

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.

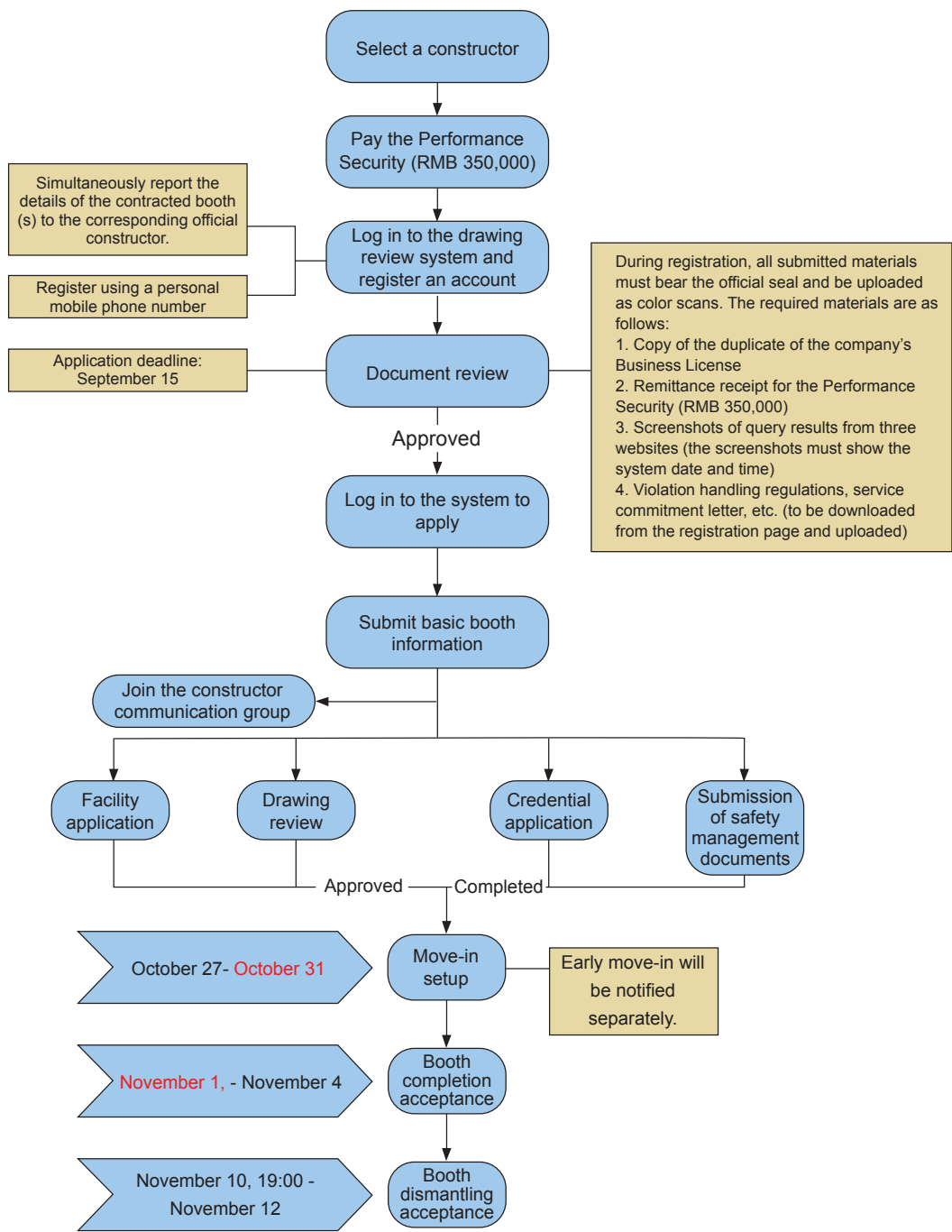
- 2) Booth dismantling: Before move-out, a “Move-out Notice” will be issued, specifying the timelines for various dismantling tasks, including the shutdown of water, electricity, and gas facilities, the issuance of exit passes, and the entry times for personnel and vehicles. Constructors must cooperate 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			