



# THE 27th CHINA HI-TECH FAIR

November 14-16, 2025 Shenzhen World Exhibition & Convention Center (Bao'an)

THE LEADING HI-TECH FAIR IN CHINA



Exhibition area: 400,000m<sup>2</sup>

Brand exhibitors: 5,000+

Professional attendees: 400,000+

Countries and regions: 100+

## 「 Exhibitor Manual 」



ZHENWEI Member

NEEQ: 834316

Host:

Shenzhen Municipal People's Government

Organizer:

Zhenwei International Exhibition Group

Shenzhen Zhenwei International Exhibition Co., Ltd.

## **To Exhibitors**

Dear Exhibitors:

Welcome to participate in the 27th China Hi-Tech Fair!

The 27th China Hi-Tech Fair will be held from November 14th to 16th, 2025 at Shenzhen World Exhibition & Convention Center (Bao'an).

This manual provides important information for your participation in the 27th China Hi-Tech Fair. It consists of eight parts:

**Part I General Exhibition Information**

**Part II Exhibitor Instructions**

**Part III Standard Booth Arrangement**

**Part IV Logistics Carrier Services**

**Part V Custom-built Booth Liability Insurance**

**Part VI Recommended Hotel, Air Ticket, and Cruise Transfer Service Providers**

**Part VII Construction Safety Management Regulations**

**Part VIII Custom Booth Application Process and Fee Schedule**

The final interpretation right of this manual belongs to the Organizing Committee of the 27th China Hi-Tech Fair (CHTF).

Please read this manual carefully, and return the required forms to us via email by the specified deadline, so that we can promptly provide you with the services you require.

We sincerely wish all exhibitors a fruitful and rewarding experience at the exhibition!

Shenzhen Zhenwei International Exhibition Co., Ltd

## **Initiative on Green and Environmentally Friendly Decoration**

The environment is the foundation for the survival of all human beings and all organisms in nature. Loving the earth, maintaining the ecosystem, and protecting the environment are the bounden duties of every enterprise and every citizen. In view of the environmental pollution and material waste caused by the pursuit of grandeur and luxury in booth decoration in recent years, the undertaker of the 27th China Hi-Tech Fair puts forward the "Initiative on Green and Environmentally Friendly Decoration":

Save resources, reduce pollution;

Green consumption, environmentally friendly material selection;

Reuse, multiple utilization;

Reduce waste, recycle;

Exhibit pragmatically, maintain a peaceful mindset.

We call on all exhibitors to join and support the "Initiative on Green and Environmentally Friendly Decoration of the 27th CHTF" by adhering to the following guidelines:

1.Promote creative and practical exhibition styles that highlight product value, and prioritize the reuse of booth construction materials.

2.Encourage the use of green building materials, eco-friendly paints, and sustainable accessories. Prefer environmentally sound lightweight materials such as aluminum and non-woven fabrics.

3.Advocate for green construction practices. Minimize on-site spraying of paints and other harmful substances during construction. Properly sort and manage construction waste to ensure the health of workers and minimize environmental impact.

4.Reduce "white pollution" — referring to environmental contamination caused by

non-degradable plastic waste, including plastic bags, disposable meal containers, utensils, cups, and packaging.

5. Conserve and value paper resources. Adopt reasonable printing designs for promotional materials, and prioritize the use of recycled and renewable paper.

6. Promote energy efficiency by utilizing fluorescent and energy-saving bulbs effectively to improve energy performance.

7. Foster harmonious exhibition spaces through the use of sound monitoring equipment to control noise pollution.

Dear exhibitors, let us take active steps together to advocate for green and environmentally friendly decoration practices, and jointly create an environmentally responsible and comfortable exhibition environment.

Shenzhen Zhenwei International Exhibition Co., Ltd.

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## Part I: General Exhibition Information

### 1. Exhibition Overview

<b>Exhibition Name</b>	27th China Hi-Tech Fair (CHTF)
<b>Exhibition Dates</b>	November 14-16, 2025
<b>Exhibition Venue</b>	Shenzhen World Exhibition & Convention Center (Bao'an) (No. 1 Zhancheng Road, Fuhai Street, Bao'an District, Shenzhen City, Guangdong Province)
<b>Host</b>	Shenzhen Municipal People's Government
<b>Organizer</b>	Shenzhen Zhenwei International Exhibition Co., Ltd
<b>Theme</b>	Technology Empowers Industry Integration Creates the Future
<b>Official Website</b>	<a href="http://www.chtf.com">www.chtf.com</a>
<b>Official Website</b>	
<b>Official WeChat Account</b>	

## 2. Exhibition Schedule

### (1) Move-in Schedule

Period	Date	Entry Time	Closing
Special Booth	November 11th	12:00	17:00
Construction and Exhibitor Registration	November 12th	09:00	17:00
	November 13th	09:00	15:00
Standard Booth Exhibitor Registration and Setup	November 11th	12:00	17:00
	November 12th	09:00	17:00
	November 13th	09:00	15:00

### (2) Exhibition Schedule

Date	Exhibitor Entry	Visitor Entry	Last Admission	Venue Closed
November 14th	08:30	09:00	16:00	17:00
November 15th	08:30	09:00	16:00	17:00
November 16th	08:30	09:00	16:00	17:00

### **(3) Move-out Schedule**

<b>Date</b>	<b>Power-off Period</b>	<b>Move-out Period</b>
11 月 16 日	17:00	17:30-24:00

If any change is made on the above times, the time announced on site shall prevail.

### 3. Contact Information of Various Service Units at the Fair

<b>Organizer: Shenzhen Zhenwei International Exhibition Co., Ltd.</b>			
<b>Main Venue Service Provider for Hall 5: Xiamen Hongdian Holdings Co., Ltd.</b>			
Hall 5	Mr. Zhang	18250821665	703760596@qq.com
	Ms. Jiang	18506906512	ellenyu0114@163.com
<b>Main Aisle of Hall 7 (North Side - C3) Main Venue Service Provider: Shenzhen Castone Exhibition Co., Ltd.</b>			
Main Passage of Hall 7 (North Side - C3)		You Yinghui	13027937900
<b>Main Aisle of Hall 7 (South Side - Water Service) Main Venue Service Provider: Shenzhen Fanghe Yuan Exhibition Planning Co., Ltd.</b>			
Main Aisle of Hall 7 (South-Side - Water Sector)		Liang Hanshao	19007569572
<b>Hall 9/11/13/15/12 Main Venue Service Provider: Beijing Zhongzhuang Runda Exhibition Co., Ltd.</b>			
<b>Online Exhibitor Portal for Booth Setup: <a href="http://www.rondexpo.com/">http://www.rondexpo.com/</a></b>			
Hall 9	Luo Yahui	18230070625	lyh@zhenweiexpo.com
Hall 11	Kang Yifan	13933022517	kangyifan@zhenweiexpo.com
Hall 12	Gao Yitong	13920722300	gaoyitong@zhenweiexpo.com
Hall 13	Song Yu	13811625009	songyu@zhenweiexpo.com
Hall 15	Han Le	15882347853	hl@zhenweiexpo.com
<b>Note: Meeting room applications between halls follow the same procedure as above.</b>			
<b>Main Venue Service Provider for Hall 10/14/16/18: Guangdong Hongjin Exhibition Co., Ltd.</b>			
<b>Online Exhibitor Portal for Booth Setup: <a href="http://www.hongjin-zl.com">http://www.hongjin-zl.com</a></b>			
Hall 10	Yan Xianlong	19521123159	yan19521123159@163.com
Hall 14	Liao Yanming	18925575628	ming663375@163.com
Hall 16	Zeng Huixian	15099791171	446277008@qq.com



**Note: Meeting room applications between halls follow the same procedure as above.**

**Main service provider for Hall 4/6/8: Shenzhen Tianwei Lixing Exhibition Service Co., Ltd.**

Online Exhibitor Portal for Booth Setup: <https://bt.gztwzl.net/>

Hall 6	Liu Zhiming	13710159596	2355623958@qq.com
Hall 8	Zhang Haocheng	15625002291	2355740118@qq.com

**Note: Meeting room applications between halls follow the same procedure as above.**

**Exhibit transportation and on-site logistics services: Shenzhen Zhaohua International Exhibition Logistics Co., Ltd.**

Business and on-site operations	Hall 4/6/8	Liao Baoyu	19527561310
	Hall 5/7/18/20	Han Yingxi	13380395141
	Hall 9/11/13/15	Huang Mingzhu	13927403833
	Hall 10/12/14/16	Liu Youping	13155816105
International business		Zhao Dingyi	15012572269
Transportation business		Liao Baoyu	19527561310
Warehousing service		Chen Sipeng	18118797732

**Exhibition Booth Insurance Service**

China Pacific Property Insurance Co., Ltd.	Wang Ying	13021341688
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**Business Travel/Hotel Service**

Shenzhen JieLv International Conference & Exhibition Co., Ltd.	Ms. Hu	18126464213
	Ms. Zeng	17722570869

**Part-time/Ritual Service**

Guangzhou Yiha Culture & Technology Co., Ltd.	Nie Linmei	13509683734
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**Translation Service**

Shenzhen Foreign Affairs Support Center	Zeng Yufei	13510018729
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Shenzhen Translators Association		Pan Jing	18665399968 /0755-82902838
<b>Printing Service</b>			
Zhongchuangxin Graphic Printing	Room 201, West Side, 2nd Floor, North Landing Hall	Huang Chunxia	19925287339
Jiajia Color Advertising	Room 201, East Side, 2nd Floor, South Landing Hall	Hu Junhui	13242918017
<b>Photography and Videography, Advertising Shooting Service</b>			
Shenzhen Jiuwu Culture & Media Technology Co., Ltd.	Room 309, Baowan Science and Technology Building, Xixiang Street, Bao'an District, Shenzhen	Chen Siyu	15814670421
<b>Cruise-Airport Express Service</b>			
China Merchants Cruise Co., Ltd.	Shekou Cruise Center, 1 Haiyun Road, Nanshan District, Shenzhen	400 883 1872	
<b>Flight Booking Services</b>			
Shenzhen Airlines	Tian Jianye		13714034033

#### 4. List of Recommended Contractors

##### 1) Beijing Zhongzhuang Runda Exhibition Co., Ltd.

Contact: Dong Kai

Tel: 13939209557

Email: dk@zhenweiexpo.com

Contact: Xie Jing

Tel: 13693159702

Email: xjing@zhenweiexpo.com

Website: [www.rondexpo.com](http://www.rondexpo.com)

##### 2) Beijing Dongfang Kunyu Exhibition Co., Ltd.

Contact: Zhang Kun

Tel: 13521719566



## 第二十七届中国国际高新技术成果交易会

THE 27th CHINA HI-TECH FAIR

Contact: Zhou Tao

Tel: 18500618584

Fax: 010-89505298

Email: 962447317@qq.com/1148139084@qq.com

Website: [www.dfky-hope.com](http://www.dfky-hope.com)

### 3) Yishang (Beijing) Exhibition Technology Co., Ltd.

Contact: Manager Wang

Tel: 19980133636

Email: wanggn202107@163.com

Contact: Manager Fan

Tel: 15710070907

Email: [15710070907@163.com](mailto:15710070907@163.com)

### 4) Beijing Meisen International Exhibition Co., Ltd.

Contact: Zhao Jiapeng

Tel: 15600682121

Email: 2357517403@qq.com

Contact: Tan Xing'ao

Tel: 16620116661

Email: 1261637189@qq.com

### 5) Guangzhou Yidian Exhibition Services Co., Ltd.

Contact: Huang Jianke

Tel: 13580594929

Email: 1028466606@qq.com

Contact: Wang Hongmei

Tel: 13250275806

Email: 2304500995@qq.com14

### 6) Yida Environmental Technology (Guangzhou) Co., Ltd.

Contact: Sun Ruiping

Tel: 15901732123

Email: peri@yeedaa.com

Website: [www.yeedaa.com](http://www.yeedaa.com)

### 7) Guangdong Hongjin Exhibition Co., Ltd.

Contact: Yin Jiangyong

Tel: 13580932248



**第二十七届中国国际高新技术成果交易会**

**THE 27th CHINA HI-TECH FAIR**

Email: [jiangyong.yin@hongjin-zl.com](mailto:jiangyong.yin@hongjin-zl.com)

Contact: Huang Zhipeng

Tel: 13592792720

Email: [zhipeng.huang@hongjin-zl.com](mailto:zhipeng.huang@hongjin-zl.com)

Website: [www.dghjzl.com](http://www.dghjzl.com)

**8) Shenzhen Weipu Intelligent Technology Co., Ltd.**

Contact: Yi Shenghui

Tel: 18617197051

Contact: Chi Gangtao

Tel: 15794944293

Email: [kara@szgch.org](mailto:kara@szgch.org)

Website: [www.szgch.org](http://www.szgch.org)

**9) Xinjiang Asia-Europe International Expo Co., Ltd.**

Contact: Zhang Lei

Tel: 13999110979

Email: [517560911@qq.com](mailto:517560911@qq.com)

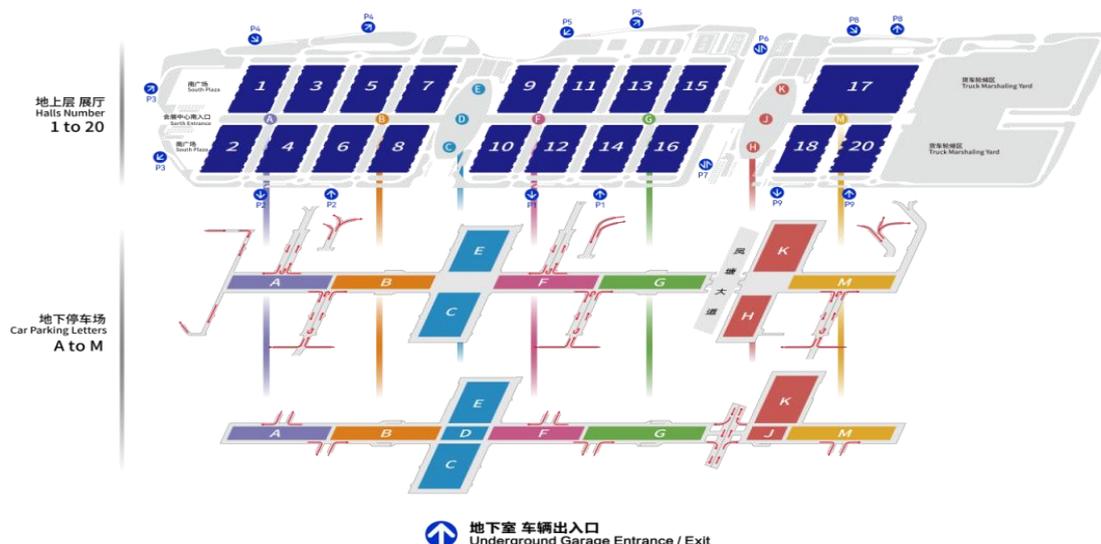
Website: [www.aeie.com.cn](http://www.aeie.com.cn)

## 5. Exhibition Facilities and Technical Parameters

Item	Hall Number (Hall 1 - 16)
Area	20000m <sup>2</sup> /hall
Net height	16m
Net height	5 tons/m <sup>2</sup>
Floor load-bearing	1 ton/each
Duct trench spacing	6m
Freight entrance	5.8m (width) X 5.8m (height)
Basement entrance	Height limit 2.1m
Height of special decoration exhibition stand construction	The overall structure height limit of the booth is 5m (including platform height, overhanging shape, etc.)
Columns in the hall	No columns
Restrictions on truck size (including cab)	17.5m (length) X 2.5m (width) X 4.5m (height)
Height limit of exhibits	8m, if exceeding the height, application to the organizing committee is required

## 6. Underground Parking Lot

The underground parking lot has 2 floors with a total of 9,045 parking spaces, among which 10% of the parking spaces are equipped with charging piles (most of them are distributed in Area A and Area M of the underground parking lot).



### Shenzhen World Exhibition & Convention Center Parking Lot - Charging Standards

All vehicle types	Free within 30 minutes	Maximum charge for the whole day
Small vehicle	10 yuan for the first hour, 1 yuan per hour thereafter	33 yuan
Large vehicle	15 yuan for the first hour, 3 yuan per hour from the second hour onwards	84 yuan

Small vehicles: Motor vehicles with a total weight under 4.5 tons, seating capacity below 20 passengers, and length under 6 meters.  
 Large vehicles: Motor vehicles exceeding 4.5 tons in weight, seating over 20 passengers, or exceeding 6 meters in length.

Note: All vehicles are not allowed to stay overnight in the exhibition hall  
 \* Shenzhen World Exhibition & Convention Center reserves the final right of interpretation regarding parking fees.

## 7. Transportation Route Map

**Exhibition Venue:** Shenzhen World Exhibition & Convention Center

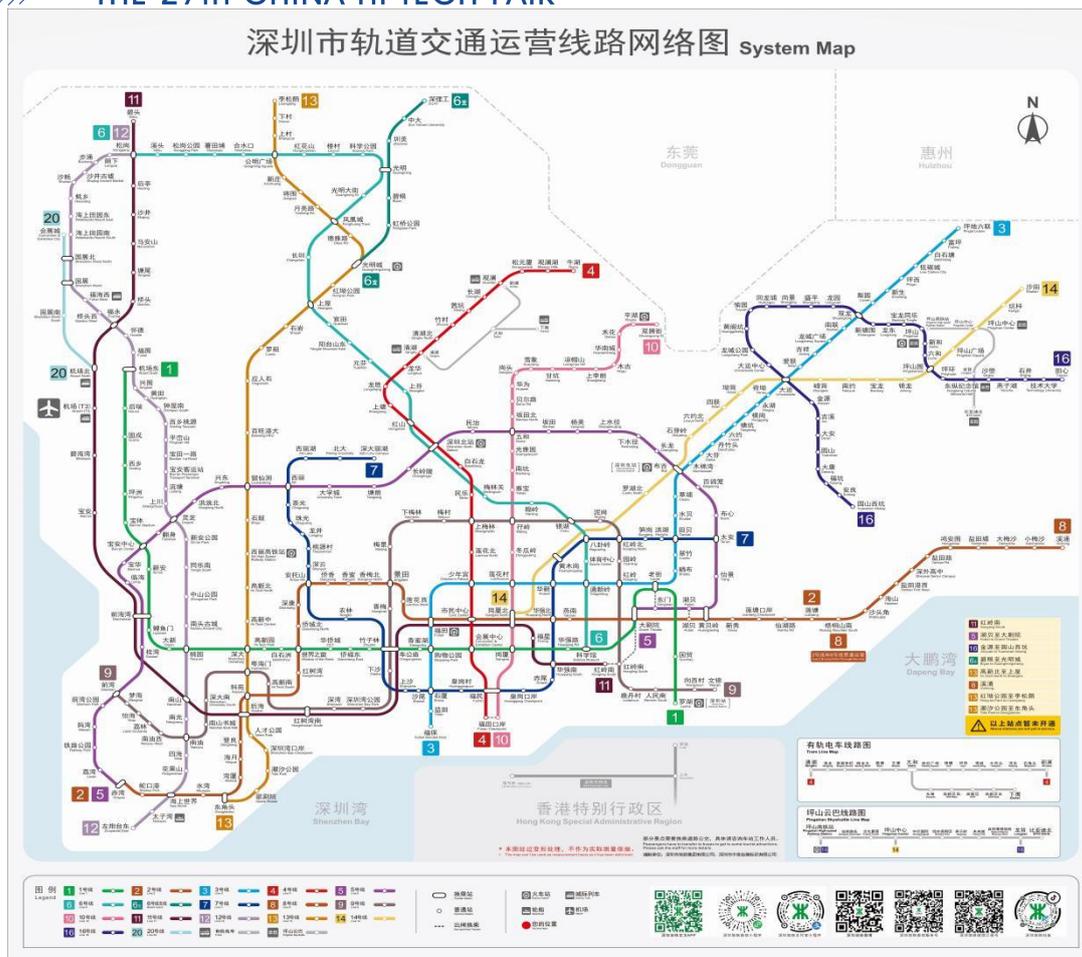
**Venue Address:** No. 1, Zhancheng Road, Fuhai Street, Bao'an District, Shenzhen, Guangdong Province, China



### (1) Transportation Options

1	Airport	<p><b>Shenzhen Bao'an International Airport:</b> Take a taxi or Metro Line 11 from Airport Station to Airport North Station, then transfer to Line 20 to reach the exhibition hall at World Expo Station.</p> <p><b>Hong Kong International Airport:</b> Take public transportation such as cross-border buses or ferries to Shenzhen, then transfer to local public transport to reach the exhibition hall.</p> <p><b>Guangzhou Baiyun International Airport:</b> Take public transportation such as high-speed rail or buses to Shenzhen, then transfer to local public transport to reach the exhibition hall.</p>
2	High-speed Rail/Train	<p><b>Shenzhen North Station, Shenzhen East Station:</b></p> <p>Take Metro Line 5 (towards Chiwan) to Qianhaiwan, then transfer to Line 11 (towards Bitou) to Airport North Station, and switch to Line 20 to the Convention &amp; Exhibition Station (Exit C1 or C2 to reach the South Registration Hall)</p> <p><b>Futian Station:</b></p> <p>Take Metro Line 11 (toward Bitou) to Airport North Station, transfer to Line 20 to Guozhan Station (Exit C1 or C2 leads to the South Registration Hall)</p> <p><b>Shenzhen Station (Luohu):</b></p>

		Take Metro Line 1 (toward Airport East) to Chegongmiao, transfer to Line 11 (toward Bitou) to Airport North Station, then switch to Line 20 to Guozhan Station (Arrive at the South Lobby via Exits C1 and C2).
3	Intercity Railway	Transfer to a taxi or take the subway from Fuhai West Station to the International Exhibition Station to reach the venue.
4	Subway	Take the subway and transfer to Line 20 or Line 12 to the International Exhibition Station (Arrive at the South Lobby via Exits C1 and C2). Service Hours: 7:00-22:00
5	Bus	Shenzhen World Exhibition & Convention Center Station 1: Bus 615, B892 Loop Line Shenzhen World Exhibition & Convention Center Station 2: Bus M515, B892 Loop Line
6	Taxi	From Shenzhen Bao'an International Airport Terminal 3: Approximately 45 minutes From Shenzhen North Railway Station: Approximately 1 hour 20 minutes From Fuyong Ferry Terminal: Approximately 40 minutes From Shenzhen Bay Port: Approximately 40 minutes From Shekou Cruise Center: Approximately 45 minutes
7	Private Car	<p>According to the Shenzhen Traffic Management Regulations, small and mini passenger vehicles with non-Shenzhen license plates are prohibited from driving on all roads throughout Shenzhen during weekday peak hours (7:00-9:00, 17:30-19:30).</p> <p>To facilitate exhibitors during the exhibition period, the Organizing Committee has coordinated with the Shenzhen Traffic Police Bureau to centrally apply for temporary permits for non-local licensed vehicles of exhibitors in need. Exhibitors requiring this service must log in to the Exhibitor Service System (<a href="http://www.chtf.com/s/vehi">www.chtf.com/s/vehi</a>) and submit the required documents by October 20, 2025.</p> <p>After October 20, 2025, the committee will no longer accept centralized applications. Exhibitors may then apply independently for a Temporary Entry Permit to Shenzhen via the following channels (note: only one application per month is allowed, for dates starting from the following day up to the end of the next month):</p> <p>Option 1: Apply via the link: <a href="http://szjj.sz.gov.cn/">http://szjj.sz.gov.cn/</a></p> <p>Option 2: Via the "Shenzhen Traffic Police" WeChat Official Account: Click on "Star User" → "Vehicle &amp; License Services" → "Apply for Pass (Non-Local Vehicles)"</p> <p>The above information is subject to change based on latest notices from the Shenzhen Traffic Police Bureau, on-site traffic control measures, and road signs. Exhibitors are advised to stay updated on the latest traffic policies.</p>



## **(2) Vehicle Access Instructions**

### **Large Trucks**

#### **Entry Routes (No Permit Required):**

1. Primary Route: Take the S3 Yanjiang Expressway, exit at the International Convention and Exhibition Center exit → (Fengtang Avenue, Zhanjing Road, Binjiang Avenue) → access the exhibition hall.
2. Take the S3 Yanjiang Expressway, exit at Fuhai exit → proceed via Fuzhou Avenue, Fuyuan 1st Road → reach roads surrounding the exhibition hall (Zhanjing Road, Binjiang Avenue) → access the exhibition hall.
3. Take the Outer Ring Expressway connecting to the S3 Yanjiang Expressway (exit at International Convention and Exhibition Center exit or Fuhai exit) → (Fengtang Avenue, Zhanjing Road, Binjiang Avenue) → access the exhibition hall.

#### **Exit Route (No Permit Required):**

Binjiang Avenue → Fengtang Avenue → Fuyuan 2nd Road → Fuzhou Avenue → S3 Yanjiang Expressway Fuhai Toll Gate.

### **Non-Local Small Cars (Small/Mini passenger vehicles with non-Shenzhen license plates, with fewer than 7 seats)**

#### **Entry Routes (No Permit Required):**

1. Take the S3 Yanjiang Expressway, exit at the International Convention and Exhibition Center exit → (Fengtang Avenue, Zhancheng Road, Binjiang Avenue) → access the exhibition hall.
2. Take the S3 Yanjiang Expressway, exit at Fuhai exit → proceed via Fuzhou Avenue, Fuyuan 1st Road → reach roads surrounding the exhibition hall (Zhanjing Road, Binjiang Avenue) → access the exhibition hall.
3. Take the Outer Ring Expressway connecting to the S3 Yanjiang Expressway (exit at International Convention and Exhibition Center exit or Fuhai exit) → (Fengtang Avenue, Zhanjing Road, Binjiang Avenue) → access the exhibition hall.

#### **Exit Route (No Permit Required):**

Binjiang Avenue → Fengtang Avenue → G107 National Highway → Xinqiao or Fuyong Expressway Toll Gate.

**Important Note:** Vehicles with non-local license plates should avoid Bao'an Avenue during the morning and evening traffic restriction periods (7:00-9:00, 17:30-19:30). Drivers must comply with the "Shenzhen Public Security Bureau Traffic Police Bureau Announcement on Continued Restrictions on Truck Travel in Certain City Areas and Roads" and stay updated with the latest "Announcement on Restricted Truck Routes and Zones". The organizer assumes no responsibility for any traffic penalties incurred by drivers.

### **(3) Vehicle Pass Application Process**

#### **Non-Local Small Cars (Small/Mini passenger vehicles with non-Shenzhen license plates, with fewer than 7 seats)**

Travel is prohibited on all roads in all districts of Shenzhen during weekday peak hours (7:00-9:00, 17:30-19:30). Vehicles attending the 27th China Hi-Tech Fair (CHTF) can apply for a temporary pass in advance through two methods:

##### **1. Individual Application**

Non-Shenzhen licensed vehicles can apply via:

The Shenzhen Traffic Police website: <http://szjj.sz.gov.cn/> → select "Self-Service Declaration for Entry of Non-Shenzhen Licensed Passenger Vehicles into Shenzhen".

Or the "Shenzhen Traffic Police" WeChat Official Account: Star User → Star User → More Services → Vehicle Services → Apply for Pass (Non-Shenzhen Licensed Small Passenger Vehicles).

**Note:** The traffic restriction exemption can only be applied for once per month and cannot be canceled. The planned travel time must be submitted at least 12 hours in advance. Once approved, the vehicle is exempt from the restriction rules on the applied date(s). Do not apply during statutory holidays when restrictions are not in effect.

##### **2. Unified Application by the Organizing Committee**

(1) Please log in to [www.chtf.com/s/vehi](http://www.chtf.com/s/vehi) or scan the QR code below to apply before October 20, 2025.

(2) Exhibitors unable to apply via the system can apply individually through the Shenzhen Traffic Police website: <http://szjj.sz.gov.cn/>.

##### **3. Login Methods for Application**

(1) Computer: Visit [www.chtf.com/s/vehi](http://www.chtf.com/s/vehi) → "Temporary Vehicle Pass Application".

(2) Mobile: Scan the QR code below and submit the required vehicle information.



Vehicle Pass Application QR Code

**Notes:**

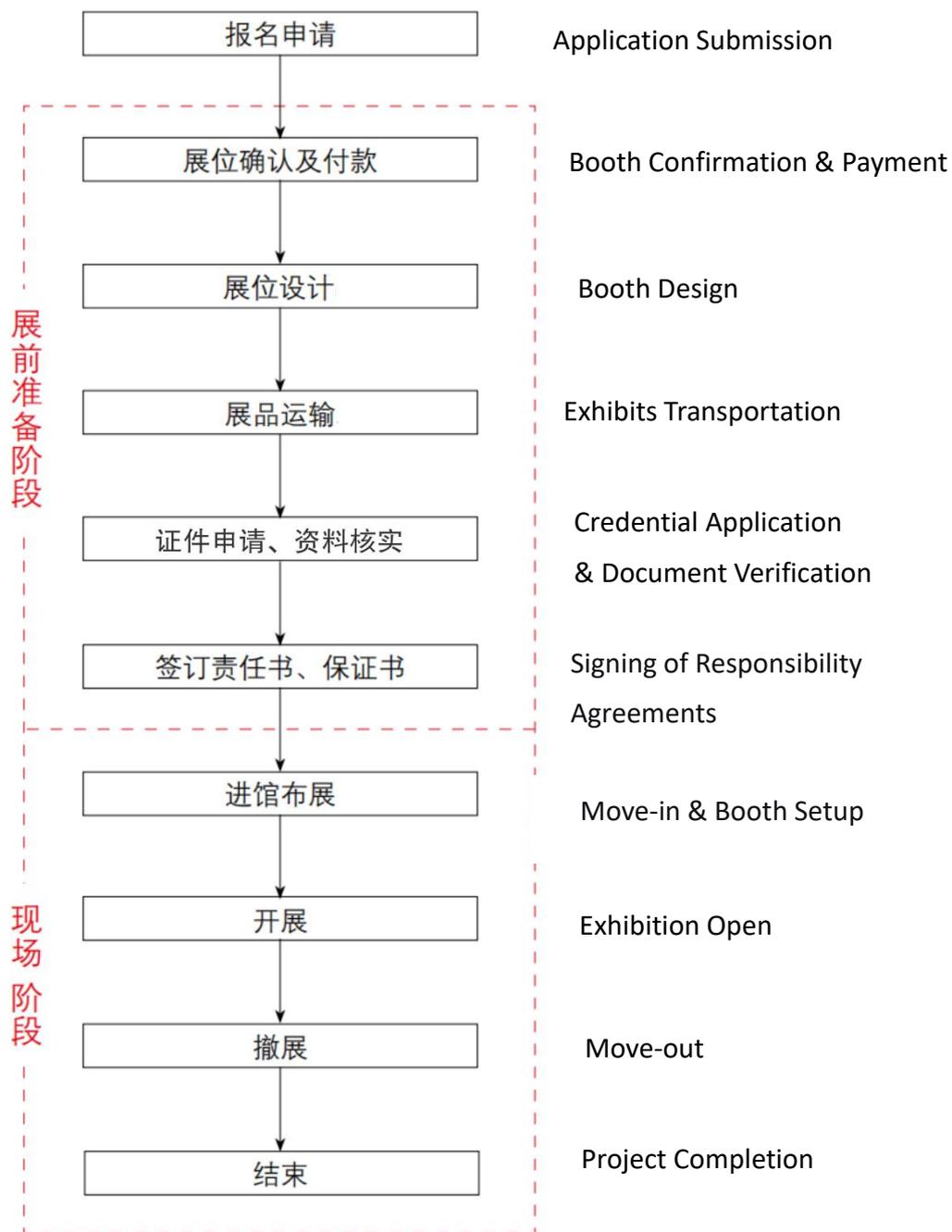
1. The online application information above can only be submitted once through a single organizer account. Multiple account applications are not permitted.
2. Therefore, please ensure all application information is provided before the deadline. Applications cannot be accepted after the deadline has passed.
3. Complete all vehicle information accurately as required. The applying company bears full responsibility if the application is rejected due to errors in the information provided, incorrect image formats, or similar reasons.
4. For large trucks: The registered vehicle must have a valid annual inspection and no outstanding traffic violations.

## **Part II: Exhibitor Guidelines**

### **1. Exhibition Process Flowchart**



# 第二十七届中国国际高新技术成果交易会 THE 27th CHINA HI-TECH FAIR



## **2. Exhibitor Registration**

Registration Schedule:

Special Booth and Exhibitors (Move-in & Registration):

November 11, 2025: 12:00 - 17:00

November 12, 2025: 09:00 - 17:00

November 13, 2025: 09:00 - 15:00

Standard Booth Exhibitors (Registration & Move-in):

November 11, 2025: 12:00 - 17:00

November 12, 2025: 09:00 - 17:00

November 13, 2025: 09:00 - 15:00

## **3. Online Information Submission for Exhibitors – Credentials, Directory, Fascia**

### **Board & Product Information**

#### **Exhibitor System Login Portal:**

1). Computer: Log in to the CHTF official website: [www.chtf.com/s/exhi](http://www.chtf.com/s/exhi) - "Exhibitor Member Self-Service Center".

2) Mobile: Scan the QR code below and submit the required information as prompted.

Login Credentials:

Username: Mobile number or email address

**Initial Password: 654321**

Note: For detailed online submission guidelines, please visit the CHTF official website section: <https://www.chtf.com/english/Info/Online>.



展商会员自助服务中心

The deadline for credential applications is **October 20, 2025**. Exhibitors are kindly requested to complete their online submissions before this date to ensure smooth participation.

3) Standard number of exhibitor badges:

Booth Area (m <sup>2</sup> )	9m <sup>2</sup> and below	18m <sup>2</sup>	27m <sup>2</sup>	36m <sup>2</sup>	Above 36m <sup>2</sup>
Number of Exhibitor Badges(units)	3	6	9	12	Additional 1 for every 9 square meters

4) Exhibitors who submit materials after the deadline or require credentials exceeding the standard quota may apply at the on-site credential office upon payment of a production fee of RMB 100 per credential. Exhibitors must ensure the accuracy of both Chinese and English fascia board text. Any on-site modifications to the fascia board text will incur additional fees.

5) On-site supplementary credential processing will be available from November 11-13, utilizing a self-service application and pickup system. Exhibitors can print credentials at self-service kiosks and make the required payment.

6) For the exhibition directory submission, provide the following: company name, contact person, phone number, email address, company website, Chinese company profile (within 200 characters), and English company profile (within 200 words). (The login account is the same as for the exhibitor credential application.)

**Note: Failure to submit the required information by the deadline will be considered a voluntary waiver of participation.**

#### **4. Booth Management**

1.The transfer or sublease (sale) of booths is strictly prohibited. If the entity using the booth is different from the entity that applied for it, it will be deemed an unauthorized transfer or sublease (sale).

2.All booths must be staffed during exhibition hours, with one designated formal employee from the exhibitor acting as the Booth Manager. The Booth Manager must remain at the post and is obligated to explain booth usage to management authorities. Each Booth Manager may only be responsible for one booth.

3.After the exhibition opens, no exhibits may be removed from the booth or the venue without prior permission from the Organizing Committee. Dismantling of any booth is prohibited before the official end of the exhibition

4.Violators will be subject to actions including a public reprimand and confiscation of any income gained from the unauthorized transfer or subletting (resale). In severe cases, exhibitor qualifications will be revoked (with no refund of paid booth fees), and the matter may be referred to law enforcement agencies.

5.Individuals who report violations of booth transfer or subletting (resale) rules will be protected and rewarded.

#### **5. Exhibit and Promotional Material Management**

(1) Exhibits falling under any of the following categories within a booth are considered non-compliant, prohibited from display, and the exhibiting company shall bear full responsibility:

- ① Exhibits not officially registered under the exhibition agreement.
- ② Exhibits whose origin or ownership cannot be verified.
- ③ Exhibits that are flammable, explosive, highly toxic, corrosive, or radioactive.
- ④ Any other exhibits that do not comply with regulations.

**(2) Content related to Taiwan independence, the Republic of China (ROC), the Falun Gong cult, and other content that violates the laws and regulations of the People's**

**Republic of China must not appear in presentations and promotional materials. Without approval, photos, names, titles, or videos of national leaders are not permitted, nor should any other sensitive or illegal content be included.**

**(3) If exhibitors need to use maps for promotional displays at the 27th CHTF (including but not limited to printed displays, various promotional materials, screen displays, video playback, etc.), please download the relevant standard maps from the Standard Map Service System: <http://bzdt.ch.mnr.gov.cn/>.**

(4) Exhibits must be confined within the designated booth area and must not occupy aisles or the space above aisles. If exhibits placed in aisles are damaged or obstruct fire escape routes, the exhibitor shall bear full responsibility for all consequences.

(5) All promotional materials brought by exhibitors may only be distributed within their own booth. Distribution is prohibited in other exhibitors' booths or aisles. Placing promotional items or materials in the aisles is also prohibited.

(6) Exhibitors must comply with relevant intellectual property laws and regulations, ensuring that exhibited technologies and products do not infringe upon the rights of others, and take necessary steps to protect their own intellectual property. Products with independent intellectual property rights displayed during the 27th CHTF must be accompanied by relevant supporting documentation.

(7) The content and text of all distributed materials must comply with national regulations. Exhibitors are responsible for the authenticity and legality of all materials they distribute.

(8) Distributing promotional materials on behalf of others is prohibited. The individual or entity conducting such distribution shall bear all responsibility for any disputes arising therefrom.

## **6. Exhibition Safety Management**

(1) The exhibition venue will make every effort to maintain order, but assumes no liability for any accidental personal injury, loss, or damage to exhibits occurring during the exhibition period.

(2) Each exhibiting unit must designate one representative as the Safety Officer for

their booth. This officer is responsible for booth safety throughout the event, implementing security measures, strengthening safety education and management, and enhancing the safety awareness of all booth personnel.

(3) All participants are expected to consciously comply with the regulations of the conference, work together to maintain order, refrain from engaging in illegal activities such as those related to the Falun Gong cult, remain vigilant, and prevent the occurrence of various incidents.

(4) All personnel entering the venue must wear their respective credentials, comply with and cooperate with security inspections. Lending credentials to others or bringing unbadged individuals into the venue is prohibited; violations will be penalized.

(5) Exhibits must be placed within the designated booth area according to regulations. Placing exhibits anywhere outside the booth is not permitted. Exhibitors must comply with inspections and corrections by relevant exhibition staff.

(6) Exhibitors must strictly adhere to all exhibition regulations regarding electricity safety, fire safety, and construction safety, and strengthen safety education for their personnel. Implement the safety responsibility system strictly, enhance inspection and management, and report any potential safety hazards immediately to on-site staff.

(7) Before daily closing, exhibitors must actively cooperate with security personnel in the clearance procedure. This primarily involves removing combustible materials, ignition sources, and other hazards from the booth area, disconnecting the booth's power supply, and securing valuable items.

(8) During the exhibition, as public areas will be crowded, exhibitors must securely safeguard personal valuable items (e.g., bags, laptops, cameras, mobile phones), especially during busy negotiation periods, by assigning dedicated personnel for supervision.

(9) Before daily closing, valuable samples should be stored in display cases or safes, or other effective protective measures taken. Inventory should be checked upon

opening and closing, with dedicated personnel responsible for guarding and management. Exhibitors must arrive on time and not leave early, ensuring the security of exhibition samples.

## **7. Catering Services**

- (1) Please do not consume meals within your booth or in public aisles.
- (2) Bringing any odor-producing outside food into the exhibition halls—such as takeaway meals, lunch boxes, or instant noodles—is strictly prohibited for all personnel. Eating within booths and aisles is forbidden. All meals must be consumed in the designated catering areas of the Shenzhen World Exhibition & Convention Center.
- (3) Grab-and-Go areas are located on the second floor of Halls 1-17, and a Food Court is situated on the third floor, offering convenient Chinese and Western boxed meals, as well as a variety of set meals with local characteristics for attendees to choose from.
- (4) Numerous well-known domestic and international specialty restaurants, casual cafes, and convenience stores are located on the third floor of the North and South Login Halls and the first floor of the Central Gallery, providing healthy, safe, and delicious Chinese, Western, and casual dining options to meet various catering needs.
- (5) All catering services provided within the venue comply with national food safety and hygiene laws and regulations. No catering entity or individual may operate any food and beverage business within the venue's boundaries without the written consent of the SWCEC Catering Department, the Exhibition Organizer, and the Main Contractor.

## **8. Booth Cleaning**

The Organizing Committee is responsible for cleaning public areas. Exhibiting companies are responsible for cleaning within their own booths. During the exhibition period, exhibitors with custom-built booths must not only maintain cleanliness within their booth but also properly dispose of all construction waste.

### **9. Risk Prevention and Insurance for Valuable Exhibits/Items**

(1) Exhibitors should insure their exhibits and other valuable items against risks such as theft, loss, or fire. Exhibitors should also purchase accident insurance for their booth staff and construction personnel, as well as third-party liability insurance.

(2) Exhibitors displaying valuable items are advised to enter into a custody contract with a professional security company, arranging and paying for security guards to protect the booth throughout the exhibition period.

### **10. Noise Control Regulations**

(1) The volume emitted from any booth must not cause disturbance to visitors or neighboring exhibitors.

(2) The sound level from audio-visual equipment demonstrations must be kept below 70 decibels.

(3) The Organizing Committee, Main Contractor, and Venue Management reserve the right to take compulsory measures and impose penalties on those who repeatedly violate these regulations despite warnings.

### **11. Penalties for Selling Counterfeit Goods and Unauthorized Merchandising**

To protect the interests of exhibitors and visitors, and to uphold the reputation of the 27th China Hi-Tech Fair (CHTF), unauthorized merchandising and the sale of counterfeit or substandard products are strictly prohibited at the exhibition venue. (Identification of counterfeit/substandard products shall be based on relevant national regulations.)

(1) If exhibition products found on-site do not match the declared items, they will be confiscated and the relevant parties expelled. This incident will be recorded and considered as a factor in future exhibitor eligibility reviews.

(2) The booth-renting unit, along with the entity or individual engaged in selling counterfeit goods, shall bear full responsibility for all consequences arising from the sale of such products.

### **12. Intellectual Property Infringement Complaint Handling**

(1) The event will establish an Intellectual Property Complaint Office and an on-site

Administration for Market Regulation enforcement point. All units and individuals are encouraged to report non-compliant exhibits. Holders of trademark, patent, and copyright rights should enhance their self-protection awareness and promptly report any suspected infringement by other exhibitors.

(2) Intellectual Property Regulations:

- ① Strictly comply with relevant laws and regulations, including the Food Safety Law of the People's Republic of China, the Advertising Law of the People's Republic of China, and the Trademark Law of the People's Republic of China. Exhibits must meet national and industry standards, and must not include counterfeit, substandard, or infringing items. No items posing safety risks or otherwise violating laws and regulations are permitted in the exhibition area.
- ② Strictly adhere to the "Participation Guidelines for the 27th CHTF" and other relevant management regulations.
- ③ During the exhibition, exhibiting units must bring relevant intellectual property documentation. In case of a complaint, they must fully cooperate with the CHTF Organizing Committee and intellectual property authorities. Suspected intellectual property issues should be reported through the Government Service Center or Complaint Center established by the Organizing Committee. All commercial promotional activities must be confined to the exhibitor's own booth; photographing or recording in other booths without permission is prohibited.

**13. Insurance Liability and Risks**

To protect the interests of contractors and their personnel working on-site during the exhibition and to reduce their financial burden in the event of an accident, all contractors are required to purchase exhibition liability insurance. For details, please refer to the official designated service provider (Insurance Services).

**14. Special Notes for Overseas Exhibitors**

(1) Government Regulations

Exhibitors must comply with all relevant laws and regulations of the locality where the 27th China Hi-Tech Fair (CHTF) is held.

## (2) Visa Application

- ① Exhibiting personnel must ensure they meet all visa and health requirements of the People's Republic of China. The Organizer can provide limited assistance but is not responsible for obtaining visas on behalf of exhibitors.
- ② If exhibiting personnel are unable to participate due to failure to obtain a visa, the contract cannot be cancelled on these grounds.

## (3) Customs Regulations

All exhibits declared for import by overseas exhibitors are subject to Customs supervision. They are exempt from import duties and relevant import licenses at the border (excluding exhibits whose import is explicitly prohibited or restricted by relevant national laws and regulations). No item may be removed from the exhibition venue or put to other uses without prior permission from Customs. Furthermore, exhibitors should note the following:

- ① All hand-carried items brought into the country must be declared through the Official Freight Forwarder and receive Customs permission before being taken into or out of the exhibition halls.
- ② All promotional materials intended for distribution during the exhibition (including printed matter, business cards, brochures, gifts, etc.) must be submitted in advance to Customs and the Organizer for inspection. Otherwise, they will not be permitted into the venue.
- ③ Please safely retain all receipts issued by Customs, as these will be required by the Official Freight Forwarder to retrieve exhibits from Customs after the event.
- ④ Small gifts may be distributed during the exhibition, but they are subject to import duties. Exhibitors must submit a list detailing the quantity and value of such items to Customs through the Official Freight Forwarder prior to distribution.
- ⑤ No sales of any overseas imported exhibits are permitted on-site before completing all necessary Customs procedures.

### **15. Hazardous Materials and Air Compressors**

- A. Open flames and the use of unshaded lamps or flammable/explosive gases are strictly prohibited within the exhibition venue.
- B. Exhibitors must submit a detailed inventory of flammable, explosive, and radioactive materials to the freight carrier. This is required for safety inspections by local authorities and for the venue to implement appropriate precautionary measures.
- C. For fire safety purposes, exhibitors must declare and obtain approval before storing any necessary combustible liquids within their booth.
- D. Bringing personal air compressors into the venue is strictly prohibited.

### **16. Other Regulations**

- (1) Law: Exhibitors must comply with all laws of the People's Republic of China.
- (2) Promotional materials inspection: Printed materials, films, videotapes, slides, etc., that are publicly distributed or played at exhibitions, require approval from relevant authorities if they involve political factors. The promotional display must not contain content related to Taiwan independence, the Falun Gong cult, or other content that violates the laws of the People's Republic of China.

## **Part III: Standard Booth Arrangement**

### **1. Standard Booth Renderings and Configuration**

#### **1) 9 Square Meter Standard Booth and Configuration**



序号 No.	基础配置 Configuration	数量 Qty	单位 Unit
1	小楣板 Fascia board with small	1	块
2	咨询桌0.75m高Information Counter 0.75mH	1	个
3	白折椅 Folding Chair	2	把
4	长臂射灯 Long Arm Spotlight	2	盏
5	插座500W以内 Socket < 500W	1	个
6	阻燃地毯 Fireproof Carpet	9	平米
7	纸篓 Wastebasket	1	个

位置	雪弗板	可移背胶
A 咨询桌正面	980x760(h)mm	895x665(h)mm
B 一块展板	1030X2480(h)mm	950x2340(h)mm
C 三块展板	2930x2480(h)mm	

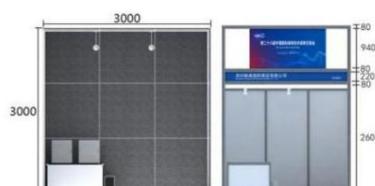


## 2) 9 Square Meter Standard Premium Booth and Configuration



序号 No.	基础配置 Configuration	数量 Qty	单位 Unit
1	大楣板 Big lintel board	1	块
2	小楣板 Fascia board with small	1	块
3	咨询桌0.75m高Information Counter 0.75mH	1	个
4	白折椅 Folding Chair	2	把
5	长臂射灯 Long Arm Spotlight	2	盏
6	插座500W以内 Socket < 500W	1	个
7	阻燃地毯 Fireproof Carpet	9	平米
8	纸篓 Wastebasket	1	个

位置	雪弗板	可移背胶
A 咨询桌正面	980x760(h)mm	895x665(h)mm
B 一块展板	1030X2480(h)mm	950x2340(h)mm
C 三块展板	2930x2480(h)mm	



(Note: The actual on-site construction shall prevail in case of any changes to the above.)

## 2. Important Notes for Using Standard Booths

- (1) Exhibitors must keep all standard configurations and rented items intact. They will be held responsible for compensation in case of damage or loss.

- (2) All electrical installations must be performed by the Main Contractor. If additional electricity is required, it must be connected by a certified electrician using self-provided aviation plugs. For specific requirements regarding aviation plugs, please refer to the "Venue Services Application Form (Form 3)". Contact the Main Contractor for rental and payment if needed.
- (3) **Standard or applied power sockets must not be used for booth lighting; they are solely for computers, TVs, and water dispensers (max power 500W). The use of electric heating equipment (e.g., induction cookers, kettles, hair dryers, irons) and high-power or high-heat lamps (e.g., quartz lamps, iodine-tungsten lamps) is prohibited. Universal adapters and unauthorized daisy-chaining of power strips are forbidden. The exhibitor bears full responsibility for any losses or impacts caused by violations leading to power outages or short circuits.**
- (4) Exhibitors or contractors are not allowed to connect electricity privately. If exhibitors require electricity for their equipment, they must apply separately to the main service provider.

### **3. Standard Booth Usage Regulations**

- (1) Per venue fire safety requirements, exhibitors are prohibited from using flammable materials like KT board, banner fabric, spandex, or chiffon for decoration. Use removable car stickers, PVC foamboards, or similar compliant materials instead.
- (2) Nailing, drilling, or any action damaging booth structures is strictly prohibited. Carving, scratching, or writing on standard booth panels, consultation desks, and folding chairs is forbidden. A compensation fee of RMB 200 per panel will apply for any damage.
- (3) Using adhesives like double-sided tape, single-sided tape, or stickers that damage booth surfaces is prohibited. A cleaning deposit of RMB 200 per panel will be charged; it will be refunded after thorough cleaning during move-out. If not cleaned, the deposit will be forfeited. The Main Contractor provides professional base tape or S-hooks for a fee.
- (4) Leaning against or hanging heavy objects on standard booths is forbidden to

prevent damage or collapse.

- (5) Standing on consultation desks or folding chairs is prohibited to prevent personal injury and property damage.
- (6) Unauthorized electrical connections are strictly prohibited. Provided sockets are for lighting only. Installing additional spotlights, metal halide lamps, etc., modifying the standard booth structure, or adding non-standard fixtures without permission is forbidden. The Main Contractor may remove and confiscate such items and impose a fine of RMB 1,000-2,000 depending on severity.
- (7) Taking or moving items like tables and chairs from other booths is prohibited.
- (8) Storing items behind the booth, extending the booth into public areas, blocking fire exits, or obstructing firefighting equipment is prohibited.
- (9) Damaging, soiling, or altering the venue's structures, facilities, or their intended use and location is prohibited.
- (10) Exhibitors needing to apply adhesives for graphics within their booth must purchase professional base tape from the Main Contractor's on-site service desk or pay a cleaning deposit of RMB 1,000. The full deposit will be refunded without interest after proper cleaning during move-out.

### 4. Exhibition Rental Equipment Order Form

Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

No.	Item Name	Image	Dimensions	Unit	Unit Price (RMB)	Quantity	Amount (RMB)
1	Gourd Table & Chairs		1 Table + 4 Chairs	Set	300		
2	Aluminum Table & Chairs		1 Table + 4 Chairs	Set	200		
3	White Plastic Folding Chair		L:46cm W:48cm H:77cm	Piece	30		
4	White Gourd Chair		L:48cm W:55cm H:80cm	Piece	70		
5	Glass Round Table		H:75cm Dia:80cm	Unit	90		
6	White Bar Stool		L:36cm W:40cm H:71-93cm	Piece	80		
7	Long Table (with White Tablecloth)		L:120cm W:60cm H:75cm	Unit	150		
8	Single Square Sofa (White)		L:73cm W:66cm H:66cm	Piece	260		
9	Two-Seater Square Sofa (White)		L:158cm W:66cm H:66cm	Piece	460		

10	Single Coffee Table		L:55cm W:55cm H:45cm	Piece	80		
11	Double Coffee Table		L:120cm W:60cm H:47cm	Piece	200		
12	Brochure Rack		L:27cm W:25cm H:120cm	Piece	100		
13	Free-Standing Water Dispenser		L:30cm W:30cm H:96cm	Unit	150		
14	Bottled Water		Approx. 18.9L	Barrel	30		
15	Business Card Holder		L:22cm W:7.5cm H:16cm	Piece	80		
16	Mesh Trash Can (Black)		H:40cm D:30cm	Piece	25		
17	1-meter Line		L:100-120cm D:90cm	Set	60		
18	Power Socket		Five-hole socket	Piece	80		
19	Spot Light		30 Watt	Piece	60		
20	Flood Light		100 Watt	Piece	260		
21	LED Panel Light		60 Watt	Piece	260		
22	Jewelry Light		High Power	Piece	55		
23	42-inch TV		42-inch	Unit	800		

24	50-inch TV		50-inch	Unit	1200		
25	55-inch TV		55-inch	Unit	1500		
26	60-inch TV		60-inch	Unit	1800		
27	65-inch TV		65-inch	Unit	2000		
28	70-inch TV		70-inch	Unit	2400		
29	PVC Foam Board (4mm thick)		Custom Size	sqm	150		
30	Removable Vehicle Wrap/Printing		Custom Size	sqm	80		
31	Tall Glass Display Cabinet (No Light)		L:100cm W:50cm H:250cm	Unit	600		
32	Low Glass Display Cabinet (No Light)		L:100cm W:50cm H:100cm	Unit	350		
33	Reception Desk (H:75cm)		L:100cm W:53cm H:75cm	Unit	150		
34	Reception Desk (H:100cm)		L:100cm W:53cm H:100cm	Unit	200		
35	Locking Cabinet		L:100cm W:50cm H:75cm	Unit	200		

36	Flat Shelf Panel		L:100cm W:30cm	Piece	50		
37	Roll-up Banner Stand (Pull-up Banner)		L:80cm H:200cm	Unit	200		
39	X-shaped Display Stand (Door Frame Type)		L:80cm H:180cm	Unit	240		

### Leasing Application Channels and Payment Information

Hall Number	Leasing Company	Contact Person / Order Placement	Payment Information
10/12/14/16 /18/20	Guangdong Hongjin Exhibition Co., Ltd.	<p><b>(Halls 10/12):</b> Liang Zihong: 18925594628</p> <p><b>(Halls 14/16):</b> Ms. Fang: 18029060585</p> <p><b>(Halls 18/20):</b> Ms. Quan: 13612692628</p>	<p><b>Account Name:</b> Guangdong Hongjin Exhibition Co., Ltd.</p> <p><b>Account No.:</b> 106051516010007291</p> <p><b>Bank:</b> GF Bank (CGB) Dongguan Houjie Sub-branch</p>
6/8/9/11/13 /15	Shenzhen Tianweilixing Convention & Exhibition Services Co., Ltd.	<p><b>Contact Person:</b> Lan Wenying</p> <p><b>Mobile:</b> 15089417102</p>	<p><b>Account Name:</b> Shenzhen Tianweilixing Convention &amp; Exhibition Services Co., Ltd.</p> <p><b>Account No.:</b> 635708600</p> <p><b>Bank:</b> China Minsheng Banking Corp., Ltd. Shenzhen Shajing Branch</p>

#### Notes:

- 1.Images and dimensions are for reference only; the actual items provided on-site shall prevail.
- 2.Payment is required at the time of booking. The full order amount must be

remitted to our account, with all transfer fees borne by the remitting party. Related services will only be provided after we have received the full payment.

3.The name of the remitting company must match the name on the invoice.

4.Please confirm all rental orders by October 31, 2025. Orders received after this date will be subject to a 30% surcharge, and on-site orders will incur a 50% surcharge. Availability for late orders cannot be guaranteed.

## Part IV: Logistics Carrier Services

### 1. Contact Information for Shenzhen Zhaohua International Convention & Exhibition Logistics Co., Ltd. Staff

#### (1) Commercial & On-site Business

Overall Coordinator: Liao Baoyu

Phone:19527561310

Hall No.	4.6.8	9.11.13.15	5.7.18.20	10.12.14.16
Contact	Liao Baoyu	Huang Mingzhu	Han Yingxi	Liu Youping
Phone	19527561310	13927403833	13380395141	13155816105

#### (2) International Business

Contact: Zhao Dingyi

Phone:15012572269

Email:zhaodingyi@cmhk.com

#### (3) Transportation Business

Contact: Liao Baoyu

Phone:19527561310

Email:liaobaoyu@sinotrans.com

#### (4) Warehousing Services

Consignee Information

Consignee: Zhaohua Logistics / Mr. Chen Sipeng (Receiver) Phone:18118797732

Address: Warehouse 4, Gate 2, Shenzhen World Exhibition & Convention Center, No. 1 Zhancheng Road, Fuhai Street, Bao'an District, Shenzhen City, Guangdong Province, China

Postal Code:518103

Note: Warehouse 4 is located opposite Gate 10 of Hall 7. The on-site location is shown in the figure below:



## 2. Zhaohua International Exhibition Logistics On-site Service Fee

### Schedule

2.1 Exhibit Receiving and Storage Services				
Item No.	Item	Specifications	Price (RMB)	Service Content & Description
2.1.1	Exhibition Goods Receiving Fee	Per Bill of Lading	100/Bill	Applicable when exhibitors require the venue to receive exhibition goods on their behalf.
2.1.2	Warehouse Unloading Fee	m <sup>3</sup>	50/ m <sup>3</sup>	Charged for goods received by the venue. Minimum charge is for 1 m <sup>3</sup> .
2.1.3	Storage Fee	Exhibits/m <sup>3</sup>	20/ m <sup>3</sup> /day	Minimum charge for exhibits/empty cases is 1 m <sup>3</sup> . Storage days for 20ft containers (incl. flat rack, open top) and 40ft containers (incl. high cube, flat rack, open top) are calculated based on calendar days.
		Empty Cases/Pallets	20/ m <sup>3</sup> /day	
		20ft Container	400/day	
		40ft Container	800/day	
Notes:	<p>1.As the receiving agent, Shenzhen World Exhibition &amp; Convention Center (SWCEC) is not liable for damage or loss of exhibits occurring during long-distance transportation.</p> <p>2.Zhaohua Logistics is only responsible for receiving goods at the warehouse entrance. Transportation costs must be settled by the exhibitor with their logistics provider upon shipment. SWCEC does not provide freight payment services.</p> <p>3.The agency receiving service ends one day before the move-in period. No receiving service is provided during move-in or exhibition days.</p> <p>4.For exhibits shipped to SWCEC, please clearly mark on the outer packaging: Exhibition Name, Exhibiting Company Name, Booth Number, Contact Person, Contact Phone Number, Exhibit Dimensions and Weight.</p>			

## 2.2 Domestic Exhibits Inbound & Outbound Services

Item No.	Item	Specifications	Price (RMB)	Service Content & Description
2.2.1	Exhibit Inbound Handling Service	m <sup>3</sup>	120/m <sup>3</sup>	Includes forklift unloading, initial placement, uncrating/uncasing, pallet dismantling. Minimum charge for 1 m <sup>3</sup> .
2.2.2	Empty Case Handling	m <sup>3</sup>	40/m <sup>3</sup>	Empty case transfer (one-way). Minimum charge for 1 m <sup>3</sup> .
2.2.3	Exhibit Repositioning	3-ton Forklift	300 / unit / hour	Charged in addition to item 1.2.1. Minimum charge is for 1 unit/hour.
2.2.4	Surcharges	<p>1. <b>Overweight Surcharge:</b> For exhibits weighing 5 tons or more per piece, an additional 200 RMB per ton is charged on top of the 1.2.1 fee. No separate crane surcharge applies.</p> <p>2. <b>Oversized Surcharge:</b> For oversized items exceeding 5m in length, 2.1m in width, OR 2.4m in height, a 30% surcharge applies per exceeding dimension.</p> <p>3. If an item is both overweight and oversized, only the overweight surcharge applies.</p> <p>4. Advance booking required for overweight/oversized goods. Items arriving directly are subject to waiting and a 50% express surcharge.</p>		
2.2.5	Overtime Surcharge	50% increase on handling fees	Applicable for work outside the official move-in/move-out times set by the Organizer and Venue.	
2.2.6	Insurance	To protect exhibitor rights, purchasing full insurance is recommended. Zhaohua Logistics can provide relevant commercial records to assist claims processing if exhibits are damaged.		
Notes	<p>Outbound service charges are the same as inbound services.</p> <p><b>Operation of unauthorized/unregistered handling equipment (various cranes, powered forklifts, stackers, tailgate trucks, etc.) within the exhibition venue is strictly prohibited.</b></p>			

## 2.3 International Exhibits Inbound & Outbound Services

Notes	For international exhibit import/export services, please inquire at least 60 days before the exhibition move-in period. Quotations will be provided based on the actual situation.
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## 2.4 Forklift Rental Services (Limited to equipment auxiliary assembly and repositioning only)

Item No.	Item	Specifications	Price (RMB)	Service Content & Description
2.4.1	Forklift Rental	3ton	1500/4 hours	<p>1. Minimum charge: One shift is 4 hours. Less than 4 hours is charged as one shift. Hours beyond 4 hours are charged per additional shift (4-hour block).</p> <p>2. Above prices include operator.</p>
2.4.2		5-7ton	2000/4 hours	
2.4.3		8-10ton	2200/4 hours	
2.4.4		11-15ton	2500/4 hours	
2.4.5		Over 15-ton	Quoted upon request	

### 2.5 Crane Rental Services (Limited to equipment auxiliary assembly and repositioning only)

Item No.	Item	Specifications	Price (RMB)	Service Content & Description
2.5.1		25-ton Crane	3800/4 hours	1. Minimum charge: One shift is 4 hours. Less than 4 hours is charged as one shift. Hours beyond 4 hours are charged per additional shift (4-hour block). 2. Above prices include operator. 3. Cranes over 50 tons have low market availability; quotation provided based on tonnage and market price.
2.5.2		50-ton Crane	4500/4 hours	
		Over 50-ton Crane	Quoted upon request	

### 2.6 Aluminum Materials & Construction Materials Loading/Unloading Services

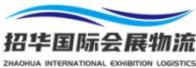
Item No.	Item	Specifications	Price (RMB)	Service Content & Description
2.6.1	Construction Unloading	9.6 meters & below	1800/ truck / trip	Price includes one loading and one unloading
2.6.2		12.5 meters	3500/ truck / trip	
2.6.3		17.5 meters & above	4000/ truck / trip	

**\*All prices above include 6% VAT.**

### 3.Important Notes

- Exhibitors shipping small items or documents directly to Shenzhen World Exhibition & Convention Center (SWCEC) must stencil a shipping mark in regular script on both sides of each package corresponding to their hall (format see Mark Sample below). Service fees are per the "Zhaohua International Exhibition Logistics On-site Service Fee Schedule".
- The venue warehouse, acting as an agent for receiving small exhibit items, only accepts goods with intact external packaging and is not responsible for opening and checking contents. The exhibitor bears responsibility for any original case damage or shortages.
- Transportation Route: Enter from Gate 2 of SWCEC (on Binjiang Avenue, near the S3 Yanjiang Expressway side), then turn left.

**Mark Sample**

 <b>Shenzhen Zhaohua International Convention &amp; Exhibition</b> <b>Logistics Co., Ltd.</b>			
Exhibition Name			
Exhibiting Company		Booth No.	
Contact Person		Contact Phone	
Case No.		Total Cases	
Gross Weight	KG		
Dimensions (M)	(L * W * H)		
Remarks			

**【Special Attention】:** Exhibitors must ensure that courier companies deliver goods to the venue warehouse within the three days BEFORE the move-in period begins (i.e., November 9 - 11, total 3 days). Exhibitors with needs must ensure arrival within this period. If exhibits do not arrive at the warehouse within this timeframe, our company has the right to refuse receipt.

## Part V: Custom-built Booth Liability Insurance

To mitigate liability risks and ensure the safety of on-site construction personnel, each custom-built booth is required to purchase Exhibition Liability Insurance with a minimum aggregate limit of RMB 10 million. **The officially designated insurer for this exhibition is China Pacific Property Insurance Co., Ltd.** Please proceed with the exhibition registration procedures by presenting your insurance policy.

### 1. Coverage and Premium Standards

Coverage Item	Liability Description	Plan 1: Basic ( $\leq 100$ m <sup>2</sup> )	Plan 2: Deluxe (101-400 m <sup>2</sup> )	Plan 3: Deluxe (401-800 m <sup>2</sup> )	Plan 4: Deluxe (801-2000 m <sup>2</sup> )
<b>Exhibition Liability Insurance</b>	Loss Limit for Buildings, Fixed Equipment, Ground, and Foundations in the Exhibition Venue	RMB 3 Million	RMB 3 Million	RMB 3 Million	RMB 3 Million
	Aggregate Limit for Bodily Injury to Hired Staff	RMB 3 Million	RMB 3 Million	RMB 3 Million	RMB 3 Million
	Per Person Limit for Bodily Injury to Hired Staff	RMB 1 Million	RMB 1 Million	RMB 1 Million	RMB 1 Million
	Aggregate Limit for Bodily Injury to Third Parties	RMB 4 Million	RMB 4 Million	RMB 4 Million	RMB 4 Million
	Per Person Limit for Bodily Injury to Third Parties	RMB 1 Million	RMB 1 Million	RMB 1 Million	RMB 1 Million
	<b>Aggregate Limit</b>	RMB 10Million	RMB 10Million	RMB 10Million	RMB 10 Million
<b>Premium</b>		<b>RMB 200</b>	<b>RMB 300</b>	<b>RMB 400</b>	<b>RMB 800</b>

#### Notes:

- 1)Deductible: RMB 0 per incident.
- 2)Insurance Period: From 00:00 on the setup day to 24:00 on the dismantling day.
- 3)Please select a specific plan according to the area of your booth.

### 2. Insurance Application Process

- 1)Scan the WeChat QR code below.
- 2)Select the product that matches your booth area and coverage requirements.

3) Fill in the application information:

- ✧ Policyholder: Fill in the company name and business license number.
- ✧ Insured: Select "Myself".
- ✧ Payer Information: Leave blank.
- ✧ Select an insurance period that covers both the setup and dismantling days.

4) Approximately 10 minutes after successful payment, the insurance policy will be sent to the email address you provided.



### 3. Application & Inquiry Contact

Contact Person: Wang Ying

Mobile: +86 130 2134 1688 (Also WeChat ID)

Email: wangying-270@cpic.com.cn

### 4. Claims Service

In the event of an insured incident, please immediately:

- ✧ Take photos or videos of the scene for evidence.
- ✧ Call the 24/7 hotline to report the claim: 95500.

### 5. Claims Documentation Requirements

- ✧ **Evidence Collection:** Take photos/videos of the accident scene or obtain surveillance footage (comprehensively reflecting the situation).
- ✧ **Report the Claim:** Report the incident by phone within 24 hours.
- ✧ **Keep All Documentation:** Retain all accident-related records, invoices, and documents. The insurance company will verify and settle the claim after all required documents are submitted.

## Part VI: Recommended Hotel, Air Ticket, and Cruise Transfer Service Providers

### A: Hotel Recommendations

JLBEST Meeting is a commercial travel agency which provides professional travel management services to the exhibition industry. JLBEST Meeting regularly handles hotel bookings, air-ticket bookings and travel or the conference and exhibition industry.

Service Hotline ①: +86-755-8288 0090 (Miss Hu)

Service Hotline ②: +86-755-8288 0055 (Miss Zeng)

Mobile phone No.: +86-181 2646 4213/+86-177 2257 0869

Website: <http://www.miceclouds.com/bookingquery.htm?id=2544>

Email : [service@bestmeeting.net.cn](mailto:service@bestmeeting.net.cn)



(Scan QR Code to Book Hotel Online)



(For further details, please contact our staff)

#### 1. Hotel Recommendation

Hotel Grade	Hotel Name	Room Type	Room Rate	Breakfast	Hotel Address	Distance to SZ World	Metro Station	Ride to ShenZhen World	Free Bus
5-star	InterContinental Shenzhen WECC	Deluxe King Room	850	one breakfast	Block A Building 6, Zhonggang Plaza, Expo Bay, Zhanjing Road, Bao'an District, Shenzhen	800M	Shenzhen World North Station	5mins	Yes
		Deluxe Twin Room	850	two breakfasts					
5-star	Hilton Shenzhen International Convention and Exhibition Center	Superior King Room	850	one breakfast	No. 80, Zhanfeng Road, Bao'an District, Shenzhen	300M	Shenzhen World North Station	3mins	Yes
		Superior Twin Room	850	two breakfasts					
5-star	Crowne Plaza Shenzhen World Exhibition and Convention Center	Superior King Room	750	one breakfast	No. 6, Zhanyun Road, Bao'an District, Shenzhen	400M	Shenzhen World South Station	3mins	Yes
		Superior Twin Room	800	two breakfasts					
5-star	Courtyard Inn Shenzhen Tongtai	Deluxe King Room	750	one breakfast	6259 Bao'an Dadao, Fuhai Street, Shenzhen, Guangdong, China	5.3KM	Exit A of Fuyong MTR Station	15mins	Yes
		Deluxe Twin Room	750	two breakfasts					
4-star	Hilton Garden Hotel Shenzhen International Convention and Exhibition Center	Superior King Room	700	one breakfast	No. 80, Zhanjing Road, Bao'an District, Shenzhen	300M	Shenzhen World North Station	3mins	Yes
		Superior Twin Room	750	two breakfasts					
4-star	DeRucci Hotel (Shenzhen International Convention and Exhibition Center Subway Station)	King Room	550	two breakfasts	Building B3, B4, B5, Lianhe Industrial Park, Second Fuyuan Road, Zhancheng Community, Fuhai Street,	960M	Shenzhen World North Station	6mins	Yes
		Twin Room	550	two breakfasts					
4-star	Shenzhen Deking Convention & Exhibition International Hotel	Deluxe King Room	458	two breakfasts	No.38, Fuyuan 1st Road, Fuhai Street, Shenzhen	1.8KM	Exit A of Fuhai West Station	8mins	Yes
		Deluxe Twin Room	458	two breakfasts					

3-star	Bay Area ICC International Hotel	King Room	428	two breakfasts	No. 66 Binjiang Road, Shajing Street, Baoan District, Shenzhen	300M	Shenzhen World North Station	3mins	Yes
		Twin Room	428	two breakfasts					
3-star	Shenzhen Deking Garden Hotel	Deluxe King Room	418	two breakfasts	315-5 Qiao He Road, Bao'an District, Shenzhen City	1.8KM	Exit A of Fuhai West Station	8mins	Yes
		Deluxe Twin Room	418	two breakfasts					
3-star	Vienna International Hotel (Fuyong International Exhibition Center store)	Deluxe King Room	360	two breakfasts	No. 254 Yongfu Road, Bao'an District, Shenzhen	3.4 KM	None	14mins	Yes
		Deluxe Twin Room	360	two breakfasts					
3-star	Laurel Hotel Baoan International Convention and Exhibition Center	Delightful Queen Room	358	two breakfasts	111, building C 2, zone C, Fuyuan road, Bao'an District, Shenzhen	1.5 KM	Exit A of Fuhai West Station	8mins	Yes
		Delightful Twin Room	358	two breakfasts					
3-star	Echarm Hotel (Shenzhen International Convention and Exhibition Center, Airport)	King Room	350	two breakfasts	21-2, No.21 Yonghe Road, Bao'an District, Shenzhen	3.5 KM	Exit A of Qiaotou West Station	15mins	Yes
		Twin Room	350	two breakfasts					
3-star	DeKing Xinhao International Hotel	Deluxe King Room	328	two breakfasts	No. 31, Haoye Road, Bao'an District, Shenzhen	3.5 KM	Exit A of Qiaotou West Station	15mins	Yes
		Deluxe Twin Room	328	two breakfasts					
2-star	Yuhao Hotel (Shenzhen International Convention and Exhibition Center)	King Room	238	two breakfasts	No.2077 Jincheng Road, Shajing Street, Bao'an District, Shenzhen	6.9 KM	None	20mins	Yes
		Twin Room	238	two breakfasts					

**Note:**

- 1.All rates are net inclusive of 15% service charge and tax per room (single or double) per night,and including the fee of shuttle bus from the hotel to the convention center. The all charges will be settled in RMB currency.
- 2.All reservation need to pay room rate in advance or provide credit card information to guarantee. Rooms without advance payment will not be reserved.
- 3.please contact the official travel agency for the other hotel or further information.

**2. Car Service:**
**① Airport Transfer and Shuttle Bus:**

Schedule	Vehicle model	Price ( RMB)
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Shenzhen Bao`an International Airport	Buick GL8	450/one trip
-Hotel in Bao`an District	22 Seats minibus	700/one trip
	45 Seats bus	850/one trip
	53 Seats bus	950/one trip
Hotel in Bao`an District-Shenzhen World Convention and Exhibition Center	45 Seats bus ( Round Trip)	1200/round trip
	53 Seats bus ( Round Trip)	1300/round trip
All-day vehicles in Shenzhen city ( within 10 hours and 100 kilometers, excluding roads, bridges and parking fees )	Buick GL8	1000/day
	45 Seats bus	1400/day
<p>The above quotation includes the highway and driver cost ,15% service charge and tax,not including the parking fee. The driver can wait free 30 minutes for you ,Buick GL8 overtime will be charge by RMB100/hour.45-53 Seats bus overtime will be charge by RMB150/hour.Over kilometers will be charge by RMB10/KM. The airport name banner is RMB50. The above quotation is the standard price; all final charges are based on our confirmation of the actual schedule.</p>		

### 3. Flowers and Plants

According to the needs of guests, we can provide flowers and plants services during the exhibition, whether it is booth decoration or personalized modeling design, we can provide you with customized solutions.

o Hand tied bouquet ( 150RMB)	o Podium flower/Table flower ( 350RMB)
o A basket of flowers ( 350RMB)	o Plants ( 50RMB)

### 4. Other service

<input type="checkbox"/> <b>Basic English interpretation</b> ( 8 hours per person per day from 800 yuan )	<input type="checkbox"/> <b>Flowers</b> ( from 150 yuan per basin )	<input type="checkbox"/> <b>Photographers</b> 2000 yuan / machine
<input type="checkbox"/> <b>Booth staff</b> ( 8 hours per person per day from 300 yuan )	<input type="checkbox"/> <b>Banners</b> ( from each 150 yuan )	<input type="checkbox"/> <b>Camerman</b> 2000 yuan / machine
<input type="checkbox"/> <b>Miss Common Etiquette</b> ( 8 hours per person per day from 550 yuan )	<input type="checkbox"/> <b>Roll up banner</b> ( from each 180 yuan )	<input type="checkbox"/> <b>Stenographer</b> 1600 yuan / person

## 5. Hotel Reservation Form

Company Name: \_\_\_\_\_ Visiting or Exhibiting: \_\_\_\_\_ Booth No.: \_\_\_\_\_

Company Address: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Mobile: \_\_\_\_\_

Company Tel: \_\_\_\_\_ F a x: \_\_\_\_\_ E m a i l: \_\_\_\_\_

Hotel Name	Guest Name(s)	Check-in Date	Check-out Date	Room Type	No. of Rooms	Room Rate

If you require any of the following services, please leave a message in the corresponding section, and we will contact you promptly:

Personnel Services	
Meeting Services	
Car Rental Services	
Flower Services	

### Notes:

- 1.You may fill out this hotel reservation form and fax or email it to our company. We will return a confirmation slip indicating your successful room reservation.
- 2.To guarantee your reserved room, we will require a deposit equivalent to the full total room cost.
- 3.Reservations for 5-star hotels require full prepayment and are non-changeable and non-refundable.
- 4.Due to limited room availability at each hotel, please fax the completed reservation confirmation to our company by November 7, 2025.
- 5.If you have other accommodation requirements, we will be glad to assist you.

## **B. Flight Booking Services**

Shenzhen Airlines Co., Ltd. is the Official Partner and Exclusive Designated Airline of the 27th China Hi-Tech Fair (CHTF). For exhibitors, distinguished guests, and groups traveling with Shenzhen Airlines, the following airport travel assurance services are provided: Advance Seat Selection, Dedicated Check-in Counter, Baggage Check-in, Lounge Access.

Designated Event Account Manager: Tian Jianye 13714034033

## **C. Cruise-Airport Express Service**

China Merchants Cruise Co., Ltd., a subsidiary of China Merchants Shekou, is a professional cruise operation company. Its business encompasses cruise terminals, cruise fleets, sea passenger transport, and marine cultural tourism operations.

Its flagship facility, the Shenzhen International Cruise Home Port, is a modern international cruise hub, maritime gateway, and integrated cruise complex in South China, seamlessly connecting sea, land, air, and rail transport. It offers: **40 Cruise Routes** to domestic destinations like Sanya, Shanghai, Xiamen, Yangjiang, Hong Kong, and Taiwan; and international destinations including Japan, South Korea, Vietnam, the Philippines, Thailand, and Singapore. **9 Water Passenger Routes** connecting Shekou with Hong Kong International Airport, Hong Kong Central, Macau Outer Harbour, Macau Taipa, Zhuhai Jiuzhou, Hengqin (Chimelong), Wailingding Island, Guishan Island, and Dong'ao Island. **6 Bay Area Sightseeing Routes**, such as routes passing by the Hong Kong-Zhuhai-Macau Bridge(HZMB), Shenzhen Bay, Shenzhong Link, circumnavigating Guishan Island and passing under the HZMB, Victoria Harbour (Hong Kong), and the Shenzhen-Macau Sea Tour.

### **Special CHTF Service:**

During the CHTF, complimentary luggage transfer service is provided on-site for passengers taking the Shekou to Hong Kong International Airport route.

Address: Shekou Cruise Center, 1 Haiyun Road, Nanshan District, Shenzhen

### Ticketing QR Code



招商蛇口邮轮母港

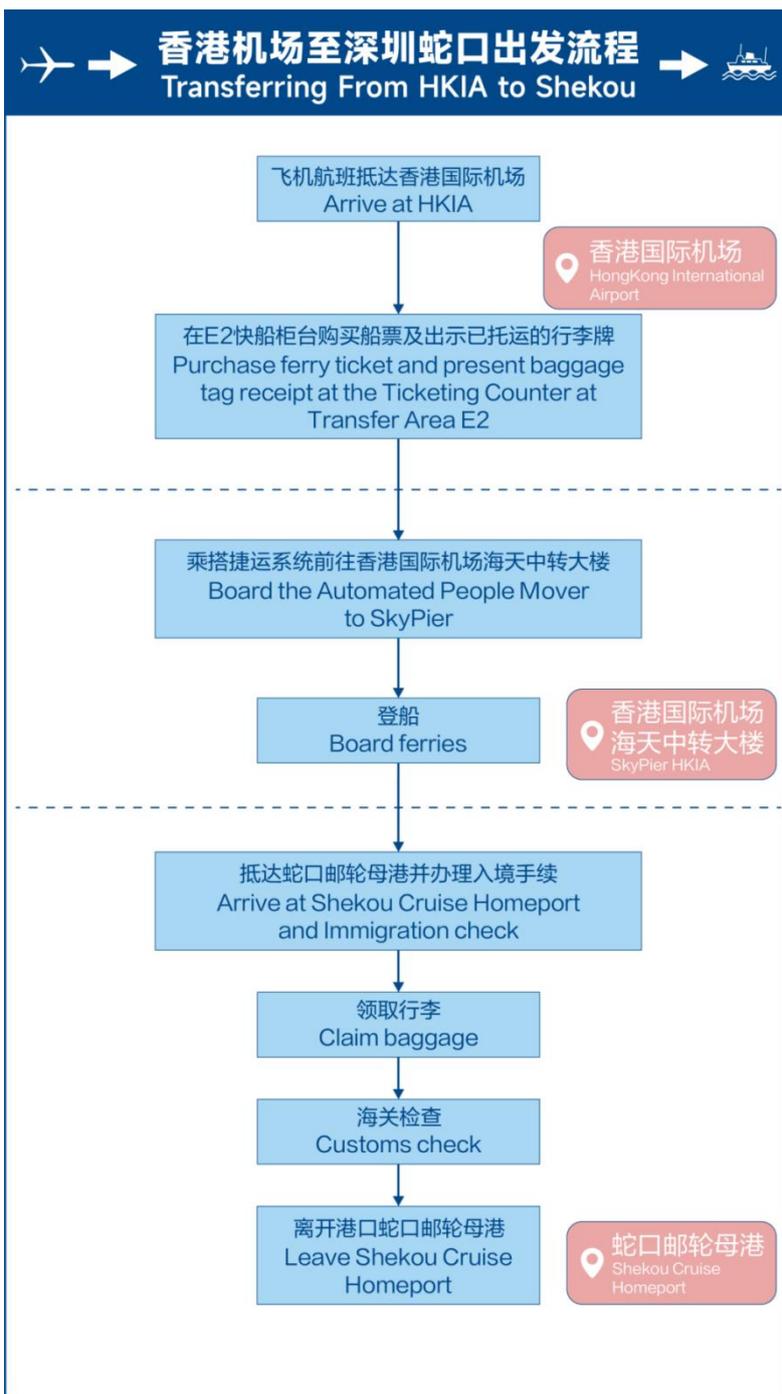
微信扫描二维码，关注我的公众号

No.	Route	Duration	Price	Remarks
<b>Sightseeing Routes (Bay Area Sea Tours)</b>				
1	Hong Kong-Zhuhai-Macau Bridge Cruise	180 mins	Start at RMB 198	
2	Shenzhen Bay Bridge Cruise	120 mins	RMB 99	
3	Hong Kong Victoria Harbour Cruise	150 mins	RMB 238	
4	Spring Garden Sea Tour	9:30-13:30	/	Dim Sum at Sea
<b>High-Speed Ferry Routes</b>				
1	Shenzhen Shekou ⇌ Hong Kong Airport	30 mins	Start at RMB 140	Checked baggage through-check
2	Shenzhen Shekou ⇌ Hong Kong Sheung Wan	50 mins	Start at RMB 60	
3	Shenzhen Shekou ⇌ Macau Taipa	60 mins	Start at RMB 99	
4	Shenzhen Shekou ⇌ Macau	60 mins	Start at RMB 99	

	Outer Harbour			
5	Shenzhen Shekou ⇌ Zhuhai Jiuzhou	60 mins	Start at RMB 140	
6	Shenzhen Shekou ⇌ Hengqin (Chimelong)	75 mins	Start at RMB 69	Free shuttle to Chimelong Resort
7	Shenzhen Shekou ⇌ Dong'ao Island	60 mins	Start at RMB 160	
8	Shenzhen Shekou ⇌ Wailingding Island	60 mins	Start at RMB 160	
9	Shenzhen Shekou ⇌ Guishan Island	60 mins	Start at RMB 120	

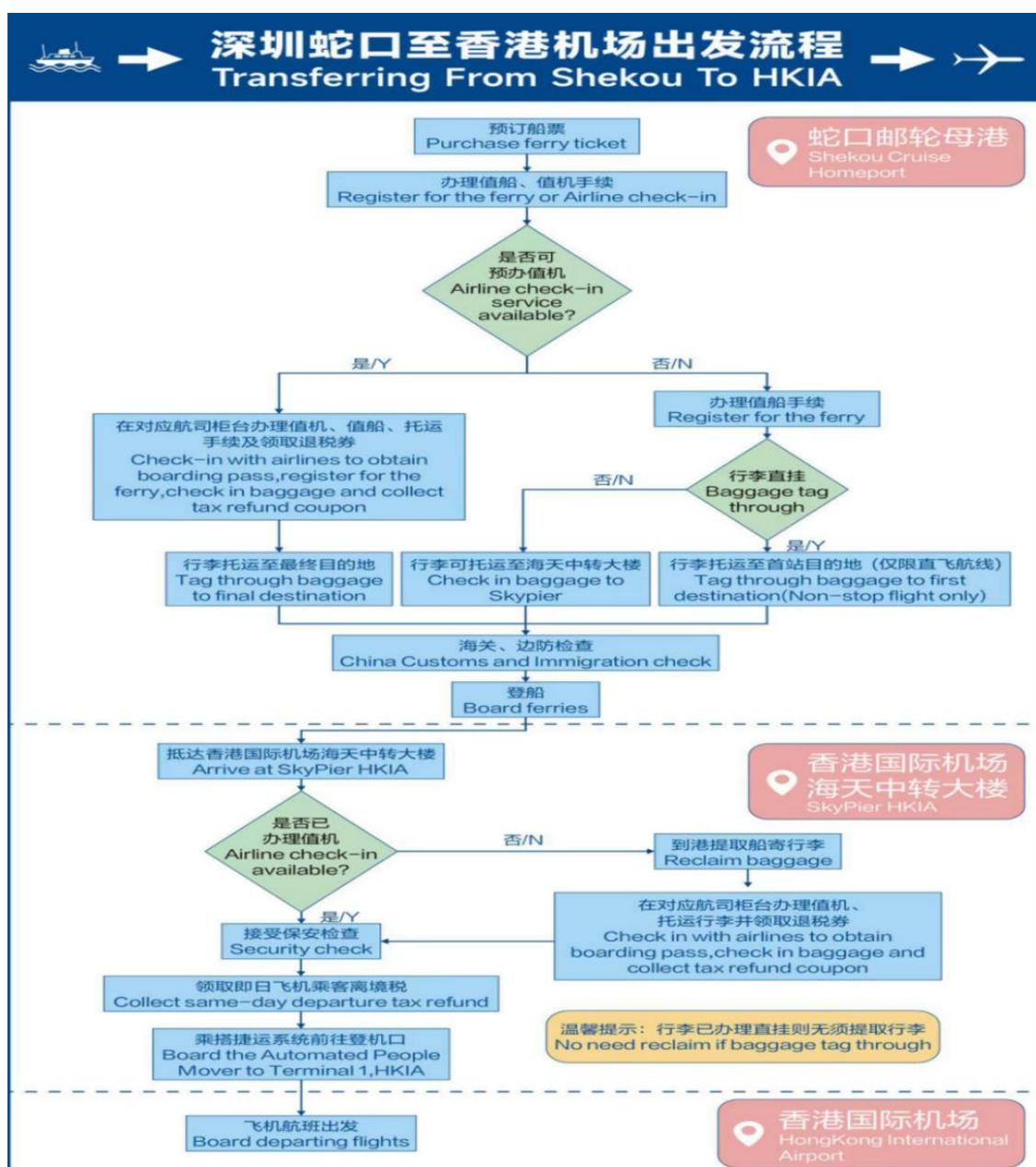
## 1. Transportation to Shenzhen Shekou: Ferries

- a) From Hong Kong International Airport to Shenzhen Shekou Cruise Home Port, it is not necessary to go through Hong Kong immigration and customs.
- b) After arrival at the airport, follow the “E2 Mainland/Macao Ferries” signboard leading to the E2 Transfer Desks.
- c) Take a ferry to Shekou which takes half an hour. Remember to present your luggage tags to the staff for luggage transferring.
- d) Service hours are from 06:30-21:15.



## 2. Transportation to HongKong International Airport: Ferries

- a) CIQ FREE for passengers taking ferry From Shenzhen Shekou Cruise Home Port to Hong Kong International Airport , immigration and customs procedures are NOT required at HKIA.
- b) Airline Check-in service available before on board the ferries.Luggage checked-through to flight destination.
- c) Only 30 minutes ' journey to arrived at HKIA transfer area. Enjoy 200HKD Air Passenger Departure Tax Refund upon arrival at HKIA.
- d) Service hours are from 06:00-21:30.



## **Part VII: Construction Safety Management Regulations**

To better serve the 27th China Hi-Tech Fair (CHTF) and in accordance with relevant laws, regulations, and industry practices, this manual has been formulated. It defines the relevant responsibilities concerning move-in, construction, safety, fire protection, facility/equipment usage, and environmental aspects of the event.

The 27th CHTF provides this manual to all participating units to assist in their event planning. Exhibitors and their suppliers must read this manual carefully to enable us to provide the required services promptly.

We sincerely wish all exhibitors a fruitful and rewarding experience at the exhibition!

The final interpretation right of this manual resides with the Organizing Committee of the 27th China Hi-Tech Fair.

### **I. Safety Management**

#### **A. Fire Safety Management**

##### **1. Fire Safety Rules**

The following actions are prohibited within the Shenzhen World Exhibition & Convention Center (SWCEC):

- (1) Occupying or blocking public fire escape routes and safety exits.
- (2) Obscuring, burying, or enclosing firefighting equipment and facilities.
- (3) Conducting hazardous operations indoors, including open flames, metal cutting, grinding, welding, spray painting, or using bench-type electric saws.
- (4) Setting off fireworks, including cold sparklers.
- (5) Bringing flammable items (e.g., gasoline, thinner, alcohol) and explosive cylinders (e.g., hydrogen, oxygen, acetylene) into the venue.
- (6) Using polystyrene as a decorative material (including foam boards, KT boards, etc.).
- (7) Using construction materials explicitly banned by the fire department.
- (8) Using high-heat-output lamps or lamps with potential safety hazards.

- (9) Using switches without earth leakage protection, or unshielded plastic twisted-pair cords and parallel flexible cords.
- (10) Using high-power resistive heating appliances (e.g., electric stoves, ovens), except for exhibited items.
- (11) Illegally installing additional lighting, high-power electrical appliances, or other power-using equipment within standard booths.
- (12) Directing spotlights or other heat-producing devices towards or in close proximity to fire sprinkler heads.
- (13) Bringing balloons or drones into the venue without prior approval.
- (14) Smoking in non-designated areas within the SWCEC.
- (15) Storing empty cartons and other flammable materials in booth storage areas.

## **2. Booth Planning and Construction**

- (1) The booth construction must strictly match the details submitted in the event application materials. If discrepancies are found between the actual build and the approved drawings, and these pose significant safety hazards (e.g., structural or workmanship issues), the SWCEC, the Exhibition Organizer, and the Main Contractor reserve the right to order work stoppage for rectification. Failure to comply will result in a safety penalty fee and reporting to the local fire safety regulatory authorities.
- (2) Ceilings in exhibition areas should be decorated with non-combustible materials. Walls and floors should use non-combustible or difficult-to-combust materials. Display components must be made of non-combustible or difficult-to-combust materials, with flame-retardant materials required to meet Class B1 standard.
- (3) Custom-built booths must be equipped with 5kg ABC-type dry powder fire extinguishers, at a rate of no less than 2 units per 100 square meters of booth area.
- (4) Custom booths with enclosed sides exceeding 75% must have no fewer than 2 emergency exits. The horizontal distance between adjacent exits must be at least 5 meters. Booths with an area not exceeding 72 square meters must have open-style emergency exits with a clear width of no less than 2 meters and a height of no less

than 2 meters. The maximum travel distance from any point inside the booth to the hall's evacuation route must not exceed 15 meters. A 2-meter radius around emergency exits must be kept clear of any obstructions.

(5) The structurally enclosed ceiling area of a custom booth must not exceed 50% of the total booth area.

(6) A 1.5-meter radius in front of safety exits must be kept clear of any obstructions.

## **B. Security Management Regulations**

1. All personnel must wear identification badges issued by the SWCEC and remain within their authorized areas.
2. Personnel must cooperate with identity checks conducted by public security authorities.
3. Exhibitors are responsible for the safekeeping of personal items and exhibits. Items requiring theft prevention should be removed from the SWCEC by the exhibitor before daily closing.
4. Exhibits and other items must not be placed outside the designated booth area.
5. Removing items from the SWCEC requires an exit pass issued by the Organizer, and items are subject to inspection before release.
6. If excessive crowd density within the halls poses safety risks, the SWCEC may implement emergency measures, including crowd control and dispersal, in consultation with public security authorities.
7. Commercial photography activities within the SWCEC's designated perimeter require prior approval from the SWCEC and the Exhibition Organizer.
8. The SWCEC, the Exhibition Organizer, and the Main Contractor have the right to prohibit the following activities within the SWCEC's perimeter:
  - (1) Unauthorized sales, promotions, solicitation of business, or unauthorized merchandising.
  - (2) Any actions that affect, pollute, or damage SWCEC facilities, equipment, or the environment.

- (3) Remaining in the exhibition area after closing hours.
- (4) Bringing pets into the venue without authorization.
- (5) Bringing controlled items, flammable, explosive, or otherwise hazardous materials into the venue.
- (6) Displays or activities that violate national laws, regulations, or social ethics.

### **C. Traffic Safety Management Regulations**

1. No motor vehicles or non-motor vehicles are permitted to enter the Shenzhen World Exhibition & Convention Center (SWCEC) without authorization. Vehicles entering the designated perimeter must comply with relevant exhibition regulations, follow traffic signs and directional indicators, and obey the commands of on-site staff.
2. The speed of any motor vehicle within the SWCEC perimeter must not exceed 15 kilometers per hour. Sounding horns within the venue is strictly prohibited.
3. The height limit at venue entrances is 6m. The height limit at the venue basement entrance is 2.1m.
4. All types of vehicles may only park and load/unload cargo within the areas designated by the security plan.
5. Liable parties will be held responsible for compensation for any losses caused by vehicle parking or loading/unloading operations.
6. Trucks and external special vehicles are strictly prohibited from remaining in the parking areas designated by the security plan without permission.
7. Occupying parking spaces with construction materials, exhibits, or other items without authorization is strictly prohibited.
8. Operators of special vehicles must be certified and hold valid licenses. Unlicensed operation and violations of operating procedures are strictly prohibited.

## **II. Construction Management**

## **(A) Basic Regulations**

1. The construction contractor is responsible for the safety of booth construction. They must conduct on-site safety inspections during the move-in and move-out periods and promptly rectify any identified safety hazards.
2. Before entering the venue, contractors must sign a safety commitment letter, designate an on-site supervisor, and file this information with the SWCEC, the Exhibition Organizer, and the Main Contractor. The on-site supervisor is responsible for safety training for construction personnel.
3. Contractors must not issue construction passes to individuals not employed by their company. Violators will have their venue access privileges revoked.
4. Construction must strictly adhere to the filed drawings. Cutting corners or arbitrarily altering the design is prohibited. The contractor bears all responsibility for consequences arising from materials or workmanship not meeting design requirements.
5. Booth construction must not exceed the designated boundaries. Unauthorized structures will be required to be dismantled at the responsible party's expense.
6. Booth construction must comply with all relevant professional technical requirements (e.g., electrical safety, fire protection, structure, plumbing).
7. The overall structure height of a booth must not exceed 5m (including platform height and overhanging structures). The single span of wooden structures must not exceed 6m. The single span of steel structures and steel-wood composite structures (including internal steel square tubes, iron frames) must not exceed 8m. The span of prefabricated steel space frames can be appropriately relaxed based on their cross-section, but the single span must not exceed 12m (excluding professional stage space frames with stability calculations).
8. Protective measures and warning signs must be applied to the following areas:
  - (1) Areas with sharp corners.
  - (2) Protruding or recessed areas on the ground.
  - (3) Cables or ropes laid on the ground.

- (4) Items prone to causing impact or crushing injuries.
  - (5) Other areas easily causing personal injury.
9. Occupying fire escape routes or public areas with exhibits or construction materials during move-in/move-out is strictly prohibited.
10. Construction personnel must enter the venue using valid construction passes issued by the SWCEC and carry these passes at all times during work for inspection.
11. During move-in/move-out, all personnel entering the venue must correctly wear safety helmets. Construction personnel must wear safety shoes to work; sandals, slippers, etc., are prohibited. Shoulders must be covered, and going shirtless is prohibited. Personnel under the influence of alcohol, ill, or feeling unwell are strictly prohibited from entering the construction site.
12. The following behaviors are prohibited for construction personnel within the exhibition venue:
- (1) Special operations personnel working without valid certificates.
  - (2) Failing to wear safety helmets or take necessary safety precautions during work.
  - (3) Using unsafe tools or machinery.
  - (4) Illegally hanging structural loads on facilities.
  - (5) Illegally removing trench covers within the venue.
  - (6) Failing to follow design drawings or engaging in rough construction, e.g., forcibly pushing over or breaking display panels.
  - (7) Fixing objects to the venue floor or walls using nails, piling, etc.
  - (8) Contaminating floor or wall facilities with materials difficult to remove, such as grease, paint, or adhesives.
13. The on-site management personnel of the SWCEC, the Exhibition Organizer, and the Main Contractor have the right to stop unsafe practices during the exhibition process and may deduct the security deposit according to the severity of the

violation, based on relevant requirements.

## **(B) Work at Height**

1. A-frame ladders used in the venue must be under 2.5m in length, with a maximum working height of 2m. Do not stand on the topmost step of the ladder. Only one person is allowed on the ladder at a time, with at least one person steadying the base. No one should be on the ladder while it is being moved.
2. Construction work above 2m requires scaffolding or mobile work platforms. Scaffold boards must be fully laid according to national safety regulations, and safety guardrails must be installed on the operating level. A maximum of two persons are allowed on the scaffolding simultaneously, with at least one person steadying it. If the scaffolding base has wheels, the brakes must be locked to prevent movement.
3. Use safe elevated work tools. The use of any damaged, bent, excessively rusty, modified, or otherwise structurally compromised scaffolding or mobile work platforms is prohibited.
4. Construction personnel are prohibited from climbing or standing on booth frames to work. Throwing tools is prohibited during work at height.
5. Safety harnesses must be worn for work at height and securely attached to solid structural components.
6. A dedicated person must be assigned for supervision to prevent others from entering the work-at-height area.

## **(C) Custom Booth Construction**

### **1.Main Wall Width**

- (1) The thickness of the main structural wall at the floor must be no less than 12cm. For walls primarily using light gauge steel studs, the thickness at the floor must be no less than 6cm.
- (2) The thickness of wooden walls for custom booths without a frame structure must not be less than 30cm to ensure sufficient contact area with the floor. Wooden walls exceeding 3m in height must have internal supports made of square steel or seamless round tubes.
- (3) Booths with only a single back panel wall as the main structure must be reinforced with structures like diagonal bracing and increased counterweight for

stability. Wooden panel wall designs must meet stability and longitudinal strength requirements.

## **2.Truss**

(1) If trusses are used for the main booth structure, professional truss structures must be used (factory design specifications or drawings from qualified design units must be available for inspection). Self-welded trusses are strictly prohibited.

(2) Connections between truss columns and beams must use metal fasteners, fitting tightly with no gaps or shaking.

## **3.Load-Bearing Columns (Metal, Wooden Structures)**

(1) The load from metal load-bearing columns must be transferred directly to the floor, not onto wooden materials like platforms, and must be reinforced with welded metal base plates.

(2) Metal load-bearing columns should use materials with a diameter over 10cm without welds. The column base should be welded onto a square plate with an area no less than 50cm×50cm and a thickness no less than 6mm to increase the load-bearing area. A top support plate must be welded on. The base size for metal structure columns should be determined based on the total booth load calculation. Columns must be welded to the center of the base plate.

(3) Metal structure light poles must have a diameter over 10cm, with a base plate of at least 100cm×100cm and thickness no less than 6mm, reinforced to ensure stability.

(4) Wooden load-bearing columns should use continuous solid material to ensure structural integrity, with joints firmly connected.

## **4.Glass**

(1) Tempered glass must be used for vertical booth decoration, with tempering certificates available for on-site inspection, and must bear the national standard CCC mark.

(2) Glass with an area exceeding 2m<sup>2</sup> must have a thickness no less than 8mm. Large-area glass should have prominent markings applied to prevent injury if broken.

(3) Glass must be installed using metal frames or professional hardware. Elastic cushioning materials should be used between the frame/hardware and the glass to ensure safety.

(4) If glass platforms are used, supporting columns or walls must be fixed below the platform. Booth structures must not be built directly on smooth glass surfaces.

### **5.Suspended Items (Hanging Elements)**

(1) Suspended items and hanging elements (including logo lightboxes, lights, TVs, etc.) must meet the load-bearing requirements of their hanging surface.

(2) Hanging operations should refer to relevant lamp installation standards. The fixing and suspension devices for hanging objects should undergo overload testing at twice the weight of the object.

### **6.Beam-Column Connection Standards**

(1) Custom booths adding beams at the top must provide detailed structural drawings of the beam-to-main-structure connection during drawing submission. The structural strength must meet the required load capacity.

(2) Connections between beams and columns must use bolts or other secure fasteners; simple methods like tying are prohibited.

(3) Connections of main structural members must not use staples or wood screws; they must be fully fastened using bolts.

(4) Connections between lintels, ceiling beams, and walls must use supporting structures or be embedded into the wall; side connections are prohibited.

### **7.Load-Bearing and Stress Members**

(1) Materials like angle steel, channel steel, square steel (tube), etc., used for load-bearing members in custom booths must be qualified products. Decorative flexible metal materials or brittle materials are prohibited.

(2) If angle brackets are used with profiles, the bracket width must be greater than 50mm, thickness greater than 5mm, and connected using steel bolts.

(3) Stress members with wall thickness less than 0.8mm or severely corroded stress members must not be used.

(4) Externally mounted (suspended) components must have a metal frame and be connected to the main metal structure, fastened with bolts.

### **8.Platforms**

(1) If a platform is built and its height exceeds 10cm, a ramp must be used for the transition to the floor level.

(2) Platforms with a height below 10cm require relevant step safety signage.

## **9. Tiles and Other Decorations**

Hard decorative materials like tiles (pieces), glass, etc., must not be adhered suspended on the main booth structure. The area of a single tile (piece) installation is limited to within 122cm×244cm; applications are required for larger areas. Anti-fall measures must be taken, such as using pressure frames, grooves, and adhesion from the base foundation.

## **10. Double-Decker Custom Booth Design and Construction**

Double-decker custom booths must comply with the following requirements in addition to the general regulations for indoor custom booths:

(1) Material Requirements: Double-decker booths must use steel structure materials with corresponding reinforcement. Load-bearing structures, in particular, must use steel materials, with proper leakage protection and grounding.

(2) Structural Requirements: The foundations of columns and beams for double-decker booths should use ground beam connections, reinforced with high-strength screws. Non-slip hard rubber pads should be added at the contact surface with the floor to prevent shifting.

(3) Escape Stairs:

① The number and width of escape stairs connecting the first and second floors must be calculated and determined as required. When the second-floor area is used as office space and does not exceed 120 m<sup>2</sup>, one escape stair may be installed. If more than two stairs are installed, the horizontal distance between adjacent stairs must be at least 5m.

② The total width of escape stairs shall be determined by calculation, with a minimum clear width of 1.4m per stair.

③ Stair tread width must be no less than 26cm, and riser height must not exceed 17.5cm.

(4) Protective Railings:

① Handrail protective railings for stairs in double-decker booths must be no less than 1.5m high. All protective railings must withstand an external force of 1KN from any direction.

② Railing handrails should have a curved surface to prevent objects from being placed and sliding off. The clear space between vertical railing members must not exceed 11cm.

③ Railing handrails must be secure to prevent slipping.

(5) Second Floor Load Capacity: The load-bearing capacity of the second-floor area of a double-decker booth must not be less than 400kg/m<sup>2</sup>. The second floor is limited to negotiation, transactions, or rest; it must not be primarily used for displaying exhibits. The number of people staying on the second floor must be strictly controlled. The total weight and weight per unit area of items placed and people negotiating on the second floor must not exceed the total load and unit area load values indicated on the construction drawings.

(6) Use of Electric Heating Appliances: The use of any electric heating appliances on the second floor of a double-decker booth is strictly prohibited.

### **(D) Contractor Credit Management and Rectification Regulations**

Booth construction contractors must be registered with the industrial and commercial authorities and possess qualifications for building construction, decoration construction, or exhibition construction.

The exhibition will establish a safety credit record for contractors. This record will document safety hazards, incidents, and accidents involving the contractor. The SWCEC, the Exhibition Organizer, and the Main Contractor reserve the right to order rectification, deduct the comprehensive site security deposit, impose access bans, or take other measures against contractors who refuse to rectify identified hazards or cause near-misses or accidents due to their own faults.

If a written rectification notice issued by the SWCEC, the Exhibition Organizer, or the Main Contractor is not complied with by the specified deadline, it will be deemed a refusal to rectify.

For incidents or accidents occurring during the exhibition period, the responsible contractor will face access bans of varying durations based on the determination of

accident liability. Banned enterprises will not be permitted to conduct construction work within the SWCEC perimeter during the ban period.

Custom booth contractors will be ordered to rectify in the following circumstances:

- (1) Cutting corners or not following design specifications during construction.
- (2) Construction materials (including electrical equipment) failing to meet safety requirements.
- (3) The structure of the construction (booth, other facilities, temporary structures) being non-compliant with safety requirements.
- (4) Construction tools being non-compliant with safety requirements.
- (5) Safety protective equipment for construction personnel failing to meet requirements.
- (6) Uncivilized construction behavior by personnel.
- (7) Construction personnel smoking in non-smoking areas.
- (8) Other safety hazards present on the construction site.

The SWCEC, the Exhibition Organizer, and the Main Contractor will establish a restraint mechanism involving security deposit deductions to strengthen management of contractor violations.

## **(E) Construction and Dismantling Regulations**

Booth dismantling follows the principle of "whoever builds, dismantles". Materials should be loaded onto vehicles immediately upon dismantling. A release pass is required to remove dismantled materials from the venue. Exercise caution if using manual carts to remove booth waste.

Waste disposal for custom booths follows the principle of "whoever generates, removes". Discarding booth waste anywhere within the SWCEC perimeter is strictly prohibited. Violators will be held liable for compensation according to the security deposit deduction standards by the Main Contractor.

To maintain the urban environment around the SWCEC, discarding booth waste in municipal areas outside the SWCEC perimeter is strictly prohibited. Violators will be heavily fined according to government regulations and bear relevant responsibilities.

### **III. Regulations for Use of Water, Electricity, Gas, Hanging Points, and Network**

#### **(A) Water, Electricity, and Compressed Air for Exhibitions and Events**

##### **Implementation Standards:**

Electrical installations must comply with national electrical industry standards, exhibition rules, the State Council's "Regulations on the Safety Management of Large-Scale Public Activities", fire safety codes, "Code for design of low voltage electrical installations (GB50054-2011)", "Safety technical code for temporary electricity at construction site (JGJ46-2005)", "Code for acceptance of construction quality of building electrical engineering (GB50303-2015)", "Code for design of power distribution of general electric equipment (GB50055-2011)", relevant exhibition fire safety regulations, and the specific requirements of this manual.

##### **(B) Material Requirements**

(1) All electrical materials must have sufficient safe current-carrying capacity. ZR-BVV (flame-retardant double-sheathed copper-core wires), ZR-RVVB sheathed wires or ZR-VV cables shall be used; twisted pairs (stranded wires) and aluminum-core wires are prohibited.

(2) Ballasts and igniters for lamps must be qualified products that have obtained 3C safety certification.

(3) Water and gas materials must be qualified products from regular manufacturers. The use of inferior materials, which may cause water leakage, gas leakage or other problems, shall be strictly prohibited.

##### **(C) Electrical Installation Requirements**

(1) For each protection circuit in lighting power distribution, the number of electrical equipment (including lamps and sockets) shall not exceed 25, and the total capacity shall be less than 3KW or 16A current.

(2) If the total power load of booth lighting exceeds 16A current, three-phase power supply and distribution shall be adopted. The electrical load shall be evenly distributed to achieve balanced three-phase power consumption.

(3) Booths must be equipped with self-provided Class B flame-retardant main control electrical boxes that meet national standards. The electrical boxes must be covered with complete latches. The rated current of the main switch of the electrical box shall not exceed the declared specification. A residual current device (with an operating current of 30mA and an operating time of less than 0.1S) shall be equipped in accordance with specifications and installed in a safe, visible location that is convenient for operation and inspection.

(4) Ordinary lighting, mechanical power equipment, frequency conversion equipment, thyristor-controlled equipment, sound amplification equipment, and 24-hour electrical equipment shall be provided with independent circuits by category. Sharing the same circuit is strictly prohibited. For exhibitors, they shall independently assess whether important electrical equipment and electrical power for important occasions need to be equipped with a dual-circuit power supply (one main and one backup). The cost of power supply equipment for the backup circuit shall be borne by the user.

#### **(D) Electrical Construction Safety Management**

(1) Personnel Qualifications: On-site electrical construction personnel must carry valid electrician operation certificates at all times. Working without a certificate is strictly prohibited.

(2) Temporary Power Supply: The Shenzhen World Exhibition & Convention Center (SWCEC) can provide temporary construction power. Exhibitors or contractors must apply in advance. Temporary power is solely for use during move-in and move-out construction; it cannot be used for equipment debugging or during the official exhibition period. No temporary power is provided during the official exhibition. Booths that have not completed the entry construction procedures and paid the relevant fees will not be supplied with electricity.

(3) Load Management: No part of the booth's power distribution system shall be overloaded. Construction units must strictly adhere to the reviewed and approved plans and drawings for electrical work. The electrical load must not exceed the declared current value (the actual usage load should be controlled within 80% of the declared current rating). If additional electrical appliances and other equipment on-site cause the load to exceed the declared capacity, the declaration must be promptly updated, relevant procedures completed, fees paid as required, and the power supply equipment replaced to meet specifications. Otherwise, the SWCEC and the Main Contractor have the right to cut off power to the booth.

(4) Temporary Cables: Temporary power cords for construction must use sheathed flexible copper core wires. There shall be no splices along the length, and a protective circuit breaker must be installed.

(5) Connection Method: Directly inserting power cords into sockets is strictly prohibited. Connections must be made using plugs or by securely fastening terminal screws.

(6) Designated Connection Points: Based on the venue's power system configuration and safety technical requirements, all electrical connection methods must be installed according to the venue's designated power source connection methods, cable routing paths, and specified access points. Power must be taken from the designated terminal blocks on the power distribution facilities or dedicated power outlets. Random connection to unauthorized distribution boxes or sockets is not permitted.

(7) Grounding & Cable Installation: All metal structures and equipment enclosures must be reliably grounded, using flexible multi-strand copper wire with a cross-sectional area of not less than 2.5mm<sup>2</sup>, matched to the actual electrical load. Electrical wiring must be fixed in safe locations and shall not be laid haphazardly on exhibition frames, the floor, or in aisles.

(8) Aisle Crossings: Temporary electrical lines within exhibition halls should avoid crossing pedestrian aisles wherever possible. If unavoidable, they must be protected

using arched cable covers with a height not exceeding 20mm and marked with warning signs. Enclosure and isolation may be necessary. Crossing major hall entrances, registration halls, and other high-traffic aisles with cables is prohibited.

(9) Prohibited Lamps: Standard booths must not use high-power lighting fixtures exceeding 500W. The use of high-heat-output lamps (such as quartz lamps, iodine-tungsten lamps, etc.) is prohibited.

(10) Heat Dissipation & Fire Protection: Advertising light boxes and light poles must have ventilation holes for heat convection. Wooden advertising light boxes and light poles must be coated with fire-retardant paint internally.

(11) Outdoor Booth Requirements: Outdoor open-air booths must use waterproof electrical and lighting equipment with an IP rating of 65 or higher, and implement reliable safety measures against rain, moisture, and wind. All electrical wiring, especially junctions, must be waterproofed. Cable runs should be connected using waterproof bridge connectors. Distribution boxes, earth leakage protectors, and other devices must be mounted at least 10-15cm above the ground, not placed exposed. Power sockets must be installed at a height of at least 80cm.

(12) Safe Distances: A distance of more than 30cm must be maintained between all installed lighting fixtures and exhibit samples/items. All heat-generating equipment and facilities must be installed at least 3m away from the venue's fixed power distribution facilities and must not discharge heat towards them.

(13) Access to Facilities: Booth setup must not obstruct the venue's lighting, power distribution boxes/cabinets, telephone junction boxes, or fire safety facilities. A clear access path of no less than 60cm and sufficient operating space must be maintained to facilitate safety inspections and fault handling.

(14) Pre-Power-On Inspection: After completing the booth's electrical installation, but before official power-on, exhibitors and contractors must conduct a safety self-inspection of the power distribution system. Power can only be switched on after joint inspection and confirmation by SWCEC electricians, Main Contractor electricians, and contractor electricians verify everything is correct and qualified.

(15) **During-Exhibition Vigilance:** During the exhibition period, exhibitors or contractors must arrange for an on-duty electrician at the booth to promptly address any issues and ensure electrical safety. During move-in and the exhibition (especially before daily closing), daily checks should be performed for loose lighting fixtures, cables, etc., within the booth. Any abnormalities must be addressed immediately to prevent safety incidents.

(16) **Contractor Liability:** Contractors are responsible for educating their construction personnel on proper and safe work practices. Personnel must work within the approved timeframe and area. Contractors bear full responsibility for all safety accidents and liabilities arising from violations of these regulations and shall compensate for all economic losses caused to the SWCEC, the Exhibition Organizer, the Main Contractor, and other third parties.

(17) **Unauthorized Actions Prohibited:** No exhibitor, contractor, or individual has the right to operate any fixed or configured electrical facilities of the SWCEC without the approval or authorization of the SWCEC, the Exhibition Organizer, and the Main Contractor. Private connections are prohibited. Violators will be held liable and required to compensate for resulting losses.

### **(E) Electrical Fault Handling**

(1) **Responsibility Demarcation:** The portion of the power supply provided by the venue to the booth, starting from the load side of the venue's distribution box switch, is the responsibility of the exhibitor. Fault handling for this section is the responsibility of the exhibitor or contractor.

(2) **Trip Response Procedure:** If a power outage in the booth is caused by the tripping of a protective switch in the venue's fixed power distribution facilities, the contractor's on-duty electrician should first self-check the electrical equipment and lines for faults and resolve them, while immediately notifying SWCEC electricians and the Main Contractor's electricians to handle the situation on-site. Arbitrarily resetting the switch and restoring power before identifying the cause is strictly prohibited.

Personnel and units responsible for accidents and economic losses caused by unauthorized switch resetting will be held accountable.

(3) Line Fault Contingency: If an electrical line fault occurs in the booth during the exhibition period and cannot be repaired on-site, the SWCEC, the Exhibition Organizer, and the Main Contractor have the right to adjust exhibition power lines and loads to ensure the exhibition continues unaffected and electrical safety is maintained. Exhibitors and contractors must cooperate.

(4) Safety Hazard Intervention: If the SWCEC, the Exhibition Organizer, or the Main Contractor identifies electrical safety hazards in a booth, they will immediately notify the contractor's on-duty electrician to address them. They may also take compulsory measures such as cutting off the power supply to ensure safety. In cases of severe safety hazards or regulatory violations, and to ensure safety, the SWCEC, the Exhibition Organizer, and the Main Contractor have the right to cut off power without notifying the exhibitor.

### **(F) Guidelines for Using Water, Electricity, and Gas at the Exhibition**

(1) Application for Additional Utilities: Requests for additional water, electricity, or gas during the exhibition must be submitted to the Main Contractor for approval by the SWCEC Technical Service Department before installation. Equipment requiring 24-hour power supply must be applied for through the Main Contractor to configure a dedicated circuit and appropriate, reliable protective switches, ensuring the equipment is fault-free and maintaining venue electrical safety.

(2) Special Power Use (e.g., Mechanical Power, Thyristor Stage Dimming): If equipment characteristics genuinely make 30mA RCDs unsuitable, exhibitors/contractors must obtain approval from the Organizer/Main Contractor and then apply to SWCEC. A Special Electricity Safety Commitment Letter confirmed by all three parties must be signed. After SWCEC removes the RCD from the corresponding circuit, the exhibitor/contractor must implement strict and sufficient protective measures during equipment operation to prevent personal injury. The applicant bears all responsibility for any safety incidents resulting from RCD removal.

(3) Uninterruptible Power Supply (UPS): Equipment intolerant of power interruptions (e.g., computers, precision instruments) must be protected by exhibitor-provided UPS systems. The Venue, Organizer, and Main Contractor are not liable for data loss or damage caused by power interruptions otherwise.

(4) Restrictions on Wall/Floor Sockets: Wall and floor sockets within the venue must not be used for electric heating equipment exceeding 2.5KW (e.g., kettles, hot plates, irons). Charging electric vehicle batteries (including but not limited to e-bikes, e-motorbikes, e-tricycles) inside the venue is prohibited. Demonstrations requiring such use must obtain prior approval from the Organizer, Main Contractor, and relevant SWCEC departments.

(5) Cooking/Food Warming Exhibits: Only electric heating equipment is permitted, which must be China Compulsory Certification (CCC) certified and used in well-ventilated areas. Flammable materials must not be placed near heating devices. At least one fire extinguisher meeting national standards must be present during demonstrations.

(6) Air Compressors: Bringing personal air compressors is prohibited unless required for construction or as an exhibit itself. If SWCEC facilities are inadequate, special compressors may be permitted case-by-case. All compressors must comply with safety standards, be placed in designated areas, and follow this process:

- 1) Apply to the Organizer/Main Contractor for compressors requiring pressure >1MPa, confirmed by SWCEC operations.
- 2) Provide product certificates, pressure vessel inspection reports, and registration for compressors/air tanks classified as special equipment.
- 3) Apply for dedicated power based on compressor power rating and provide dimensions for placement planning.

Liability: Exhibitors/contractors assume FULL responsibility for losses arising from: Power outages caused by faults in booth equipment/circuits tripping SWCEC switches.

Power failures due to non-compliant electrical design/installation.

Power failures due to deviations from approved electrical drawings/loads.

Lack of on-duty electrician leading to delayed fault response.

Losses from mandatory power disconnection by SWCEC/Organizer/Main Contractor due to severe hazards/violations.

Damage to critical/valuable/special equipment lacking backup power during outages.

Any other losses due to exhibitor/contractor negligence.

(Force Majeure) Losses from natural disasters, grid failure, or government actions exempt SWCEC, exhibitors, and contractors from mutual liability.

(9) Scheduled Power Down: Power to booths will be cut during daily closing hours and after the exhibition closes. Submit a written application to the Main Contractor to retain power temporarily during these times.

(10) Utility Connection Scope: The Venue is responsible for connecting utilities to the designated booth location. Internal distribution within the booth is the exhibitor/contractor's responsibility but must comply with safety codes under Venue supervision. Contractors must accept management and inspection by SWCEC/Organizer/Main Contractor and rectify identified hazards promptly.

(11) Wastewater Discharge Regulations: To ensure compliance with national standards and prevent pollution, exhibitors must:

(1) NOT discharge wastewater containing fats, oils, greases, emulsions, cyanides, acids/alkalis, industrial oils, heavy metal ions, or other hazardous materials into the venue drainage system. Such waste must be removed from the venue perimeter for proper disposal.

(2) Report non-compliant wastewater types and treatment plans to the Venue, Organizer, and Main Contractor. Discharge into the venue system is only permitted after treatment meets national standards (proof required).

(3) Bear full responsibility for equipment damage, environmental pollution, or legal violations caused by improper discharge.

(12) Water/Drainage Pre-ordering: Pre-orders for water/drainage facilities must include layout and elevation diagrams indicating connection points. Arrange for on-site liaison with SWCEC and Main Contractor staff.

(13) Modifications & Prohibited Actions: After connection by authorized SWCEC personnel, modifications require application at the Main Contractor's service desk. Unauthorized tampering is strictly prohibited. Installing pumps on water supply lines to draw water directly is forbidden without SWCEC/Organizer/Main Contractor approval to maintain pipeline pressure stability.

(14) Water Supply Cessation & Early Dismantling: Water supply will stop one hour before daily exhibition closure. Exhibitors dismantling early must notify SWCEC, Organizer, and Main Contractor staff to remove pipes. Compensation is required for missing components due to unauthorized removal.

## **(G) Hanging Points**

Hanging points are available throughout Halls 1-16 and Hall 17. Each point has a load capacity of 1 ton. The load per main truss must not exceed 18 tons. The top of the hanging structure should be less than 9.0m from the floor. The bottom of hanging banners must be higher than 9.5m from the floor, with the banner itself within the 9.5m to 16.0m height range. For large events in Hall 17, the maximum height for hanging structures is 18.0m.

### **1. Scope of Work**

The SWCEC Hanging Points team is responsible for installing slings and hoists and lowering them to the specified height. Work below the hoist hook is the contractor's responsibility.

### **2. Hanging Conditions**

(1) Hanging points cannot be used for lifting non-suspended objects/equipment, suspending any moving objects, or pure wooden structures. Connecting structures to the ground for reinforcement is prohibited. Items threatening venue facility safety cannot be hung.

(2) No part of the hanging structure should connect to ground-based structures.

(3) Pure wooden structures cannot be hung.

- (4) The principle is one hoist per point for vertical hanging; diagonal pulling is not allowed. Exceptions for structures under 100kg with a plane radius  $\leq 1.5\text{m}$  may be considered case-by-case.
- (5) Subwoofers and line array speakers cannot be hung.
- (6) The dimensions of the hung structure must not exceed the booth's footprint.
- (7) Load must be evenly distributed on the hung structure to prevent instability.
- (8) Electrical wiring for hung items must be tidy. High-voltage cables require conduits; low-voltage signal cables should be neat. Tape-spliced wires are prohibited; use insulated terminals. An independent power control switch must be installed at ground level.
- (9) Connections between the hanging structure and trusses must be secure.
- (10) Use dedicated shackles to connect the structure to the hoist hook. Provide detailed drawings.
- (11) Each device in the hanging structure requires separate steel wire safety backup (illustrated in drawings).
- (12) Materials must have a flame-retardant rating of B1 or higher.
- (13) Complex custom booths require detailed construction plans, methods, and structural calculations stamped by a Class 1 Registered Structural Engineer.
- (14) Cantilevered structures are not permitted in hanging designs.
- (15) The venue's hanging system must not bear dynamic loads directly.
- (16) Main load-bearing trusses must be specialized, compliant with national standards, securely connected. Provide material specs and connection details. Self-welded trusses are prohibited.
- (17) The dynamic load amplification factor of 1.3 must be considered within the point's load limit.
- (18) For 300x300mm Alu. truss, max span 4.5m; 400x400mm, max span 6.0m; 400x600mm+, max span 9.0m (adjusted based on actual plan).

### **3. Construction Requirements**

- (1) After approval and payment, the contractor locates points based on markings (venue assists). The contractor is responsible for the accuracy of the quantity and location.
- (2) Slings/wire ropes must be fixed to prevent slippage. The SWCEC team lowers hoists to the required height. Work below the hook is the contractor's responsibility.

(3) After completing and self-inspecting the work below the hook, the contractor must notify the Main Contractor and SWCEC team for inspection. The structure must meet safety standards and be ready for lifting. Only after joint approval and signing by all three parties can the structure be raised. The applicant is responsible for safety after lifting. The SWCEC team secures the chain (power off for electric hoists). Lowering follows the reverse process.

(4) Hanging any item requires written approval from SWCEC, the Organizer, and the Main Contractor. Work above the hoist hook must be done by SWCEC personnel; work below by the contractor. Temporary additions are generally not provided on-site.

(5) Points cannot be used for equipment lifting or suspending moving objects.

(6) Hanging structures must be reliably connected metal. Pure wood structures are prohibited. Points cannot be used for load-bearing pulling or ground reinforcement.

(7) Applications are rejected if the object risks the venue's structure/facilities. SWCEC installs points/hoists for single structures; other work is done by the contractor.

#### **4. Dismantling Requirements**

The on-site hanging point supervisor coordinates with the contractor to lower components for dismantling. The SWCEC team then retrieves slings, hoists, etc.

#### **5. "Ten Do Not Lift" Principles**

(1) Do not lift if pulled diagonally.

(2) Do not lift objects with sharp edges/unprotected corners.

(3) Do not lift beyond rated capacity.

(4) Do not lift loads for direct processing by crane.

(5) Do not lift without secure fastenings.

(6) Do not lift explosive items (oxygen tanks, acetylene generators, balloons).

(7) Do not lift objects buried underground.

(8) Do not lift with unclear signals, unknown weight, or poor lighting.

(9) Do not lift if people are on the load or unsecured items are present.

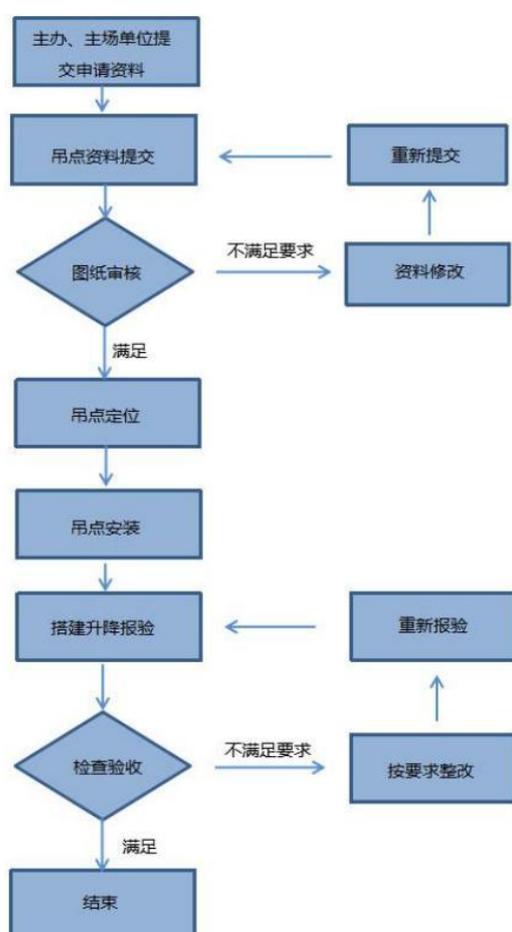
(10) Do not lift if slings/attachments are insecure or non-compliant.

#### **6. Application Process**

Applicants for rigging points must submit complete documentation to the Venue's

Exhibition Services Department and Conference Events Department 15 working days prior to move-in. The deadline for drawing submissions is 7 working days before move-in. The Rigging Operations Team of the Technical Services Department will provide review comments within 2-4 working days after receiving the documents and forward them to the relevant departments for communication to the applicant.

Upon approval, the applicant must confirm the ground positions and quantity of rigging points on-site 2-3 days before move-in. Shenzhen World Exhibition & Convention Center (SWCEC) will then prepare the necessary materials and equipment and proceed with the rigging installation according to the approved plan.



## 7. Hanging Points Application Document Checklist

No.	Category	Drawing	Content Requirements	Instructions
-----	----------	---------	----------------------	--------------



1	Hanging Points Drawings	Booth Layout Plan	(1) Hall number (2) Booth layout (3) Booth orientation	Clearly mark the booth numbers surrounding the application booth.
2		3D Rendering	Spatial distribution of all hanging items, clearly labeled with structural materials and dimensions.	
3		Elevation Drawings	(1) Front and side elevations (2) Height from floor to top of truss (3) Height relationships between hanging objects	
4		Hanging Point Distribution Plan	(1) Hanging point locations (2) Quantity of points (3) Booth dimensions (4) Distances between points (5) Distances from points to booth edges	All dimensions must be measured from the center point of each hanging point.
5		Detailed Point Load Distribution Plan	(1) Hanging point locations (2) Load per point (3) Specific distribution of hung items (4) Schedule of hung items (Name, Material, Specs/Model/Size, Qty, Unit Weight, Total Item Weight, Total Weight) (5) Power distribution layout	(1) Each point on the plan must be annotated with its load. (2) Provide a categorized list of hung items with quantities and weights (e.g., for steel-wood lintels: list quantities and weights of wood, steel tubes for each structure A, B, C).
6		Construction Details Drawings	(1) Specs and connection details for aluminum alloy trusses (2) Connection details between hung items and truss (3) Material specs and dimensions of hung items (4) Internal material distribution and connection details (incl. sections) (5) Anti-fall measures for each item	(1) For LED screens: provide module connection details and overall screen-to-truss connection details. (2) For steel-wood lintels (pure wood forbidden): provide steel frame layout/connection details and overall structure-to-truss connection details.
7		Design/ Builder Qualifications	(1) Business licenses of design and construction companies. (2) Legal representative ID of construction Company.	Must be stamped.

			(3) Special operation certificates (Electrician, Work at Height).	
8		Construction Safety Commitment Letter	(1) Name and contact info of safety supervisor (2) Company stamp of the on-site work unit (3) Signature of the safety management responsible person	Must be signed and stamped.
9		Main Contractor Review Receipt	(1) Signature and stamp of the Main Contractor's drawing review responsible person (2) Name and contact info of the Main Contractor's responsible person	Must be signed and stamped.
10		Structural Calculation Report (Complex Booths)	(1) Construction method statement and structural calculations for complex custom booths or large event hanging structures (point loads, structural strength, overturning check) (2) Stamp from a National Class 2 (or higher) Registered Structural Engineer	Required for complex booths or large events.
11		Hanging Points Application Summary Table	(1) Confirm quantity of points per booth (2) Confirm type and quantity of hoists to rent per booth (3) Submit one copy each in Excel and PDF format	To be submitted after all booth drawings are approved, signed, and stamped by the Main Contractor.
12		Master Hanging Points Layout Plan	(1) Booth numbers placed uniformly in the top-left corner of each booth area, in bold. (2) Hanging points for each booth must be marked individually on the master plan using an orange 4-point star icon, orange font, including point quantity.	Submission Time: After hanging point drawings for ALL booths have been reviewed and approved.

## (H) Network

The Shenzhen World Exhibition & Convention Center (SWCEC) has full coverage of 4G/5G mobile signals from China Telecom, China Unicom, and China Mobile. Fiber

optic lines cover exhibition halls, meeting rooms, and other areas. Paid services include wireless WiFi, fiber broadband, fiber dedicated lines, and LAN setup.

### **1. Network Interface & Delivery**

(1) SWCEC delivers wired network services (Fiber Broadband, Fiber Dedicated Line, LAN) via a single RJ45 network cable run to the exhibitor's specified location. Applicants must apply in advance through the Main Contractor.

(2) Exhibitors needing multiple devices to share one network point must provide their own routers/switches and are responsible for their setup and troubleshooting. If laying private cables, they must not cross into other booths or span main aisles, must comply with standards, and must be taped down with warning tape in public areas to prevent tripping.

(3) Once the wired network point is installed and activated at the designated location, it may only be moved once, provided that the relocation adheres to cabling standards and safety principles. The network point can only be moved to the farthest point within the length of the network cable. If relocation is not feasible, the exhibitor shall handle the matter independently.

### **2. Network Service Description**

Network services are activated within the stipulated period after successful application and payment. Early activation or extended use incurs extra fees. Orders generally cannot be canceled after activation.

#### **(1) Fiber Broadband & Fiber Dedicated Line:**

① Both use Cat-5e or higher twisted pair cable with RJ45 interface. Fiber interfaces require prior discussion and planning with the Main Contractor.

② Fiber Dedicated Lines offer symmetrical upload/download speeds (e.g., 20Mbps up/20Mbps down for a "20M with 5 IPs" plan).

③ Fiber Broadband uses RFC1918 private IPs, not directly accessible from the public internet. Fiber Dedicated Lines use non-RFC1918 public IPs, accessible from the internet.

#### **(2) Wireless VIP WiFi:**

① One VIP WiFi account allows only one concurrent device login.

② Devices must have a browser (IE, Chrome, Firefox, Safari).

③ Devices should support 802.11ac (WiFi 5); low-end/older devices are not

recommended.

- ④ Devices need a 5GHz wireless card to avoid interference from the 2.4GHz band.
- ⑤ Suitable for general internet browsing/office work; not recommended for HD video conferencing/live streaming.

### **(3) 5G Broadband:**

- ① Converts carrier 5G signals to local WiFi/wired via a "5G CPE device + 5G data SIM".
- ② Supports up to 32 devices per unit. Speeds may fluctuate depending on carrier signal.

### **3. Network Security**

- (1) Computer network use at the exhibition must strictly comply with national laws/regulations.
- (2) Activities endangering national security, leaking state secrets, or violating laws will be investigated with public security authorities.
- (3) Adhere to network etiquette/morals, resist harmful information. Illegal activities are prohibited.
- (4) Real-name registration is required for WiFi access per national regulations.
- (5) Users must safeguard accounts/passwords. Sharing accounts is prohibited; users bear all responsibility for misuse.
- (6) Prohibited: Installing hacking tools, viruses, or malware to attack/infiltrate the network or disrupt others.
- (7) Prohibited: Using venue WiFi to access others' accounts, breach security, unauthorizedly access computers/systems/data, or conduct hacking causing service disruption. Using security threats like password crackers, exploits, or network probes is forbidden.
- (8) Unauthorized use of venue network resources is prohibited. SWCEC, Organizer, and Main Contractor may terminate access.
- (9) Exhibitors setting up private booth WiFi must obtain approval, ensure no interference, and build under technical guidance.
- (10) SWCEC, Organizer, and Main Contractor reserve the right to monitor all network activity within SWCEC.
- (11) Due to the open nature of wireless networks, users are responsible for their computer security. SWCEC, Organizer, and Main Contractor assume no liability for

related losses.

(12) Users must not damage venue network equipment/facilities; compensation is required for damage.

(13) To ensure network stability/security, SWCEC, Organizer, and Main Contractor may implement network control in certain areas/times or block/restrict access to certain ports (e.g., BT, Xunlei, games, P2P) without prior notice.

(14) SWCEC, Organizer, Main Contractor, and related entities are not liable for inconveniences or losses arising from broadband service use.

## **IV. Environment, Cleaning, and Sanitation Management**

### **(A) Environmental Management**

1. The exhibition venue is a public commercial facility. All participants must adhere to the venue's environmental management regulations. It is prohibited to misuse, damage, post materials on, or deface public property and facilities. Random discarding or piling of garbage is not permitted. The SWCEC, Exhibition Organizer, and Main Contractor will hold violators responsible in accordance with relevant management rules.

2. Exhibitors must control the volume of audio-visual equipment within their booths. Equipment should be oriented inward, not towards aisles or neighboring booths. Noise levels must be maintained within reasonable limits (below 70 decibels) to prevent complaints from other exhibitors. Upon receiving a noise complaint, the Organizer and Main Contractor are authorized to issue warnings and demand cessation. Persistent violations may result in penalties for the exhibiting unit.

3. Exhibiting units and construction contractors are obliged to remove waste generated during move-in/move-out that poses risks to human safety, pollutes the atmosphere or water sources, or is flammable/explosive (e.g., batteries, paint, various solvents, lubricants, pigments). This waste must either be taken away from the SWCEC or handed over to specialized agencies for disposal.

4. During move-in and move-out periods, packaging materials, booth construction materials, or debris must not obstruct venue passageways. Custom booth builders must pay a comprehensive site deposit to the Main Contractor before commencing work. Waste within the booth must be cleaned up promptly each day. No construction waste may be discarded or stored within the venue. Work likely to

generate significant amounts of waste, noise, or gases (e.g., painting, wood sawing) must be conducted outside the SWCEC perimeter.

5. Outside food and beverages may not be brought into the SWCEC. Waste from food consumed onsite, purchased within the venue, must be disposed of personally or removed from the SWCEC. If food-related waste is left behind, the SWCEC, Organizer, and Main Contractor reserve the right to hold the responsible party accountable and impose financial penalties.

6. Exhibiting units are responsible for the safekeeping of their own items. Storing cardboard boxes, wooden crates, decoration materials, and other miscellaneous items in public areas or around the booth perimeter is strictly prohibited. Storage services can be arranged at the exhibition service desk. Items not registered may be removed and disposed of as garbage by the SWCEC, Organizer, and Main Contractor, with the exhibiting unit remaining liable for associated disposal costs.

7. At the conclusion of the exhibition, contractors must clear and remove all materials related to their booth from the exhibition area by the designated time, restoring the floor to its pre-event condition. Hazardous waste such as paint cans and solvent containers must be cleared by the contractor and disposed of properly according to relevant laws and regulations. The contractor bears full responsibility and all costs for any violations.

8. Wastewater must be disposed of at designated SWCEC locations. It is forbidden to dump any wastewater, waste oil, food, or garbage into indoor or outdoor drains, bathroom sinks, or washbasins. The unit responsible for improper dumping shall bear the costs associated with cleaning contaminated drains, unblocking pipes, any other resultant expenses, and relevant legal liabilities.

## **(B) Waste Removal Management**

### **1. Detailed Waste Removal Regulations**

#### **(1) Move-in Period Regulations:**

Contractors, advertisers, and carpet suppliers are responsible for removing their own generated waste. Any oil or paint spills occurring during move-in must be cleaned immediately. If pollution caused by improper disposal of oils, paints, or other contaminants is difficult to remediate, damages will be assessed on-site, and the responsible party will be liable for compensation.

#### **(2) Exhibition Period Regulations:**

Waste generated by contractors during the exhibition period must be promptly removed and disposed of by the contractors themselves.

**(3) Move-out Period Regulations:**

Hazardous waste items such as paint cans and thinners must be removed by the construction unit and must not be left on-site. The Main Contractor will charge appropriate handling fees according to exhibition service rates for abandoned hazardous waste. Upon exhibition closure, the construction unit is responsible for removing all construction waste, booth materials, crates, cardboard, dismantled decorations (including carpets, audio-visual materials), and all waste generated from freight activities. All adhesive tape and floor markings must be removed, and any pollution from coatings or paint must be cleaned. Large waste items like booth structures must not be piled or abandoned within the SWCEC perimeter. During waste removal, polluting or damaging bathrooms and facilities while cleaning tools or fetching water is prohibited. If move-out activities cause dust accumulation on external plaza areas, the contractor is required to perform dust suppression and washing.

**(4) Move-in/Move-out Environmental Damage Assessment Standards:**

If inspections by the Main Contractor identify environmental issues such as piled waste, residual oil or paint stains, polluted bathrooms and facilities, or dust accumulation in used areas, the corresponding construction unit will be charged a waste retention fee. Furthermore, the construction unit will be required to clean up the remaining waste, stains, and pollution within a specified timeframe. If cleanup is not completed within the deadline, the Main Contractor's cleaning team will perform the necessary work, and the construction unit will be charged for labor costs and waste disposal fees.

## **V. Exhibition Infrastructure**

### **(A) Load-bearing Capacity**

The static load-bearing capacity of the floor in all halls is 5 tons/m<sup>2</sup>. Trench covers marked with warning signs are structurally weak points; vehicles are not permitted to drive over them, and heavy objects must not be placed on them. Vehicles entering the SWCEC must be directed by dedicated personnel and follow designated routes. Overweight exhibits or transport vehicles require prior application and can only enter via specified routes after approval from SWCEC, the Exhibition Organizer, and

the Main Contractor. If operations involve vertical vibrating components, the aforementioned floor load capacity must be reduced by at least 50%.

### **(B) Walls**

Any action that may damage the hall walls—such as leaning, pressing, hanging, pulling, or drilling—is strictly prohibited. Using walls to construct booths is forbidden. Posting advertisements or promotional materials that deface walls is prohibited. For advertising needs, please contact the relevant personnel of the Exhibition Organizer. Posting advertisements, promotional materials, or covering existing signs on walls, equipment, signage, or other fixed facilities without the consent of SWCEC, the Organizer, and the Main Contractor will be treated as wall defacement, incurring cleanup and compensation fees according to exhibition regulations.

### **(C) Air Conditioning Vents and Fire Hydrants**

Air conditioning vents and fire hydrants within the SWCEC must not be obstructed, enclosed, leaned against, damaged, soiled, or climbed. Adequate distance must be maintained around them as indicated by yellow floor markings.

### **(D) Loading/Unloading Areas**

The area between every two halls serves as a loading/unloading zone, with a span of approximately 33 meters. The unloading area between Halls 3 and 5 connects to that between Halls 4 and 6. Similarly, the area between Halls 11 and 13 connects to that between Halls 12 and 14. The parking space dimensions on the east and west sides of the SWCEC loading/unloading areas are 18m × 3.5m.

### **(E) Elevators**

- ① Items that are oversized, overweight, or exceed dimensional limits are prohibited from entering passenger elevators or escalators.
- ② Non-freight elevators are off-limits to electric scooters, flatbed trolleys, bicycles, electric vehicles, etc., and are strictly forbidden for cargo transport.
- ③ Escalators are prohibited for use with flatbed trolleys and goods (with the exception of hand-carried luggage).

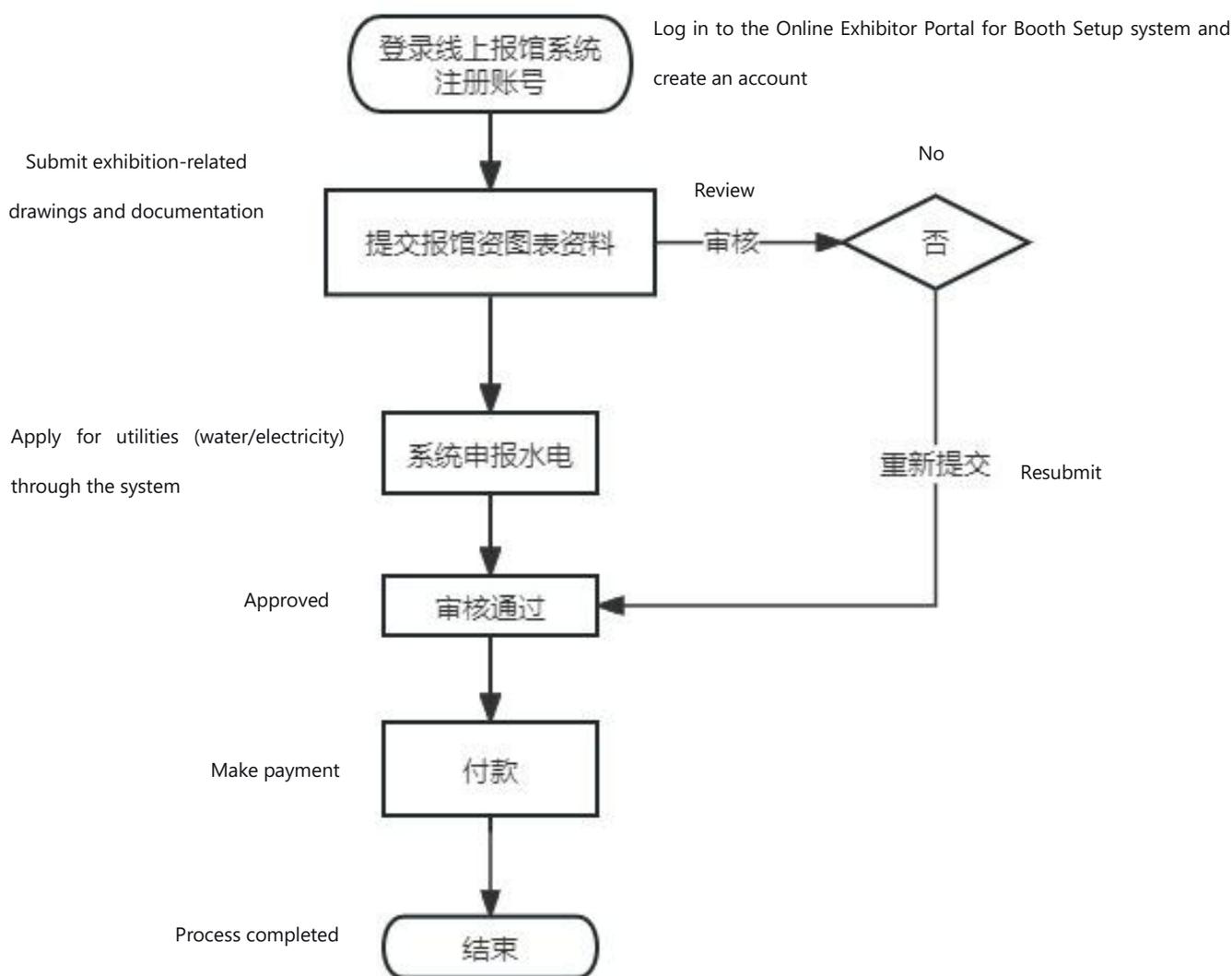
### **(F) Drilling/Piling**

Driving piles or drilling into indoor or outdoor walls or floors of the exhibition venue is strictly prohibited, as is any action that causes damage to the floor. Transport during move-in/out requires a submitted and approved floor protection plan.

Dedicated personnel will inspect the site during move-in/move-out to ensure floor protection measures are implemented during construction, dismantling, and loading. Furthermore, causing irreversible staining to the floor will also be treated as damage. Compensation for any floor damage will be charged in accordance with exhibition regulations.

## Part VIII: Custom Booth Application Process and Fee Schedule

### 1. Custom Booth Application Process



**The deadline for booth application submissions is October 20, 2025. Applications submitted after this date will incur a 30% surcharge. Submissions made during the move-in period (on or after November 12) will incur a 100% surcharge.**

## **2. Construction Pass Application Process**

Construction passes are produced uniformly by the Convention and Exhibition Center. Exhibitors must authorize their contracted builders to apply for these passes. After the custom booth design documents are approved, the Main Contractor will input the booth builder's company and contact information into the Shenzhen World Exhibition & Convention Center's (SWCEC) construction pass system backend. This system will then generate a dedicated account and password, which will be sent to the booth builder's email address.

Upon receiving the email, the booth builder must log in to the SWCEC Construction Pass System to apply **within the 7 days preceding their scheduled move-in date.**

施工人证办理流程		
流程	实施单位	流程说明
开始		
新建展会, 开通主办账号	深圳国际会展中心	深圳国际会展中心安全管理部在展会前30个工作日, 活动前15个工作日在施工人证系统中新建展会, 开通主办账号。主办账号和密码将发送至登记邮箱。主办单位如需提前开通账号, 需向深圳国际会展中心展览服务部或会议活动部提出申请
审核搭建商信息, 登录系统录入搭建商信息, 自动生成账号	主办单位	主办单位收集搭建商信息, 填写《搭建商信息收集表》, 登录系统后上传至系统, 系统会自动生成账号和密码发送至搭建商的登记邮箱 登录网址: <a href="https://ep.shenzhen-world.com">https://ep.shenzhen-world.com</a>
布展前3-5个工作日登录账号, 按系统指引填写所有工人身份信息	搭建商	建议搭建商在布展前3-5个工作日登录系统, 填写施工人员身份信息, 身份信息应真实有效
携带身份证原件及主办要求的凭证至制证中心缴费、领证	搭建商	制证中心凭身份证原件复核施工人员身份信息, 如主办单位要求提供主场服务商办证凭证的, 现场办证时需一并出示, 信息无误后搭建商可现场缴费、取证
凭证入场	深圳国际会展中心	施工人员需凭施工证进入施工现场
结束		

Notes:

- 1) The personnel photo file name must exactly match the applicant's ID number. Any discrepancy will cause the upload to fail.
- 2) Applicant information must include the complete full name and ID number.
- 3) Personnel photos must have a resolution of at least 500\*700 pixels, dimensions of 240px\*300px, and a file size between 200KB and 400KB. Formats such as JPG are supported.
- 4) Personnel photos must be standard ID photos with a white background, showing a full front face and a natural expression. Sunglasses are not allowed, and

multiple faces must not appear in the photo.

Pass Issuance Center Hours: 08:30 - 16:30 (Subject to adjustment based on exhibition/event needs).

Service Hotlines:

South Lobby Pass Issuance Center: 0755-85903120;

North Lobby Pass Issuance Center: 0755-85903135;

Pass Fee: 30 RMB per pass.



### 3. Custom Booth Construction Documentation Summary Table

Custom Booth Construction Documentation Summary Table				
No.	Document Name	Description	Sealing Requirement	Remarks
1	Constructor Qualification Proof	Copies of: Business License, Qualification Certificate, Legal Representative ID, On-site Construction Supervisor ID.	Company Seal (Original)	Business license scope must include "Exhibition/Display", "Decoration/Fit-out", or "Construction". Relevant industry association certificates. <i>Note: Registered capital not less than 1 million RMB.</i>
2	Insurance Policy	Comprehensive insurance policy purchased by the constructor for the booth covering the setup, exhibition, and dismantling periods.	Policy must be authentic	Coverage should include Employer's Liability, Third-Party Personal Injury, and Property Damage for the single booth. Refer to Exhibitor Manual for specific requirements.
3	Special Operation Certificates	Copies of valid, qualified certificates for Electrician, Work at Height, etc.	Company Seal (Original)	Required for units involved in electrical work or work at height. Certificates must be authentic, valid, and include a screenshot from the State Administration of Work Safety query website.
4	Test/Inspection Reports	Test reports (including flame retardancy) for construction materials, carpets, etc. Certificates and test reports for machinery, tools, electrical appliances, wires/cables.	Company Seal (Original)	Reports must be current per regulations. Examples: Certificates/test reports for carpets, flame-retardant boards, flexible membranes, electrical appliances, wires, etc.
5	Booth Submission Drawings	Booth Rendering	Company Seal (Original)	Color renderings must include front, side, and top views.
		Booth Floor Plan & Elevations	Company Seal (Original)	Must show layout and area distribution. Dimensions must be clearly marked using a grid system.
		Material/Size/Construction Drawings	Company Seal (Original)	Construction drawings must include structure, assembly, sections, detailed connection points. Full set required with detailed dimensions, material selection, specifications.
		Booth Electrical Layout	Company Seal (Original)	Indicate types, specs, locations of lights, sockets, and the main distribution board location.
		Booth Power Distribution System Diagram	Company Seal (Original)	Must show total power load, main switch rating (current/voltage), wire specifications/types, installation methods, booth power consumption calculations.
		Water, Electricity, Gas, Telecom, Network Facility Location Plan	Company Seal (Original)	Mark all utilities on the booth plan. If not rented, omit. Indicate adjacent booth numbers (up, down, left, right). <i>Note: Pre-ordered facilities are placed in/around your booth; final location is determined by venue pipelines/ducts (nearest available), which may differ from your plan. On-site relocation incurs a fee.</i>
		Load-bearing Structure Details	Company Seal (Original)	Sections of beam structures, details of support structures connecting beams to walls, etc.
		Reflected Ceiling Plan (if	Company Seal	Plan view of all ceiling construction



第二十七届中国国际高新技术成果交易会  
THE 27th CHINA HI-TECH FAIR

		applicable)	(Original)	elements.
		Structural Calculation Report	Company Seal (Original)	Required for two-story (or higher) booths.
		Structural Safety Review Opinion	Company Seal (Original)	Required for two-story (or higher) booths.
		Design drawings must bear the stamp of a National Class 1 Registered Structural Engineer and the review seal of their architectural design institute.	Company Seal (Original)	Required for two-story (or higher) booths.
6	Form 1: Custom Booth Construction Application Form		Company Seal (Original)	Detail construction specifics, related requirements, and supervisor contact information.
7	Form 2: Letter of Authorization for Booth Construction		Company Seal (Original) by Exhibitor & Constructor	Must be fully completed and stamped by both parties.
8	Form 3: Venue Services Application Form (Management Fees, Power, Water/Gas, Network, etc.)		Company Seal (Original)	Requirement information must be fully completed. Stamped by the construction unit.
9	Form 4: Safety Commitment Letter for On-site Work		Company Seal (Original)	Read relevant management regulations carefully, construct accordingly. Stamped at the signature block.
10	Form 5: Exhibition Center Notice on Key Fire & Construction Safety Matters		Company Seal (Original)	Read relevant management regulations carefully, construct accordingly. Stamped at the signature block.
11	Form 6: Booth Construction Self-Check and Acceptance Form Upon Completion		Company Seal (Original)	<b>This form must be submitted BEFORE move-in. Electricity will not be connected without it.</b>
12	Form 7: Exhibition Construction Management Penalty Regulations		Company Seal (Original)	Read relevant management regulations carefully, construct accordingly. Stamped at the signature block and across page seams.
13	Form 8: Site Acceptance Form		Retain by Constructor	Printed by the construction unit. Signed during site inspection at move-out.





(4) Booth Electrical Layout Diagram

总开关电箱/分路控制开关	准燃电线规格及敷设方式	回路编号	数量x功率	容量 (KW)	灯具名称	备注
<p>动力照明电 380V/32A</p>  <p>临电</p>	ZK-BYJ 3x2.5mm² 采用阻燃PVC管敷设	WL01	11x36W	0.396	筒灯	
	同上	WL02	6x36W	0.216	筒灯	
	同上	WL03	5x36W	0.18	筒灯	
	同上	WL04	6x40W	1.8	1-8 日光灯	
	ZK-BYJ 3x4mm² 采用阻燃PVC管敷设	NO1	2x500W	1.0	插座	
				3.592		

图例	说明	灯具名称	功率因数	电表计算方式
	三相带漏电开关	白炽灯、电子式光管	X1	单相电耗 (安) $\frac{\text{功率 (瓦)}}{220 \times \text{功率因数}}$
	单相分路开关	电感式光管	X0.5	三相电耗 (安) $\frac{\text{功率 (瓦)}}{\sqrt{3} \times 380 \times \text{功率因数}}$
	地面五孔插座 10A	金属卤化物灯	X0.6	

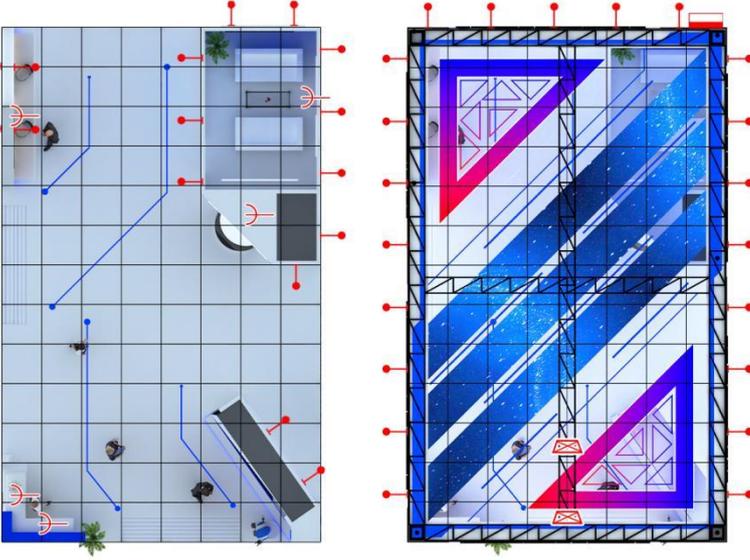
北京中装润达

展位号:008

统一单位 (mm)

深圳高交会  
报馆图

Company  
Seal



北京中装润达

展位号:008

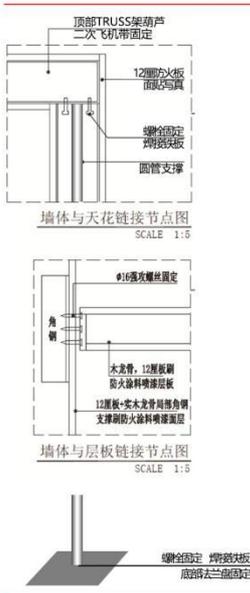
统一单位 (mm)

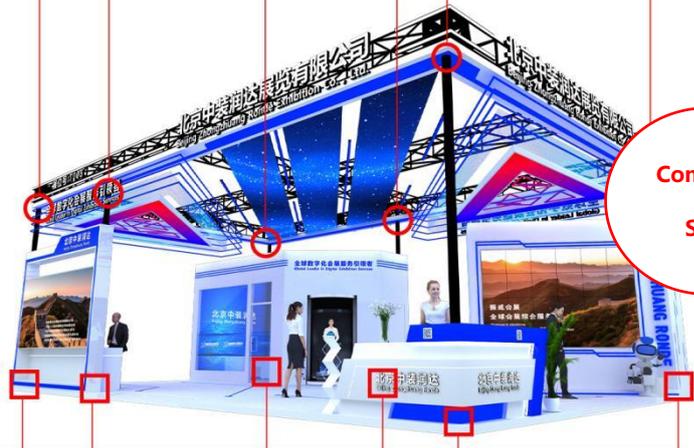
深圳高交会  
报馆图

Company  
Seal

图例	说明
	长臂射灯
	日光灯
	金属卤灯
	筒灯
	电源插座
	电箱
	LED大屏幕

**(5) Detailed Drawings of Load-Bearing Structures**





北京中装润达

展位号:008

第一单张 (mm)

深圳高交会  
展馆图

Company Seal

**(6) Reflected Ceiling Plan (if applicable)**



Company Seal

400X400太空架螺杆拼接  
全部直径120mm铁柱支撑  
1m铁板底座



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工程名称  
**展品**

图纸名称  
**顶视图**

设计

制图

审核

比例

日期

页码

备注:



## 5. Comprehensive Safety Management Evaluation Criteria for

### Contractors

In order to better ensure on-site construction safety during exhibitions and comprehensively enhance the overall safety management capabilities of construction units, we aim to fundamentally increase safety standards and reduce risks associated with exhibition construction. The Main Contractor has established a comprehensive evaluation management system for construction companies. This system involves the Main Contractor rating construction companies based on their preparation work submitted during the pre-event "booth application" stage and their actual on-site construction performance. Access eligibility for future participation in this exhibition will be determined according to the scores achieved. Details are provided in the table below:

No.	Violation Details		Deduction Standard		
	Violation Category	Specific Violation Description	1st Offense	2nd Offense	3rd Offense
1	Safety Management	Worker without required construction pass (one person, one pass)	Deduct 1 points	Deduct 3 points	Deduct 5 points, Suspend work 2 hrs
2	Safety Management	Worker not wearing safety helmet correctly	Deduct 1 points	Deduct 3 points	Deduct 5 points, Suspend work 2 hrs
3	Safety Management	No safety protection for work at height	Deduct 1 points	Deduct 3 points	Deduct 5 points, Suspend work 2 hrs
4	Safety Management	Worker wearing slippers or working shirtless	Deduct 1 points	Deduct 3 points	Deduct 5 points, Suspend work 2 hrs
5	Safety Management	Worker standing directly on top booth structure to work	Deduct 1 points	Deduct 3 points	Deduct 5 points, Suspend work 2 hrs
6	Fire Safety	Blocking fire exits, doors, or firefighting equipment	Deduct 3 points	Deduct 6 points	Deduct 10 points, Rectification required
7	Fire Safety	Using materials not meeting fire safety requirements (Flame Retardant Class B1)	Deduct 3 points	Deduct 6 points	Deduct 10 points, Rectification required
8	Fire Safety	Exceeding maximum allowed structurally enclosed ceiling area	Deduct 3 points	Deduct 6 points	Deduct 10 points, Rectification required
9	Fire Safety	Booth not equipped with required fire extinguishers (valid period)	Deduct 3 points	Deduct 6 points	Deduct 10 points, Rectification required
10	Fire Safety	Smoking inside the venue	Deduct 5 points	Deduct 10 points	Deduct 15 points
11	Structural Safety Hazard	Temporary structures not properly secured	Deduct 3 points	Deduct 6 points, Rectification required	Deduct 10 points, Work suspension
12	Structural Safety Hazard	Insufficient workers for initial main structure assembly	Deduct 3 points	Deduct 6 points, Rectification required	Deduct 10 points, Work suspension
13	Structural Safety Hazard	Insufficient booth structural wall thickness	Deduct 3 points	Deduct 6 points, Rectification required	Deduct 10 points, Work suspension
14	Structural Safety Hazard	Excessive span of booth structure (lintel, beam, ceiling, etc.)	Deduct 3 points	Deduct 6 points, Rectification required	Deduct 10 points, Work suspension



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15	Structural Safety Hazard	Sagging in booth structure (lintel, beam, ceiling, etc.)	Deduct 3 points	Deduct 6 points, Rectification required	Deduct 10 points, Work suspension
16	Structural Safety Hazard	Excessive overhang in booth structure (lintel, beam, ceiling, etc.)	Deduct 3 points	Deduct 6 points, Rectification required	Deduct 10 points, Work suspension
17	Structural Safety Hazard	Loosely connected hanging objects (panels, lights, light boxes, LED screens, etc.)	Deduct 3 points	Deduct 6 points, Rectification required	Deduct 10 points, Work suspension
18	Structural Safety Hazard	Non-compliant structural connection methods (headless beams, plastic zip ties, iron wire, etc.)	Deduct 3 points	Deduct 6 points, Rectification required	Deduct 10 points, Work suspension
19	Structural Safety Hazard	Insufficient load-bearing capacity of substructure (platforms, tiered seating, LED screen structures, etc.)	Deduct 3 points	Deduct 6 points, Rectification required	Deduct 10 points, Work suspension
20	Structural Safety Hazard	Insufficient load-bearing support in booth structure (lintel, beam, ceiling, etc.)	Deduct 3 points	Deduct 6 points, Rectification required	Deduct 10 points, Work suspension
21	Structural Safety Hazard	Unstable overall booth structure, severe shaking	Deduct 3 points	Deduct 6 points, Rectification required	Deduct 10 points, Work suspension
22	Structural Safety Hazard	Improperly installed glass (must be tempered glass)	Deduct 3 points	Deduct 6 points, Rectification required	Deduct 10 points, Work suspension
23	Structural Safety Hazard	No warning signs or preventive measures at hazardous locations (glass, non-contact areas, steps, etc.)	Deduct 3 points	Deduct 6 points, Rectification required	Deduct 10 points, Work suspension
24	Electrical Violation	Non-certified personnel performing electrical work (no electrician certificate)	Deduct 10-100 points		
25	Electrical Violation	Using non-compliant wires/equipment	Deduct 3 points	Deduct 6 points, Rectification required	Deduct 10 points, Work suspension
26	Electrical Violation	Using prohibited lamps or drawing power across booths	Deduct 3 points	Deduct 6 points, Rectification required	Deduct 10 points, Work suspension
27	Electrical Violation	Unauthorized electrical connection	Deduct 5 points	Deduct 10 points, Suspend work 2 hrs	Deduct 15 points, Suspend work 4 hrs
28	Electrical Violation	Using damaged or faulty distribution boxes to connect to venue supply	Deduct 3 points	Deduct 6 points, Rectification required	Deduct 10 points, Work suspension
29	Main Contractor Rules	Submit valid materials as required. For materials that need revision or supplementation, they must pass the review within 3 (inclusive) attempts.	Additional 1 point deduction per extra round beyond 3		
30	Main Contractor Rules	Late submission of drawings for review	Deduct 10 points		
31	Main Contractor Rules	Unauthorized move-in/offloading/construction without completing entry procedures	Deduct 20 points, Work suspension		
32	Main Contractor Rules	On-site construction differs from approved drawings	Deduct 20-50 points		
33	Main Contractor Rules	On-site supervisor absent during work	Deduct 3 points	Deduct 6 points	Deduct 10 points, Suspend work 2 hrs
34	Main Contractor Rules	Booth electrician not on duty as required (duty & operating distribution box)	Deduct 3 points	Deduct 6 points	Deduct 10 points
35	Main Contractor Rules	Construction waste left in booth or within venue perimeter after move-in	Deduct 15 points		
36	Main Contractor Rules	Construction waste left in booth or within venue perimeter after move-out	Deduct 15 points		
37	Main Contractor Rules	Unfinished booth back (not meeting Main Contractor standard)	Deduct 3 points	Deduct 6 points	Deduct 10 points, Rectification required
38	Main Contractor Rules	Violating noise control regulations	Deduct 3 points	Deduct 6 points	Deduct 10 points



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39	Main Contractor Rules	Using wooden ladders during construction	Deduct 3 points	Deduct 6 points	Deduct 10 points, Suspend work 2 hrs
40	Main Contractor Rules	Reckless construction practices	Deduct 10-100 points		
41	Main Contractor Rules	Disobeying Main Contractor management	Deduct 10-100 points		
42	Main Contractor Rules	Work quality & service attitude (disputes with exhibitors, causing disturbances, etc.)	Deduct 10-100 points		
43	Main Contractor Rules	Safety incident occurrence (specify details in remarks)	Deduct 10-100 points		
Scoring System		Based on a 100-point system. Contractors scoring below 90 points must pay double the safety deposit for next year's exhibition. Contractors scoring below 80 points must pay double the safety deposit and double the management fee (extra cost borne by contractor) for next year's exhibition. Contractors scoring below 70 points are blacklisted and prohibited from participating in next year's exhibition. Deducted points from all booths will be incorporated into the comprehensive safety management evaluation system.			



## Form 1: Custom Booth Construction Application Form

Exhibition Name			
*Contractor (Construction Company)		*Phone	
*Client (Exhibitor)		*Phone	
*Construction Location	Hall _____ Booth _____	Construction Materials	
Construction Area	_____ square meters	Construction Period	
Workforce	Electricians: _____ Carpenters: _____ Other Trades: _____ Total: _____		
*Safety Supervisor	Name:	Mobile:	
*Construction Power Requirements		*Exhibition Period Power Requirements	
*Lighting & Electrical Equipment (List items & quantities)			
Water <input type="checkbox"/>		Compressed Air <input type="checkbox"/>	
Network/Broadband <input type="checkbox"/>		Portable Air Compressor <input type="checkbox"/>	
*Applicant		Phone	
Remarks			

### Important Notes:

- 1) Fields marked with \* are mandatory. The contractor assumes all responsibility for consequences arising from errors in these fields.
- 2) Contractors must provide their own fire extinguishers: one 4kg ABC dry chemical extinguisher per 50 sqm (or fraction thereof). All construction personnel must wear safety helmets.
- 3) Membrane structures, mesh cloth, and carpets require fire test certificates. The use of spandex, blackout cloth, polyurethane, gauze, KT board, and other non-compliant materials is prohibited.
- 4) No flammable materials are allowed within 0.5 meters of electrical distribution panels. Panels must be elevated at least 30cm from the floor.
- 5) Work at height requires submission of a valid Work at Height Certificate copy. Personnel must use



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safety harnesses (anchored above), with a spotter below (wearing helmet and harness).

- 6) Contractors must not abandon any water, waste, or construction materials anywhere in the venue.
- 7) Any rectification requests from Venue Operations, Security, Fire Safety, the Organizer, or the Main Contractor during drawing approval, construction, or the exhibition must be implemented immediately by the contractor. All consequences for non-compliance are the contractor's sole responsibility.



## Form 2: Letter of Authorization for Booth Construction

We, the exhibiting company, [Company Name of Exhibitor], participating in the exhibition from **November 14, 2025, to November 16, 2025**, at Booth No. \_\_\_\_\_ in Hall \_\_\_\_\_, with a booth construction area of \_\_\_\_\_ square meters, hereby authorize [Company Name of Contractor] as the sole and exclusive contractor for our booth construction. We certify the following:

This contractor is our designated and sole authorized builder for this exhibition's booth and possesses the relevant qualifications for such construction.

- 1) We have signed a relevant construction contract with this contractor. They are responsible for all construction safety aspects of our booth and ensure its proper functioning during the exhibition period, as well as the clearance of all materials during move-in and move-out.
- 2) We are fully aware of the detailed regulations concerning exhibition construction management and have required our authorized contractor to strictly adhere to these rules and comply with management arrangements.
- 3) We accept the noise control requirements stipulated by the Organizing Committee and the Main Contractor. During the exhibition/conference, we will ensure our designated contractor appoints specific personnel to control the sound volume, keeping it below 50 decibels within our booth and orienting any speakers towards the interior of the booth/meeting hall.
- 4) We will cooperate with the Organizing Committee and the Main Contractor in supervising booth safety. Should we or our designated contractor violate any relevant construction management regulations of the venue, Organizing Committee, or Main Contractor, we acknowledge their right to impose penalties on our company and our designated contractor, and to pursue all resulting economic and legal liabilities.



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**Authorizing Company (Exhibitor)**

**Authorized Company (Contractor)**

**(Company Seal)**

**(Company Seal)**

**Authorized Representative Signature:**

**Authorized Representative Signature:**

**Date:**

**Date:**

## Form 3: Venue Services Application Form (Management Fees, Power, Water/Gas, Network, etc.)

Exhibition Name: \_\_\_\_\_

Exhibitor Name: \_\_\_\_\_ Booth No.: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor Name: (Seal) \_\_\_\_\_ Contact Person: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

### The 27th China Hi-Tech Fair (CHTF)

#### Summary Fee Schedule

(Application Deadline: October 20, 2025. A 30% surcharge applies for submissions after Oct 20; a 100% surcharge applies for submissions during move-in [on or after Nov 12])

#### I. Custom Booth Management Service Fee Application

Category	Recommended Contractor	Non-Recommended Contractor	Area /Qty	Amount	Remarks
Custom-Built Booth Management Fee	38 RMB /m <sup>2</sup> /Exhibition Period	RMB 45/m <sup>2</sup> /Exhibition Period			
Custom-Built Booth Construction Permit	RMB 50/Piece	RMB 65/Piece			
Service Support Certificate	RMB 50/Piece	RMB 65/Piece			ID Certificate for On-Duty Personnel During the Exhibition Period. It adopts a real-name system and is uniformly issued by the Main Contractor.
Waste Removal Fee	2 RMB/m <sup>2</sup> /Exhibition Period	5 RMB/m <sup>2</sup> /Exhibition Period			

#### II. Custom Booth Cleaning & Construction Deposit

Custom Booth Area	Recommended Contractor	Non-Recommended Contractor	Qty	Amount	Remarks
Below 100m <sup>2</sup>	20000 RMB	30000 RMB			1. For any violations, if rectification requests are ignored, the Main Contractor may deduct fines directly from this deposit. If insufficient, the right to claim the balance is reserved. 2. If the payment is made by the Exhibitor on behalf of others, the Exhibitor is deemed to accept full responsibility.
101m <sup>2</sup> -200m <sup>2</sup>	30000 RMB	40000 RMB			
201m <sup>2</sup> -400m <sup>2</sup>	40000 RMB	50000 RMB			
Above 401m <sup>2</sup>	50000 RMB	60000 RMB			

III. Exhibition Period Power Application							
Item	Specs	Rec. Contractor Price	Non-Rec. Contractor Price	Overtime Rate /hr	Qty	Amount	Remarks
Power Supply (Indoor)	16A/220V	1100 RMB/Period	1500 RMB/Period	9 RMB per hour			1. Comply with venue power connection regulations. Price includes materials, labor, management, and electricity fees. 2. Outdoor power points incur an additional 200 RMB management & installation fee per point. 3. Overtime usage fees apply as per specs. 4. 100A+ panels use terminal block connections; others use quick-connect plugs. Exhibitors must provide compatible connectors. 5. 30% fee charged for unused pre-ordered items; no refunds after use. 6. Pre-rented facilities are placed in/around your booth; final location depends on venue conduits/ducts (nearest available) and may differ from your plan. On-site relocation incurs a fee.
	16A/380V	1800 RMB/Period	2000 RMB/Period	28 RMB per hour			
	32A/380V	3300 RMB/Period	3500 RMB/Period	57 RMB per hour			
	63A/380V	5050 RMB/Period	6200 RMB/Period	112 RMB per hour			
	125A/380V	9500 RMB/Period	12600 RMB/Period	222 RMB per hour			
	200A/380V	16000 RMB/Period	20000 RMB/Period	355 RMB per hour			
	250A/380V	20000 RMB/Period	25000 RMB/Period	444 RMB per hour			
Temp. Power (Move-in/Out)	16A/220V	700RMB/ Construction Period	800RMB/ Construction	/			
	32A/380V	1650RMB/ Construction	1800RMB/ Construction	/			
24-Hour Power	16A/220V	1100 RMB/Period	1500 RMB/Period	9 RMB per hour			Note: If a 24-hour electricity application is involved, the opening hours of the exhibition hall facilities during the exhibition period are 10 hours per day (from 8:00 to 18:00). Any time beyond this period shall be regarded as overtime. For example, for 24-hour electricity usage, the daily overtime shall be calculated as 14 hours: For the specification of 16A/220V, the 24-hour cost per day is RMB 1,226, which is calculated as RMB 1,100 (for the standard 10 hours) plus 14 hours × RMB 9 (overtime rate per hour). If the 24-hour electricity service is required for multiple days, multiply the daily cost by the number of days to get the total 24-hour electricity cost.
	16A/380V	1800 RMB/Period	2000 RMB/Period	28 RMB per hour			
	32A/380V	3300 RMB/Period	3500 RMB/Period	57 RMB per hour			
	63A/380V	5050 RMB/Period	6200 RMB/Period	112 RMB per hour			
	125A/380V	9500 RMB/Period	12600 RMB/Period	222 RMB per hour			
	200A/380V	16000 RMB/Period	20000 RMB/Period	355 RMB per hour			
	250A/380V	20000 RMB/Period	25000 RMB/Period	444 RMB per hour			

Remarks (Power):

- 1.Booths requiring exhibition power during move-in must apply at the service desk. Billing is in 4-hour blocks (min. charge).
- 2.Booths requiring extended power during move-out must apply at the service desk. Billing is in 2-hour blocks (min. charge).
- 3.The venue powers on/off strictly per schedule. Exhibitors must switch off all booth equipment beforehand. Damage from failure to do so is the exhibitor's/user's responsibility, including damage to venue facilities.
- 4.Custom booths/large exhibits must allow access to utility floor access covers. If blocked, apply for relocation service.
- 5.Different voltage lines must be laid separately; power and lighting circuits must be separate.
- 6.For fire safety, power is cut after daily closing. 24-hour power must be applied for in advance and is intended for small appliances like fridges/freezers. Check 24-hour sockets/panels remain powered after general cut-off. The venue is unmanned after hours. The venue is not liable for losses due to tripping or failure of 24-hour equipment. Avoid storing high-value items.
- 7.Under-declaring power load may result in 1-2x penalties. Legal liability applies for incidents caused thereby.
- 8.Power Connection Interface Regulations:


**电力接驳示意图**

展馆方提供		参展商自备	
至展位（预留）	接头图例	自备插头图例	自备配套配件、材料
16A/220V三孔工业插座/连接器			16A/220V三芯工业插头 需配备相应规格二级电箱及电缆
16A/380V五孔工业插座/连接器			16A/380V五芯工业插头 需配备相应规格二级电箱及电缆
32A/380V五孔工业插座/连接器			32A/380V五芯工业插头 需配备相应规格二级电箱及电缆
63A/380V五孔工业插座/连接器			63A/380V五芯工业插头 需配备相应规格二级电箱及电缆
125A/380V五孔工业插座/连接器			125A/380V五芯工业插头 需配备相应规格二级电箱及电缆
150A-400A/380V单芯插座/连接器			150A-400A/380V单芯插头 需配备相应规格二级电箱及电缆



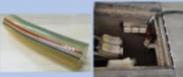
**IV. Water Supply Connection Application**

Item	Specifications	Rec. Contractor Price	Non-Rec. Contractor Price	Overtime Rate /hr	Qty	Amount	Remarks
Fixed Water Supply (Includes Drainage)	Water Supply: 16mm Drainage: 50mm	2400 RMB/each /Exhibition Period	3200RMB/each /Exhibition Period	130 RMB /Each/Hour			1. Outdoor water points incur an additional 100 RMB material & installation fee per connection. <b>Overtime fees apply as per specifications.</b> 2. Pre-rented facilities are placed in/around your booth; final location depends on venue pipelines/ducts (nearest available) and may differ from your provided layout.
	Water Supply: 19mm Drainage: 50mm	3400 RMB/each /Exhibition Period	4800RMB/each /Exhibition Period				
	Water Supply: 25mm Drainage: 50mm	3700 RMB/each /Exhibition Period	5300RMB/each /Exhibition Period				

**Remarks:**

- 1) Except for domestic water, the direct discharge of other oily wastewater or effluent into the venue drainage system is prohibited. Machine-related oily water requires self-provided recirculation systems.
- 2) Pre-orders for water supply/drainage facilities must include a layout diagram indicating the requested connection point locations.
- 3) After fixed water/drainage connections are completed, any changes require immediate application and payment at the on-site service desk. Unauthorized modifications are strictly prohibited.
- 4) Booked or installed water connections cannot be canceled or exchanged. Relocation incurs a fee.
- 5) Water supply/drainage prices are for one exhibition period. Outdoor water connection fees are 1.5 times the indoor rate. On-site applications due to special circumstances require submission to the Official Contractor for technical assessment; work proceeds only if conditions are met.
- 6) For safety, water supply stops one hour before the exhibition closes daily. Exhibitors dismantling early must apply at the on-site service desk for pipe removal. Compensation is required for missing components due to unauthorized removal. Pouring any liquids or waste into venue drains is strictly prohibited.
- 7) Custom booth construction or placement of large exhibits must allow access to utility access covers for water outlets. If backdrop walls or platforms block these covers, apply for relocation service at the service desk.
- 8) Water Supply/Drainage Connection Interface Regulations:

**给排水接驳示意图**

展馆方提供		参展商自备	
给排水管接驳至展位 (预留)	接口图例	自备接头图例	自备配套配件、材料
16mm给水 DN16球阀 (1/2")			外丝接头1/2"转宝塔头接水管
19mm给水 DN20球阀 (3/4")			外丝接头3/4"转宝塔头接水管
25mm给水 DN25球阀 (1")			外丝接头1"转宝塔头接水管
排水 DN50排水口			50mm转相应规格宝塔头接水管 或直接对接就近排水口 (如有)



**V. Compressed Air Connection**

Power KW/HP	Flow Rate (L/min)	Rec. Contractor	Non-Rec. Contractor	Overtime Rate /hr	Qty	Amount	Remarks
1/2HP-2HP	Flow ≤ 0.17 m <sup>3</sup> /min	2100RMB/ea/Period	2500RMB/ea/Period	360 RMB/ea/Period			1. Overtime usage fees apply as per specifications. 2. Pre-rented facilities are placed in/around your booth; final location depends on venue pipelines/ducts (nearest available) and may differ from your provided layout.
3HP-5HP	Flow ≤ 0.48 m <sup>3</sup> /min	4200RMB/ea/Period	5000RMB/ea/Period	361RMB/ea/Period			
6HP-7HP	Flow ≤ 0.71 m <sup>3</sup> /min	4480RMB/ea/Period	5300RMB/ea/Period	362RMB/ea/Period			
10HP	Flow ≤ 0.85 m <sup>3</sup> /min	4900RMB/ea/Period	5800RMB/ea/Period	363RMB/ea/Period			
15HP	Flow ≥ 1.0 m <sup>3</sup> /min	5600RMB/ea/Period	6700RMB/ea/Period	364RMB/ea/Period			

**Remarks:**

- ① Pre-orders for compressed air facilities must include a layout diagram indicating the requested connection point locations.
- ② Booked or installed compressed air connections cannot be canceled or exchanged. Relocation incurs a fee.
- ③ Compressed air prices are for one exhibition period. For early usage, apply to the Official Contractor (fees as per table). Outdoor connection fees are 1.5 times the indoor rate. On-site applications due to special circumstances require submission to the Official Contractor for technical assessment; work proceeds only if conditions are met.
- ④ Bringing personal air compressors into the venue is strictly prohibited. Consult the Official Contractor for exceptional cases.
- ⑤ Custom booth construction or placement of large exhibits must allow access to utility access covers for air outlets. If backdrop walls or platforms block these covers, apply for relocation service at the service desk.
- ⑥ Compressed Air Connection Interface Regulations:

**压缩空气接驳示意图**

展馆方提供		参展商自备	
供气管接驳至展位 (预留)	接口图例	自备插头图例	自备配套配件、材料
1/2HP~2HP(0.17m <sup>3</sup> /min) (展馆气管内径8mm)			C式快插公头及气管 (气管可参考展馆标配气管)
3HP~5HP(0.48m <sup>3</sup> /min) (展馆气管内径10mm)			C式快插公头及气管 (气管可参考展馆标配气管)
6HP~7HP(0.71m <sup>3</sup> /min) (展馆气管内径12mm)			C式快插公头及气管 (气管可参考展馆标配气管)
10HP(0.85m <sup>3</sup> /min) (展馆气管内径16mm)	注: 1/2HP——10HP, C式快插母头口径相同;	注: 1/2HP——10HP, C式快插公头口径相同。约11mm;	C式快插公头及气管 (气管可参考展馆标配气管)
15HP(1m <sup>3</sup> /min) (展馆气管内径19mm, 接口为DN20球阀)			DN20外丝宝塔头 可根据自身需求转换不同规格宝塔头连接气管

VI. Network						
Item	Rec. Contractor Price	Non-Rec. Contractor Price	Overtime Rate /hr	Qty	Amount	Remarks
Wireless VIP WiFi (1x 5G terminal only) - 5M	560 RMB/Period	600 RMB/Period	49 RMB/Day			<b>1. Overtime fees apply per specification.</b>  2. Network services must be applied for in advance. Availability cannot be guaranteed for applications submitted after the deadline.
Wireless VIP WiFi (1x 5G terminal only) -10M	1050 RMB/Period	1100 RMB/Period	84 RMB/Day			
Wireless VIP WiFi (1x 5G terminal only) -20M	2100 RMB/Period	2200 RMB/Period	168 RMB/Day			
5G Broadband	2600 RMB/Period	2730 RMB/Period				
Fiber Broadband - 500M Down / 50M Up	7000 RMB/Period	7350 RMB/Period	350 RMB/Day			
Fiber Broadband - 1000M Down / 100M Up	8400 RMB/Period	8800 RMB/Period	420 RMB/Day			
Fiber Dedicated Line (5 usable IPs) - 20M	19600 RMB/Period	20500 RMB/Period	980 RMB/Day			
Fiber Dedicated Line (5 usable IPs) - 50M	30800 RMB/Period	32300 RMB/Period	1540 RMB/Day			
Fiber Dedicated Line (5 usable IPs) - 100M	56000 RMB/Period	59800 RMB/Period	3850 RMB/Day			
Fiber Dedicated Line (5 usable IPs) - 200M	112000 RMB/Period	120400 RMB/Period	8400 RMB/Day			
Fiber Dedicated Line (5 usable IPs) - 300M	168000 RMB/Period	178500 RMB/Period	10500 RMB/Day			
Fiber Dedicated Line (5 usable IPs) - 400M	224000 RMB/Period	239400 RMB/Period	15400 RMB/Day			
LAN	4480RMB/Point/Period	4700RMB/Point/Period	280RMB /Point/Day			



**Remarks:**

- 1) Pre-orders for communication network facilities must include a layout diagram indicating the requested connection point locations.
- 2) Applications for communication network connection services must be submitted during the pre-order period, by October 15, 2025. Late applications will incur a 50% late order fee. Applications for Fiber Broadband and Fiber Dedicated Lines will not be accepted after October 21. No communication network rental applications will be accepted after October 27.
- 3) Booked or installed communication network connections cannot be canceled or exchanged. Relocation incurs a fee. Network prices are for one exhibition period. Outdoor network connection fees are 1.5 times the indoor rate. On-site applications due to special circumstances require submission to the Official Contractor for technical assessment; work proceeds only if conditions are met.
- 4) Custom booth construction or placement of large exhibits must allow access to utility access covers for network outlets. If backdrop walls or platforms block these covers, apply for relocation service at the service desk.
- 5) To ensure the stable operation of the venue's computer network and provide reliable service, the use of wired and wireless routers is strictly prohibited inside the venue. If found, the Convention Center will disable the corresponding network port.

**VII. Hanging Points**

Item	Rec. Contractor Price	Non-Rec. Contractor Price	Qty	Amount	Remarks
Hanging Point	2600 RMB/Point /Period	4000RMB/Point /Period			
Hoist Rental: Manual Chain Hoist - 15m chain, 1 ton	500RMB/Point /Period	650RMB/Point /Period			
Hoist Rental: Manual Chain Hoist - 25m chain, 1 ton	650RMB/Point /Period	850RMB/Point /Period			
Hoist Rental: Electric Hoist - 15m chain, 1 ton	1600RMB/Point /Period	2100RMB/Point /Period			
Hoist Rental: Electric Hoist - 25m chain, 1 ton	1800RMB/Point /Period	2350RMB/Point /Period			

**Remarks:**

- 1) Applications for hanging points and hoist rentals must be submitted during the pre-order period, by October 15, 2025. Late applications will incur a 50% late order fee. No applications for hanging points or hoists will be accepted after October 21.
- 2) Hanging points and hoist reservations cannot be canceled or exchanged once booked. No temporary applications for hanging points will be accepted on-site after move-in.
- 3) Hanging points are available throughout Halls 1-16 and Hall 17. Each point has a load capacity of 1 ton. The load per main truss must not exceed 18 tons. The top of the hanging structure should be less than 9.0m from the floor. The bottom of hanging banners must be higher than 9.5m from the floor, with the banner itself within the 9.5m to 16.0m height range. For large events in Hall 17, the maximum height for hanging structures is 18.0m.

**VIII. Insurance Application** (Contractors must purchase insurance as required by the Exhibitor Manual. The policy scan must be submitted along with the booth application documents.)

IX. Overtime Service Charges					
Overtime Service Fee	17:00—22:00		22:00—09:00the next day		<ol style="list-style-type: none"> <li>Exhibitors or contractors shall submit an application 2 hours before the venue closes; an additional fee will be charged for delayed applications.</li> <li>In principle, exhibitors are not allowed to work overtime after 24:00.</li> <li>Air conditioning will not be provided for extended-hour services.</li> <li>If the booth area for which extended-hour service is applied is less than 72 square meters, the service fee will be calculated based on 72 square meters.</li> <li>Under special permitted circumstances, the recommended overtime fee after 24:00 is RMB 20 per square meter per hour, and the non-recommended fee is RMB 40 per square meter per hour.</li> <li>No electricity supply will be provided for standard booths during overtime hours.</li> </ol>
Overtime Fee (Min. charge for 72 m <sup>2</sup> )	Rec.Contract	Non-Rec. Contractor	Rec.Contract	Non-Rec. Contractor	
		40RMB/m <sup>2</sup> (Charged per 5-hour block)	50RMB/m <sup>2</sup> (Charged per 5-hour block)	15 RMB per hour/m <sup>2</sup> (Charged hourly)	

**Remarks:**

- 1) Please complete and submit this order form to the Official Contractor before the drawing submission deadline, and pay fees according to the payment notice issued by the Official Contractor. All late applications will incur surcharges. No refunds for orders canceled after the deadline; a 30% handling fee applies for order modifications.
- 2) Orders are considered confirmed only upon receipt of the order form and full payment. Please email the payment slip to the drawing submission email address, stating the exhibition name and booth number.
- 3) For any special location requirements regarding the above items, please provide diagrams or written instructions. Otherwise, standard installation/placement will apply. On-site relocation costs will be borne by the contractor or exhibitor.

**Company Name (Seal):**

**Authorized Signature:**

**Date:**



## Form 4: Safety Commitment Letter for On-site Work

In accordance with laws and regulations including the "Work Safety Law of the People's Republic of China," the "Fire Protection Law of the People's Republic of China," and the "Regulations on the Safety Management of Large-Scale Public Activities," and to further implement production safety responsibilities, strengthen on-site work safety management within the exhibition venue, enhance our company's own safety awareness and protective responsibilities, and safeguard public safety within the venue and society at large, our company hereby commits to assuming full responsibility for any consequences arising from violations during our work inside the Convention Center exhibition halls. As the entity responsible for safety within the designated work area, we solemnly pledge the following:

1. Our company designates Mr./Ms. \_\_\_\_\_, Work Tel/Mobile \_\_\_\_\_, as the Safety Management Supervisor for the work area within Hall \_\_\_\_\_, Booth No. \_\_\_\_\_, Exhibitor: \_\_\_\_\_, from \_\_\_\_\_ Year \_\_\_\_\_ Month \_\_\_\_\_ Day to \_\_\_\_\_ Year \_\_\_\_\_ Month \_\_\_\_\_ Day. This supervisor is responsible for implementing and rectifying all safety matters related to our work in your venue.
2. We will strictly comply with all national and Shenzhen municipal laws and regulations concerning fire safety and construction safety management during operations. We will strictly adhere to all Convention Center regulations regarding construction fire safety and booth setup safety. We consciously accept and submit to safety inspections and supervision by public security authorities, fire departments, and the Convention Center, and will promptly implement any rectification requirements they raise.
3. All equipment and tools used for on-site work shall meet safety requirements. All personnel performing special operations shall hold valid certificates. Based on the on-site conditions, we will equip the work area with a sufficient number of firefighting appliances.
4. During operations, all construction materials used shall comply with the venue's fire safety and structural safety requirements. We will correctly assess the electrical load of the work project and employ electrical switches and cable capacities matching the load to ensure electrical safety for the project.
5. We will carry out construction strictly according to the requirements of the design and construction drawings. For hazardous work such as work at height and lifting, we will implement



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corresponding safety protection measures to ensure the personal safety of construction personnel.

6. Should any fire safety incidents, public security incidents, or other accidents occur during construction, we will notify the Convention Center's on-site management personnel immediately and are obligated to take necessary protective measures to prevent the situation from escalating.

7. During work inside the venue, if Convention Center management personnel discover our personnel engaging in actions that violate venue regulations, such as theft, damage to Convention Center property, unauthorized entry into or damage to restricted areas set up by the Convention Center, the Convention Center reserves the right to take measures including warnings or handing over to public security authorities, depending on the severity. The Convention Center also reserves the right to revoke the future work qualifications of our company within the venue, based on the record of safety incidents involving our company.

8. If we violate any part of the above commitment, we voluntarily accept penalties imposed by public security authorities, fire departments, or the Convention Center according to laws, regulations, or the "Shenzhen Convention Center Venue Usage Regulations."

9. This commitment letter is made in duplicate. One copy is for handling the construction entry procedures and will be retained by the Shenzhen Convention Center. The other copy shall be kept by our company.

**Work Unit (Company Seal):**

**Designated On-site Safety Management Supervisor (Signature):**

**Date:**

### **Special Notes:**

- 1) This commitment letter is valid only with the company seal.
- 2) The name of the work unit entering the venue for setup must match the booth location, booth number, and exhibitor name provided by the Exhibition Organizer (or Contractor).



**Form 5: Exhibition Center Notice on Key Fire & Construction Safety Matters**

I/We have thoroughly read the contents of this "Exhibition Center Notice on Key Fire & Construction Safety Matters" and strictly commit to complying with the "Shenzhen Convention Center Venue Usage Management Regulations" and the requirements of this notice. I/We accept full responsibility for any consequences arising from violations.

<b>Exhibition:</b>	<b>Booth No.:</b>	<b>Contractor (Company Seal):</b>	
<b>Construction Supervisor / Safety Responsible Person</b>		<b>Phone:</b>	

**Exhibition Center Notice on Key Fire & Construction Safety Matters**

- All personnel entering for construction must wear masks and valid exhibition period passes. They must correctly use qualified ladders (under 2 meters) or elevated work platforms and implement all necessary safety measures during work (e.g., correctly wearing safety helmets, fastening safety harnesses/lanyards, ensuring platform tops have guardrails).
- Strictly prohibited: Using unguarded elevated platforms; walking on ladders; standing on the top step of a ladder; working at height without protective measures; working at height without a spotter below; working at height in slippers.
- Strictly prohibited inside exhibition halls: Open flames; metal cutting; metal grinding; welding; spray painting; using bench-type electric saws.
- Strictly prohibited: Blocking or occupying fire escape routes and safety exits; burying, enclosing, or obscuring firefighting equipment, facilities, or fire extinguishers.
- Strictly prohibited: Using non-compliant fire extinguishers; using flammable materials such as polyurethane foam, KT board, flammable plastics, standard sponge, spandex fabric, gauze, mesh cloth, or other materials banned by fire regulations for booth construction/decoration. Booths ≤50 sqm must provide one 4kg dry powder fire extinguisher; booths >50 sqm must provide sufficient 4kg dry powder fire extinguishers (one per 50 sqm or fraction thereof).
- The structurally enclosed ceiling area of a booth must not exceed one-third of the booth's total area. Enclosed rooms, two-story booths, and booths with enclosed ceiling areas exceeding one-third of the total area must hire a qualified fire protection contractor to install smoke detectors and temporary automatic sprinkler facilities interfacing with the Convention Center's fire monitoring room.
- Construction and decoration materials must be non-combustible or difficult-to-combust (Class B1). Class B1 materials require test reports and supply certificates, stamped with the exhibitor's or contractor's seal. (e.g., Carpets must be Class B1; wood should ideally be flame-retardant board – if using standard wood, it must be fully and thickly coated with fire-retardant paint achieving Class B1; decorative drapes must be flame-retardant or sufficiently soaked in fire retardant to achieve Class B1).
- Electrical equipment and wiring installation must comply with relevant electrical codes and fire safety requirements, include RCD protection, and be performed by certified personnel (valid special operation certificates, person-certificate match). Heating appliances require dedicated circuits and must not exceed 2.2 kW rated power.
- Booth wiring must be run in conduit or trunking. Connections must use terminals, wire nuts, or other proper connectors. The load on electrical equipment and cables must be kept within 80% of design capacity. Using parallel



flexible cord or twisted pair cord is prohibited.

10. Booth distribution panels must be intact, installed/secured at least 30cm above the floor, and tightly assembled. Using damaged or makeshift panels is prohibited.
11. Storage rooms or LED screen control rooms within booths must not store flammable/combustible items like cartons/packaging. LED screen control rooms must not be enclosed and must have a maintenance access of at least 0.6 meters. Enclosed rooms are prohibited per epidemic prevention requirements.
12. Booth height limit: 5 meters. Space under platforms/second-floor service areas: 4 meters. Maximum span: 6 meters for wood structures; 8 meters for steel structures.
13. Forklifts must be used for lifting booth components. Structures spanning over 4 meters require two forklifts.
14. All glass used must be tempered or tempered laminated glass, securely fixed with effective safety measures, and must not serve as load-bearing walls.
15. Two-story booths, large stages, and stands require valid structural load calculation documents from a qualified design institute or registered structural engineer. Two-story booths must use flame-retardant panels. Two-story areas >50 sqm require two separate staircases with a width  $\geq 0.9\text{m}$  each, spaced at least 5m apart.
16. Protective railings must be 105cm-120cm high with gaps between vertical elements <10cm. If glass is installed, it must be securely fixed and have effective safety measures or treatments.
17. The above items must be strictly adhered to. Violations will result in work stoppage, power disconnection for rectification, and a deduction of at least RMB 500 from the booth's security deposit per violation. All consequences arising therefrom shall be borne by the booth party. For other details, please refer to the "Shenzhen Convention Center Venue Usage Management Regulations."



**Form 6: Booth Construction Self-Check and Acceptance Form Upon Completion**

Exhibition/Event Name		Inspection Date	
Booth Name:		Booth No.	Booth Area
Self-Check and Verification Record			
Booth Layout	1. On-site booth construction matches the approved drawings.		Yes <input type="checkbox"/> No <input type="checkbox"/>
	2. Booth does not illegally occupy or block fire escape routes and safety exits.		Yes <input type="checkbox"/> No <input type="checkbox"/>
	3. Booth does not illegally obscure, enclose, or bury firefighting equipment/facilities or fire extinguishers.		Yes <input type="checkbox"/> No <input type="checkbox"/>
	4. Booth is equipped with effective fire extinguishers as required.		Yes <input type="checkbox"/> No <input type="checkbox"/>
Materials	5. Combustibility performance of booth construction and decoration materials meets or exceeds Class B1 (Difficult to combust).		Yes <input type="checkbox"/> No <input type="checkbox"/>
	6. Combustibility performance of wooden materials used in the booth meets Class B1.		Yes <input type="checkbox"/> No <input type="checkbox"/>
	7. Combustibility performance of fabric/drapery materials used in the booth meets Class B1.		Yes <input type="checkbox"/> No <input type="checkbox"/>
	8. Booth does not use materials prohibited by fire regulations (e.g., polyurethane, KT board, sponge, spandex fabric).		Yes <input type="checkbox"/> No <input type="checkbox"/>
	9. No hazardous goods storage room/area exists within the booth; electrical equipment rooms are not shared with flammable/combustible materials.		Yes <input type="checkbox"/> No <input type="checkbox"/>
Electrical & Wiring	10. Personnel performing electrical work hold valid special operation certificates.		Yes <input type="checkbox"/> No <input type="checkbox"/>
	11. Cables are installed in conduit or trunking.		Yes <input type="checkbox"/> No <input type="checkbox"/>
	12. Electrical connections are secure and reliable.		Yes <input type="checkbox"/> No <input type="checkbox"/>
	13. High-power heating appliances used have a rated power of 2.2KW or less.		Yes <input type="checkbox"/> No <input type="checkbox"/>
	14. No illegal use of high-power lighting fixtures or unauthorized addition of lighting equipment.		Yes <input type="checkbox"/> No <input type="checkbox"/>
	15. No illegal use of pressure vessels.		Yes <input type="checkbox"/> No <input type="checkbox"/>
	16. Distribution panels, load switches, wires/cables, and their installation/connections comply with codes.		Yes <input type="checkbox"/> No <input type="checkbox"/>
	17. Plastic twisted-pair cords or parallel flexible cords are not used.		Yes <input type="checkbox"/> No <input type="checkbox"/>
	18. LED screen control rooms do not store flammable/combustible items (e.g., cartons, packaging).		Yes <input type="checkbox"/> No <input type="checkbox"/>
Structure	19. Booth structure presents no safety hazards.		Yes <input type="checkbox"/> No <input type="checkbox"/>
	20. Booth construction does not illegally exceed span limits (6m for wood, 8m for steel).		Yes <input type="checkbox"/> No <input type="checkbox"/>
	21. Booth construction does not illegally exceed height limits (5m max height, 4m under platforms/service areas).		Yes <input type="checkbox"/> No <input type="checkbox"/>
	22. No illegal enclosed ceiling (enclosed area $\leq 1/3$ of total booth area).		Yes <input type="checkbox"/> No <input type="checkbox"/>
	23. Two-story structures, if present, are qualified and equipped with fire alarm devices and automatic sprinkler facilities.		Yes <input type="checkbox"/> No <input type="checkbox"/>



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	24. Booth structure does not illegally hang from, lean against, or damage other venue facilities. <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span>
	25. Enclosed independent spaces within the booth are equipped with fire alarm devices and automatic sprinkler facilities. <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span>
<b>Epidemic Prevention</b>	26. Booth working, construction, and support service personnel meet the latest epidemic prevention requirements. <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span>

Our company has read the "Shenzhen Convention Center Venue Usage Management Regulations" and commits to carrying out construction and setup in strict accordance with the relevant requirements therein. We shall bear all losses resulting from any failure to adhere to these requirements.

**Exhibiting Unit or Contracting Unit (Seal):**

**Safety Supervisor of Exhibiting Unit/ Safety Supervisor of Contracting Unit:**

**Contact Phone Number:**

**Note:** This form must be submitted to the Fire Safety Section of the Convention Center's Security Department before the exhibition/event opens. Electricity will not be connected without it.

## Form 7: Exhibition Construction Management Penalty

### Regulations

#### The 27th China Hi-Tech Fair

#### Exhibition Construction Safety Penalty Management System

All construction units entering the exhibition hall shall voluntarily comply with the various rules and regulations of the exhibition hall and the fair, and accept the supervision and enforcement by the relevant management departments of the exhibition hall and the fair. If a construction unit violates the management regulations during the 27th China Hi-Tech Fair from November 11 to November 16, 2025, the main contractor has the right to stop the violation, demand timely rectification, and, in accordance with the specific amounts stipulated in this document, require the construction unit to pay a penalty for each occurrence. In the event of a safety incident during construction, exhibition, dismantling, or transportation, the construction unit shall bear full responsibility. The construction unit shall compensate for all economic losses and reputational damages caused to the exhibition hall, the organizer, the main contractor, and any third party.

Incident / (Potential Hazard) Category	Penalty Range	Classification	Standard for Incident / (Potential Hazard)	Deduction Amount (RMB)
		Fire Safety	Use of non-compliant distribution panels; installation/use of panels not meeting requirements, including switches without earth leakage protection, unshielded plastic twisted-pair cords, or parallel flexible cords.	500
			Failure to provide fire extinguishers as required, or use of non-compliant extinguishers; obscuring, burying, or enclosing firefighting equipment/facilities.	500
			Use of open flames for demonstrations during exhibition hours; smoking in non-smoking areas; or conducting hazardous operations (open flames, metal cutting/grinding, welding, spray painting, using bench electric saws) inside the venue.	2000
			Blocking fire escape routes or safety exits during exhibition hours.	3000
			Bringing flammable items (e.g., gasoline, thinner, alcohol) or explosive cylinders (e.g., hydrogen, oxygen, acetylene) into the venue.	3000
			Use of construction materials that do not meet fire safety requirements for booth setup.	3000
			Directing spotlights or other heat-producing devices towards or in close proximity to fire sprinkler heads.	3000
			Bringing balloons or drones into the venue without prior approval.	3000

C	500-8000		Use of non-compliant electrical equipment or failure to perform electrical work as required, creating fire safety hazards for the exhibition;	3000
			Electrical incidents (e.g., tripping of area main power switches) due to contractor fault during exhibition hours, resulting in no casualties or property loss.	3000
			Smoke incidents within a booth due to contractor fault during exhibition hours, where the incident did not escalate and caused no casualties or other property damage.	4000
			Smoke incident within a booth due to contractor fault during exhibition hours, where the incident caused no casualties or other property damage.	8000
		Construction Safety	During the booth setup and dismantling period, if construction personnel of the construction unit fail to wear construction safety helmets correctly, fail to fasten safety belts when working at height, use A-frame ladders over 2 meters in height, use scaffolding or mobile work platforms that are damaged, bent, excessively rusted, modified, or structurally damaged in other ways, throw tools or items (instead of handing them over), or engage in other dangerous behaviors;	500
			Use unsafe machinery and tools; or privately open the floor drain covers of the exhibition hall;	2000
			During the exhibition period, if the construction unit fails to construct in accordance with the technical procedures, resulting in structural cracks, deformation, or other Structural Safety Hazards of the booth;	3000
			During the exhibition period, if a single-component collapse accident (such as the collapse of the booth's structural beams) occurs due to the responsibility of the construction unit, with no personal injuries, deaths, or other property losses caused;	4000
			Refuse to rectify construction hazards or fail to rectify them within the specified time;	5000
			Conduct reckless construction or construction beyond the specified scope;	5000
			Work on duty under the influence of alcohol or perform dangerous operations;	5000
			Fix objects on the floor or walls by means of nails, pile driving, or other similar methods; or improperly use manual trolleys to transport booth waste out of the exhibition hall;	5000
			Contaminate the floor or walls with materials that are difficult to remove, such as grease, paint, or adhesives;	5000
			During the exhibition period, if a partial collapse accident of the booth occurs due to the responsibility of the construction unit, with no personal injuries, deaths, or other property losses caused;	8000
		Public Safety	Refusing to cooperate with the on-site staff in management and inspection;	2000
			During the exhibition period, incidents of fighting or brawling among personnel of the construction unit, with no personnel injured;	4000
	During the exhibition period, incidents of fighting or brawling among personnel of the construction unit, in which more than 1 but fewer than 3 personnel are injured;		6000	



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		Special Equipment Safety	During the exhibition period, if motor vehicles in the exhibition center area fail to travel in accordance with speed limit signs, and commit violations such as oversized vehicles, overloaded vehicles, speeding, drivers operating vehicles under the influence of alcohol, and carrying personnel exceeding the vehicle's specified capacity;	2000
			During the exhibition period, if motor vehicles are without a license, without a registration plate, or without a valid safety inspection certificate;	2000
			Special operation personnel working without a qualification certificate;	5000
B	10000-15000	Fire Safety	During the exhibition period, an open flame accident caused by the contractor's responsibility resulted in no casualties or other property damage;	10000
			During the exhibition period, an electrical accident, such as a tripping of the main power supply in the area caused by the contractor's responsibility, resulted in minor injuries or other property damage;	12000
			During the exhibition period, a smoking incident at the booth caused by the contractor's responsibility did not spread but resulted in minor injuries and other property damage;	12000
			During the exhibition period, a smoking incident at the booth caused by the contractor's responsibility, where the fire had already spread, resulted in minor injuries and other property damage.	15000

Incident / (Potential Hazard) Category	Penalty Range	Classification	Standard for Incident / (Potential Hazard)	Deduction Amount (RMB)
B	10000-15000	Construction Safety	During the exhibition period, an incident causing minor injuries to construction personnel or other individuals due to the contractor's responsibility;	12000
			During the exhibition period, a partial collapse of the booth caused by the contractor's responsibility, resulting in minor injuries or other property damage;	12000
			During the exhibition period, a complete collapse of the booth caused by the contractor's responsibility, resulting in no casualties or other property damage;	10000
			During the exhibition period, a complete collapse of the booth caused by the contractor's responsibility, resulting in minor injuries or other property damage.	15000
		Public Safety	During the exhibition period, if personnel of the contracting unit engage in fighting or brawling, resulting in minor injuries to three or more individuals;	10000
			During the exhibition period, if personnel of the contracting unit engage in crowd gathering and causing disturbances, without resulting in any injuries.	15000
		Special Equipment Safety	During the exhibition period, a motor vehicle collision caused by the contractor's responsibility resulting in minor injuries or other property damage.	10000

A	15000-50000	Fire Safety	During the exhibition period, if the contractor's booth setup occupies the venue's fire escape routes or blocks safety exits and refuses to rectify the situation;	50000
			During the exhibition period, if the contractor's actual booth setup deviates from the plans submitted to the public security authorities and poses significant safety hazards;	30000
			During the exhibition period, if the contractor installs or uses non-compliant exhibition structures in violation of the "Exhibition Venue Management Regulations";	30000
			During the exhibition period, if a smoking incident at the booth caused by the responsibility of the exhibitor or contractor results in minor, severe injuries, or fatalities;	20000-50000
			During the exhibition period, if an open flame incident caused by the responsibility of the exhibitor or contractor results in minor, severe injuries, or fatalities;	20000-50000
			During the exhibition period, if a fire incident caused by the responsibility of the exhibitor or contractor covers an area exceeding 0.5 square meters;	30000-50000
		Construction Safety	During the exhibition period, a booth collapse incident caused by the responsibility of the exhibitor or contractor resulting in minor injuries to three or more persons or severe injury to one or more persons;	20000-50000
			During the exhibition period, a booth collapse incident caused by the responsibility of the exhibitor or contractor resulting in fatalities.	50000
		Public Safety	During the exhibition period, if personnel of the contracting unit engage in fighting or brawling, resulting in minor injuries to three or more individuals;	15000-40000
			During the exhibition period, if personnel of the contracting unit engage in fighting or brawling, resulting in severe injuries or fatalities;	40000
			During the exhibition period, if personnel of the contracting unit engage in crowd gathering and causing disturbances, resulting in severe injuries or fatalities.	50000
		Special Equipment Safety	During the exhibition period, a collision or overturning incident involving internal vehicles under the contractor's responsibility, resulting in severe injuries or fatalities.	50000
		Remarks	1. Exhibition Period: The timeframe specified in the contract from move-in to move-out, typically including the setup, open, and dismantling phases.	
2. Collapse: A structural failure where a booth, subjected to external or gravitational forces exceeding its structural limits, loses stability, resulting in the falling or toppling of elevated booth components.				
3. Smoking Incident: A localized, incomplete combustion of booth materials, electrical systems, or venue facilities producing significant smoke, without fire spread or loss of control.				

4. Open Flame Incident: A localized combustion of booth materials, electrical systems, or venue facilities with visible flames, without fire spread or loss of control.
5. Fire: A disaster caused by combustion that is uncontrolled in time or space.
6. Minor Injury Incident: Primary injuries caused by various factors resulting in slight damage to tissues or organs or minor functional impairment.
7. Light Injury Incident: An incident involving only light injuries, defined as injuries causing a loss of working days fewer than 105, impairing limbs or facial features, partially hindering hearing, vision, or other organ functions, or causing moderate harm to health, including Grade 1 and Grade 2 light injuries.
8. Severe Injury Incident: An incident involving only severe injuries without fatalities, defined as injuries causing a loss of working days equal to or exceeding 105, resulting in disability, facial disfigurement, loss of hearing, vision, or other organ functions, or causing significant harm to health, including Grade 1 and Grade 2 severe injuries.
9. Fatality Incident: An incident resulting in one or more fatalities.
10. Standards for Minor, Light, Severe Injuries, and Fatalities: Based on the "Classification Standards for Work-Related Injuries" (GB6441-86) and the "Standards for Identification of Human Injury Degree" (Si Fa Tong [2013] No. 146).
11. Deposit: The deposit referred to in these regulations is a security fund established to ensure compliance with safety responsibilities by all exhibition participants. Compensation for losses, post-incident handling, fines imposed by law enforcement agencies, etc., are not covered by the deposit. In cases of safety hazards where rectification is refused or safety incidents occur, the exhibition center or organizer may deduct from the deposit as per these regulations while still requiring the responsible party to complete rectification.
12. Liquidated Damages: The organizer reserves the right to deduct liquidated damages payable by the contractor under this document from the construction deposit. Any shortfall must be paid by the contractor. For contractors who refuse rectification after notification or repeatedly violate the same regulation, the organizer may suspend power supply and construction activities and forfeit the entire construction deposit.
13. Acceptance: The contractor's signature or seal indicates that they have read and voluntarily agreed to be bound by this document.

**Contractor Name (Seal):**

**Legal Representative or Authorized Representative Signature:**

**Mobile Phone:**

**Date:**

## Form 8: Site Acceptance Form

### Site Acceptance Form

(To be retained by the contractor and presented for confirmation during teardown)

Exhibitor Name / Contractor Name		
Booth Number		
Booth Area		
Contractor Name		
Supervisor Name		
Supervisor Mobile		
Contractor Tel.		
Booth Dismantling Status	Fully Cleared	
	Not Fully Cleared	
Deposit Refund Instructions	Full Refund	
	Partial Deduction	
Construction Supervisor Signature		
Site Inspector Signature		
Notes	<p>1.The contractor must present this form to the on-site manager of the main contractor for inspection after completing teardown.</p> <p>2.The inspector will sign upon verifying: 1)No safety incidents occurred during construction/teardown; 2)No venue equipment or facilities were damaged; 3)No personal injuries were caused; 4)All booth materials were removed from the venue within the stipulated time.</p>	



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3. Refund procedures will begin 30 working days after the exhibition concludes.

4. If the on-site manager is not requested for inspection upon teardown completion, the construction deposit will be forfeited.



# THE LEADING HI-TECH FAIR IN CHINA

## High-end Platform

The first platform for the promotion of China's scientific and technological Heavy Equipment  
The first platform for world-class high-tech enterprises  
The first platform for Chinese technology companies to go global

## Giants Gather

Fortune 500 companies  
Central state-owned enterprises, listed companies  
Gazelle companies and unicorn companies

## Win-win Cooperation

One-to-one invitation to global buyers  
Accurate matching of high-quality buyers around the world  
International professional purchasing group negotiation and docking

## Media Focus

Authoritative reports from national media  
Mainstream media segmentation publicity  
Industry media special promotion

## Enriching Activities

High-level summit forum  
First release IP platform  
Brand overseas exposure increases traffic



Official Website: [www.chtf.com/english](http://www.chtf.com/english)



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Zhenwei International Exhibition Group Shenzhen Zhenwei International Exhibition Co., Ltd.  
Address: 705-706, Tianshu Building, Xinggang Tongchuanghui, No. 6099, Baoan Avenue, Xinhe Community, Fuhai Street, Baoan District, Shenzhen

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Visitor inquiry: [sarah@zhenweiexpo.com](mailto:sarah@zhenweiexpo.com)