



2 RULES AND REGULATIONS

- In these Rules and Regulations, the “Hosts” refer to the Ministry of Commerce of the People’s Republic of China and Shanghai Municipal People’s Government; the “Organizers” refer to China International Import Expo Bureau and National Exhibition and Convention Center (Shanghai) Co., Ltd.

1 General Rules

- 1.1 According to the laws and regulations promulgated by the People’s Republic of China, the relevant provisions by Shanghai Municipal People’s Government and other relevant authorities, the relevant terms, conditions and requirements including but not limited to production safety, fire control safety and credential management, have been revised in these Rules and Regulations herein for the exhibitors, the constructors and the service providers to comply with.
- 1.2 These Rules and Regulations constitute an integral part of the Exhibition Contract concluded by and between the Organizers and the exhibitors. The exhibitors, the constructors and the service providers are required to comply with these Rules and Regulations herein, including any revised texts released by the Organizers.
- 1.3 The exhibitors should read the regulations concerning production safety, fire control safety and orderly participation in the Expo carefully in the Exhibitor’s Manual. In case of any questions or issues, please consult the Organizers and CIIE’s designated service providers during the preparation stage or at the Expo site.
- 1.4 The exhibitors, the constructors and the service providers shall strictly comply with all rules, regulations and requirements issued or circulated by the Organizers during the Expo, including the Exhibitor’s Manual, Pre-Expo Notes for Exhibitors, Entrance Instructions, Safety Instructions, and Expo Announcements.

2 Credential Management

- Relevant details will be released at a later time. Please pay attention to the “Announcement” or “Notice to Exhibitors” on CIIE’s official website (www.ciie.org).

3 Basic Rules

3.1 Booth Operation

1. The overall layout of booths will be based on standardized plan of the Organizers. In case that the Organizers deem that any change to the layout or location of corresponding booth(s) is beneficial to the Expo, they have the rights to make the said change or adjustment.





2. Prior to the conclusion of the Expo, all booths and exhibits must be in a normal exhibition state and should be operational. Exhibitions cannot be ended in advance for whatever reason(s).
3. The exhibitors are not allowed to transfer or sub-lease their booths, in part or in whole. The actual user of the booth must be an exhibitor who signs the Exhibition Contract with the Organizers.
4. All exhibitors shall display their company names and booth numbers prominently on the booths. The displayed content shall not violate the laws and regulations of China and the relevant regulations of the Expo.
5. Booths shall be clearly segregated according to the area stipulated in the contract, and the structure of a booth shall not exceed the agreed boundary. If there is any violation, the Organizers shall have the right to request rectification and relevant costs from the exhibitors.
6. The exhibitors shall not display, hang or distribute anything beyond the boundaries of their booths.
7. In order to ensure the overall visual effect of the Expo, all booths shall be constructed and arranged in such a way as not to obstruct other booths from being visible. If there is any violation, the Organizers shall have the right to request rectification and relevant costs from the exhibitors.
8. All booths should ensure their integrity and aesthetics and meet the quality and safety standards of both the Organizers and relevant departments of the Chinese government. If there is any violation, the Organizers shall have the right to request rectification and relevant costs from the exhibitors.
9. No exhibitor may utilize the wall panel(s) of adjacent booths as their own wall panel(s). In case of consistent height of adjacent booths, the exhibitor or its Contractor shall be responsible for the beautification of the higher part of the booth.

3.2 Exhibit Demonstration

1. The exhibitors shall ensure all their exhibits are the products that are manufactured by themselves, or for which the exhibitors are the legal distributors or agents. Exhibits, booth design and publicity materials that are under any Intellectual Property Rights (IPR) dispute, are not permitted. In case of such a dispute, it shall be dealt with under CIIE Rules on Complaints and Resolution of Alleged IPR Infringement. Please refer to 3.14: Intellectual Property Rights Protection for details.

2. The exhibitors are not permitted to directly or indirectly demonstrate or promote any material that is irrelevant to the company's own products and services, carry out promotion in breach of Chinese laws or public order and good custom; nor are they permitted to display, demonstrate or promote any materials of other exhibitions or carry out any promotional activities in any form for these materials at the venue. Any exhibitors in breach of Chinese laws and regulations and relevant government regulations and rules of the city where the exhibition is being held, shall bear the corresponding legal liability.
3. It is prohibited to demonstrate or distribute any promotional materials (including but not limited to posters, documents, films or audiovisual works, etc.) not in line with the Expo theme or scope of exhibits.
4. If any machinery exhibits require dynamic demonstration at the venue, the exhibitors shall submit detailed data of the demonstration to the Organizers in advance and shall only be permitted to carry out the same upon the Organizers' written approval. Please refer to Form 1 for details: Application for Dynamic Product Demonstrations.
5. The exhibitors shall ensure that all mechanical equipment on display is operated by professional operators. No dynamic demonstration related to the mechanical equipment shall be conducted without professional supervision.
6. The exhibitors shall ensure that all their operable machines are equipped with safety devices, and these devices can be removed only after the machines are powered off.
7. The outlets and vents of mechanical equipment shall not be placed towards adjacent booths or pedestrian passageways. Appropriate measures should be taken to protect the surroundings from pollution such as noise, heat, gas and smoke generated in the exhibits demonstration or remove anything that may interfere the process of the Expo.
8. In the demonstration of dangerous exhibits involving cutting, shearing, and lasers which are Exposed to the risk of open flame, high temperature and physical injury, the exhibitors shall equip and install protective covers that meet the quality standards of the Chinese relevant authorities, arrange professionals for the operation, and furnish fire extinguishers as required.





9. The exhibitors shall ensure that they have acquired the permit of the Organizers and local government authorities for the demonstration and use of electronic, wireless communication and satellite transmission equipment, and shall comply with the demonstration rules.
10. All vehicles used for demonstration are required to show an entry permit and shall move in along the route designated by the Organizers and the exhibition. Vehicles are not permitted to move around the exhibition hall without authorization. The fuel of all move-in demonstration vehicles shall not exceed 10%, otherwise the vehicles will not be permitted to enter.
11. The exhibitors or other entities shall not use any network equipment or devices (including but not limited to wireless networks and devices such as WIFI, IBEACON, BLE and NFC) to collect or use personal information (including electronic information) at the Expo site without authorization.

3.3 On-site Activity Declaration

1. The exhibitors shall submit all information of their activities to be carried out inside the booth (including but not limited to meetings, activities, press conferences, performances, advertising and publicity, gifts and materials distribution) to the Organizers in advance, and may only carry out the activities after receiving the approval of the Organizers and relevant entities. Please refer to Form 2: Application for On-site Activity Inside the Booth for details.
2. The exhibitors shall ensure that the contents of their on-site activities do not contravene the laws and regulations of the People's Republic of China, public order and good custom, or affect the safety of the Expo.
3. Without the written approval of the Organizers, the exhibitors may not carry out any promotional activities or distribute any materials (including but not limited to leaflets, pamphlets, books and magazines, enterprise publications and on-site parades), and the activities shall not exceed the scope of approval.
4. The Organizers shall have the right to order the exhibitors to take some necessary steps including but not limited to reducing the volume, closing the equipment, suspending or stopping the activities, if there is any problem and adverse effect brought by the on-site activities with the written approval of the Organizers. The Organizers reserve the right to cut off the power, the network and request forcefully the exhibitors to terminate their activities if they refuse to take the necessary measures in accordance with the foregoing requirements.

3.4 Move-in of Special Items

1. Special items refer to air compressors, Class-C oil products, such as lubricating oil, diesel oil, and inert gas, combustible or flammable gases, etc.

2. The exhibitors should strictly fill in the application form for the move-in of special items pursuant to the requirements and ensure that the information is complete and accurate. Only those special items that have already received written approval of the Organizers can move in, and the exhibitors shall provide proper safety management at the site after the move-in. Please refer to Form 3 for details: Application for Special Items Entry.
3. For the special items that are brought into the exhibition hall with approval, the risks and responsibilities involved in the use or storage process shall still be borne by the exhibitors.

3.5 Decorations and Fittings

1. The details of the load-bearing capacity of the ground can be found in the "Technical Data of the Exhibition Hall" in the Exhibitor's Manual. To operate or demonstrate any exhibit that involves vertical vibration components, appropriate shock absorption and earthquakeproof measures should be taken.
2. No exhibit shall be leaned against or supported by the fixed facilities, equipment and structures in the exhibition hall. The power sockets of the ditches and ground wells and the doors of floor-standing electrical cabinets in the exhibition hall should be guaranteed to open and operate normally.
3. No nails, glue and other materials may be used to paste or hang decorations and posters on the ground or the walls of the exhibition hall.
4. No airships/ blimps, balloons, unmanned aerial vehicles and other hovering equipment may be employed inside or outside the exhibition hall.
5. It is prohibited to adopt sewage, sand, peat, moss and other similar materials in the construction and display without taking measures to prevent leakage, so as to prevent the contamination of the fixed facilities and equipment in the exhibition hall.
6. It is prohibited to use inferior carpets containing calcium carbonate, double-sided gelatin sponge or other difficult-to-remove materials to lay carpets. It is absolutely necessary to use non-combustible or flame retardant green carpets and cloth double-sided adhesive tape.
7. It must be ensured that the construction and the installation are secure enough, and there are bold signs at visible heights to prevent personal injury or death, if there is any booth decorated or constructed with glass in the structure.

3.6 Compensations for Damage

1. In case of any damage to the fixed facilities and equipment, leased facilities, floors, walls and other property, or any personal injury to other people, the exhibitors and their commissioned constructors who fail to comply with these Rules and Regulations shall be liable for the indemnification.



2. If the facilities and equipment at the venue cannot be operated properly or undergo unscheduled maintenance by the reason that the exhibitors and their commissioned constructors fail to comply with these Rules and Regulations, exhibitors and constructors shall be liable for the indemnification.

3.7 Photography and Videography

1. The exhibitors are not permitted to take large professional photographic equipment to the venue without the written approval of the Organizers. The exhibitors are prohibited from using drones, rocker cameras, etc. for photography/videography.
2. Exhibitors who need to photograph or record videos on the Expo site shall not infringe on the intellectual property rights and other related rights and interests legally enjoyed by the Organizers, other exhibitors and any other third parties, and shall not disturb the order of the Expo.

3.8 Volume Control

- These Rules and Regulations provide that exhibit demonstration or any other relevant activity at each booth shall not exceed the maximum volume of 70 decibels during the equipment operation; an increase of 10-20 decibels above the maximum limit is permitted for a short period of time. The volume level for any dedicated performance approved by the Organizers is permitted to exceed the maximum limit of 20 decibels for a short period of time. If there are relevant provisions in Chinese laws and regulations or other standards, their provisions shall prevail.

3.9 Venue Cleaning

1. During the Expo, the Organizers shall be responsible for cleaning the public areas of the exhibition hall. The exhibitors shall do cleaning job well within the area of their own booths, including the cleaning inside the booth and cleaning of the exhibits. The exhibitors are required to dispose of the trash at the dump site outside the exhibition hall before leaving at the end of each day.
2. Liquid waste, catering sewage, extreme temperature liquid, and others must be dumped at a designated site of the exhibition hall or in a self-provided closed container. No rubbish may be dumped in the indoor or outdoor drains, ditches, sinks or pools in bathrooms. If there is any violation, the exhibitors or their constructors shall bear the compensation for pollution cleanup, water pipe blockage, etc., as well as the corresponding administrative penalty and other related liabilities.
3. The exhibitors may apply for additional cleaning services during the Expo to the Organizers in advance. Please refer to Form 4 for details: Application for Temporary Cleaning Service.

3.10 Goods Storage

- No boxes, containers or packing materials for storage or shipment of exhibits shall be stored inside the exhibition hall. The exhibitors shall arrange the storage of such items in advance through an official forwarder designated by the Expo. Please refer to the Shipping Guidelines in Exhibitor's Manual for details.

3.11 Security Work

1. During the Expo, the exhibitors shall keep exhibits and personal belongings under proper custody and guard against theft. Laptops must be kept with an anti-theft lock. It is advisable to report to the Organizers in time if there is any loss.
2. Please ensure valuable exhibits and articles are kept in a safe way at the closing time each day. Please make quantitative checks when necessary.
3. If the exhibitors require additional security personnel, they shall fill in the application form. The security personnel will be stationed at the expense of the exhibitors after the examination and approval of the Organizers. Please refer to Form 5 for details: Application for Temporary Security.

3.12 Liability and Insurance

1. In order to ensure safety during the Expo, the exhibitors shall take out insurance for their staff members, property, etc., and urge the commissioned service providers to purchase the relevant personal insurance, and property insurance, etc. Otherwise, the exhibitors shall bear the corresponding liability and losses at their own risk.
2. The exhibitors shall take out the whole-journey transportation insurance and property insurance for their exhibits, including the coverage from the place of departure to the booth (including the exhibition period) and for the return trip.
3. The exhibitors should take out public liability insurance, and the recommended coverage period is from the move-in of the exhibitors, constructors and service providers, to the move-out of their staff members, exhibits and properties from the exhibition hall.

3.13 Failure to Participate in the Expo

- The exhibitors who have signed the Exhibition Contract but withdraw from or fail to participate in the Expo without the written consent of the Organizers shall forfeit the paid booth fee and other fees. The Organizers have the right to transfer the corresponding booth to a third party, and the exhibitors shall pay for any additional costs thus borne by the Organizers.



3.14 Intellectual Property Rights (IPR) Protection

1. Intellectual Property Rights Protection and Commercial Disputes Settlement Service Center will be established at the venue to provide relevant legal services in connection with intellectual property rights and other legal services relating to the Expo.
2. Facilitation Measures for IPR Application
 - 1) On-site consultation. The “Intellectual Property Consultation Area” will be set up at the venue. Experts from relevant intellectual property protection agencies and China International Economic and Trade Arbitration Commission, etc. will provide consulting services on intellectual property laws and regulations, application, remedies, risk prevention, etc. as well as other relevant legal services in commercial fields.
 - 2) Applying for Certificate of Participation. The Expo encourages the exhibitors to bring their debut products and technologies. The inventions first exhibited can enjoy a grace period of six months without loss of novelty when applying for patents. Trademarks used for the first time have priority in registered trademark application. The exhibitors can apply for the Certificate of Participation from the service center during the Expo, facilitating the subsequent IPR application.
 - 3) Accept copyright application materials on site. Eligible exhibitors can submit copyright registration application materials to the staff of Copyright Protection Center of China on site.
3. Notes on Intellectual Property Protection
 - 1) Any exhibitor who has filed for the intellectual property rights of exhibits with China's customs shall promptly add the information of the consignee of the inbound goods to the list of legal users, so that the exhibits can be smoothly cleared by the customs. If the intellectual property rights in the exhibits have been acquired, please bring the IPR ownership certificate or other supporting documents.
 - 2) The exhibitors shall strengthen self-examination and self-correction of their exhibits, booth design, packaging, advertising materials, and other display parts before and during the Expo, so as to prevent any intellectual property infringement. The exhibitors shall bear the loss and compensation responsibility according to the laws and regulations of the People's Republic of China if they are held liable by relevant authorities or face any claim from relevant right holder due to intellectual property infringement.
 - 3) The key technical features of the exhibits may not be photographed, shot or otherwise recorded or reproduced without permission during the Expo. The copyright in booth design, exhibition panels and drawings, etc. are also protected by relevant laws.
 - 4) Exhibitors must be authorized or permitted by law before the use of any music. For more details, please contact Music Copyright Society of China.
 - 5) The exhibitors shall abide by CIIE Rules on Complaints and Resolution of Alleged IPR Infringement. In case of any intellectual property disputes, please contact the on-site joint supervision working group in time and cooperate with the staff.

- 6) The exhibitors, service providers, suppliers, etc., shall not use the logo of the Organizers or the Expo, the name of the Expo (both Chinese and English names), slogan, the image of the mascot, etc., without the written consent of the Organizers.
- 7) For further information, please refer to Appendix 10 of this Exhibitor Manual: Regulations on Participation Certificate Application, Appendix 11: CIIE Rules on Complaints and Resolution of Exhibits' Alleged IPR Infringement, and Appendix 12: CIIE Rules on the Prevention of Commercial Disputes and Complaints Resolution, or visit the official website of China International Import Expo.

3.15 Force Majeure

- In case the Expo cannot be held as scheduled or can be held as scheduled only with excessive costs due to earthquakes, typhoons, floods, fires, wars, plagues, social riots, strikes, demonstrations, terrorist activities or threats, import restrictions, government interventions, and other unpredictable and insurmountable incidents whose occurrence and consequences cannot be prevented or avoided by the Organizers, the Organizers will immediately notify the exhibitors after the incident, and cancel or defer the Expo. Under the above-mentioned circumstances, the Organizers will refund the full amount of the participation fee actually paid to the exhibitor's payment account without any other breach liability if the Expo is canceled.

3.16 Exhibit Shipment

1. The vehicles, schedule and route arrangement for the exhibit shipment shall be provided by the official forwarder(s) designated by the Expo. For the details of relevant services, the exhibitors are advised to contact the official forwarders in advance. The exhibitors are requested to contact and apply for related consultations and services in advance. In case of any delay in the exhibit shipment, service error or dispute due to the exhibitors' engagement of other forwarders than those designated by the Expo, the Organizers will not bear any liability and loss. Please refer to Shipping Guidelines in the Exhibitor's Manual for details.
2. According to the regulatory requirements of China's customs, if an exhibit fails to enter the country for the display due to its related categories in the prohibition list or restricted list, the loss thus incurred shall be borne solely by the exhibitors, and it has nothing to do with the Organizers. The Organizers will release relevant policy information on the official website in no time. Hence the exhibitors are required to pay attention to the “Announcement” or “Notice to Exhibitors” on CIIE's official website.

3.17 Rights of Final Interpretations

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