***Exhibitor’s Manual for China International Import Expo***

**Enterprise & Business Exhibition**

**Part Ⅵ Appendix 7**

***Notice to Exhibitors with Special Booths***

1. **Special Booths**

The exhibitors first rent the clearing ground (minimum 36m2 for leasing) for China International Import Expo (CIIE), and then, for special booths, entrust the special construction companies recommended or approved by the Organizers to use different materials from the standard booths for their complex decoration.

1. **Construction Companies for Special Booths**
	1. During the move-in, exhibition period and move-out, all matters related to booth set-up, dismantling and maintenance during the Expo shall be carried out in compliance with the rules and requirements by the Organizers, including *Exhibitor’s Manual*, *Pre-Expo Notification*, *Move-in Instructions*, *Safety Instructions*, *Venue* *Notices* and *NECC (Shanghai) User’s Manual*. Furthermore, the exhibitors, constructors and service providers shall actively cooperate with the Chinese government departments and the Organizers with respect to the supervision, inspection and management.
	2. Any agreement or arrangement by the exhibitor and the special construction company is purely a contract between the two parties. If any accidents or disputes occur, the two parties shall resolve them by legal means and the Organizers shall not bear any responsibility.
2. **Application for Special Booth Set-up**
	1. Application Content

A special booth application form and related materials shall be submitted to the official constructors of the exhibition area. For double-storey special booths and single-storey ones with a height of 4.5m (including 4.5m), relevant materials shall be submitted to the drawing inspectors for height-based structural inspection. Please refer to 4.4 Drawing Inspection, Part III: Booth Design and Set-up in *Exhibitor Manual* for further details.

* 1. Drawing Inspection Process
		1. The official constructors or drawing inspectors will review the application materials submitted by the special construction companies within 5 days.
		2. For the drawings having not passed the review, the special construction company shall, within 5 days after receiving the modification opinions from the official constructors or drawing inspectors, re-submit the application according to the rectification requirements.
		3. Having completed the review, the official constructors and drawing inspectors will promptly notify the application company that the drawing approval fee for the booth at a height of 4.5m or more will be collected by the drawing inspectors.
1. **Relevant Requirements for Special Booths**
	1. Relevant Requirements for Single-storey Special Booths
		1. The booth design and installation height is 6m, and its vertical orthographic projection shall not exceed the scope of leased clearing ground.
		2. The design of the booth structure must be stable and safe so as to avoid accidents such as casualties caused by the collapse of the booth.
	2. Relevant Requirements for Double-storey Special Booths
		1. The booth design and installation height must not exceed 8.5m.
		2. The sum of the dead load and the live load for the designed booth shall not exceed the approved bearing value of the exhibition venue.
		3. The design of the booth structure must be stable and safe so as to avoid accidents such as casualties caused by the collapse of the booth.
		4. If the structure of back-to-back booths is higher than that of the booth of the other party, the higher structure constructor shall beautify the height-based structure and also print the logo of CIIE; if the constructor refuses to beautify it, the Organizers have the right to take measures for compulsory enforcement. All resulting costs and responsibilities shall be solely borne by the constructor of the booth.
2. **Safety Guidelines on Special Booth Structure**

The strength of the special booth structure shall meet the requirements by the load and please ensure the overall strength, stiffness, stability and firmness of the joints of the booth structure. Specifics are as follows:

* 1. General Requirements (applicable to both single-storey special booths and double-storey ones)
		1. The ground width of the main wall of the booth structure shall not be less than 120mm to ensure the contact area between the wall and the ground; for the large-span wall body and the steel frame structure exceeding 6m, the crossbeam between them shall be connected at the top, and the lower part shall be provided with column support.
		2. All special booths with crossbeams connected at the top shall provide detailed structural drawings, and the structural strength shall satisfy the requirements by the load. Crossbeams must be in steel structure and firmly attached. Bolts or other security fixing materials must be used for the connection of columns and beams. Connections such as lapping, banding, etc. are prohibited.
		3. For the decoration of booths using glass materials, tempered glass must be adopted, and please ensure the glass strength and thickness (thickness of the curtain wall glass is not less than 8mm); glass installation method should be reasonable and reliable, using metal frames and professional hardware. Elastic materials should be used as the cushion between the frame, the hardware and the glass material in order to ensure the safety of the glass; large-area glass materials should be clearly marked to prevent crushing and injuring people. If a glass platform is used, the structural support column and wall must be fixed under the platform, and the booth structure constructed directly above the smooth glass surface is prohibited.
		4. Steel structure pillars shall be made of non-welded material with a diameter of more than 100mm. The bottom is welded to the chassis, and the upper part to flange so as to increase the bearing area of the pillars.
	2. Special Requirements for Double-storey Booths
		1. Booth structural drawings are needed for double-storey booth set-up. Besides, it is also necessary to offer materials as follows:
1. Distribution diagram (specify the types of lamps, sockets and total control switch box, the installation location, and the specific installation method);
2. Pillar and beam structure chart for two-storey booths (specify static load technical data and live load technical data).
	* 1. The construction of double-storey special booths must adopt materials in steel structure and reinforcement processing accordingly. In particular, the load-bearing structure must be constructed of steel and be well grounded.
		2. The foundation of the pillar and beam for double-storey special booths should be in ground beam connection and reinforced with high-strength screws. Moreover, hard rubber non-slip pads should be added to the ground contact surface as well to prevent translation.
		3. The escalator guard railings of the double-storey special booth shall not be less than 1.5m. The railings should be made into curved surfaces so as to prevent objects from slipping off them.
		4. The capacity of the upper area of the double-storey special booth shall not be less than 400kg/m2, and the upper area shall be used only for business negotiation or rest purposes. The main purpose of placing exhibits shall not be permitted, and the number of people staying in the upper area shall be strictly controlled.
3. **Construction Management Agreement**
	1. The construction will be carried out according to the preparation time in *Exhibitor Manual*. If overtime construction is required, an application must be made in advance.
	2. The construction must be conducted complying strictly with the booth design drawings that have passed the inspection, and do not change them without permission from the drawing inspectors.
	3. It is prohibited to exceed the agreed scope during construction.
	4. The materials used in the booth set-up should be non-combustible or flame-retardant. Grass, bamboo, rattan, paper, bark, foam, reeds, flammable plastic panels, flammable carpets, fabrics, and wood planks should not be used as decoration materials. If it is absolutely necessary to use combustible or inflammable materials for special reasons, prior written consent from the Organizers must be obtained, and fire prevention measures deemed appropriate by the Organizers shall be adopted. These materials shall not be used until acceptance by the Organizers.
	5. It is forbidden to use cutting machines, electric saws, spray paints, and inflammable materials like lacquer thinner, alcohol, and instant stickers on the construction site
	6. Welding (electric welding and gas welding) and operation with naked fire are forbidden at the venue.
	7. No fixed facilities within or near the booth shall be damaged or changed, or any fixed facilities in the exhibition hall shall be used for fixing or hanging. No decoration or hanging shall be allowed on the ceiling above the booth.
	8. If there are facilities such as fire-fighting, power supply, and communication facilities within or near the booth, they shall not be blocked during construction, and a safe or operable distance of minimum 60cm shall be maintained, and also instructions shall be affixed at an appropriate position on the booth.
	9. No pressing on the distribution box for the underground well in the exhibition hall. It is obligatory to reserve at least one movable inspection opening larger than the size of the distribution box cover when it is absolutely necessary to make special arrangements on the top of the distribution box, to ensure that the distribution box cover can be smoothly opened and to facilitate fault handling.
	10. In principle, the ceiling area of a single-storey booth shall not be larger than 160m2, and capping for double-storey booths is strongly prohibited. If it is absolutely necessary to break the rules for special reasons, prior written consent from the fire safety department must be obtained before the construction and safety measures deemed appropriate by the fire safety department shall be adopted.
	11. The Exposed part on the back or side of the booth should be treated with double-finish beautification. No advertising shall be contained on the exterior.
	12. The temporary use of power during construction shall be conducted under the provisions of temporary power use.
	13. The staff from the Expo security department, professional electricians and the personnel from Shanghai Fire Department of Ministry of Public Security shall supervise and inspect all booths construction in accordance with the fire approval and the relevant provisions in this part and also *Exhibitor’s Manual*. Construction companies shall consciously and cooperatively accept inspection, and promptly make rectifications as per the requirements put forward by the inspectors in case of unqualified safety requirements or hidden safety problems.
	14. All construction tools and materials must not be placed within or in the back (side) space of the booth, and shall be cleared out of the exhibition hall before its closing time after completed.
	15. Green construction shall be fully implemented and green booths completely popularized.