



# Standards and Process Concerning Exhibitors Bringing Their Independent Constructor at the 4<sup>th</sup> China International Import Expo

## 1. Standards for Independent Constructor

The minimum standard is the threshold for selecting the recommended provider of special booth construction service.

- 1) The Independent Constructor must be an entity with independent legal personality within the territory of the People's Republic of China (excluding Hong Kong, Macao Special Administrative Region and Taiwan Region, hereinafter referred to as "within the territory of China"), with valid business license or other legal person organization certificate, and the business license allows interior decoration or exhibition decoration engineering service.
- 2) The Independent Constructor must have, in the recent 2 years (January 1, 2019 to December 31, 2020), finished more than 5000 square meters (including) construction area of special booth each year, or achieved an annual turnover of booth construction of more than RMB 8 million (contract is required);
- 3) The Independent Constructor must have no record of violation of laws and regulations since January 1, 2019 (the date of application submission), and has not been subject to relevant administrative punishment.
- 4) The Independent Constructor must have a professional technical team, with personnel specially engaged in exhibition engineering business (proof of social security or labor contract should be provided). Specifically, it must have 2 or more architectural design engineers or interior decoration designers (qualification certificate is required), 1 or more mechanical and electrical (strong current, weak current, water supply and drainage) technical personnel (special operation certificate is required).
- 5) Should the exhibit producer have participated in the 3rd CIIE for special booth construction with no more than 15 points deducted in the assessment, it can be considered.

## 2. Process of applying for bringing Independent Constructor

- 1) Fill in the Application for Independent Constructor and send it to the designated email at es@ciie.org., mark the subject of the email with "Apply for Independent Constructor ". Application Deadline: 17:00, August 15, 2021 (subject to email time).
- 2) Data will be reviewed by the operation coordination team.
- 3) If unapproved, the exhibitor should choose one from the recommended 109 exhibit producers. If approved, the Independent Constructor should, within 15 natural days after receiving the notice of approval, pay the deposit of RMB 300,000 to the organizer, the National Exhibition and Convention Center (Shanghai). The deposit shall be returned to the original account without interest after the settlement of the exhibition.

- 4) According to the conference, green exhibition layout shall be fully implemented. All approved Independent Constructor should comply with the Criteria for Green China International Import Expo. The conference has formulated the Regulations on Violation of Special Booth Constructors of the China International Import Expo. Any violation is subjected to punishment according to the regulations.

Attachments:

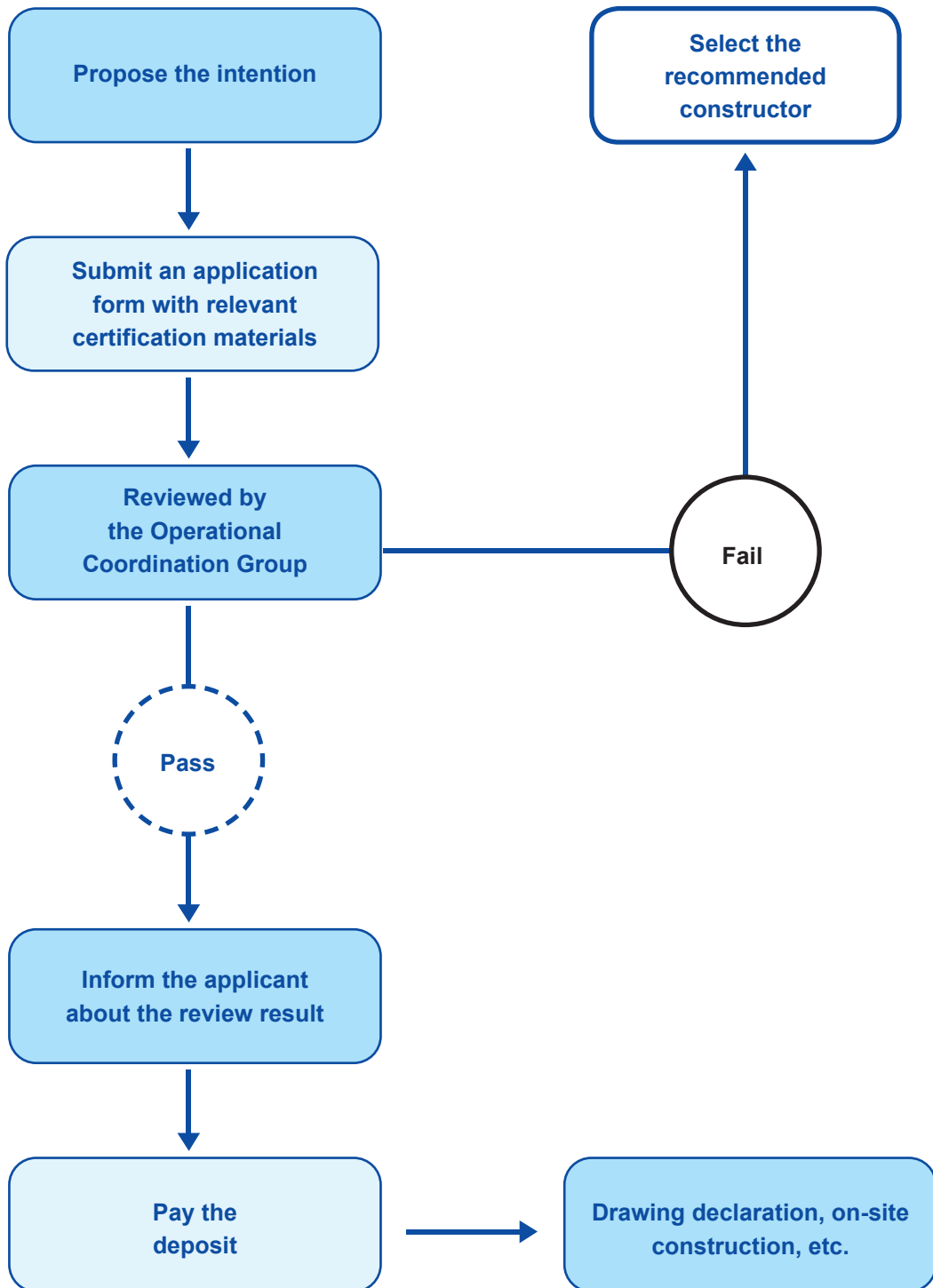
1. Application form for Independent Constructor
2. Flow chart for Independent Constructor
3. Green booth standard
4. Regulations of China International Import Expo on Assessment and Management of Independent Constructor
5. Rules for Handling Violations of Special Booth Builder at China International Import Expo

Please return this form by Aug 15, 2021 (the form can be downloaded online but online fill-out is not available)

<b>Attachment 1: Application for Independent Constructor</b>	
<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. (Business license 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.(The performance list and copies of relevant contracts shall be provided)</li><li>3. The composition of the company's technical team. (name list of technical team, qualification certificate, and special operation certificate shall be provided)</li></ol>	
Exhibitor Signature/Seal:	Constructor Signature/Seal:
Date: _____, 2021	Date: _____, 2021
<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 for Independent Constructor



Note: The exhibitor, after submitting the materials for review and the materials about its Independent Constructor are found to be incomplete, shall submit the complete materials within 3 natural days upon receipt of the email notification of the organizer for additional materials. He who submits the materials for more than two times will be deemed invalid and his qualification to bring their own booth builder will be cancelled.

## Appendix 3 Green Booth Standard

The “6R concept” shall be followed throughout.

### **Respect:**

Respect should be paid to natural ideas and ways of thinking. Try to minimize the impact of exhibition work on the environment, including the site and people, and avoid the excessive use of resources and energy.

### **Renew (Using renewable and new materials):**

Use as many renewable materials as possible for the exhibit, and encourage the use of new materials, products and technologies.

### **Reuse and Recycle (reusable and recyclable materials):**

Try to use as many "reusable and recyclable materials" as possible for the construction of booths.

### **Reduce (reducing waste and pollutants):**

Reduce the negative impact of booth construction on the environment, use less substances harmful to human health but more non-hazardous materials for energy saving and reducing pollution and waste.

### **Remember (enhancing memory and education):**

Raise the awareness of sustainable development and environmental consciousness on the part of units or individuals participating in the exhibition through educational means.

## 1. Green Design

- 1) Simplify design. Abandon the rich and luxurious decoration concept, pursue simplification in the booth space structure and partition volume design, highlights the subtle changes in texture and color, and save on materials and workmanship.
- 2) Recyclable display design. A unique display image identification system is designed for exhibitors. Unique standard exhibition tools and an exhibition system allowing repeated use will be designed for the exhibitors, enabling long-term, stable, repeated implementation in the coming years. While creating a unified corporate brand image can be created, the connotation of modern green enterprises is also presented.
- 3) Environmental protection material utilization design. The materials used in the exhibit design shall be environmentally friendly, including natural materials, artificial production of biodegradable materials, recycling materials, as well as purification materials.
- 4) Dismountable display design. Try to use more exhibition tools easy to dismount, easy to load and unload, and easy to transport.
- 5) Modular design. Designers, on the basis of dismountable display tools, should launch assembly modules of various styles according to the different exhibition environment, exhibition hall area and cost, for customers to choose from or modify or reorganize, so as to offer the most efficient service, improve efficiency, and cut prophase labor consumption.
- 6) Safety design. All designs must pass the safety auditing of CIIE on fire protection, structure, electricity, and other aspects.

- 7) Other designs. Designers can draw on bionic design, green landscape design and emotional experience design. And they are expected to finish the green design with a high sense of social responsibility and in the innovative spirit.

\* Note: The height limit of single-story booth is 6 meters, and the height of double-story booth is 8.5 meters.

## 2. Green Material

- 1) The booths are to be built with renewable and recyclable, non-toxic and harmless environmentally-friendly materials, which are up to A or B standards:
  - A. Pure metal structure:** Decorative materials used should be less than 10% of the total construction materials (calculated by volume), and should all be non-wood materials, with the construction materials recovery reaching 100%.
  - B. Hybrid material structure:** Wood material used should account for less than 30% (by volume) of the total construction material, and the recovery rate of construction material should be 100%.
- 2) Light, easy to dismount, easy to load and unload, and easy to transport.
- 3) No less than 80% utilization rate of energy-saving lamps.
- 4) Special instructions on single-story green booth
  - I. A pure metal structure: Not a piece of wood material is used for the main structure of the whole booth; B mixed material structure, one side of the main structure can adopt wood material, the other sides can choose groove plate or PVC display board.
  - II. The wood material used in the modular floor assembly on site is not counted in the 30% wood material.
  - III. The booth can use metal punching plate, hanging net and other materials.
  - IV. The showcase inside the booth, with the premise that the safety structure will not be damaged, is suggested to be movable (separated from the main structure), and should not overlap and increase height. Independent floor cabinets that are not constructed at the exhibition hall are not included in the 30% wooden material.
  - V. Exhibition lintel should not be made of wood material, but can be made of profiles as frame structure. The exterior decoration should be made of plexiglass or light cloth.
- 5) Special instructions on two-story green booth
  - I. On the premise of ensuring the structural safety of the main structure of the first floor, steel and other profiles are allowed for wood structure (including PVC display board) on both sides of the back panels. The other two sides and the four sides of the second floor (including the rooms) should be made of non-wood materials.
  - II. The wood materials used in the on-site modular assembly of the first and second floor panels are not counted in the 30% wood materials.
  - III. Design of metal punching plate and hanging net is allowed for the booth.
  - IV. The showcase inside the booth, with the premise that the safety structure will not be damaged, is suggested to be movable (separated from the main structure), and should not overlap and increase height. Independent floor cabinets that are not constructed at the exhibition hall are not included in the 30% wooden material.
  - V. Exhibition lintel should not be made of wood material, but can be made of profiles as frame structure. For the exterior decoration plexiglass or light cloth can be used.

- 6) In selecting structural base materials (including but not limited to joinery board, density board, decorative panel, etc.) and decorative table materials (including but not limited to fireproof board, aluminum-plastic board, etc.) for the building of booths, make sure that the selected wood material perforation extraction method formaldehyde emission is less than 9mg/100g; it is suggested to choose coatings without adding formaldehyde, benzene and other volatile organic compounds (VOC); and adhesives used in the construction process must be up to environmental standards.

### **3. Green and safe construction**

- 1) On-site assembly should mainly use modules and components; construction and dismantling should be orderly, controllable, convenient, safe and quick.
- 2) No damage to personnel, exhibition venue, equipment and facilities.
- 3) No large area of dust in the construction site, dust diffusion should be confined to the booth. Construction noise no more than 75 decibels; polish, roll paint or spray paint on the construction site prohibited; cutting machines and electric saws not allowed.
- 4) No illegal construction at the construction site.

# Appendix 4 Regulations of China International Import Expo on Assessment and Management of Exhibit Producers with Their Own Special Decorations

The Regulations are specially developed to strengthen the management of the special booth construction in the Expo, improve the team of qualified special booth constructors, and ensure the safety of the special booth construction.

## I. Object of Assessment

All the independent constructors of special booths that have obtained the qualification of special booth construction in the Expo.

## II. Assessment Items and Scoring Criteria

The assessment items are divided into three categories: drawing submission and review, site construction management and green special booths. The total score is 100 points. The specific scoring criteria for each item are as follows:

### 2.1 Drawing Submission and Review (10 points)

If the drawings submitted are not in compliance with the standard requirements and the rectification is not completed within the prescribed time, this item will be scored 0.

### 2.2 Onsite Construction Management (80 points)

Each constructor has a starting score of 80 points, and certain points will be deducted according to the seriousness of each violation. The specific criteria are as follows:

- 1) Late arrival will lead to 2 points deducted; absence will lead to 3 points deducted (attendance is subject to the record).
- 2) Onsite workers not wearing clothes with obvious company logo (reflective vest)/ safety personnel not wearing armbands, 3 points deducted.
- 3) Construction personnel entering the exhibition hall without wearing a helmet, 5 points deducted.
- 4) Failure to apply for CIIE required certificates, 5 points deducted.
- 5) No valid certificates for special types of work, 5 points deducted.
- 6) Safety personnel, electricians and other booth related personnel off their posts, 3 points deducted.
- 7) For improper use of or no supervision over herringbone ladders, scaffolding and special equipment, 3 points deducted.
- 8) For use of putty, banana oil and other flammable and explosive products or other prohibited items and materials for construction, 10 points deducted.
- 9) For Party B receiving effective complaints from exhibitors as affirmed by Party A, 5 points deducted.
- 10) For background plates not beautified or rectified in time according to requirements, 5 points deducted.
- 11) For unauthorized undertaking of standard booth modification, fascia boards, blankets and other businesses or unapproved lease and sales of exhibition appliances in the exhibition hall, 10 points deducted.
- 12) For illegal use of substandard materials for construction and failure to make corrections as required after investigation, 10 points deducted.



- 13) For special operations such as burning or cutting without going through relevant procedures, 10 points deducted.
- 14) For large-area paint brushing or polishing in the exhibition hall, 10 points deducted.
- 15) For the onsite construction structure not in conformity with the declared drawings and identified as presenting hidden safety risks and failure to make corrections as required, 15 points deducted.
- 16) For booths presenting hidden safety risks and failure to make corrections within the prescribed time as required, 20 points deducted.
- 17) If the constructor commits any of the above violations and does not follow the instructions of the Party A-hired home site builder, drawing supervisor and venue property management, 5-30 points will be deducted by Party A according to the circumstances.
- 18) Those who subcontract the construction/surrogate the booth construction application, get involved in fights or brawls, commit thefts or cause labor disputes affecting the order of the conference, and those identified by relevant government departments as responsible for safety accidents or subject to administrative penalties during the exhibition period, will be disqualified from independent booth construction in the next Expo.

### **2.3 Green Special Booths (10 points)**

If the booth construction is carried out according to the green booth standards per the onsite inspection, 10 points will be scored; failure to implement the green booth standards will lead to a score of 0 points.

**The National Exhibition and Convention Center (Shanghai) conducts a comprehensive assessment on the service providers of independent special booth construction during each China International Import Expo. Those who are scored below 85 points of the year will be disqualified from participating in the next Expo.**

# Appendix 5 Regulations of China International Import Expo on Handling the Violations of Special Decoration Service Providers

## Chapter I. General

- Article 1 These regulations are hereby formulated to strengthen the management of special decorations, handle the accidents seriously and reduce the safety risks for China International Import Expo.
- Article 2 These regulations shall apply to all enterprises with special decoration qualifications undertaken the special decoration engineering during the China International Import Expo.

## Chapter II. Safety Incidents

- Article 3 During the whole exhibition period, in case of a safety incident, the cash deposit will be deducted by RMB 50,000-300,000 depending on the circumstances. In case of a serious case, those liable shall be held criminally liable and referred to the judicial organs.
- Article 4 If the special decoration service provider needs to assume other compensation or remedial responsibility due to the above-mentioned incidents, which shall not be included in the aforesaid deduction of cash deposit, but they shall be borne by the special decoration service provider.

## Chapter III. Fire Safety

- Article 5 During the whole exhibition period, in case of a fire caused by violating the requirements of fire safety, the special decoration qualification shall be canceled and the deposit will be deducted by RMB 300,000, and the losses caused therefrom shall also be compensated. In case of a serious case, those liable shall be held criminally liable and referred to the judicial organs for treatment.
- Article 6 If substandard materials are used for construction, which is not rectified as required within the specified time after investigation and treatment, the cash deposit will be deducted from each booth by RMB 3,000.
- Article 7 If the indoor fire hydrants, fire-fighting equipment and fire-fighting facilities are covered or misappropriated, which is not rectified as required within the specified time, the cash deposit will be deducted by RMB 1,000 each time.
- Article 8 The cash deposit will be deducted by RMB 1,000 each time in case of cutting, flame operation or other special operations without relevant procedures issued by Party A.
- Article 9 On-site construction workers must wear helmets, or the cash deposit shall be deducted by RMB 200 each violator each time.

## Chapter IV. Power Supply Management

- Article 10 For those who connect the power to the pavilion privately, or wire without accordance to the requirements, or do not rectify within the specified time as required, the cash deposit will be deducted by RMB 2,000 each time.

## Chapter V. On-site Order

- Article 11 If the backplate has not been beautified or has not been rectified as required within the specified time, the cash deposit shall be deducted by RMB 2,000 each time.
- Article 12 The cash deposit, with the amount of RMB 5,000, will be deducted for each demolition or alteration of standard booths, fabrication or framing of booth titles, or carpeting of standard booths, or installation of power supply, lamps and lights as well as light boxes of standard booths without authorization.
- Article 13 If the construction on-site does not comply with the declared drawings materially, which is rectified within the prescribed time as required, the cash deposit will be deducted by RMB 5,000 each time.
- Article 14 Painting or polishing in a large scale in the exhibition hall shall be deducted by RMB 5,000 from the cash deposit each time.
- Article 15 If there are minor structural safety hazards in the booths with special decorations, which are not rectified as required within the specified time, the cash deposit will be deducted by RMB 3,000 each time; in case of serious structural safety hazards, which are not rectified as required within the specified time, the cash deposit will be deducted by RMB 10,000 each time.

Notes: Minor structural safety hazards refer to the deformation of booth beam or loose interfaces, cracks or tilting of booth walls, which may lead to deformation of the booth or dislodgement of some components if not handled in time; serious structural safety hazards refer to the deformation of the main load-bearing beams or of the main load-bearing columns in the booths with special decorations or loosening of their interfaces, or large cracks in the booths, which may lead to the collapse of the booths if not dealt with in time.

**Our company has carefully read and understood all the contents specified in Regulations of China International Import Expo on Assessment and Management of Exhibit Producers with Their Own Special Decorations and Regulations of China International Import Expo for Handling the Violations of Special Decoration Service Providers, and promises to strictly comply with these regulations, and would like to bear the corresponding responsibility and consequences according to these regulations in case of any aforesaid violations. In addition, any administrative penalty or other losses suffered by NECC (Shanghai) due to our violation of the aforesaid commitments shall be borne by our Company.**

Committed by (seal):

\_\_\_\_\_, 2021

Legal Representative (signature or seal):

\_\_\_\_\_, 2021