



第十九届上海国际胶带与薄膜展览会

The 19th Shanghai International Adhesive Tape & Film Expo

第十九届上海国际薄膜软包装展览会

The 19th Shanghai International Flexible Package Expo

2023年6月19日-21日 上海国家会展中心 (1.1H馆+2.1H馆)
June 19-21, 2023 • National Exhibition and Convention Center

Exhibitor Manual

Dear Exhibitor,

Sincerely welcome you to sign up for [APFE2023] The 19th Shanghai International Adhesive Tape and Film Expo & The 19th Shanghai Flexible Package Expo, APFE2023 will be held at the Shanghai National Exhibition and Convention Center (Short for NECC) on June 19-21, 2023 at Hall 1.1, Hall 2.1.

"APFE" is an international commercial exhibition in the tape and film industry. APFE was first held by Shanghai Fuya Exhibition Co., Ltd. in 2007. After seventeen years of international promotion and brand building, and continuous leadership and innovative development, it has become the premier commercial exhibition platform for industry merchants to expand market space infinitely and comprehensively enhance industry brand power!

According to the requirements issued by the joint defense mechanism of the State Council and the Shanghai Convention and Exhibition Industry Association, all participants must verify their real names and carry their original ID cards or Passports.

This manual is an attachment to the content agreed in the booth agreement, and at the same time provides important information for you to participate in [APFE]. Please read this manual carefully, and send your service needs to the corresponding person in charge in each contact form, us and related service providers in time We will provide the services you need in time.

We sincerely wish you all the best and a fruitful harvest during 【APFE2023】 !

【APFE2023 Organizing Committee】
Shanghai Fuya Exhibition Co., Ltd.

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Important reminders

All participants must verify their real names and carry their original ID cards or Passports.

1. All exhibitors must submit their company profile and exhibitor badge production information before May 28. The organizer has the right to explain if the exhibitors fail to provide materials in time, resulting in troubles caused by missing publications, production, etc. to the exhibitors. See P22 for the form provided..
2. Exhibitors with equipment whose length and width are more than 2.6 meters must arrive at the exhibition hall before June 17, so as not to be unable to enter the booth after the booth is set up.
3. Standard booths include 220V, 500W non-equipment power sockets. Exhibitors for all empty booths and booths that require additional water, electricity, and gas must apply before May 28 and mark it in the booth construction drawing review The location of the electrical box. The sponsor will not be responsible for the increase in application fee after the specified time. Please see P16 for the application form. It is expressly forbidden to bring your own air compressor in the exhibition hall. Electricity boxes for equipment and special lighting must be applied for separately. The leased electric box includes smart electric box and electricity fee.
4. Please refer to P17 for the basic booth configuration corresponding to the standard booth. To rent exhibition facilities, please apply for lease before May 28, the main constructor will provide installation and maintenance services for the entire exhibition period. Exhibitors shall bear the extra scheduling fee incurred if the application is overdue. During the exhibition period, if needs exhibition equipment, please apply at the main construction service office. If don't rent from the main contractor, they won't be responsible for related maintenance or loss.
5. It is strictly forbidden for exhibitor to move the facilities of the exhibition hall without permission: such as trench covers, electric manhole covers, fire hydrants, air pipe heads, etc. If do need to move related facilities, please contact the main constructor. Exhibitors shall be responsible for accidents caused by illegal operations.
6. For exhibit transportation, please contact the official phone numbers of the major logistics units. Don't believe the false information of business cards distributed at the exhibition site to prevent exhibits from being seized.
7. Please keep your valuables safe to prevent loss.

※ All contents of this Exhibitor Manual were produced two months before the exhibition, and may be changed in the later period according to the requirements of the exhibition hall and other institutions, and the final requirements shall prevail.

Exhibition advertising request



Advertising at the exhibition site is an efficient supplement to "exhibition".

Ads Inquiry: Fuya Exhibition 86-21 3351 8238 / 86 156 9218 9970

1. Ads at the entrance of the North Plaza

	<p>Landing Ads</p> <p>Size: H4 x L8 m</p> <p>Quantity: 4 units</p>	<p>Price:</p> <p>USD7000/unit</p>
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2. Ads in front of progress hall

	<p>Aluminum light box ads against the wall</p> <p>Size: H2.5 X L4 m</p> <p>Quantity: 8 units</p> <p>Price: USD2200/unit</p> <p>(Single sided)</p>	
	<p>Ads by channel</p> <p>Size: least 12 m² (H3 x L4 m)</p> <p>Quantity: 12 units</p> <p>Price: 220/m² (Single sided)</p>	

3. Showroom entrance glass ads

	<p>1.1H,2.1H Main entrance</p> <p>5/8 door</p> <p>Size: H3.25 x L4.19m</p> <p>Quantity: 8 units</p>	<p>Price:</p> <p>USD 3000/unit</p>
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Please contact us for more ads resources such as exhibition hall hanging flags, floor stickers, mineral water ads and other personalized advertisements.

Chapter 1 Show Guide

General Message

Show Name:	The 19 th Shanghai International Adhesive Tape & Film Expo	
	The 19 th Shanghai International Flexible Package Expo	
Show ADD:	National Exhibition and Convention Center (Shanghai) (Short for NECC.)	
	No.333 Songze Rd.Qingpu District, Shanghai, China	Truck arrival address
	(NH-North Hall)	
	No.1888 Zhuguang Road, Qingpu District, Shanghai, China ((WH-West Hall)	Subway line 2 East Xujing Station
	NECC No. 10 on No.333 Songze Rd.	Taxi navigation address
Move-in-time:	June 17, 2023 - June 18, 2023	
	Saturday Sunday	
Exhibitor Reissue and Inquiries (during move-in-time)		Corridor between hall 1.1H and 2.1H of the NECC
Show Time:	June 19, 2023 - June 21, 2023	
	Monday Wednesday	
	June 19 – June 20, 2023	09:00 - 17:00
	June 21, 2023	09:00 - 14:00
Dismantling Time:	June 21, 2023	14:00 - 20:00
Sponsor:	上海富亚展览有限公司	
Website:	http://www.apfechina.com	
The Pavilion Site	http://www.cecsh.com	

Contact organization/list

Organizer

Shanghai Fuya Exhibition Co., Ltd.

TEL: +86 21-3351 8645

FAX: +86 21-3351 8940

Phone: +86 15692189970

Contact: Veronica Liu

Email: Veronica@apfechina.com

Construction process management and furniture rental assistance (main construction)

1.1H: Ms. Mudan Kim 183 1717 9706

Email: 316857331@qq.com

2.1H: Ms. Yidan Fan 136 6161 1671

Email: 2251147705@qq.com

Make exhibitor badges, catalogs/fascia boards

Exhibitor certificates and exclusive invitation system, please click: Exhibitor System
For the journal/fascia board, please fill in the template and provide a word file

For the account number and password, please contact our staff or call us directly.

Official Appointed Contractor

Shanghai Power-Elephant Exhibition Co., Ltd.

Tel: +86 21-68391183

Fax: +86 21-68391173-84

Email: 915299848@qq.com

Contact: Mr. Xiang Li +86 183 1717 9216

Official Freight Forwarder

Shanghai Zhanyi Logistics Co., Ltd.

Tel: 86-21-62307329

Fax: 86-21-62592781

Contact: Johnson. Sun

Phone: +86 133 1192 9182

E-mail: zhanyi_logistics@163.com

info@zhanyilogistics.com

Hotel

Shanghai Mengxuan Exhibition Service Co., Ltd.

Tel: 4001148966

Contact:

Mr. Tao Jiang: 18302183129

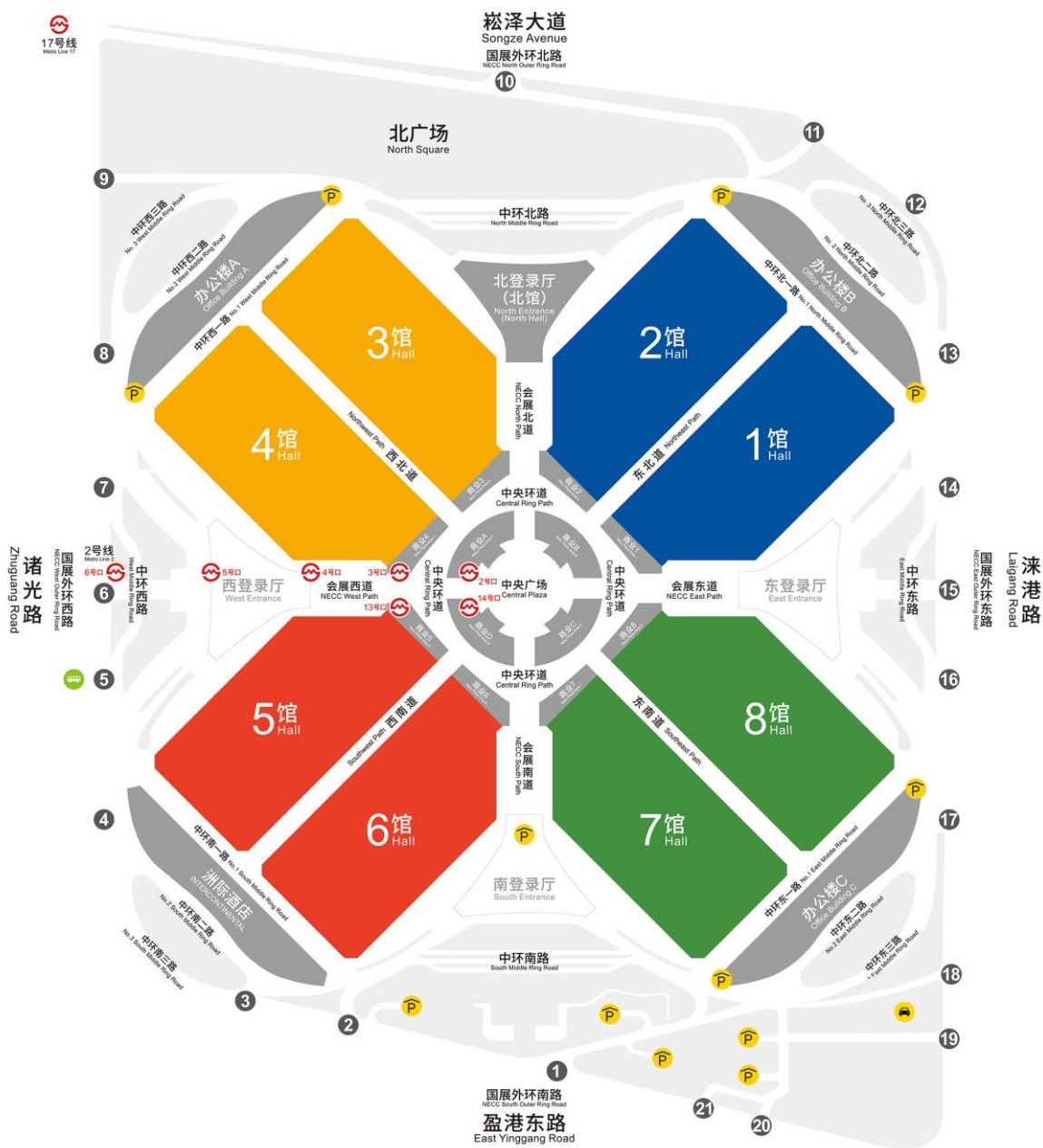
Mr. Lu Li: 13564372191

Email: jiangtao@mxydt.com

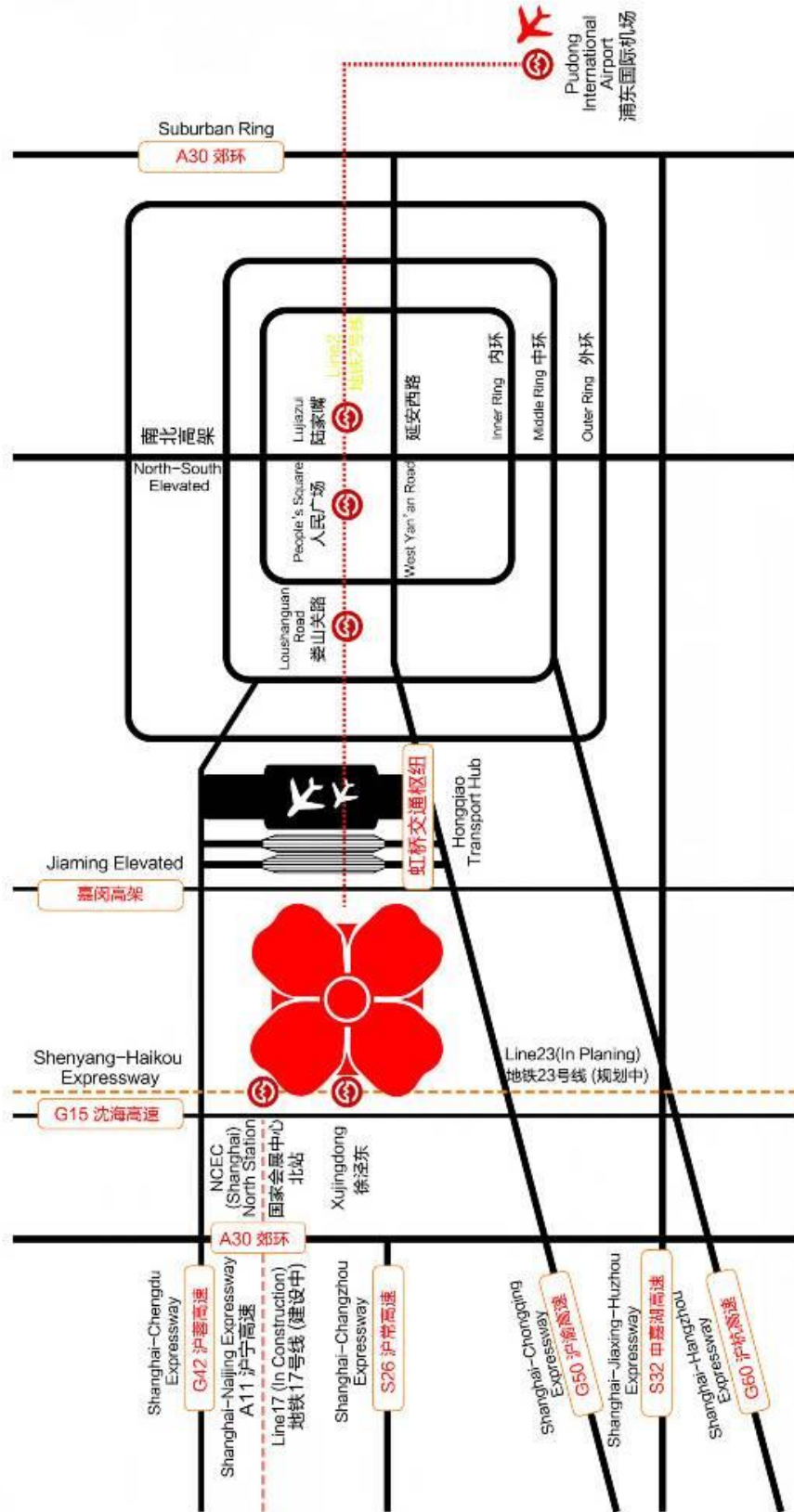
Book online:

<https://www.mxydt.com/hotel?exhibitionId=43528>

Functional distribution map



Arriving at the exhibition hall, traffic route map



Traffic Guidelines

Subway

Shanghai metro line 2 east xujing station.

Airplane

Hongqiao Airport Terminal 2 - National Convention and Exhibition Center.

Taxi: Around 10 minutes;

Pudong international airport - National Convention and Exhibition Center.

Taxi: Around 60 minutes;

Train

Shanghai Hongqiao Railway Station - National Convention and Exhibition Center.

Taxi: 1.5km apart; Subway: line 2 goes to the national convention center.

Shanghai Railway Station - National Convention and Exhibition Center.

Taxi: 25.5km apart; Subway: Line 1 to people's square station and transfer to line 2 to the east xujing station.

Shanghai South Station - National Convention and Exhibition Center.

Taxi: 23km apart; Subway: Line 1 to people's square station and transfer to line 2 to the the east xujing station.

Taxi

Address: No.1888 Zhuguang Road, Qingpu District, Shanghai, China((WH-West Hall)

Exhibition Schedule and overwork

Items	Date	Time
Raw Space booth Construction	June 17, 2023	09:00 - 18:00
	June 18, 2023	09:00 - 20:00
Standard Booth	June 18, 2023	12:00 - 20:00
Exhibitor entry time	June 19-20, 2023	08:30 - 16:45
	June 21, 2023	08:30 - 20:00
Show Opening	June 19, 2023	09:00 - 17:00
	June 20, 2023	09:00 - 17:00
	June 21, 2023	09:00 - 14:00
Booth Dismantlement	June 21, 2023	14:00 - 20:00

The exhibition schedules are subject to change, which will be noticed through the committee office at the scene...

1. Exhibitors should strictly abide by the above schedule.
2. If the exhibits are sent to the booth in advance (For examples raw space booth contractor), please contact the designated transportation agency to arrange the implementation. Exhibitors must personally sign exhibits on site.
3. During the booth setup and exhibition opening period, in principle, articles that have entered the exhibition hall are not allowed to be shipped out of the exhibition hall. If there is a need, please apply in writing to the designated organizer service office. After approval, the organizer will issue the exit permit.

Extended working hours

If you need to extend your working hours, please apply from the appointed contractor at the exhibition hall **before 15:30pm**. After 15:30pm applying, 50% for expedited service fee has to pay in additional. After 17:30, the appointed contractor refuses to accept applying in principle. In case of application, special circumstances require the organizer to submit a written application to the venue operation department, and the venue department can approve the overtime work; the standards are as follows:

Date	Time	RMB/Hour
June 17, 2023	(08:00-09:00) (18:00-22:00)	RMB 1,500
	22:00 -Next day 08:00	RMB 3,000
June 18, 2023	(08:00-09:00) 20:00 - 22:00	RMB 1,500
	22:00 -Next day 08:00	RMB 3,000
June 21, 2023	20:00 - 24:00	RMB 5,000

Form 1 Construction approval for raw space booth design

Deadline: May 28, 2023

Shanghai Power-Elephant Exhibition Co., Ltd Tel: +86-021-68391193 Hall 1.1 H Contact: Mr. Min Liu Phone: +86-136 6161 8936 Email: 1474244843@qq.com Hall 2.1 H Contact: Mr. Xiang Li Phone: +86-183 1717 9216 Email: 915299848@qq.com	Contractor	
	Contact	Phone
	Email	
	Tel	
	Exhibitor	
	NECC Hall ____ H	Booth NO.

Please submit the above form and the following doc. (electronic document), all in quadruplicate, before May 28, fill out by all raw space exhibitors/contractors, to the main contractor.

Floor plan of the booth on the ground floor Floor plan of the upper booth Front elevation and side elevation Sectional view Circuit diagram, electric box placement diagram	· Effective picture · Static load test report or static load calculation book · Booth planning instructions and construction material technical data · Copy of business license, copy of legal person ID card, flame retardant certificate, list of construction personnel, type of work, ID number
Note: All submitted documents must contain a Chinese version, and all drawings are drawn to the specified scale, in meters. Faxed drawings and documents will not be accepted.	

Design and Construction Instructions

- Safety helmets must be worn during construction. Elastic cloth is strictly prohibited as construction material.
- During the period of design drawings and on-site construction, all booth openings facing pedestrian passages are not allowed to be designed with sealing panels larger than 6 meters.
- All booth carpets shall be provided with a fire protection test report before the carpet is laid, and the combustion diffusion rate of the flame-retardant carpet shall not be lower than B1 level.
- The booth height limit is 4.4 meters, and all booths with an indoor floor height exceeding 4.4 meters need to be reviewed separately.
- For raw space booths, if your booth is higher than the adjacent booth, please use fire-resistant materials to decorate and repair the back panel that is higher than the adjacent booth. Please use solid-color, non-see-through materials for the partially exposed structure of the back panel Overlay, no advertising (including company name, trademark and other advertising elements) on the back panel without permission).

Raw space booth insurance

NECC operating unit reminds the exhibitors/contractors of the open space booths that they are responsible for the property and personnel injuries suffered by others in their booths. For their employees, representatives, booth builders and subcontractors, exhibitors have the same Legal liability. In order to transfer the liability risk of special booths and ensure the safety of on-site construction personnel, each **raw space booth** must purchase the exhibition liability insurance in accordance with the requirements of this regulation beforehand, in order to apply for electricity, plan review, deposit payment, etc.

Step 1: Scan the code to apply for insurance

1. Personal payment: directly scan the QR code on WeChat to purchase.
2. Corporate online banking payment: use a mobile browser to scan the QR code, copy the URL to a computer browser to open it, and after completing the information entry, you can choose to use online banking business-to-business payment (Google browser is recommended, if the computer browser cannot open the webpage, delete Just #/home at the end of the link).

Step 2: Choose an insurance plan according to the area

Booth construction area: 1-200 m², choose option A;

Booth construction area: 201-400 m², choose option B;

Booth construction area: 401-1000 m², choose option C;

Step 3: Fill in the policyholder information

The policyholder defaults to the invoice payable. After the insurance is successfully applied, the contact person will be notified by SMS and the electronic insurance policy will be sent to the entered mailbox.

Step 4: Enter the exhibition information

1. Select the insured exhibition from the drop-down list;
2. Select the venue where the booth is located;
3. Enter the booth number, area, exhibitor and constructor name.

Step 5: Complete the information entry, click Apply for Insurance, pay the premium, and complete the insurance application..



国家会展中心全年展

Water-soluble fire extinguishing device set

Each raw space booth must be equipped with a water-soluble fire extinguishing device set (water-soluble fire extinguisher + hand alarm bell + booth safety officer publicity card) according to the following standards: 1 set for less than 200 square meters; 2 sets for more than 200 square meters. Contact: Mr. Linglong Wang +86 189 1863 9805

Operation process: Exhibitors/constructors of raw space booths rent at the business center -> Exhibitors/constructors of raw space booths receive the kits and install them in an obvious place on the stand -> return the kits to the business center when the hall is withdrawn, and the deposit will be deducted if damaged or lost .



Raw space contractor deposit and admission procedures

- Build Deposit
- Booth construction management fees
- Construction personnel documents
- Construction vehicle permit

- Build Deposit

1. The price

Booth Size	Construction Deposit
≤100 m ²	RMB1,0000/Booth
≥100 m ²	RMB2,0000/Booth

2. Payment methods

Money transfer

Please send a remittance before May 28, 2023 to the official appointed contractor - Shanghai Power-Elephant Exhibition Co., Ltd. Please keep the receipt. Deposit can only accept remittances. **Account as following:**

Company name	Bank	No.
Shanghai Power-Elephant Exhibition Co., Ltd.	ICBC BAI YANG ROAD SUBBR ANCH (SHANGHAI)	1001154109006931790

3. For the contractor who has not paid the construction deposit, the organizer has the right to refuse the entrance construction and stop the supply of booth power and other facilities.

4. Return of building deposit

During the dismantling of the exhibition, the exhibition hall and the organizer will conduct a comprehensive review of the dismantling of each booth.

If the stand is dismantled cleanly (no booth garbage), no damage will occur and the designated contractor will refund the deposit. If damage is caused to the ground, facilities, or other neighboring exhibition stand of the exhibition hall, or if the booth waste is not removed, the exhibition center will make a claim against the contractor based on the damage degree and the damage compensation list of the exhibition hall facility. The amount of compensation will be deducted from the paid deposit. If the deposit cannot be fully deducted from the compensation, the exhibition hall and the organizer have the right to continue to make claims.

Construction deposit refund time: starting on July 21, 2023

- On June 16, 2021 the deposit receipt will be collected at the back office of the NECC

Fee for Management & Certificate

Project	Unit price	Quantity	Total
The management fee	RMB30/m ²		
The certificate fee	RMB30/piece		
Total fee			

- All transport providers and contractors accountable deposit receipt for the purchase of building construction permit. (Booth construction and dismantlement period, not wearing construction permit will be banned all construction activities.
- Standard booth construction management fee is included in the booth set prices. All other raw space booth exhibitors must lease external costs to pay this fee.
- Construction units are required to carry their approach Floor Plan (renderings), Staff 1 inch photos, identity card, special types of qualifications Proof copy. All construction personnel should hold Hall issued a "construction permit" admission operation, one person, one license, shall not be lent. The organizer suggest all construction companies should apply for construction certificates at the NECC on **May 15, 2023** to ensure the smooth progress of the exhibition.
- The deposit fees, management fees, electricity box fees shall be handled by official appointed contractor-Power Elephant before **May 28, 2023**.

Exhibition construction vehicle registration form

Show Name	APFE2023		
Construction company		Tel	
Commissioned		Tel	
Applicant		Phone	
Construction site	NECC Hall _____ H	Booth No.&Size	
Car Model	Car license number	Project	Quantity

Construction vehicles certified for use:

• This construction vehicle permit is limited to the use of this exhibition, construction workers with valid documents to enter the stadium. All construction companies have to go to NECC to make a vehicle permit card on **June 17-18, 2023**.

• AWE handles the museum's permit. Fee: 50 ¥/page/90mins; deposit ¥300 deposit will be deducted if over time or car license is lost, 50 ¥ will be deducted from the deposit.

Exhibit construction unit please read the attachment file carefully.

Form 3: Electrical Setting, Water drain, Compressed air Applying**Deadline: May 28, 2023**

Shanghai Power-Elephant Exhibition Co., Ltd. Tel: +86-021-68391193 Hall 1.1 Joyce Kim Mob: +86-183 1717 9706 E-mail: 316857331@qq.com Hall 2.1 Yiqin Fan Mob: +86 136 6161 1671 F-mail: 2251147705@qq.com	Exhibitor	
	Staff	
	Tel	
	Fax	
	NECC Hall _____ H	Booth No.

Fill out the following form and submit it to the home constructor

The electric box rented by the exhibitor shall be installed in the booth by the electrician of the exhibition hall, and the electrical connection work of the lower pile of the electric box switch (inside the booth) shall be carried out by the professional electrician appointed by the exhibitor, and shall be supervised by the power distribution personnel of the exhibition hall; Electricity for lighting must apply for the electric box separately. It is expressly forbidden to bring your own air compressor in the exhibition hall.

Item	Standard	Unit Price (the whole exhibition days)	Quantity	Note
Electricity box	380V/15A	RMB 1880/unit		The price of the applied electrical box includes 1 power electrical box, 1 intelligent fire-resistant electrical box, the electricity fee for the three days of the exhibition and the 10-meter cable, and the excess cable fee will be charged according to the following standards: 15-100A: ¥ 25/m, 150A : ¥ 40/m, 200A: ¥ 50/m, 250A: ¥ 70 /m;
	380V/30A	RMB 2500/ unit		
	380V/60A	RMB 3680/ unit		
	380V/100A	RMB 5300/ unit		
	380V/150A	RMB 7800/ unit		
	380V/200A	RMB 11500/ unit		
Water & drain	Extra water at booth (DN15mm)	RMB2800.00/ unit		
	Extra water for machine (DN20mm)	RMB4200.00/ unit		
Compressed air	≤ displacement 0.4m ³ /min, DN15mm, Pressure 8bar	RMB4200		
	≤ displacement 0.9m ³ /min, DN20mm, Pressure 8bar	RMB4800		
	displacement ≥ 1.0m ³ /min, DN25mm, Pressure 8bar	RMB5300		
Total				

Standard booth layout and configuration



International zone (T Zone) booth configuration:

- 1 company fascia;
- 1 information counter;
- 1 round table;
- 4 folding chairs;
- 2 spotlights;
- 1 socket;
- 1 trash bin;
- 1 nine sqm carpet;

Standard Booth Special Considerations

- 1). According to the regulations of the exhibition hall, it is forbidden to connect and increase the lighting fixtures privately; the maximum capacity of the power outlets in standard booth is within 500W. No lighting fixtures shall be inserted, no capacity electrical equipment shall be used, and no socket board shall be used in series.
- 2). The non-lighting appliances and equipment brought by exhibitors must be approved by the official appointed contractor. It is forbidden to use non-compliant electric devices.
- 3). If exhibitors need to rent other display equipment and power and communication facilities, please contact the official appointed contractor before **May 28, 2023** for the relevant lease procedures.

Furniture List

NO.	SPECIFICATION	名称	NAME	Price/5 DAYS	Quantity
1	100L*50W*75H(cm)	咨询台	INFORMATION COUNTER	150 ¥	
2	100L*55W*70H(cm)	长形桌	RECTANGULAR TABLE	150 ¥	
3	136/66*100H(cm)	圆弧咨询桌	CIRCULAR SECTOR COUNTER	250 ¥	
4	100L*50W*75H(cm)	锁柜	CABINER WITH LOCK	300 ¥	
5	50L*50W*50H(cm)	低展台	LOW DISPLAY CUBE	80 ¥	
6	50L*50W*100H(cm)	高展柜	TALL DISPLAY CUBE	80 ¥	
7	64L*64W*70H(cm)	铝合金方桌	ALUMINIUM ALLOY TABLE	100 ¥	
8	80D*70H(cm)	玻璃圆台	GLASS ROUND TABLE	150 ¥	
9	60D*110H(cm)	铝合金高圆台	TALL ROUND TABLE	180 ¥	
10	100L*50W*200H(cm)	A 玻璃高柜 (上三层)	A GLASS CUPBOARD	400 ¥	
11	50L*50W*200H(cm)	B 玻璃高柜 (上三层)	B GLASS CUPBOARD	300 ¥	
12	100L*50W*100H(cm)	玻璃低柜	SHOWCASE	250 ¥	
13	100L*50W*200H(cm)	货架 (五层)	SHELF RACK	260 ¥	
14	100L*80W*80H(cm)	单人沙发	SOFA	300 ¥	
15	160L*80W*80H(cm)	三人沙发	SOFA	480 ¥	
16	110L*55W*45H(cm)	茶几	TEAPOY	150 ¥	
17	61L*61W*42.5H(cm)	转椅	OFFICE CHAIR	120 ¥	
18	87H(cm)	吧椅	BAR STOOL	80 ¥	
19	46L*46W*45H(cm)	皮椅	LEATHERN CHAIR	80 ¥	
20	40 型 (白色)	塑料折椅	PLASTIC CAMPSTOOL	30 ¥	
21	(银色)	铝休闲椅	ALUMINIUM ALLOY CHAIR	40 ¥	

Furniture List

22	(彩色)	铁塑休闲椅	LEISURE CHAIR	60 ¥	
23	250H*100W(cm)	展板	DISPLAY BOARD	80 ¥	
24	100L*30W(cm)	平/斜层板	FLAT&SLANT SHELF	50 ¥	
25	200H*100W(cm)	折门	FOLDABLE DOOR	200 ¥	
26	30R*40H(cm)	废纸筒	WASTE BASKET	10 ¥	
27	80W*120L(cm)	网片	RETICULATION PIECE	30 ¥	
28	100H(cm)	围栏	ENCLOSURE	50 ¥	
29	不锈钢	资料架	BROCHURE RACK	80 ¥	
30	120W*180H(cm)	龙门架	DRAGON GATE	150 ¥	
31	冷、热立式	饮水机	DRINK EQUIPMENT	200 ¥ (Including 1 bucket of water)	
32	220V(二、三眼)	插座	SOCKET	60 ¥	
33	48 寸、36 寸	日光灯	FLUORESCENT TUBE	60 ¥	
34	100W	长臂射灯	LONGARM SPOTLIGHT	60 ¥	
35	150W	金卤灯	HALOGEN LIGHT	180 ¥	
36	6 (cm)	S 型挂钩	S TYPE HOOK	5 ¥	
37	50 寸+DVD+喇叭	等离子电视	50# PLASMA TV	2500 ¥	
38	42 寸+DVD+喇叭	等离子电视	42# PLASMA TV	1500 ¥	
39	50H(cm)	植物	(SMALL) PLANT	(小) 100 ¥	
40	120H(cm)		(MEDIUM) PLANT	(中) 120 ¥	
41	150H(cm)		(BIG) PLANT	(大) 150 ¥	

This price is the order price, overdue and on-site surcharge of 50%.

Items not listed in this list will be supplied upon your request and quoted separately

Furniture Pictures

				
1、咨询台 INFORMATION COUNTER	2、长形桌 RECTANGULAR TABLE	3、圆弧咨询桌 CIRCULAR SECTOR COUNTER	4、锁柜 CABINER WITH LOCK	5、低展台 LOW DISPLAY CUBE
				
6、高展柜 TALL DISPLAY CUBE	7、铝合金方桌 ALUMINIUM ALLOY TABLE	8、玻璃圆台 GLASS ROUND TABLE	9、铝合金高圆台 TALL ROUND TABLE	10、A 玻璃高柜 A GLASS CUPBOARD
				
11、B玻璃高柜 B GLASS CUPBOARD	12、玻璃低柜 SHOWCASE	13、货架 SHELF RACK	14、单人沙发 SOFA	15、三人沙发 SOFA
				
16、茶几 TEAPOY	17、转椅 OFFICE CHAIR	18、吧椅 BAR STOOL	19、皮椅 LEATHERN CHAIR	20、塑料折椅 PLASTIC CAMPSTOOL
				
21、铝休闲椅 ALUMINIUM ALLOY CHAIR	22、铁塑休闲椅 LEISURE CHAIR	23、展板 DISPLAY BOARD	24、平斜层板 FLAT&SLANT SHELF	25、折门 FOLDABLE DOOR
				
26、废纸筒 WASTE BASKET	27、网片 RETICULATION PIECE	28、围栏 ENCLOSURE	29、资料架 BROCHURE RACK	30、龙门架 DRAGON GATE
				
	31、饮水机 DRINK EQUIPMENT	33、日光灯 FLUORESCENT TUBE	34、长臂射灯 LONGARM SPOTLIGHT	35、金卤灯 HALOGEN LIGHT

Form 4 Furniture rental form and maintenance during the exhibition

 Deadline: May 28, 2023

Shanghai Power-Elephant Exhibition Co., Ltd. TEL: +86-21-6839 1193 Hall 1.1H Contact: Joyce Kim +86-183 1717 9706 Email: 316857331@qq.com Hall 2.1H Contact: Yiqin Fan +86-136 6161 1671 Email: 2251147705@qq.com	Exhibitor:		
	Contact:		
	Tel:		
	Fax:		
	Email:		
	NECC HALL_____H	Booth No.:	
Furniture Rental List			
No.	Name	Quantity	Fee
Total:			

Please refer to P14 for payment

- Orders received after the deadline may not be accepted. If accepted, a 50% surcharge will be charged. A 50% surcharge will be charged for orders received on site and within two weeks prior to entry.
- Once the order is confirmed, any changes will be subject to a 50% surcharge. No refunds will be given if the order is cancelled.
- The home constructor will provide items not listed in this table according to your requirements. These items are quoted separately.
- All items are leased and cannot be exchanged, transferred or returned. Exhibitors are obliged to ensure that the leased items are in good condition. If there is any loss or damage, compensation shall be made according to the price.
- Any questions about rental and installation must be raised before the exhibition starts. Otherwise, all items will be considered compliant.
- The relevant expenses incurred during the remittance shall be borne by the exhibitor/constructor.
- The invoice will be provided by the main venue builder; if the billing information is provided one week before entering the venue, it can be collected at the main venue construction service office on the second day.

Chapter 4 All exhibitors must submit a form

Make exhibitor badge

Deadline: May 28, 2023

To fill in the information to generate the exhibitor badge and exclusive invitation, please click: [Exhibitor System](#)

For the account number and password, please contact the staff who signed the contract with your company or contact: 86 021-33518645 / 86 156 9218 9970 / veronica@apfechina.com for inquiries.

Number of Exhibitor Badges:

●Allocation principle, the organizer will approve and provide exhibitors with exhibitor badges free of charge according to the booth area

Booth size (sqm)	9	18	27-36	37-54	55-72	73-90	91-108	109-150	151-
Exhibitor badge (piece)	4	6	8	10	12	15	20	25	30

●Collection of certificates: Under normal circumstances, it will be delivered to exhibitors by express delivery. If there are special requirements, they can be collected on site.

●On-site badge replacement: If exhibitors lose their exhibitor badges, please reissue exhibitor badges in the registration hall: 30 yuan per piece.

●Certificate use: During the exhibition period (including move-in and dismantling), exhibitors must wear exhibitor badges..

※ Exhibitors will enter the venue at 8:30 every day with their exhibit badges. Please enter on time to avoid loss of exhibit samples.

Create a catalog introduction and fascia board

Deadline: May 28, 2023

The catalogue information and fascia board are provided in two files in word format, as follows:下:

Catalogue information:

Company name (in Chinese) :

Company name (in English) :

Booth No:

Address:

Tel:

Website:

Company introduction/exhibiting products: (within 300 words, without pictures and logos)

Fascia board:

Company name (in Chinese) :	Hall No.:	Booth No.:
Company name (in English) :		

Please submit the above information to the staff who signed the contract with your company or contact: 86 021-33518645 / 86 156 9218 9970 / veronica@apfechina.com for inquiries.

SHIPPING GUIDELINE

A. SHIPPING DEADLINE:

A	Exhibition Documents	Deadlines
	List of Exhibits (Form 3)	35 days before Exhibition opening date
	Samples of literatures (2 copies each), souvenirs (2 pieces each) and video tapes & slides, CD etc. for Customs censoring in China (CD cannot be imported without the permit issued by General Administration of Press and Publication of the Peoples' Republic of China)	Before 30days of Exhibition opening date
	Instructions for Disposal of Exhibits, which will be distributed to exhibitors 2days before exhibition closing)	Closing date of show
Shipping Documents	Deadlines	
	Exhibits form abroad to Shanghai by sea, 1 set of ORIGINAL Bill of Lading	Before vessel arrives in Shanghai
	Exhibits from abroad to Shanghai by air, 1 copy of the Air Waybill	Before arrival in Shanghai
B	Exhibits	Deadlines
	By sea/rail (for full container and break bulk as well as LCL Cargo)	June 1-2, 2023
	By air (consolidation for air shipment not recommended)	June 3-4, 2023
C	Move in & Move out	Exact move-in/move-out time schedule is subject to Organizer's final arrangement and subject to change with/without notice
D	Move In date	June 17-18, 2023
E	Move Out date	June 21, 2023

SERVICES AND RATES FOR HANDLING OF EXHIBITS

INWARD / OUTWARD HANDLING TARIFF FOR SEA-FREIGHT

From free arrival Port of Shanghai to exhibition booth or vice versa, services include: customs clearance and handling at port, transport from port to exhibition booth, handling of empty cases, assistance exhibitors of un-packing wooden case/ re-packing, positioning etc. on-site handling services.

1. Consignment service charge USD60.00 /consignment (HBL) /exhibitor
2. Basic handling charge USD130.00 per cbm or 1,000 kg, whichever is the greater
 - a) Min. Charge for LCL USD390.00 /consignment (HBL) /exhibitor
 - b) Min. Charge for FCL USD2,990.00 /20' GP; USD5,980.00 /40' GP; USD6,500.00/40' HQ or 45' GP
3. Terminal handling charge* USD60.00 per cbm or 1,000 kg, whichever is the greater
 - a) Min. Charge for LCL USD180.00 /consignment (HBL) /exhibitor
 - b) FCL terminal charge* USD290.00/20' GP ; USD450.00 /40' GP

* Current and actual cost levied at port, terminal and Container Freight Stations (CFS), all third parties' additional charges incurred including D/O change fee will be charged at cost + 10% handling fee.

Chapter 5 Cargo freight



4. Container Haulage to / from CFS
 - 20' GP container USD300.00 /20' GP
 - 40' GP container USD400.00 /40' GP
5. Additional charge for shipment been shipped to Yang Shan Port
 - FCL cargo USD6.00 / CBM, min USD18/shipment
 - LCL / conventional cargoes USD120.00 /20GP; USD240.00/40GP/HC

INWARD / OUTWARD HANDLING TARIFF FOR AIR-FREIGHT

From free arrival Shanghai Pudong Int'l Airport to exhibition booth or vice versa, services include: customs clearance and handling at airport, transport from port to exhibition booth, handling of empty cases, assistance exhibitors of un-packing wooden case / re-packing, positioning etc. on-site handling services.

1. Consignment service charge USD60.00 /consignment (HBL) /exhibitor
2. Basic handling rate USD1.30 per kg based on actual or volumetric weight, whichever is the greater
min. USD390.00 per consignment (HAWB) per exhibitor
3. Airport terminal charge* USD0.60 per kg based on actual or volumetric weight, whichever is the greater,
min. USD180.00 per consignment (HAWB) per exhibitor

* Please note PVG airport terminal will charge additional USD0.05/kg for the whole MAWB chargeable weight if any sensitive machine with shock watch and tilt watch are found on outside packing cases or additional USD0.03/kg for the whole MAWB chargeable weight if any over-size package exceeding L5.99m*W2.29m*H2.19cm or any heavy single package exceeding 4999kgs from Oct 1 2015. In order to save your cost, we suggest sending all sensitive machines with shock watch & still watch and over-size or heavy package under one separate MAWB with back to back HAWB without consolidation with other HAWBs.

* Current and actual cost levied at airport, all third party's charges not listed above will be charged at cost plus 10% handling.

IMPORTANT

1. The above rates (for both sea freight and airfreight) exclude stand dressing, assembly of display panels or machinery or decoration of any kind. If these special services are required, it will be subject to mutual agreement with the exhibitor and additional charges will be levied. the quotation is as follows:

Requested by exhibitors for installation of machinery (Notice should be given to us 48 hours in advance)

-Local Manpower (min. 4 charging hours)

US\$10/hour/person (normal working hours)

US\$15/hour/person (holidays, overtime...etc)

-Equipment (Quotation based on normal working hours)

3 tons Forklift US\$30/hour (Min. 4 charging hours)

5 tons Forklift US\$50/hour (Min. 4 charging hours)

Mobile Cranes: Quoted upon request

2. Each AIR shipment should be under one Master AWB with one House AWB and the HAWB must be manifested by airline. All shipments not following our shipping instructions will incur additional agency fees, which will be billed as per outlay plus 10% reimbursement fee, min. USD100.00 / consignment.

3. For all consolidation, a Consolidation Cargo Manifest must also be provided.

4. For ATA carnet shipment, please note that individual House AWB or B/L must be issued for ATA Carnet shipment and it is a 'MUST' to have ATA Carnet number on HAWB or B/L. If any machine or display model, please show correct brand name & model number on LOE or ATA. Color print photo of each item declared on ATA Carnet should be stamped by the Chamber of Commerce issuing ATA and attached with ATA Carnet general list. Kindly consult Shanghai Zhanyi for how to issue ATA Carnet. Original signed power of attorney with company stamp should be attached with ATA.

Chapter 5 Cargo freight



5. Exhibits import under one HAWB or B/L can only be re-exported as one shipment and can't be separated for return to different destination ports or airports.

EDI CUSTOMS DATA ENTRY FEE

EDI Data Entry fee USD5.00 / page, min. USD60.00 / consignment / exhibitor

QUARANTINE CHARGES

Air/Break bulk USD2.00 / package, min. USD80.00 / consignment / exhibitor

FCL 20' 20 USD120.00 per 20' container;

FCL 40' 40 USD180.00 per 40' container;

Other charges such as fumigation, sanitary treatment will be billed as per outlay. All battery, powder, toner or ink cartridge, liquid and gel are controlled dangerous items by airline. Please note the exhibitors should take full responsibility to remove above controlled items before re-packing. Otherwise, the whole cargo will be detained by port security with extra surcharges.

CUSTOMS BOND HANDLING FEE

If shipment is coming without ATA Carnet, customs bond handling fee will be applicable at 1.0% of CIF value for 1 month, min. USD120.00 / month / consignment / exhibitor.

STORAGE IN SHANGHAI AFTER ARRIVAL OR AFTER SHOW CLOSE

A bond storage fee will be applicable till first move-in day and after 3 days free storage at show close till re-export departure as follows:

By LCL USD3.00 per cbm per day, min. USD30.00

By FCL USD25.00 per TEU (20' GP) per day, min. USD30.00 海运整箱

By Air USD0.25 per 10kg per day, min. USD30.00

HALL MANAGEMENT FEE FOR ALL SHIPMENTS

Hall Management Fee USD10.00 per cbm or 1,000 kg, whichever is the greater,

ON-SITE EXHIBITS HANDLING SERVICES

On-site handling services include delivery of exhibits from free arrival fairground to booth or vice versa, assistance exhibitors of un-packing wooden case / re-packing, positioning and/or handling of empty cases during the show period.

1. Consignment service charge.....USD60.00 /consignment (HBL) /exhibitor

2. On-site Handling Rate.....USD120.00 per cbm or 1,000 kg, whichever is the greater min. USD360.00 per consignment per exhibitor

** On-site handling charge is subject to 6% VAT.

HEAVY-LIFT SURCHARGES

Please check following excel for a separate quotation if any of your exhibits exceeding 3,000kg or any dimension exceeding L4.0m x W2.1m x H2.1m.

FOR INDIVIDUAL PACKAGE				RATES OF THE SURCHARGES	
PARAMETER					
LENGTH (METRE)	WIDTH (METRE)	HEIGHT (METRE)	WEIGHT (TON)	ATTAINING OR EXCEEDING 1 PARAMETER	ATTAINING OR EXCEEDING 3 PARAMETER
≥ 4 M	≥ 2.1 M	≥ 2.1 M	≥ 3 TON	10 %	20 %
≥ 7 M	≥ 2.3 M	≥ 2.5 M	≥ 5 TON	30 %	40 %
≥ 10 M	≥ 2.4 M	≥ 2.8 M	≥ 10 TON	TO BE ADVISED	

Chapter 5 Cargo freight



VALUABLE / CHILLED / REEFER / DANGEROUS CARGO

For any valuable (cargo value exceeding USD1,000.00 per kg gross weight or USD100,000.00 per piece), chilled or reefer or dangerous cargo, 100% additional charges will be levied. Exhibitors have to send us a specific form with company letterhead and the completed forms should reach us before shipment dispatched.

ATA CARNET HANDLING FEE ATA

If ATA Carnet is used for temporary import, an ATA Carnet handling fee is applicable to exhibitor at USD100.00 per Carnet per

entry or exit endorsement. For all return ATA shipments, the customs will do mandatory inspection and additional fee should be billed as per outlay +10%, min. USD160.00/ATA/consignment

Please note that the individual MAWB or B/L must be issued for cargo which is sent under ATA Carnet. Kindly consult Shanghai Zhanyi for how to issue ATA Carnet and B/L or AWB. Original signed power of attorney with company stamp should be attached with ATA. Photo of each item declared on ATA Carnet should be attached with ATA general list page. Exhibits import under ATA Carnet can only be re-exported as one shipment and can't be separated for return to different destination port or airport.

CANCELLATION OF TEMPORARY IMPORT FOR GIVE-AWAYS (IF ANY)

Cancellation of temporary import fee for all give away items on which tax/duty are levied after show. Individual duty receipts is not available, full commodity assessment will take place against only one official duty receipt for the entire show. Electronic products such as USB flash disk, mobile charger & portable battery charger/bank can't be consumed. All non-consumable exhibits must re-export.

Cancellation of temporary import USD180.00/consignment/exhibitor
Customs duty & tax At cost (normally 30% on CIF value) + 10% handling fee

MAGNETISM INSPECTION FOR AIR RETURN (IF ANY)

As the airlines implement strict security rules and will ask for magnetic detection & protection for many sensitive items by air transportation including electric equipment, computer, speaker and etc., we will bill magnetic inspection fee if the detection and protection is incurred.

Magnetism inspection fee..... USD2.00 per kg based on chargeable weight, min. USD200.00/consignment

VACUUM PACKING SERVICE (IF REQUIRED)

Shanghai Zhanyi can provide vacuum packing service to protect machines. If vacuum packing required, please book in advance with Shanghai Zhanyi by first day of show opening. Vacuum packing fee will be billed as following:

Vacuum packing with Zhanyi's foil USD120.00 per cbm, min. USD360.00/exhibitor/order
Vacuum packing without Zhanyi's foil USD60.00 per cbm, min. USD180.00/exhibitor/order

OPTION CHARGE

Translation of Invoices/LOE	US\$8.00/ page/case
Customs Bonded Permit	US\$90/application
Communication Fee	US\$30.00/Consignment
Container Detention On-site	US\$50.00/TEU/DAY

Late arrival surcharge

--cargo arrived or received documents after the deadline: plus 30% on inbound rate
-- cargo arrived or received documents after the move-in date: plus 60% on inbound rate

In the import formalities of late arrival goods, all import and export expenses must be paid in advance to our company before operation. Due to the restrictions of customs policy and operation time, we can only help exhibitors to handle import formalities, but we cannot guarantee that they will be delivered before or during the opening of the exhibition. However, if the exhibitors have accepted our services, even if the goods are delivered. The goods were not delivered during the exhibition, and we will not refund the related fees. Please consider carefully.

As the hotel business travel service provider recommended by this conference, Mengxuan Exhibition has provided exhibition services for 820,000 customers around the world in the past 15 years, and its mission is to provide customers with a better exhibition experience. Around the National Convention and Exhibition Center, high-quality hotels, group purchase prices, shuttle bus pick-up, VIP customization and business travel insurance services, provide you with a full range of "food, accommodation and transportation" solutions! Provide hotel accommodation, conference affairs, catering, car rental, translation services, visas, etiquette and other services for national exhibition exhibitors. You can log in to "Alliance Cloud" to scan the code and book online with one click! Mengxuan provides the following services during the exhibition:

- ★Free bus morning and evening pick-up during the exhibition period★
- ★All hotels include breakfast and broadband★
- ★The extension guarantee is lower than the hotel price★
- ★Guaranteed room and reception staff at the store★
- ★On-site pick-up and guide boarding service★
- ★Shuttle bus positioning system to find a car service★
- ★Provide VIP customization and business travel insurance★

Shanghai Mengxuan Exhibition Service Co., Ltd.

Contact: Tao Jiang 86 18302183129 (same as WeChat)

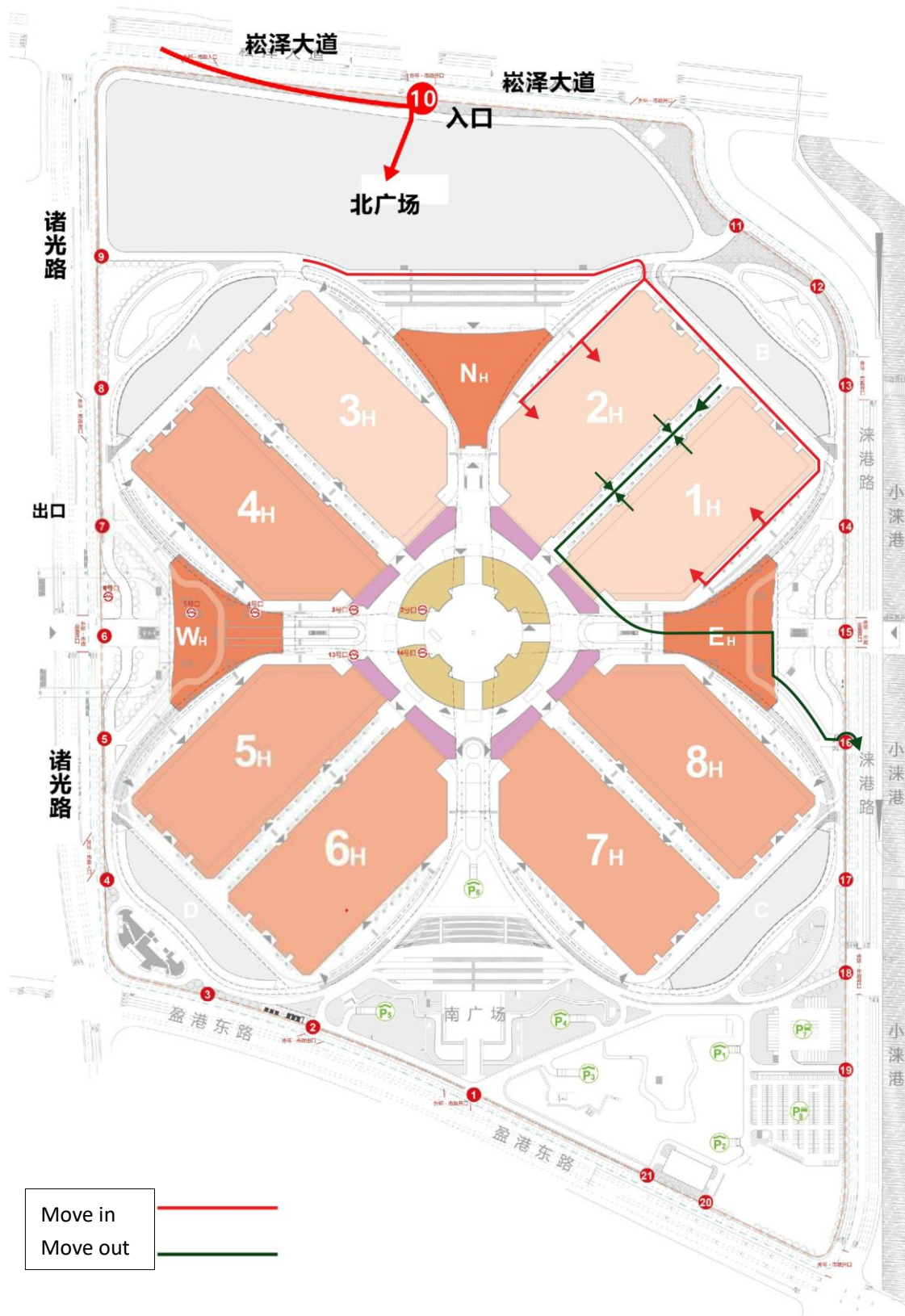
Lu Li 86 13564372191 (same as WeChat)

Tel: 400 114 896 Email: jiangtao@mxydt.com

Book online: <https://www.mxydt.com/hotel?exhibitionId=43528>



Scan the QR



The entry route of freight vehicles may be adjusted, subject to the latest notice of the exhibition hall

Chapter 8 Special installation management rules

1. Basic regulations

- 1) Construction personnel entering the construction site should wear a safety helmet and must wear a safety belt when working at a height of 2 meters or more. The planning and design of the exhibition area and the construction of booths shall not exceed the designated functional areas. Any illegal construction beyond the boundary will be required to be dismantled. The resulting consequences shall be borne by the relevant group exhibitors, exhibitors and contractors.
- 2) The design of booth construction must meet the requirements of relevant professional technical standards for safety electricity, fire protection, structure, water supply and drainage.
- 3) Please refer to the relevant content in the “Fire Safety Management Regulations” in this manual for the details of the width of fire exit channels.
- 4) Do not damage, pollute or otherwise destroy the main building and supporting facilities and equipment of the exhibition hall. Including that nails, piles, etc., must not be used to fix objects on the ground or walls of the exhibition hall, grease, paints, glues, etc., which cannot be easily removed, must not be used on the ground or walls, and the walls of the exhibition hall must not be leaned on, pressed, pulled or hung. Body, ceiling and all kinds of special facilities and equipment (such as pipelines, embedded parts, etc.) shall not suspend the structural load-bearing materials on the facilities of the exhibition hall.
- 5) The material used for the construction must be non-flammable or flame-retardant materials, such as wood, gauze and other flammable materials must be used in the booth. Before the material must be fireproof. Wood material must be fully coated with fire retardant paint or surface-applied fireproof panel, spray fire retardant liquid. Whether this kind of material is qualified to burn the material on site. In the experiment, no naked fire occurred. The staff of the exhibition hall have the right to clean up the materials that do not meet the fire protection requirements. Construction site ban use only non-fire-resistant flammable materials.
- 6) Use and storage requirements for special materials for construction.
- 7) The quality of carpets laid in public areas, passages and booths should meet the national standards for environmental protection, fire prevention and fire retardant. Only use non-residual, single-sided, double-sided tape to secure carpets and other floor coverings to the concrete floor.
- 8) The glass used to build the booth must be high-security glass such as tempered glass and laminated glass. The load-bearing glass, as well as the moving glass used for the production of doors and windows and the glass with a single area greater than 2 square meters shall be tempered and shall not be less than 10 mm in thickness. Other ordinary glass used for decorative purposes and non-bearing uses must also be guaranteed not to cause harm to people. Exposed glass corners must be processed or protected to prevent injury to personnel. When transparent glass is used as a wall material, it must be clearly marked within the normal visual field to prevent accidental collisions and injuries.
- 9) Build hard objects with sharp corners after decoration, protruding or low-pitched decorative structures on the ground, ropes or cables that are dragged and dropped on the ground, and objects that are likely to cause bruises or bruises, at heights or planes that may cause personal injury. Within the limits, protective measures and eye-catching warnings must be taken to prevent accidental injury.
- 10) The erection of stairs and ladders within the booth must comply with the relevant technical specifications and safety requirements. The handrails must be firm to prevent personnel from slipping. Clear evacuation signs should be installed in the booth.
- 11) In the construction operation, the exhibition hall shall have the right to stop the construction activities for booths that have not been approved, do not comply with technical specifications or related regulations, and other insecure factors. The booth contractor and the official contractor must follow the requirements.
- 12) Booth erection units shall not open the trench cover plate of the library without permission during the exhibition period. Use the trench as the route path for the booth, and solve the route route within the booth.
- 13) During the dismantling period, the booth contractor shall clear the special materials and garbage of the booth at the specified time, and the main contractor shall confirm and return the deposit; the main contractor shall be responsible for all rubbish and articles in the exhibition area. All parties shall be cleared out of the exhibition hall, and after the acceptance by the staff of the exhibition hall, they will receive the returned cleaning deposit of the exhibition hall. Otherwise, they have the right not to return it.
- 14) The booth construction unit must apply for construction certificates for its constructors. During construction operations, all construction personnel must wear valid construction certificates and submit to the management personnel. If the badges are not worn as required or disobeyed by the on-site personnel management, the on-site management personnel have the right to cancel

the entry construction qualifications of the illegal construction workers.

15) After the exhibits and other large items have been shipped out of the exhibition hall, they should be transported off the red line in a timely manner and prohibited from being piled up within the red line. Any item that causes a blockage in violation of this rule will be forcibly removed and the offender will bear all related expenses incurred.

16) The organizers, booth contractors and exhibitors must take necessary safety precautions in accordance with relevant national laws and regulations to ensure the personal safety of the booth constructors.

2. Booth design

1) The structural strength designed by the exhibition stand should meet the required strength of the load, and the overall strength, stiffness and stability of the stand structure should be ensured during the construction.

2) The exhibition construction unit must be based on the plan after reviewing the plan review company, without permission, shall not be arbitrarily modified.

3) Before the exhibition floor plan is submitted for examination and approval, the exhibition center may give an amendment opinion. The specific examination requirements shall be based on the legal regulations of the relevant department.

4) Booths with an indoor ceiling height of less than 4.5 meters shall be submitted by exhibitors or booth contractors to the official contractor of the main site for approval and reviewed.

5) All indoor single-storey booths, double-storey booths and outdoor booths with an interior height exceeding 4.5 meters (including 4.5 meters), and booth layout design drawings (including three-dimensional renderings, detailed dimension drawings, booth plans, elevation structure drawings, the steel structure diagram, material detailed list and related calculation data of the constant load diagram, double deck booth must be verified and stamped by the first-level registered structural engineer of the People's Republic of China and its affiliated plan approval company to ensure that the drawings passed in strict accordance with the audit are adopted. The booths submitted for examination and approval are in conformity with the relevant national standards in terms of structural design, load-bearing capacity, stability and strength, and have sufficient safety and comply with the relevant national fire control regulations. The exhibition organizer needs to ensure that the audit results of the exhibition booths are true and valid. The review results and the review company's qualification materials for review will be presented within three working days before the exhibition is entered. (Business license business scope includes exhibition consultation or exhibition service or exhibition display. Business, employs at least one certified structural engineer of the People's Republic of China, and copies of the RPC Level 1 Registered Structural Engineer's Qualification Certificate). For the illegal construction, the exhibition organizer is responsible for supervising the rectification. The organizers of the exhibition must entrust national-level registered structural engineers, registered supervision engineers, and corresponding staff to conduct irregular inspections of on-site construction work during the booth and temporary structures during the exhibition period, and find that safety problems are promptly rectified. If the rectification is not carried out as required, the exhibition hall has the right to stop the construction of the booth and require the organizer to bear the corresponding responsibilities, and shall deduct the host deposit by 50 yuan per square meter multiplied by the total exhibition area of the booth.

6) There must be at least 1 meter of access between the booth and the wall.

7) The channel must be kept straight, and there must be no obstructions such as columns and piles in the channel.

8) A minimum of 1 meter wide access must be maintained between the booth and access to the machine room door and bell, and at least 1.4 meters from the front of the fire hydrant.

9) The organizer needs to ensure that the rented venues hold the safety during the exhibition booth construction and exhibition period during the exhibition, and effectively prevent and eliminate the potential safety risks caused by the design and construction of the booth structure.

10) The booth shall not block the fire alarm manual fire alarm and sound and light alarm on the column. If it is necessary to block the fire alarm, the fire alarm manual fire alarm and sound and light alarm shall be opened and the hole distance shall not be less than 15cm×15cm.

3. Raw Space Construction

1) The construction materials required for the stand construction must comply with the standards of materials used by the relevant state agencies for temporary construction. The materials are reasonably strong.

- 2) The structure must be built within the scope of the intended site, and its vertical projection must not exceed the scope of the scribe. Any stand structure or exhibits (Company names, logos, light boxes, and posters) are prohibited from exceeding the boundaries of the booth. It is forbidden to use buildings, building decorations, columns in the exhibition hall as a part of the booth structure, poles and walls are forbidden to erect green space.
- 3) The number of floors in all booths in the exhibition hall should not exceed two floors. Among them, the maximum building height of a single-storey booth shall not exceed 6 meters (including 6 meters), the maximum height of the double-deck booth shall not exceed 8.5 meters (including 8.5 meters). The number of indoor booth structures should not exceed two floors, when the two-story building area exceeds 200 square meters, the number of stairs is not less than two, and the two nearest neighbors are evacuated. The straight line distance between mouth should not be less than 5 meters.
- 4) The steel column should be made of non-welded material with a diameter of more than 10 cm. The bottom of the steel plate should be welded. The diameter of the upper weld should not be less than 60. The centimeter flange is used to increase the force area of the column to ensure the firmness of the stand structure.
- 5) The width of the main wall of the stand structure shall not be less than 12cm to ensure the contact area between the wall and the ground. The crossbeam connection shall be added between the large-span wall body and the steel frame structure over 6 meters at the top, and the lower part shall be established. Column support ensures the overall rigidity and stability of the booth.
- 6) The load-bearing components, such as angle steel, channel steel, and square-pass materials, must be national standard products. The special-purpose booth load-bearing components must not be made of decorative flexible metal materials or brittle materials (such as glass).
- 7) The wooden load-bearing columns and the load-bearing beams shall be lined with continuous solid wood to ensure the structural integrity of the components themselves.
- 8) The single span of wooden structure is limited within 6 meters and the height is limited to 5 meters. The single span structure of steel structure and wood-wood mixed structure (including steel lining and square iron frame) is limited to 8 meters. The span can be appropriately widened according to its cross-section, but the maximum length should not exceed 12 meters (except for the professional stage construction network racks). If there are booths beyond the above standards, the booth should present a special structural stability calculation book to the site staff of the exhibition hall.
- 9) For special booths without frame structure, the thickness of wooden walls shall not be less than 30 cm; for special booths with frame structures, the thickness of wooden walls shall not be less than 10 cm. Load-bearing wooden walls must have square steel or seamless tubes for internal bracing.
- 10) The use of glass materials to decorate the booth must use toughened glass. The strength and thickness of the glass must be guaranteed (the thickness of the curtain wall glass is not less than 1 cm). The installation method of the glass should be reasonable and reliable. Metal frames must be manufactured or specialized hardware must be used for glass. Installation, use of elastic materials between the frame and the hardware and the glass material as a cushion, to ensure the safety of the use of glass. A large area of glass material should be clearly marked at a level of 1.5 meters to prevent crushing. If a glass platform is used, the structural supporting columns and walls must be fixed below the platform. Stand structures should not be erected directly above the smooth glass surface.
- 11) The back wall of all structures adjacent to the booth must be properly decorated. The outer surface of the specially decorated booth on the empty venue must be decorated and treated to maintain the overall appearance of the pavilion.
- 12) The prohibited area is inconsistent with the person's card; any construction unit must not conduct construction formalities for other construction units. Offenders will be disqualified from entering the building within 2 years; construction personnel must wear construction documents on the site and obey the management of the management staff of the exhibition hall and work with it.
- 13) The construction unit that enters the exhibition hall for booth construction shall not engage in other activities unrelated to the construction of the exhibition booth. Once discovered, the exhibition hall party cancels its entry construction qualification and adds it to the blacklist. If the circumstances are particularly serious, permanent cancellation Enter the construction qualification.
- 14) The booth contractor must have an on-site person in charge at the construction site to register and file the application together when completing the construction procedures. The on-site person in charge is obliged to educate the construction personnel under his jurisdiction in civilized and legal systems, take charge of daily safety inspections, supervise work, and wear obvious signs.
- 15) Ladder can be used for work under 2 meters. Work must be carried out at a height of 2 m to 3 m. The caster must be fixed.

The cross braces must be fastened. Each floor must be covered with a scaffolding. The operating floor must have guard rails. If the working height exceeds 3 meters, it is necessary to follow the relevant national safety regulations and adopt reliable climbing facilities and safeguard measures before construction. In the above operations, there is a need to have special personnel to stand next to the station, and if necessary, a warning zone is needed to isolate the operation area.

16) In the on-site construction, the construction materials should be placed within the scope of this exhibition booth and should not block the passage. If the passage is blocked, the exhibition hall party will treat it as waste material and take corresponding measures. The waste materials during the construction of the stand are ready to be put into the trash can in the exhibition hall. On site construction, construction materials are prohibited from relying on booths.

17) Heavy machinery equipment and special vehicles shall share the weight through the use of the floor stays, so that the pressure of the machinery and equipment or special vehicles on the ground does not exceed 80% of the allowable bearing capacity of the exhibition hall grounds, and the stress points are kept from pressing the exhibition hall for a long time. Trench cover. After the installation of heavy equipment such as machinery and equipment, if any vibration occurs, the bottom frame shall be set and dampers shall be installed. When special vehicles enter the exhibition hall, they must be specially commanded and walk on designated routes. Heavy-duty forklifts and cranes are prohibited from passing through the main exhibition ditches of exhibition halls. The legs of lifting vehicles must be pried open and be covered with steel plates or sleepers to ensure sufficient bearing area. In case of violation of the above regulations, the deposit will be deducted by 500 yuan per deposit. If damage is caused to the floor of the exhibition hall, the relevant provisions of the venue will be responsible.

18) From the top down when dismantling the exhibition, it is forbidden to push down and pull down and barbaric construction. It is prohibited to throw material during the dismantling process.

19) The standard stalls must not be crushed to the booth cover plate during construction. Special installation booths must reserve movable panels above the booth cover plate so that the booth can be operated when necessary. If the exhibition ditch is completely crushed by the load-bearing structure (such as walls or columns), it can only be re-applied to the electric box. (The reason for re-applying the electric box is to be processed according to the pre-order. If the exhibitor is not willing to re-apply and the operation center If the coordination between the organizer and the organizer is not fruitful, the tripping exemption commitment must be made. After the trip and the restoration of the power supply is required, the electric box must be re-applied for the electric box if it is crushed and cannot be restored in time.

20) Painting, painting, spraying, etc. are prohibited in the exhibition hall. For breach of this provision, the venue will be responsible for the relevant regulations. If it is found that paints and sprayed materials are poured into the sewers and bathroom sinks of the exhibition hall, etc., and fines of at least 1,000 yuan are found for each time, the damages caused by damage to the facilities and facilities of the exhibition hall will be paid separately.

21) Truck cranes and arm-on-climbers must be equipped with job commanders. In particular, when working in groups of truck cranes and crank-lift trucks, the operating radius should be rationally set and the operating radiuses must not overlap. The warning area must be set in the working area of the car crane and the crank arm. It is strictly forbidden for the construction personnel to enter and leave the area.