



第九届中国国际进口博览会 特装搭建商工作要求及有关提示

为进一步规范中国国际进口博览会(以下简称“进博会”)特装展台管理,保证现场搭建服务水平与施工品质,维护展会整体形象与展示环境,特制订本要求。

1. 审核标准

下述条件作为中国国际进口博览会特装搭建商基本审核标准:

- 1) 必须为中华人民共和国境内(不包括香港、澳门特别行政区及台湾地区,简称“中国境内”)具有独立法人资格的单位,持有有效的营业执照或其他法人组织证明。
- 2) 自2023年1月1日至今(对于2023年1月1日之后成立的公司,须保证自公司注册之日起至今),在经营活动中没有重大违法记录的证明材料,具体以信用中国、国家企业信用信息公示系统、中国执行信息公开网有无行政处罚记录为主要信息参考来源。具体网址如下:
 - I. 信用中国:www.creditchina.gov.cn
 - II. 国家企业信用信息公示系统:www.gsxt.gov.cn
 - III. 中国执行信息公开网:zxgk.court.gov.cn
- 3) 未被列入国家会展中心(上海)限制名单,未被禁止参与中国国际进口博览会特装搭建等各类服务项目的单位。

2. 申请流程

2.1 申请时间

2026年9月15日前,由搭建商在搭建商系统进行申请。

2.2 申请流程

- 1) 登录搭建商系统网址:https://www.ciie.org/drawings/f/user/login?userType=_b),通过个人手机号注册系统账号,并按流程进行申报(详见本文附件7-1:特装展台搭建申请流程图)。
- 2) 注册过程中,须递交以下材料进行审核:
 - I. 公司营业执照副本复印件(加盖公章,彩色扫描件)
 - II. 履约保证金汇款凭证(35万元,收款账户已在搭建申请表中列明)



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- III. 三个官方网站无行政处罚记录截图(截图须附电脑系统的日期和时间,并加盖公章)
- IV. 违规处理规定、服务承诺书等(在注册页面自行下载回传,具体要求以页面显示为准)。
- 3) 审核通过后,可正常登录搭建商系统,提交《特装展台搭建申请表》及服务合同等相关文件,由所在区域的主场搭建商负责审核展台基础信息,如展台面积、展位高度等。**特装展台搭建申请表详见参展商手册附表14:《特装展台搭建申请表》。**
- 4) 基础信息审核通过的,搭建商可继续进行图纸申报、设施申报等具体工作。
- 5) 特装展台搭建其他具体要求,详见参展商手册第三部分“展台设计与搭建”、第六部分“附件”安全相关规定等。

3. 搭建商注意事项

3.1 履约保证金

搭建商须向承办单位指定账户缴纳35万元履约保证金,保证金按每家单位一次性缴纳,用于抵扣现场加班等现场临时费用,展会结算后剩余部分原路退还。

收款方账户信息如下:

账 号:444274643649

账户名:国家会展中心(上海)有限责任公司

开户名:中国银行上海市虹桥会展中心支行

3.2 图纸审核

展会规定展台的最高搭建高度为:单层展台6米,双层8.5米。所有特装展台须向主场搭建商提交相关资料进行审核;双层特装展台以及层高超过4.5米(含4.5米)的单层特装展台,须同时向审图服务商提交相关资料进行超高结构审核并缴纳审图费。

- 1) 审核流程:根据展台情况填报展台基础信息(如展位号、面积、展台高度、有无二层/吊点等),并上传服务协议、合同等证明文件。展台基础信息由主场搭建进行审核,审核通过后可提交展台具体效果图。
- 2) 图纸要求:所须提交的图纸包括但不限于多角度效果图、平面图、立面图、内部结构图、施工尺寸图、材质说明图、配电系统图、水电气平面图、消防设施布局图及配备清单等必要材料。如为二层展台,须补充其他相关图纸。具体要求以图纸申报时系统页面显示为准。



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- 3) 主场搭建商:负责单层4.5米(不含4.5米)以下特装展台的图纸审核(结构、水电气等)及图纸复审;单层4.5米(含4.5米)及以上展台、双层展台除结构外的图纸审核。**主场搭建商联系方式请详见《参展商手册》第三部分《展台设计与搭建》部分。**
- 4) 超高审图服务商:负责单层4.5米(含4.5米)及以上展台、双层展台的结构审核及图纸复审,并收取审图费。**超高审图服务商联系方式请详见《参展商手册》第三部分《展台设计与搭建》部分。**
 - I. 常规审图收费标准:按照每平米审图费用乘以展台结构计算面积,室内外单层展台审图费为人民币19元/平方米,室内外双层展台审图费为人民币32元/平方米。费用计算方式为:单层展台审图费用=展台面积*19元/平方米,双层展台审图费用=(二层面积+二层承重结构所引起的底层受力面积)*32元/平方米。二层展台面积以实际报送图纸核准为准。

注:以200平方米展台、二层核准面积20平方米为例,审图费用=(200-20)*19+(20+20)*32。
 - II. 图纸复审及收费标准:如展台在图纸审核通过后确因参展商需求临时调整方案的,或现场查实未按图施工确需调整图纸的,搭建商须向主承办单位提出图纸复审申请。单层4.5米(含4.5米)及以上展台、双层展台凡涉及图纸复审的须同时向审图服务商缴纳图纸复审费用。**具体申请流程及收费标准详见《参展商手册》第三部分《展台设计与搭建》部分。**
- 5) 吊点服务商:负责全馆使用吊点结构的展台的吊点部分重量审核及吊点结构安全图纸复审,根据图纸实际使用点数收取吊点服务费。**吊点服务商具体联系方式及吊点使用要求详见《参展商手册》附件13《中国国际进口博览会吊点使用手册》。**

3.3 配套设施申请

展台基础信息审核通过后(未通过的无法申请),进行展台效果图申报的同时可同步进行展台配套设施申请,如水/电/气设施租赁、网络/电话租赁、吊点服务。未在规定时间内线上提交配套设施申请的,需要在进场后到主场服务台现场申请。现场申请设施时,主场搭建商会根据前期线上已申报设施情况,同场馆配电服务商共同评估是否具备可操作性,根据展位周边实际搭建情况,存在无法受理设施需求的可能。

3.4 管理文件备案

搭建商须配合落实承办单位、主场搭建商以及政府保障部门落实相关管理举措,如实提交,包括但不限于服务承诺、廉洁承诺、违规处理规定、安全生产管理须知、网络安全承诺书、安全培训表、展台巡检记录表等。



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3.5 进博会专项保险

所有搭建商须购买进博会专项保险，具体服务方案将在官网“服务-保险服务”栏目内公布。

3.6 绿色展台标准

进博会倡导绿色环保理念，特制定相应标准，其中绿色展台从绿色设计、绿色选材、绿色安全施工3个阶段制定了相关标准，请参展商和搭建商积极响应，按绿色标准实施。未严格按照该绿色标准实施的，承办单位有权要求予以整改，由此产生的损失由相应的参展商或搭建商承担。具体请详见《参展商手册》附件8:《绿色中国国际进口博览会标准》。

3.7 人员设置

搭建商须严格按照承办单位要求，配备足量且具备相应资质的专业技术人员（如安全员、电工、特种作业人员等关键岗位），制定并落实完善的施工监管制度，同时做好人员岗前培训与安全交底，确保施工全过程安全有序。

- I. 全职安全员：每家搭建单位须在系统上传2名持证安全员，证件种类包括但不限于由住房和城乡建设部门或应急管理部门颁发的相关证件。持证安全员须牵头明确对相关人员的安全生产培训具体安排（含培训内容、时长等），确保覆盖所有进场作业人员。针对布撤展过程中的安全操作、风险防控、隐患排查及应急处置等环节，建立专项监管机制，明确监管责任人、巡查频次和问题处理流程。
- II. 兼职安全员：每个展台应至少配备1名兼职人员（无须持有相关资格证书）。该人员须在到岗前接受安全生产培训，具备必要的安全知识，并按要求履行展台日常巡查及安全保障职责。
- III. 电工：每个展台应至少配备1名电工。该人员须持有国家会展中心制发的且在有效期内的特种作业证件。现场施工作业过程中，须全程持双证作业（进博会施工证和国家会展中心制发的特种作业证）。

3.8 证件办理

搭建筹备过程中主要涉及两类证件办理，分别为布撤展证系统和服务者证系统，搭建商须严格按照大会要求在规定时间内全量办理相关证件。

- 1) 布撤展证系统：主要用于搭建商办理布展、撤展期间的人员证件（施工证）、车辆证件（货车车证）以及特种作业证件。具体以后续下发“布撤展证件办理通知”为准。
 - I. 证件收费标准：施工证：30 元/张，布展车证：350/张/天，特种作业证：30 元/张。
 - II. 证件额度分配标准：布撤展期间，搭建货车、施工人员可按实际需求办理布撤展证件，不作额度限制。



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- 2) 服务者证系统:主要用于搭建商办理开展期间的展台保障人员证件(服务者证)、开展期间夜间作业车辆证件(夜间作业车证)。具体以后续下发“服务者证件办理通知”、“夜间作业需求申报通知”为准。
 - I. 证件收费标准:服务者证:50元/张(复用规则以正式通知为准),夜间作业车证不收取制证费用。
 - II. 证件额度分配标准:根据承接展台的面积分配,50平(不含)以下的展台分配2张;50平(含)以上-200平(不含)以下的展台分配4张;200平(含)以上的展台6张。
- 3) 证件额度增配申请:因展台搭建形式存在差异,若在证件申办过程中按照正常分配标准核定的服务者证额度不足以满足展台实际使用需求的,可提出增配申请。具体增配申请方式及流程以后续通知为准。

3.9 进场工作提示

正式进场(含提前进场)前,承办单位将下发“特装展台进场工作提示”,明确时间安排、人员及车辆入场条件、货车进出路线、展台加班、展台验收等具体事项。搭建商须严格遵照执行,以确保进场搭建工作顺利推进。

3.10 展台搭建

- 1) 展台加班:进博会布展、撤展期间,每日正常作业时间为当日8:00至20:00,当日20时以后仍需继续施工的展台,需在当日18时前在主场服务台提出加班申请,经承办单位审核通过后方可延长工作时间。由特装施工服务商申报加班所产生的费用,承办单位直接从其保证金中予以扣除。**展台加班费具体收费时间及收费标准详见《参展商手册》第三部分《展台设计与搭建》部分。**
- 2) 提前进场:原则上不允许200平方米以内的展台提前进场搭建;其他展台如需提前进场,需向承办单位提出申请。提前进场可申请日期以后续下发的“提前进场通知”为准。

3.11 现场监管

进场后,现场搭建由承办单位委托的主场、超高审图、吊点、物业等安全管理人员进行全程监管,同时相关政府部门(如消防、公安、网安、应急管理局等)也将进行联合监管。如发现个别展台有违规行为的,将保留违规凭证并由承办单位核实后按照违规处理规定进行处理,具体详见本文附件7-2:《特装搭建商违规处理规定》。



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3.12 展台验收拆除

- 1) 展台验收:展台搭建完成后,先由搭建商完成自主验收,签署《布展施工竣工自主验收报告》并主动交由主场搭建商留档备案。主场搭建会同超高审图(超高展台)、配电服务商以及相关政府保障部门共同组成展台验收小队,对所有展台逐一进行验收。
- 2) 展台拆除:撤展前将下发“撤展通知”,明确水电气设施关闭、出门单发放、人员车辆进馆时间等各项撤展工作的时间节点。搭建商须配合提前将相关要求及时同步参展商,协助参展商对展品进行清点确认,确保相关设备按规定时间切断(如有特殊需求,须提前向主场搭建商主动报备),安全拆卸需回运或转运的展品、展架及展示道具。

附件:7-1.特装展台搭建申请流程图

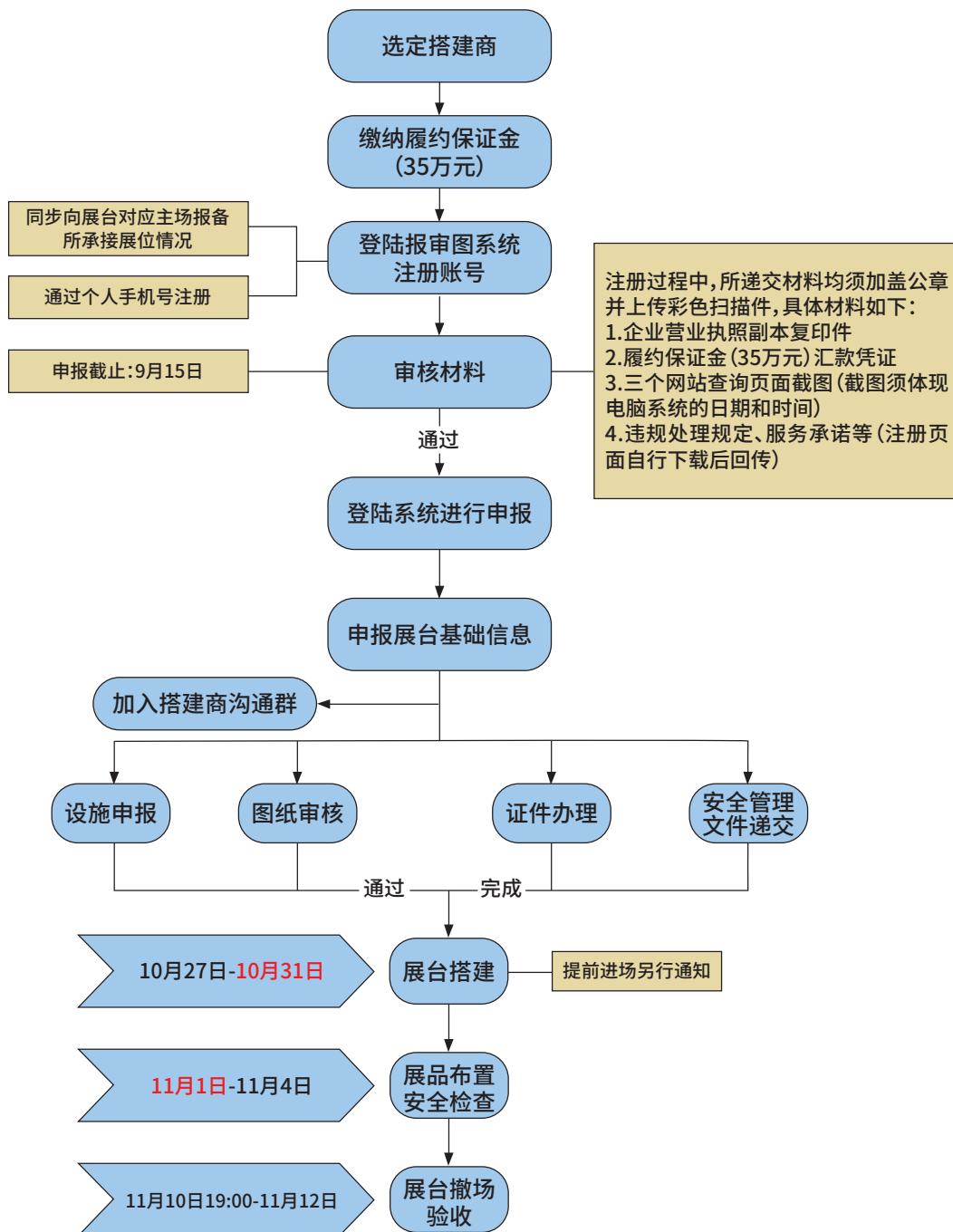
7-2.特装搭建商违规处理规定



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附件7-1.特装展台搭建申请流程图

特装展台搭建申请流程 (企业商业展)





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附件7-2:中国国际进口博览会特装搭建商违规处理规定

为强化中国国际进口博览会(下简称“进博会”)特装搭建管理,严肃处理安全事故,降低安全风险隐患,维护现场搭建秩序,提升展台搭建服务水平,特制订本规定。

一、适用对象

所有进博会期间承接特装展台或其他临时搭建物的特装搭建商,适用本规定。

二、处理原则

进博会筹办期间,特装搭建商凡出现主(承)办单位在证件办理、图纸申报、施工作业等多个方面明确规定的违规行为时,主(承)办单位将对拒不配合整改、屡次违规、或私自违反管理秩序的特装搭建商按照违规处理细则进行违规处理。

三、处理流程

1. 进博会进场施工前,如特装搭建商在前期筹备环节发生违规行为时,主(承)办单位将做好违规凭证留档备案,并直接按违规处理细则进行扣分处理,违规记录单无须双方确认,以加盖“中国国际进口博览会展务组”专用印章的处理结果为准。
2. 进博会进场施工后,如主场搭建、超高审图等各类安全监管人员发现个别展台有违规行为的,将保留违规凭证并报由主(承)办单位核实后进行违规处理。展台搭建负责人须代表该单位配合完成违规处理,并将签字或加盖公司公章的违规记录单返还至主(承)办单位。

四、处理结果

1. 整体筹备期间每家特装搭建商初始分值100分,出现违规行为时主(承)办单位会进行记录留档并扣分处理。违规记录单将作为是否允许该单位参与进博会特装搭建服务项目的评估标准。
2. 凡当届进博会累计扣分小于10分或违规小于3次的特装搭建商,下一届进博会其承接展台将自动列入“重点监管展台”。凡当届进博会累计扣分大于等于10分或违规大于等于3次的特装搭建商,后三届不得参与中国国际进口博览会特装搭建等各类服务项目。具体处理结果将在会后以书面警告的形式告知相应搭建单位,并对所有特装搭建商进行公示。

附件:7-2-1.特装搭建商违规处理细则

7-2-2.违规记录单



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附件：7-2-1.特装搭建商违规处理细则

序号	类别	考核项	扣分 (次/分)
1	人员管理	参加承办单位或政府保障单位召开培训会议发生迟到情况的	1
2		无正当理由缺席承办单位或政府保障单位召开培训会议的(以签到记录为准)	1
3		服务过程对参展企业形成骚扰,引起参展企业投诉或诟病的	2
4	证件办理	未按要求在规定时间内完成车辆、人员证件办理,对整体搭建进度造成不良影响的	2
5		申办与展台搭建拆除、维护运营无关的人员证件的(同步注销人员证件)	3
6	图纸申报	未在规定时间内递交与参展商签署的特装展台施工合同或服务协议的	2
7		搭建单位提供、伪造虚假的合同、服务协议等证明文件	10
8		违规向其他单位提供代报馆造成不良影响的	10
9		未按承办单位要求修改报馆图纸(包括主场搭建、超高审图、吊点服务商提出的修改要求),拖慢图纸审核进度的(同类问题大于等于3次)	2
10		对图纸修改要求拒不整改,拖延时间的	3
11		未及时申报配套设施申请,导致进场后无法满足展台搭建需求的	2
12		进场前未按要求在系统全量上传报馆文件或信息的(如安全员证电工证服务承诺等)	2
13	劳动防护	施工工人未穿有明显公司标识服装的反光背心,提醒2次后拒不整改的(同步没收人员证件,视情归还)	1
14		特种作业人员未穿符合相关要求的反光背心,提醒2次后拒不整改的(同步没收人员证件,视情归还)	1
15		施工人员进入搭建现场,未正确佩戴安全帽,提醒2次后拒不整改的(同步没收人员证件,视情归还)	1
16		现场发现过期或不符合国家标准、行业标准的劳动防护用品的(同步展台停工,配备后再复工)	2
17	安全检查	施工单位未建立安全检查制度,拒不配合整改的(同步展台停工,配备后再复工)	2
18		未提交安全培训记录,拒不配合整改的(同步展台停工,配备后再复工)	2
19		同一展台兼职安全员无理由脱岗3次(含)的(同步展台停工,重新培训后再复工)	2
20		安全培训不到位,现场发现施工人员酒后作业的(同步没收人员证件)	5
21		无正当理由,未在规定时间内配合完成隐患排查系统整改的	2
22	图纸复审	现场施工材质类与申报图纸不符,不符合进博会绿色标准的	3
23		同一搭建单位所承接展台多次(3次及以上)发现现场施工“材质”与申报图纸不符的	5
24		同一搭建单位所承接展台多次(3次及以上)发现现场施工“结构”与申报图纸不符的	10



第九届中国国际进口博览会 特装搭建商工作要求及有关提示

序号	类别	考核项	扣分 (次/分)
25	图纸复审	展台内结构、结构连接件存在安全隐患且未按要求在规定时间内整改完成的	5
26		现场施工结构与申报图纸不符,经评估认定不存在安全隐患的	5
27		现场施工结构类与申报图纸不符,经评估认定存在安全隐患且未在规定时间内完成整改的	10
28	消防安全	现场施工材质类与申报图纸不符,经检验不符合阻燃标准的	3
29		所承接展台未按要求在规定时间内配备符合标准的灭火器的	2
30		施工材料堵塞消防通道或防火卷帘门红线拒不整改的	3
31		展位展板、施工材料、垃圾堵塞墙面消火栓正面拒不整改的	3
32		展台包柱时未将报警器位置空出或者开洞尺寸过小,且拒不配合整改	3
33		在馆内进行大面积油漆喷涂作业	3
34		施工现场违章携带、存放易燃易爆等禁带物品	5
35		使用原子灰、香蕉水等易燃易爆品及其它违禁物品、材料进行搭建的	5
36	特种作业	特种作业过程中,凡出现以下情况的,依据相应情形进行处理:	
		(1) 特种作业人员未佩戴证件进行作业(3次及以上)	2
		(2) 特种作业人员未办理国展制发的特种作业人员证件上岗拒不补办的	2
		(3) 特种作业人员持假证上岗的(同步没收人员证件)	5
		(4) 特种作业人员故意冒用他人有效证件上岗的(同步没收人员证件)	5
37	展台用电	展台内用电施工过程中,凡出现以下情况,经提醒或警告后未按要求在规定时间内配合整改的,依据相应情形进行处理:	
		(1) 未使用合格电箱	2
		(2) 未规范接驳展台内电、水、气线(管)路	2
		(3) 拖线板直接从墙壁二级电箱引出使用	2
		(4) 未使用防爆插,直接将电线接入插座内,且	2
		(5) 电线乱拖乱拉,插座板与插座板串联现象	2
		(6) 电器设备直接安装在燃烧性能等级低于B1级的装修材料上	2
		(7) 220V违章使用两芯线,380V违章使用三芯线,未接地	2
		(8) 展台金属构件未接地保护	2
		(9) 违章使用花线	2
		(10) 展位内电线直接沿地敷设未套阻燃管	2



第九届中国国际进口博览会 特装搭建商工作要求及有关提示

序号	类别	考核项	扣分 (次/分)
37	展台用电	(11) 使用国家明令禁止淘汰的电器产品	2
		(12) 电线(缆)接口未使用端子或开关,存在使用绝缘胶布驳接	2
		(13) 电气线路穿越人行走道时未采用过桥板保护	2
		(14) 私开展馆地沟板或私自接电或损坏展馆电箱	3
		(15) 当日闭馆后,展台未申请保电并未断电的	2
		(16) 展台内存在其他电火火灾隐患的	5
38	动火作业	动火作业过程中,凡出现以下情况,经提醒或警告后未按要求在规定时间内配合整改的,依据相应情形进行处理:	
		(1) 未获得动火作业许可擅自作业或动火作业许可超过有效期未重新申请	5
		(2) 动火现场未划定警戒区域,与可燃物之间未明确隔开并配备有效的防火设施、灭火器材和工具	2
		(3) 电焊机未放于指定地点作业,火线的接地线不正确	2
		(4) 电焊机电源线、焊接电缆与电焊机连接处未采取安全防护罩或防护板隔离	2
		(5) 电焊机外壳未接地或接零保护,接地、接零	2
		(6) 电焊机一次侧电源线长度超5m,二次线连接松动有接头,长度超30m	2
		(7) 建筑金属结构、管道等作为焊接二次回路使用	2
		(8) 动火作业结束后,动火人、监护人未彻底清理现场,熄灭余火,对周围现场进行安全检查	2
		(9) 在划定的动火区外动用明火	5
39	高空作业	高空作业过程中,凡出现以下情况,经提醒或警告后未按要求在规定时间内配合整改的,依据相应情形进行处理:	
		(1) 移动式脚手架未使用刹车固定,或未配备作业监护人	2
		(2) 移动式脚手架上层操作面无防护栏杆	2
		(3) 使用超过2米的人字梯进行登高作业(现场直接没收,展会结束后统一返还)	2
		(4) 移动式脚手架在移动时,操作平台上站人	3
		(5) 高处作业区域下方未设置安全警戒区域或有人人员通行	2
		(6) 移动式操作平台的面积、站立操作面高度不符合要求的	2
		(7) 脚手架作业层脚手板未满铺或附近无人看护	2
		(8) 水平钢梁上悬空作业未提前设置好生命绳	2
		(9) 二层展览结构搭建至二层楼面时临边防护未及时跟进	3



第九届中国国际进口博览会 特装搭建商工作要求及有关提示

序号	类别	考核项	扣分 (次/分)
40	机械设备	操作机械设备过程中，凡出现以下情况，经提醒或警告后未按要求在规定时间内配合整改的，依据相应情形进行处理：	
		(1) 用电设备金属外壳未接地	2
		(2) 用电设备带电体外露	3
		(3) 手摇升降机缺少高度限位器、超载报警装置、断绳保护装置等安全装置	2
		(4) 空压机无防护罩	2
		(5) 现场作业未使用 II 类手持工具	2
		(6) 手持电动工具的电源线未保持出厂状态，自行接长使用	2
		(7) 搭建使用的手摇升降机超负荷使用	3
41	桁架作业	truss架施工过程中，凡出现以下情况，经提醒或警告后未按要求在规定时间内配合整改的，依据相应情形进行处理：	
		(1) 现场无人统一指挥	3
		(2) 未使用标尺	2
		(3) 未经同意，私自升降truss架(含吊点)	3
		(4) 现场未设警戒区、拉设警示带	2
		(5) 桁架结构未使用钢性连接或连接处操作不规范	3
		(6) 未经同意，私自调整truss架尺寸、吊挂物尺寸等	4
42	展台运行	未按要求落实开展期展台日常结构安全、用电安全等巡检工作的	1
43		未经同意私自对竣工验收完成的展台进行调整，变更或增加展台结构、灯具、吊挂物等行为	5
44		未按要求在规定时间内落实政府保障部门要求或相关管理措施的	3
45		搭建单位违规租赁非场馆提供配套服务项目的，存在违法违规风险的	2
46		搭建单位使用非场馆配套服务项目，存在违法违规风险的，经警告后未按要求在规定时间内配合整改的	10
47	展虫治理	展台设计过程中，发现展示产品、展台内画面与展区题材明显不符，未第一时间向承办单位主动报告的	4
48		搭建及开展期间，发现展台内产品与展区题材明显不符，未第一时间向承办单位主动报告的	4
49		搭建及开展期间，未主动向承办单位报备，私自增加各类隔断形式的展台结构	4
50		开展期间，展位内无人维护、巡视导致展台被无关人员违规占用的	4



第九届中国国际进口博览会 特装搭建商工作要求及有关提示

序号	类别	考核项	扣分 (次/分)
51	秩序维护	在馆内非指定区域吸烟的,2次提醒后屡教不听的(同步没收人员证件,视情归还)	1
52		私自擅自携带动力设备的(木结构的手摇式升降机不算作动力设备)	3
53		搭建单位工作人员私自承接展品运输、租售展具、倒卖外来餐饮等非搭建业务的	5
54		搭建单位违规承接展品运输、租售展具、倒卖外来餐饮等非搭建业务的,影响展会秩序的	10
55		租赁物品存在遗失、损坏物品但未按要求在规定时间内进行赔偿的	3
56		因施工不当导致场馆财物损坏且拒不配合赔偿的	3
57		蓄意报复、故意、恶意在工作中损坏场馆财物,并造成较大财产损失或恶劣影响的	10
58		搭建单位及其合作工厂施工人员出现打架斗殴、偷盗、劳资纠纷,影响展会秩序的	10
59	展台事故	因施工质量原因导致展位发生冒烟、明火等事故的	10
60		因展台主体结构不牢固造成的展台结构开裂、倾斜、坍塌的	10
61		由于搭建单位及施工方违规危险操作等原因造成的人身伤害事故的	10
62		由于搭建单位及施工方问题导致展台发生险肇事故(险肇事故指没有造成职业病、伤害、财产损失或其他损失的事件)的	10
63	其他	搭建单位其合作工厂现场受到行政处罚	5
64		搭建单位现场受到行政处罚	10
65		开展期间因搭建单位或其合作工厂经济纠纷造成维权事件,且对展会形象造成不良影响的	10
66		若搭建单位出现上述未能列明的违规行为,或拒绝配合承办单位,以及承办单位聘请的主场搭建、超高审图、吊点、物业等管理人员落实安全管理措施,视情节严重扣除1分至10分不等。	1-10



第九届中国国际进口博览会
特装搭建商工作要求及有关提示

附件:7-2-2.违规记录单

中国国际进口博览会特装搭建商违规记录单

编号:2026CIIE*****

日期		展位号	
参展企业名称			
特装搭建企业名称			
处理意见	鉴于贵司未按主(承)办单位及其服务商相关要求进行整改,按《中国国际进口博览会特装搭建商违规处理规定》第____条,共计扣____分。		
补充说明			
主场/审图确认		特装施工服务商确认	
承办单位确认			
注:1.本记录表一式二联,一联主(承)办单位留存、一联服务商留存; 2.服务商确认须盖公司公章或的展台搭建负责人签字; 3.如拒不确认,可附相关证明(系统数据、现场照片等)作为依据,主(承)办单位有权直接处理;			
第一联:承办单位留存			

中国国际进口博览会特装搭建商违规记录单

编号:2026CIIE*****

日期		展位号	
参展企业名称			
特装搭建企业名称			
处理意见	鉴于贵司未按主(承)办单位及其服务商相关要求进行整改,按《中国国际进口博览会特装搭建商违规处理规定》第____条,共计扣____分。		
补充说明			
主场/审图确认		特装施工服务商确认	
承办单位确认			
注:1.本记录表一式二联,一联主(承)办单位留存、一联服务商留存; 2.服务商确认须盖公司公章或的展台搭建负责人签字; 3.如拒不确认,可附相关证明(系统数据、现场照片等)作为依据,主(承)办单位有权直接处理;			
第二联:特装搭建商留存			



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.



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- 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.

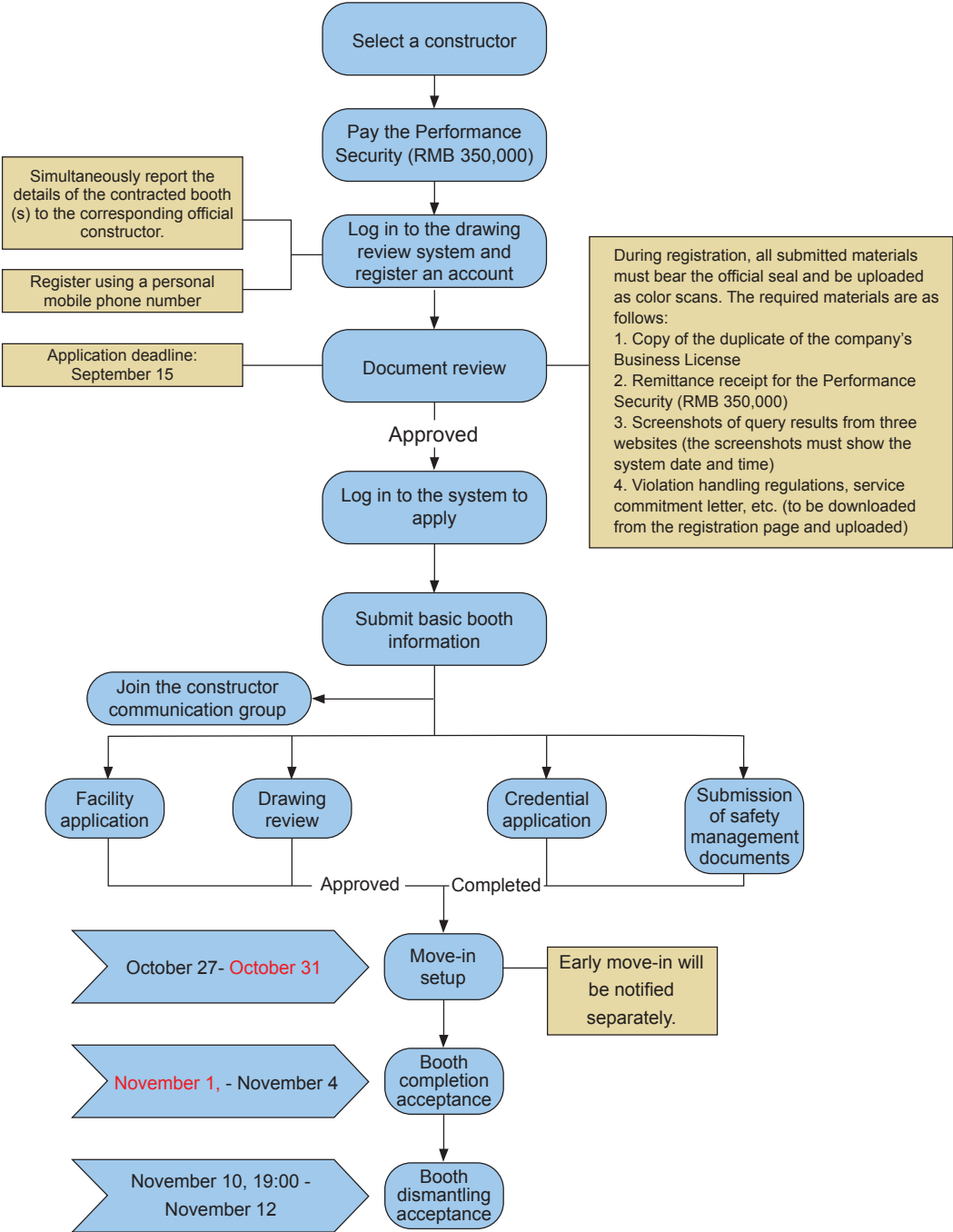
Appendixes: 7-1. Flowchart for Special Booth Construction Application

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



Appendix: 7-1 Flowchart for Special Booth Construction Application

Special Booth Construction Application Process
(Business Exhibition)





Appendix: 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.



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- 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



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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			