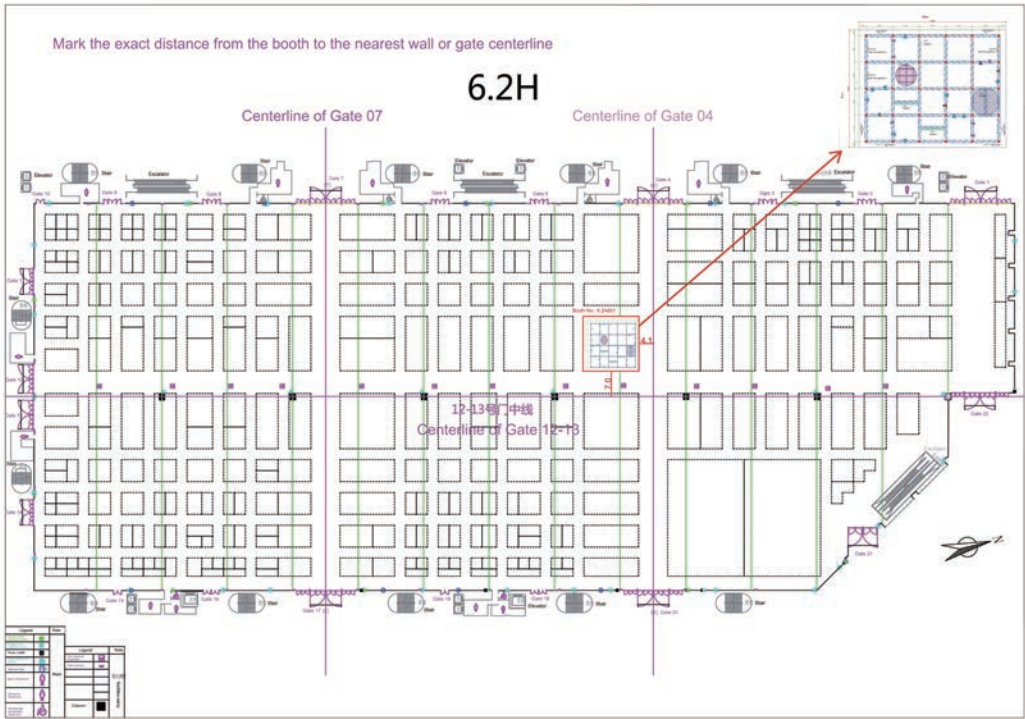
- 7.15 The construction service provider must be equipped with the ground clearance ruler when the suspended objects are lifted/ lowered.
- 7.16 In case of any damage to the lifting points of the exhibition halls and related equipment or any injury to personnel due to improper operation of the construction 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

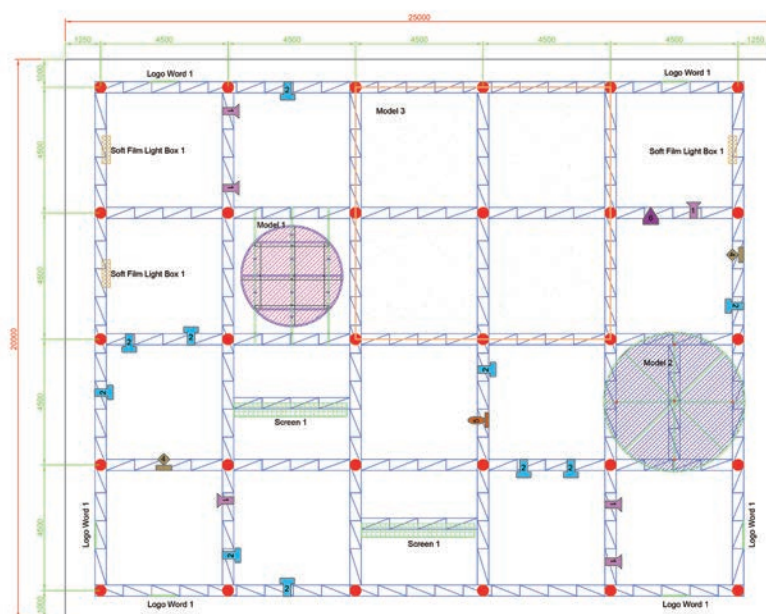
Booth No.:



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

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

Booth No.:



Notes: What Needs to Be Reflected in the Illustration:

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

List of materials				
Legend	Materials	Qty	Single Weight	Total Weight
	Head and Chain	1	30	900
	400T/350	220.2 m	19	4285
	Sub For Light Box 1	1 mm	18,86	56,58
	Light Box 1	6 mm	12,7	50,8
	Down 1	2 mm	206,18	412,32
	Head 1	3 mm	141,19	141,49
	Head 2	1 mm	128,91	128,91
	LED 1mm Light	9 mm	232	232
	LED 1mm Light	9 mm	232	232
	Auto Shine Light	7 mm	2,5	75
	Computerized LED Head-shining Light	12 mm	20	80
	Computerized Shine Light	1 mm	30	30
	Computerized LED Sides	1 mm	30	30

Shareholder Not Held Responsible for the Deaths of Industrialists

Position of Lifting Point	Quantity	Single Weight(kg)	Total Weight(kg)
	200 pieces	2.5 kg	500 kg

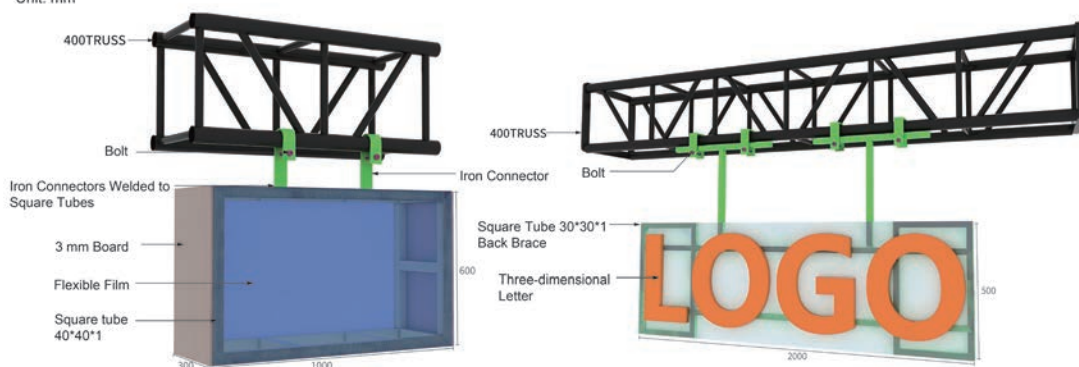
Booth Size

Size of Lifted 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/g
Square Tube 40*40*1	13 m	1.22 kg	16 kg
Flexible Film	1.2 m ²	6.3 kg	0.26 kg
3 mm Board	0.90 m ²	2.5 kg	2.5 kg

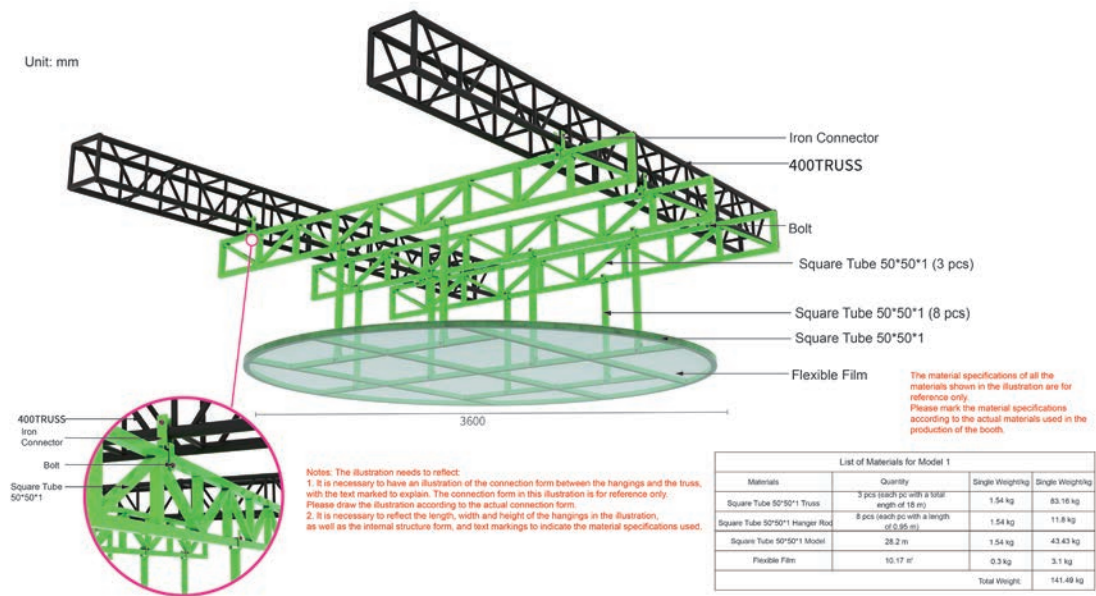
Notes: The illustration needs to reflect:

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

List of Materials for Logo Word 1			
Material	Quantity	Single Weight/kg	Single Weight/lb
Square Tube 30°30°1 Back Brace	10.00 m	6.91 kg	9.5 lb
Acrylic Logo Word	1 pc.	3.5 kg	3.5 lb
		Total Weight	12.7 kg

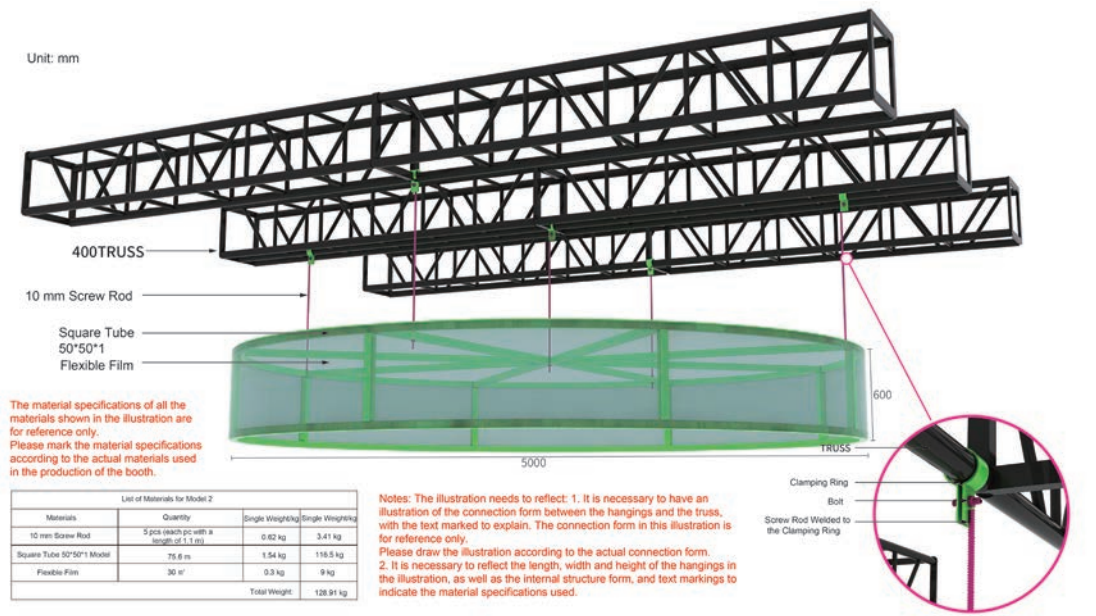
Detailed Illustration of Materials and Weight of the Hanging Structure

Booth No.:



Detailed Illustration of Materials and Weight of the Hanging Structure

Booth No.:



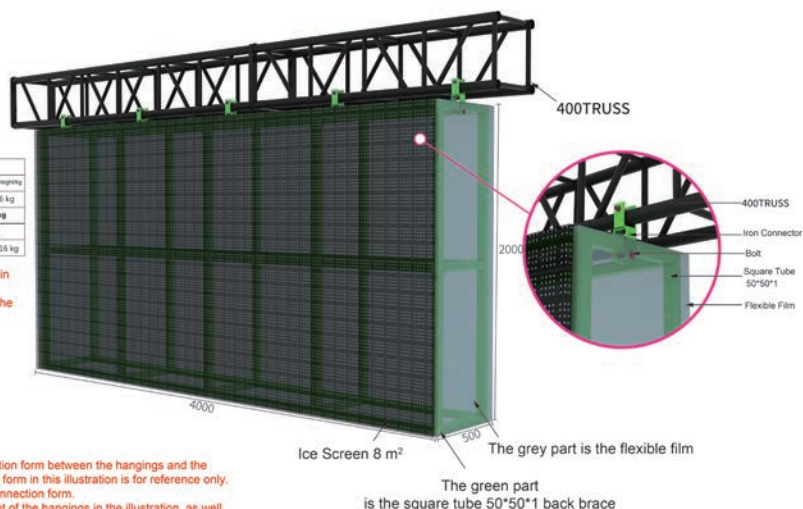
Detailed Illustration of Materials and Weight of the Hanging Structure

Booth No.:

Unit: mm

List of Materials for Screen 1			
Materials	Quantity	Single Weight	Single Weighting
Square Tube 50*50*1	54 m	1.54 kg	83.16 kg
Back Brace	8 m	15 kg	120 kg
Screen	10 m ²	0.3 kg	3 kg
Flexible Film	10 m ²	0.3 kg	3 kg
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.



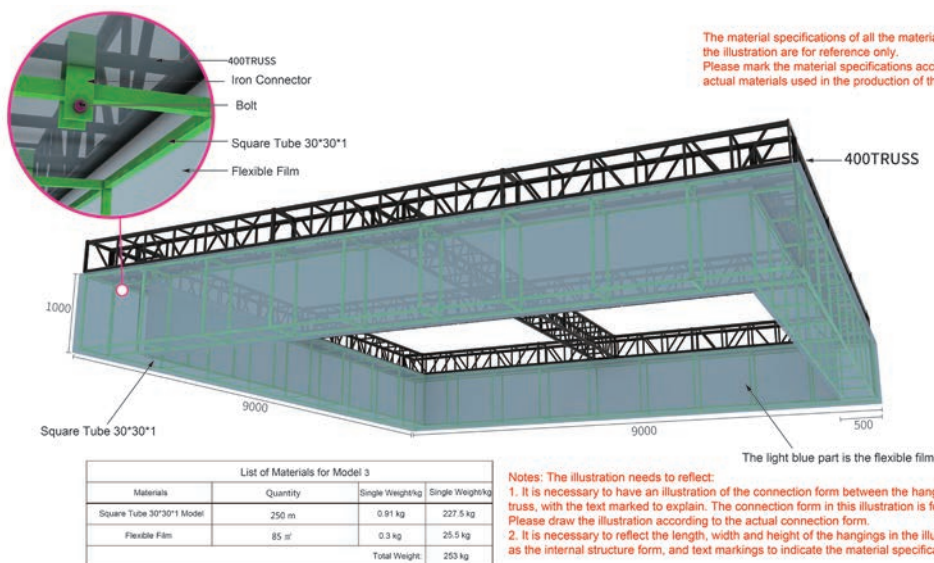
Notes: The illustration needs to reflect:

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.

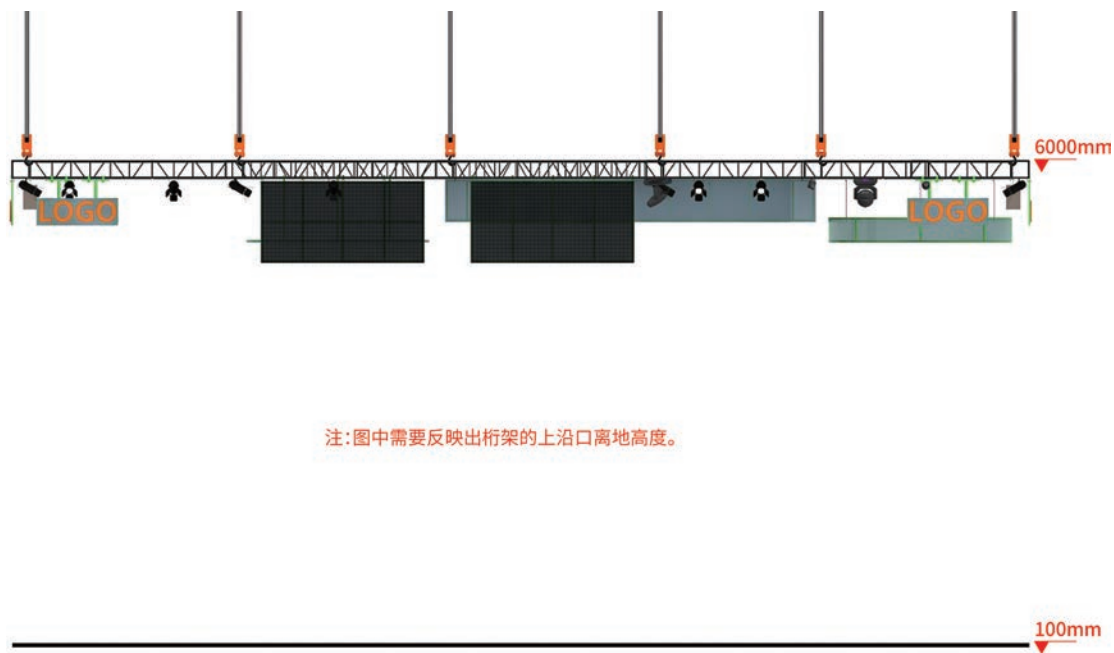
List of Materials for Model 3			
Materials	Quantity	Single Weight/kg	Single Weighting
Square Tube 30*30*1 Model	250 m	0.91 kg	227.5 kg
Flexible Film	85 m ²	0.3 kg	25.5 kg
Total Weight:			253 kg

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

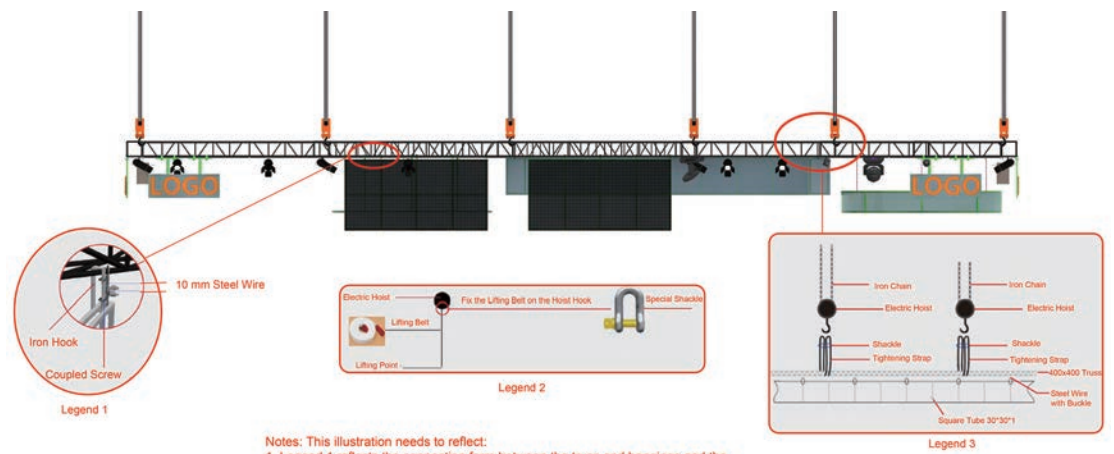
Booth No.:



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.:

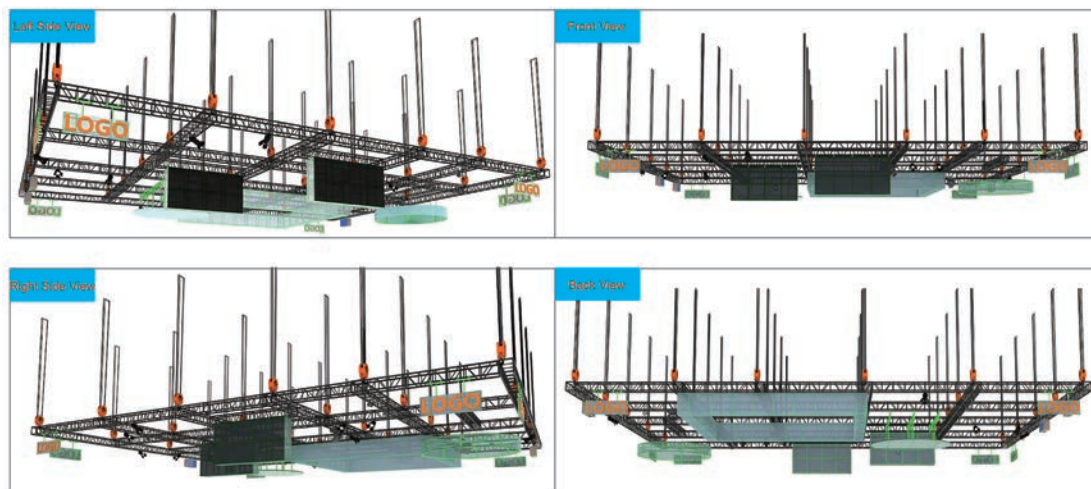


Notes: This illustration needs to reflect:
1. Legend 1 reflects the connection form between the truss and hangings and the hangings need to be insured.
The connection form in the illustration is for reference only. Please draw the drawing according to the actual connection form of the booth.
2. Legend 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	Minimum Charge (RMB)	Notes
Basic Rate (fixed)	Temporary Import Through Main Customs Declaration	Air Freight Handling Charges	4.5/kg	675	From Shanghai Pudong International Airport to the booth, including temporary importation, trucking service, and on-site handling by the official forwarder, charged as per the chargeable weight on the airway bill.
		Airport Handling Charges	2.5/kg	500	
		Sea Freight Handling Charges	390/m³	390	From Shanghai Port to booth, including temporary importation, trucking service and on-site handling by the official forwarder
		Port Handling Charges	300/m³	600	1,500/20'GP, 2,500/40'GP, or 3,000/40'HQ container for FCL shipment
		Storage Charges	3/m³/day	100	7 days free storage upon arrival
		Warehouse In/Out Fee	45/m³	45	
		Translation Fee for the List of Exhibits	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 the Free Trade Zone or elsewhere in China, custom declaration to the CIE is not required, originally by airfreight
		Handling Charges (by seafreight)	195/m³	195	Applicable to exhibits under customs supervision, already in the Free Trade Zone or elsewhere in China, custom declaration to the CIE is not required, originally by seafreight
	Domestic Exhibits Arriving at Warehouses	Handling Charges	120/m³	120	Applicable to exhibits not under customs supervision, from the official forwarder's warehouse to the booth
		Storage Charges	5/m³/day	5	
		Warehouse In/Out Fee	45/m³	45	
	Self-Transportation to the Hall	Handling Charges	80/m³	80	Applicable to exhibits not under customs supervision, from the unloading area of the hall to the 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/m³	40	Applicable to exhibits imported through Yangshan Port. For FCL shipment, charged at the rate of 800 yuan/20FT GP or 1,600 yuan/40FT GP container
	Oversize/Overweight Surcharge		5%-20%	/	Basic rate to be increased by 5% 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 the deadline, excluding fresh perishable shipments
	Forklift and Crane Rental		400-1,350 yuan/hr	800	Secondary relocation and special assembly for equipment exhibits are charged at RMB 400/hour for forklifts, RMB 420/hour for 25-ton cranes, RMB 850/hour for 50-ton cranes, and RMB 1,350/hour for 80-ton cranes (with a minimum charge of 2 hours and billed in 1-hour increments).
	Return Empty Container		1,200-1,800 yuan/container	1,200	1,200 yuan/20FT; 1,800 yuan/40FT
Other Non-Fixed Rates (Incurred when necessary)	Early Arrival Storage at the Airport		2-3 yuan/kg/day	400	Charged by the customs supervised warehouse at the airport, different from the warehouse
	Early Arrival Storage at the Sea Port		4-6 yuan/m³/day	200	Charged by the customs supervised warehouse at the seaport, different from the warehouse
	Inspection Service Fee		800-1,200 yuan/shipment	800	Charge varies by exhibit types and packing conditions. Unpacking and unstuffing charges at the terminal are as per the outlay
	Other Charges for Containers		200-800 yuan/TEU	200	Demurrage to be charged at the rate of 200-300 yuan/day/TEU, varying depending on carriers; Damage and cleaning fees to be charged at 300-800 yuan/container, depending on the level of damage or dirtiness.
	Packing and Reinforcement Charge		50-300 yuan	50	Including packing materials and labor. Special requirements, such as vacuum packaging, shall be confirmed beforehand.
	Tax Deposit		Per tax amount	/	Applicable to alcoholic beverages, tobacco, fuel, and other taxable consumables during the CIE approved by customs. Subject to the final tax sheet, a 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. The charge is subject to quotation beforehand.

Notes: 1. An additional 6% tax will be applied for invoicing.
2. Any charges not listed above must be reported and approved before collection.

OUTBOUND HANDLING					
	Items		Rates	Minimum Charge (RMB)	Notes
Basic Rate (fixed)	Customs Declaration for Export	Air Freight Handling Charges	4.5 yuan/kg	675	From the booth to the Shanghai Pudong International Airport
		Airport Handling Charges	2.5 yuan/kg	500	
		Sea Freight Handling Charges	390 yuan/m ³	390	From the booth to the Shanghai Port
		Port Handling Charges	300 yuan/m ³	600	1,500 yuan/20'GP, 2,500 yuan/40'GP, or 3,000 yuan/40'HQ container
		Storage Charges	3 yuan/m ³ /day	100	
		Warehouse In Fee	45 yuan/m ³	45	
	Declaration Not Required for Customs Supervision	Handling Charges (by airfreight)	2.25 yuan/kg	450	Custom declaration to the CIIE is not required, originally by airfreight
		Handling Charges (by seafreight)	195 yuan/m ³	195	Custom declaration to the CIIE is not required, originally by seafreight
	Entering the Mian Warehouse	Handling Charges	120 yuan/m ³	120	Applicable to exhibits not under customs supervision, from the booth to the official forwarders' warehouse
		Storage Charges	5 yuan/m ³ /day	5	
		Warehouse In Fee	45 yuan/m ³	45	
	Self-Transportation to the Hall	Handling Charges	80 yuan/m ³	80	Applicable to exhibits not under customs supervision, from the booth to the unloading area of the exhibition venue, loaded on a truck.
Other Fixed Rates (Incurred when necessary)	Yangshan Port Surcharges		40 yuan/m ³	40	Applicable to exhibits exported through Yangshan Port, For FCL shipment, charged at the rate of 800 yuan/20FT or 1,600 yuan/40FT container.
	Oversize Surcharges		5%-20%	/	Basic rate to be increased by 5% 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
	Purchase Customs Clearance Fee		1,200 yuan/shipment	1,200	Applicable to exhibits sold or consumed
	Container Pickup Fee		1,200-1,800 yuan/container	1,200	1,200 yuan/20FT or 1,800 yuan/40FT container
	Forklift and Crane Rental		400-1,350 yuan/hr	800	Secondary relocation and special assembly for equipment exhibits are charged at RMB 400/hour for forklifts, RMB 420/hour for 25-ton cranes, RMB 850/hour for 50-ton cranes, and RMB 1,350/hour for 80-ton cranes (with a minimum charge of 2 hours and billed in 1-hour increments).
Other Non-Fixed Rates (Incurred when necessary)	Inspection Service Fee		800-1,200 yuan/shipment	800	Charge varies by exhibit types and packing conditions, unpacking and unstuffing charges at the terminal are as per the outlay
	Packing and Reinforcement Charge		50-300 yuan	50	Including packing materials and labor. Special requirements, such as vacuum packaging, shall be confirmed beforehand.
	Exhibit 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. The charge is subject to quotation beforehand.

Notes: 1. An additional 6% tax will be applied for invoicing.
2. Any charges not listed above must be reported and approved before collection.



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	2026.09.25
Form 2: On-site Activity Application Form	2026.10.17
Form 3: Application for Special Items Entry	2026.09.25
Form 4: Application for Temporary Cleaning Service	2026.09.25
Form 5: Application for Temporary Security	2026.09.25
Form 6: Application for Lease of Supporting Facilities	2026.09.25
Form 7: Application for 24-hour Power Supply	2026.09.25
Form 8: Application for Advance Power Supply	2026.09.25
Form 9: Application for Removal of Distribution Box Leakage Protector	2026.09.25
Form 10: Application for Lease of Exhibition Equipment	2026.09.25
Form 11: Application for Lease of Flowers and Green Plants	2026.09.25
Form 12: Registration of Prohibited and Restricted Items	2026.10.05
Form 13: Exhibitor Livestream Marketing Application Form	2026.10.20
Form 14: Application for Special Booth Setup	2026.09.15
Form 15: Special Booth Safety Responsibility Letter	2026.09.15
Form 16: List of Overseas Exhibits	2026.10.15
Form 17: Letter of Commitment on Application for and Use of Lifting Point Service	2026.09.15
Form 18: Application for Elevating and Lowering Lifting Points	2026.09.15
Form 19: Application for Bringing in Hoists	2026.09.15
Form 20: Application for NEV Charging and Related Safety Commitment	2026.10.10

Please return this form by Sept. 26, 2026

Form 1: Application for Dynamic Exhibit Demonstrations	
Exhibitor:	Person in Charge of the Booth:
Booth No.:	Tel:
Mobile:	Fax:
Email:	
Application Content	
We hereby apply to the organizer for the following dynamic demonstrations of exhibits: ☐ On-site demonstration of cutter; ☐ On-site demonstration of electric welder; ☐ On-site demonstration of cutting machines; ☐ Others: In order to ensure safety and security of on-site demonstrations, we hereby undertake to take the following security measures: appoint a full-time safety director (Contact 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.	
Signature/Seal:	Date: _____, 2026
Reviewer:	

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

Please return this form by: Oct. 17, 2026

Form 2: On-site Activity Application Form

*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?	☐ Yes ☐ No
*Total number of Performers		*Are there any stars?	☐ Yes ☐ No
*Total number of Guests		*Are there any models?	☐ Yes ☐ No
*Activity Form	☐ Open type ☐ Invitation		
*Are there any leaders to participate in the activity? (Ministerial level leaders or above at home and the same level from abroad)	☐ Yes ☐ No		
*Are there any on-site security plans and measures? (If yes, please attach it to this form)	☐ Yes ☐ 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: , 2026

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

Please return this form by Sept. 25, 2026

Form 3: Application for Special Items Entry

Exhibitor:	Person in Charge of the Booth:
Booth No.:	Tel:
Mobile:	Fax:
Email:	
Application Content	
We hereby apply to the organizer for the following special items that are required in the demonstration of exhibits: ☐ move-in of inert gas cylinders; ☐ move-in of lubricants, diesel and etc.; ☐ air compressors; ☐ others: 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. 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.	
Signature/Seal:	Date: _____, 2026
Reviewer:	Other reviewers:

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

Please return this form by Sept. 25, 2026

Form 4: Application for Temporary Cleaning Service			
Exhibitor:		Person in Charge of the Booth:	
Booth No.:		Tel:	
Mobile:		Fax:	
Email:			
Charging Standards			
8:00-20:00		RMB50/person/hour	
20:00-8:00 the next day		RMB100/person/hour	
Notes: Any exhibitor in need of hiring the Organizer's cleaner(s) (at least 4 working hours) for the time being shall fill in the following Job Requirements (you may fill in on separate paper). The Organizer will arrange the cleaner(s) pursuant to the exhibitor's demands and charge the required fees after the on-site signature; The exhibitor, however, will also be informed by email if the job requirements cannot be met. Thank you for your kind understanding. For inquiries, please contact Ms. Pan at +86-021-39881203.			
Job Requirements			
Number of Cleaner (s):		Working Hours:	
Workplace:			
Work Content:			
Signature/Seal:		Date: , 2026	

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

Please return this form by Sept. 25, 2026

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	
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.			
Job Requirements			
Number of Cleaner (s):		Working Hours:	
Workplace:			
Work Content:			
Signature/Seal:		Date: , 2026	

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

Please return this form by Sept. 25, 2026

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

Applicant Info.:

☐ Exhibitor

☐ Constructor

Company Name:

Person in Charge of the Booth:

Booth No.:

Tel:

Mobile:

Fax:

Email:

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

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

Items	Specifications	Rate		Quantity	Amount
		Unit price of exhibition hall electricity box (RMB/Session)	Unit price of intelligent safety electricity box (RMB/Session)		
Power for Machinery (including exhibition hall electricity box and intelligent safety electricity box)	15A 380V	968	330		
	30A 380V	1408	385		
	60A 380V	2288	440		
	100A 380V	3630	550		
	150A 380V	5500	627		
	200A 380V	8800	704		
	250A 380V	11000	836		
	300A 380V	13200	924		
	350A 380V	16500	1012		
	400A 380V	22000	1100		
1. The electricity charges of the 9TH China International Import Expo shall be undertaken by the Organizer. 2. 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. 3. 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). 4. All items are exclusively for rent and shall not be swapped, transferred or exchanged. 5. Exhibitors shall guarantee that the leased items are returned intact and shall compensate for any loss or damage, if any.					
Signature/Seal:			Date: , 2026		

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, 2026

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

Applicant Info.:

☐ Exhibitor

☐ Constructor

Company Name:

Person in Charge of the Booth:

Booth No.:

Tel:

Mobile:

Fax:

Email:

Items	Specifications	Rate (RMB/ Session)	Quantity	Amount
Water	Water for the Booth (DN15mm)	1980		
	Water for Machinery (DN20mm)	2200		
Gas	Displacement ≤ 0.4 m³/min (DN15mm, pressure: 8bar)	3300		
	Displacement ≤ 0.9 m³/min (DN20mm, pressure: 8bar)	3850		
	Displacement ≥ 1.0 m³/min (DN25mm, pressure: 8bar)	4400		
	Note: For facilities with 1.6 m³/min > displacement ≥ 1.0 m³/min (DN25mm, pressure: 8bar), the rate is RMB 4,400 yuan/session. Please report honestly the displacement you need: _____m³/min.			

1. The rates for water outside the venue are 150% of the basic rates and any request for gas outside the venue will not be accepted.

2. All items are exclusively for rent and shall not be swapped, transferred or exchanged.

3. Exhibitors shall guarantee that the leased items are returned intact and shall compensate for any loss or damage, if any.

Signature/Seal:

Date: , 2026

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, 2026

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

Applicant Info.: ☐ Exhibitor ☐ Constructor				
Company Name:		Person in Charge of the Booth:		
Booth No.:		Tel:		
Mobile:		Fax:		
Email:				
Items	Specifications	Rate (RMB/Session)	Quantity	Amount
Tel.	Urban Direct Line	600		
	Domestic Direct Line	800		
	International Direct Line	2300		
	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)	3000		
	15M broadband (applicable to 10 terminals)	5000		
	30M broadband (applicable to 20 terminals)	7500		
	10M DDN (with only one normal public IP)	6000		
	15M DDN (with only one normal public IP)	10000		

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)	15000		
	40M DDN (with only one normal public IP)	20000		
	60M DDN (with only one normal public IP)	25000		
	100M DDN (with only one normal public IP)	6000		
	Normal Public IP Addresses for DDN (5 IPs of the same type maximum per line)	1500		
	International Public IP Addresses for DDN (5 IPs of the same type maximum per line)	3000		
	Domestic and International Public IP Addresses for DDN (5 IPs of the same type maximum per line)	4500		
	1. Network Channel Services: From 15,000 yuan/session (using the venue's integrated wiring system; 3,000 yuan/ point multiplied by 5 points minimum amounts to 15,000 yuan or more. 3,000 yuan for each point more and rates negotiable for internet access.) 2. Special Broadband Services: Rates negotiable for personalized WiFi services or other special demands from users of 100M DDN or DDN of higher capacity.			
1. The rates above are for facilities in the venue. The rates of Internet and Telephone for facilities outside the venue are 150% of the basic rates. 2. All items are exclusively for rent and shall not be swapped, transferred or exchanged. 3. Exhibitors shall guarantee that the leased items are returned intact and shall compensate for any loss or damage, if any. 4. Exhibitors can access the Internet through 5G signals in the exhibition hall with their 5G devices.				
Signature/Seal:		Date: , 2026		

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, 2026

Form 7: Application for 24-hour Power Supply

Applicant Info.:

☐ Exhibitor☐ 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):

Requirements:

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.

Safety Commitment:

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.

Signature/Seal:

Date: , 2026

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, 2026

Form 8: Application for Advance Power Supply

Applicant Info.:

☐ Exhibitor

☐ Constructor

Company Name:

Person in Charge of the Booth:

Booth No.:

Tel:

Mobile:

Fax:

Email:

Application Content

No.	Power Type	Duration	Reasons for Advance Supply
1			
2			

Safety Commitment:

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

Signature/Seal:

Date: , 2026

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, 2026

Form 9: Application for Removal of Distribution Box Leakage Protector (Only for Power Circuits with Such Needs)

Applicant Info.:

☐ Exhibitor☐ Constructor

Company Name:

Person in Charge of the Booth:

Booth No.:

Tel:

Mobile:

Fax:

Email:

Application Content

No.

Circuit Box Specifications

Reasons for Removal

1

2

Safety Commitment:

For reasons given above, our company would like to apply for the removal of RCDs from distribution boxes in trenches to ensure the success of the Expo. Upon reading relevant regulations, requirements and precautions, our company hereby pledges that we will be responsible for power safety management after the RCDs are removed from the distribution boxes. In addition, we will take full responsibility for any override trip caused by the removal that may affect the normal power supply at the Expo or any resulting issue related to fire safety and power safety.

Signature/Seal:

Date: , 2026

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, 2026

Form 10: Application for Lease of Exhibition Equipment

Exhibitor Info.

Company Name:

Person in Charge of the Booth:

Booth No.:

Tel:

Mobile:

Fax:

Email:

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

1. All items are exclusively for rent and shall not be swapped, transferred or exchanged.

2. Exhibitors shall guarantee that the leased items are returned intact and shall compensate for any loss or damage, if any.

3. For late applications, the demands may not be satisfied.

4. For inquiries, please contact Mr. Tang at 13916858866 or Mr. Liu at 13795244941.

Signature/Seal:

Date: , 2026

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

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Form 10: Application for Lease of Exhibition Equipment

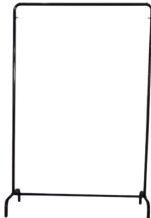
Exhibition Equipment

 01 White Folding Chair 450*550*860H 28 yuan/Per piece/exhibition period	 02 Grey Folding Chair 450*550*860H 28 yuan/Per piece/exhibition period	 03 Eames Chair 480*550*800H 70 yuan/Per piece/exhibition period	 04 Lightweight Leather Chair (No Armrests) 480*550*800H 42 yuan/Per piece/exhibition period
 05 Lightweight Leather Chair (With Armrests) 480*550*800H 52 yuan/Per piece/exhibition period	 06 Gourd Chair 560*500*920H 52 yuan/Per piece/exhibition period	 07 White Leather Bar Stool 360*400*760-860H 70 yuan/Per piece/exhibition period	 08 Black Leather Bar Stool 360*400*760-860H 70 yuan/Per piece/exhibition period
 09 White Painted Bar Stool 360*400*760-860H 85 yuan/Per piece/exhibition period	 10 Black Painted Bar Stool 360*400*760-860H 85 yuan/Per piece/exhibition period	 11 Glass Round Table 780*750H 104 yuan/Per piece/exhibition period	 12 White Round Table 750*750H 142 yuan/Per piece/exhibition period
 13 Large Rectangular Table 1800*600*750H 128 yuan/Per piece/exhibition period	 14 Small Rectangular Table 1200*600*750H 128 yuan/Per piece/exhibition period	 15 Small Conference Table 1400*700*750H 190 yuan/Per piece/exhibition period	 16 Large Conference Table 2000*800*750H 510 yuan/Per piece/exhibition period

Form 10: Application for Lease of Exhibition Equipment			
Exhibition Equipment			
 17 Flat Shelf Board 990*300 42 yuan/Per piece/exhibition period	 18 Two-Seater Sofa (White) 1600*700*650H 340 yuan/Per piece/exhibition period	 19 Two-Seater Sofa (Black) 1600*700*650H 340 yuan/Per piece/exhibition period	 20 Double Stainless Steel Coffee Table (Glass) 1200*600*450H 128 yuan/Per piece/exhibition period
 21 Single Sofa (White) 800*700*670H 170 yuan/Per piece/exhibition period	 22 Single Sofa (Black) 800*700*670H 170 yuan/Per piece/exhibition period	 23 Single Coffee Table 550*550*450H 57 yuan/Per piece/exhibition period	 24 Double Stainless Steel Coffee Table (Wood) 1200*600*450H 128 yuan/Per piece/exhibition period
 25 Sofa Ottoman (White) 400*400*400H 52 yuan/Per piece/exhibition period	 26 Sofa Ottoman (Black) 400*400*400H 52 yuan/Per piece/exhibition period	 27 Reception Counter 1000*500*750H 142 yuan/Per piece/exhibition period	 28 Lockable Cabinet 1000*500*750H 190 yuan/Per piece/exhibition period
 29 Small Glass Showcase 1000*500*1000H 285 yuan/Per piece/exhibition period	 30 Large Glass Showcase 1000*500*2000H 427 yuan/Per piece/exhibition period	 31 Aluminum Square Cabinet 500*500*2000H 427 yuan/Per piece/exhibition period	 32 Wire Mesh Panel 900*1800H 42 yuan/Per piece/exhibition period

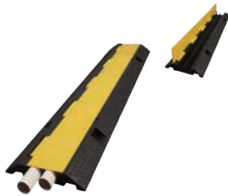
Form 10: Application for Lease of Exhibition Equipment

Exhibition Equipment

 33 Round Tube Clothes Rack 1200*1800H 170 yuan/Per piece/exhibition period	 34 Square Tube Clothes Rack 1200*1800H 170 yuan/Per piece/exhibition period	 35 Double Door Refrigerator 544*565*1491H 427 yuan/Per unit/exhibition period	 36 Single Door Refrigerator 488*450*835H 256 Per unit/exhibition period
 37 Standing Water Dispenser 300*300*840H 128 yuan/Per unit/exhibition period	 38 Bottled Water for Dispenser 12L 32 yuan/Per bottle	 39 Stanchion and Retractable Belt 1000-1200L*900H 57 yuan/Per meter/exhibition period	 40 Literature Rack 270*250*1200H 95 yuan/Per piece/exhibition period
 41 Female Full Body Mannequin 1800H 380 yuan/Per piece/exhibition period	 42 Male Full Body Mannequin 1900H 380 yuan/Per piece/exhibition period	 43 LCD TV (50 inch, with remote) Floor stand included by default; wall mounting required (wooden panels only); extra 3-meter HDMI cable required. 855 yuan/Per unit/exhibition period	 44 T-Stage Table Choose one of three sizes below: 100*400*350H, 100*400*500H, 100*400*750H 128 yuan/Per piece/exhibition period
 45 T-Stage Table Set 100*400*350H, 100*400*500H, 100*400*750H 380 yuan/Per set/exhibition period	 46 Small Sofa Chair 500*450*640-690H 70 yuan/Per piece/exhibition period	 47 Large Sofa Chair 500*450*720-790H 85 yuan/Per piece/exhibition period	 48 Square Table 650*650*750H 170 yuan/Per piece/exhibition period

Form 10: Application for Lease of Exhibition Equipment

Exhibition Equipment

 49 Eames Round Table 700*750H 170 yuan/Per piece/exhibition period	 50 Slanted Shelf Board 990*300 42 yuan/Per piece/exhibition period	 51 Aluminum Shelf 1000*500*2000H 579 yuan/Per piece/exhibition period	 52 Fully Automatic Coffee Machine (with grinder) Ingredients not included 513 yuan/Per unit/exhibition period
 53 Male Half Body Mannequin 1400-1800H 228 yuan/Per piece/exhibition period	 54 Female Half Body Mannequin 1400-1800H 228 yuan/Per piece/exhibition period	 55 Sound System (with microphone) Extra 3-meter HDMI cable required 712 yuan/Per unit/exhibition period	 56 Cable Bridge Plate 1000L*250W*50H (mm) Channel size: 32W*32H (mm) 95 yuan/Per piece/exhibition period
 57 Scaffold 1.35*2*3.7 (m) 500 yuan/Per set/day	 58 LCD TV (65 inch, with remote) Floor stand included by default; wall mounting required (wooden panels only); extra 3-meter HDMI cable required. 1100 yuan/Per unit/exhibition period	 59 LCD TV (70 inch, with remote) Floor stand included by default; wall mounting required (wooden panels only); extra 3-meter HDMI cable required. 1500 yuan/Per unit/exhibition period	

Please return this form by Sept. 25, 2026

Form 11: Application for Lease of Flowers and Green Plants

Exhibitor Info.

Company Name:

Person in Charge of the Booth:

Booth No.:

Tel:

Mobile:

Fax:

Email:

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

1. All plants are rented and cannot be exchanged, transferred, or returned. **Fresh flowers are for sale and cannot be returned.**
2. Exhibitors shall guarantee that the leased items are returned intact and shall compensate for any loss or damage, if any.
3. Applications submitted after the deadline may not be accepted.
4. For inquiries, please contact Mr. Tang at 13916858866 or Mr. Liu at 13795244941.

Signature/Seal:

Date: , 2026

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
52yuan/Pot



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



03 Three-dimensional Single-sided Rose
Height: 0.25m
190yuan/Pot



04 Podium Flower
Height: 0.5m
275yuan/Pot



05 Oval Long Flower Arrangement
Height: 0.4m
152yuan/Pot



06 Lily in Vase
Height: 0.4m
152yuan/Pot



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



08 Areca Palm
Height: 1.6m
52yuan/Plant/exhibition period



09 Aglaonema
Height: 0.5m
42yuan/Plant/exhibition period



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



11 Bird of Paradise
Height: 1.7m
294yuan/Plant/exhibition period



12 Small Hainan Radermachera
Height: 0.5m
68yuan/Plant/exhibition period



13 Rectangular 3D Rose Arrangement
Height: 0.25m
180yuan/Pot



14 Small Bird of Paradise
Height: 80cm
114yuan/Plant/exhibition period



15 Snake Plant (Sansevieria)
Height: 80cm
114yuan/Plant/exhibition period

Please return this form by Oct. 5, 2026

Form 12: Registration of Prohibited and Restricted Items

Applicant Info.: ☐ Exhibitor ☐ 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					
1. We pledge that we will strictly abide by current laws and regulations of the People's Republic of China and relevant safety policies and requirements specified by the Expo, fill out the form of Registration of Prohibited and Restricted Items truthfully and accept the professional security check of the Expo. 2. We pledge that we will not carry items outside the scope of the Registration of Prohibited and Restricted Items into the venue. 3. We pledge that we will properly use and manage prohibited and restricted items and will not lose or transfer such items and will ensure their safety. 4. We pledge that we will voluntarily accept investigation and assume legal responsibility in the event that negative results are caused to be improper management or use.					
Reminders and Suggestions					
1. Prohibited and restricted items referred to herein are subject to those listed in Appendix 12 Notice on Prohibited and Restricted Items 2. When filling out the form, ensure your information is true and complete. If it is inconsistent with that on the site, you will be held liable for the consequences yourself; 3. We suggest you fill out the form via the online system. After it passes the review, you may download and print the electronic stamped version and bring it along with items to enter the venue; 4. To declare items on the spot, please go to the CIIE onsite service desk. After passing the review, you may bring items into the venue.					
Signature/Seal:			Reviewed by:		
Date: , 2026			Date: , 2026		

Please return this form by Oct. 20, 2026

Form 13: Exhibitor Livestream Marketing Application Form		
Exhibitor:		Booth No.:
On-site Livestream Person-in-Charge:		Tel.:
		Email:
Application Content		
Livestream Title:		
Livestreaming Platform and Account		
Number of Livestreaming Locations		
Specific Schedule	November _____, from : to : November _____, from : to : November _____, from : to : November _____, from : to : November _____, from : to : November _____, from : to :	
List of Livestreaming Team Members and ID Numbers		
List of Livestreaming Products	See the appendix for details.	
Signature/Seal:	Date: _____, 2026	
Reviewed by		

Form 13: Exhibitor Livestream Marketing Application Form

Exhibitor Livestream Marketing Undertaking

Whereas the Exhibitor has applied to conduct livestream marketing activities during the China International Import Expo (hereinafter referred to as "CIIE"), and for the purpose of maintaining on-site order and safety at the exhibition and protecting the legitimate rights and interests of all parties, the Exhibitor hereby solemnly makes undertakings as follows:

Article 1 On-site Code of Conduct

The Exhibitor undertakes that: all livestreaming activities will be conducted exclusively within its own booth, without occupying or obstructing any fire-fighting access, main escape routes, or public areas; the Exhibitor will reasonably control the livestreaming volume to avoid noise interference with adjacent booths; and livestreaming equipment and props will be placed in compliance with safety regulations to ensure safe passage for personnel.

Article 2 Definition of Legal Liability

The Exhibitor acknowledges that all sales and related commercial activities via livestream are conducted independently by the Exhibitor. All legal liabilities arising therefrom, including product quality liability, after-sales service obligations, intellectual property disputes, and any transactional disputes, shall be borne solely by the Exhibitor. The Hosts, Organizers and Venue Operators of CIIE shall be exempt from all relevant liabilities.

Article 3 Content Compliance Guarantee

The Exhibitor undertakes that: the livestreaming background visuals shall primarily feature the actual scene of its own booth, its own products, or legally authorized materials; the content planning, promotional language, and interactive behavior throughout the livestream shall strictly comply with the laws, regulations, and policies of the People's Republic of China, the operational rules of the relevant livestreaming platforms, as well as public order and good morals; and no act that infringes upon third-party rights, engages in false publicity, misleads consumers or disseminates illegal and harmful information shall be conducted.

The Exhibitor further undertakes that livestream marketing activities shall be limited to selling the exhibiting products the Exhibitor lists in the current CIIE Exhibition Contract and related filing materials, as well as product categories directly related to such exhibiting products. The Exhibitor shall not sell goods irrelevant to its exhibiting categories or carry out commercial promotions unrelated to exhibition activities via the CIIE platform.

Form 13: Exhibitor Livestream Marketing Application Form

Exhibitor Livestream Marketing Undertaking

Without the Host’s written authorization, the Exhibitor shall not promote or sell goods by using such titles as “CIIE Official Recommendation”, “CIIE Cooperative Product” or “CIIE Designated Product” in livestreams, nor imply in any form that CIIE endorses or warrants the relevant goods or transactions.

The Exhibitor undertakes that all goods, brands, images, videos, music, and other materials displayed during livestreaming are legally authorized and do not infringe upon any third-party intellectual property rights.

Article 4 Obligation to Cooperate with Management

The Exhibitor undertakes to: obey the management and on-site inspections conducted by the Host; ensure all livestreaming personnel wear valid exhibition badges and conduct livestreaming only during the approved times and at designated locations; and voluntarily accept graded disciplinary measures including warnings, power cut-off and revocation of credentials in case of any violation. The Host has the right to require the Exhibitor to suspend or cease livestreaming activities for the sake of on-site order management, and the Exhibitor shall comply immediately.

Article 5 Authenticity of Information

The Exhibitor warrants that the submitted Exhibitor Livestream Marketing Application Form and all attached materials are true, accurate and complete. The Exhibitor shall be fully liable for all consequences arising from any false information.

This Undertaking shall take effect as of the signing date and remain valid during the exhibition period and related activities of the China International Import Expo.

Form 13: Exhibitor Livestream Marketing Application Form

China International Import Expo Notice to Exhibitors on Inviting We-Media for the China International Import Expo

Dear Exhibitors and Exhibition Organizers,

To ensure effective news publicity and public opinion support for the China International Import Expo, and in accordance with the relevant regulations of the Office of the Central Cyberspace Affairs Commission of the People's Republic of China on strengthening we-media management, we hereby provide the following reminders on reinforcing public opinion management. Exhibitors and exhibition organizers are requested to remind and urge the we-media individuals or organizations they have invited to review in advance and strictly comply with the following requirements.

I. Scope of We-media

We-media refers to individuals or entities invited by exhibitors and exhibition organizations to participate offline in CIIE, assist such exhibitors and organizations in conducting livestreaming, filming and other activities within the exhibition area, and utilize internet we-media platforms to provide online advertising release, display, and other services for the exhibitors and exhibition organizations.

II. Precautions for Invitation

1. Exhibitors and exhibition organizations that invite we-media to participate in CIIE are requested to cooperate in completing the registration of information, including the we-media participant's name, ID number, we-media account name, and the organization they belong to or the inviting organization. Please also submit the completed attached form by 24:00 Beijing Time on October 20.
2. According to the relevant provisions of the Guiding Opinions on Strengthening the Standardized Management of Online Livestreaming, relevant exhibitors and exhibition organizations are requested to remind we-media that, when conducting online livestreaming activities, the form and content of the livestream, as well as any props and promotional materials used, must not violate the laws and regulations of the People's Republic of China, must not contravene public order and good morals, and must not affect exhibition safety.
3. According to the relevant provisions of the Circular on Strengthening the Management of "We Media", relevant exhibitors and exhibition organizations are requested to remind we-media that, when publishing information, especially information related to CIIE, they must pay attention to the authenticity of the information, must not fabricate information out of thin air, take statements out of context, distort facts, or use any means to compromise the authenticity of the information.
4. According to the relevant provisions of the Regulations on the Management of Internet Comment Services, relevant exhibitors and exhibition organizations are requested to remind we-media to maintain a certain level of attention to comments and replies, and to take appropriate measures against content that damages the image of CIIE, depending on the circumstances.

The above requirements are to be fully understood and implemented by the relevant exhibitors and exhibition organizations. Thank you for your understanding and support!

Please return this form by Sep. 15, 2026

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? ☐ Yes ☐ 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 area of the booth:_____square meter (s)	Overall height:_____meter (s)
Whether it is a double-storey booth: ☐ Yes ☐ No	Whether there is a lifting point: ☐ Yes ☐ 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

Recipient Account Information Account Number: 444274643649 Account Name: National Exhibition and Convention Center (Shanghai) Co., Ltd. Bank Name: Bank of China, Shanghai Hongqiao Convention & Exhibition Center Sub-branch	Payer Account Information Account Number: _____ Account Name: _____ Bank Name: _____
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Other Reminders

1. 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.
2. 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.
3. If the exhibitor or constructor makes false commitments or refuses to provide the required supporting documents, they shall bear the corresponding responsibilities and consequences.

Exhibitor Signature or Seal:	Contractor Seal:
Other Related Party Seal: (Optional)	
Date: / /2026	Date: / /2026

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

Please return this form by Sep. 15, 2026

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: , 2026

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

Please return this form by Oct. 15, 2026

Form 16: List of Overseas Exhibits

[illegible]

Please return this form by Sept. 15, 2026

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 9th 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 9th 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: , 2026

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

Please return this form by Sep. 15, 2026

Form 18: Application for Elevating and Lowering Lifting Points

Exhibitor:				Booth No.:			
(Elevating/Lowering) lifting point structure in the booth:				Construction Date: , 2026			
Filling Date: , 2026				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
Notes: - 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: , 2026			

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

Please return this form by Sep. 15, 2026

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					
Therefore, we undertake: 1. To bring in our hoists for the lifting points, which shall meet the relevant national safety standards and have passed the acceptance check (Relevant certification documents will be attached). 2. To strictly abide by the relevant regulations and requirements of the Exhibitor Manual for the 9th 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, 2026

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: , 2026

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