



# Criteria and Procedures for the Independent Constructors of Exhibitors at the 2nd China International Import Expo

## I. Criteria for Independent Constructors

The basic requirements for a special booth construction service provider shall be regarded as the minimum criteria.

1. The constructor shall be an independent legal entity in the territory of the People's Republic of China (excluding Hong Kong Special Administrative Region, Macao Special Administrative Region and Taiwan, China, hereinafter referred to as "China"), and hold a valid business license or other corporate organization certificate. The business license shall cover indoors renovation or exhibition renovation engineering services.
2. In the past 2 years (January 1, 2017 to December 31, 2018), the constructor has provided special booth construction service covering more than 5,000 square meters (inclusive), or recorded an annual turnover of more than 8 million yuan (contract required) from booth construction.
3. The constructor shall have a professional technical team and full-time personnel engaged in the exhibition engineering (social guarantee or labor contract required). In specific, at least two architectural design engineers or interior decoration designers, and at least one technician (strong current, weak current, water supply and drainage).

## II. Application Process

1. Fill in the Application for Independent Constructor with relevant supporting materials and send the same to the e-mail box [es@ciie.org](mailto:es@ciie.org) under the subject of "Application for Independent Constructor". Application deadline: 17:00, August 15, 2019 (subject to mailing time).



2. The application will be reviewed by the Operational Coordination Group.
3. In case of failure to pass the review, the exhibitor shall select a constructor among the 98 recommended ones. Where the application is accepted, the constructor shall pay a deposit of 300,000 yuan to the organizer - National Exhibition and Convention Center (Shanghai) within 15 calendar days after receiving the notice of approval. The deposit will be returned without any interest after the settlement of the Expo.
4. The Expo takes full measures for green exhibition, and all independent constructors that have passed the review shall abide by the Criteria for Green Booths. In addition, any independent constructor that violates the Regulations on Violation of Special Booth Constructors of the China International Import Expo will be punished accordingly.

- Appendices:
1. Application for Independent Constructor
  2. Flow Chart of Application for Independent Constructor
  3. Criteria for Green Booths
  4. Regulations on Violation of Special Booth Constructors of the China International Import Expo



## Appendix 1

Application for Independent Constructor	
Please return this form by Aug 15, 2019	
<b>Exhibitor Info.</b>	
Company Name:	Person in Charge of the Booth:
Booth No.:	Tel:
Coverage:	Mobile:
Email:	Fax:
<b>Independent Constructor Info.</b>	
Company Name:	Person in Charge of the Set-up:
Tel:	Mobile:
Fax:	Email:
<b>Documents submitted by the constructor (attached to this form and affixed with official seals and seals on the perforation)</b>	
<ol style="list-style-type: none"><li>1. The business scope of independent legal entity covers interior decoration or exhibition decoration projects. (Corresponding certification documents shall be provided)</li><li>2. The constructor's track record of special booth design and set-up at large international exhibitions in the last two years. (Corresponding contracts shall be provided)</li><li>3. The composition of the company's technical team. (The name list and professional titles of the technical team shall be provided)</li></ol>	
Exhibitor Signature/Seal:	Constructor Signature/Seal:
Date: _____, 2019	Date: _____, 2019
<b>Please return this form to the Organizers by the following means.</b>	
Email:	<a href="mailto:es@ciie.org">es@ciie.org</a>

Note: The subject of the email shall be "Application for Independent Constructor".



## Appendix 2

### Flow Chart of Application for Independent Constructor



Note: During the review, if the materials submitted by the constructor are not complete, it shall make it up once and for all within 3 natural days after receiving the e-mail on material supplement. Otherwise, it will be disqualified as an independent constructor.



## Appendix 3

### Criteria for Green Booths

“6R Concept” will be followed throughout the whole process.

- **Respect:** The notion of respect for nature and similar thinking shall be valued. The CIIE’s negative impact on the environment shall be reduced to the greatest extent, including its impact on venues and people, and reduce excessive use of resources and energy.
- **Renew** (utilize of renewable materials and new materials): Renewable materials shall be utilized as far as possible in CIIE related construction, and the utilization of new materials, new products and new technologies is encouraged.
- **Reuse and Recycle** (reusable and recyclable materials): Reusable and recyclable materials shall be utilized as far as possible in construction.
- **Reduce** (reduce waste and pollutants): The adverse impact of construction of booths on the environment shall be reduced, through reduction in utilization of substances harmful to human health, and through utilization of harmless and energy-efficient materials, to reduce pollution and waste.
- **Remember** (deepen impression and strengthen education): The plan is to communicate the philosophy of sustainable development to CIIE’s participants. The aim is to help enterprises and individuals participating in the CIIE to implement the concept of sustainable development, and increase their awareness of environmental protection through education, during the course of the CIIE.



## I. Green Design

1. Simplified design: This means simplifying the spatial layout of booths and the dimensional design of partitions, instead of pursuing magnificent and luxurious decoration, and placing emphasis on detailed changes in texture and color, to move towards simplicity, and save materials and labor.
2. Recyclable display design: Long-term and stable recycling shall be implemented by providing distinctive visual image identification system design unique to an exhibitor, and dedicated standard display furniture and reusable display systems for the enterprise shall be designed, which can not only create a uniform corporate image but also represent the connotation of a modern green enterprise.
3. Utilization of eco-friendly materials in design: Materials to be used in display design must be environmentally friendly, and should include natural materials, man-made biodegradable materials, and purified recycled and reclaimed materials.
4. Removable furniture design: The furniture shall be removable and easy to transport, and it should not be difficult to assemble or disassemble the furniture.
5. Modular-based design: Design companies will, keeping in mind removable furniture, design different styles of assembly modules for customers to choose from, or modify or restructure original design based on different exhibition environment, the exhibition hall area and cost range, to provide quickest service, improve efficiency and save the work at the preliminary stage.
6. Safety design: All design must pass the safety review concerning fire protection, structure and electricity supply for CIIE.
7. Other design: It is advisable that design companies refer to bionic design elements, green landscape design and include elements of an emotional experience in their design. All design companies should be committed to green design, and possess a strong sense of social responsibility and a sense of innovation.

\*Note: The maximum height of single-story booths is 6 m and that of two-story booths is 8.5 m.



## II. Green Material Selection

1. Materials for setup of booths should be reclaimed environmentally friendly or reclaimable materials that are recyclable, non-toxic and harmless, and meet standards A or B:
  - A. All metal profile structure: Decorative materials are less than 10% of the total building materials (calculated based on volume) and are all non-wood. The reclamation rate of the building materials should be 100%.
  - B. Mixed profile structure: Wood materials used are lower than 30% of the total building materials (calculated based on volume). The reclamation rate of building materials should be 100%.
2. Lightweight, possess high detachability, should not be difficult to assemble or disassemble, and easy to transport.
3. 80% or more of the lamps used should be energy-saving ones.
4. Specific instructions on single-story green booths
  - (1) A. All metal profile structure: There is no wood material in the entire main body structure of the booth; B. Mixed profile structure: The main body structure can be made of wood material on one side, and slot board or PVC panels.
  - (2) Wood materials used for the floor deck that is modular and assembled on site are not included in the 30% wood materials.
  - (3) Materials like punched metal plate and suspended mesh can be used for setup of booths.
  - (4) It is recommended to use movable display cases (separate from the main body structure) for a booth on the precondition that it doesn't affect safety of the structure, and it does not increase the height through stacking. Independent floor cabinets that are not constructed on site at the exhibition hall are not included in the 30% wood materials.
  - (5) It is not permitted to create the fascia board for the booth using wood materials. A profile can be used for the frame structure, and organic glass or a cloth lamp box can be used as exterior decoration.



## **5. Specific instructions on double-story green booths**

- (1) On the premise that structural safety requirement can be met, the back plate on two sides of the first-floor's main body structure can be made up of steel or iron profiles plus wood plate (including PVC panel). The other two sides and the four sides of the second story (including the room) should be constructed with non-wood materials.
- (2) The wood materials used for the first and second-story floor deck that is modular and assembled on site are not included in the 30% wood materials.
- (3) Materials like punched metal plate and suspended mesh can be used for setup of booths.
- (4) It is recommended to use movable display cases (separate from the main body structure) for a booth on the precondition that it doesn't affect safety of the structure, and it does not increase the height through stacking. Independent floor cabinets that are not constructed on site at the exhibition hall are not included in the 30% wood materials.
- (5) It is not permitted to create the fascia board for the booth using wood materials. A profile can be used for the frame structure, and organic glass or a cloth lamp box can be used as exterior decoration.

**6. When structural base materials (including but not limited to laminated wood board, density fiberboard and wood veneer) and decorative surface materials (including but not limited to fireproof board and aluminum-plastic composite plate) are chosen for constructing the booths, the formaldehyde emission from the wood materials selected should be  $\leq 9\text{mg}/100\text{g}$  using the perforator method; paint without formaldehyde, benzene and other volatile organic compounds (VOCs) should be selected; the adhesive agent used during construction must meet environment protection standards.**





### **III. Green and Safe Construction**

1. On-site assembly should be modular and use individual pieces for assembly, and construction and disassembly should be conducted in an orderly, controllable, convenient and safe manner.
2. The people, exhibition venues, equipment and facilities shall not be damaged.
3. No dust should be spread across a large area at the construction site, and it is required to control the spread of dust spread within the booth; construction noise shall not exceed 75 decibels; sanding, paint rolling or spraying paint are prohibited at the construction site, and it is not permitted to use cutting machines or electric saws.
4. No actions shall be conducted that violate construction regulations at the construction site.



## Appendix 4

# **Regulations on Violation of Special Booth Constructors of the China International Import Expo**

## **Commitment of Special Construction Service Providers for the China International Import Expo**

### **Chapter I General**

**Article 1** The Regulations are formulated to strengthen the management of special booth construction at the China International Import Expo (CIIE) and seriously deal with safety accidents so as to reduce safety risks.

**Article 2** The Regulations apply to all qualified enterprises that undertake special booth construction during the CIIE.

### **Chapter II Safety Accidents**

**Article 3** During the entire exhibition period, in case of any safety incident, 50,000 yuan - 300,000 yuan will be deducted from the deposit depending on the circumstances. If the case is serious, it shall be referred to the judiciary.

**Article 4** If the special booth constructor is liable for other compensation or remedy due to the above-mentioned safety accident, which is not applicable to the aforesaid deposit deduction, the said constructor shall duly complete the compensation or remedy.

### **Chapter III Fire Safety**

**Article 5** During the entire exhibition period, in case of fire for violating the fire safety requirements, the qualification of special booth construction shall be cancelled, 300,000 yuan will be deducted from the deposit, and the loss concerned shall be compensated. If the case is serious, it shall be referred to the judiciary.

**Article 6** If the materials used for construction are not up to standard, and the correction fails to be completed as required within the specified period, 3,000 yuan will be deducted from the deposit for each booth involved.



**Article 7** If the indoor fire hydrant and fire-fighting equipment are blocked or used without permission, and correction fails to be completed as required before the specified deadline, 1,000 yuan will be deducted from the deposit for each time.

**Article 8** For any special operation like cutting and fire work without written approval issued by Party A, 1,000 yuan will be deducted from the deposit for each time.

**Article 9** On-site construction workers shall wear helmets. Otherwise, 200 yuan/person shall be deducted from the deposit.

## **Chapter IV Electricity Management**

**Article 10** If the power lines are not properly wired as required in the pavilion(s) and correction fails to be completed as required within the prescribed period, 2,000 yuan will be deducted from the deposit for each time.

## **Chapter V Field Order**

**Article 11** Should the backboard fails to be beautified and relevant corrections fail to be completed as required within the prescribed period, 2,000 yuan will be deducted from the deposit for each time.

**Article 12** Should any constructor rebuilds the standard booth, or undertakes the fabrication and bottom mounting of words on fascia board, laying of carpet for standard booth or installation of power supply, lamps and light boxes for standard booth without permission, 5,000 yuan will be deducted from the deposit for each time.

**Article 13** In case of severe inconsistency between the on-site construction effect and submitted drawings, and failure to make rectification as required within the prescribed period, 5,000 yuan will be deducted from the deposit for each time.

**Article 14** In case of extensive painting, polishing, etc. in the exhibition hall, 5,000 yuan will be deducted from the deposit for each time.



**Article 15** In case of slight structural safety hazard in the special booth and failure to make rectification as required within the prescribed time, 3,000 yuan will be deducted from the deposit for each time. In case of serious structural safety hazard and failure to make rectification as required within the prescribed time, 10,000 yuan will be deducted from the deposit for each time.

Note: Slight structural safety hazard refers to the deformation of the booth beam or the looseness of the interface, and the crack or inclination of the booth wall. For failure to make timely rectification, the booth may be deformed or some parts thereof may fall off. Serious structural safety hazard refers to the deformation of the main force beam and column of the special booth or the looseness of the interface, or large cracks in the booth. For failure to make timely rectification, the booth may collapse.

Our company has carefully read and fully understands the Regulations on Violation of Special Booth Constructors of the China International Import Expo and undertakes to strictly observe all the contents thereof. In case of any violation, we are willing to bear corresponding responsibilities and consequences accordingly. In addition, we will be responsible for any administrative penalties or other losses caused to the National Exhibition and Convention Center (Shanghai) due to our violation of the aforementioned commitments.

Unit of commitment (seal):

MM DD, 2019

Legal representative (signature or seal):

MM DD, 2019