

## Appendix 14 Manual for Lifting Point Service in the China International Import Expo

### 1. Overview

- 1.1 This section mainly introduces the parameters of lifting points in exhibition halls, the applicable scope of lifting point service, as well as its standards and process.
- 1.2 Shanghai High-fair Advertising & Engineering Co., Ltd. is the designated service provider of lifting points for this China International Import Expo.

<b>Shanghai High-fair Advertising &amp; Engineering Co., Ltd.</b>		
Address: 3rd Floor, 3 Hall, No.1988, Zhuguang Rd., Qingpu District, Shanghai, China		
Contact: Ryan Chen		
Tel.: 86-21-69761559	Mobile: 86-13610041071	E-mail: hf1@cantonfairad.com
Contact: Varus Zhang		
Tel.: 86-21-69761559	Mobile: 86-18936756321	E-mail: hf1@cantonfairad.com

- 1.3 All booths applying for lifting point service shall meet the requirements on booth design and construction stipulated in the Exhibitor Manual for China International Import Expo, this Manual and other relevant regulations.
- 1.4 Applications for lifting point service shall be made in advance according to the declaration time. Applications for lifting points of on-site drawings are not allowed after move-in.
- 1.5 Users applying for lifting point service can rent hoists equipment uniformly provided by the exhibition hall or bring their own hoists equipment that meet the standards.
- 1.6 China International Import Expo Bureau and National Exhibition and Convention Center (Shanghai) Co., Ltd. reserve the right of final interpretation.

### 2. Scope of application

- 2.1 Lifting point service of the 3<sup>rd</sup> China International Import Expo is available in the ground floor of the double-floor exhibition hall (4.1H, 5.1H, 6.1H, 7.1H and 8.1H), and the second floor of the double-floor exhibition hall (6.2H, 7.2H and 8.2H) of National Exhibition and Convention Center (Shanghai).
- 2.2 What to be lifted: lighting fixtures, projectors, lamphouses, signboards, suspended ceilings, as well as trusses and metal frame structures used to suspend these facilities.
- 2.3 Lightweight hanging flags with advertisement (including but not limited to printing cloth, gridding cloth, movable gum, and light cloth) are not included in lifting point service.
- 2.4 The lifting point service provider is responsible for providing lifting points, installing hoists and retrieving chains.
- 2.5 Users may prepare hoists equipment and Truss connecting the suspended objects and the lifting points or apply for rental from the Exhibition Venue.
- 2.6 Suspended objects shall be prepared and assembled by the user of the lifting point.

### 3. Parameters of lifting points

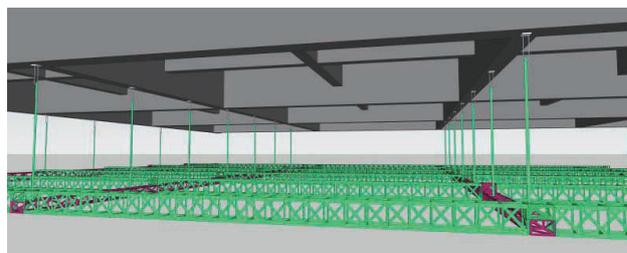
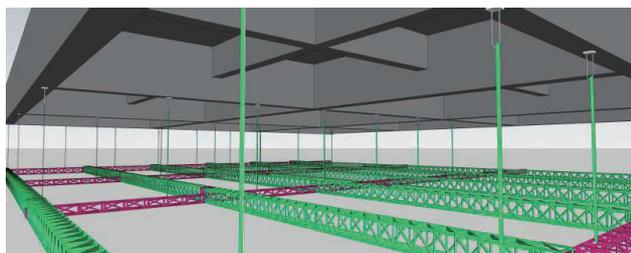
Hall No.	4.1H/5.1H/6.1H/7.1H/8.1H	6.2H/7.2H/8.2H
Load-bearing	≤150kg	
Load limitation of single structure	≤1350kg	
Height of first-floor basic structure	—	17m
Height of second-floor basic structure	10.3m	11.5m
Limitation for suspended objects	The upper edge of suspended objects shall be no more than 8.5 m from the ground.	

Note:

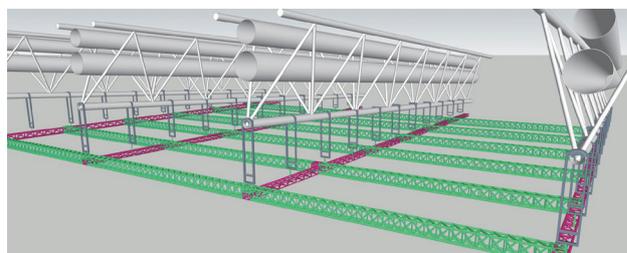
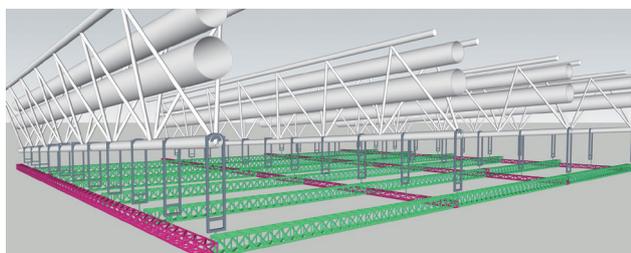
If the single structure exceeds the weight limit, lifting points shall be added based on regulations and electric hoists shall be used for lifting.

### 4. Schematic Diagram of lifting point system in exhibition halls

Schematic Diagram of the first-floor basic structure



Schematic Diagram of the second-floor basic structure



### 5. Charging Standards

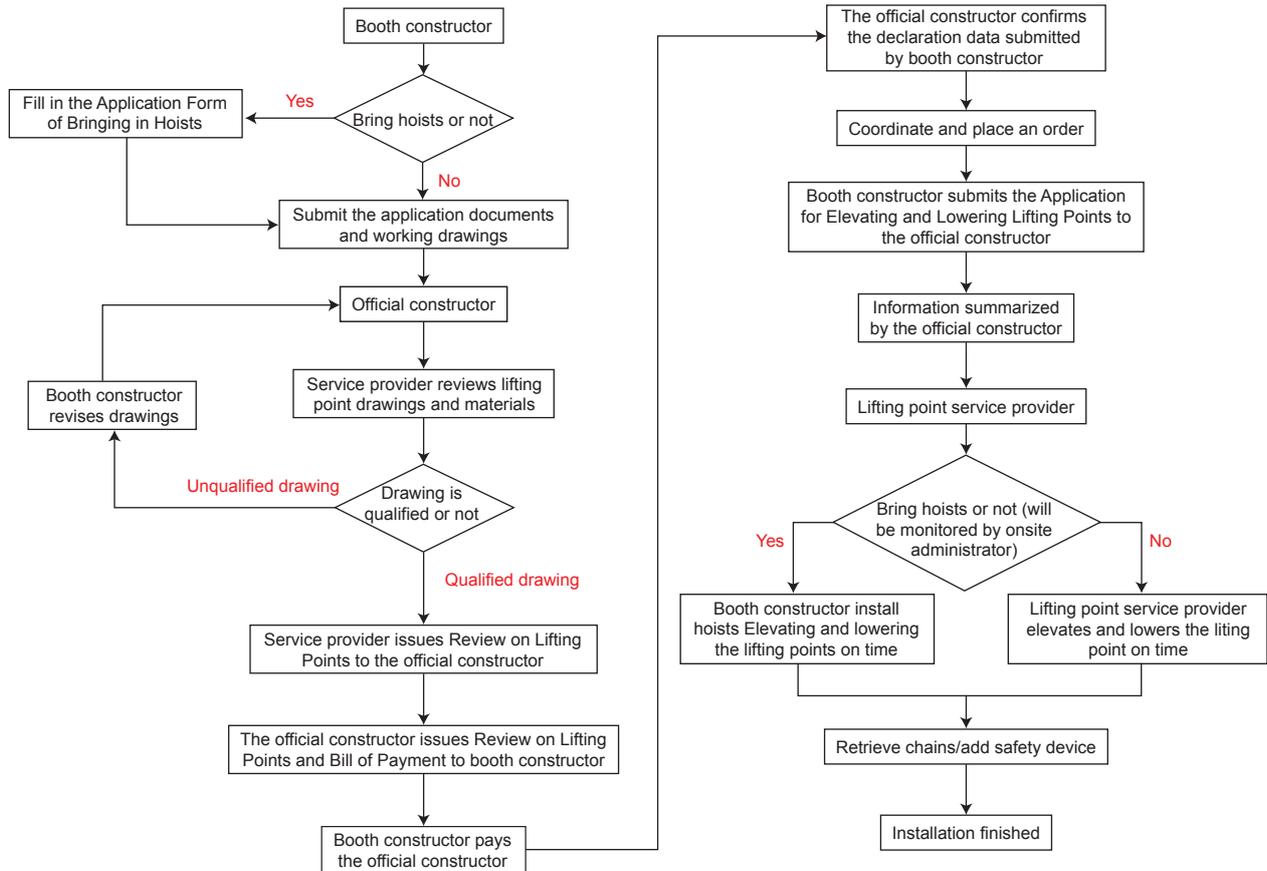
#### 5.1 Lifting point service charge

Item	Specification	Unit price (yuan) (RMB/exhibition period)
Lifting point service charge	Lifting point	3300 yuan/piece

Note:

Lifting point service charge must be paid to the Exhibition Venue before **October 10, 2020**, and the Exhibition Venue will arrange the system order and installation after receiving the payment.

Item	Name/Specification	Unit price (yuan)(RMB/exhibition period)
Hoist rental	Manual hoist 15m chain (1 ton)	495 yuan/piece
	Manual hoist 25m chain (1 ton)	742.5 yuan/piece
	Electric hoist 15m chain (1 ton)	1980 yuan/piece
	Electric hoist 25m chain (1 ton)	2475 yuan/piece
Truss rental	Truss (original Aluminum color) 300*300	165 yuan/m
	Truss (original Aluminum color) 400*400	247.5 yuan/m



## 6.2 Requirements of lifting point service application

- 1) Lifting point users shall submit lifting point service or equipment rental applications and the first edition of application documents (electronic version) before **September 25, 2020**. The number of lifting points, lifting point positions, or equipment rentals shall be confirmed before **October 10, 2020**, and the confirmed version of application documents (one printout with seal) shall be submitted to the official constructor. Application after the deadline is not acceptable.
- 2) Applications for lifting points of on-site drawings are not allowed after the move-in.
- 3) Applications for equipment rental submitted after the deadline can be confirmed to place orders after document review and on-site implementation confirmation.
- 4) List of documents of reviewing applications for lifting point services:

1	<b><i>Confirmation Form of Lifting Point Service Supplies in Exhibition Halls (Please see Appendix 18 for details)</i></b> The confirmed version shall be the printout with seal.
2	<b><i>Letter of Commitment on Application for and Use of Lifting Point Service in Exhibition Halls (Please see Appendix 19 for details)</i></b> The confirmed version shall be the printout with seal.
3	<b><i>Application for Elevating and Lowering Lifting Points (Please see Appendix 20 for details)</i></b> Application shall be submitted one day in advance, and the confirmed version shall be the printout with seal.
4	<b><i>Application for Bringing in Hoists (Please see Appendix 21 for details)</i></b> The confirmed version shall be the printout with seal.
5	<b><i>Map of Lifting Point Structures (Template attached hereto)</i></b> The Map shall clearly indicate the size and weight of each lifting point structure, the type, specification, and number of the facilities on the structure, and their weight. Please consult the service provider for specific requirements.

- 5) After the suspension proposal is confirmed, the construction shall be conducted in accordance with the confirmed proposal. If lifting points are not installed as the proposal specifies or weigh more than what is described in the application, the Exhibition Venue and the service provider have the right to call off the installation, and the applicant shall increase the number of lifting points or reduce their weight as required.
- 6) If applications are overdue due to the reasons of the booth constructor that include failed suspension proposal, the booth constructor shall bear the costs incurred. If the booth constructor installs lifting points not based on the weight described in the application, the correction costs and losses incurred shall be borne by the booth constructor. The correction costs and losses incurred by personal reasons such as inconformity of the actual weight of lifting points and the approved weight of lifting points.

## 6.3 Application and notes for bringing in hoists

In the 3<sup>rd</sup> China International Import Expo, the users are allowed to bring hoists as they deem necessary in the service of lifting points in exhibition halls, and shall observe the following reminders:

- 1) The lifting point user shall submit **Appendix 21: Application for Bringing in Hoists**.
- 2) The hoists brought in must meet the relevant national safety standards and be accepted as qualified products, and they shall provide relevant documents, including but not limited to hoist product certificates and quality control reports.
- 3) The single structure of lifting points must use hoists of the same brand and specification.
- 4) The lifting point service provider shall provide the arrangement of the lifting point and sling, and the lifting point user shall install the hoists, collect the hoists and the chains, and prepare and install necessary aerial trucks, hoist consoles, etc. The related construction operations must comply with the relevant regulations of the Exhibition Venue and others.
- 5) Aerial workers involved in the operation must be licensed, and the aerial work licenses of construction workers shall be submitted.
- 6) Operators of electric hoists must have electrician licenses, and the electrician licenses of construction workers shall be submitted.

#### 6.4 Application and reminder for elevating and lowering lifting points

- 1) The suspended objects of the user shall be inspected by the service provider after assembly. **Appendix 20: Application for Elevating and Lowering Lifting Points** shall be signed by both the user of the lifting point and the provider for each operation of suspended objects, and the operating in booth must be jointly supervised by security personnel and lifting point service provider on site.
- 2) The elevating and lowering of suspended objects at manual hoist booth shall be operated by the user of the lifting points.
- 3) The elevating and lowering of suspended objects at electric hoist rental booth can be operated by the lifting point service provider, and the service provider can adjust the time according to the on-site situation, or arrange console to lift and lower the lifting points according to the application time. The elevating and lowering of suspended objects at the booth with electric hoist brought by the user shall be operated by the user with its own console.

### 7. Relevant requirements for using the lifting points

---

- 7.1 **Any person is strictly forbidden to climb or pull the lifting point structures or suspended objects directly. The adjustment and installation of suspended objects must be based on the height needs, with the corresponding scaffold or aerial truck, scissors lift and other facilities to facilitate the operation.**
- 7.2 The lifting point users shall not increase or decrease the number of lifting points without authorization. If the unit weight of the suspended objects exceeds the total capacity of the lifting point applied for, the user must apply for additional lifting points.
- 7.3 If the single structure suspended by the manual hoist possesses more than 10 (including 10) lifting points, it needs to be disassembled first. If the structure cannot be disassembled, it needs to be lifted by the electric hoist.
- 7.4 The size of the Truss used for suspended objects shall be less than or equal to 400 mm \* 400 mm.
- 7.5 The steel core wires or special lifting straps must be connected separately and vertically with the lifting point provided by the exhibition service provider, in accordance with the lifting height limits of the structure.
- 7.6 The links used between hanging structure and hoist hook must be the special hoisting shackle, and detailed schematic diagram must be provided when submitting the working drawings.
- 7.7 The suspended objects to be lifted through the lifting points must be solid and reliable metal or steel-wood assembly structure, and pure wood structure, ultra-low acoustics and linear acoustics shall not be hanged. Structures linked to the ground or not supported by lifting points shall not be reinforced or connected by any lifting point.
- 7.8 All lamps must be constructed according to the application working plan.
- 7.9 It is necessary to ensure that each lifting point for the suspended objects and each hoist are under balanced stress, so as to avoid any potential resultant safety hazards in the process of elevating and lowering.
- 7.10 When the manual hoists are operated, no one is allowed to be directly under the suspension structures.
- 7.11 The construction materials used for lifting suspended objects shall comply with the fire safety regulations.
- 7.12 Before elevating the manual hoist, the user must inform the service provider and lift the suspended objects under the supervision of the service provider.
- 7.13 During the elevating or lowering of the hoist, the structure shall be balanced, and all hoists shall rise or fall synchronously to avoid any unbalance.
- 7.14 In case of any damage to the lifting points of the exhibition halls and related equipment or any injury to personnel due to improper operation of the lifting point user, the user shall bear all consequences and the Exhibition Venue reserves the right to investigate the relevant legal responsibilities.

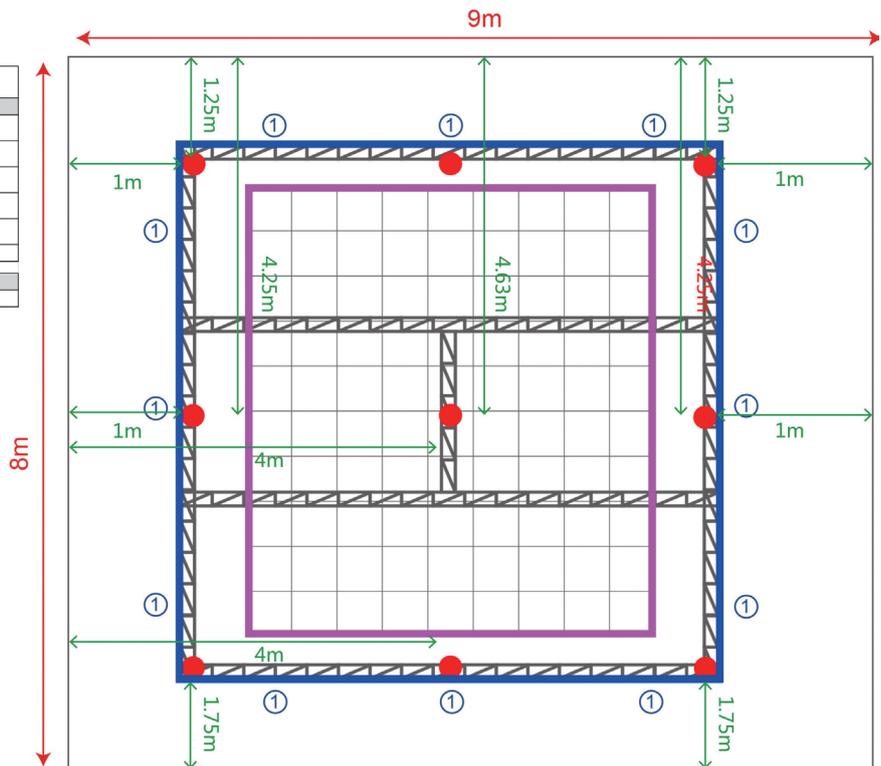


## 2. Distribution of Lifting Points in the Booth + Illustration of Materials and Weights of Hangings

Booth No.:

List of Hangings				
Legend	Materials	Quantity	Weight/KG	Total Weight/KG
●	Hoist and Chain	9 pcs	30	270
①	Model of Lighting Fixture	16 pcs	5	90
□	Modelling Grid	1 Rem	125	125
■	Flexible Film	36 sqm	8	288
▨	Aluminum Rack	36 m	8	304
		Total Weight of Hangings:		1077
Position of Lifting Point		Quantity/Unit	Unit Load Bearing	Total Load Bearing
		9	150	1350

- ↔ Booth Size  
 ↔ Size of Lifting Points from the Edge of the Booth

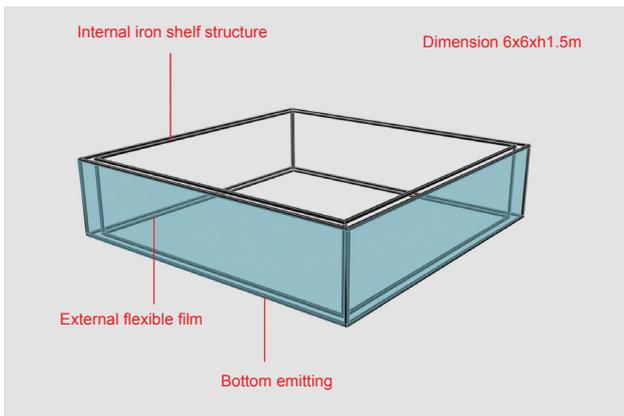


### Notes:

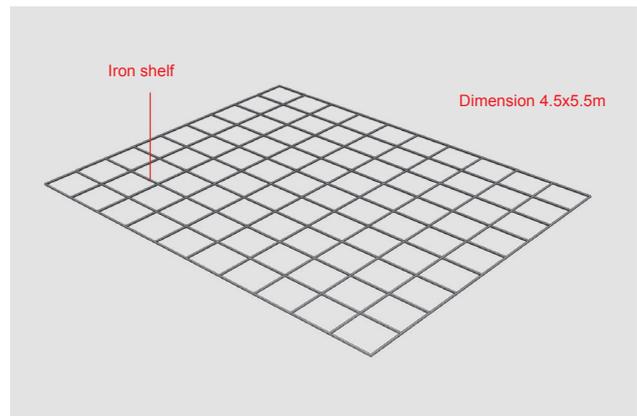
- Mark the position of the lifting points applied by the booth and the distance of each lifting point from the edge of the booth.
- Provide the point positions, quantity and weight of each hanging.
- Provide the specification, weight and length for the lifting rack.

## 3. Detailed Illustration of Materials and Weight of the Hanging Structure

Booth No.:



Iron shelf=8Kg (per sqm) x36m=288Kg



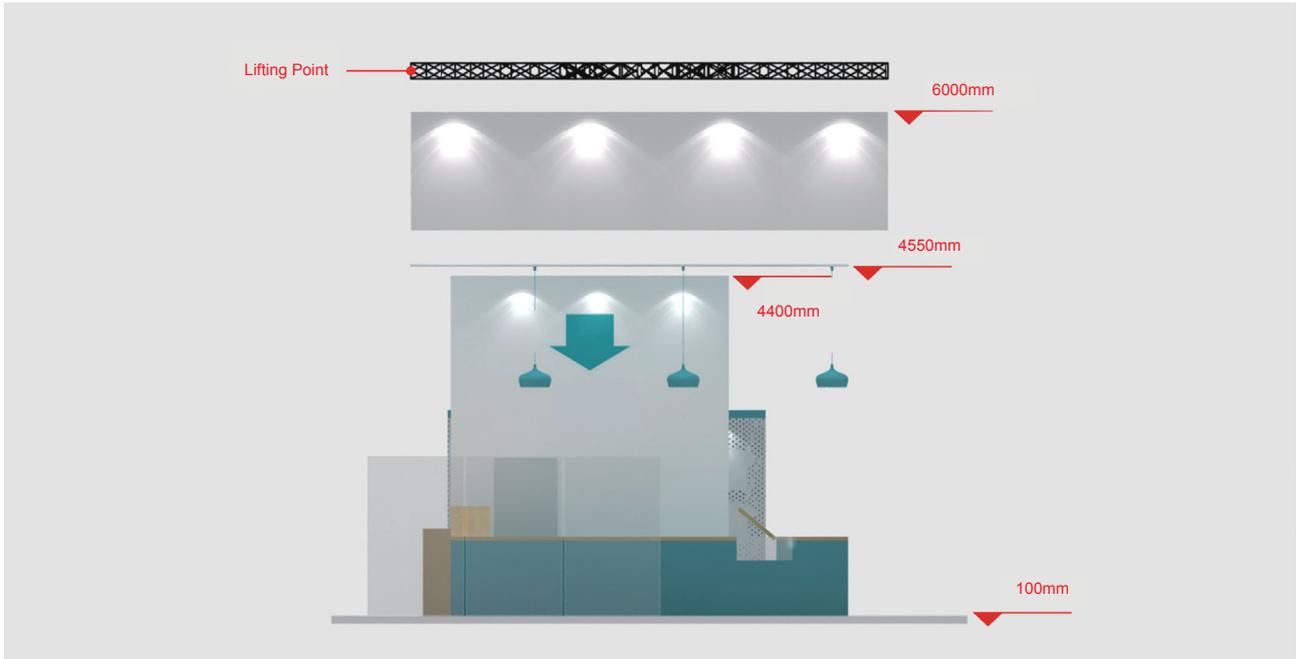
Iron shelf=5Kg (per sqm) x25m=125Kg

### Notes:

- Mark the material, dimension and weight of each structure of the hanging.
- Provide a construction drawing of the metal structure.
- It is required to provide a construction drawing of the internal metal structure for hangings with steel-wood structure.

#### 4. Height Chart of Hanging from the Ground

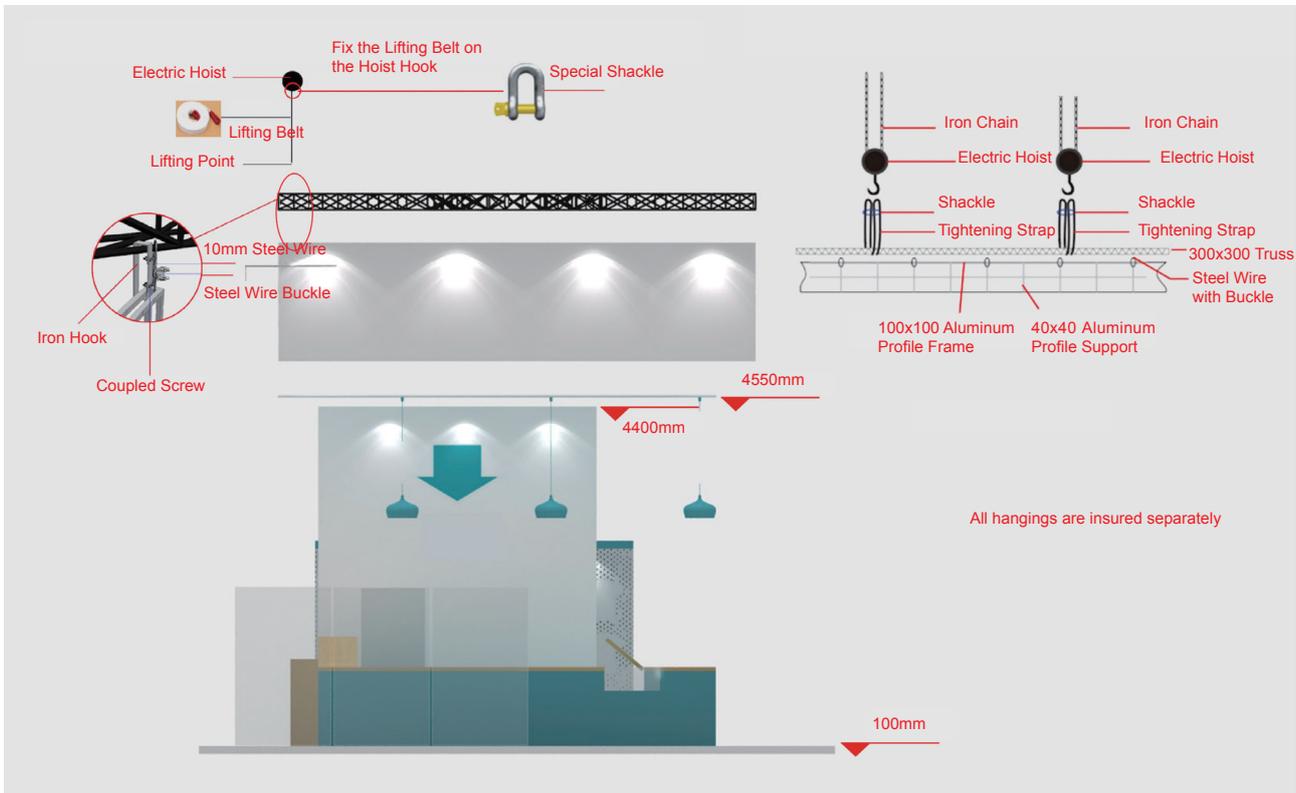
Booth No.:



Note:  
Mark the height of the upper edge of hanging from the ground.

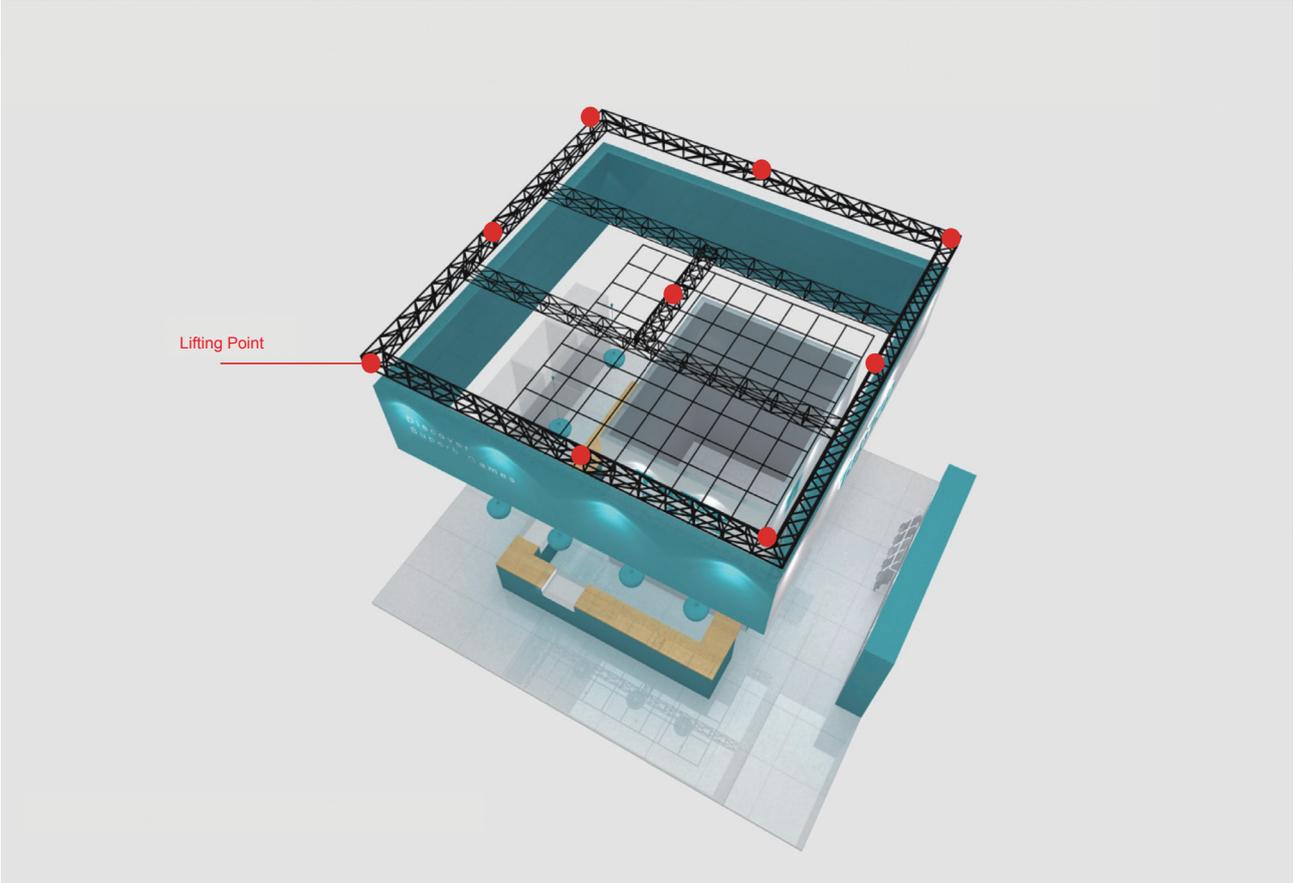
#### 5. Connection Mode of Hangings

Booth No.:



6. Multi-Angle Rendering

Booth No.:



Note:  
A multi-angle booth rendering, including but not limited to front view, side view, top view and others.