



第二届中国国际供应链促进博览会
The 2nd China International Supply Chain Expo

Exhibitor Manual

2024.11.26-30

China International Exhibition Center

Connecting the World for a Shared Future



EXHIBITOR MANUAL

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Appendix 1: Forms for Constructors to Complete Regarding Booth Design and Construction

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October 28th Edition

Pre-exhibition Reminder

Dear exhibitor,

In order to assist you in familiarizing yourself with the exhibition venue facilities and understanding all the requirements of the event, and to ensure a smooth pre-exhibition preparation, we are providing this *Exhibitor Manual*. It is aimed at enabling you to conveniently and efficiently complete all necessary procedures for participation.

I. Form Completion

All required forms are listed in Section Six *Annexes* of this *Exhibitor Manual*. Please carefully read through them and submit them by the respective deadlines noted in both this directory and the individual forms. It is also advisable to make backup copies of the completed forms before submission.

II. Safety Reminder

Exhibitors are requested to thoroughly read the provisions concerning work safety, fire safety, and civilized exhibition practices outlined in this *Exhibitor Manual*. Furthermore, exhibitors are urged to ensure that their appointed service providers adhere strictly to these provisions.

III. Disclaimer

While the organizer of CISCE strives to provide top-quality services across the board to meet exhibitors' needs, under the following circumstances, the organizer will not assume any liability:

1. Delays or inability to provide partial or full services due to late form submission;

2. Additional fees or failure to provide partial or full services resulting from late applications;

3. Delays, compensations, or losses incurred due to non-compliance with exhibition regulations and related laws;

4. Delays, losses, or disputes arising from not using designated service providers of the exhibition;

5. The accuracy and timeliness of materials submitted by exhibitors or constructors for publication.

Schedule

| | | | |
|--|---------------------------|----------------|---------------|
| Move-in (November 18-24) | Exhibitor Registration | November 18-24 | 8:30 - 17:30 |
| | Booth Construction | November 18-23 | 8:30 - 17:30 |
| | | November 24 | 8:30 - 21:00 |
| Security Inspection (November 25) | | November 25 | 8:30 - 17:30 |
| Exhibition (November 26-30) | | November 26-30 | 9:00 - 17:30 |
| Move-out (November 30 - December 3) | | November 30 | 18:00 - 21:00 |
| | | December 1-3 | 8:30 - 17:30 |

Notes:

1. Exhibitors must adhere strictly to the aforementioned schedule.
2. The exhibitor registration office is located at the South Entrance Hall. Please bring company business cards and other documents to complete the registration process and collect your exhibition badges and related materials.
3. During the exhibition, entry for exhibitors (with exhibitor passes) is between 8:30 am and 5:30 pm daily.
4. All personnel entering the venue must comply with government and venue regulations regarding identity verification and security checks.

1. Basic Information of the Exhibition

1.1 Exhibition name

The Second China International Supply Chain Expo (CISCE)

1.2 Exhibition time

November 26-30, 2024

1.3 Exhibition venue

China International Exhibition Center

1.4 Host

China Council for the Promotion of International Trade (CCPIT)

1.5 Organizer

China International Exhibition Center Group Limited(CIEC)

1.6 Exhibition layout

1.7 Official platform

Official website: www.cisce.org.cn



Official WeChat account

2. Contact List for the Exhibition

2.1 Contact information of the organizer

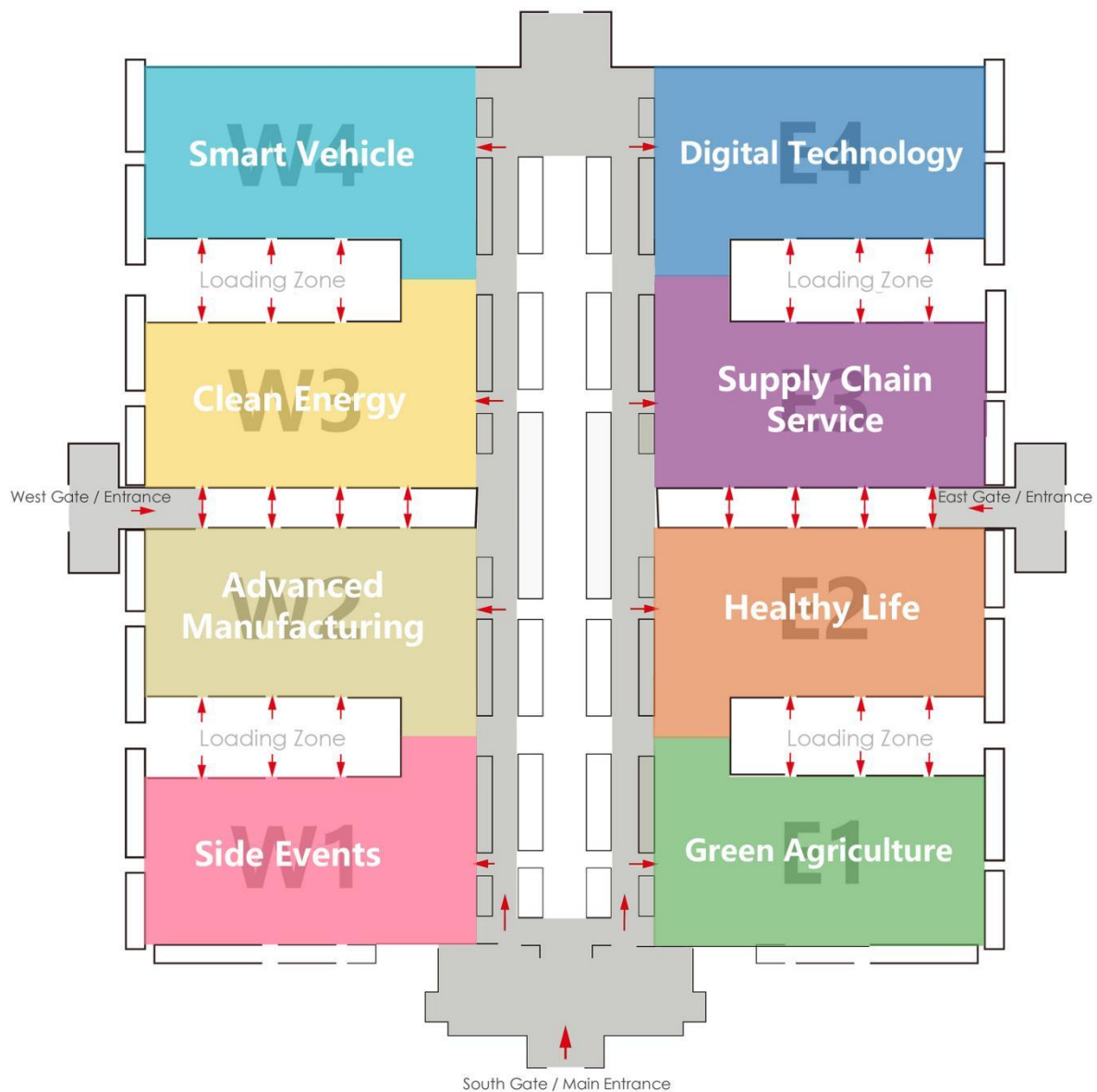
China International Exhibition Center

Address: No. 6 North Third Ring East Road, Chaoyang District, Beijing

Exhibition Hotlines:

| Hall No. | Contact | Telephone | Mobile | Email |
|------------------------------------|---------------|--------------|-------------|--------------------------|
| Advanced Manufacturing Chain | Cui Wenjia | 010-84600353 | 13811113916 | cuiwenia@ciec.co m.cn |

| | | | | |
|--------------------------------|-------------------|--------------|-------------|-------------------------------|
| Clean Energy Chain | Feng Mei | 010-84600578 | 13716210930 | fengmei@ciec.com. cn |
| Smart Vehicle Chain | Li Xingchen | 010-84600339 | 18604321462 | lixingchen@ciec.co m.cn |
| Digital Technology Chain | Song Jiahui | 010-84600389 | 18310830889 | songjiahui@ciec.co m.cn |
| Healthy Life Chain | Zhang Weixiao | 010-84600165 | 13910701855 | zhangxiaowei@ciec .com.cn |
| Green Agriculture Chain | CaoFeng Zhiwen | 010-84600381 | 17702975216 | caofengzhiwen@cie c.com.cn |
| Supply Chain Service | Zhu Ying | 010-84600577 | 13488796645 | zhuying@ciec.com. cn |



2.2 Exhibition service providers

2.2.1 Venue construction service provider

The venue construction service provider for the exhibition is Beijing CIEC International Exhibition Construction Co., Ltd., responsible for modular special booth construction; rental services of furniture, electrical appliances, and lighting facilities; management of bare space stand and booth construction; and application services for water, electricity, gas, telephone network lines, hanging points, etc.

For detailed regulations and fee standards, please refer to the content on stand design and construction.

Name: Beijing CIEC International Exhibition Construction Co., Ltd.

Address: Room 613, Office Building, China International Exhibition Center, No. 6

North Third Ring East Road, Chaoyang District, Beijing

| Hall No. | Contact | Telephone | Mobile | Email |
|---|----------|--------------|-------------|---------------------|
| Hall W2 (Advanced Manufacturing Chain) | Li Xiang | 010-84600449 | 13910290809 | lixiang@ciec.com.cn |
| Halls W3 & W4 (Clean Energy Chain, Smart Vehicle Chain) | Zhou Jun | 010-84600450 | 13910649226 | zhoujun@ciec.com.cn |
| Halls E1 & E2 (Green Agriculture Chain, Healthy Life Chain) | Sui Jing | 010-84600448 | 13910694969 | suijing@ciec.com.cn |
| Halls E3 & E4 (Digital Technology Chain, Supply Chain Service) | Li Peng | 010-84600466 | 13911528266 | lipeng7@ciec.com.cn |
| Chaoyang Venue | Li Xiang | 010-84600449 | 13910290809 | lixiang@ciec.com.cn |

2.2.2 Venue transportation service provider

The general agent for exhibition transportation is China International Exhibition Transportation Co., Ltd., responsible for coordinating exhibit shipments and related documentation, as well as providing on-site services during the exhibition.

Name: China International Exhibition Transportation Co., Ltd.

Address: Room 539, 5th Floor, No. 1 Hall, China International Exhibition Center, No. 6 North Third Ring East Road, Chaoyang District, Beijing

Contact person and details:

| Exhibition Area | Name | Telephone | Mobile | Email |
|---|------------------|--------------|-------------|--------------------------|
| Hall W2 Advanced Manufacturing Chain | Zhai Yu | 010-84600558 | 13701291273 | zhaiyu@ciec.com.cn |
| Hall W3 Clean Energy Chain | Li Xinran | 010-84600614 | 13934482649 | lixinran@ciec.com.cn |
| Hall W4 Smart Vehicle Chain | Dong Hui | 010-84600605 | 13651049167 | donghui@ciec.com.cn |
| Hall E1 Green Agriculture Chain | Bai Peng | 010-80468783 | 13910015451 | baipeng@ciec.com.cn |
| Hall E2 Healthy Life Chain | Wang Ying | 010-84600613 | 13810727405 | wying@ciec.com.cn |
| Hall E3 Supply Chain Service | Wang Jing | 010-84600618 | 13911727887 | wangjing@ciec.com.cn |
| Hall E4 Digital Technology Chain | Zhang Yinan | 010-84600620 | 13811241700 | zhangyinan@ciec.com.cn |
| Hall W1 Side Events | LI Dongyuan | 010-80468794 | 13810081643 | lidongyuan@ciec.com.cn |
| Chaoyang Venue | Zhang Jingwei | 010-84600684 | 13520856261 | zhangjingwei@ciec.com.cn |

2.2.3 Advertising agency service provider

Beijing CIEC International Exhibition Construction Co., Ltd. serves as the advertising agency service provider for this exhibition, offering on-site advertisement publishing services at the CISCE venue.

Name: Beijing CIEC International Exhibition Construction Co., Ltd.

Address: No. 6 North Third Ring East Road, Chaoyang District, Beijing

| Exhibition Area | Contact | Telephone | Mobile | Email |
|--|---------------|--------------|-------------|--|
| Hall W2 Advanced Manufacturing Chain | Che Lin | 010-84600500 | 13810031192 | chelin@ciec.com.cn |
| Hall W3 Clean Energy Chain | You Jin | 010-84600597 | 13691396861 | youjin@ciec.com.cn |
| Hall W4 Smart Vehicle Chain | Lei Zheng | 010-84600590 | 13651395855 | leizheng@ciec.com.cn |
| Hall E1 Green Agriculture Chain, Hall E3 Supply Chain Service | Duan Dongqing | 010-84600591 | 13601311212 | duandongqing@ciec.com.cn |
| Hall E2 Healthy Life Chain | Di Hexin | 010-84600498 | 15210928698 | dihexin@ciec.com.cn |
| Hall E4 Digital Technology Chain | Che Lin | 010-84600500 | 13810031192 | chelin@ciec.com.cn |
| Chaoyang Venue | Di Hexin | 010-84600498 | 15210928698 | dihexin@ciec.com.cn |

| Contents | Contact | Telephone | Mobile | Email |
|---|-------------|--------------|-------------|--|
| Official Printed Materials, on-line Advertisements and Others | Wang Huilin | 010-84600897 | 13521697906 | wanghuilin@ciec.com.cn |

2.2.4 Business travel and translation services

The exhibition recommends CCPIT Global International Travel Agency (Beijing) Co., Ltd. to provide exhibitors with hotel and conference services. In addition to hotel reservations, services such as vehicle arrangements, translation, on-site etiquette services for booths, as well as planning and execution of conference events are also available.

Name: CCPIT Global International Travel Agency (Beijing) Co., Ltd.

Address: 2nd Floor, No. 1 Hall, China International Exhibition Center, No. 6 North Third Ring East Road, Chaoyang District, Beijing

| Service Categories | Contact | Telephone | Mobile | Email |
|--------------------------|----------|--------------|-------------|---------------------|
| Business travel services | Li Wei | 010-84600764 | 13801271166 | liwei@ciec.com.cn |
| Translation services | Zhu Ziyu | 010-84600757 | 18518688808 | zhuziyu@ciec.com.cn |

2.3 Recommended special booth construction service providers

Please refer to the list of recommended special booth construction service providers on page 66.

3. Exhibition Venue Information

3.1 Exhibition venue introduction of Shunyi China International Exhibition Center (Shunyi Venue)

Location: No. 88 Yuxiang Road, Tianzhu Area, Shunyi District, Beijing, 101318, China

Tel.: 010-84600000

Website: www.ciec-expo.com.cn

China International Exhibition Center (Shunyi Venue) and its ancillary facilities cover a total floor area of 231,400 square meters. It features 8 individual, single-story, pillar-free, large-space exhibition halls that can be combined or

divided. The indoor net exhibition area spans 106,800 square meters, while the outdoor exhibition area is approximately 50,000 square meters. The venue is also equipped with comprehensive conference facilities.

3.2 Exhibition venue technical data

| Hall No. | E1, W1 | E2, E3, W2, W3 | E4, W4 |
|---|---|---|---|
| Length × Width (m) | 168×70+ 39×19 | 168×70 | 168×70+ 39×19 |
| Height (m) | 16.7-18.8 | 12.5-17.5 | 12.5-17.5 |
| Cargo Entrance Dimensions: Width × Height (m) | 4.4×4.7 | 4.4×4.7 | 4.4×4.7 |
| Water Supply Points | 78 | 69 | 78 |
| Fire Protection | 5 underground fire hydrants; air sampling alarm system | 5 underground fire hydrants; air sampling alarm system | 5 underground fire hydrants; air sampling alarm system |
| Lifting Points | ≤150kg/point (including the weight of hoist and chain) 3.9m (purlin spacing direction) *4m (along the purlin direction) | | |
| Compressed Air Supply | 6-8BAR | 6-8BAR | 6-8BAR |
| Electrical Supply | Three-phase five-wire 380/220V AC, 50Hz | Three-phase five-wire 380/220V AC, 50Hz | Three-phase five-wire 380/220V AC, 50Hz |
| Floor Loading Capacity (tons/square meter) | 5 | 5 | 8 |
| Manhole Cover Loading Capacity (tons/square meter) | 2 | 2 | 2 |

Please refer to Exhibitor Manual Appendix I for Guide for Lifting Point Service for the 2nd China International Supply Chain Expo and Annex 5S, 5T, 5U,5V.

3.3 China International Exhibition Center (Chaoyang Venue)

Name: China International Exhibition Center (Chaoyang Venue)

Location : No.6 North Third Ring Road East, Chaoyang District, Beijing, 100028, China

Tel.: 010-84600000

Website: www.ciec-expo.com.cn

China International Exhibition Center (Chaoyang Venue) has eight exhibition halls, with an indoor area of more than 60,000 square meters and the outdoor area of 7,000 square meters. It has been widely welcomed by domestic and foreign exhibitors. China International Exhibition Center (Chaoyang Venue) is located in the bustling commercial center of Chaoyang District, Beijing. It has a wide range of services, popularity, and obvious location advantages. It is convenient for subway, bus and taxi. In addition to being an important platform to promote economic activity at home and abroad.

3.3 China International Exhibition Center(Shunyi) transportation guide

3.3.1 Public transport

Subway: You can take subway Line 15 to Guozhan Station China International Exhibition Center(Shunyi).

Bus: Take bus No. 696, No. 850, No. 915, No. 916, No. 980, No. 81 (Maliandian bus station or Guozhan Station) to the China International Exhibition Center(Shunyi).

3.3.2 Driving

From the departure point, choose Jingcheng Expressway line (Houshayu exit), Airport Expressway line (Yanglin Exit), Jingmi Road to the China International Exhibition Center(Shunyi).

3.4 China International Exhibition Center(Chaoyang) Transportation guide

3.4.1 Public transport

Subway: You can take subway Line 17 (Xibahe Station), Line 13 (Liufang Station), Line 10 (Sanyuanqiao Station) to China International Exhibition Center(Chaoyang).

Bus: You can take bus 95, 300 fast, 368 outer ring road, 379, 419, 536, 604, 641, 847 (Jing'an Zhuang bus station) to arrive at China International Exhibition Center(Chaoyang) .

3.4.2 Driving

Take the Third Ring Road to China International Exhibition Center (Chaoyang).

II. General Regulations of the Exhibition

In this *General Regulations of the Exhibition*, the term "host" refers to CCPIT, whereas the "organizer" denotes CIEC.

1. General Provisions

1.1 In accordance with laws and regulations of People's Republic of China, regulations issued by People's Government of Beijing Municipality, and provisions from relevant authorities, the *General Regulations of the Exhibition* has undergone comprehensive revisions pertaining, but not limited to, work safety, fire safety, permit management, among other terms and requirements. Exhibitors, constructors, and service providers are instructed to strictly adhere to these guidelines.

1.2 The *General Regulations of the Exhibition* constitutes an integral part of the *Exhibition Contract* signed between the organizer and the exhibitor. All parties, including exhibitors, constructors, and service providers, must abide by these regulations as well as any revised texts subsequently issued by the organizer.

1.3 Exhibitors are requested to thoroughly read the provisions concerning work safety, fire safety, and civilized exhibition practices outlined in this *Exhibitor Manual*. Any queries or uncertainties should be directed to the organizer or designated on-site service providers during the preparatory phase of the exhibition or on-site at the event itself.

1.4 During the exhibition period, exhibitors, constructors, and service providers must also rigorously comply with all rules and requirements issued or notified by the organizer, inclusive of *Pre-Exhibition Notices*, *Guidelines for Entry*, *Safety Instructions*, *On-site Announcements*, and other pertinent documents.

2. Credential Management

2.1 Exhibitors, constructors, and service providers must apply for exhibition badges with real names for all participating personnel, staff members,

and support personnel within the specified time frame through the registration system provided by the organizer.

2.2 After submission of badge application information, upon approval by the organizer and relevant security departments, badges will be mailed or distributed on-site. Failure to apply or untimely application for badges by exhibitors or their affiliated organizations will result in denial of entry to the exhibition venue.

2.3 The organizer will announce detailed regulations subsequently. Please stay tuned to the "News Center" or "Exhibition Services" section on the official website of CISCE at www.cisce.org.cn.

3. Basic Regulations

3.1 Booth operation

3.1.1 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 such change.

3.1.2 The exhibitors are not allowed to transfer or sub-lease their booths (including but not limited to the right to use the booth), in part or in whole. The actual users of the booths must be exhibitors who sign the Exhibition Contract with the Organizers.

3.1.3 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.

3.1.4 All exhibitors shall display their company names and booth numbers prominently on their booths. The displayed content shall not violate the laws and regulations of China and the relevant regulations of the Expo.

3.1.5 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 require the exhibitor concerned to make rectification at its own cost.

3.1.6 The exhibitors shall not display, hang or distribute anything beyond the boundaries of their booths.

3.1.7 In order to ensure the overall visual effect of the Expo, booths shall be considered to construct and arrange in such a way as not to obstruct other booths from being visible. In principle, two sides of the booth in the main aisle must be open and unobstructed, not obstructing the sight of adjacent booths on the same visual surface. The construction structure shall not exceed 1/2 of the booth depth. If there is any violation, the Organizers shall have the right to require the exhibitor concerned to make rectification at its own cost.

3.1.8 All booths should be integrate and aesthetic and meet the quality and safety standards of the Organizers and relevant departments of the Chinese government. If there is any violation, the Organizers shall have the right to require the exhibitor concerned to make rectification at its own cost.

3.1.9 No exhibitor may utilize the wall panel of any adjacent booth as its own wall panel. In case of consistent height of adjacent booths, the exhibitor with higher booth or its Contractor shall be responsible for the beautification of such higher part.

3.1.10 The maximum height for booths is 6 meters. The connection areas between halls and both sides of Gate 11 have a height restriction of 4.5 meters.

3.2 Exhibition of products

3.2.1 Exhibitors must pre-list their displayed products in the exhibit inventory, obtaining legitimate and valid authorization in accordance with the

exhibition regulations. The Organizers have the right to check whether the exhibits meet the requirements at any time, and the exhibitors shall cooperate. In case of any violation, the Organizers have the right to temporarily detain, remove or cover exhibits, cancel the certificates of the exhibitor and the relevant third party, and reject the exhibitor's participation.

3.2.2 Exhibitors must ensure that their exhibits are products of their own manufacture, legally represented, or distributed, and that their exhibits, stand designs, and promotional materials do not infringe upon the IPs (IPRs) of others. In the event of IP (IP) disputes, they will be handled in accordance with the *Complaints and Settlements Regarding Alleged IP Infringement of Exhibition Items at the China International Supply Chain Expo*.

3.2.3 The exhibitors are not permitted to directly or indirectly demonstrate or promote any material that is irrelevant to their own products and services, or breach Chinese laws or public order and good custom, or display, demonstrate or promote any materials of other exhibitions or carry out any promotional activities in any form for other exhibitions 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.

3.2.4 The exhibitors are prohibited from demonstrating or distributing any promotional materials(including but not limited to posters, documents, films or audiovisual works) not in line with the Expo theme or scope of exhibits.

3.2.5 If any machinery exhibits require dynamic demonstration at the venue, the exhibitor concerned shall submit detailed materials of the dynamic demonstration to the Organizers in advance and may carry out the

dynamic demonstration only upon Organizers' written approval.

- 3.2.6 The exhibitors shall ensure that all mechanical equipment exhibited is operated by professional operators. No dynamic demonstration related to mechanical equipment shall be conducted without professional supervision.
- 3.2.7 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.
- 3.2.8 The air outlets or 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 & dust generated in the exhibits demonstration or remove anything that may interfere in the process of the Expo.
- 3.2.9 In the dangerous demonstration of 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.
- 3.2.10 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 will comply with the demonstration rules.
- 3.2.11 All demonstrative vehicles shall enter the exhibition hall along the route designated by the Organizers and the exhibition hall with the entry permit for demonstrative vehicles. During unauthorized times, display vehicles are not allowed to drive freely within the exhibition

hall. For internal combustion engine vehicles or equipment such as cars and motorcycles, power sources should be disconnected for static display, and fuel levels in tanks should be below the red line. If special lighting effects are required, external fixed power sources should be used. New energy vehicles are prohibited from charging within the exhibition hall.

3.2.12 The exhibitors or other entities shall not use any network equipment or means (including but not limited to wireless Wi-Fi, 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

3.3.1 The exhibitors shall declare their activities to be carried out inside the booths (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 such activities upon approval of the Organizers and relevant entities

3.3.2 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.

3.3.3 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.

3.3.4 If there is any problem or adverse effect brought by the on-site activities approved by the Organizers in writing, the Organizers shall

have the right to order the exhibitors to take necessary measures including but not limited to reducing the volume, closing the equipment, suspending or stopping the activities. The Organizers reserve the right to cut off the power or network or otherwise forcefully require 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 and Prohibited or Restricted Items

3.4.1 Special items refer to air compressors, lubricating oil, diesel oil and other Class-C oil products, inert gas, combustible or flammable gases, etc. The exhibitors should strictly fill in and handle the application for move-in of special items pursuant to the requirements and ensure that the information is complete and accurate. The exhibitors may only move special items approved by the Organizers in writing in the exhibition hall, and carry out proper safety management for them at the site after move-in.

3.4.2 Prohibited items are those that violate Chinese laws and regulations; restricted items are those which, while not illegal, may affect the safety and operational order of the China International Exhibition Center and are therefore not allowed inside. If exhibits include knives or other items that fall under prohibited or restricted categories, exhibitors must apply in writing (including details such as types and quantities of exhibits, entry times, and safety management measures) prior to bringing them into the China International Exhibition Center. Please refer to the Notice on Prohibited and Restricted Items for further specifics.

3.4.3 For the special items or prohibited or restricted items that are moved in 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 Exhibit Shipment

3.5.1 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 suggested to contact the official forwarders in advance. In case of any delay in the exhibit shipment, service error or dispute due to the exhibitors' engagement of other forwarders other than those designated by the Expo, the Organizers will not bear any liability and loss. For further details, please refer to Section 5 *Exhibit Transportation* of the manual.

3.5.2 According to the regulatory requirements of China Customs, if an exhibit fails to enter the country for the display due to the list of prohibited items or list of restricted items, the loss thus incurred shall be borne solely by the exhibitors rather than the Organizers. The Organizers will release relevant policy on the official website in no time. Kindly stay tuned to the "Notice" or "Exhibition Guidelines" sections on the official website of CISCE at www.cisce.org.cn.

3.6 On-site setup

3.6.1 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 quakeproof measures should be taken.

3.6.2 No exhibit shall be leaned against or supported by the fixed facilities, equipment and structures in the exhibition hall. It should be guaranteed that the power sockets of the ditches and ground wells and

the doors of floor-standing electrical cabinets in the exhibition hall can be opened normally.

- 3.6.3 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.
- 3.6.4 No airships/blimps, balloons, unmanned aerial vehicles and other hovering equipment may be employed inside or outside the exhibition hall.
- 3.6.5 It is prohibited to adopt sewage, sand, peat, moss and other similar materials in the construction and display without taking leakage-proof measures, so as to prevent the contamination of the fixed facilities and equipment in the exhibition hall.
- 3.6.6 It is prohibited to use inferior carpets containing calcium carbonate, to use double-sided gelatin sponge or other difficult-to-remove materials to lay carpets. It is necessary to use noncombustible or flame retardant green carpets and cloth double-sided adhesive tape.
- 3.6.7 If there is any booth decorated or constructed with glass in the structure, it must be ensured that the construction and the installation are secure enough, and there are conspicuous signs at visible heights to prevent personal injury or death.
- 3.6.8 Ground-level stands must be designed with ramp access, and the corners of platforms must be protected with edge guards. Warning signs should be placed along the edges of platforms.

3.7 Consistency of exhibitors

The Exhibitor are not allowed to participate under false names, sell counterfeit and inferior products, participate in joint exhibitions without permission of the Organizer, resell booths, or engage in unauthorized on-site sales. Once discovered, the Organizer has the

right to unconditionally clear the booth, cancel the Exhibitor's participation qualification, and not refund the booth fees. The Organizer also reserves the right to pursue the Exhibitor's legal responsibilities.

3.8 Compensations for Damage

3.8.1 If the exhibitors and their commissioned constructors fail to comply with these Rules and Regulations causing any damage to the fixed facilities and equipment, leased facilities floors, walls and other property, or any personal injury to other people, they shall be liable for compensation.

3.8.2 If the exhibitors and their commissioned constructors fail to comply with these Rules and Regulations leading to the result that the facilities and equipment in the exhibition hall cannot be operated properly or repaired in time, they shall be liable for compensation.

3.9 On-site map management

3.9.1 All maps or map bases displayed must comply with relevant laws and regulations of the People's Republic of China and adhere to the principle of "One China". Exhibitors and their commissioned service providers must complete the map review process.

3.9.2 The world map and standard China's map can be directly downloaded from the standard service system (<http://bzdt.ch.mnr.gov.cn>) on the website of the Ministry of Natural Resources of the PRC and applied, which shall bear the figure number.

3.10 Photography, Live Streaming and Videography

3.10.1 The exhibitors are not permitted to take large professional photographic equipment to the exhibition hall without the written approval of the Organizers. The exhibitors are prohibited from using drones, rocker cameras, etc. for photography/videography.

3.10.2 Exhibitors who need to live stream, 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.

3.11 Audio volume control

The maximum operational noise level of equipment used for product demonstrations or other related activities at each booth is set at 70 decibels, with a temporary allowance of exceeding this limit by 10-20 decibels for short periods. Special performances approved by the organizer may exceed this limit by an additional 20 decibels momentarily. Where Chinese laws, regulations, or other normative standards provide specific requirements, those provisions shall prevail.

3.12 Venue Cleaning

3.12.1 During the Expo, the Organizers shall be responsible for cleaning the public areas of the exhibition hall, and the exhibitors shall be responsible for cleaning the area within their own booths.

3.12.2 During the Expo, the exhibitors shall do cleaning job well within the area of their own booths, including the cleaning inside the booths 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.

3.12.3 Liquid waste, catering sewage, liquid at abnormal temperature, 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.

3.13 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 and store such items in advance through an official forwarder designated by the Expo. For further details, please refer to Section 5 *Exhibit Transportation* of the manual.

3.14 Security Work

3.14.1 During the Expo, the exhibitors shall properly keep their exhibits and personal belongings. They are suggested to keep laptops and other important goods with an anti-theft lock to guard against theft. It is advisable to report to the Organizers in time if there is any loss. The exhibitors are required to take effective protective measures against valuable exhibits and goods before the closing time each day.

3.14.2 The exhibitors are required to take effective protective measures against valuable exhibits and goods before the closing time each day.

3.15 Liability and Insurance

3.15.1 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.

3.15.2 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.

3.15.3 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 property from the exhibition hall.

3.16 Failure to Participate in the Expo

For an exhibitor who has signed the Exhibition Contract but withdraws from or fails to participate in the Expo without the written consent of the Organizers, the paid booth fee shall be handled according to the Exhibition Contract, and other fees be forfeited. And, the Organizers have the right to transfer the corresponding booth to a third party. The exhibitors shall pay for any additional costs thus borne by the Organizers.

3.17 IP protection

3.17.1 There will be SERVICE CENTER FOR INTELLECTUAL PROPERTY PROTECTION AND COMMERCIAL DISPUTE RESOLUTION providing legal services related to IP and other legal services pertinent to the exhibition.

3.17.2 Exhibitors who have recorded the IP of their exhibition items with China's customs authorities are advised to promptly include the consignee's information of incoming goods in the list of authorized users to facilitate smooth customs clearance of exhibition items. If the exhibits have legally obtained IPRs, please bring proof of ownership or other supporting documents.

3.17.3 Exhibitors should enhance self-inspection and correction of their exhibits, stand designs, packaging, advertising materials, and any other display components before and during the exhibition to prevent infringing upon others' IPRs. In case of being subject to administrative actions by relevant authorities or claims by right holders due to IP infringement, exhibitors shall bear the liability for compensation and losses in accordance with the laws and regulations of the People's Republic of China.

3.17.4 During the exhibition, taking photographs, video recording, or

reproducing the key technical features of others' exhibits in any form without permission is strictly prohibited. Copyrights of booth designs, exhibition panels, and drawings are equally protected by relevant laws.

3.17.5 If music is used, exhibitors must legally obtain authorization or the necessary permissions.

3.17.6 Exhibitors should abide by the *MEASURES FOR COMPLAINTS AND SETTLEMENTS REGARDING INFRINGEMENT OF SUSPECTED INTELLECTUAL PROPERTY RIGHTS AT THE CHINA INTERNATIONAL SUPPLY CHAIN EXPO*. In case of encountering IP disputes, please promptly contact the IP Service Desk and cooperate with the staff.

3.17.7 Without written consent from the organizer, no exhibitor, service provider, supplier, or the like may use the organizer's and the exhibition's logos, names (in Chinese and English), slogans, mascot images, etc. Such unauthorized usage constitutes an infringement, and the organizer reserves the right to pursue legal accountability.

3.18 Force majeure

In the event that participating enterprises' exhibitors, who have obtained entry credentials, are unable to enter due to epidemics, other force majeure factors, or government directives, this shall not be considered a breach of contract by the exhibition organizer. However, the organizer shall promptly notify the participating enterprises upon the occurrence of such events. Due to these events, if all or some of the credentialed exhibitors from the participating enterprise are unable to enter, and the remaining admitted personnel are incapable of operating the booth, the participating enterprise should promptly and actively submit a written application to the exhibition organizer to relinquish their participation. Upon receipt of the application, the organizer will conduct verification and

confirmation. If the verification confirms the authenticity of the circumstances, besides refunding the corresponding stand fee (actually collected) without interest to the paying account of the participating enterprise, the organizer shall assume no further liability. If the verification finds the claim to be untrue or if the application to abandon participation is not timely submitted, it will be deemed that the participating enterprise is exhibiting normally, and the organizer will not refund any fees.

3.19 Rights of Final Interpretations

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

4. Safety and Fire Protection Guidelines

All exhibitors and their service providers, staff, agents, and attendants must comply with the *Fire Control Law of the People's Republic of China*, as well as the fire safety regulations stipulated by the Beijing Fire Department and the China International Exhibition Center. In the event of a fire, regardless of its size, everyone must initiate a fire alarm, make efforts to extinguish or control it, and evacuate all items nearby.

4.1 Booth partitions and other designated service areas must not store packaging materials or promotional items. Fire access routes within and around the exhibition hall must remain unobstructed. Particular attention must be given to ensure that fire systems, air conditioning systems, mechanical ventilation openings, fire safety equipment, hose cabinets, fire alarm handles, indoor lighting fixtures, and surveillance systems are not impeded or covered.

4.2 The following situations require approval from the public security fire department:

4.2.1 Demonstrations or operations involving heating appliances, barbecue grills, heat-generating or open flame devices, candles, lanterns, torches, welding equipment, or other smoke-producing materials during the

exhibition.

4.2.2 Demonstrations or operations of any electrical, mechanical, or chemical equipment that may be deemed hazardous, or equipment that could potentially pose a danger.

4.2.3 Poisonous or hazardous materials, including flammable liquids, compressed gases, or dangerous chemicals.

4.3 Smoking is strictly prohibited at any time and in any location within the exhibition hall.

4.4 Items that are forbidden to be brought into the exhibition grounds, halls, or used in exhibitions include:

4.4.1 Hazardous items: Including (but not limited to) weapons, firearms, knives, swords, ammunition, explosives, inflammables, radioactive materials, or other dangerous items.

4.4.2 Imported items without customs approval.

4.4.3 Items that violate Chinese IP protection laws or infringe upon IPRs.

4.4.4 Items and materials containing publicity of "Two Chinas", "One China, One Taiwan", "Falun Gong", "Taiwan independence", "Tibet independence" and "Xinjiang independence" that violate national laws and regulations or will have adverse effects on the exhibition.

4.4.5 Any items that disrupt the normal operation of the Organizer or are prohibited by relevant authorities.

4.5 Regulations on hazardous materials usage:

4.5.1 Hazardous materials: The use of open flames and temporary gas lighting is strictly prohibited without written approval from the relevant public security and fire departments. Materials that are explosive, flammable, corrosive, or otherwise dangerous are forbidden.

4.5.2 Compressed air: According to regulations set forth by Beijing Municipal Public Security Bureau regarding "Exhibition Hall Safety

Ordinances", no compressed air equipment is allowed within the exhibition halls. This regulation must be stringently enforced.

4.5.3 Industrial gases: The use of any flammable or corrosive gases for display purposes is prohibited within the exhibition venue.

4.5.4 Radioactive materials: The use of radioactive materials is prohibited at all times.

4.5.5 High-intensity lighting displays: The use of high-intensity lighting equipment without external shielding is forbidden at all times.

4.5.6 Corrosive materials (Waste): Corrosive materials and waste are not allowed at any time.

4.5.7 Compressed containers: Exhibitors must ensure the safe transportation and storage of containers filled with helium, compressed air, argon, carbon dioxide, or other pressurized gases. If a compressed container lacks safety features, the Organizing Body will instruct the exhibitor to immediately and safely remove the container from the exhibition hall.

4.6 For exhibitions of internal combustion engine vehicles or equipment, power sources should be disconnected for static displays, with fuel levels kept below the red line. If special lighting effects are required, external fixed power sources should be used.

Exhibitors must sign the Special Booth Exhibitor Safety Responsibility Letter (see Annex 4D) and thereby assume full responsibility for any personal injuries, loss of items, or other consequences resulting from violations of the provisions outlined in this manual by themselves or their commissioned booth design and construction entities.

5. MEASURES FOR COMPLAINTS AND SETTLEMENTS REGARDING INFRINGEMENT OF SUSPECTED INTELLECTUAL PROPERTY RIGHTS AT THE CHINA INTERNATIONAL SUPPLY CHAIN EXPO

Article 1

These Measures are hereby formulated in accordance with the relevant laws and regulations of the People's Republic of China on intellectual property, in order to strengthen the protection of intellectual property during the CHINA INTERNATIONAL SUPPLY CHAIN EXPO (hereinafter referred to as the "CISCE"), to maintain order at the exhibition, and to protect the legitimate rights and interests of exhibitors and owners of intellectual property rights (hereinafter referred to as the "IPR").

Article 2

These Measures apply to complaints regarding suspected intellectual property infringements occurring in the exhibition hall during the CISCE, and to handling of said complaints.

Article 3

The term "intellectual property" as mentioned in these Measures refers to copyrights, trademark rights, patent rights, geographical indication rights and other rights conferred in accordance with relevant laws and regulations of the People's Republic of China on intellectual property.

Article 4

In order to protect the legitimate legal rights and interests of exhibitors and intellectual property right owners, the CISCE organizer performs the following duties:

(1) Establishment of a SERVICE CENTER FOR INTELLECTUAL PROPERTY PROTECTION AND COMMERCIAL DISPUTE RESOLUTION (hereinafter referred to as the “Service Center”) during the CISCE, to which relevant experts shall be invited for the purpose of conciliation and processing of complaints regarding suspected intellectual property infringement, in accordance with the relevant provisions of the CISCE, and for the purpose of providing relevant intellectual property consultation to the consultant for reference; and Cooperation with administrative IPR departments, etc. for intellectual property protection.

Article 5 Exhibitors shall sign the Participation Contract of CISCE and perform the following obligations regarding intellectual property protection:

(1) Undertake that their exhibits, exhibit packing, booth design, promotional items, other exhibition booth components and other exhibition items (hereinafter collectively referred to as the “Exhibition Items”) do not infringe upon the intellectual property rights of others;

(2) Check the intellectual property rights of Exhibition Items before participating in the CISCE and make available for reference certificates of intellectual property ownership and relevant certification materials when participating in the CISCE; and

(3) Cooperate with the Service Center in the resolution of any complaint regarding intellectual property that they might be subject to during the CISCE.

Article 6

The Service Center may distribute IPR-related brochure, perform consultation services related to IPR, provide information on Chinese IPR laws and regulations, on the application of IPR, and the safeguarding of IPR, etc.

Article 7

If an intellectual property right owner discovers an Exhibition Items suspected of infringing his/her intellectual property rights on display in the

exhibition hall, the right owner can file any on-site complaint to the Service Center. The Service Center will not accept complaints filed by any other methods.

Article 8

The complainant shall submit the following materials when filing a complaint:

- (1) An APPLICATION FOR COMPLAINT (Annex 1);
- (2) Evidence of the suspected intellectual property infringement of the Exhibition Items;
- (3) Legal and valid certificates of intellectual property ownership, including but not limited to the following: (in the case of patents) letters of patent, patent announcement texts, identity certificate of the patentee, and legal status certification of the patent; (in the case of trademarks) evidence of trademark registration document, and identity certificate of the trademark owner; (in the case of copyright) copyright certificate and identity certificate of the copyright owner; (in the case of geographical indications) evidence of geographical indication authorization document, and identity certificate of the geographical indication obligee; other materials providing evidence of the legal status of intellectual property; and
- (4) Power of attorney and the identity certificate document of any agent (where an agent is entrusted on complainant's behalf in order to file a complaint). The power of attorney shall be signed or sealed by the principal, and shall specify the entrusted tasks and the scope of the power of agency.
- (5) Other material that the Service Center may require.

Article 9

Where materials submitted by the complainant, such as identity certificates and intellectual property ownership certificates are sourced extraterritorially, the evidence shall be subject to the certification of the notarization authorities of the country concerned and shall be authenticated by the embassy of the People's

Republic of China at the said country, or shall be subject to the certification formalities as provided in the relevant treaties concluded between the People's Republic of China and the said country. Where materials submitted by the complainant concerned are sourced from Hong Kong Special Administrative Region (HKSAR), Macao Special Administrative Region (MSAR) and the Taiwan region, the relevant applicable formalities shall also be completed.

The complainant shall ensure that the materials submitted are genuine, legitimate and valid. Materials in foreign languages shall be submitted together with a Chinese translation thereof.

Article 10

A complaint under any of the following circumstances will not be accepted by the Service Center:

(1) Where the complaint of suspected infringement has been submitted to the administrative IPR department, or has been filed a lawsuit in the People's Court, or an application for arbitration has been made to an arbitration institution, and the procedure of these complaints has not yet been completed or concluded;

(2) Where the intellectual property is invalid or currently undergoing a request for nullification;

(3) Where the intellectual property whose ownership is disputed is currently being mediated or handled by the administrative IPR departments, or subject of a case being heard by the People's Court;

(4) Repeated complaints from the same complainant regarding the same IPR to the same behavior of the same respondent; or

(5) Where the materials submitted by the complainant fail to meet the requirements of Article 8 hereof.

Article 11

After accepting the complaint materials, the Service Center shall promptly notify the respondent, and request the respondent to submit a reply within a twenty-four (24) hour period.

If the respondent believes that the Exhibition Items subject to the complaint does not constitute infringement, the respondent shall provide the Service Center with legal and valid intellectual property ownership certificate(s) and other evidence of non-infringement; otherwise, the respondent shall sign the LETTER OF COMMITMENT (Annex 2) and voluntarily remove said Exhibition Items, thereby discontinuing exhibition for the duration of the CISCE. The Letter of Commitment shall be prepared in duplicate, the respondent and Service Center each retaining one copy.

Article 12

The Service Center shall give due consideration to the opinions of the complainant and the respondent, and may organize mediation as appropriate.

If the respondent fails to provide relevant evidence within the specified reply period, or the materials provided fail to prove non-infringement, and the respondent does not voluntarily remove the Exhibition Items suspected of infringement, the Service Center shall transfer the materials received from the complaint to the relevant administrative IPR departments, to be dealt with in accordance with the law.

Article 13

Where the respondent violates the LETTER OF COMMITMENT and re-exhibits Exhibition Items suspected of infringement at the current CISCE, the Service Center may advise the CISCE organizer to cancel the exhibition qualification of the respondent.

Article 14

These Measures shall be subject to the interpretation of China Council for the Promotion of International Trade.

Article 15

These Measures shall be effective from the date of issuance.

Please visit the official website of China International Supply Chain Expo (www.cisce.org.cn) to download the attachment.

6. Notice on Prohibited and Restricted Items

6.1 List of prohibited and restricted items for personnel

6.1.1 Prohibited items

Prohibited items refer to articles that violate Chinese laws and regulations. Security and safety personnel, upon discovering prohibited items, shall confiscate them in accordance with the law, initiate immediate emergency responses, detain the carriers and related persons, and conduct legal investigations and handling. Items that are forbidden from being brought into the China International Exhibition Center include:

Firearms, ammunition, explosives.

Imitation guns, crossbows, bows and arrows, daggers, and other controlled weapons.

Firecrackers, gasoline, alcohol, and other flammable, explosive hazardous materials.

Highly toxic, corrosive, and other dangerous chemicals, as well as radioactive substances, including but not limited to strong acids, radioactive isotopes, etc.

Hazardous biological agents, pathogens of infectious diseases, etc.

Heroin, cocaine, marijuana, methamphetamine, and other types of narcotics.

Other items explicitly prohibited by Chinese laws and regulations.

6.1.2 Restricted items

Restricted items refer to those which, while not violating Chinese laws and regulations, may impact the safety and operational order of the China International Exhibition Center and are therefore not allowed entry. Security and safety

personnel, upon discovering restricted items, should require the carriers to discard these items in designated containers, check (temporarily store) them, or handle them through other means. Items restricted from being brought into the China International Exhibition Center include:

All kinds of beverages in soft or hard packaging, including but not limited to water, tea, beverages (especially alcoholic ones).

Banners, slogans, billboards, and other promotional materials carrying political, racial, religious, commercial messages, or content that violates Chinese laws and regulations.

Any mode of transportation other than baby strollers and wheelchairs, including but not limited to mopeds, electric bicycles, motorcycles (including mopeds), scooters, bicycles, skateboards, roller skates, etc.

Unmanned aerial vehicles (UAVs) and other "low, slow, small" aircraft.

Animals, except for service animals such as guide dogs.

Objects that could easily cause physical harm, including baseball bats, long sticks, umbrellas with sharp points, and other sharp objects.

Balls, racquets, frisbees, and similar items.

Large bags or cases that are not suitable for bringing into the China International Exhibition Center and its facilities.

Flags with an area larger than 2 meters x 1 meter, and flagpoles exceeding 1 meter in length.

Unauthorized items that interfere with the wireless communication signals, cluster signals of the China International Exhibition Center, or hinder others' visits, including but not limited to laser devices, amplification equipment, walkie-talkies, radio equipment, etc.

Other items that may compromise safety or violate Chinese laws and regulations, such as syringes, medicines, kites, etc.

6.1.3 Special instructions

For items entering the China International Exhibition Center that include knives or other prohibited/restricted items, please apply for registration before these items are admitted. The applicant is responsible for the security of their belongings.

Media professionals and specialized staff may bring necessary equipment or supplies into the China International Exhibition Center after security checks, but these must be strictly managed by their respective supervisory departments.

Maintenance, technical service personnel may carry essential repair tools and items into the China International Exhibition Center following security checks, subject to strict management by their affiliated departments.

Professional etiquette personnel and performers may carry a small amount of necessary hair products such as mousse and hairspray, provided that their departments furnish a list of individuals and issue a liability guarantee commitment. Entry will be permitted after verification of their credentials.

Personal mobility aids such as wheelchairs, crutches, and walking frames that are essential for persons with disabilities, as well as necessary repair tools carried by wheelchair users, are not included in the restricted items list.

Essential, small quantities of emergency medication and necessary medical supplies carried by persons with disabilities are exempt from the restricted items list, provided they are confirmed by disability service personnel before entry.

Special beverages for specific individuals, such as baby formula or diabetic drinks, can be allowed following an explanation of regulations, on-site testing, and registration, with the understanding that this is an exception to standard procedures.

Solid medications within reasonable quantities are permitted; liquid medications are generally not allowed, but exceptions can be made after on-site testing and registration if genuinely needed, again treating these instances as exceptions.

Laptops are to be subjected to individual X-ray inspections.

Decorative items like flowers carried by individuals are typically screened via X-ray; large bouquets may undergo manual inspection by security personnel.

Pregnant individuals or those with pacemakers should be informed by security personnel that the screening equipment poses no harm and they can safely undergo checks. If they refuse to pass through metal detectors or other equipment, a manual check may be conducted at their insistence.

Security personnel should require individuals to retrieve and submit any suspicious sealed items or packages for inspection, which may include opening or using an X-ray machine when necessary, with the owner present. Only upon confirming safety will the items be cleared for entry.

6.2. List of prohibited and restricted items for permitted vehicles

The policy for prohibited and restricted items in permitted vehicles adheres to the same guidelines as those for individuals. Essential repair tools and emergency evacuation equipment are permitted to be carried in vehicles, including but not limited to jacks, fire extinguishers, escape hammers, wrenches, screwdrivers, etc.

6.3 Declaration procedure

The enforcement of prohibited and restricted items management for CISCE will commence on November 20, with the categories of prohibited and restricted items specified in this notice serving as the standard. Units and individuals carrying such items into the exhibition hall must file a declaration. The detailed declaration procedure is as follows:

6.3.1 Online registration and reporting procedure

Exhibitors and constructors are required to complete the *Prohibited and Restricted Items Declaration Form* in accordance with the general rules and requirements outlined in the exhibition's notice on prohibited and restricted items.

6.3.2 On-site registration and reporting procedure

Complete the Prohibited and Restricted Items Declaration Form on-site and submit it to the on-site staff for review.

III. Exhibition Services

Exhibitor Catalogue

The exhibition offers exhibitors a complimentary exhibition catalogue, where exhibitors' contact details are published free of charge to facilitate better showcasing of their products in the future. To ensure the accuracy of the directory's content, the organizer will collect company information from exhibitors. Kindly log in to the online service system of CISCE promptly and complete and verify the relevant information before the deadline.

Meeting Room

For meeting room rentals, please refer to Annex 1 *Meeting Room Rental* for further details.

Advertising

Please refer to Appendix 2 *CISCE Advertising Service Manual*.

Business Travel and Translation Services

For business travel and translation services, kindly contact CCPIT Global International Travel Agency (Beijing) Co., Ltd.

Address: 2nd Floor, No. 1 Hall, China International Exhibition Center, No. 6 North Third Ring East Road, Chaoyang District, Beijing

| Service Categories | Contact | Telephone | Mobile | Email |
|--------------------------|----------|--------------|-------------|---------------------|
| Business Travel Services | Li Wei | 010-84600764 | 13801271166 | liwei@ciec.com.cn |
| Translation Services | Zhu Ziyu | 010-84600757 | 18518688808 | zhuziyu@ciec.com.cn |

Business Center

During the exhibition, the Business Center within the exhibition hall will be accessible to all exhibitors and visitors. Please refer to the visitor guide and on-site map for its precise location during the event. The Business Center offers fundamental services including photocopying, printing, faxing, scanning, and mail dispatch and receipt.

On-site Catering Services

| S/N | Brand | Category |
|-----|---------------|--------------------|
| 1 | McDonald's | Western fast food |
| 2 | Master Kong | Chinese fast food |
| 3 | Yoshinoya | Japanese fast food |
| 4 | Starbucks | Coffee |
| 5 | DQ | Desserts |
| 6 | Huajia Yiyuan | Chinese fast food |
| 7 | Asiya | Halal food |
| 8 | Jiahe Yipin | Chinese fast food |
| 9 | Element fresh | Western fast food |
| 10 | FamilyMart | Convenience store |

To accommodate special catering needs of some exhibitors, if an exhibiting company wishes to engage a food service provider outside the venue, it is mandatory to ensure that the provider is licensed for external food delivery services. Relevant qualification certificates and documents should be submitted to the Shunyi District Market Supervision and Administration Bureau, Airport Street Branch, for record. Subsequently, entry permission should be applied for with the venue's catering department.

Contact: Liu Xin

Telephone: 010-80468237

Email: liuxin@ciec.com.cn

IV. Booth Design and Construction

1. Venue Service Provider

Beijing CIEC International Exhibition Construction Co., Ltd. serves as the venue service provider for CISCE, responsible for modular special booth construction, collection and organization of modular special booth fascia names, rental of furniture, electrical appliances, and lighting facilities, review of bare space stand drawings, management of bare space stand construction, utility applications (water, electricity, and gas), furniture and equipment leasing, and overtime application processing, as well as vehicle pass issuance services.

| Venue service provider: Beijing CIEC International Exhibition Construction Co., Ltd. | | | |
|--|--|--------------|---------------------|
| Address | Room 613, Office Building, China International Exhibition Center, No. 6 North Third Ring East Road, Chaoyang District, Beijing, Postal code 100028 | | |
| Hall No. | Contact | Telephone | Email |
| Hall W2 (Advanced Manufacturing Chain) | Li Xiang | 010-84600449 | lixiang@ciec.com.cn |
| Halls W3 & W4 (Clean Energy Chain, Smart Vehicle Chain) | Zhou Jun | 010-84600450 | zhoujun@ciec.com.cn |
| Halls E1 & E2 (Green Agriculture Chain, Healthy Life Chain) | Sui Jing | 010-84600448 | suijing@ciec.com.cn |

| | | | |
|---|---|--------------|---------------------|
| Halls E3 & E4 (Digital Technology Chain, Supply Chain Service) | Li Peng | 010-84600466 | lipeng7@ciec.com.cn |
| Chaoyang Venue | Li Xiang | 010-84600449 | lixiang@ciec.com.cn |
| Bank account information of Beijing CIEC International Exhibition Construction Co., Ltd. | | | |
| Account Name | Beijing CIEC International Exhibition Construction Co., Ltd. | | |
| Account No. | 0200253009022100112 | | |
| Bank Name | Guozhan Sub-Branch, ICBC Beijing Branch | | |

2. Supporting Facility Rental

2.1 Exhibition equipment rental

Exhibitors with modular special booths requiring rental of exhibition equipment must submit an application to the venue service provider before October 30, 2024. Completed Annex 4B, *Furniture and Lighting Rental Application Form*, should be sent to the contact person of the venue service provider. On-site applications may not meet the demand.

2.2 Rental of water, electricity, and compressed air facilities

For special booths requiring supplementary rental of water, electricity, and compressed air facilities, constructors must submit an application to the venue service provider by October 30, 2024. The completed Annex 5C, *Application Form for Water, Electricity and Compressed Air of Special Booth*, should be forwarded to the designated contact of the venue service provider.

2.3 Rental of communication equipment

Exhibitors needing rental of communication and network facilities for their booths must submit an application to the venue service provider of the exhibition before October 30, 2024. The filled-out Annex 4F, *Communication Equipment Rental Form*, should be sent to the contact person of Zhongzhan Information Cooperation Data Service Company.

3. Modular Special Booths

3.1 Modular special booth construction plan

| Specifications | Configuration contents of modular special booths |
|----------------|---|
| 3m x 3m | 1 information desk; 1 round table; 4 folding chairs; 1 waste bin; carpeting; 2x 12W arm lamps; 1x 500W power socket |
| 3m x 6m | 1 information desk; 1 round table; 6 folding chairs; 1 waste bin; carpeting; 4x 12W arm lamps; 1x 500W power socket |
| 3m x 9m | 2 information desks; 2 round tables; 9 folding chairs; 1 waste bin; carpeting; 6x 12W arm lamps; 1x 500W power socket |

3.2 Guidelines for exhibitors with Modular Special Booths

Exhibitors must provide the accurate name for the fascia board (header board) to the organizer before [November 1](#), 2024. If not provided on time, the company name as submitted for the exhibition directory will be used by default; any errors will be the responsibility of the exhibitor. For specific details, refer to the *Guidelines for Exhibitors with Modular Special Booths*.

4. Special Booths

4.1 Recommended special booth construction service providers

In order to comprehensively enhance safety management during the construction of special booths at the exhibition and ensure strict

adherence to the work safety regulations and requirements set by the organizer and the exhibition venue during setup, dismantling, and maintenance periods, the organizer specially recommends multiple qualified, experienced, and rigorously managed special booth construction service providers for exhibitors' optional use. The organizer does not assume responsibility for recommending special service providers to exhibitors. For further details, please refer to Section 9 of this chapter, *List of Recommended Special Booth Construction Service Providers*.

4.2 Self-employed special booth construction service providers

If an exhibitor wishes to bring its own special booth construction service provider, a written application must be submitted to the organizer before October 15, 2024. Please see Annex 3A, *Application Form for Self-employed Special Booth Construction* for specifics. Upon approval, the exhibitor or its self-employed special booth construction service provider must sign Annex 3B, *Letter of Commitment on Special Booth Safety Responsibility*, and submit it to the venue service provider before October 15, 2024. Details can be found in Annex 3B. Additionally, within 10 days after receiving the approval notice, the exhibitor or its self-employed special booth construction service provider must pay a construction deposit of RMB 300,000 to the venue service provider.

4.3 Guidelines for exhibitors with special booths

Exhibitors must commission either the exhibition-recommended or approved special booth construction service providers for stand design and construction. These service providers must adhere to all provisions outlined in the guidelines for special booths during the design and

construction process. For detailed content, refer to Section 8 of this chapter, *Guidelines for Exhibitors with Special Booths*.

4.4 Checklist of materials for special booth registration

| Exhibitors or constructors are required to provide the following materials to the venue operation service provider (deadline: October 30, 2024) | | | |
|--|--------------------------------------|---|---|
| S/N | Item | Required Documents for Submission | |
| | | Name | Requirements |
| 1 | Constructor qualification proof | Business license copy | Registered capital must exceed RMB 5,000,000 |
| | | Legal representative ID copy, electrician certificate copy, copy of permit for work at heights | Must be valid |
| | | Insurance policy (Mandatory) | Valid during the exhibition period |
| 2 | Submission of relevant service forms | Authorization Letter of On-site Representative of Special Booth Constructor (To be filled in by the constructor) (4C) | Original copy required |
| | | Authorization Letter of Special Booth Construction (to be filled in by raw space exhibitors) (4D) | Original copy required |
| | | Application Form for Special Booth Construction (5A) | Original copy required |
| | | Application Form for Construction Management Project (5B) | Original copy required |
| | | Application Form for Water, Electricity, and Compressed Air for Special Booths (5C) | Original copy required |
| | | Construction Personnel Information Form (5D) | Original copy required |
| | | LED Screen Information Collection Form (5E) | Original copy required |
| | | Authorization Letter of On-site Representative of Special Booth Constructor (To be filled in by the constructor) (5F) | Original copy required |
| | | Special Booth Construction Safety Responsibility Letter (To be filled in by the constructor) (5G) | Original copy required |
| | | Special Booth Construction Safety Agreement (To be filled in by the constructor and venue service provider) (5H) | Original copy required |
| | | Special Booth Construction Safety Agreement (To be filled in by the exhibitor and constructor) (Self-drafted) | Original copy required |
| | | "Six Musts and Six Prohibitions" for Work Safety in | Original copy required |

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| | | Large-scale Event (To be filled in by the constructor) (5I) | |
| | | Work Safety Management Guidelines (To be filled in by the constructor) (5J) | Original copy required |
| | | Fire Safety Management Guidelines (To be filled in by the constructor) (5K) | Original copy required |
| | | Two-story Booth Construction Safety Guarantee (To be filled in by the two-story booth constructor) (5L) | Original copy required |
| | | Exhibition Construction Management Penalty Regulations (To be filled in by the constructor) (5M) | Original copy required |
| | | VAT invoice information collection (to be filled in by payment entities of construction fees and water & electricity expenses) (4E/5N) | It can be filled in online via the CISCE platform |
| | | Confirmation Sheet for Refund of Booth Construction Deposit (To be filled by the deposit payer) (5O) | Original copy required |
| | | Communication Equipment Rental Form (4F/5P) | To be filled in separately and submitted to Zhongzhan Information Cooperation Data Service Company |
| 3 | Submission of booth design proposal | Color renderings | Electronic version to be sent |
| | | Booth floor plan | Electronic file to be sent, requiring dimensions, neighboring booth numbers, and machine placement positions (if any); |
| | | Booth elevation drawing | Electronic file to be sent, annotated with stand height; |
| | | Booth construction blueprint | Dimensional markings and hanging point locations (if applicable), electronic version; |
| | | Electrical wiring diagram | Clearly annotated with power box locations and circuit routing, electronic version; |
| | | Description of materials used in booth construction; | All materials including carpet should be flame-retardant |
| | | For two-story booths, extra-spans stands, and stands | Accompanied by the seal of a |

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| | | over 3.5 meters in height, blueprints (including steel structure calculation reports) stamped by a professional architectural design institute are mandatory | nationally certified first-class registered structural engineer and the review report; |
| 4 | Confirmation of order by venue operation service provider | The venue operation service provider will issue orders through the submission platform based on the submitted materials. | After confirming the review materials submitted via email, the constructor should print and mail a hardcopy to the venue service provider's address. Delivery address: Room 531, 5th Floor, No. 1 Hall, China International Exhibition Center, No. 6 North Third Ring East Road, Chaoyang District, Beijing |
| 5 | Confirmation by exhibitor or constructor | Upon receiving the order, exhibitors or constructors should sign it and email it to the respective hall contacts, and then proceed to arrange payment according to the amount and bank details specified in the order. If payment is made via wire transfer, please upload the remittance receipt to the exhibition's online platform (for invoice issuance, please fill in the invoice details online): http://exposoft.com.cn/ciec/orderonline | The construction company must bring the original ID cards of all personnel applying for construction permits to the venue office for scanning. This must be done before October 23, and construction permits should be collected within the specified time frame. Invoices will also be issued at this time. Address: Room 531, 5th Floor, No. 1 Hall, China International Exhibition Center, No. 6 North Third Ring East Road, Chaoyang District, Beijing |
| 6 | On-site confirmation | Upon confirming receipt of payment, the order is confirmed, and reserved services will be provided on-site; | |
| 7 | Submission of construction crew (constructor) list | A list containing stand number, exhibitor name, constructor name, staff names, ID numbers, and mobile phone numbers must be submitted in electronic format (Form 4F) no later than when collecting construction permits. | |

Remarks:

1. For special booth exhibitors or constructors: **By October 30, 2024**, all individuals requiring construction permits must present their original ID cards in person at the venue operation service provider's office for verification

procedures. Full payment of construction management fees, permit issuance fees, vehicle pass fees, water, electricity, and compressed air supply fees, as well as construction deposit, is mandatory prior to site access. Entry will not be granted without completion of these payments. Each stand must settle its fees individually, with exhibition name, stand number, and detailed fee descriptions noted on the bank transaction slip.

2. Orders submitted past the deadline may not be serviced due to limited resources at the venue.

3. **Clearly indicate the hall name, stand number, and exhibitor name in the application documents. Bank payment receipts should also bear comprehensive stand details for easy reference. (Each submission and payment process pertains to a single stand's information only)**

4. Please refer to Exhibitor Manual Appendix I for Guide for Lifting Point Service for the 2nd China International Supply Chain Expo and Annex 5S, 5T, 5U, 5V.

5. Application for Overtime Work on Site

Overtime application for setup should refer to Annex 4H, *Application for Setup Overtime*.

6. Criteria for Green CISCE

These criteria stipulate the requirements for green booths, operations, and logistics at CISCE. The detailed criteria are as follows:

I. Criteria for green booths

Throughout the process, adherence to the "CMLS Concept" is mandatory:

Conciseness (C)

In achieving exhibition functionality, booths are constructed using a minimal amount of decorative materials. Extravagant decoration concepts are abandoned, with simplification implemented in spatial configurations and partition designs. Within this simplicity, meticulous variations in texture, color, and material finishes are pursued, conserving materials and labor.

Modularity (M)

The primary structure of the booth focuses on functional modular components, enabling on-site assembly. Unique exhibition image identification systems are designed for exhibiting companies, achieved through designing company-specific standard exhibition equipment and reusable exhibition systems. This facilitates

consistent, stable implementation over years, creating a unified corporate brand image while embodying the essence of modern green enterprises.

Low-carbon (L)

Exhibition booths are constructed using low-energy, low-pollution, biodegradable, and recyclable materials. All materials employed in the display design must be environmentally friendly, encompassing natural materials, artificially produced biodegradable substances, recyclable and regenerated materials, as well as purifying materials.

Security (S)

Booth setup, exhibition, and dismantling processes must be free from safety hazards. Non-toxic, low-radiation components are used in booth construction, adhering to relevant national standards.

(I) Green design.

1. Simplified design. Extravagant decoration concepts are abandoned, with simplification implemented in spatial configurations and partition designs. Within this simplicity, meticulous variations in texture, color, and material finishes are pursued, conserving materials and labor.

2. Reusable exhibition design. Unique exhibition image identification systems are designed for exhibiting companies, achieved through designing company-specific standard exhibition equipment and reusable exhibition systems. This facilitates consistent, stable implementation over years, creating a unified corporate brand image while embodying the essence of modern green enterprises.

3. Eco-friendly material utilization design. All materials employed in the display design must be environmentally friendly, encompassing natural materials, artificially produced biodegradable substances, recyclable and regenerated materials, as well as purifying materials.

4. Demountable exhibition fixture design. Prioritize the selection of fixtures

that are easily disassembled, have low installation complexity, and are conducive to transportation.

5. Modular design. Based on demountable fixtures, design agencies should create a variety of assembly modules catering to different exhibition environments, hall sizes, and budget ranges. These options are available for client selection or customization, facilitating swift service, enhancing efficiency, and reducing preliminary workloads.

6. Safety design. All designs must pass safety inspections conducted by CISCE, encompassing fire protection, structural integrity, and electrical usage, among others.

7. Additional designs. Design agencies may also reference biomimicry, green landscape design, and emotional experience design. All agencies are encouraged to undertake green design with a high sense of social responsibility and an innovative spirit.

*Note: Height restrictions for single-story and two-story booths are limited to 6 meters.

(II) Green material selection.

1. Main body of the booth.

(1) The booth shall employ renewable, recyclable, non-toxic, and environmentally friendly materials, or materials that are recyclable, adhering to either Standard A or B:

Standard A: Pure metal profile structures where decorative materials account for less than 10% (by volume) of the total building materials, with all being non-wood-based and achieving a 100% material recycling rate.

Standard B: Hybrid profile structures where wooden materials constitute less than 30% (by volume) of the total building materials, with a 100% material recycling rate.

(2) Lightweight, highly dismountable, easy to assemble and disassemble, and convenient for transportation.

(3) Energy-saving lamps must be used in no less than 80% of the installations. High-temperature lamps are prohibited.

2. Flooring.

(1) Flame-retardant carpets shall comply with relevant regulations set forth in GB8624.

(2) Engineered wood flooring must meet Class A requirements as specified in GB/T 18103.

(3) Monolithic tempered glass thickness should not be less than 20mm.

(4) Paving stones used should be pollution-free and low-radiation natural stones.

(5) Other novel flooring materials must conform to national environmental protection standards.

3. Decorations.

(1) Decorative textiles and non-woven fabrics shall utilize flame-retardant cotton or flame-retardant non-woven fabrics with fire resistance and anti-dripping properties, effectively forming a flame-retardant firewall.

(2) Textile products made of cotton, linen, or chemical fibers without flame-retardant properties should not be used as extensive decoration materials.

(3) Suspended decorations from the ceiling must possess flame-retardant and anti-dripping capabilities.

(4) Materials such as KT board, plywood, and grid cloth are not to be used for decorative purposes.

4. Special Notes on Single-story Green Exhibition Booths

(1) A. Pure metal profile structure: The entire stand structure does not incorporate any wooden materials; B. Hybrid profile structure: Allows for wooden

materials on one side of the main structure, while other sides may use groove boards or PVC exhibition panels.

(2) Wooden materials used in modular floor platforms assembled on-site are not included in the 30% limit for wooden materials.

(3) Perforated metal sheets, wire mesh, and similar metallic materials are acceptable for the stand.

(4) Exhibition cabinets within the booth, provided they do not compromise structural safety, are advised to be modular (separated from the main structure), non-stackable, and independent floor cabinets constructed off-site are excluded from the 30% wooden material limitation.

(5) Header boards shall not be made of wooden materials; profiles can be used for the frame structure, with organic glass or lightbox fabric for external cladding.

5. Special Notes on Two-story Green Exhibition Booths

(1) The ground floor's primary structure, ensuring structural safety, permits the use of two back walls constructed with metal profiles combined with wooden boards (including PVC exhibition panels), whereas the remaining two walls and all four walls on the second floor (inclusive of rooms) must be built using non-wood materials.

(2) The wooden materials utilized in the modular floor platforms assembled for both the first and second floors are not included in the 30% limit for wooden materials.

(3) The booth accommodates designs featuring metal perforated panels and wire meshes.

(4) Exhibition cabinets within the booth, provided they do not compromise structural safety, are advised to be modular (separated from the main structure), non-stackable, and independent floor cabinets constructed off-site are excluded from the 30% wooden material limitation.

(5) Header boards shall not be made of wooden materials; profiles can be used for the frame structure, with organic glass or lightbox fabric for external cladding.

(6) When selecting base materials for stand construction (including but not limited to plywood, particleboard, veneered panels, etc.) and decorative surface materials for booths (inclusive of fireproof boards, aluminum composite panels, etc.), the formaldehyde emission level through perforation extraction of chosen wooden materials must not exceed 9mg/100g; coatings free of added formaldehyde, benzene, and other volatile organic compounds (VOCs) should be used; adhesives employed during assembly must comply with environmental standards.

(III) Green and safe construction.

1. On-site assembly is to be modular and component-based, ensuring an orderly, controlled, convenient, and swift setup and dismantling process that prioritizes safety.

2. No harm shall be inflicted upon personnel, the exhibition venue, or any equipment and facilities.

3. Dust generation at the construction site must be minimized, contained within the boundaries of booth; noise levels must not exceed 75 decibels; grinding, rolling of coatings, spraying paint, usage of cutting machines, or electric saws are strictly prohibited on site.

4. There should be no instances of unauthorized or non-compliant construction practices observed within the construction area.

II. Green operational standards

(I) Pollution-free in exhibition area.

1. Light pollution. Exhibition lighting must be arranged reasonably to prevent excessive light radiation from causing adverse effects on people and the environment.

2. Noise pollution. The maximum allowed sound level for product

demonstrations at each booth is set at 70 decibels, with temporary increases of 10-20 decibels permissible; for special performances approved by the organizer, a short-term increase of up to 20 decibels above the limit may be allowed, with the organizer reserving the right to dictate specific demonstration times and durations based on the booth's unique situation.

3. Air pollution. The release of toxic or harmful gases from exhibits or any other items is strictly forbidden.

4. Ground pollution. Ecological and civilized promotion is advocated, with a 100% adoption rate of electronic promotional materials. During the exhibition, exhibitors should primarily utilize LED screens, mobile devices, QR codes, and other digital channels for promotion, while printed materials should be supplementary, limited to less than 500 copies distributed daily. All forms of environmental pollution that are visually discernible are prohibited.

5. Solid waste pollution. The harmless classification and disposal rate of solid waste in the exhibition area must reach 100%.

(II) Green office.

Adhere to the principles of reduction, recycling, and reuse of resources, opting for office supplies made from recyclable, minimally packaged, and renewable materials; adopt waterless printing and VOC-free ink; implement double-sided printing and copying for office paper; choose eco-friendly furniture for the exhibition office; ensure power is cut off when the venue is closed to minimize energy consumption.

(III) Green transportation.

The exhibition promotes "green, low-carbon, and civilized" transportation. Venues for meetings, accommodations, and dining are selected based on proximity. Attendees are encouraged to use public buses, subways, and other forms of public transportation, to carpool, and to drive in an environmentally conscious manner. For

short distances, cycling or walking is encouraged.

(IV) Green services.

The organizer will comprehensively integrate resources, focusing on enhancing the overall exhibition experience. By thoughtfully planning the exhibition, establishing one-stop service zones equipped with diverse functions, and enforcing efficient management standards, it will provide rapid, waste-reducing, international, and professional first-class services that span pre-exhibition, during-exhibition, and post-exhibition periods.

III. Green logistics standards

In the logistics process, the goal is to mitigate the harm to the environment caused by logistics activities while purifying the logistics environment and maximizing the utilization of logistics resources. All exhibitors and venue transportation service providers are requested to adhere to these green logistics standards.

(I) Green transportation.

Adopt environmentally friendly transportation methods, including fuel-efficient vehicles, clean fuel usage, and practices that promote energy conservation and emission reduction. Prioritize local distribution and nighttime transportation to avoid traffic congestion, and optimize transportation routes to prevent empty runs, long-distance transportation without cargo, and redundant trips.

(II) Green warehousing.

Rationally select warehouse locations and efficiently allocate warehouse space to enhance transport efficiency, minimize transportation distances, and reduce costs. Full consideration must be given to the environmental impact of warehouse operations on the local area.

(II) Green packaging.

Packaging materials should be non-toxic and have no adverse effects.

Emphasize the reduction of packaging, ease of disassembly, reusability, and recyclability, effectively protecting goods while conserving resources and minimizing waste discharge. During the exhibition period, exhibit and office supply packaging must not be left haphazardly in corridors or public spaces. The recovery rate of exhibit packaging is to reach 100%.

(IV) Smart logistics

By leveraging intelligent hardware, the Internet of Things (IoT), big data, and other smart technologies and methods, enhance the logistics system's analytical decision-making and intelligent execution capabilities. This elevates the overall logistics system's intelligence and automation levels, aiming to reduce societal costs, boost production efficiency, and integrate social resources effectively.

IV. *Green Booth Review*

The venue service provider is responsible for reviewing the special booth designs and reserves the right to reject proposals that do not meet green standards.

V. These standards are specifically tailored for CISCE, with interpretations thereof being the responsibility of CISCE.

VI. The implementation of these standards commenced with the inaugural CISCE in 2023.

7. Guidelines for Exhibitors with Modular Special Booths

1. Modular special booth exhibitors are required to provide the accurate name for the header board to the organizer before November 1, 2024. If not provided, the company name as stated in the exhibition directory will be used by default; any errors will be the responsibility of the exhibitor.
2. The exhibitor's name on the header board will be inscribed according to the content filled in the "Annex 4A Header Board Text Application Form". Changes to the header content are not permitted. Exhibitors seeking additional facilities beyond the basics may submit an advance application by filling out the "Annex 4B Furniture and Lighting Rental Application Form".
3. All materials and display equipment for Modular Special Booths are provided by the venue operation service provider on a rental basis; exhibitors are expected to handle them with care, including exhibition panels, equipment, and venue facilities.
4. For those intending to carry out personalized installations or decorations within their booths while maintaining the original appearance of the modular special booth, they must adhere to green booth requirements and submit their construction and renovation plans in writing to the venue service company for prior approval and review. Approval, payment of exhibition fees, and deposit for construction are mandatory before commencement of work.
5. Nailing, drilling, carving, or stepping on modular special booths and supporting facilities are strictly prohibited. The use of any adhesive besides removable transfer tape is also forbidden. Heavy objects are not allowed to lean against or be hung from modular special booths without permission, and dismantling or altering booths without authorization will result in compensation for actual damages.
6. Painting on the panels is prohibited, and promotional materials and exhibits brought by exhibitors must not be affixed with highly adhesive tapes or glued. In case of violation, **the organizer authorizes the venue service provider to collect a cleaning deposit on-site. This deposit will be refunded upon successful clearance and inspection after the exhibition.**
7. Exhibitors are prohibited from arbitrarily disassembling display racks and fixtures; heavy objects or picture frames must not be hung or leaned against the partition walls directly. Personal display racks and fixtures must not be connected to the provided ones to avoid collapse of the booth.

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8. The height of the partition walls (exhibition panels) for standard stands is 2.5 meters. All display items installed by the exhibitors must not exceed this height limit. Exhibits or promotional materials should not be affixed above the partition walls. Exhibitors' items must not protrude beyond the boundaries of their allocated stand area. The header board will be uniformly arranged and produced by the organizer. No decorative patterns or company logos are allowed on the header board. Exhibitors are not allowed to alter the header board content without authorization; otherwise, the venue construction service provider reserves the right to require the exhibitor to restore the stand to its original state, with all expenses borne by the exhibitor.
 9. Please refrain from taking or moving tables, chairs, or other items belonging to other standard stands. For additional electricity needs in standard stands, please apply at the on-site service point of the venue service company. Privately extending power cords, sockets, installing spotlights, metal halide lamps, or other lighting fixtures are strictly forbidden. The power usage at each stand must strictly adhere to the maximum allowed capacity of 500W and must not connect appliances exceeding this limit. If the limit is exceeded, re-application for an electrical box in accordance with the manual guidelines is mandatory (with a 100% surcharge on site). In case of violations, the venue service company reserves the right to stop such practices, confiscate lamps and sockets, and impose a penalty fee depending on the severity of the offense.
 10. The 220V 5A single-phase sockets provided within the stand are designated solely for use with devices such as televisions, computers, and mobile phone chargers. It is strictly prohibited to use them for machine connections or lighting installations.
 11. All shipping containers and storage items must be removed from the booth before the exhibition opens and placed in the designated empty container storage area.
 12. Exhibits displayed on the booth must align with the theme of the event. Displaying items inconsistent with the exhibition content is strictly forbidden unless written consent is obtained from the organizer. Non-compliant exhibitors may have their exhibits removed from the venue at the organizer's discretion.
 13. Exhibitors must confine their display activities within the boundaries of their assigned stand (as marked by the venue service company). Activities such as sign-walking, distributing materials, placing pull-up banners in public areas, and obstructing pathways with any objects, hanging signs, or protrusions, including posting advertisements, conducting product demonstrations, commercial promotions, erecting additional structures, or placing exhibits, are strictly prohibited. Any violation of these rules will authorize the venue service company

to take corrective actions, with all resulting expenses and responsibilities incurred by the exhibitor.

14. During the exhibition, the use of audio systems and large amplification equipment is strictly prohibited. Violation of this rule may result in compulsory measures taken by the organizer, including power disconnection or closure of the booth. Non-compliant exhibitors will be announced on the official website post-event and their participation eligibility will be re-evaluated.
15. Exhibitors reserve the right to prohibit other exhibitors or visitors from photographing or filming their booths and exhibits. Exhibitors requiring such restrictions should visibly display signs indicating no photography or videography at their stands.
16. The organizer provides standard security services during the exhibition but do not assume liability for any loss or damage to exhibits or personal belongings of exhibitors occurring during or after the event. It is advisable for exhibitors to set up lockable storage spaces or cabinets within their booths and related staff to monitor the area. In case of theft or other emergencies, please promptly dial the exhibition center's emergency hotline: 010-80468136.
17. All exhibitors and their staff entering the venue during setup must wear valid identification badges and safety helmets. Those without proper badges and helmets may be denied entry by venue security personnel and the venue operation service company.
18. In accordance with the *Regulations of Beijing Municipality on Smoking Control*, smoking is strictly prohibited within the venue, with violators subject to a fine of RMB 200. In the event of a fire emergency, remain calm and immediately call the venue's emergency hotline: 010-80468136.

8. Guidelines for Exhibitors with Special Booths

1. For special booth exhibitors or constructors: By October 30, 2024, all individuals requiring construction permits must present their original ID cards in person at the venue operation service provider's office for verification procedures. Full payment of construction management fees, permit issuance fees, vehicle pass fees, water, electricity, and compressed air supply fees, as well as construction deposit, is mandatory prior to site access. Entry will not be granted without completion of these payments. Each stand must settle its fees individually, with exhibition name, stand number, and detailed fee descriptions noted on the bank transaction slip.
2. The height limit for special booths is 6 meters. Booth designs must consider the visibility of neighboring booths and visitors, avoiding obstruction of views for other booths within the same hall. The side facing the aisle cannot be fully

enclosed, requiring at least half to be open. Back-to-back stands with taller structures must have white partitions. Ramp access must be incorporated into platform stands, corners must be protected, and edges marked with obvious risk warnings and safety signs.

3. Exhibits displayed on the booth must align with the theme of the event. Displaying items inconsistent with the exhibition content is strictly forbidden unless written consent is obtained from the organizer. Non-compliant exhibitors may have their exhibits removed from the venue at the organizer's discretion.
4. Exhibitors must confine their display activities within the boundaries of their assigned stand (as marked by the venue service provider). Activities such as sign-walking, distributing materials, placing pull-up banners in public areas, and obstructing pathways with any objects, hanging signs, or protrusions, including posting advertisements, conducting product demonstrations, commercial promotions, erecting additional structures, or placing exhibits, are strictly prohibited. Any violation of these rules will authorize the venue service provider to take corrective actions, with all resulting expenses and responsibilities incurred by the exhibitor.
5. During the exhibition, the use of high-power audio systems and large amplification equipment is strictly prohibited. Violation of this rule may result in compulsory measures taken by the organizer, including power disconnection or closure of the booth. Non-compliant exhibitors will be announced on the official website post-event and their participation eligibility will be re-evaluated.
6. The organizer provides standard security services during the exhibition but do not assume liability for any loss or damage to exhibits or personal belongings of exhibitors occurring during or after the event. It is advisable for exhibitors to set up lockable storage spaces or cabinets within their booths and related staff to monitor the area. In case of theft or other emergencies, please promptly dial the exhibition center's emergency hotline: 010-80468136.
7. All exhibitors and their staff entering the venue during setup must wear valid identification badges and safety helmets. Those without proper badges and helmets may be denied entry by venue security personnel and the venue operation service company.
8. In accordance with the *Regulations of Beijing Municipality on Smoking Control*, smoking is strictly prohibited within the venue, with violators subject to a fine of RMB 200. In the event of a fire emergency, remain calm and immediately call the venue's emergency hotline: 010-80468136.

9. List of Recommended Special Booth Construction Service Providers

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| Beijing CIEC International Exhibition Construction Co., Ltd. | YC.EXPO |
| Deshine (Beijing) International Exhibition Co., Ltd. | Shanghai SERVE Exhibition Co., Ltd. |
| Oriental Expo Services (Beijing) Ltd. | Shanghai Modern International Exhibition Co., Ltd |
| Beijing Pico Exhibition Management Co., Ltd. | JOINEXPO(SHANGHAI)CO.,LTD. |
| COSCO Shipping Global Exhibition Services(Beijing) Co., Ltd. | Beijing Huazhu Exhibition Co.,Ltd |
| Shanghai Hongda Exhibition Service Co., Ltd. | Shanghai Chidu Exhibition Service Co., Ltd |
| RCEP (Qingdao) Investment Development Group | Beijing Zhuodian International Exhibition Co., Ltd |
| Encore Advertising (SHANGHAI) Co., Ltd. | Xiamen C&E Advertising Co., Ltd. |
| Beijing Zexpo International Exhibition Co., Ltd. | Beijing Wonders International Exhibition Co., Ltd. |
| Beijing Zhongzhuang Huasheng International Exhibition Co., Ltd | Shanghai Xinjinjv Cultural creativity Co., LTD |
| EUNICE (BEIJING) International Exhibition Co., Ltd. | Shanghai Gichy Exhibition Service Co.,Ltd |
| Beijing Power-Eagle Exhibition Service Co.,Ltd. | BEIJING FEEL YOUNG INTERNATIONAL CO., LTD |
| Shanghai Zedi Culture Communication Co., Ltd | Roundtable International Exhibition Co., Ltd. |
| DEIZ MESSE INTERNATIONAL GROUP CO., LIMITED | Shanghai Perlon Advertising Co., Ltd. |
| Beijing Dinghan Exhibition Services Co., Ltd. | Beijing Zhongtai Lian Guang Exhibition Service Co., Ltd |
| Beijing Eagle International Exhibition Co., Ltd. | Bravolinks Integrated Marketing Co.,Ltd. |
| Omaten Exhibition Technology (Shanghai) Co.,Ltd | CYTS-LINKAGE DIGITAL MARKETING CO., LTD. |
| Space Idea Cultural and Creative Industry Group | Beijing Unite-Idea Advertising Co., Ltd. |
| EXPO-ONE (Beijing) International Exhibitional Exhibition Co., Ltd. | Beijing New Horizon International Exhibition Co.,Ltd. |
| CMEC International Exhibition Co., Ltd. | Shanghai Rema Exhibition Service Co., Ltd |

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| Shanghai DT SPACE Exhibition Co., Ltd. | Shanghai Pinbang Advertising Co., Ltd |
| Beijing Diaoyutai Conference and Exhibition Co., Ltd. | Beijing Sinoplan Exhibition Consulting Co., Ltd. |
| Shanghai SYMA – EXPO Limited | Shanghai DEEM Exhibition Service Co., Ltd. |
| Beijing Power-Eagle Exhibition Service Co.,Ltd. | WISPARK |

V. Exhibit Transportation

1. Transportation Services and Agreements

China International Exhibition Transportation Co., Ltd has the honor to be appointed as the official Freight Forwarder and on-site handling agent for the captioned exhibition. We are pleased to have the opportunity to render our freight forwarding and on-site handling services to all exhibitors participating in this exhibition. We hope you will be satisfied with our experienced team and comprehensive service.

This Shipping Guideline will facilitate you to understand the related preceding for exhibits transportation. This Shipping Guideline is certificated and issued by the organizer. To ensure that you will attend the fair duly and successfully, we advise you to read this guideline carefully and cooperate with us according to the shipping guideline strictly.

- 1 GUIDELINES
 - 1.1 PRIMARY INFORMATION
 - 1.2 SHIPPING DOCUMENTS
 - 1.3 ADVICES FOR SHIPPING AND PACKING
 - 1.4 CUSTOMS REGULATIONS
 - 1.5 QUARANTINE REGULATIONS
 - 1.6 ON-SITE HANDLING
 - 1.7 AFTER THE SHOW CLOSING
 - 1.8 INSURANCE AND EXEMPTION
 - 1.9 PAYMENT
- 2 SERVICES AND TARIFF

All business transacted is based on the conditions of trading and carriage of our company.

Part I GUIDELINES

1.1 PRIMARY INFORMATION

1.1.1 Exhibitors and /or its Freight Forwarding, Lifting & Handling Contractor, please contact:

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| CHINA INTERNATIONAL EXHIBITION TRANSPORTATION CO., LTD. Add.: ROOM 539, 5/F, HALL 1 (CIEC), NO.6 EAST BEISANHUAN ROAD, CHAOYANG DIST, BEIJING 100028 CHINA Tel: +86-10-8460 0608/8460 0619 E-mail: luwei@ciec.com.cn liheng@ciec.com.cn ATTN: Mr. Henry Luwei (13001181776) Mr. Li Heng (17710323371) |
|---|

Please do not sent cargo to the above address directly. Should there be any local exhibits need to be sent to us, a detailed warehouse address will be provided upon request.

1.1.2 Deadlines of Shipments and Shipping Documents

Please be noted that the following deadlines must be rigidly observed and our company will not be responsible for any consequences due to the late arrival of documents or exhibits.

The exact date of move-in/move-out is subject to Organizer's final arrangement.

| Documents deadlines for reaching CIETC | |
|--|--|
| List of Exhibits (Form 2) | 5 days before shipment shipping (Please send original goods invoice to CIETC for confirmation as early as possible) |
| ORIGINAL or SURRENDERED B/L for sea shipment | Before vessel arrival |
| Copy of the Air Way Bill | Before airline arrival |
| ATA Carnet | Provide if necessary and see the details below in “1.2.3- ATA Carnet” |
| Shipments should arrive in Tianjin Xingang or Beijing Capital Airport within the period of | |
| Sea shipment by LCL | Nov. 01, 2024 |
| Sea shipment by FCL | Nov. 01, 2024 |
| Air shipment | Nov. 01, 2024 |

1.2 SHIPPING DOCUMENTS

Overseas cargo must be directly consigned “Freight Prepaid” to the following consignee:



Sea Freight:

CONSIGNEE

CHINA INTERNATIONAL EXHIBITION TRANSPORTATION CO., LTD.

USCI#: 91110105100008499W

Add.: ROOM 539,5/F, HALL 1 (CIEC), NO.6 EAST BEISANHUAN ROAD,

CHAoyang DIST, BEIJING 100028 CHINA
TEL: +86-10-8460 0619
Mobile: + 86-10-177 1032 3371
E-mail: liheng@ciec.com.cn
ATTN: Mr. Li Heng
NOTIFY PARTY SAME AS CONSIGNEE
EXHIBITION NAME: China International Supply Chain Expo 2024



Air Freight:

CONSIGNEE
FOR MASTER
AIR WAYBILL

SINOTRANS AIR FREIGHT CO.,LTD.BEIJING BRANCH.

Add:No.20 Tianzhu Rd.Shunyi Dist.Beijing

101312.P.R.China/101312

USCI:91110113MA01DW727J

ATTN:ZHUBO

TEL:010-69479925

MOBILE:18500055220

C/O CHINA INTERNATIONAL EXHIBITION

TRANSPORTATION CO., LTD.

CONSIGNEE
FOR HOUSE
AIR WAYBILL

**CHINA INTERNATIONAL EXHIBITION TRANSPORTATION CO.,
LTD.**

Add.: ROOM 539, 5/F, HALL 1 (CIEC), NO.6 EAST BEISANHUAN
ROAD,

CHAoyang DIST, BEIJING 100028 CHINA

USCI#: 91110105100008499W

TEL: +86-10-8460 0619

Mobile: + 86-10-177 1032 3371

E-mail: liheng@ciec.com.cn

ATTN: Mr. Li Heng

Exhibition name: China International Supply Chain Expo 2024

NOTIFY PARTY
FOR HOUSE
AIR WAYBILL

**CHINA INTERNATIONAL EXHIBITION TRANSPORTATION CO.,
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Add.: ROOM 539, 5/F, HALL 1 (CIEC), NO.6 EAST BEISANHUAN
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ATTN: Mr. Li Heng

Port of Discharge for sea shipment – TIANJIN XINGANG FREIGHT PREPAID
Airport of Destination for air shipment – BEIJING CAPITAL AIRPORT FREIGHT PREPAID

1.2.1 Pre-Advice

Please let us have your pre-advice (FORM 1) of shipping details three working days prior to the cargo arrival in TIANJIN XINGANG or BEIJING. The pre-advice should include:

-
- A. Flight No. for airfreight / Vessel Name and Voyage No. for sea freight
 - B. Date of Departure and Date of Arrival
 - C. Air /sea Way Bill Number / Bill of Lading Number
 - D. Case Number / Container Number
 - E. Total Pieces, Weight and Measurement
 - F. Special Handling or Storage Instruction

1.2.2 LOE - List of Exhibits (FORM 2)

The LOE - List of Exhibits is the most important document for customs clearance and quarantine. Please fill the LOE by typewriting and send to us together with pre-advice, and for air shipment, please attach your LOE (one set only) to the air way bill.

The detailed description of exhibits, including major components, specification, style, model, etc., must be accurately declared on the LOE.

For mechanic/electronic products, please especially specify the H.S. Code, Brand Name, Model Number/Serial Number.

For LCD/CRT/plasma TV set and Monitor, please specify the size in inches

1.2.3 ATA Carnet

China Customs accept ATA Carnet only for the intention of exhibition / show / display. Please entrust Our company to register your ATA Carnet at CCPIT .

Please send the full set of original ATA Carnet and the LOE, as well as the P.O.A. - Power Of Attorney **(FORM 4)** to us before the cargo arrives.

For more details about shipping exhibits under ATA carnet, please contact us before dispatching your cargo.

1.3 ADVICES FOR SHIPPING AND PACKING

1.3.1 Terms of Transportation

- * For full container-load sea shipment, it is essential to specify CY/CY as the B/L services code of destination, and to indicate S.O.C. on B/L if shipper's own container is used.
- * Volume/Weight Conversion for airfreight: 6 CBM is equal to 1,000 KGS.

1.3.2 Dangerous Cargo / Hazardous Goods

For dangerous goods / hazardous goods, an IMCO certificate / declaration form must be attached with the airway bill or Bill of Lading. And the copy of the above documents must be submitted to CIETC before the freight arrives.

1.4 CUSTOMS REGULATIONS

1.4.1 General Regulation

Please declare the value of your exhibits on LOE in accordance with the CIF Beijing value.

1.4.2 The following items:

LITERATURE (including brochures, leaflets)
ADVERTISING GIFTS

Before being displayed and distributed, two samples of each must be submitted to China Customs for approval and free of taxes & duties or not.

1.4.3 Exhibits to be Retained in China for Sale

Sold exhibits will be kept in the bonded warehouse before customs cleared. All the procedure is to be finished within six months.

1.5 QUARANTINE REGULATIONS

1.5.1 Restricted/Forbidden foodstuff, animals, plants and their products

- i) For animals/plants and their products including live animals/plants, seeds, dairy products, fresh fruits, Declaration form and Temporary Import permit application should be submitted to us in advance, and shipments can only be shipped after the permission of China Customs .It will take 30 working days to apply for import permits from China Customs and it will take 10 working days for quarantine to practice the further inspection by taking some samples in order to advise whether or not the samples can be tasted or consumed during the show; otherwise, all the samples should be for exhibition purpose only and should be re-exported for official final disposal of it after the show.
- ii) For animals/plants and their products 、 processed and well packed foods (including wines, fruits, vegetables, tins, seeds, etc.) exhibitor are required to submit the following certificates to China Customs.
 - a) Certificate of original;
 - b) Inspection and quarantine certificate 、 Health and sanitation certificate issued by the government department of the export country.
- iii) For all alcoholic products, please provide below information for Customs purpose: Total quantity of bottles or cans per box; Volume of each bottle or can; Alcoholic content per bottle; Age certificate for whisky or cognac; Brand name; etc.

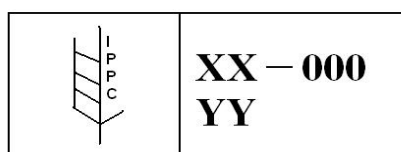
1.5.2 CCC-free Certificate for Electronic products and Souvenirs

Electronic products must have the CCC-free (China Compulsory Certification) certificate. CHINA CUSTOMS may not allow exhibitor to distribute electronic souvenirs without CCC-free certificate. Therefore, it is not recommended to ship the electronic souvenirs to the exhibition.

1.5.3 Regulations on WOOD / NON-WOOD Packing

- * Observe District:
All countries / Cities (Included Hong Kong SAR, Macau SAR and Taiwan)
- * Observe Scope:
All non-manufactured wood packaging material to be used to carry, pack, pad and support, and reinforce the goods, such as wood case, crate, pallet, frame, pal, wood pole, wedge, sleeper and pad.

- * **Exempted Scope:**
Those wood composite products after being heated and pressed treatment, such as plywood, particleboard and fiberboard. Veneer, core. Saw dust, wood fiber and particle and other wood materials with its thickness equal or less than 6mm.
- * **Observe Requirement:**
China Customs quarantine department required all wood packaging goods to be imported are required to arrange a Heat Treatment/Fumigation Handling at country of origin prior to ship to China (Included Hong Kong SAR, Macau SAR and Taiwan).
- * All import wood packaging materials should be treated by Heat Treatment (HT) or Methyl Bromide (MB) fumigation at the origin, and put the Mark of IPPC on two opposite sides of the wooden packaging material.



Where:
 IPPC - Abbreviation of "International Plant Protection Convention";
 XX - International Standardization Organization (ISO) two letter country code;
 000 - Wood packing producing enterprise code approved by official plant quarantine authorizations in export countries or territories;
 YY - The phytosanitary treatment measures, Methyl Bromide Fumigating - MB, Heat Treatment - HT

- * The Mark should contain the valid symbol approved by IPPC, country code, unique number of producer / treatment designated by the National Plant Protection Organization (NPPO) of exporting countries and treatment methods (HT, MB).
- * If the wooden packaging material without approved mark or with approved mark but intercepts the live harmful pest, the cargo will be disposed or be returned to the origin.

1.6 ON-SITE HANDLING

1.6.1 Storage of Empty Cases

Empty case will all be removed from your booth for storage before the exhibition open. And will be returned to your booth at the closing of the exhibition.

1.6.2 Oversize/Overweight Cargo

Exhibitors with oversize/overweight cargo must be on site to supervise the operation of unpacking and positioning. In case you have any request for assembling operation, please let us have your crane/forklift renting order together with your detailed layout (FORM3) of move-in/out operation 2 working days before.

1.7 AFTER THE SHOW CLOSING

1.7.1 Closing Documents and Hand Over

In order to pass the Customs inspections during export, clients need to hand in packing lists for the return exhibits to Our company after finish re-packing. If there will be any problems and detentions during the Customs inspections caused by the errors in packing lists or the failure of handing in packing lists, clients shall take the responsibilities and the extra costs.

Our company will make shipping labels according to your disposal instructions. After your exhibits duly packed, please put the label on your exhibits. Our company will collect your exhibits and give back a hand-over cargo receipt, so please do not leave your exhibits before the procedure of hand over finished.

1.7.2 Re-export the Exhibits

Exhibits are temporary imported and must be re-export after closing of the exhibition if not

sold, transferred to bonded warehouse, or consumed. Customs formalities for re-exported exhibits usually take at least 3-5 working days, excludes the booking procedure. The shipments will only be arranged with all payments settled.

1.7.3 Sold Exhibits in China

If Exhibits are sold to local Chinese buyer, it is the buyer's responsibility to finish the procedure of Customs clearance before picking up the exhibits. So the buyer need to be a trade agent / company or if not, to entrust a trade agent / company to clear the Customs.

The Contract, Invoice, Packing List and, for some certain goods, the Import License must be offered by the buyer to the Customs for clearance. Meanwhile, based on these documents, Our company will provide the Import Declaration Form to the buyer so other than general cargo importation; the buyer can do the importation under the name of the exhibition.

1.8 INSURANCE AND EXEMPTION

Please note that all work is undertaken by Our company at owner risk and we provide no direct insurance on exhibits. Please make sure that all your shipments are covered by a full comprehensive policy from the time of dispatch from works to the exhibition till return (including exhibition period). And please pay close attention to the efficient date of insurance.

1.9 PAYMENT

Exhibitors using Our company' nominated agents as forwarders will be invoiced by them for all services. Exhibitors shipping other than by our office or agents are advised that full payment for on-site services must be received by us before the close of the exhibition in China.

To enable Our company to expedite the exhibition services, Please settle the payment within one week upon the receipt of payment advice. Detail of our bank account:

| | |
|------------|---|
| ACCOUNT | China International Exhibition Transportation Co., Ltd. |
| BANK | China Merchants Bank H.O. Shenzhen |
| SWIFT CODE | CMBCCNBS |
| A/C of USD | 110910347610401 |

Part II SERVICES AND TARIFF

2.1 Transport handling charge for sea shipment

- 1) Inbound Charge:
From free arrival of Xingang Port to exhibition booth, including transport, customs clearance, unpacking, delivery empty cases to storage area, positioning of exhibits in booth (assembly excluded) and on-site supervision. RMB 720.00/m³ (Minimum charge 5m³ per consignment per exhibitor)
- 2) Outbound Charge:
From exhibition booth to Xingang Port, including transport, customs clearance, remove empty case back to the booth, repacking and on-site supervision. RMB 720.00/m³ (Minimum charge 5m³ per consignment per exhibitor)

2.2 Transport handling charge for air shipment

- 1) Inbound Charge:
From free arrival Beijing Capital International Airport to exhibition booth, including transport, customs clearance, unpacking, delivery empty cases to storage area, positioning of exhibits in booth (assembly excluded) and on-site supervision. RMB 7.20/kg (Minimum charge 100kgs per AWB per exhibitor)
- 2) Outbound Charge:
From exhibition booth to Beijing Capital International Airport, including transport, customs clearance, remove empty case back to the booth, repacking and on-site supervision. RMB 7.20/kg (Minimum charge 100kgs per AWB per exhibitor)

2.3 On-site handling charge (Move-in & Move-out)

- 1) Charge for move-in:
From free arrival exhibition site to exhibition booth, including unloading and delivering exhibits to booth, unpacking, positioning of exhibits in booth (assembling excluded). RMB 450.00/m³ (Minimum charge 1m³ per consignment per exhibitor)
- 2) Charge for move-out:
From exhibition booth to exhibition site, Including delivering packing materials to booth, repacking, moving exhibits out of booth and loading. RMB 450.00/m³ (Minimum charge 1m³ per consignment per exhibitor)
- 3) Storage charge for empty cases or packing materials: RMB 10.00/m³/day (Minimum charge 1m³ per consignment per exhibitor)

Overseas exhibits up to delivered domestic booth or domestic exhibits up to delivered international booth will be charged according to above rate.

2.4 Heavy lift surcharge

| For individual package | | | | Rate of surcharge | | | |
|------------------------|--------|-------|--------|------------------------|-----|-----|-----|
| G-Weight | Length | Width | Height | Attaining or Exceeding | | | |
| | | | | 1 | 2 | 3 | 4 |
| 6ton | 6m | 2.2m | 2.4m | 10% | 20% | 30% | 40% |

Individual exhibit with dimension exceeding 6m(L) or 2.2m(W) or 2.4m(H) and weight exceeding 6 tons is decided to be as over-sized & over-weight one, heavy lift surcharge shall be collected.

The surcharge percentage is based on the charged amount of item12, or item 2, or item34.

2.5 Container Demurrage(only for reference)

| Dry Cargo | 1-10 Day | 11-20 Day | 21-40 Day | Over40 Day |
|--------------------|----------|---------------|---------------|---------------|
| 20'container | Free | RMB40.00/day | RMB80.00/day | RMB160.00/day |
| 40'container | Free | RMB80.00/day | RMB160.00/day | RMB320.00/day |
| Open Top/Flat Rack | 1-7 Day | 8-15 Day | 16-40 Day | Over40 Day |
| 20'container | Free | RMB64.00/day | RMB120.00/day | RMB240.00/day |
| 40'container | Free | RMB128.00/day | RMB240.00/day | RMB480.00/day |
| High Cube | 1-7 Day | 8-15 Day | 16-40 Day | Over40 Day |
| 40'container | Free | RMB112.00/day | RMB200.00/day | RMB400.00/day |

2.6 Additional charge for sea shipment being shipped and/or dispatched to/from TaipingYang port

| | |
|--------------|---|
| LCL | RMB 80.00/ m ³ (min. RMB800.00/shipment) |
| 20'Container | RMB 800.00 |
| 40'Container | RMB 1600.00 |

2.7 Charge for return / pick up empty container to/from Xingang Port

| | |
|--------------|-------------|
| 20'Container | RMB 2500.00 |
| 40'Container | RMB 3500.00 |

2.8 Labor, forklift, crane fee for assembly, dismantling and working overtime

| Type | Basic charge for assembly & dismantling | Surcharge for overtime |
|-----------------|---|------------------------|
| Labor | RMB60.00/labor/hour | RMB90.00/labor/hour |
| 3ton Forklift | RMB126.00/set/hour | RMB162.00/set/hour |
| 5-7ton Forklift | RMB200.00/set/hour | RMB260.00/set/hour |
| 10ton Forklift | RMB270.00/set/hour | RMB350.00/set/hour |
| 15ton Forklift | RMB600.00/set/hour | RMB780.00/set/hour |

| | | |
|----------------------|--------------------|---------------------|
| 25ton Crane | RMB650.00/set/hour | RMB845.00/set/hour |
| 50ton Crane | RMB800.00/set/hour | RMB1000.00/set/hour |
| 50ton Crane and over | To be advised | To be advised |

Remarks:

1. Labor, Forklift, Crane Minimum charge is 8 hours per shift.
2. overtime surcharge is subject to the official work hour appointed by the organizer.

- 2.9 Charge for:
- a) Exhibits transferred from/to other exhibitions
 - b) Exhibits sold
 - c) Exhibits consumed or given-away
- 1) Temporary customs declaration list applying service fee RMB 1000.00/consignment (for inbound or outbound)
- 2) Move-in/move-out plus transferring from/to the bonded warehouse
- For exhibits arrival by sea or by land RMB 450.00/m³(min.5m³)
- For exhibits arrival by air RMB7.20/KG (min.100kgs)
- 3-1) Permanent customs clearance fee for import (optional) RMB2850.00/consignment within 5 items (PlusRMB1000.00 for ever extra 5 items)
- 3-2) Quarantine handling (optional) RMB 1500.00/consignment
- 2.10 Charge for bonded warehouse
- 1) Storage fee at terminal

| | |
|-----------|--|
| FCL | RMB175.00/20'/day; RMB 350.00/40'/day |
| LCL | RMB 10.00/m ³ /day (min.1m ³) |
| Air cargo | RMB 0.17/freight kilos/day (min 100kgs) |
 - 2) Storage fee for exhibits and empty cases at bonded warehouse (exhibition site)

| | |
|-----------|--|
| FCL | RMB240.00/20'/day; RMB 480.00/40'/day |
| LCL | RMB 10.00/m ³ /day (min.1m ³) |
| Air cargo | RMB 0.17/freight kilos/day (min 100kgs) |
 - 3) Warehouse handling fee at bonded warehouse (exhibition site)

| | |
|-----------|--|
| FCL | RMB2100.00/20'; RMB 4200.00/40' (One time loading & unloading) |
| LCL | RMB 35.00/m ³ (One time loading & unloading; min.1m ³) |
| Air cargo | RMB 0.31/freight kilo (One time loading & unloading; min.100kgs) |

Remarks: No free charge period for storage.

2.11 Other charges

- 1) Basic Service Charge RMB486.00per exhibitor per consignment
- 2) Translation Fee for "List of Exhibits"/page RMB40.00/page
(Min. RMB228.00/exhibitor/consignment)
- Filling Fee for "HS Code"/page RMB40.00/page

| | | | |
|--|---|---------------|---|
| | | | (Min. RMB228.00/exhibitor/consignment) |
| 3) | China customs computer data entry fee/page | | RMB48.00/page |
| | Customs clearance service fee | Sea shipment | RMB48.00/m ³ (Min RMB480.00/shipment/exhibitor) |
| | | Air shipment | RMB480.00/HAWB |
| 4) | Quarantine approval applying computer data entry fee/page | | RMB48.00/page |
| | Quarantine applying service fee | Sea shipment | RMB48.00/m ³ (Min RMB480.00/shipment/exhibitor) |
| | | Air shipment | RMB480.00/HAWB |
| 5) | Quarantine and Inspection Fee/per package | | RMB75.00/package |
| | 20'Container | | RMB186.00/20'container |
| | 40'Container | | RMB350.00/40'container |
| 6) | Fumigation fee if needed | LCL/Air cargo | RMB300.00/m ³ (Min. 4m ³) |
| | | 20'container | RMB1,220.00/20'container |
| | | 40container | RMB1,370.00/40'container |
| 7) | Exhibition hall management fee | | RMB30.00/m ³ for air/sea/domestic cargos |
| 8) | Late arrival surcharge | | 30% surcharge of basic handling charge |
| 9) | Shipment under ATA carnet | | RMB900.00/carnet |
| 10) | Incorrect Consignee Surcharge | | RMB1980.00/exhibitor/consignment |
| 11) | Seaport and Airport fee | FCL | RMB2390.00/20'ctn; RMB3200.00/40'ctn |
| | | LCL | RMB390.00/m ³ (min |
| | | Air | RMB1900.00/shipment) |
| | | | RMB4.29/freight kilo (min |
| | | | RMB1855.00/BL) |
| 12) | CCC-free Certificate Applying Fee | | RMB500/certificate |
| * Remarks: | | | |
| a) D/O fees and other extra charges at the port/airport will be collected according to actual outlay. | | | |
| b) For overweighed and/or oversized cargos, the extra loading & unloading charges at port will be collected as per outlay. | | | |

2.12 Remarks:

-
- * Minimum chargeable volume

| | |
|--|-------------------|
| 20' dry container | 23 m ³ |
| 40' dry container | 46 m ³ |
| 20' flatrack, open top container | 25 m ³ |
| 40' flat rack, open top or high cube container | 50 m ³ |
 - * Volume/Weight conversion for air-shipment is: 1m³=167kgs. For the gross weight and chargeable weight of the air-shipment, charges will be calculated as whichever is the greater.
 - * The rate for specialized cargoes, e.g. dangerous, reefer and high valued cargo, shall be advised.
 - * All inbound freight charges must be settled before the exhibition opening date, and outbound freight charges must be settled before shipment delivery to the designated port/airport, otherwise a 5% commission for the delay will be collected by us.
 - * If a pre-payment is made by us for sea-freight, air-freight and any other freight, a 2.5% commission based on the payment will be collected.
 - * Upon requirement, exhibits' bandage, fixing, and pad cushion are needed in container (including dry container, flat rack and open top), for which the charges will be as per outlay.
 - * VAT with an official rate of 6% based upon the total amount of our invoice issued against exhibitors shall be collected by us.

---Not all the above listed tariff items will be charged to your account, CIETC will only collect fees according to the services supplied by CIETC for your cargo's actual handling process for inbound and/or outbound shipment.

TRANSPORT ORDER FORM / SHIPMENT PRE-ADVISE

(Form 1)

A) We acknowledge receipt of:

- 1) CIETC's Transport Guideline/Tariff for " CISCE2024 ".
- 2) We should ship our cargoes to " CISCE2024 ".

B) :

| Marks/No. | Description | PKG | KGS | CBM |
|-----------|-------------|-----|-----|-----|
| | | | | |
| | | | | |
| | Total: | | | |

Mode of Transport : ☐ By Surface(Sea or Rail) ☐ By Air ☐ By Truck(on-Site)

C) Transport Insurance for the whole in/return journey, including exhibition period will be covered by exhibitors.

D) We hereby authorize CIETC to arrange transport of our cargoes from
☐ Xingang Port or Beijing Airport ☐ Exhibition Ground

to the fair, all freight and handling charges are on our account.

Exhibitor : _____

Booth No : _____

Address : _____

Authorized Signature with Co. Stamps

Tel / Fax: _____ / _____

Date: _____

Name in full: _____

*** ☐ Tick whichever is applicable

| | | | | | |
|------------|--|--|--|--------|---------------------|
| 暂准进口装箱单及发票 | | | | FORM 2 | 展览会名称 Exhibition |
|------------|--|--|--|--------|---------------------|

| 参展商 EXHIBITOR'S NAME | | | | | | | | | | 运单号 BL / AWB NO. | | | | 备注 Disposal Remarks: A. 回运 Returned B. 售出 Sold C. 消耗 Consumed | | 总件 数 Total pcs | | | |
|--|-------------------------|--------|--------|-----------------------|----------------------|-----------------------------|---------------------|---|--------------------|---------------------|---|------------------------------------|----------------|---|-----------------------------|-----------------------------|-----------------------|--|--|
| | | | | | | | | | | 集装箱号 CNTR NO. | | | | | | | | | |
| 运输方式 - 海运/空运 /转关 By Sea/Air/Bonded transfer | | | | | | 起运国 Country of Departure | | | | | | 馆号/展位号 Hall NO./Stand NO. | | | | | | | |
| 箱号 C/N O | 尺码 Dimension (CM) | | | 体积 VOL (M3) | 重量 WEIGHT (KG) | | 商品代码 HS CODE | 展览品内容规格型号 DESCRIPTION OF CONTENTS WITH MODEL NO./ SERIAL NO | | | | 数量 QTY | 单位 UNI T | 单价 Unit Value CIF | 总价 Total Value CIF | 原产国 Country of origin | 展品处置 DISPOSAL S | | |
| | 长 L | 宽 W | 高 H | | 毛重 G.W. | 净重 N.W | | 英文品名 IN ENGLISH | 中文品名 IN CHINESE | A | B | | | | | | C | | |
| | | | | | | | | | | | | | | | | √ | | | |
| | | | | | | | | | | | | | | | | √ | | | |
| | | | | | | | | | | | | | | | | √ | | | |
| | | | | | | | | | | | | | | | | √ | | | |
| 总计 TOTAL | | | | | | | | | | | | | | | | | | | |

| | | | | | | | | |
|--|--|-------------------------------------|--|--|--|------------|--|--|
| This form must be completed accurately by typewriting | | Signature of Responsible Person: | | | | JOB NUMBER | | |
| | | | | | | | | |

STAND LAYOUT PLAN

(Form 3)

Exhibitor: _____ Stand No. : _____

A) Please list below the exhibit(s) exceeding 1,000kgs in weight, or 3.0m in Length, or 2.0m in Width or 2.5m in Height per single piece:

| Case No | Description | Gross Weight (in KGS) | Net Weight (in KGS) | L x W x H (in Meter) |
|---------|-------------|--------------------------|------------------------|-------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

B) Please point out the right position of the above mentioned exhibits inside your stand:

BACK SIDE WALL PANEL

Note:

1. Please pre-book if any special equipment (like crane) is necessary for handling the exhibits.
2. Please come to the exhibition ground on the first day of move-in period for moving the above mentioned exhibits or booking in advance with CIETC for the moving date. Your delegate(s) Mr./Ms. _____ will come to the site on (date) _____ for supervising the on-site handling.
3. If there has any special instruction for handling the above mentioned exhibits, please specify in below:

Power Of Attorney(FORM4)

委托书

To whom it may concern,

致相关人士

Dear Sirs/Madams,

尊敬的先生/女士，

RE: A.T.A. CARNET / CARNET A.T.A. No. :

关于 ATA 单证册/单证册号码:

We, -----, being as the holder of A.T.A. CARNET No. -----would like to entrust "-----" to act as the freight handling agent to arrange freight transportation and Customs clearance in China.

我公司, -----, 作为 ATA 单证册(号码: -----)的持证人, 现委托----- 作为货运代理来安排此货物在中国的运输和通关。

Thank you for your kind attention & co-operation.

感谢您的帮助与支持。

Yours truly,

敬启

For and on behalf of

Signature and Seal 签章

Date:

日期:

SHIPPING LABEL

(FORM5)

EXHIBITION:

展览会名称: _____

EXHIBITOR:

参展商名称: _____

HALL/BOOTH

NUMBER:

展馆/展台号: _____

PIECE NUMBER:

箱号: _____

of TOTAL

PIECES

总件数

GROSS WEIGHT:

毛重: _____

KGS

公斤

DIMENSION(CM):

L×

W×

H

尺寸 (米) :

长×

宽 ×

高

Annex 1: Meeting Room Rental

| | | |
|---|---------------------------------|--------------------------------------|
| Annex 1 | Meeting Room Application | Deadline October 30, 2024 |
| <p>Please submit the consolidated service form information in an Excel sheet before the deadline and return it to the contact persons via email:</p> <p>Contact: Lin Tao, Phone: 010-84600767, Email: lintao@ciec.com.cn (via email)</p> <p>Contact: Fang Qing, Phone: 010-84600759, Email: hlfangqing@ciec.com.cn (via email)</p> | | |

CISCE Exhibition Hall On-site Meeting Room Reservation Application Form

| | | | | |
|---------------------|--------------|--|--------|--|
| Wished Date | | | | |
| Time Slot | | | | |
| Organizing Body | Chinese | | | |
| | English | | | |
| Number of Attendees | | | | |
| Meeting Name | Chinese | | | |
| | English | | | |
| Contact | Name | | Tel. | |
| | Company Name | | Mobile | |
| | Stand No. | | Email | |

Annex 2: Advertising

| | | |
|---|--------------------|---------------------------------------|
| Annex 2 | Advertising | Deadline November 10, 2024 |
| <p>Please refer to the attached <i>Advertising Services Manual of CISCE</i>. Kindly fill in the on-site advertisement booking application form for CISCE and return it to the contact person's email before the deadline.</p> <p>On-site advertising service provider: Beijing CIEC International Exhibition Construction Co., Ltd.</p> <p>Address: No. 6 North Third Ring East Road, Chaoyang District, Beijing</p> <p>Bank: Guozhan Sub-Branch, ICBC Beijing Branch</p> <p>Bank account: 0200253009022100112</p> | | |

| Exhibition Area | Contact | Telephone | Mobile | Email |
|--|---------------|--------------|-------------|--------------------------|
| Hall W2 Advanced Manufacturing Chain | Che Lin | 010-84600500 | 13810031192 | chelin@ciec.com.cn |
| Hall W3 Clean Energy Chain | You Jin | 010-84600597 | 13691396861 | youjin@ciec.com.cn |
| Hall W4 Smart Vehicle Chain | Lei Zheng | 010-84600590 | 13651395855 | leizheng@ciec.com.cn |
| Hall E4 Digital Technology Chain | Che Lin | 010-84600500 | 13810031192 | chelin@ciec.com.cn |
| Hall E2 Healthy Life Chain | Di Hexin | 010-84600498 | 15210928698 | dihexin@ciec.com.cn |
| Hall E1 Green Agriculture Chain, Hall E3 Supply Chain Service | Duan Dongqing | 010-84600591 | 13601311212 | duandongqing@ciec.com.cn |

Advertising opportunities are limited and will be allocated on a first-come, first-served basis. Please contact the on-site advertising supervisor for the latest information.

| | | | | | |
|--|-----|-------------|---------|-----------------|---------|
| CISCE Exhibition Hall On-site Advertising Reservation Application Form | | | | | |
| On-site Advertising Booking Enterprise | | | | | |
| Contact | | Tel. | | Email | |
| Details of On-site Advertising Booking Application | | | | | |
| Item | No. | Ad Location | Ad Size | Quantity Booked | Remarks |
| | | | | | |

Please refer to the attached *Advertising Services Manual of CISCE* for detailed advertising content. Kindly contact Wang Huilin for the other items.

| Items | Contact | Telephone | Mobile | Email |
|---|----------------|--------------|-------------|----------------------------|
| Official Printed Materials, on-line Advertisements and Others | Wang Huilin | 010-84600897 | 13521697906 | wanghuilin@cie c.com.cn |

Annex 3: Application Form for Self-employed Constructors of Special Booths

| | | |
|--|--|--|
| Annex 3A | <h3 style="text-align: center;">Application Form for Self-employed Constructors of Special Booths</h3> <p style="text-align: center;">(Application for self-employed special booth construction service providers by filling in this form)</p> | |
| Exhibitor information | | |
| Company Name: | Booth Manager: | |
| Stand No.: | Tel.: | |
| Area: | Mobile Phone: | |
| Email: | Fax: | |
| Self-employed constructor information | | |
| Company Name: | Construction Manager: | |
| Tel.: | Mobile Phone: | |
| Email: | Fax: | |
| Documents submitted by constructor (to be attached to this form, with official seal and continuous page seals) | | |
| <p>The self-employed constructor must be an entity within the territory of the People's Republic of China (excluding Hong Kong Special Administrative Region, Macao Special Administrative Region, and Taiwan region, hereinafter referred to as "Chinese mainland"),* and provide a business license.</p> | | |
| Exhibitor Signature/Seal: | Constructor Signature/Seal: | |
| Date: MM/DD/YY | Date: MM/DD/YY | |
| Please return this form to the organizer at the following contact details | | |
| Email: lbhzzsh@ciec.com.cn | | |
| <p>Note: Please indicate "self-employed customized constructor" in the email subject</p> | | |

Annex 3B

Special Booth Safety Responsibility Commitment Letter

(After the application for self-employed special booth construction service providers is approved, this form is filled in by the exhibitor or the self-employed constructor)

Exhibitor information

| | |
|---------------|----------------|
| Company Name: | Booth Manager: |
| Booth No.: | Tel.: |
| Mobile Phone: | Email: |

Constructor information

| | |
|---|---|
| Company Name: | Construction Manager: |
| Tel.: | Mobile Phone: |
| Email: | Fax: |
| Please download the form from the website, stamp it after filling in, and then upload it. | http://exposoft.com.cn/ciec/orderonline |

Special Booth Safety Responsibility Commitment Letter

In order to ensure safety, our organization solemnly commits to adhering to the following regulations and assuming safety responsibilities during the move-in, exhibition, and move-out stages, encompassing all aspects of indoor and outdoor booth setup, decoration, dismantling, and exhibition maintenance:

1. Our organization pledges to conscientiously implement the guidelines and policies related to work safety and fire prevention issued by the relevant authorities of the People's Republic of China and the People's Government of Beijing Municipality. We will strictly adhere to various laws, regulations, and standards, including the *Fire Protection Law of People's Republic of China*, the *Code for Fire Protection Design of Interior Decoration in Buildings*, *Requirements*

for Fire Safety Management of Key Units, Fire Prevention Specifications for Exhibition Buildings and Exhibition Setup Designs, the Law of the People's Republic of China on Work Safety, Regulations on Reporting and Investigation of Work Safety Accidents, and the Beijing Municipal Regulations on Work Safety.

2. Furthermore, we commit to fully abiding by the rules and requirements set forth by the organizer and the exhibition venue, which include but are not limited to the *Exhibitor Manual, Pre-Exhibition Notices, Guidelines for Entry, Safety Instructions, Onsite Announcements*, and the *Usage Manual of the China International Exhibition Center (Shunyi Venue)*. We pledge to actively cooperate with government departments, the organizer, and the exhibition venue in their supervision, inspection, and management tasks.
3. We commit to providing thorough safety education and training to all on-site personnel, assigning dedicated personnel responsible for fire protection and work safety, and enhancing on-site safety inspections and management to fully implement a safety accountability system.
4. We ensure compliance with national construction industry regulations and norms, guaranteeing that all on-site workers, especially those engaged in specialized operations, possess the appropriate operation qualifications or work permits. Adequate safety precautions will be taken, such as requiring construction workers to wear safety helmets and those working at heights to fasten safety harnesses.
5. Our organization vows to strictly enforce fire prevention and explosion-proof measures, ensuring that all decorative and finishing materials used in booth construction are non-combustible or difficult to ignite (with a flame-retardant grade not lower than B1). We guarantee that no flammable or explosive materials, such as elastic fabric, straw, bamboo, etc., will be used, and any combustible materials like wooden structures will undergo rigorous fireproof treatment and be limited in use. We also ensure that no smoking will take place within the exhibition halls, no flammable or explosive items (e.g., paint, banana oil, xylene, etc.) will be brought into the venue, no open flames, electric stoves, or welding equipment will be utilized, and no decorative materials or facilities prohibited by the state will be employed.
6. During construction, we promise to operate safely and standardly, equipping sufficient fire extinguishing equipment, and ensuring that the structures or exhibits within the booth do not obstruct the normal functioning of fire systems, air conditioning outlets, ventilation openings, or surveillance systems. We will refrain from occupying fire escapes or public passages to guarantee unimpeded access to all exhibition hall entrances and exits.

Our organization voluntarily signs this Special Booth Safety Responsibility Commitment

Letter, taking responsibility for the safety of materials, construction, and structure of the booths we erect.

We will assume full legal and economic liability for any consequences arising from construction, work safety, or fire protection issues. In case of violation, we commit to complying with the demands of the organizer, the venue, and government departments for suspension of work, rectification, or other necessary measures, while bearing all responsibilities and compensating for any related losses incurred during this process.

Constructor

Signature/Seal:

Date: MM/DD/YY

Annex 4: Series of Forms Related to Booth Design and Construction (For Exhibitors)

| | | |
|----------|--|--|
| Annex 4A | Header Board Text Application Form (For modular special booth exhibitors only) | Deadline: November 1, 2024 |
| | Please download, complete, and upload from: http://expsoft.com.cn/ciec/orderonline | Exhibitor name: _____ Contact: _____ Tel.: _____ Email: _____ Stand No.: _____ |

Exhibitors must ensure the accuracy of both Chinese and English header board text. Modifications to the header board text due to reasons unrelated to the exhibition site will incur additional charges.

Chinese (Regular script)

| |
|--|
| |
|--|

English (Capitalized block letters)

| | |
|--------------------|------------|
| | |
| Authorizer: | |
| Name: | Position: |
| Stand no.: | Exhibitor: |
| Address: | |
| Email: | |
| Tel.: | Fax: |

Annex 4B

Furniture and Lighting Rental Application Form

(For modular special booth
exhibitors only)

Deadline:
November 1, 2024

Please return by the deadline to:
Beijing CIEC International Exhibition Construction Co.,
Ltd.

Contacts: E1-E2 Halls: Sui Jing (suijing@ciec.com.cn), Tel: 13910694969

E3-E4 Halls: Li Peng (lipeng7@ciec.com.cn), Tel: 13911528266

W1-W2 Halls: Li Xiang (lixiang@ciec.com.cn), Tel: 13910290809

W3-W4 Halls: Zhou Jun (zhoujun@ciec.com.cn), Tel: 13910649226

Chaoyang Venue: Li Xiang (lixiang@ciec.com.cn), Tel: 13910290809

Exhibitor name:

Constructor name:

Contact:

Tel.:

Email:

Stand No.:






























| Furniture name & description | Unit | Unit price (RMB) | Quantity | Total (RMB) |
|--|-------|------------------|----------|-------------|
| Lock cabinet | piece | 120.00 | | |
| Info desk | piece | 90.00 | | |
| Low glass cabinet (with light) | piece | 280.00 | | |
| High glass cabinet (with light) | piece | 480.00 | | |
| Flat shelf | piece | 40.00 | | |
| Sloping shelf | piece | 40.00 | | |
| Sliding door | piece | 180.00 | | |
| White wooden round table | piece | 150.00 | | |
| Glass top round table | piece | 100.00 | | |
| Wooden grain bar table | piece | 150.00 | | |
| White bar table | piece | 150.00 | | |
| White space bar stool | piece | 150.00 | | |
| White unconventional bar stool | piece | 100.00 | | |
| Folding white chair | piece | 20.00 | | |
| White wooden chair | piece | 100.00 | | |
| Black leather chair | piece | 80.00 | | |
| White wooden conference table | piece | 180.00 | | |
| Folding conference table | piece | 150.00 | | |
| White single sofa | piece | 400.00 | | |
| White double sofa | piece | 800.00 | | |
| Black single sofa | piece | 600.00 | | |
| Black double sofa | piece | 800.00 | | |
| Double coffee table | piece | 150.00 | | |
| Refrigerator (220L) (Power off during closing hours) | set | 1000.00 | | |
| Freezer (216L) (Power off during closing hours) | set | 950.00 | | |

| | | | | |
|--|-------|---------|--|--|
| Water dispenser (with 3 water barrels) | set | 350.00 | | |
| Coffee maker | set | 150.00 | | |
| LCD TV - 42 inches | set | 1300.00 | | |
| LCD TV - 50 inches | set | 1600.00 | | |
| Isolation strip | piece | 70.00 | | |
| Lighting rental | | | | |
| Spotlight (long throw) | piece | 120.00 | | |
| Spotlight (short throw) | piece | 100.00 | | |

Remarks:

1. The above list is a portion of available rental items. For other needs, please consult with the venue operation service provider.
2. Exhibitors are responsible for safeguarding rented furniture and will be charged the full price for any loss.
3. Audio-visual equipment will be provided from 10:00 on November 24, 2024, and will be collected at 15:00 on November 30, 2024.

Furniture Illustrations
(Based on actual items provided on-site)

| | | | | |
|---|---|---|--|---|
|  |  |  |  |  |
| Lock cabinet 1000*500*750H | Info desk 1000*500*750H | Low glass cabinet 1000*500*1000H | High glass cabinet 1000*500*2000H | Shelf 1000*300 |
|  |  |  |  |  |
| Sliding door 1000*500*750H | Spotlight (long throw) 100W | Spotlight (short throw) 100W | White wooden round table 800*750H | Glass top round table 800*750H |
|  |  |  |  |  |
| Wood grain bar table 600*1100H | White bar table 600*1000H | White space bar stool | White unconventional bar stool | Folding white chair |
|  |  |  |  |  |
| White wooden chair | Black leather chair | White wooden conference table 1400*700*750H | Folding conference table 1800*600*750H | White tablecloth and white apron |
|  |  |  |  |  |
| White single sofa 810*850*750H | White three-seater sofa 1800*850*750H | Black single sofa 800*730*790H | Black double sofa 1350*730*790H | Double coffee table 1100*550*450H |
|  |  |  |  |  |
| Refrigerator-220L | Glass freezer 216L 216*1100*830H | Water dispenser 330*230*260H | Espresso machine 140*280*280H | Plasma TV-42 inches |

Annex 4C

Special Booth Construction Safety Responsibility Letter

(To be filled in by the raw space
exhibitor)

Deadline:

October 30, 2024

Please return by the deadline to:
Beijing CIEC International Exhibition Construction Co.,
Ltd.

Contacts: E1-E2 Halls: Sui Jing (suijing@ciec.com.cn), Tel: 13910694969

E3-E4 Halls: Li Peng (lipeng7@ciec.com.cn), Tel: 13911528266

W1-W2 Halls: Li Xiang (lixiang@ciec.com.cn), Tel: 13910290809

W3-W4 Halls: Zhou Jun (zhoujun@ciec.com.cn), Tel: 13910649226

Chaoyang Venue: Li Xiang (lixiang@ciec.com.cn), Tel: 13910290809

Exhibitor name:

Constructor name:

Contact:

Tel.:

Email:

Stand No.:

Please download the form from the website, stamp it
after filling in, and then upload it.

<http://exposoft.com.cn/ciec/orderonline>

I. Our company has carefully read this booth construction safety responsibility letter and guarantees to the organizer, the venue operation service provider, and the China International Exhibition Center (Shunyi Venue) that we will strictly adhere to these regulations.

II. Our company pledges to entrust a construction company with the appropriate qualification for the setup of this exhibition and to strictly abide by the construction management regulations, ensuring safe execution of the work.

III. Our company will submit the bare space stand design diagram (indicating length, width, height, stand number, and exhibitor company name) and booth rendering to Beijing CIEC International Exhibition Construction Co., Ltd. for record before October 30, 2024. If the booth design does not meet the requirements, the venue operation service provider reserves the right to request modifications.

IV. Before October 30, 2024, our company will apply for approval of the construction plan with Beijing CIEC International Exhibition Construction Co., Ltd., including renderings, floor plans, elevation drawings, circuit diagrams, power box location diagrams, detailed structural drawings of the stand (all drawings must specify dimensions, specifications of all structural materials, stand number, and exhibitor company name), detailed structural drawings of multi-level or complex structure booths and outdoor booths (stamped with the seal of a nationally registered first-class structural engineer and the review stamp of their architectural design institute) along with structural audit reports, copies of the constructor's business license (stamped with the official seal), a power of attorney from the setup company (stamped with the official seal), an exhibitor-signed and sealed confirmation receipt of the booth construction safety responsibility letter, and copies of special trade qualifications, among other documents.

V. Any and all safety accidents and responsibilities arising from violations of construction management regulations shall be borne by the constructor, who will also assume all economic losses incurred by the organizer, the venue operation service provider, and the exhibition center.

Booth Construction Safety Responsibility Confirmation Receipt

| | | | | | |
|---|--|------|--|-----------|--|
| Name of the Entrusted Constructor | | | | | |
| Address of the entrusted Constructor | | | | | |
| Person in Charge of Constructor | | Tel. | | Mobile | |
| Name of the Exhibitor (Seal) | | | | Stand No. | |
| <div style="display: flex; justify-content: space-between;"> Signature of the Exhibitor's Representative: Tel.: Mobile: </div> | | | | | |

Annex 4D

Authorization Letter of Special Booth Construction

(To be filled in by raw space
exhibitors)

Deadline:

October 30, 2024

Please return by the deadline to:
Beijing CIEC International Exhibition Construction Co., Ltd.

Contacts: E1-E2 Halls: Sui Jing (suijing@ciec.com.cn), Tel: 13910694969

E3-E4 Halls: Li Peng (lipeng7@ciec.com.cn), Tel: 13911528266

W1-W2 Halls: Li Xiang (lixiang@ciec.com.cn), Tel: 13910290809

W3-W4 Halls: Zhou Jun (zhoujun@ciec.com.cn), Tel: 13910649226

Chaoyang Venue: Li Xiang (lixiang@ciec.com.cn), Tel: 13910290809

Exhibitor name:

Constructor name:

Contact:

Tel.:

Email:

Stand No.:

Please download the form from the website, stamp it after
filling in, and then upload it.

<http://exposoft.com.cn/ciec/orderonline>

Our company is an exhibitor at CISCE, with a construction area of _____ square
meters, a stand length of _____ meters, and a width of _____ meters. We hereby appoint
_____ as our booth constructor, and attest:

The constructor, after thorough inspection and evaluation, is confirmed as the sole designated
constructor for this stand and possesses the necessary qualifications for construction;

1. The constructor has signed a relevant contract with our enterprise, ensuring the safe
construction and proper operation of the booth;
2. Our company has clearly understood the safety details of the organizing committee's
construction management regulations and has informed our appointed constructor to
ensure construction safety on-site;
3. We will cooperate with the organizing committee's venue service provider in supervising the
booth safety and acknowledge that any violation of the venue's construction safety
regulations may result in penalties imposed on our stand by the organizing committee.
4. We undertake to supervise the constructor, and if the latter violates any of the organizing
committee's construction management regulations, the organizing committee reserves the
right to hold both our company and our designated constructor accountable for any
consequences.

Exhibitor (Seal):

Authorized signature of the legal representative:

MM/DD/YY

| | | | |
|--|---|--|--|
| Annex 4E | <h2 style="text-align: center;">VAT Invoice Information Collection</h2> <p style="text-align: center;">(To be filled in by payment entities of construction fees and water & electricity expenses)</p> | | <p style="text-align: center;">Deadline: October 30, 2024</p> |
| | <p>Please return by the deadline to: Beijing CIEC International Exhibition Construction Co., Ltd. Contacts: E1-E2 Halls: Sui Jing (suijing@ciec.com.cn), Tel: 13910694969 E3-E4 Halls: Li Peng (lipeng7@ciec.com.cn), Tel: 13911528266 W1-W2 Halls: Li Xiang (lixiang@ciec.com.cn), Tel: 13910290809 W3-W4 Halls: Zhou Jun (zhoujun@ciec.com.cn), Tel: 13910649226 Chaoyang Venue: Li Xiang (lixiang@ciec.com.cn), Tel: 13910290809</p> | | <p>Exhibitor name: _____</p> <p>Constructor name: _____</p> <p>Contact: _____</p> <p>Tel.: _____</p> <p>Email: _____</p> <p>Stand No.: _____</p> |
| <p>Please download the form from the website, stamp it after filling in, and then upload it.</p> | | <p>http://exposoft.com.cn/ciec/orderonline</p> | |

Invoice Information Collection

Special Notice: The VAT invoice information collection form and invoicing details are mandatory. Failure to provide this information grants us the right to refuse receipt of the declaration.

| | |
|---|---|
| Select Invoice Type (Place "√" beside the applicable invoice type) | <input type="checkbox"/> General VAT payer (Special VAT invoice) |
| | <input type="checkbox"/> Small-scale VAT payer (Ordinary invoice) |

**For special VAT invoices, please complete all the following information;
for ordinary invoices, only the four items marked with "*" are required**

| | |
|-----------------------------------|-----|
| * Name of Payment Entity | |
| * Taxpayer Identification No. | |
| Address | |
| Tel. | |
| Bank Name | |
| Bank Account No. | |
| * Payment/Invoicing Amount | RMB |
| * Invoice Contact Person & Phone: | |

Invoice Mailing Information

| | | | |
|--------------------------|--|--------------------------|--|
| Invoice Delivery Address | | | |
| Recipient | | Recipient's Phone Number | |

Notes: *Please ensure the finance personnel completes the aforementioned invoicing details;

* After printing this form, please affix the company seal and submit it to Beijing CIEC International Exhibition Construction Co., Ltd.

* If construction fees are paid by different companies, please fill out this form separately for each, indicating the respective payment amounts.

* Our company will issue invoices based on the invoicing information bearing the seal of the party paying the construction fees.

Our company guarantees the accuracy and truthfulness of the information provided above.

Signature of person in charge and company seal: _____

Date: MM/DD/YY

Annex 4F

Application for Communication Service

(Complete as needed, quotation for
reference)

Deadline:

October 30, 2024

Please return by the deadline to:

Beijing Zhongzhan Information Cooperation Data
Service Co., Ltd.

Contact: Yu Xiangyu

Telephone: +8610 80468000

Mobile: +86 15001000846

Email: yuxiangyu@ciec.com.cn

Exhibitor name: _____

Constructor name: _____

Contact: _____

Tel.: _____

Email: _____

Stand No.: _____

Telephone lines

| S/N | Code | Service Item | Unit Price (RMB) | Quantity | Deposit | Total Fee | Total Deposit |
|-----------|------|---|------------------|----------|------------|-----------|---------------|
| 1 | 3101 | <input type="checkbox"/> Local call | ¥ 800.00 | | ¥ 0.00 | | |
| 2 | 3102 | <input type="checkbox"/> Domestic long distance call | ¥ 800.00 | | ¥ 500.00 | | |
| 3 | 3103 | <input type="checkbox"/> International long distance call | ¥ 1,000.00 | | ¥ 2,000.00 | | |
| Subtotal: | | | | | | | |

Dedicated Internet leased line (Public IP included) – Only Ethernet interface provided. For LAN setup, exhibitors must bring their own HUB and network cables.

| S/N | Service Item | Unit Price (RMB) | Quantity | Total Fee |
|----------------------------------|---|------------------|----------|-----------|
| 1 | <input type="checkbox"/> 10M building dedicated line (Symmetric up/downlink) | ¥ 1,750.00 | | |
| 2 | <input type="checkbox"/> 20M building dedicated line (Symmetric up/downlink) | ¥ 3,250.00 | | |
| 3 | <input type="checkbox"/> 30M building dedicated line (Symmetric up/downlink) | ¥ 4,750.00 | | |
| 4 | <input type="checkbox"/> 50M building dedicated line (Symmetric up/downlink) | ¥ 7,750.00 | | |
| 5 | <input type="checkbox"/> 100M building dedicated line (Symmetric up/downlink) | ¥ 15,100.00 | | |
| 6 | <input type="checkbox"/> 200M building dedicated line (Symmetric up/downlink) | ¥ 27,100.00 | | |
| 7 | <input type="checkbox"/> 300M building dedicated line (Symmetric up/downlink) | ¥ 39,100.00 | | |
| 8 | <input type="checkbox"/> 500M building dedicated line (Symmetric up/downlink) | ¥ 63,100.00 | | |
| 9 | <input type="checkbox"/> 1000M purple gold premium line (Symmetric up/downlink) | ¥ 107,900.00 | | |
| 10 | <input type="checkbox"/> 20M building direct line (10M uplink) | ¥ 1,300.00 | | |
| 11 | <input type="checkbox"/> 50M building direct line (25M uplink) | ¥ 3,100.00 | | |
| 12 | <input type="checkbox"/> 100M building direct line (50M uplink) | ¥ 6,100.00 | | |
| 13 | <input type="checkbox"/> 200M building direct line (100M uplink) | ¥ 12,100.00 | | |
| 14 | <input type="checkbox"/> 300M building direct line (150M uplink) | ¥ 18,100.00 | | |
| Total communication service fees | | | | |
| Fees | | Deposit | | |

Annex 4G

Vehicle Permit Application

Construction and setup vehicle permits are to be applied for concurrently

Construction and Setup Vehicle Permits

Consultation: 010-84600419/13910290809

| Category | Duration | Price | Issuing Office |
|----------------------------|---------------------------|-----------|------------------------|
| Setup Vehicle Permit | Per vehicle/up to 2 hours | RMB 70.00 | Venue service provider |
| Dismantling Vehicle Permit | Per vehicle/up to 2 hours | RMB 70.00 | Venue service provider |

Exhibitor Cargo Vehicle Permit

Consultation: 010-80468795

| Category | Duration | Price | Issuing Office |
|--------------------------------|------------------|-----------|--|
| Exhibition Item Vehicle Permit | Per vehicle/time | RMB 50.00 | Customer Service Center, South Entrance Hall, China International Exhibition Center (Shunyi Venue) |

Exhibitor Passenger Vehicle Permit

Consultation: 010-80468795

| S/N | Category | Duration | Price | Issuing Office |
|-----|---------------------------------------|-------------------------------|-------|--|
| 1 | Cars with 9 seats or less | RMB/vehicle/exhibition period | 100 | Customer Service Center, South Entrance Hall, China International Exhibition Center (Shunyi Venue) |
| 2 | Vehicles with 10-19 seats (inclusive) | RMB/vehicle/exhibition period | 200 | Customer Service Center, South Entrance Hall, China International Exhibition Center (Shunyi Venue) |
| 3 | Vehicles with over 20 seats | RMB/vehicle/exhibition period | 300 | Customer Service Center, South Entrance Hall, China International Exhibition Center (Shunyi Venue) |

Notes:

1. Unauthorized overnight parking within the premises will incur a fee of RMB 1,000/vehicle.
2. Parking that obstructs the smooth progress of the exhibition will result in a charge of RMB 2,000/vehicle.
3. Transport vehicles without registration procedures will be charged RMB 1,000-5,000/vehicle based

on the severity, and their onsite operation privileges will be revoked.

4. Vehicles that defy management or cause congestion and chaos will be charged RMB 1,000-5,000/vehicle according to the severity. In case of severe accidents or economic consequences due to congestion, the offending party shall bear full economic and legal responsibility. The security department reserves the right to pursue further liability and compensation.
5. Vehicles found using expired permits or tailgating will be treated as unauthorized entries, resulting in a RMB 1,000/vehicle charge.
6. Construction vehicles parked beyond 2 hours will be charged RMB 500/vehicle.

| Annex 4H | | Application for Setup Overtime (Fill in as needed) | | Daily: 15:00-16:00 |
|--------------|---|---|---|--------------------|
| | | On-site application at the venue | | |
| Service Item | Overtime Period | Charge Basis | Area Covered | Unit Price (RMB) |
| Overtime Fee | Before 24:00 | 1 hour/booth | Within 100 sqm | 750 |
| | | 1 hour/booth | 101-200 sqm | 1500 |
| | | 1 hour/booth | 201-300 sqm | 2250 |
| | | 1 hour/booth | 301-400 sqm | 3000 |
| | | 1 hour/booth | 401-500 sqm | 3750 |
| | | 1 hour/booth | 501-600 sqm | 4500 |
| | | 1 hour/booth | 601-700 sqm | 5250 |
| | | 1 hour/booth | 701-800 sqm | 6000 |
| | After 24:00 | 1 hour/booth | Within 100 sqm | 1500 |
| | | 1 hour/booth | 101-200 sqm | 3000 |
| | | 1 hour/booth | 201-300 sqm | 4500 |
| | | 1 hour/booth | 301-400 sqm | 6000 |
| | | 1 hour/booth | 401-500 sqm | 7500 |
| | | 1 hour/booth | 501-600 sqm | 9000 |
| | | 1 hour/booth | 601-700 sqm | 10500 |
| | | 1 hour/booth | 701-800 sqm | 12000 |
| Security Fee | Based on the number of personnel required according to booth area | | Note: The aforementioned overtime fees do not include additional charges by the exhibition center's security company. | |

Exhibition Schedule

| | Date | Start Time | End Time | Remarks |
|---------------------|-----------|------------|----------|-------------------|
| Move-in | Nov 18-24 | 08:30 | 17:30 | |
| | Nov 24 | 08:30 | 21:00 | |
| Security Inspection | Nov 25 | 08:30 | 17:30 | |
| Exhibition | Nov 26-30 | 08:30 | 17:30 | |
| Move-out | Nov 30 | 18:00 | 21:00 | |
| | Dec 1-3 | 08:30 | 17:30 | Booth dismantling |

Notes: Notes: 1. Exhibitors should contact the "venue service provider" at the exhibition venue for overtime application.

2. Overtime charges are calculated per hundred square meters. Each booth is charged based on its area (refer to the above table; prices increase according to the table's pattern for areas not listed), with fees doubling after 24:00.

3. Overtime applicants must submit their application from 15:00 to 16:00 on the day of

overtime at the "venue service operation office" located in the South Entrance Hall of the China International Exhibition Center (Shunyi Venue). Applications submitted after this time will not be accepted.

Annex 5A

Application for
Special Booth
Setup

Deadline:

October 30, 2024

| | | | |
|---|--|---|---------------------------|
| Please return by the deadline to: Beijing CIEC International Exhibition Construction Co., Ltd. Contacts: E1-E2 Halls: Sui Jing (suijing@ciec.com.cn), Tel: 13910694969 E3-E4 Halls: Li Peng (lipeng7@ciec.com.cn), Tel: 13911528266 W1-W2 Halls: Li Xiang (lixiang@ciec.com.cn), Tel: 13910290809 W3-W4 Halls: Zhou Jun (zhoujun@ciec.com.cn), Tel: 13910649226 Chaoyang Hall: Li Xiang (lixiang@ciec.com.cn), Tel: 13910290809 | | Exhibitor name: _____ Constructor name: _____ Contact: _____ Tel.: _____ Email: _____ Stand No.: _____ | |
| Please download the form from the website, fill it out, and upload : | | http://exposoft.com.cn/ciec/orderonline | |
| Name of Construction Company | | | |
| Name of Exhibitor | | | |
| Constructor | | | |
| Construction Site | Hall No.: | Booth No.: | Area of the booth: sqm |
| Total Construction Area | Chinese sqm | International sqm | |
| Number of Construction Workers | Chinese: _____ person(s) | Total | _____ person(s) |
| | International: _____ person(s) | | |
| Construction Vehicles | Move-in: _____ vehicles; | Total: _____ vehicles | |
| | Move-out: _____ vehicles; | | |
| Construction Time | 8:30-17:30, November 18-22, 2024; 8:30-21:00, November 23, 2024 | | |
| Move-out Time | 8:30-17:30, December 1-3, 2024 | | |
| Person in Charge of the Site | | Tel. | |
| Construction Materials | <input type="checkbox"/> Steel structure <input type="checkbox"/> Wood structure <input type="checkbox"/> Glass <input type="checkbox"/> Other materials: | | |
| Review Comments | Please ensure safety during booth setup. Do not use elastic fabrics and other non-fireproof materials. Please ensure that the booth does not exceed height and width limits. Handled by: _____ MM/DD/YY | | |
| Confirmation by the Construction Company | Do you agree with the above review comments: Applicant's Signature: _____ MM/DD/YY Tel.: _____ | | |

Remarks:

1. Please attach copies of the technical certificates for electricians and other specialized workers to this form. (For the electrician's certificate, verify its authenticity online and take a screenshot)
2. Please attach the authorization letter of the construction company's legal representative to this form. (With the original company seal)
3. Please attach a copy of the company's business license to this form. (With the original company seal)

Annex 5B

Application for Construction Management

Deadline:
October 30, 2024

| | | |
|--|---|---|
| Please return by the deadline to: Beijing CIEC International Exhibition Construction Co., Ltd. Contacts: E1-E2 Halls: Sui Jing (suijing@ciec.com.cn), Tel: 13910694969 E3-E4 Halls: Li Peng (lipeng7@ciec.com.cn), Tel: 13911528266 W1-W2 Halls: Li Xiang (lixiang@ciec.com.cn), Tel: 13910290809 W3-W4 Halls: Zhou Jun (zhoujun@ciec.com.cn), Tel: 13910649226 Chaoyang Hall: Li Xiang (lixiang@ciec.com.cn), Tel: 13910290809 | | Exhibitor name: _____ Constructor name: _____ Contact: _____ Tel.: _____ Email: _____ Stand No.: _____ |
| Please download the form from the website, fill it out, and upload : | http://exposoft.com.cn/ciec/orderonline | |

| Name and Description | | Unit Price (RMB) | Quantity | Total (RMB) |
|--|--|---|----------|-------------|
| Construction Management Fee | | RMB 35.00/sqm | | |
| Construction Permit | | RMB 35.00 per person (Deposit: RMB 50.00 per permit. The fee and deposit must be paid at the same time.) | | |
| Setup Vehicle Permit | | RMB 70.00/vehicle/limit: 2 hours | | |
| Dismantling Vehicle Permit | | RMB 70.00/vehicle/limit: 2 hours | | |
| Waste Removal Fee | | RMB 3.00/sqm | | |
| Lifting Point Rental Fee (excluding installation) | | RMB 700.00/point (maximum bearing capacity: 50KG) | | |
| Lifting Point Installation Fee (overtime pay is calculated separately) | | RMB 2,000.00/point | | |
| Construction Deposit | ≤ 100 sqm/booth | RMB 20,000 | | |
| | 101-200 sqm/booth | RMB 40,000 | | |
| | Increasing incrementally, ≥500 sqm/booth | RMB 100,000 | | |
| Insurance | | Exhibitors must purchase insurance before registering with the venue; otherwise, the organizer reserves the right to refuse registration. | | |
| Total (RMB): | | | | |

- To ensure timely and effective communication, please make sure to provide all the information requested above, and keep a copy for future reference.
- Please refer to Guide for Lifting Point Service of the 2nd China International Supply Chain Expo and Annex 5S, 5T, 5U, 5V. Booths requiring lifting point services please fill in Annex 5R to apply for setup overtime.

Annex 5C

Application for Water, Electricity, and Compressed Air

Deadline:
October 30, 2024

Please return by the deadline to:

Beijing CIEC International Exhibition Construction Co.,
Ltd.

Contacts: E1-E2 Halls: Sui Jing (suijing@ciec.com.cn), Tel: 13910694969

E3-E4 Halls: Li Peng (lipeng7@ciec.com.cn), Tel: 13911528266

W1-W2 Halls: Li Xiang (lixiang@ciec.com.cn), Tel: 13910290809

W3-W4 Halls: Zhou Jun (zhoujun@ciec.com.cn), Tel: 13910649226

Chaoyang Hall: Li Xiang (lixiang@ciec.com.cn), Tel: 13910290809

Exhibitor name:

Constructor name:

Contact:

Tel.:

Email:

Stand No.:

Please download the form
from the website, fill it out,
and upload :

<http://exposoft.com.cn/ciec/orderonline>

| Name and Description | | | Unit price (RMB) | Quantity | Total (RMB) |
|--|----------------------------|----------|---------------------|----------|-------------|
| Electricity for Lighting | | | | | |
| 15A/220V | | | 1200 | | |
| 20A/220V | | | 1820 | | |
| 30A/220V | | | 2410 | | |
| 40A/220V | | | 3590 | | |
| 50A/220V | | | 4070 | | |
| 60A/220V | | | 5025 | | |
| 80A/220V | | | 6940 | | |
| 100A/220V | | | 9015 | | |
| 120A/220V | | | 10750 | | |
| Electricity for Power | | | | | |
| Electricity for Temporary Construction | 15A/220V (single-phase) | point(s) | 455 | | |
| | 30A/380V (three-phase) | point(s) | 1505 | | |
| 15A/220V/24hr (single-phase) | | | 2455 | | |
| 30A/380V/24hr (three-phase) | | | 7655 | | |
| 15A/220V (single-phase) | | | 1400 | | |
| 30A/380V (three-phase) | | | 2900 | | |
| 60A/380V (three-phase) | | | 5410 | | |
| 100A/380V (three-phase) | | | 9460 | | |
| 150A/380V (three-phase) | | | 13900 | | |
| 200A/380V (three-phase) | | | 19875 | | |
| Water and Compressed Air Supply | | | | | |
| 300L/Min, ID 9mm | | | 2600 | | |
| 600L/Min, ID 12mm | | | 3900 | | |
| 1,000L/Min, ID 19mm | | | 5200 | | |
| Domestic Water, ID19 mm | | | 2860 | | |
| Total | | | | | |

Remarks:

1. Power supply for lighting and power supply for machines must be applied separately and shall not be mixed. Violations of this regulation will result in severe punishment. The 24-hour power supply should not be used as an uninterrupted power source.
2. Water, electricity, and compressed air services for the exhibition must be applied for in advance. On-site applications will incur additional charges.
3. When applying, the applicant shall bring the booth's electrical circuit diagram and the construction personnel's electrician operation certificates for on-site inspection and registration.
4. The compressed air source provided in the venue is general-purpose compressed air with an outlet pressure of 6-8kg from the compressor. Exhibitors should equip their systems with appropriate devices such as dryers and filters based on their equipment's requirements.
5. For special air supply needs, exhibitors must bring their own air compressors, pay the corresponding electricity fees, and ensure the safe operation of the equipment.

Annex 5D

Construction
Personnel
InformationDeadline:
October 30, 2024

Please return by the deadline to:
Beijing CIEC International Exhibition
Construction Co., Ltd.

Contacts:

E1-E2 Halls: Sui Jing (suijing@ciec.com.cn), Tel: 13910694969

E3-E4 Halls: Li Peng (lipeng7@ciec.com.cn), Tel: 13911528266

W1-W2 Halls: Li Xiang (lixiang@ciec.com.cn), Tel: 13910290809

W3-W4 Halls: Zhou Jun (zhoujun@ciec.com.cn), Tel: 13910649226

Chaoyang Hall: Li Xiang (lixiang@ciec.com.cn), Tel: 13910290809

Exhibitor name:

Constructor name:

Contact:

Tel.:

Email:

Stand No.:

Please download the form
from the website, fill it out,
and upload:

<http://exposoft.com.cn/ciec/orderonline>

| No. | Name | ID No. | Tel. | Type of Special Operations (Certificate Copies Required) | Have Applied for a Construction Permit at the Chaoyangor Shunyi venue of the CIEC Or Not |
|-----|------|--------|------|---|---|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |

* The above information must match the actual personnel on-site. Any entry denial due to discrepancies will be the sole responsibility of the applicant and the applicant unit.

* Electricians and personnel performing work at height must provide a valid Special Operations Certificate issued by the Emergency Management Bureau as an attachment to this form. The certificate holder must match the actual on-site worker, and the certificate must be available for inspection.

* The number of workers required for working at height will be determined based on the booth construction plan. In principle, each booth must have at least two or more workers for working at height.

Annex 5E

LED Screen
Information
CollectionDeadline:
October 30, 2024

Please return by the deadline to:
Beijing CIEC International Exhibition Construction
Co., Ltd.

Contacts: E1-E2 Halls: Sui Jing (suijing@ciec.com.cn), Tel: 13910694969
E3-E4 Halls: Li Peng (lipeng7@ciec.com.cn), Tel: 13911528266
W1-W2 Halls: Li Xiang (lixiang@ciec.com.cn), Tel: 13910290809
W3-W4 Halls: Zhou Jun (zhoujun@ciec.com.cn), Tel: 13910649226
Chaoyang Hall: Li Xiang (lixiang@ciec.com.cn), Tel: 13910290809

Exhibitor name: _____
Constructor name: _____
Contact: _____
Tel.: _____
Email: _____
Stand No.: _____

Please download the form
from the website, fill it out,
and upload:

<http://exposoft.com.cn/ciec/orderonline>

Information on the Use of Booth LED Screens

| | | | | | |
|---|----------------------|--------------|----------|---|--------------------------|
| Name of Exhibitor | | | | | |
| Person in Charge of the Video | | Tel. | | | |
| Name of Constructor/AV Service Provider | | | | | |
| Person in Charge of On-site Technical Operations | | Tel. | | | |
| | Equipment Type/Model | Display Size | Quantity | Connected to the Internet Or Not | Network Access Method |
| Equipment 1 | | | | | |
| Equipment 2 | | | | | |
| Equipment 3 | | | | | |
| Equipment 4 | | | | | |
| Equipment 5 | | | | | |

Additional rows can be added to the table for more devices. Please verify that all information is accurate and complete. **The responsible unit should stamp and confirm the above information.**

- Exhibitors, constructors, and service providers must strictly comply with the cybersecurity policies and regulations of the People's Republic of China and Beijing, including but not limited to the *Cybersecurity Law of the People's Republic of China*, *Data Security Law of the People's Republic of China*, *Cryptography Law of the People's Republic of China*, *Personal Information Protection Law of the People's Republic of China*, *E-Commerce Law of the People's Republic of China*, *Information Network Transmission Right Protection Ordinance*, *Administrative Measures for Internet Information Services*, *Provisions on Ecological Governance of Network Information Content*, and the *Notice Regarding Strengthening the Management of*

"Self-Media".

2. If the internet is accessed without prior approval, the organizer reserves the right to suspend the user's internet connection. In severe cases, the venue service provider and the organizer will cooperate with relevant authorities to investigate and penalize those responsible according to the law.
3. Exhibitors, constructors, or service providers who set up LED screens on their own must adhere to the principle of "Whoever sets it up, brings it in, operates it, is responsible." They must implement network security responsibilities and measures to ensure that LED screens operate legally, safely, accurately, and in compliance with regulations. Additionally, they must cooperate with the relevant authorities in conducting safety inspections of the LED screens, implement the security management measures required by public security during the event, and prepare emergency response plans.

Annex 5F

Authorization Letter of On-site Representative of Special Booth Constructor

(To be filled in by the constructor)

Deadline:

October 30, 2024

Please return by the deadline to:

Beijing CIEC International Exhibition Construction Co.,
Ltd.

Contacts: E1-E2 Halls: Sui Jing (suijing@ciec.com.cn), Tel: 13910694969

E3-E4 Halls: Li Peng (lipeng7@ciec.com.cn), Tel: 13911528266

W1-W2 Halls: Li Xiang (lixiang@ciec.com.cn), Tel: 13910290809

W3-W4 Halls: Zhou Jun (zhoujun@ciec.com.cn), Tel: 13910649226

Chaoyang Hall: Li Xiang (lixiang@ciec.com.cn), Tel: 13910290809

Exhibitor name: _____

Constructor name: _____

Contact: _____

Tel.: _____

Email: _____

Stand No.: _____

Please download the form from the
website, stamp it after filling in, and
then upload it.

<http://exposoft.com.cn/ciec/orderonline>

Name of Exhibitor: _____

Contact: _____

Tel.: _____

Tel.: _____

Fax: _____

Email: _____

Hall No.: _____

Booth No.: _____

Constructor Name: _____

Legal Representative: _____

Tel.: _____

Information of Authorized Person 1

Name: _____

Tel.: _____

Position: _____

Information of Authorized Person 2

Name: _____

Tel.: _____

Title _____

We hereby authorize the above-listed "Authorized Person" to act as the person in charge of the site for our booth during the move-in, the exhibition, and dismantling periods of the China International Supply Chain Expo (CISCE). This person will be responsible for the booth's construction safety and will coordinate with the venue service provider, venue, and organizer.

Person in Charge of the Site 1 (Signature):
(Signature):

Person in Charge of the Site 2

Authorizing Company (Official Seal):

Legal Representative of Authorizing Company (Signature):

MM/DD/YY

| | | |
|--|---|--|
| Annex 5G | <h2 style="text-align: center;">Special Booth Setup Safety Responsibility Letter</h2> <p style="text-align: center;">(To be filled in by the constructor)</p> | <p style="text-align: center;">Deadline: October 30, 2024</p> |
| | <p>Please return by the deadline to:</p> <p>Beijing CIEC International Exhibition Construction Co., Ltd.</p> <p>Contacts: E1-E2 Halls: Sui Jing (suijing@ciec.com.cn), Tel: 13910694969 E3-E4 Halls: Li Peng (lipeng7@ciec.com.cn), Tel: 13911528266 W1-W2 Halls: Li Xiang (lixiang@ciec.com.cn), Tel: 13910290809 W3-W4 Halls: Zhou Jun (zhoujun@ciec.com.cn), Tel: 13910649226 Chaoyang Hall: Li Xiang (lixiang@ciec.com.cn), Tel: 13910290809</p> | <p>Exhibitor name: _____</p> <p>Constructor name: _____</p> <p>Contact: _____</p> <p>Tel.: _____</p> <p>Email: _____</p> <p>Stand No.: _____</p> |
| <p>Please download the form from the website, stamp it after filling in, and then upload it.</p> | <p>http://exposoft.com.cn/ciec/orderonline</p> | |

Note: In accordance with the relevant regulations of Beijing and the China International Exhibition Center, and to ensure the security of the CISCE, all constructors hired by exhibitors must sign a Safety Responsibility Letter for the duration of the exhibition. Exhibitors are required to carefully review and sign/stamp the following responsibility agreement. (This form is mandatory)

Our company, entrusted by _____, is responsible for the special booth construction of the CISCE and will be fully responsible for the safety of the booth construction.

I. We will strictly comply with the *Regulations on Security Administration of Large-scale Mass Activities* (State Council Order No. 505), the *Regulations of Beijing Municipality on Security Management of Large-Scale Social Activities*, the *Interim Provisions of Beijing Municipality on the Management of the Fire Safety in Exhibitions and Commodity Fairs*, the *Fire Safety Standards for Large-Scale Public Events*, the *Exhibition Construction Management Regulations of the China International Exhibition Center*, the *Detailed Rules for the Implementation of the Exhibition Construction Management Regulations of the China International Exhibition Center*, the *Water, Electricity, and Compressed Air Management Regulations for Exhibitions of the China International Exhibition Center*, the *Exhibition Construction Penalty Regulations of the China International Exhibition Center*, the *Exhibition Construction Environmental Protection Regulations of the China International Exhibition Center*, and other relevant rules and regulations. We will comply with the construction management and supervision of China International Exhibition Center Group Limited and ensure the safety of the booth and personnel.

II. Before construction begins, we will follow the relevant regulations of China International Exhibition Center Group Limited to complete construction qualification registration, submit construction drawings to the venue service provider for review, and pay the required fees.

III. Booth Design and Construction Requirements:

1. **Height Restrictions:** The maximum height for special booths (including two-story booths) inside the exhibition hall is set at 6 meters. The height limit on both sides of Gate 11 at two halls and the connection area of exhibition halls is 4.5 meters.
2. **Booth Design Boundaries:** The projected area must not exceed the rented booth space (including length, width, and height limits).
3. **Booth Structure Span:** For wooden structures, the span of a single section must be limited to 4.5 meters or

less. For mixed steel-wood structures (with continuous embedded rectangular steel or steel keel), the maximum span must not exceed 6 meters. Trusses must not span more than 8 meters, with their span determined by cross-section and related specifications. If these standards are exceeded, a structural stability calculation report from a Grade A architectural design institute must be presented to the venue service provider.

4. Booth Wall Thickness: For single walls, depending on their length and height, the required thickness should be between 50 centimeters and 80 centimeters. For L-shaped walls, the thickness should range between 40 centimeters and 60 centimeters, based on length and height. The board walls must have a minimum thickness of 20 centimeters, and the spacing between supports must not exceed 40 centimeters. Load-bearing wooden walls must have internal support from square steel or seamless round pipes. (with inspection openings left)
5. Booth Columns: All column structures in the booth must not be installed using joints or connectors. They must be continuous, floor-supported, with no interruptions in the columns, and no welding points. Steel columns appropriate for the load-bearing requirements must be used, with flange plates connected at both the top and bottom (the diameter of the bottom flange plate must be at least 800 millimeters).
6. Wooden or steel-wood beams or overhead structures connected to the back wall must use either an "embedded" or "press-down" method. (For trusses or similar beams, vertical support must be provided by matching steel columns. It is strictly prohibited to directly connect both ends to wooden back walls; instead, the walls must embed matching steel columns for support, with flange plates connected at the top and bottom. (Support points must be located at connection or cross points and secured using through-bolting) When hoists are used to suspend trusses, hooks with matching load capacity must be used, along with safety slings for secondary protection.)
7. The covered area at the top of the booth must not exceed 40% of the booth area. Smoke detectors should be installed at the top of any covered sections. The booth must not obstruct the fire facilities at the top of the venue to ensure fire safety.
8. The tops of operational and storage rooms within the booth must remain open, and no flammable materials may be stored inside. Fire extinguishers must be equipped. The equipment room for LED screens must have a depth of at least 0.8 meters. All LED screens must be equipped with supporting frames and counterweights, with inspection openings reserved.
9. The construction company is responsible for ensuring that the booth's opening direction and the locations of adjacent booths and passageways align with the booth design. Safety exits for booths: special booths between 100 and 200 square meters must have at least two exits; special booths between 200 and 300 square meters must have at least three exits in two different directions; booths over 300 square meters must have at least four exits in three different directions. The primary entrance/exit of each booth must be no less than 3 meters wide, and secondary entrances/exits must be at least 1.5 meters wide. Entry/exit and emergency evacuation signage should be prominently displayed in the booth.
10. If glass materials are used for booth decoration, tempered glass must be used, and an inspection report must be submitted to the venue service provider. The glass must meet the required strength and thickness requirements (curtain wall glass must be at least 1.2 centimeters thick). The dimensions of single glass panels must not exceed 1.2 meters in width and 2.4 meters in height. Glass must not be used as a load-bearing material.
11. The installation method for glass must be reasonable and reliable. A metal frame or professional hardware must be used for glass installation. Elastic materials should be used as padding between the frame or hardware and the glass to ensure safety. Large glass surfaces must have visible warning signs at eye level. Glass Platforms: The supporting columns and walls must extend to the ground.
12. The interior of wooden booth walls must be treated with fire-resistant coatings. Lightboxes must have ventilation holes to allow heat dissipation.
13. During the construction of booths, it is strictly prohibited to drill into the venue's floors or walls, damage tiles, or cause stains from oil, chemicals, or organic adhesives.

-
14. It is forbidden to set up temporary storage areas in the venue for booth materials, construction tools, etc.
 15. Booth structures must be solid and safe. Construction materials must be non-flammable or flame-retardant. The use of elastic fabric, synthetic fibers, or cotton products for decoration is prohibited. Carpets must be fire-resistant and meet the B1 fire safety standard.
 16. The use of airships, balloons, drones, or any hovering equipment is strictly prohibited inside the venue.
 17. The use of floor tiles, wall tiles, or other stone materials for booth construction and decoration is not allowed in the venue (except for specialized exhibitions). If stone materials are necessary, a written application must be submitted to the venue service provider before the exhibition. Upon approval, cutting of such materials must take place off-site during the production and decoration processes.
 18. The use of neon lights for booth decoration and lighting is strictly prohibited inside the exhibition hall. All electrical equipment and materials, including lighting fixtures, should have national professional safety certifications and should be installed, constructed, and used in accordance with Beijing's electrical code standards. The use of twisted wires is strictly prohibited. For electrical connections and installations, double-insulated sheathed wires enclosed in metal flexible conduits should be used. Connection terminals must be completely enclosed, not exposed, and covered with insulation boxes.
 19. For booth power supply, exhibitors must use their own electrical boxes to connect to the power supply box provided in the exhibition hall. The self-provided electrical box must match the electrical box applied for from the exhibition hall and must be equipped with a leakage protection switch (the leakage action current must not exceed 30mA). The electrical box must also have protective grounding.
 20. The electrical box must be installed on the outside of the booth or in a clearly visible position inside the booth. It cannot be installed in storage rooms, operational rooms, or similar locations. The installation height should be 20 centimeters from the ground, and the back of the electrical box needs to be installed with an insulating fireproof protective layer. Electricians need to wear their valid special operation qualification certificate (electrician certificate) and wear professional insulating gloves and insulating shoes.
 21. It is strictly prohibited to use large areas of paint, putty powder, mortar, chemical pigments, glue, and other decorative materials during the construction period. Only small-scale gap filling is allowed in local areas. At the same time, the waste materials and their containers produced after gap filling should be taken away by constructors themselves. It is strictly forbidden to dump waste materials into the water tanks in the exhibition hall's unloading area, toilets, or other areas. If there are any violations, the constructors will be fined a penalty of RMB 2,000 per 9 square meters (booth area). (Based on 9 square meters as a unit, any area less than 9 square meters will be charged RMB 2,000. For any area exceeding 9 square meters, an additional fee will be charged.)
 22. If there's a need to build a two-story or structurally complex booth inside the exhibition hall or construct a booth outside the hall, detailed structural drawings of the booth must be provided to the venue service provider. These drawings must bear the review stamp of a Grade A architectural engineering design institute and the seal of a national Class I registered structural engineer, along with their review reports. Safety should be fully considered from design to construction, and the construction drawings must be consistent with the on-site setup.
 23. After the booth is decorated, any parts higher than adjacent booths must be aesthetically treated. This treatment must use light-colored polyester cloth, and images with exhibitor advertisements and logos are prohibited. The treatment should be smooth and secure.
 24. During the move-in and move-out periods, rough construction is prohibited. Construction workers are forbidden from standing on structures or walls to work. Pushing down walls is prohibited, as is pulling down structures and facades with ropes.
 25. During the move-in and move-out periods, each booth must have dedicated personnel on duty. During the exhibition, all construction units should arrange for professional electricians to be on duty. Before clearing the hall each day, they must ensure that the booth's electrical equipment switches are turned off and the power is cut before leaving.
 26. Constructors must dismantle and remove all construction materials within the specified time. Related

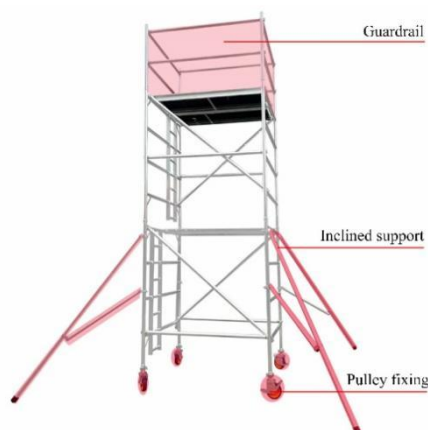
waste (including but not limited to empty boxes, large boards, large pieces of glass, carpets, discarded exhibits, construction waste, etc.) should be properly disposed of according to relevant regulations. The floor should be restored to its pre-setup state. Hazardous waste must be removed and properly disposed of in accordance with relevant laws and regulations. It must not be left within the venue premises; otherwise, the venue service provider reserves the right to deduct the corresponding deposit from the constructor. Dumping booth waste in municipal areas outside the red line of the China International Exhibition Center (Shunyi Venue) is a serious illegal act and will face administrative penalties from relevant government agencies. Relevant violators will also be blocklisted by the organizing committee of the exhibition and the exhibition hall.

IV. Detailed Construction Safety Rules:

1. The constructor of each booth must designate a construction safety officer wearing valid credentials. This person will be fully responsible for safety and fire prevention work at the construction site, and will cooperate with the organizer and the venue service provider in daily safety inspections. The venue service provider has the right to issue rectification notices for booths with potential safety hazards. In serious cases or if corrections are not made, the venue service provider reserves the right to close the booth. Any resulting losses will be borne by the constructor.
2. Booth structures are strictly prohibited from hanging or binding to the exhibition hall's ceiling, pillars, second-floor railings, and various special pipelines. All structures should be connected to the booth's main structure. It is strictly forbidden to use the exhibition hall's ceiling grid as a connection point for hoisting booth structures.
3. Booth structures must not obstruct the exhibition hall's fire safety facilities, electrical equipment, emergency exits, and visitor passageways. When building a platform, a gentle slope must be set up at the edge of the platform within the booth area to lead to the public passageway, so as to prevent personal injury caused by the height difference between the platform and the ground. No exhibition racks, booths, platforms, or various goods shall be built or placed under the rolling fire shutters of the exhibition hall. The pillars where the rolling fire shutters are located are strictly prohibited from being wrapped or blocked in any form, ensuring the smooth raising and lowering of the rolling fire shutters.
4. The use of open flames, high-temperature welding, cutting, electric saws, drying, large compressors, and other devices as well as flammable or explosive gases is strictly prohibited in the exhibition hall. According to exhibition hall regulations, high-pressure containers or oxygen cylinders required for demonstration equipment must be applied for in advance to the venue service provider and can only enter the hall after approval from the exhibition hall. Public security and fire departments will conduct joint safety inspections before the official exhibition. For booth structures, exhibits, facilities, dangerous goods, or unidentified items found during security checks that do not comply with safety regulations, relevant departments will forcibly remove them. The organizer and venue service provider will not be held responsible.
5. According to the *Regulations of Beijing Municipality on Smoking Control*, smoking is strictly prohibited in the exhibition hall. Violators will be fined RMB 200.
6. During the exhibition, special booths must be equipped with qualified, intact, and valid fire extinguishers (4kg or above). Fire extinguishers must be evenly placed in obvious and easily accessible positions around the booth area when entering the venue, facilitating fire inspection and use. According to the standard of the China International Exhibition Center (Shunyi Venue), there should be two extinguishers per 24 square meters, and so on proportionally.
7. Booth construction personnel should wear valid credentials and safety helmets when entering the construction site. It is strictly prohibited for personnel to use mismatched or borrowed credentials. If violated, the venue service provider and exhibition hall security personnel have the right to confiscate the credentials and expel the individual from the exhibition hall.
8. Class II handheld tools must be used for on-site operations. The power cords of handheld electric tools should be kept in their original factory condition and must not be extended. Construction workers entering the site need to inspect their own construction tools and equipment. Hand-cranked lifts used for construction

must not be overloaded and must have height limiters, overload alarms, and rope break protection. Lithium battery tools are strictly prohibited from charging inside the hall. If violations are discovered, the venue service provider has the right to confiscate the tools.

9. When working at heights, construction personnel should hold valid certificates and strictly comply with the following regulations:



It is strictly forbidden to use ladders over 2 meters high. For work above 2 meters, scaffolding or standard engineering frames must be used (with assembled guardrails; scaffold requirements can refer to the image below, with red-marked parts being essential components). The height of assembled scaffolding should not exceed 5 meters. During use, it must comply with safe operation specifications. Workers must wear qualified safety belts and helmets, dress appropriately for high-altitude work, set up safety isolation areas, clear obstacles within the area, and have clearly marked safety zones with dedicated personnel on guard.

V. Others:

1. The 24-hour power supply provided by the China International Exhibition Center cannot be used as an uninterruptible power supply.
2. Before move-in, all construction units must participate in safety training organized by the venue service provider. After construction is completed, they must cooperate with safety inspections conducted by public security, fire department, or exhibition hall authorities. Any issues identified must be rectified unconditionally.
3. For constructors that violate the above regulations, the venue service provider has the right to demand immediate correction or set a deadline for rectification. Those who refuse to make corrections or have serious violations will be penalized with work suspension, reported within the industry, and recorded in the venue's violation register. The constructor shall be fully responsible for all safety accidents occurring during the exhibition and bear the economic losses caused to the venue service provider and the exhibition hall.

VI. The *Safety Responsibility Agreement for Booth Constructor* has the same legal effect as an attachment to the *Exhibitor Manual*.

VII. For matters not covered, the notice from the venue service provider shall prevail.

I have carefully read this *Safety Responsibility Agreement for Booth Constructor* and promise to strictly abide by these regulations.

Name of Construction Company (Seal):

Signature of Person in Charge:

Date: MM/DD/YY

Tel.:

| | | | |
|---|--|---|---|
| Annex 5H | Special Booth Setup Safety Agreement (To be filled in by the constructor) | | Deadline: October 30, 2024 |
| | Please return by the deadline to: Beijing CIEC International Exhibition Construction Co., Ltd. Contacts: E1-E2 Halls: Sui Jing (suijing@ciec.com.cn), Tel: 13910694969 E3-E4 Halls: Li Peng (lipeng7@ciec.com.cn), Tel: 13911528266 W1-W2 Halls: Li Xiang (lixiang@ciec.com.cn), Tel: 13910290809 W3-W4 Halls: Zhou Jun (zhoujun@ciec.com.cn), Tel: 13910649226 Chaoyang Hall: Li Xiang (lixiang@ciec.com.cn), Tel: 13910290809 | | |
| Exhibitor name: _____ Constructor name: _____ Contact: _____ Tel.: _____ Email: _____ Booth No.: _____ | | | |
| Please download the form from the website, stamp it after filling in, and then upload it. | | http://exposoft.com.cn/ciec/orderonline | |

The Second China International Supply Chain Expo (CISCE)

Booth Setup Safety Agreement

Party A: Beijing CIEC International Exhibition Construction Co., Ltd.

Party B: _____ (Name of Constructor)

To enhance the safety management of the 2nd CISCE and uphold the production policy "Safety Comes First, Prevention is Key", as well as to ensure the smooth progress of the event, this agreement is formulated in accordance with the *Law of the People's Republic of China on Work Safety*, *Regulations on Security Administration of Large-scale Mass Activities* (State Council Order No. 505), *Regulations of Beijing Municipality on Security Management of Large-Scale Social Activities*, and other applicable laws and regulations. This agreement aims to clarify safety responsibilities, implement effective safety measures, and ensure Party B's adherence to Party A's safety management regulations during the provision of services. Both parties are committed to ensuring safe implementation and preventing any unnecessary losses due to safety incidents. Based on relevant national laws, regulations, and professional technical standards, and considering the specific circumstances of this beer festival, both parties have reached an agreement on safety management responsibilities. After thorough consultation, both Party A and Party B mutually agree to sign this agreement and pledge to strictly abide by its terms and conditions:

I. Party A's Safety Management Responsibilities

1. Party A is responsible for notifying Party B of instructions and regulations from relevant government departments, as well as Party A's safety management requirements. This includes informing Party B about

the implementation area, including emergency evacuation routes, fire emergency equipment, etc.

2. Party A has the right to conduct safety inspections and patrol at the worksite at any time, and Party B must provide full cooperation. For any safety issues, hazards, or violations of Party A's safety management regulations raised by Party A, Party B must rectify them within the time specified by Party A. If Party B fails to improve, rectify, or take preventive measures in a timely manner, Party A has the right to require Party B to suspend implementation for rectification based on the actual situation. In case of significant safety hazards, Party A has the right to unilaterally demand that Party B immediately partially or fully stop work for rectification, which Party B must accept. Any losses due to extended time caused by the work stoppage shall be borne by Party B, and Party B shall bear the liability for breach of contract as stipulated in the contract agreement. For issues that are not rectified or still pose significant safety hazards after rectification, Party A has the right to terminate the contractual relationship with Party B without bearing any liability for breach of contract.

3. Party A must fully cooperate with inspections and supervision by relevant government authorities.

II. Party B's Safety Management Responsibilities

1. Party B must accept and comply with the management, supervision, and inspection of relevant government authorities and Party A;
2. Party B is the primary responsible party for safety in production safety, fire safety, vehicle traffic safety, and food hygiene and safety during the implementation of the service/engineering project (including Party B's subcontracted projects). Party B must abide by all current safety laws and regulations at the national, provincial, and municipal levels. Party B will bear full responsibility for any safety accidents caused by violations of these regulations and cover all resulting economic losses, including compensation for property damage within Party A's property management scope.
3. Party B must carry out its operations in the designated areas and passageways specified by Party A, ensuring safe production practices. In the event of a safety incident that results in damage to equipment, facilities, or buildings, Party B will bear full responsibility and provide compensation. Party A reserves the right to pursue further accountability.
4. Party B must guarantee that all personnel employed for the operations have a direct employment or service relationship with Party B, ensuring legal employment. Party B must, in accordance with relevant national regulations, provide personal insurance for its personnel and equip them with qualified personal protective equipment and safety equipment. If Party B's personnel are involved in a work safety accident or cause damage to Party A's property, Party B shall bear full responsibility and compensate for the corresponding losses.

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5. Party B and its staff must meet the relevant qualification requirements. Party B needs to commit that personnel engaged in special types of work and hazardous operations have undergone specialized training and obtained relevant certificates before taking up their posts.
 6. Before entering the area under Party A's property management, Party B must provide safety training or specific safety education to its employees. All implementation and related personnel are required to comply with Party A's safety management regulations. Party B must also provide appropriate personal protective equipment as per national and local regulations.
 7. Party B's personnel are strictly prohibited from entering the area under Party A's property management while under the influence of alcohol. If discovered, they will be immediately expelled from the premises, and relevant parties will be held accountable.
 8. When Party B's vehicles enter the area under Party A's property management, they must adhere to Party A's safety regulations. Unnecessary honking and speeding are not allowed.
 9. Party B's vehicles entering the area under Party A's property management must follow the management and directions of Party A's security personnel. Drivers are obligated to cooperate with Party A in vehicle and personnel inspection.
 10. Without prior consent, Party B guarantees that none of its personnel will use any of Party A's equipment or facilities during the implementation process. Party B will be liable for compensation for any adverse consequences and economic losses that may or will result from violating the aforementioned requirements.
 11. During the implementation period, Party B is responsible for the safety of all personnel, property, operational activities, machinery, equipment, tools, vehicles, and any areas that may be involved on-site. Party B shall bear full responsibility for any incidents that occur due to safety issues;
 12. During operations, Party B's personnel must bring temporary entry permits at all times. All machinery, equipment, tools, vehicles, and personnel must enter and exit the site via the routes designated by Party A. Unauthorized use of non-designated routes is prohibited. Party B must cooperate with Party A in inspections. If it is found that the designated routes are not followed, the vehicles involved will be detained on-site, and the responsible parties will be held accountable.
 13. The stacking of materials, parking of vehicles, and placement of machinery and tools during operations must be carried out according to Party A's requirements. Waste generated during the work must be promptly cleared. If it is found that waste has not been cleared in a timely manner, Party B will be charged for the related cleanup costs and held accountable.
 14. All machinery, equipment, tools, vehicles, and other items used for operations must comply with relevant national government regulations and must undergo strict and thorough inspection and testing before use.

Maintenance must be performed in accordance with national government regulations to ensure they meet safety standards before use. Party B will bear full responsibility for any losses caused by inadequate inspection or maintenance by its personnel.

15. At the end of each operation, Party B must assign designated personnel to conduct a thorough cleanup and inspection of the site. This includes shutting off all water, electricity, gas, and fire sources, properly securing all materials, and inspecting equipment and facilities. Party B's personnel may only leave the site after confirming that there are no safety issues or hazards. Any problems arising from inadequate check or cleanup will be the responsibility of Party B, and Party A reserves the right to hold the responsible parties accountable and seek compensation.
16. All personnel of Party B must always adhere to relevant national government operating procedures, regulations, and Party A's requirements during operations. Unauthorized or improper operations, as well as reckless behavior, are strictly prohibited. Safety management regulations must be posted on-site, and Party B must assign dedicated personnel to continuously monitor compliance with these regulations and correct any violations;
17. Party B must not use the operation site or the site provided by Party A for any illegal or criminal activities. Any personnel not involved in Party B's operations are prohibited from entering the site. If such activities or unauthorized personnel are discovered, the matter will be handed over to the public security authority, and the responsible parties will be held accountable.
18. Garbage, waste materials, and flammable items must not be discarded or piled up randomly and must be cleaned up promptly;
19. All fire safety regulations must be strictly adhered to. Fire exits must remain clear at all times, and fire equipment and facilities must not be damaged or obstructed;
20. Qualified and effective fire-fighting equipment shall be equipped at the operation site in accordance with the regulations. Private connection and unauthorized wiring, smoking, overloading, and use of electric heating appliances, liquefied petroleum gas cylinders, acetylene generators, and high-intensity lighting are strictly prohibited. Upon discovery, the relevant electrical equipment shall be confiscated, and the relevant parties shall be held accountable.
21. If Party B needs to use flammable, explosive, or other hazardous materials for operations, these materials must be reasonably limited in quantity, categorized, and stored separately with dedicated personnel for supervision. When handling hazardous materials, using open flames, electrical welding, painting, waterproofing, or cutting materials, Party B must strictly implement safety precautions and operate in accordance with relevant regulations.

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22. It is strictly prohibited to store corrosive, radioactive materials, or storage tanks containing toxic gases at the operation site. If such materials are discovered, they must be immediately removed, and the responsible parties will be held accountable.
 23. When conducting confined space operations, Party B must strictly follow national, local, and Party A's relevant regulations and procedures. A strict approval process must be in place, and Party B must submit a confined space operation plan for approval by Party A before proceeding.
 24. Party B is fully responsible for managing its own property.
 25. Party B must establish and maintain comprehensive systems for production safety management, fire safety, safe operation procedures, safety responsibility systems, fire prevention responsibilities, security protocols, and pandemic prevention plans. Technical safety measures should be developed to enhance the inspection and management of the operation site and protective measures, promptly correcting any violations and eliminating safety hazards. The installation and use of water and electrical lines and facilities at the site must comply with installation standards and safety procedures, and be set up according to the project design. The operation site must be equipped with adequate night lighting to ensure safety, along with temporary barriers or warning signs.

III. Preparation for Commencing Operations

1. Party B must possess all valid and legally issued licenses, qualification certificates, and professional special work permits corresponding to the scope of the operation, as issued by the government. Copies of these documents, stamped with Party B's official seal, must be submitted to Party A for record-keeping three days before the commencement of operations;
2. Party B must appoint an on-site operations supervisor and a safety supervisor. The contact information for these individuals must be submitted to Party A before the start of operations to facilitate timely communication:

Person in Charge of Party B: _____ Tel.: _____

Party B's On-site Supervisor: _____ Tel.: _____

Party B's On-site Safety Supervisor: _____ Tel.: _____

3. All personnel involved in Party B's on-site operations must possess valid and legal identification, professional technical certificates, and special work permits. Copies of these documents must be submitted to Party A for record-keeping before entering the site to commence operations;
4. Before beginning operations, Party B must thoroughly inspect the worksite and its surrounding environment, and develop reasonable and effective operation plans, safety management plans, and emergency response plans. These plans must be submitted to Party A for review and approval prior to the start of operations.

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5. Before starting operations, Party B must brief all personnel on the site conditions, technical requirements, and professional standards. Additionally, Party B must provide comprehensive training on safety management, emergency response, safety precautions, and operational management requirements and procedures. The training must be documented and submitted to Party A in written form for record-keeping;
 6. Before commencing operations, Party B must go to the department designated by Party A to complete all necessary entry procedures, submit all relevant documents and materials, and sign this Safety Agreement. Party B may only enter the site after receiving approval from Party A.

IV. Safety Responsibilities

1. Work Safety: Party B's personnel must wear personal protective equipment (such as safety helmets, safety harnesses, and protective gear for special operations) when entering the worksite. During working hours, they must strictly follow the operating procedures for this project, and unauthorized operations are strictly prohibited. All workers must take care of the protective facilities and mechanical equipment at the site, and non-project-related operations are not allowed. Personnel working at heights or in hazardous areas must wear safety harnesses before commencing work. Otherwise, they will bear the consequences of any resulting accidents.
2. Fire Safety: Party B must accept fire safety education from the company and Party A in accordance with the relevant regulations of the Beijing Municipal Fire Department, and carry out operations on the principle of combining prevention with firefighting.
3. Temporary Electricity Safety: Party B must adhere to Party A's and the company's daily procedures for managing temporary electricity. Only qualified electricians are permitted to operate electrical equipment. Unauthorized connections and using multiple machines on a single circuit are strictly prohibited. Any modifications to electrical equipment on-site are not allowed without Party A's approval. On-site electrical operations shall strictly comply with the safety regulations set by Party A or the group company. Party B shall bear full responsibility for any consequences arising from its improper use of electricity. If such actions cause any loss to Party A or have serious adverse consequences, Party B shall also be liable for compensation.
4. Mechanical Safety: All machinery and equipment provided by Party B must have valid certification and be inspected and approved by the designated team before use. Party B must regularly inspect and maintain all machinery, and operating faulty equipment is strictly prohibited.

V. Responsibilities for Working at Heights

1. Party B must possess valid, legal certifications and qualifications issued by the relevant government authorities;

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2. Party B's personnel engaged in aerial work must undergo medical examinations by a certified physician, with documentation proving they are free from any conditions that would make them unfit for working at heights;
 3. Personnel performing aerial work must hold valid specialized qualification certificates issued by the relevant government authorities, and Party B must ensure the authenticity and validity of these certificates;
 4. Party B shall ensure that workers performing high-altitude tasks are in good health, possess sufficient physical fitness, and are in a stable mental state. Party B shall purchase the necessary relevant insurance for high-altitude workers;
 5. Party B must develop a specific, reasonable, effective, and feasible high-altitude work plan and safety assurance plan;
 6. Party B should have specialized personnel to provide strict, standardized procedural training and education to those engaged in aerial work. Such personnel should possess specialized knowledge and skills, understand and be aware of high-altitude work standards, regulations, and procedures, and strictly adhere to them;
 7. In the event of adverse weather conditions such as strong winds, thunderstorms, rain, fog, extreme heat, or cold, or any potentially dangerous situations, high-altitude operations must be stopped, and Party A should be notified in writing;
 8. Before starting each aerial work, Party B must assign dedicated personnel to thoroughly inspect all machinery, tools, ropes, scaffolding, safety harnesses, helmets, and other related items. The condition, performance, safety, and secure connections of these items must be carefully checked, and operations may only proceed once all safety checks have been passed;
 9. Before each high-altitude operation, Party B must assign a dedicated person to outline the safety requirements for the workers and thoroughly assess the worksite, machinery, and tools involved;
 10. Before each aerial work, Party B must conduct a strict inspection of safety measures, systems, and protective equipment for the workers to ensure they are completely reasonable and effective;
 11. During aerial work, Party B shall establish a clear and reliable safety zone at the worksite, using barriers or warning tape, and place visible safety signs. Unauthorized personnel must be prohibited from entering the area. A dedicated person shall be assigned to supervise, monitor, and manage the worksite throughout the operation;
 12. Workers performing aerial work must be provided with tool bags to store small items, materials, and tools, thereby preventing objects from falling from height. Objects must not be carelessly placed on steel pipes, scaffolding, or buildings to prevent falls, nor should any items be thrown up or down, and workers must

not engage in activities unrelated to their assigned tasks during high-altitude operations;

13. Workers performing aerial work must wear non-slip shoes and gloves, and a safety helmet. They must not carry keys, sharp objects, or other hard items that could cause injury;
14. Aerial workers must use safe, reliable, and specialized safety harnesses and ropes during operations, anchoring them at a high point and attaching them to their bodies. The upper part of the safety rope must be securely and independently fastened and must not be connected to any equipment that's used to hold workers. The lower part of the safety rope must be firmly attached to the worker and positioned no lower than waist height;
15. Party B must strictly operate within the rated load limits of equipment and facilities, and overloading is strictly prohibited;
16. It is strictly prohibited to perform work on different levels simultaneously;
17. Party B's personnel are forbidden from engaging in horseplay, drinking alcohol, smoking, sleeping at heights, or any other activities that could compromise safety;
18. During aerial work, a safety zone must be established directly below the work area down to the ground. Party B shall assign personnel to supervise the area, ensuring no items are stored there and no personnel are allowed to pass through or enter;
19. If high-altitude electrical welding is required, Party B must make all necessary preparations in advance and implement proper safety precautions. Cutting and processing of materials or items are strictly prohibited during high-altitude operations;
20. Party B must assume full responsibility for all aspects of high-altitude operations.

VI. Liability for Compensation

1. If Party B violates Party A's safety management regulations within the property management area of Party A and causes a safety incident, resulting in any third party demanding compensation or reimbursement from Party A (including compensation for mental distress), Party B shall bear full responsibility for such compensation. If Party A has already fulfilled any compensation obligations, it has the right to seek reimbursement from Party B. The formation of such compensation and reimbursement obligations includes, but is not limited to, reaching a settlement through negotiation, mediation during litigation, or establishment by court judgment.
2. If Party B violates Party A's safety management regulations and is required to immediately cease operations, all costs incurred from halting the operations shall be borne by Party B, with no obligation on Party A to cover such expenses.
3. Party B shall bear full responsibility for any safety incidents caused by quality issues related to the projects it

undertakes or the products/services it provides, and shall compensate for any economic losses. If the incident causes property damage within Party A's property management area, Party B shall be responsible for compensation and resolving the issue.

VII. Miscellaneous

1. This Agreement shall take effect from the date of signing and stamping by the authorized representatives of both Party A and Party B, and both parties commit to strict compliance. Any previous safety agreements will be void, with this agreement taking precedence.
2. This Agreement is made in duplicate, with each party holding one copy. Both copies have equal legal effect;
3. Any matters not covered in this agreement will be jointly negotiated and amended by both parties. In the event of changes in national laws or regulations, the updated laws and regulations shall apply. If negotiations fail, a lawsuit may be filed in the people's court where Party A is located.
4. If necessary, Party A may provide a copy of this Agreement to the relevant government authorities for record-keeping.

(The reminder of this page is intentionally left blank.)

Party A: Beijing CIEC International Exhibition Construction Co., Ltd. Party B: _____

(Seal)

(Seal)

Signature of Representative: _____

Signature of Representative: _____

Date: _____

Date: _____

| | | | | |
|---|--|--|--|---|
| Annex 5I | <h2 style="text-align: center;">"Six Musts and Six Prohibitions" for Work Safety in Large-scale Event</h2> <p style="text-align: center;">(To be filled in by the constructor)</p> | | <p style="text-align: center;">Deadline:</p> <p style="text-align: center;">October 30, 2024</p> | |
| | <table border="1" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Please return by the deadline to:</p> <p>Beijing CIEC International Exhibition Construction Co., Ltd.</p> <p>Contacts: E1-E2 Halls: Sui Jing (suijing@ciec.com.cn), Tel: 13910694969 E3-E4 Halls: Li Peng (lipeng7@ciec.com.cn), Tel: 13911528266 W1-W2 Halls: Li Xiang (lixiang@ciec.com.cn), Tel: 13910290809 W3-W4 Halls: Zhou Jun (zhoujun@ciec.com.cn), Tel: 13910649226 Chaoyang Hall: Li Xiang (lixiang@ciec.com.cn), Tel: 13910290809</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Exhibitor name: _____</p> <p>Constructor name: _____</p> <p>Contact: _____</p> <p>Tel.: _____</p> <p>Email: _____</p> <p>Booth No.: _____</p> </td> </tr> </table> | | | <p>Please return by the deadline to:</p> <p>Beijing CIEC International Exhibition Construction Co., Ltd.</p> <p>Contacts: E1-E2 Halls: Sui Jing (suijing@ciec.com.cn), Tel: 13910694969 E3-E4 Halls: Li Peng (lipeng7@ciec.com.cn), Tel: 13911528266 W1-W2 Halls: Li Xiang (lixiang@ciec.com.cn), Tel: 13910290809 W3-W4 Halls: Zhou Jun (zhoujun@ciec.com.cn), Tel: 13910649226 Chaoyang Hall: Li Xiang (lixiang@ciec.com.cn), Tel: 13910290809</p> |
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| <p>Please download the form from the website, stamp it after filling in, and then upload it.</p> | | <p>http://exposoft.com.cn/ciec/orderonline</p> | | |

"Six Musts and Six Prohibitions" for Work Safety at the 2nd CISCE

To further improve the management of work safety for large-scale events in Shunyi District, encourage enterprises to fulfill their responsibility for work safety, scientifically control risks, and prevent and curb various production safety accidents, the Shunyi District Emergency Management Bureau has formulated the *"Six Musts and Six Prohibitions" for Work Safety in Large-scale Activities*, in accordance with relevant laws, regulations, rules, and standards on work safety. Your company is required to implement each of the following tasks:

- I. The event organizer, construction company, and venue provider must sign a specialized work safety management agreement or clearly define their respective work safety management responsibilities in the contracting or leasing agreements. They must also coordinate and manage the contractor's and lessee's work safety in a unified manner;
- II. The event organizer, construction company, and venue provider must each assign their own work safety management personnel to conduct safety inspections and address any related issues;
- III. The event organizer, construction company, and venue provider must each develop their own emergency response plans for work safety accidents and conduct drills to ensure the timely handling of any unexpected incidents;
- IV. The construction company must carry out construction and setup work according to the approved construction plan and design drawings, and conduct dismantling work in accordance with the dismantling plan;
- V. The construction company must provide work safety education and training to its employees, accurately recording details such as training hours, content, participants, and assessment results;
- VI. The event organizer must hire an evaluation agency to conduct a safety risk assessment of the constructed structures and provide an assessment report before the event takes place;

- VII. Workers must always wear safety helmets on-site, and safety harnesses are mandatory for high-altitude work;
- VIII. Electricians, welders, high-altitude workers, and other specialized workers are not allowed to operate without proper certification;
- IX. Hot work is not permitted without prior approval;
- X. Hot work must be confined to designated areas only;
- XI. The use of substandard A-frame ladders, straight ladders, and mobile scaffolding is strictly forbidden;
- XII. Safety exits, evacuation routes, and fire safety facilities must not be occupied, blocked, or locked.

Acknowledged by the Construction
Company's
Representative: _____
MM/DD/YY

| | | |
|--|---|--|
| <h1>Annex 5J</h1> | <h2>Notice on Work Safety Control</h2> <p>(To be filled in by the constructor)</p> | <p>Deadline:</p> <p>October 30, 2024</p> |
| | <p>Please return by the deadline to:</p> <p>Beijing CIEC International Exhibition Construction Co., Ltd.</p> <p>Contacts: E1-E2 Halls: Sui Jing (suijing@ciec.com.cn), Tel: 13910694969 E3-E4 Halls: Li Peng (lipeng7@ciec.com.cn), Tel: 13911528266 W1-W2 Halls: Li Xiang (lixiang@ciec.com.cn), Tel: 13910290809 W3-W4 Halls: Zhou Jun (zhoujun@ciec.com.cn), Tel: 13910649226 Chaoyang Hall: Li Xiang (lixiang@ciec.com.cn), Tel: 13910290809</p> | <p>Exhibitor name: _____</p> <p>Constructor name: _____</p> <p>Contact: _____</p> <p>Tel.: _____</p> <p>Email: _____</p> <p>Booth No.: _____</p> |
| <p>Please download the form from the website, stamp it after filling in, and then upload it.</p> | <p>http://exposoft.com.cn/ciec/orderonline</p> | |

Notice on Work Safety Management at the 2nd CISCE

I. General Requirements

1. Exhibitors, constructors, and service providers must fully comply with the work safety and labor protection policies of the People's Republic of China and Beijing. They must strictly follow all relevant laws, regulations, and rules, including the *Law of the People's Republic of China on Work Safety* and *Safety Requirements for Large-Scale Activities (GBT33170-2016)*. During the booth setup, exhibition, and dismantling stages, any activities involving indoor or outdoor booth construction, decoration, dismantling, or maintenance must strictly adhere to the work safety regulations and requirements set by the organizer. Additionally, all parties must actively cooperate with the government authorities and the organizer in supervision, inspections, and management.
2. The constructor must establish a work safety management department and, in accordance with relevant regulations, assign dedicated safety management personnel such as an on-site construction manager, safety supervisor, and emergency liaison officer. Before move-in, the construction company must develop a detailed construction scheme based on the booth design (including both the setup scheme and dismantling scheme) and execute the work in accordance with this scheme. The aforesaid materials shall also be submitted at the time of application for exhibition.
3. To enhance safety awareness, fulfill safety obligations, and assume safety responsibilities, the organizer requires exhibitors with special booths and their constructors to jointly sign the *Safety*

Responsibility Agreement, affix their official seals, and submit it to the official constructor of the exhibition venue before the deadline. Additionally, a copy of the constructor's business license must also be sent to the constructor for the exhibition venue.

II. Safety Management

1. Exhibitors and their constructors must diligently implement the safety responsibility system, strengthen on-site safety inspections and management, and comply with the work safety requirements and regulations issued by government authorities, the organizer, and venue staff on-site.
2. Exhibitors and their constructors must comply with the relevant national regulations and standards of the construction industry, ensuring that all on-site workers, especially those engaged in specialized tasks, hold the necessary qualification or operation certificates.
3. For all indoor and outdoor booth construction, decoration, dismantling, and maintenance work during the exhibition, exhibitors and their constructors must adhere to the principles of civilized construction and implement proper safety measures. During move-in and move-out, staff must wear safety helmets with the LA mark and quality safety certification. Safety supervisors on-site must wear badges identifying them as safety personnel.
4. Exhibitors and their constructors must establish a safety inspection system and provide proper education and training on work safety. Before beginning daily on-site work, construction workers and special equipment operators for transportation must receive a unified safety briefing from their construction supervisor. This briefing should cover safety operating procedures and important precautions for the tasks at hand, with records maintained. No work may begin without prior safety training.
5. The main structure of a two-story booth staircase must be made of steel materials, while the staircase surface can be finished with wood, steel, or other materials. Anti-slip measures must be applied to the stair surface. Handrails should be installed on both sides of the staircase, with a step height of $15\text{cm} \pm 2\text{cm}$ and a step width of $30\text{cm} \pm 2\text{cm}$.
6. The I-beam structure of the second-floor booth must be constructed strictly according to the parameters specified in the structural calculations. The flooring of two-story booths must be securely fixed, and protective netting must be laid under the platform before construction.
7. The ceiling decoration structure of a special booth should be secured to the main booth structure

using steel cables or U-shaped clamps, and materials such as wire or straps should not be used.

III. Working at Heights

1. Working at heights refers to tasks performed at a height of 2 meters or more above a reference surface, where there is a risk of falling.
2. Only individuals aged 18 or older, who have passed a medical examination, are permitted to engage in working at heights. Those with conditions such as high blood pressure, heart disease, epilepsy, mental illness, or other hidden illnesses are strictly prohibited from such work.
3. Workers performing tasks at heights must wear personal protective equipment (such as safety helmets and safety harnesses) properly throughout the construction process. Safety harnesses must be secured at a higher point and must not be used improperly. Ropes must not be used as substitutes for harnesses, and individuals who have consumed alcohol are prohibited from working at heights.
4. A safety monitor must be assigned for high-altitude operations to ensure the safety of the site environment and the implementation of safety measures. There must be designated routes for ascending and descending, and no personnel are allowed to stand directly below the work area.
5. Standard scaffolding used during work at heights must be certified and can only be used after the certification is displayed.
6. The height of mobile scaffolding must not exceed 5 meters (the distance from the worker's standing position to the reference surface must not exceed 5 meters). Guardrails must be installed with a height of no less than 1.2 meters (measured from the standing position to the top of the guardrail).
7. The wheels of mobile scaffolding must be securely connected to the platform frame, and travel wheels and guide wheels must have brakes or other locking mechanisms to ensure stability.
8. The operating platform of mobile scaffolding must remain perpendicular to the frame, without bending or deformation. The brakes on the travel wheels should remain engaged at all times, except when the scaffolding is being moved. When using mobile scaffolding, at least one person should be present to hold the scaffolding steady.
9. While moving a mobile operating platform, no one is allowed to stand on the platform.
10. Tools, materials, and parts used during work must not be held in hand or thrown to others. A tool bag must be used for carrying them. Upon completion of work, all tools, small materials, parts, and any items that could potentially fall should be promptly cleared to prevent injuries.
11. When working on a ladder, a designated person should be assigned to supervise. It is forbidden to

use ladders while working on scaffolding. Single ladders shall not be elevated for use. When in use, the ladder should form a 75-degree angle with the horizontal plane. Steps shall not be missing, and the spacing between steps should be approximately 300mm. Portable ladders should not exceed a height of 2 meters. A-frame ladders taller than 2 meters are strictly prohibited in the exhibition hall.

12. Workers engaged in suspended operations at heights of more than 2 meters must hold a valid certificate for working at heights, and this should be reported in advance when registering at the site. Workers must carry their certificates on-site for inspection. Any unlicensed operations will be referred to the enforcement authorities.

IV. Construction Equipment and Personal Protective Equipment

1. Class II handheld tools must be used for on-site operations. The power cords of handheld electric tools should be kept in their original factory condition and must not be extended. Charging of tool batteries is prohibited within the exhibition hall.
2. Power strips are not allowed during construction work.
3. Hand-cranked lifts used for construction must not be overloaded. These lifts must be equipped with safety devices such as height limiters, overload alarms, and rope break protection. Proper anti-tip safety measures must also be in place.
4. All construction workers must wear personal protective equipment that complies with national safety standards, including safety helmets, safety harnesses, and insulated protective gear. Such equipment must have a factory certification and be within its valid usage period.
5. Workers involved in construction must wear anti-smashing and anti-puncture safety shoes.

Signature and Seal of Construction Company: _____

Person in Charge of On-site Fire Safety: _____

Tel.: _____

| | | | |
|--|---|--|--|
| Annex 5K | <h2 style="text-align: center;">Fire Safety Management Guidelines</h2> <p style="text-align: center;">(To be filled in by the constructor)</p> | | <p style="text-align: center;">Deadline:</p> <p style="text-align: center;">October 30, 2024</p> |
| | <p>Please return by the deadline to:</p> <p>Beijing CIEC International Exhibition Construction Co., Ltd.</p> <p>Contacts: E1-E2 Halls: Sui Jing (suijing@ciec.com.cn), Tel: 13910694969 E3-E4 Halls: Li Peng (lipeng7@ciec.com.cn), Tel: 13911528266 W1-W2 Halls: Li Xiang (lixiang@ciec.com.cn), Tel: 13910290809 W3-W4 Halls: Zhou Jun (zhoujun@ciec.com.cn), Tel: 13910649226 Chaoyang Hall: Li Xiang (lixiang@ciec.com.cn), Tel: 13910290809</p> | | |
| <p>Exhibitor name:</p> <p>Constructor name: _____</p> <p>Contact: _____</p> <p>Tel.: _____</p> <p>Email: _____</p> <p>Booth No.: _____</p> | | | |
| <p>Please download the form from the website, stamp it after filling in, and then upload it.</p> | | <p>http://expsoft.com.cn/ciec/orderonline</p> | |

Notice on Fire Safety Management at the 2nd CISCE

I. General Requirements

- Exhibitors, constructors, and service providers must strictly adhere to the fire safety policies and guidelines set by the People's Republic of China and Beijing, and fully comply with all relevant laws, regulations, and provisions. The fire safety measures for this exhibition will be implemented in accordance with laws and regulations such as the *Fire Protection Law of the People's Republic of China*, *Code for Fire Prevention in Interior Design of Buildings*, *Fire Safety Management Requirements for Key Units*, and *Fire Prevention Guidelines for Exhibition Buildings and Design*.
- During the move-in, exhibition, and move-out phases of the event, all indoor and outdoor booth construction, decoration, dismantling, and maintenance work must strictly comply with the fire safety regulations and requirements set by the organizer. Additionally, all parties must actively cooperate with the supervision, inspections, and management efforts of government authorities and the organizer.
- To further emphasize the importance of safety at the exhibition, fulfill safety obligations, and assume responsibility for safety, the organizer requires exhibitors and their constructors to jointly sign the *Fire Safety Agreement* and affix their official seals. This signed document must be submitted to the constructor for the exhibition venue before the specified deadline, along with a copy of the constructor's business license.
- Exhibitors and their constructors must establish a safety inspection system and provide fire safety education and training. Additionally, they must designate a specific individual to oversee fire safety and ensure that this person wears a safety officer badge on-site.

II. Booth Setup

- All booth constructors must submit their documentation to the constructor for the exhibition venue for review before the deadline.
- Except for exhibits, all materials used in booth construction or other structures (such as walls, carpets, flooring, ceilings, lightboxes, wall painting, etc.) must comply with the fire safety

standards recognized by the Beijing Municipal Fire Department. These materials must be non-combustible or flame-retardant, with a fire-resistance rating of no less than Class B1 (flame-retardant). Carpets used in booth construction must also have a fire-resistance rating of no less than Class B1 (flame-retardant). For small or localized use of combustible materials, such as wood structures or mesh fabrics for ceilings, fireproofing treatment must be conducted before they are brought to the site. These materials must meet Class B1 standards and be approved before use.

3. Highly flammable materials such as elastic fabrics, bamboo, straw, foam plastics, and artificial plants are strictly prohibited, even if they have undergone fireproofing treatment.
4. Booth setup materials and booth structures must not interfere with the proper functioning of the fire safety system, nor obstruct fire exits, public passageways, or any entrances and exits of the venue. Any actions that hinder the venue's fire safety facilities and equipment are strictly prohibited. Examples include: manual fire alarms, fire hydrants, fire shutters, fire extinguishers, emergency exits, etc. In case of any violations, the exhibitor and their constructor must adjust the booth construction plan to meet fire safety requirements. Any costs incurred during the rectification process shall be borne by the exhibitor or their constructor.
5. The passageway between booth structures and fire hydrants, equipment room doors, or fire alarm contact points must ensure normal access and functionality. Additionally, a maintenance passage of at least 0.6 meters must be left between the booth structure and the venue walls, and no items may be stored in this space.
6. It is strictly prohibited to attach or hang any items on the venue's sprinkler systems or lighting fixtures. Spotlights or other heat-emitting devices must not be directed at or placed near fire sprinkler systems.
7. If the booth has a ceiling or canopy, fire-resistant materials must be used, and it must not interfere with the normal operation of the venue's fire safety system or ventilation ducts. Additionally, fire extinguishers must be provided in accordance with fire safety regulations. The ceiling or canopy area must not exceed 40% of the total booth area.
8. The evacuation staircase for two-story booths can be an open staircase, and its total width must be calculated accordingly. The clear width of the staircase must not be less than 1.4 meters.
9. Charging of electric tools and equipment is prohibited inside the venue.
10. Welding, cutting, drilling, and other specialized construction work are strictly prohibited in any area of the venue. The use of open flames is also strictly forbidden within the exhibition area.
11. Specialized workers must hold the government-mandated special operation or equipment operator certificates. They must strictly follow operating procedures during work, avoiding any violations or improper instructions. Workers performing tasks at heights must also have a working-at-heights certificate.

III. Paints and Coatings

1. During the move-in, exhibition, and move-out periods, large-scale painting or coating of exhibits and display materials is strictly prohibited inside the venue. The use of any paints that have strong odors, do not meet environmental protection standards, or violate fire safety regulations is also prohibited for booth decoration. Props requiring paint decoration must be completed at the factory and then brought to the site for assembly.
2. During the move-in period, small-scale touch-up work may be permitted, provided all safety measures are in place. Safety precautions must include, at a minimum: using sanding equipment with dust extraction systems, using odorless paint, and covering cement floors with dry paper or

plastic sheeting.

3. It is prohibited to paint or apply coatings on the venue's structures (such as walls and glass). Cleaning of paint tools is also prohibited inside, outside, or near the venue. All paint and painting tools must be removed from the venue after work is completed. Disposing of paint or contaminated water into the venue's drainage system is strictly forbidden.
4. Exhibitors and constructors will be held responsible for any damage or harm caused to the organizer or venue due to improper waste disposal or construction practices. They must also bear the cost of repairing any resulting damage or contamination.

IV. Smoking Restrictions

Smoking is strictly prohibited inside venue and in the parking lot. Smoking is only allowed at designated smoking points located in outdoor areas of the venue.

V. Emergency Preparedness

1. Each booth must be equipped with fire extinguishers that meet the required quality and quantity standards (Generally, a 5KG dry powder extinguisher is needed, and for electrical equipment or precision instruments, a 3KG carbon dioxide extinguisher must be provided). The quantity is calculated as two extinguishers for every 50 square meters. Fire extinguishers should be stored in aesthetically designed decorative boxes.
2. Each booth must voluntarily install emergency facilities in prominent locations, such as emergency exit lights, evacuation signs, and evacuation guiding strips.
3. Exhibitors and their constructors must establish a safety inspection system and assign personnel to oversee booth fire safety. They must ensure that all fire safety measures are in place during the move-in, exhibition, and move-in periods. In the event of an emergency, immediate action must be taken, and the incident must be reported to the organizer.

Signature and Seal of Construction Company:_____

Person in Charge of On-site Fire Safety:_____

Tel.:_____

| | | |
|--|--|--|
| Annex 5L | <h2 style="text-align: center;">Two-story Booth Construction Safety Guarantee</h2> <p style="text-align: center;">(To be filled in by the two-story booth constructor)</p> | <p style="text-align: center;">Deadline: October 30, 2024</p> |
| | <p>Please return by the deadline to: Beijing CIEC International Exhibition Construction Co., Ltd.</p> <p>Contacts: E1-E2 Halls: Sui Jing (suijing@ciec.com.cn), Tel: 13910694969 E3-E4 Halls: Li Peng (lipeng7@ciec.com.cn), Tel: 13911528266 W1-W2 Halls: Li Xiang (lixiang@ciec.com.cn), Tel: 13910290809 W3-W4 Halls: Zhou Jun (zhoujun@ciec.com.cn), Tel: 13910649226 Chaoyang Hall: Li Xiang (lixiang@ciec.com.cn), Tel: 13910290809</p> | <p>Exhibitor name: _____</p> <p>Constructor name: _____</p> <p>Contact: _____</p> <p>Tel.: _____</p> <p>Email: _____</p> <p>Booth No.: _____</p> |
| <p>Please download the form from the website, stamp it after filling in, and then upload it.</p> | <p>http://exposoft.com.cn/ciec/orderonline</p> | |

In accordance with the relevant regulations of Beijing and the China International Exhibition Center, to ensure the security of this event, all constructors hired by exhibitors must sign a Safety Responsibility Guarantee for Two-story Booth Construction during the exhibition. All exhibitors and their constructors are requested to carefully read, sign, and stamp the document below. **(This form is mandatory)**

Two-story Booth Construction Safety Guarantee at China International Exhibition Center (Shunyi Venue)

Our company, entrusted by _____, is responsible for the booth construction of the CISCE and will be fully responsible for the safety of the booth construction.

1. We will strictly comply with the *Regulations of Beijing Municipality on Security Management of Large-Scale Social Activities*, the *Interim Provisions of Beijing Municipality on the Management of the Fire Safety in Exhibitions and Commodity Fairs*, the *Fire Safety Standards for Large-Scale Public Events*, the *Exhibition Construction Management Regulations of the China International Exhibition Center*, the *Detailed Rules for the Implementation of the Exhibition Construction Management Regulations of the China International Exhibition Center*, the *Water, Electricity, and Compressed Air Management Regulations for Exhibitions of the China International Exhibition Center*, the *Exhibition Construction Penalty Regulations of the China International Exhibition Center*, the *Exhibition Construction Environmental Protection Regulations of the China International Exhibition Center*, and other relevant rules and regulations. We will comply with the construction management and supervision of the China International Exhibition Center Group Limited and ensure the safety of the booth and personnel.
2. For a two-story booth constructed within the venue, detailed structural drawings of the booth must be provided, stamped by a qualified design institute and a national Class I registered structural engineer, along with their review reports. During the design and construction, the safety of the booth must be fully considered, ensuring the stability of all connection points and the overall structure.
3. Carpets are not permitted on the second floor; fire-resistant materials, such as metal decking that meets the B1 fire safety standard, must be used.
4. The two-story booth must be equipped with fire extinguishers that have passed the annual inspection, with two extinguishers for every 24 square meters.
5. The second-floor area must not exceed one-third of the ground floor area, and the staircase must be a straight

staircase.

6. High-power lighting fixtures are strictly prohibited on the second floor, and the top of the structure must remain open without a ceiling.
7. Throughout the exhibition, electrical safety must be ensured. If the venue operation service provider identifies any electrical safety hazards or finds that the actual electricity usage exceeds the approved level, the constructor must immediately take corrective action and order an additional electrical box. **If the booth fails to cooperate, the venue operation service provider reserves the right to cut off the booth's power and confiscate the corresponding deposit.**
8. During **the move-in**, exhibition, and **move-out** periods, the exhibitor and the construction company must have an on-site safety supervisor and dedicated personnel on duty daily to ensure the structural safety of the two-story booth. Any issues discovered must be promptly addressed.
9. Constructors must dismantle and remove all construction materials within the specified time. Related waste (including but not limited to empty boxes, large boards, large pieces of glass, carpets, discarded exhibits, construction waste, etc.) should be properly disposed of according to relevant regulations. The floor should be restored to its pre-setup state. Hazardous waste must be removed and properly disposed of in accordance with relevant laws and regulations. It must not be left within the venue premises; otherwise, the venue service provider reserves the right to deduct the corresponding deposit from the constructor. Dumping booth waste in municipal areas outside the red line of the China International Exhibition Center (Shunyi Venue) is a serious illegal act and will face administrative penalties from relevant government agencies. Relevant violators will also be blocklisted by the organizing committee of the exhibition and the exhibition hall.
10. The booth constructor must practice civilized construction during move-in and move-out, and any reckless behavior is strictly prohibited. The constructor will bear full responsibility for any **safety-related incidents**.
11. The constructor will be fully responsible for any safety incidents, such as personal injury, fires, or damage to venue structures, caused by violations of the above regulations during **move-in**, exhibition, and **move-out**. The construction company will also be liable for any reputational or financial losses incurred to the organizer, venue operation service provider, or China International Exhibition Center (Shunyi Venue) as a result.

I have carefully read this Two-story Booth Construction Safety Guarantee and guarantee strict compliance with these regulations.

Name of Construction Company (Seal): _____

Signature of Person in Charge: _____ Tel.: _____

Date: MM/DD/YY

| | | | |
|--|---|--|---|
| Annex 5M | <h2 style="text-align: center;">Exhibition Construction Management Penalty Regulations</h2> <p style="text-align: center;">(To be filled in by the constructor)</p> | | <p style="text-align: center;">Deadline: October 30, 2024</p> |
| | <p>Please return by the deadline to:</p> <p>Beijing CIEC International Exhibition Construction Co., Ltd.</p> <p>Contacts: E1-E2 Halls: Sui Jing (suijing@ciec.com.cn), Tel: 13910694969 E3-E4 Halls: Li Peng (lipeng7@ciec.com.cn), Tel: 13911528266 W1-W2 Halls: Li Xiang (lixiang@ciec.com.cn), Tel: 13910290809 W3-W4 Halls: Zhou Jun (zhoujun@ciec.com.cn), Tel: 13910649226 Chaoyang Hall: Li Xiang (lixiang@ciec.com.cn), Tel: 13910290809</p> | | |
| <p>Exhibitor name: _____</p> <p>Constructor name: _____</p> <p>Contact: _____</p> <p>Tel.: _____</p> <p>Email: _____</p> <p>Booth No.: _____</p> | | | |
| <p>Please download the form from the website, stamp it after filling in, and then upload it.</p> | | <p>http://exposoft.com.cn/ciec/orderonline</p> | |

If the constructor violates management regulations, resulting in safety incidents such as collapses, personal injuries, fatalities, or fires during construction, exhibition, move-out, or transportation, the constructor will bear full responsibility. Additionally, the constructor will be liable for all economic and reputational losses caused to the exhibition hall, organizer, and venue service provider. The venue service provider reserves the right to issue warnings, withhold the entire construction deposit, and publicly announce penalties within the industry based on the severity of the violation by the constructor.

To ensure the safe and orderly construction of the exhibition, to strengthen and regulate construction order, and to protect people's lives and property, all companies entering the exhibition hall for construction must comply with all exhibition regulations and are subject to the following penalty provisions: (This form is mandatory)

| S/N | Content | Amount of Penalty for Breach |
|-----|---|------------------------------|
| 1 | If booth construction does not follow the approved plans submitted to the venue service provider or violates construction safety regulations, immediate rectification is required, and a penalty fee must be paid. | RMB 5,000 |
| 2 | It is prohibited to use materials such as paint, putty, or varnish inside the venue. If there are any violations, the constructor will be fined a penalty of RMB 2,000 per 9 square meters (booth area). (Based on 9 square meters as a unit, any area less than 9 square meters will be charged RMB 2,000. For any area exceeding 9 square meters, an additional fee will be charged.) | |
| 3 | Constructors who fail to accurately report overtime during construction will be charged 100% of the actual cost and must pay a penalty. | RMB 2,000 |
| 4 | Unauthorized electrical connections, without written permission, will result in the payment of a connection fee as well as a penalty. | RMB 5,000 |
| 5 | The use of tools like electric saws, electric planers, or electric cutters that may cause open flames is strictly prohibited inside the exhibition hall without written permission. Violators will have their equipment confiscated and will be fined. | RMB 3,000 |
| 6 | If the construction company's equipment or facilities connected to the water supply cause a leak, the company must compensate for any damages caused to the venue and pay a penalty. | RMB 2,000 |
| 7 | If structural instability or other major safety hazards are detected in the booth, an isolation zone must be immediately set up, the issue rectified, and a penalty paid. | Above RMB 10,000 |

| | | |
|----|---|--------------------------|
| 8 | In the event of a booth collapse during the exhibition, the construction company's qualification will be revoked, and the entire deposit will be forfeited. | |
| 9 | Booths with ceiling coverage exceeding 40% must be rectified immediately, and a penalty paid. | Above RMB 3,000 |
| 10 | If the booth exceeds the height limit, the issue must be corrected within a set time frame. Failure to do so will result in a penalty. | RMB 10,000 |
| 11 | Blocking fire exits, fire shutters, emergency exits, fire safety equipment, public passageways, electrical cabinets, or cameras must be immediately rectified by removing the obstruction, along with paying a penalty. | RMB 20,000 |
| 12 | For violations of electrical installation standards, such as performing electrical work without valid certification or without wearing insulated gloves and shoes, construction must be immediately halted, along with payment of a penalty. | RMB 3,000/person/time |
| 13 | Aerial workers who fail to submit a valid working-at-heights certificate in advance or cannot provide a valid certificate on-site will have their construction permits confiscated and must pay a penalty. | RMB 3,000/person/time |
| 14 | Failure to follow safety regulations during aerial work —including but not limited to: using a ladder higher than 2 meters, scaffolding without compliant guardrails (guardrails must be at least 1.2 meters high), or not wearing safety harnesses or helmets as required—will result in an immediate halt to construction and a penalty. | RMB 2,000 |
| 14 | If flammable textile materials, elastic fabric, mesh fabric, or thread curtains are used as booth decorations, or if non-flame-retardant carpets are used, immediate rectification is required, and a penalty must be paid. | RMB 3,000 |
| 15 | If wooden structures are not coated with fire-resistant paint, immediate rectification is required, along with a penalty. | RMB 2,000 |
| 16 | Laying electrical cables across walkways is prohibited. Booths must use their own electrical boxes connected to the venue's provided electrical box, which must be placed in a visible location at the booth. The electrical box must have proper grounding. If these rules are violated, the constructor must immediately stop construction, rectify the issue, and pay a penalty. | Above RMB 2,000 |
| 17 | The use of neon lights, high-temperature iodine tungsten lamps, high-temperature quartz lamps, parallel wires, or twisted wires is prohibited. Electrical connections must use double-insulated sheathed wires enclosed in metal flexible conduits. Violations must be immediately rectified, with construction halted, and a penalty paid. | Above RMB 20,000 |
| 18 | If flammable or explosive materials (such as thinners, alcohol, etc.) are used during booth setup, work must be stopped immediately for rectification, and a penalty paid. | RMB 2,000 |
| 19 | If a company damages the venue's floors, tiles, walls, or other facilities during booth setup, they will be fined double the venue's compensation amount as a penalty. | |
| 20 | If a back-to-back booth structure is higher than the adjacent booth but the back is not covered with light-colored polyester cloth, it must be rectified immediately, and a penalty must be paid. | RMB 2,000 |
| 21 | Using the venue's ceiling, walls, columns, railings, windows, doors, or any dedicated pipelines to hang, bind, nail, or stick materials for booth construction or event setup is prohibited. Immediate rectification is required, and a penalty of no less than twice the venue's compensation amount will be imposed. | |
| 22 | Construction during the exhibition is prohibited. If construction is discovered, it must stop immediately, and a penalty will be paid. | RMB 1,000 |

| | | |
|----|---|------------------------|
| 23 | During move-out, if the booth is torn down recklessly or if damage is caused to the floor in the process of dismantling the booth or moving materials, it must be corrected immediately, and a penalty will be imposed. | RMB 3,000 |
| 24 | During move-out, all construction materials must be completely cleared and removed from the venue (including paint cans, KT boards, carpets, tape, floor markings , etc.). If any materials are left behind, the booth will be notified to collect them, and a penalty of no less than twice the venue's fine will be imposed. | |
| 25 | If construction waste is not cleared or not thoroughly cleaned during move-out, or if it has not passed inspection, a penalty will be imposed. | RMB 2,000 |
| 26 | During the exhibition, if any construction staff engage in physical fights or disruptive behavior within the venue, a penalty will be imposed. | Above RMB 5,000 |
| 27 | If a service is stopped midway due to a dispute with a customer, negatively impacting the image of the exhibition, a penalty will be imposed. | Above RMB 5,000 |
| 28 | Failure to cooperate with the venue and the venue service provider, especially in severe cases, will result in a penalty. | Above RMB 2,000 |
| 29 | During construction, workers are prohibited from standing on walls or the tops of structures to carry out tasks. If discovered, the work must be stopped immediately for rectification, and a penalty will be imposed. | RMB 500/person/time |
| 30 | If workers fail to wear safety helmets during construction or no one is stabilizing the ladder during high-altitude work, immediate rectification is required, along with a penalty. | RMB 200/person/time |
| 31 | If the booth is not equipped with qualified fire extinguishers (expired extinguishers will be considered as not provided) or if the number of extinguishers is insufficient for the area, the issue must be corrected immediately as per regulations, and a penalty will be imposed. | Above RMB 1,000 |
| 32 | In accordance with the <i>Regulations of Beijing Municipality on Smoking Control</i> , smoking is strictly prohibited inside the venue. Violators will be fined. | RMB 200/person/time |
| 33 | If the booth's power supply is not turned off after the venue closes each day during setup or exhibition, a penalty will be imposed. | RMB 2,000 |
| 34 | Booths that have not truthfully reported their electricity usage will be charged the cost as per the exhibitor's manual, with an additional 100% rush fee. | |

Remarks:

1. All penalties must be paid separately and will not be deducted from the construction deposit. Only after the penalty is paid will the construction deposit be refunded.
2. If a company fails to make the necessary corrections after receiving a violation notice, the venue service provider has the right to stop construction on the booth and withhold the entire construction deposit.
3. If a construction company accumulates three penalties within a year, its qualification to perform construction at exhibitions will be revoked, and this will be publicly announced within the industry, as well as notified to exhibition organizers and venues.
4. These *Exhibition Construction Management Penalty Regulations* serve as an attachment to the *Exhibitor Manual* and carry the same legal effect.

Name of Construction Company (Seal): _____ Tel.: _____

Signature of Person in Charge: _____

Date: MM/DD/YY

| | | | |
|--|--|--|---|
| Annex 5N | <h2 style="text-align: center;">VAT Invoice Information Collection</h2> <p style="text-align: center;">(To be filled in by payment entities of construction fees and water & electricity expenses)</p> | | <p style="text-align: center;">Deadline: October 30, 2024</p> |
| | <p>Please return by the deadline to: Beijing CIEC International Exhibition Construction Co., Ltd. Contacts: E1-E2 Halls: Sui Jing (suijing@ciec.com.cn), Tel: 13910694969 E3-E4 Halls: Li Peng (lipeng7@ciec.com.cn), Tel: 13911528266 W1-W2 Halls: Li Xiang (lixiang@ciec.com.cn), Tel: 13910290809 W3-W4 Halls: Zhou Jun (zhoujun@ciec.com.cn), Tel: 13910649226 Chaoyang Hall: Li Xiang (lixiang@ciec.com.cn), Tel: 13910290809</p> | | |
| <p>Please download the form from the website, stamp it after filling in, and then upload it.</p> | | <p>http://exposoft.com.cn/ciec/orderonline</p> | |

Invoice Information Collection

Special Notice: The VAT invoice information collection form and invoicing details are required fields.
Failure to provide this information grants us the right to refuse receipt of the declaration.

| | |
|---|---|
| Select Invoice Type (Place "√" beside the applicable invoice type) | <input type="checkbox"/> General VAT payer (Special VAT invoice) |
| | <input type="checkbox"/> Small-scale VAT payer (Ordinary invoice) |

For special VAT invoices, please complete all the following information; for ordinary invoices, only the four items marked with "*" are required

| | |
|----------------------------------|-----|
| * Name of Payment Entity | |
| * Taxpayer Identification No. | |
| Address | |
| Tel. | |
| Bank Name | |
| Bank Account No. | |
| * Payment/Invoicing Amount | RMB |
| * Invoice Contact Person & Tel.: | |

Invoice Mailing Information

| | | | |
|-----------------------------|--|------|--|
| Invoice Delivery Address | | | |
| Recipient | | Tel. | |

Notes: *Please ensure the finance personnel completes the aforementioned invoicing details;

* After printing this form, please affix the company seal and submit it to Beijing CIEC International Exhibition Construction Co., Ltd.

* If construction fees are paid by different companies, please fill out this form separately for each, indicating the respective payment amounts.

* Our company will issue invoices based on the invoicing information bearing the seal of the party paying the construction fees.

Our company guarantees the accuracy and truthfulness of the information provided above.

Signature of person in charge and company seal: _____

Date: MM/DD/YY

| | | | |
|---|---|------------|---|
| Annex 50 | Confirmation for Refund of Booth Construction Deposit (To be filled in by the deposit payer) | | Deadline: October 30, 2024 |
| | Filled in by the construction company on site | | Exhibitor: _____ Constructor: _____ Contact: _____ Tel.: _____ Email: _____ Booth No.: _____ |
| Beijing CIEC International Exhibition Construction Co., Ltd. | | | |
| Name of Exhibitor | | | |
| Booth No. | | Booth Area | |
| Name of Construction Company | | | |
| Name of the Person in Charge of Construction | | Tel. | |
| Number of Construction Permits Returned | | | |
| Deposit Amount | | | |
| Booth Dismantling Status | Cleaned | | |
| | Not Cleaned | | |
| Deposit Refund Explanation | Full Refund | | |
| | Amount Deducted | | |
| Signature of the Person in Charge of the Site of the Venue (CIEC) | | | |
| Notes | 1. Please bring this document with you when vacating the venue. It is required for the refund of your deposit. 2. After all booth construction materials and waste have been fully cleared, a signature from the on-site manager of Beijing CIEC International Exhibition Construction Co., Ltd. is required for the deposit to be refunded. 3. If any safety incidents occur, venue facilities are damaged, or waste is improperly disposed of during the exhibition, the corresponding penalty amount will be deducted from the deposit. 4. The construction company's deposit will only be refunded to the original | | |

| | |
|--|---|
| | remittance account, and no changes are allowed. Please do not transfer funds in a personal capacity, as the deposit will not be refunded in such cases. |
|--|---|

* This document is issued in duplicate, with one copy retained by the construction company. The copy must be presented on-site and signed for confirmation when the venue is vacated.

Annex 5P

Application for Communication Service

(Fill in as needed, prices for
reference)

Deadline:
October 30, 2024

Please return by the deadline to:

**Beijing Zhongzhan Information Cooperation Data
Service Co., Ltd.**

Contact: Yu Xiangyu

Tel.: +8610 80468000

Mobile: +86 15001000846

Email: yuxiangyu@ciec.com.cn

Constructor:

Contact:

Tel.:

Email:

Booth No.:

Telephone lines

| S/ N | Code | Service Item | Unit Price (RMB) | Quantity | Deposit | Total Fee | Total Deposit |
|-----------|------|--|------------------|----------|------------|-----------|---------------|
| 1 | 3101 | <input type="checkbox"/> Local calls | ¥ 800.00 | | ¥ 0.00 | | |
| 2 | 3102 | <input type="checkbox"/> Domestic long distance | ¥ 800.00 | | ¥ 500.00 | | |
| 3 | 3103 | <input type="checkbox"/> International long distance | ¥ 1,000.00 | | ¥ 2,000.00 | | |
| Subtotal: | | | | | | | |

**Dedicated Internet leased line (Public IP included) – Only Ethernet interface provided. For LAN
setup, exhibitors must bring their own HUB and network cables.**

| S/N | Service Item | Unit Price (RMB) | Quantity | Total Fee |
|-----|---|------------------|----------|--------------|
| 1 | <input type="checkbox"/> 10M building dedicated line (Symmetric up/downlink) | ¥ 1,750.00 | | |
| 2 | <input type="checkbox"/> 20M building dedicated line (Symmetric up/downlink) | ¥ 3,250.00 | | |
| 3 | <input type="checkbox"/> 30M building dedicated line (Symmetric up/downlink) | ¥ 4,750.00 | | |
| 4 | <input type="checkbox"/> 50M building dedicated line (Symmetric up/downlink) | ¥ 7,750.00 | | |
| 5 | <input type="checkbox"/> 100M building dedicated line (Symmetric up/downlink) | ¥ 15,100.00 | | |
| 6 | <input type="checkbox"/> 200M building dedicated line (Symmetric up/downlink) | ¥ 27,100.00 | | |
| 7 | <input type="checkbox"/> 300M building dedicated line (Symmetric up/downlink) | ¥ 39,100.00 | | |
| 8 | <input type="checkbox"/> 500M building dedicated line (Symmetric up/downlink) | ¥ 63,100.00 | | |
| 9 | <input type="checkbox"/> 1000M purple gold premium line (Symmetric up/downlink) | ¥ 107,900.00 | | |
| 10 | <input type="checkbox"/> 20M building direct line (10M uplink) | ¥ 1,300.00 | | |
| 11 | <input type="checkbox"/> 50M building direct line (25M uplink) | ¥ 3,100.00 | | |
| 12 | <input type="checkbox"/> 100M building direct line (50M uplink) | ¥ 6,100.00 | | |
| 13 | <input type="checkbox"/> 200M building direct line (100M uplink) | ¥ 12,100.00 | | |

| | | | | |
|----|---|-------------|--|--|
| 14 | □ 300M building direct line (150M uplink) | ¥ 18,100.00 | | |
|----|---|-------------|--|--|

| Total Communication Service Fees | | | |
|----------------------------------|--|---------|--|
| Fees | | Deposit | |

Annex 5Q

Application for Vehicle Permit

Construction vehicle permits are to be applied for concurrently

Construction and Setup Vehicle Permits

Consultation: 010-84600419/13910290809

| Category | Duration | Price | Issuing Office |
|----------------------------|---------------------------|-----------|------------------------|
| Setup Vehicle Permit | Per vehicle/up to 2 hours | RMB 70.00 | Venue service provider |
| Dismantling Vehicle Permit | Per vehicle/up to 2 hours | RMB 70.00 | Venue service provider |

Exhibitor Cargo Vehicle Permit

Consultation: 010-80468795

| Category | Duration | Price | Issuing Office |
|------------------------------|------------------|-----------|--|
| Exhibit Cargo Vehicle Permit | Per vehicle/time | RMB 50.00 | Customer Service Center, South Entrance Hall, China International Exhibition Center (Shunyi Venue) |

Exhibitor Passenger Vehicle Permit

Consultation: 010-80468795

| S/N | Category | Duration | Price | Issuing Office |
|-----|---------------------------------------|-----------------------------------|-------|--|
| 1 | Cars with 9 seats or less | RMB/vehicle/ exhibition period | 100 | Customer Service Center, South Entrance Hall, China International Exhibition Center (Shunyi Venue) |
| 2 | Vehicles with 10-19 seats (inclusive) | RMB/vehicle/ exhibition period | 200 | Customer Service Center, South Entrance Hall, China International Exhibition Center (Shunyi Venue) |
| 3 | Vehicles with over 20 seats | RMB/vehicle/ exhibition period | 300 | Customer Service Center, South Entrance Hall, China International Exhibition Center (Shunyi Venue) |

Notes:

- Unauthorized overnight parking within the premises will incur a fee of RMB 1,000/vehicle.
- Parking that obstructs the exhibition will result in a charge of RMB 2,000/vehicle.
- Transport vehicles without registration procedures will be charged RMB 1,000-5,000/vehicle based on the severity, and their onsite operation will be revoked.
- Vehicles that defy management or cause congestion and chaos will be charged RMB 1,000-5,000/vehicle according

to the severity. In case of severe accidents or economic consequences due to congestion, the offending party shall bear full economic and legal responsibility. The security department reserves the right to pursue further liability and compensation.

11. Vehicles using expired permits or tailgating will be treated as unauthorized entries, resulting in a RMB 1,000/vehicle charge.
12. Construction vehicles parked over 2 hours will be charged RMB 500/vehicle.

Annex 5R

Application for Setup Overtime

(Fill in as needed)

Daily: 15:00-16:00

**On-site application at
the venue**

| Service Item | Overtime Period | Charge Unit | Area Covered | Unit Price (RMB) |
|--------------|---|--------------|---|------------------|
| Overtime Fee | Before 24:00 | 1 hour/stand | Within 100 sqm | 750 |
| | | 1 hour/stand | 101-200 sqm | 1500 |
| | | 1 hour/stand | 201-300 sqm | 2250 |
| | | 1 hour/stand | 301-400 sqm | 3000 |
| | | 1 hour/stand | 401-500 sqm | 3750 |
| | | 1 hour/stand | 501-600 sqm | 4500 |
| | | 1 hour/stand | 601-700 sqm | 5250 |
| | | 1 hour/stand | 701-800 sqm | 6000 |
| | After 24:00 | 1 hour/stand | Within 100 sqm | 1500 |
| | | 1 hour/stand | 101-200 sqm | 3000 |
| | | 1 hour/stand | 201-300 sqm | 4500 |
| | | 1 hour/stand | 301-400 sqm | 6000 |
| | | 1 hour/stand | 401-500 sqm | 7500 |
| | | 1 hour/stand | 501-600 sqm | 9000 |
| | | 1 hour/stand | 601-700 sqm | 10500 |
| | | 1 hour/stand | 701-800 sqm | 12000 |
| Security Fee | the number of personnel required is based on Booth area | | Note: The overtime fee does not include overtime security fees charged by the security company. | |

Exhibition Work Schedule

| | Date | Start Time | End Time | Remarks |
|---------------------|----------------|------------|----------|--|
| Move-in | November 18-24 | 08:30 | 17:30 | |
| | November 24 | 08:30 | 21:00 | |
| Security Inspection | November 25 | 08:30 | 17:30 | |
| Exhibition | November 26-30 | 08:30 | 17:30 | |
| Move-out | November 30 | 18:00 | 21:00 | |
| | December 1-3 | 08:30 | 17:30 | Booth dismantling and material removal |

Notes: 1. Exhibitors should contact the "venue service provider" at the exhibition venue for overtime application.

2. Overtime charges are calculated per hundred square meters. Each booth is charged based on its area (refer to the above table; prices increase according to the table's pattern for

areas not listed), with fees doubling after 24:00.

3. Overtime applicants must submit their application from 15:00 to 16:00 on the day of overtime at the "venue service operation office" located in the South Entrance Hall of the China International Exhibition Center (Shunyi Venue). Applications submitted after this time will not be accepted.

Guide for Lifting Point Service for the 2nd China International Supply Chain Expo

I. Overview

Beijing CIEC International Exhibition Construction Co., Ltd. (hereinafter the “Construction Company”) is the designated lifting point service provider for the 2nd China International Supply Chain Expo.

All booths using lifting point service shall meet the drawing review requirements for booth design stipulated in the *Exhibitor Manual for the 2nd China International Supply Chain Expo* and the Regulations on the Management of Lifting Points and Hanging Operations of China International Exhibition Center (Shunyi Venue) (Trial), offer a structural calculation (containing suspension technical parameters) issued by a professional design institute with Class A qualification.

II. Scope of application

This Guide is applicable to lifting points in E1, E2, E3, and E4, as well as W1, W2, W3, and W4 of the China International Exhibition Center (Shunyi Venue).

What to be lifted: lighting fixtures, projectors, lamphouses, signboards, suspended ceilings, screens, as well as trusses and metal frame structures used to suspend these facilities.

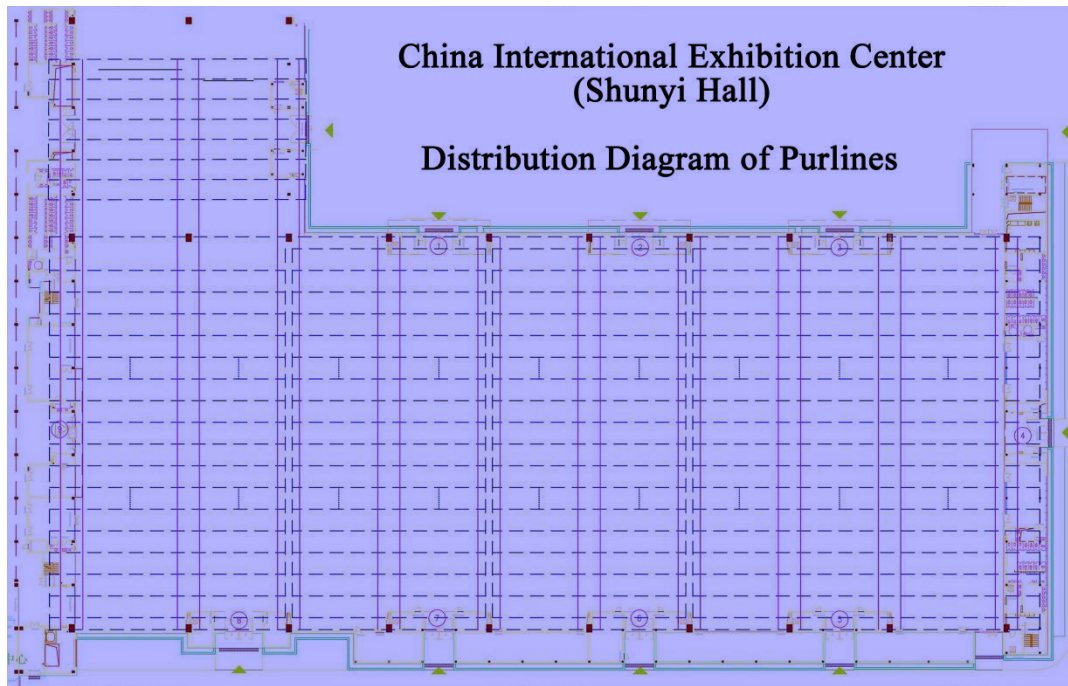
Suspended objects shall be prepared and assembled by lifting point users.

III. Parameters of lifting points

| | |
|--|---|
| Hall No. | E1, E2, E3, E4, W1, W2, W3, W4 |
| Load-bearing | ≤150kg/point (including the weight of hoist and chain) |
| Spacing between lifting points | 3.9m (purlin spacing direction) *4m (along the purlin direction) |
| Load limitation of single structure (manual hoist) | 2t |
| Ridge height | 26.15m for E1 and W1 23.65m for E2, E3, E4, W2, W3 and W4 18.65m for connection |

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

IV. Distribution diagram of purlins

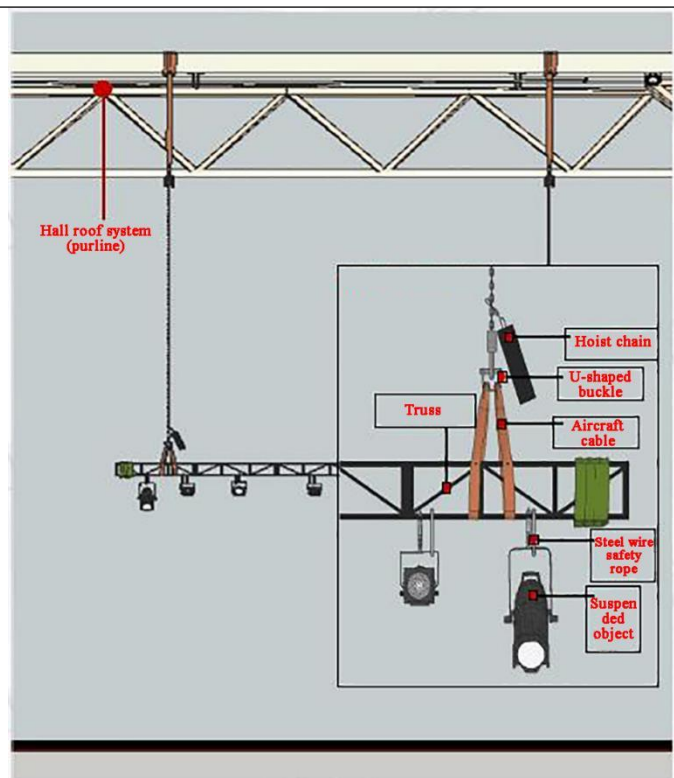


Legend: purlin mark roof truss mark

V. Standard structure diagram of lifting points

| | |
|---------------|---|
| First floor | Hall roof system (purlins are the main load-bearing members of suspended objects) |
| Second floor | Special sling (aircraft cable) |
| Third floor | Special shackle (U-shaped buckle), connecting hoist |
| Fourth floor | Chain |
| Fifth floor | Special shackle (U-shaped buckle) |
| Sixth floor | Truss (for securing suspended objects) |
| Seventh floor | Steel wire safety rope (for connecting suspended objects and trusses) |
| | Suspended object |

Lifting points are provided by the lifting point service provider on the second, third, fourth, and fifth floors and prepared by the constructor on the sixth and seventh floors



VI. Lifting point application process

(I) Map of lifting point structures (reported as per template)

Distribution Diagram of Lifting Points

3.吊挂结构材质重量详细说明图

注：此图中需要反应出傅形式：

2. 需要在图中体现出吊挂物的长宽高尺寸, 以及内部结构形式, 并文字标注说明使用的材料规格。



3.Details of Material and Weight of Suspension Structure

5.吊挂物连接方式

注：此图中需要反映出：

1. 图例1反映出Turss架与悬挂物的连接形式以及悬挂物需要配备保险。
图集中的连接形式仅供参考, 请根据舞台实际连接形式进行绘制图纸;
2. 图例2反映出葫芦与Turss架连接所使用的材料;
3. 图例3反映出吊点系统, 从葫芦到Turss架在到悬挂物之间的连接形式, 以及所使用的副的材料说明。

5. Connection Diagram of Suspended Objects

2. 展台吊点分布尺寸图+吊挂物材质重量说明图



请提供灯具型号、规格，并注明单个灯具重量

注：图中需要反应出的内容：

- 1、图中涉及到灯具的,需要用不同的符号来表现出不同类型的灯具;
- 2、图中所有的参数仅供参考,请根据舞台的实际使用材料进行填写参数。

2. Distribution Dimension Diagram of Lifting Points on Booths + Illustration of Material and Weight of Suspended Objects



注：图中需反映出truss架的上沿口离地高度



4.Dimension of Diagram of Suspended Objects above Ground

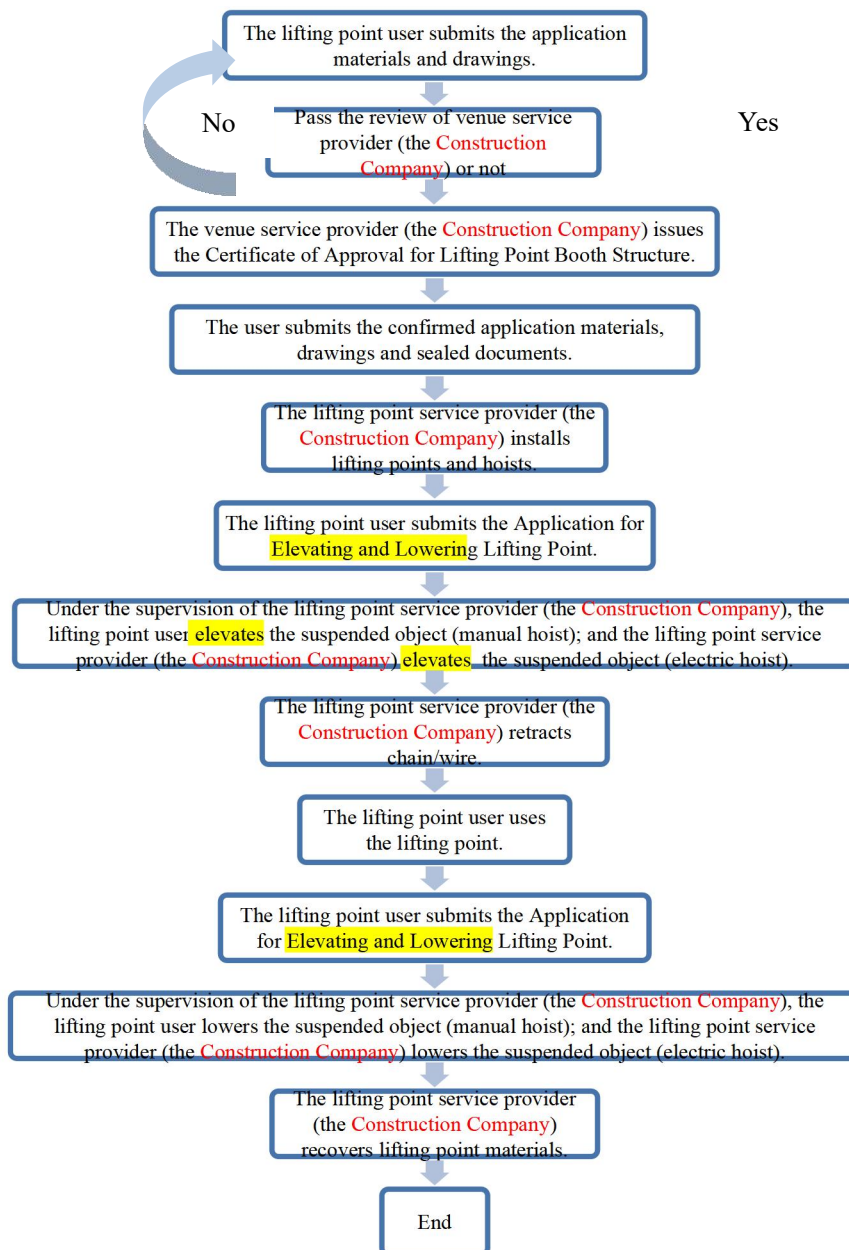
6.多角度效果图

注：此图中需要提供至少3个角度的效果图（以此达别可以清楚了解舞台定点系统特点）：

1. 正视图 2. 左视图 3. 左视图 4. 后视图



6. Multi-angle Booth Rendering



(III) Requirements of lifting point service application

- Lifting point users shall submit lifting point service or equipment rental applications, and submit the first edition of application documents and drawings (electronic version) 15 natural days before the move-in. The number of lifting points, point positions, or equipment rentals shall be confirmed 7 natural days before the move-in, and the confirmed application documents, electronic drawings, and sealed list shall be submitted to Beijing International Exhibition Center Co., Ltd. (hereinafter the "Management Company") and the Construction Company. On-site movement of lifting point positions once confirmed is not acceptable.
- Applications for lifting point positions and equipment rental submitted after the deadline or not completed within the specified time shall be confirmed to place orders after

document review by the Exhibition Venue and on-site implementation confirmation. The Exhibition Venue has the right to unconditionally reject applications for lifting point positions and equipment rental submitted after the deadline or not completed within the specified time.

● List of documents for application for lifting point service to be reviewed:

| No. | Category | Remarks |
|-----|--|--|
| 1 | 5S Lifting Point and Suspension Application Form (Trial) | See Schedule I for details The confirmed version shall be the printout with seal 1 copy submitted to the Management Company and 1 to the Construction Company |
| 2 | Safety Commitment for Lifting Point and Suspension Operation (To be filled out by the constructor) | See Schedule II for details The confirmed version shall be the printout with seal 1 copy submitted to the Management Company and 1 to the Construction Company |
| 3 | Certificate of Approval for Lifting Point Booth Structure | See Schedule III for details The confirmed version shall be the printout with seal 1 copy submitted to the Management Company and 1 to the Construction Company |
| 4 | Application for Elevating and Lowering Lifting Points | See Schedule IV for details The application shall be submitted 4 hours in advance, and the confirmed version shall be the printout with seal 1 copy submitted to the Construction Company on site |
| 5 | Position Map of Lifting Point Booths in the Exhibition Venue | The Map shall be drawn according to available lifting point positions in the Exhibition Venue, and clearly indicate all lifting point booth positions and distances from edges. The template shall be provided by the Construction Company. The confirmed version shall be the printout with seal. 1 copy submitted to the Construction Company |
| 6 | Map of Lifting Point Structures | The Map shall clearly indicate the size and weight of each structure, as well as the type, specification, number, and weight of equipment on the structure The template shall be provided by the service provider. 1 copy submitted to the Construction Company |

- After the suspension proposal is confirmed, the construction shall be conducted in accordance with the confirmed proposal. If lifting points are not installed on site as the proposal specifies or weigh more than what is described in the application, the Management Company and the Construction Company have the right to call off the installation, and the applicant shall increase the number of lifting points or reduce their weight as required. If the constructor installs lifting points not based on the weight described in the application, the correction costs and losses incurred shall be borne by the constructor.
- If applications are overdue due to the constructor including failed suspension proposal, the constructor shall bear the costs incurred.

(IV) Application and reminder for elevating and lowering lifting points

Users' suspended objects shall be inspected by the Construction Company after assembly. *Application for Elevating and Lowering Lifting Points* (Schedule IV) shall be signed by both

lifting point users and the Construction Company for each operation of suspended objects and the operating in booths must be jointly supervised by supervision personnel of the Construction Company and the Management Company on site. The elevating and lowering of suspended objects at manual hoist booth shall be operated by lifting point users.

The elevating and lowering of suspended objects at electric hoist rental booth can be operated by the Construction Company, and the Construction Company can adjust the time according to the on-site situation.

VII. Relevant requirements for using the lifting points

(I) 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.

(II) Lifting point users shall not increase the number of lifting points without authorization. If found, the Exhibition Venue will deduct a deposit of RMB 5000 for each lifting point. In case of damage to lifting point facilities and related equipment or personal injury, the Exhibition Venue will reserve the right to further investigate.

(III) If the single weight of the suspended objects exceeds the total capacity of the lifting point applied for, the user must reduce the weight according to the drawings and increase the number of lifting points if conditions permit.

(IV) If the single structure suspended by the manual hoist exceeds 2t, it needs to be disassembled first. If the structure cannot be disassembled, it needs to be lifted by the electric hoist.

(V) Only special trusses of 300mm×300mm and 400mm×400mm that meet the requirements of national specifications are allowed to be used for suspended objects, and self-welded trusses are strictly prohibited.

(VI) The steel core wires or special lifting straps must be connected separately and vertically with the lifting points provided by the exhibition hall service provider, in accordance with the lifting height limits of the structure.

(VII) 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.

(VIII) The suspended objects to be lifted through the lifting points must be of solid and reliable metal or steel-wood assembly structure and pure wood structure; ultra-low acoustics

and linear acoustics shall not be hung. Structures linked to the ground or not supported by lifting points shall not be reinforced or connected by any lifting point. The distance between the suspension structure and the ground structure must be greater than 10cm.

(IX) All lamps must be constructed according to the application distribution diagram. In case of any change, it is necessary to apply for drawing review again, and on-site operation can only be carried out after the new drawing is approved.

(X) A ground scale must be equipped for the elevating and lowering of suspended objects.

(XI) 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.

(XII) When the manual hoists are operated, no one is allowed to be directly under the suspension structures.

(XIII) If the suspended objects need to be connected with electricity, their wires must be arranged neatly, high-tension electric wires must be laid with sleeves, and the electric wire joints shall be linked with insulation terminal instead of tape. A separate power switch must be installed on the ground.

(XIV) The construction materials used for lifting suspended objects shall comply with the fire safety regulations.

VIII. Schedule of Lifting Point Declaration

Annex 5S

Lifting Point and Suspension Application Form (Trial)

Deadline:

November 5, 2024

Please return by the deadline to:

Beijing CIEC International Exhibition Construction Co., Ltd.

Contacts: E1-E2 Halls: Sui Jingsuijing@ciec.com.cn 13910694969
 E3-E4 Halls: Li Penglipeng7@ciec.com.cn 13911528266
 W1-W2 Halls: Li Xianglixiang@ciec.com.cn 13910290809
 W3-W4 Halls: Zhou Junzhoujun@ciec.com.cn 13910649226

Exhibitor name: _____
 Constructor name: _____
 Responsible person for safety of lifting point: _____
 Telephone: _____
 Email: _____
 Booth No.: _____

Please download the form from the
 website, fill it out, and upload:

<http://exposoft.com.cn/ciec/orderonline>

| Name and Description | Unit Price (RMB) | Quantity | Total (RMB) |
|--------------------------------------|--|----------|-------------|
| Lifting service fee | RMB 2,000/point (The combined lifting point shall be executed at double price.) | | |
| Rental of manual hoist (15m chain) | RMB 300/piece | | |
| Rental of manual hoist (25m chain) | RMB 500/piece | | |
| Rental of electric hoist (15m chain) | RMB 1,200/piece | | |
| Rental of electric hoist (25m chain) | RMB 1,500/piece | | |
| Total | | | |

Notes:

- In order to ensure timeliness and construction safety, related equipment such as manual/electric hoists shall be provided by the Construction Company.
- All plans for the hanging structure shall be submitted as required, and the submitted information of the lifting point shall be true and reliable, which shall be examined and approved by the Construction Company and implemented on site only after passing.
- Lifting installation needs shall be reported to the Construction Company in advance, and on-site declaration is not accepted.
- The actual number of lifting points shall be determined by the final reviews of the Management Company.
- The application for elevating and lowering the lifting point shall be made at least 4 hours in advance, and each booth can apply for it at most three times during the move-in and move-out periods.

| | | | |
|---|---|---|--|
| Annex 5T | <h2 style="text-align: center;">Safety Responsibility Letter for Lifting Point and Suspension Operation</h2> <p style="text-align: center;">(To be filled out by the constructor)</p> | | <p style="text-align: center;">Deadline:</p> <p style="text-align: center;">November 5, 2024</p> |
| | <p>Please return by the deadline to:</p> <p>Beijing CIEC International Exhibition Construction Co., Ltd.</p> <p>Contacts: E1-E2 Halls: Sui Jingsuijing@ciec.com.cn 13910694969 E3-E4 Halls: Li Penglipeng7@ciec.com.cn 13911528266 W1-W2 Halls: Li Xianglixiang@ciec.com.cn 13910290809 W3-W4 Halls: Zhou Junzhoujun@ciec.com.cn 13910649226</p> | | |
| <p>Exhibitor name: _____</p> <p>Constructor name: _____</p> <p>Contact: _____</p> <p>Telephone: _____</p> <p>Email: _____</p> <p>Booth No.: _____</p> | | <p>Please download the form from the website, stamp it after filling in, and then upload it.</p> <p>http://exposoft.com.cn/ciec/orderonline</p> | |

In order to implement the principle of "people-oriented, safety first" and ensure the safety of exhibition activities in accordance with relevant laws and regulations, we make the following safety commitments in the process of applying for and using the lifting point service:

Article I Our Responsible Person for Lifting Point Safety

We have made it clear that name: _____ ID card No.: _____ tel.: _____
is the person responsible for the safety of the lifting point of this exhibition/activity.

Article II Commitments

1. We promise that all the information submitted by us for approval of lifting points are true and reliable.
2. We promise to be responsible for the safety of our own property and staff, buy insurance for them, and configure necessary and qualified construction safety labor protection instruments and supplies to ensure that relevant workers wear safety helmets to enter the exhibition hall during the construction and withdrawal of the exhibition hall.
3. We promise to improve the safety education of construction personnel. We will not arrange construction personnel who have not received safety education and technical training and passed the examination to work at their posts.
4. We promise to ensure that personnel engaged in aerial work with certificates after passing the training of work safety supervision or quality and technical supervision departments.
5. We are responsible for ensuring the construction safety protection facilities. We will take measures to prevent falling from high places and falling objects from injuring people.
6. We promise that all the equipment, facilities, components, elements and other related materials used meet the mandatory standards of relevant laws and regulations, and are safe and reliable.

7. We promise to obey the safety inspection of the construction site by the Organizers and various departments of the exhibition hall, and obey the arrangement to rectify unsafe factors in time, put an end to accidents and hidden dangers, and prevent and avoid personal injury accidents.

8. We promise to abide by other safety regulations in the User's Manual for Exhibition Halls of the Exhibition Venue.

9. We promise to carry out the construction in strict accordance with the approved drawings. If the construction does not conform to the drawings, we will stop the construction, obey and rectify according to the requirements of the Organizers.

10. If the lifting point can't be used due to our violation of the provisions of the User's Manual for Exhibition Halls, we will bear the expenses of the lifting point and equipment that we have applied for.

Article III Responsibility for Construction Safety Accidents

We promise that in the process of applying for and using the lifting point service, we will bear the responsibility for any personal injury, production safety and other liability accidents, including third-party safety liability accidents, caused by our improper design or improper operation of our field personnel. At the same time, we will also bear the compensation for the losses caused for the Exhibition Venue. If a major production safety liability accident is caused, we will also bear the corresponding responsibilities.

Article IV Miscellaneous

This commitment made by us is legally binding on us.

This letter of commitment is made in triplicate, two for the Exhibition Venue and one for us.

Promisor (official seal):

Responsible person for safety:

Legal representative or authorized agent:

MM/DD/YYYY

| | | | |
|--|--|---|--|
| Annex 5U | Certificate of Approval for Lifting Point Booth Structure | | Deadline: November 11, 2024 |
| | Please return by the deadline to: Beijing CIEC International Exhibition Construction Co., Ltd. Contacts: E1-E2 Halls: Sui Jingsuijing@ciec.com.cn 13910694969 E3-E4 Halls: Li Penglipeng7@ciec.com.cn 13911528266 W1-W2 Halls: Li Xianglixiang@ciec.com.cn 13910290809 W3-W4 Halls: Zhou Junzhoujun@ciec.com.cn 13910649226 | | Exhibitor name: _____ Constructor name: _____ Contact: _____ Telephone: _____ Email: _____ Booth No.: _____ |
| Please download the form from the website, stamp it after filling in, and then upload it. | | http://exposoft.com.cn/ciec/orderonline | |

| No. | Hall No. | Booth Height | Stand Area | Review Result | Remarks |
|----------------------------------|----------|--------------|------------|---------------|---------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| Seal of the Construction Company | | | | | |

| | | |
|----------|---|----------------|
| Annex 5V | <h2 style="color: #6b8e23;">Application for Elevating and Lowering Lifting Point</h2> <p style="color: #6b8e23;">(Apply 4 hours in advance)</p> | Submit on site |
|----------|---|----------------|

Beijing International Exhibition Center Co., Ltd.

Our company _____ is the construction service provider of the booth _____ of the 2nd China International Supply Chain Expo. We hereby apply for _____ (elevating/lowering) the following booth's lifting point structure at _____, MMDD, YYYY, to ensure the timely completion of the booth and the smooth progress of the exhibition.

| No. | Booth No. | Company Name | Lifting Time | Lifting Height | Hoist Type |
|-----|-----------|--------------|--------------|----------------|------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |

Notes:

1. The constructor is the construction side of the hanging structure and the operator of manual hoist. It shall be solely responsible for any problems arising from the hanging structure or the lifting operation of the hanging structure.
2. The Construction Company shall review the drawings of the hanging structure, check whether the hanging structure is consistent with the final drawing on site, and confirm the safety of the hanging structure on site before lifting.
3. The lifting point service provider shall review the weight of the hanging structure, and confirm whether it is within the weight limit (single point $\leq 200\text{kg}$, including the weight of 30kg hoist) before lifting.
4. The application for elevating and lowering the lifting point shall be made at least 4 hours in advance, and each booth can apply for it at most three times during the move-in and move-out periods.

Seal of the constructor/signature of the person in charge:

Seal of the Construction Company/signature of the person in charge:

Date: MM/DD/YYYY



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