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BOOTH CONSTRUCTION MANUAL



2026 MRO Greater China

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Capital International Exhibition & Convention Center (CIECC)

No. 55 Yudong Road, Shunyi District, Beijing

Stand Construction Manual

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Rules for raw space exhibitor and contractor

I. Requirements for booth design and construction

1、 The organizers of the 2026 MRO Greater China & Aviation Materials designated Oriental expo services (Beijing) limited as the main venue operation service provider, responsible for the approval of all raw space booth design drawings.

2、 Raw space exhibitors are required to submit design's drawing to the organisers for approval , only after permission through can be set up. If an exhibitor rset up without permission, the organizer has the right to order its dismantling, and any resulting losses will be borne by the exhibitor.

3、 The organizers and venue operators will review the design drawing of the raw space booths and issue written structural safety review opinions. In principle, single-story booths do not need to provide the seal of the national first-class qualification certification and the structural review report. If, during the review process, it is believed that the booth construction has a large obstruction area, an excessively long span, or poses a safety hazard, a single-story booth must provide the seal of the national first-class qualification certification and the structural review report as required by the review opinions. The original report must be submitted to the venue operation service provider for approval before construction can be permitted.

4、 All raw space booth must be constructed according to the design drawings submitted , The main structure of the booth must not be altered without authorization.

outdoor booths and double deck booths are not allowed.

5、 Booth height and width regulations

Permitted stand height is maximum to 6.0 meters (Including floor height and overhang design, etc.) .The length of wooden structures not exceed 6M, and the length of steel structures and steel-wood hybrid structures (including those with steel-lined square tubes or iron frames) not exceed 8M. The span of formed steel space frames may be appropriately relaxed according to their cross-section, but the single span length shall not exceed 10M (except for professional stage construction trusses or those with stability calculations)

6、 Main wall width

(1) The main wall of the booth structure should be at least 150mm thick, and the wall thickness of the light steel keel structure should be at least 100mm.

(2) For frameless custom-designed exhibition booths, the thickness of the wooden walls must be no less than 300mm to ensure sufficient contact area between the walls and the ground. Wooden walls exceeding 3m in height must be internally supported by square steel or seamless round tubing.

(3) For booths with only a single back panel wall as the main structure, reinforcement with diagonal bracing or other structural elements is necessary, along with additional counterweights for stability. The design of the wooden panel wall must meet requirements for stability and longitudinal strength.

7、Truss

(1) If the main structure of the booth is constructed using a truss, a professional truss structure must be used (a factory design specification or design drawings from a qualified design unit must be provided for review). Self-welded trusses are strictly prohibited.

(2) Metal fasteners must be used between the truss columns and beams, and they must be tightly interlocked without gaps or wobbling.

8、Load-bearing columns (metal or wood structure)

(1) Metal load-bearing columns should be made of weld-free material with a diameter of at least 15cm. The bottom of the column should be welded to a square plate with an area of at least 100cm x 100cm and a thickness of at least 6mm, with a wall thickness of at least 5mm, to increase the load-bearing area of the column. A support plate must be welded to the top. The dimensions of the metal structural column base should be determined according to the overall load of the booth, and the column must be welded to the center of the base.

(2) The span of 400*400mm aluminum alloy TRUSS frame columns should be within 5.0m, and the span of 400*600mm aluminum alloy TRUSS frame columns should be within 6.0m.

(3) The diameter of the metal structure lamp post must be at least 10cm, and the bottom must have a square plate with an area of not less than 100cm×100cm and a thickness of not less than 6mm, which must be reinforced to ensure stability.

(4) The load-bearing capacity of the metal load-bearing column must be directly transferred to the ground and must not rest on wooden materials such as platforms, and must be reinforced with a welded metal base plate.

(5) The entire column must not be welded, and the insertion depth of the hanging sleeve into the main support pipe of the column must meet the standard.

9、 TRUSS

(1) The material and specifications of the TRUSS frame must conform to the drawings; self-welded steel frames are not permitted.

(2) TRUSS connections: seamless joints, and standard fasteners.

(3) Non-rectangular connections of the TRUSS frame must have dedicated accessories.

(4) The connection between the main beam and the secondary beam of the TRUSS frame must use high-strength bolts for rigid connection, with 2-3 threads protruding as standard. The TRUSS frame can only be raised after on-site approval by the host unit.

(5) The connection between the TRUSS booth's spatial design and the main structure must be rigid;

(6) After the stage lights and sound equipment are connected to the main structure, secondary safety measures must be added;

(7) The space-suspended LED screen must have a steel frame. The connection between the screen and the frame, and between the frame and the main structure, must be rigid;

(8) After the main structure is positioned, the columns must be vertical and parallel to each other, and the TRUSS frame must not have obvious deformation;

10、 Wood structure, steel-wood structure

(1) Wooden columns, with continuous solid wood square tubing lining the load-bearing wooden walls;

(2) The safe span of the wooden structure must be less than 6 meters; if it exceeds 6 meters, additional supporting columns must be added;

(3) The connection between beams and between beams and supporting walls must be embedded or recessed;

(4) If the height of the upper beam is greater than 1 meter, the supporting columns must be embedded in the beam; if the upper beam is less than 1 meter, flanges can be installed on the top of the columns to fix them to the beam;

(5) The bottom of the supporting columns must have a base reinforcement plate;

(6) The ratio of the height to the thickness of the independent display unit must not exceed 10:1;

(7) Spatial design hanging support nodes must rest on the load-bearing wall or supporting columns;

11、 Aluminum Structure

(1) Aluminum (columns, beams) are intact and free from deformation;

(2) In addition to three-locking devices, foot supports are added to the connection between beams and columns;

(3) Aluminum angle brackets are required at connections with a span greater than 5 meters;

(4) Support columns must be vertical and parallel to each other;

(5) Load-bearing beams have no obvious deformation;

(6) The overall structure is stable and reliable.

12、 Screen

(1) For screens with a display area greater than 6 square meters, a steel frame must be provided;

(2) The LED screen must be securely connected to the frame using special components;

(3) A counterweight must be added below the steel frame;

(4) The counterweight for ultra-screens is a special counterweight water tank, and the screen and structure (or counterweight) are connected by an aircraft.

13、 Glass

(1) All glass used for booth construction must be 3C-certified safety glass meeting national standards. Tempered glass must be used for booth facade decoration, and a tempering certificate must be provided for on-site inspection.

(2) Glass with an area of 2m² or more must be at least 10mm thick. Large glass areas should be clearly marked to prevent injury from breakage.

(3) Glass must be framed with metal or installed using professional hardware. An elastic material should be used as a pad between the frame/hardware and the glass to ensure safe use.

(4) If a glass platform is used, the structural support columns and walls must be fixed beneath the platform. Booth structures must not be erected directly on top of smooth glass surfaces.

(5) Warning signs must be affixed at a height of 1.2 meters for glass doors and walls. The lowest point of any suspended items, such as televisions, must be at least 2 meters above the ground.

14、 Hanging(hanging parts)

(1) All hanging items and fixtures at the booth (including logo light boxes, lighting fixtures, displays, etc.) must meet the load-bearing requirements of their hanging surfaces.

(2) Hanging operations should refer to relevant lighting installation specifications. The

fixing and suspension devices for hanging items should undergo a load test at twice the weight of the hanging item.

15、 Specifications for Connection of Suspended Beams and Columns

(1) For all special exhibition booths with additional beams at the top, a detailed structural drawing of the beam-to-main-structure connection must be provided in the submitted drawings. The structural strength must meet the load requirements.

(2) The connection between beams and columns must use bolts or other secure fixing materials; simple connection methods such as binding are not permitted.

(3) The connection of main components must not use nail guns or wood grain screws; bolts must be used for full-locking.

(4) The connection between lintels, ceiling beams, and walls must use supporting structures or be embedded in the wall; side-connection structures are strictly prohibited.

16、 Load-bearing and stress-bearing components

(1) The angle steel, channel steel, square steel (pipe), and other materials used in the load-bearing components of the special exhibition booths must be qualified products. Flexible metal materials used for decoration or brittle materials are prohibited.

(2) If angle brackets are used, the width of the brackets must be greater than 80mm, the thickness must be greater than 8mm, and they must be connected with steel bolts.

(3) Thin-walled load-bearing components with a wall thickness less than 0.8mm are prohibited, as are severely corroded load-bearing components.

(4) Externally mounted (suspended) components must be metal frames connected to the main metal structure and secured with bolts.

17、 Booth Platform

(1) For booths with a height greater than 100mm, a ramp is required. For booths with a height less than or equal to 100mm, warning signs must be affixed to all four corners.

(2) All booths with platforms facing the aisle must have ramps installed, warning tape affixed, corner protection provided, and uniformly styled anti-collision corner protectors installed.

18、 Floor Load Capacity of Exhibition Halls

(1) The static load capacity of the floor in each hall is 8t/m², and the static load capacity of the outdoor truck waiting area on the west side of Halls **B2 and B3** is 5t/m².

(2) The trench covers with warning signs are structurally weak points; vehicles are not allowed to drive over them or place heavy objects on them.

(3) Vehicles entering the venue must be directed by designated personnel and follow designated routes. Overweight exhibits or transport vehicles must apply in advance and obtain approval from the organizer before entering the venue according to the designated route. If there are vertically vibrating components during operation, protective devices should be installed directly below the components to protect the ground, and the aforementioned floor load capacity should be reduced by at least 50%.

19、Booth Decoration and Boundaries

(1) All booths must be clearly demarcated according to the prescribed area and covered with carpet or flooring.

Island-booths (four-sided booths) are only allowed to have one side completely enclosed with a back panel, and this side must not be the one closest to the main aisle. The other three sides may be enclosed, but no more than 50% of the side length.

Peninsula-booths (three-sided booths) may have one side completely enclosed with a back panel adjacent to other booths. The other three sides adjacent to the aisle may be enclosed, but no more than 50% of the side length.

Corner space booths may have up to 50% of the side length enclosed on the two sides closest to the aisle.

(2) Exhibitors may not display, hang, or distribute any exhibits, materials, furniture, or products outside their own booth, nor may they extend the structure and decoration of their booth beyond the booth boundaries. Exhibitors may not hang or affix any promotional decorations or other items in public areas without the organizer's permission.

(3) Structures within the booth must not obstruct the normal operation of the exhibition hall's indoor fire protection system, air conditioning vents, and ventilation openings. All entrances and exits of the exhibition hall must be unobstructed. Structures or exhibits must not obstruct any passageways or main doors within the exhibition hall as stipulated by the organizer or fire regulations. Packaging materials or brochures must not be stored inside booth partitions or other dedicated service areas. Fire exits inside and around the exhibition hall must be kept unobstructed. The organizer and fire department have the right to conduct on-site rectification for any violations. Any costs incurred will be borne by the exhibitor.

(4) The organizer recommends that, to ensure the overall visual effect of the exhibition, the layout of all booths in all exhibition halls should consider unobstructed views and not obstruct the view of other booths within the exhibition hall.

(5) If the designated main venue operator believes that the back panels or side panels in

the booth design obstruct passageways and main doors of the exhibition hall, the designated main venue operator reserves the right to request changes, modifications, reductions, or shortening of the dimensions of the back panels or side panels. Furthermore, wall panels facing other exhibitors' booths or public areas must meet the quality requirements approved by the organizer.

20、 Exhibitors renting air sources must provide their own air dryers and filters. Exhibitors bringing their own air compressors, air tanks, etc., which fall under the scope of national special equipment management, must also provide product qualification certificates and pressure vessel inspection reports and registration certificates for the air tanks.

21、 The construction unit should submit a list of exhibition materials arriving on site and material combustion performance test reports issued by relevant national building materials testing institutions to the main venue operation service unit in advance.

22、 Booths enclosed on all four sides must ensure at least two exits, and they must not be in the same direction.

23、 Protruding displays around the booth should avoid sharp angles; sharp angles of display platforms and hanging rods must be softened; the projected area of the booth should not exceed the area of the exhibition hall.

24、 The bottom of suspended televisions and other items must be more than 2 meters above the ground.

25、 If the booth platform occupies a fire hydrant manhole cover, a platform, carpet, or other ground facilities must be built 30cm outside the manhole opening. No structures are allowed above or within 30cm of the manhole opening. Manhole covers for power connections must have an opening for maneuvering.

26、 The special-purpose contractor shall be ordered to rectify any of the following situations:

- (1) Shoddy workmanship or failure to follow design procedures during construction;
- (2) Construction materials (including electrical equipment) fail to meet safety requirements;
- (3) The structure of the structures (booths, other facilities, temporary buildings) does not meet safety requirements;
- (4) Construction tools do not meet safety requirements;
- (5) The protective equipment provided to construction personnel does not meet safety requirements;

- (6) Construction personnel engage in uncivilized construction behavior;
- (7) Construction personnel smoke in no-smoking areas;
- (8) Other safety hazards exist at the construction site.

II. Fire Safety Requirements for the Exhibition Hall

All exhibitors, contractors, staff, agents, and service personnel must comply with the Fire Protection Law of the People's Republic of China and obey the fire safety regulations of the Beijing Fire Department, the organizer, the main venue operator, and the Capital International Exhibition & Convention Center (CIECC).

(I) The following behaviors are strictly prohibited:

1. Occupying or blocking public fire lanes and safety exits.
2. Obstructing, burying, or enclosing fire-fighting facilities and equipment, or obstructing evacuation signs and safety evacuation maps.
3. Conducting dangerous operations such as open flames, metal cutting, grinding, welding, painting, using electric saws, or charging devices inside the venue.
4. Setting off fireworks, including cold fireworks.
5. Bringing flammable materials such as gasoline, thinner, and alcohol, as well as explosive materials such as hydrogen cylinders, oxygen cylinders, and acetylene cylinders, into the venue.
6. Using polystyrene as decorative materials (including foam, KT board, etc.).
7. Using construction materials prohibited by the fire department.
8. Using high-heat-generating or unsafe lighting fixtures.
9. Using switches without leakage protection, or plastic twisted-strand wires and braided wires without sheath protection.
10. Using high-power electrical appliances with resistance heating (electric stoves, ovens, etc.) (except for exhibits).
11. Unauthorized installation of lighting fixtures, high-power electrical appliances, or other electrical equipment within Shell Scheme booths.
12. Pointing spotlights or other heat-generating devices at or near fire sprinkler systems.
13. Bringing balloons or drones into the venue without permission.
14. Smoking in undesignated areas of the Capital International Exhibition & Convention Center (CIECC).
15. Storing empty cardboard boxes or other flammable materials in booth storage areas.
16. Obstructions and piles of materials within the safety exit assembly area, within 3 meters of fire hydrants, and within 0.5 meters on either side of fireproof roller shutters; these areas must be marked with yellow lines and clear lighting.

17. Setting up open flame performances, spraying flammable powders (such as colored cornstarch), filling hydrogen balloons, or using bottled liquefied petroleum gas—any activities involving flammable and explosive hazards.

(II) Booth Construction Requirements:

1. According to the "Beijing Municipal Fire Safety Standards for Large-Scale Public Events," the decoration area of raw space booths should use materials with a fire resistance rating of not less than B1.

2. In accordance with the "Code for Design of Fire Extinguisher Configuration in Buildings" GB50140-2005, both raw space booths and shell scheme booths should use portable or lantern-type dry powder fire extinguishers. These extinguishers should be provided and placed in a prominent position within the booth during setup, opening, and dismantling, and construction personnel must be familiar with their use. The quantity configuration is as follows: For raw space booths with a decoration area of 24 square meters (inclusive) or less, one 4 kg dry powder fire extinguisher should be provided; for raw space booths with a roof, two 4kg fire extinguishers should be provided for every 24 square meters.

3. For raw space booths with more than 75% of their walls enclosed, there should be no fewer than two evacuation exits, and the horizontal distance between two adjacent evacuation exits should not be less than 5m. For raw space booths with an area of no more than 72m², the evacuation exits should be open, with a net width of no less than 2m and a height of no less than 2m. The furthest distance from the interior of the booth to the venue's evacuation passage should not exceed 15m. There should be no obstruction of any kind within 2m of the evacuation exit.

4. All raw space booths must not have a fully enclosed roof structure. The structural roof area of a raw space booth should not exceed 50% of the total area of the structure. The booth roof must not obstruct the fire-fighting facilities on the exhibition hall roof to ensure fire safety. Wooden structures for installing large screens are not allowed to be enclosed. If fabric materials are used for roofing, a 20 cm gap must be left between the fabric sections, and fire retardant must be applied at a rate of 2 square meters per kilogram.

5. There must be no obstruction of any kind within 1.5 meters of the safety exit.

6. Before entering the exhibition hall, the contractor must sign a safety commitment letter and appoint a site supervisor. The site supervisor must provide safety training to the construction personnel. Establish and implement systems and operating procedures for the

use of fire, electricity, gas, and the registration and management of construction materials; provide fire safety education and training to construction personnel; organize fire extinguishing and emergency evacuation drills; and appoint a dedicated fire safety officer to conduct patrols and protection throughout the process.

7. Contractor are prohibited from issuing construction permits to personnel who are not affiliated with their company. Violators will be disqualified from working in the exhibition hall.

8. The contractor must construct according to the drawings approved by the host unit and must not cut corners or arbitrarily change the design. The contractor is responsible for all consequences arising from materials or construction techniques that do not meet design requirements.

9. Booth construction must not exceed the designated boundaries. Any unauthorized construction will be required to be dismantled, and the responsible party will bear all consequences.

10. Protective measures and warning signs should be posted for the following areas:

- (1) Areas with sharp angles.
- (2) Protruding or recessed areas on the ground.
- (3) Ropes or cables dragged on the ground.
- (4) Items that could easily cause injury by falling or impact.
- (5) Other areas that could easily cause personal injury.

11. No crossing of passageways or hanging structures: Without approval, no decorative structures may be erected or hung across passageways between adjacent booths, affecting vehicle traffic or obstructing fire lanes.

12. During setup and dismantling, exhibits and structures are strictly prohibited from occupying fire lanes or public areas.

13. No use of ordinary plywood (board): Ordinary plywood (board) or plywood (board) treated with fire-retardant paint is strictly prohibited as structural materials for booth decoration. Flame-retardant or fire-resistant materials that meet fire safety requirements must be used. The structure must be sturdy and reliable. Construction companies using counterfeit fire-retardant materials or engaging in fraudulent practices will be subject to a "one-vote veto" system for fire safety.

14. B1-grade (Flame-retardant) Materials: All construction, decoration, and finishing materials used in the booth must be non-combustible or flame-retardant, with a combustion

performance rating no lower than B1 (flame-retardant). Foam lettering and polystyrene board lettering are prohibited. The use of untreated grass, bamboo, rattan, paper, bark, reeds, and other materials untreated for flame retardant treatment as booth construction and decoration materials is prohibited. If their use is necessary, it must be specified in the design or plan, and material samples and product inspection reports must be provided during construction approval to prove that their combustion performance reaches B1 (flame-retardant).

15. Booth Fire Emergency Facilities: Emergency indicator lights, evacuation signs, evacuation routes, and other fire emergency facilities must be installed in prominent locations within the booth.

16. Hazardous Materials: Flammable gases, flammable liquids, explosive materials, hazardous chemicals, radioactive materials, and other items deemed by the security department to potentially threaten the safety of the exhibition hall, including hydrogen, nitrogen, petroleum, diesel, gasoline, kerosene, alcohol, thinner, fireworks, and firecrackers, are prohibited from being brought into the exhibition hall. If flammable materials such as thinner, alcohol, and adhesive tape are necessary during booth construction, only the amount needed for the day is permitted, and these materials must be removed from the exhibition hall upon completion of construction. Demonstrations and operations of heaters, barbecue grills, candles, lanterns, torches, welding equipment, open flame appliances, or other smoke-generating materials are strictly prohibited. Demonstrations and operations of any electrical, mechanical, or chemical appliances that may be deemed hazardous are strictly prohibited. Weapons, firearms, swords, ammunition, explosives, and any dangerous items prohibited by relevant government departments are strictly prohibited from being brought into the exhibition hall.

17. Cleaning up combustible debris: Combustible debris (such as cardboard and packaging materials) should be promptly cleaned up during the setup period and must not be stored in the exhibition hall or temporary booths. All combustible debris must be removed from the exhibition hall upon completion of setup on the same day.

18. Timber: Structural materials must use wood boards with flame-retardant markings; exposed surfaces of non-structural materials must have flame-retardant coatings; flooring must have a flame-retardant certification report; wooden components such as display cases and display stands must meet home decoration standards.

19. Fabric-based materials: Fabric decorations using woven fabric require a compliant

flame retardant report and sample; semi-transparent gauze decorations require a compliant flame retardant report and sample; gauze drape decorations require a compliant flame retardant report and sample; stretched fabric decorations require a compliant flame retardant report and sample.

20. Other materials: Artificial turf, flowers, and trees must undergo flame retardant treatment and meet fire safety requirements; carpets must meet B1 flame retardant standards; soft upholstery materials must meet B1 flame retardant standards.

21. Paints and coatings: Painting and spraying are prohibited on exhibits and exhibition materials within the exhibition hall during setup and exhibition. Small-area touch-up painting is only permitted during the exhibition period, provided all safety precautions are in place. The use of any paints or coatings with irritating odors or that do not meet environmental and safety standards for booth decoration is strictly prohibited. On-site setup and safety precautions include: painting in well-ventilated areas; using non-toxic paint; laying plastic protective tarpaulins on cement floors; prohibiting painting near vertical structures (walls) of the exhibition hall; and prohibiting the washing of paint materials inside or near the exhibition hall.

22. Anyone encountering a fire, regardless of its size, should activate the fire alarm, promptly notify staff, make every effort to extinguish or control the fire, and evacuate all nearby items.

23. The following situations require written approval from the Beijing Fire Department:

(1) Demonstration or operation of heating appliances, barbecue grills, heat-generating or open-flame appliances, candles, lanterns, torches, welding equipment, or other smoke-generating materials during the exhibition.

(2) Demonstration or operation of any electrical, mechanical, or chemical appliances that may be deemed hazardous. If there are any questions, or if the appliance may be deemed hazardous, please obtain approval from the relevant department.

(3) The use of toxic or hazardous materials, including flammable liquids, compressed gases, or hazardous chemicals, is strictly prohibited; hanging small balloons or large advertising balloons is strictly prohibited within the exhibition booth.

III. Safety Requirements

1. All construction personnel must wear valid construction permits issued by the exhibition hall and carry them at all times during construction. They must also cooperate with inspections by relevant personnel.

2. All personnel entering the exhibition hall during setup and dismantling must wear safety helmets correctly.

3. Construction workers must wear work shoes to work inside the exhibition hall. Slippers, sandals, and other similar footwear are prohibited. Clothing must not expose shoulders or be shirtless. Construction workers who are under the influence of alcohol, ill, or unwell are strictly prohibited from entering the construction site.

4. The following behaviors are prohibited for construction personnel on the construction site:

(1) Special operation personnel working without a certificate.

(2) Not wearing a construction safety helmet and failing to take necessary safety precautions during construction operations.

(3) Using unsafe machinery.

(4) Unauthorized hanging of structural load-bearing objects on facilities.

(5) Unauthorized removal of drainage ditch covers from the venue.

(6) Construction not in accordance with design drawings, or reckless construction, such as forcibly pushing down or breaking display boards.

(7) Fixing objects to the venue floor or walls using nails, piles, or other methods.

(8) Contaminating the floor, walls, and facilities with grease, paint, adhesives, or other materials that are difficult to remove.

5. Construction personnel must comply with all regulations of the Capital International Convention & Exhibition Center regarding exhibition construction management and obey the on-site management of staff. Construction personnel must work within the approved time period and work area, and are not allowed to work outside the work area or outside the work hours without approval.

6. Construction personnel should conscientiously protect the public facilities inside and outside the exhibition hall. Smoking is prohibited inside the exhibition hall; please smoke only in designated smoking areas outside the hall. Smoking is strictly prohibited throughout the entire construction process. Violators will be subject to penalties ranging from criticism

and education, suspension or confiscation of credentials, public reprimand, and removal from the hall, depending on the severity of the offense. Those causing accidents will be held criminally liable.

7. Construction units must strictly adhere to safe operating procedures. For highly dangerous or technically demanding work, only personnel holding valid operating certificates or who have passed relevant examinations may operate independently.

8. When performing maintenance operations on exhibition racks, electricians must possess a "Special Operation Certificate" issued by the State Administration of Work Safety and wear clearly visible identification. They must wear insulated shoes, gloves, and other protective equipment.

9. Personnel working at heights must wear flexible clothing. Barefoot or wearing hard-soled, high-heeled, studded, or slippery shoes is prohibited. Safety belts must be worn when working at heights; all personal protective equipment must be worn as required.

(1) The height limit for A-frame ladders is 2m, and the working height limit is 2.5m. Workers are not allowed to stand at the top of the A-frame ladder. When using an A-frame ladder, the bottom must have a non-slip mat. Only one person is allowed to work on the ladder at a time, and at least one person must be assigned to hold it up. No one is allowed to stand on the ladder while it is being moved.

(2) For construction work exceeding 2m in height, aluminum alloy scaffolding or mobile work platforms must be used. The scaffolding must be fully boarded according to relevant national safety regulations, and safety railings must be installed on the working level. The aluminum alloy scaffolding facilities must be intact and fully functional (with outriggers). A maximum of two people can work on the scaffolding simultaneously, and at least one person must be assigned to hold it up. If the scaffolding has pulleys at the bottom, the foot brakes must be locked to prevent movement. Scaffolding must not be moved while carrying people.

(3) Safe climbing tools must be used. The use of any damaged, bent, excessively rusted, altered, or otherwise structurally damaged scaffolding or mobile work platforms is prohibited.

(4) Construction personnel are prohibited from climbing or standing on exhibition booths or display stands. Tools must not be thrown or passed during high-altitude work.

(5) When working at heights, a full-body safety harness must be worn. The safety harness should be attached to a sturdy structure, with the harness suspended high and used low. Wear a luminous vest displaying the name of the company providing the work.

(6) A designated person should be present to supervise and prevent other personnel from entering the work area at heights.

10. Requirements for Aerial Work Platforms (Scaffolding):

(1) Scaffolding must be made of qualified aluminum alloy and conform to national standards, with scaffold legs installed. Scaffolding in a severely deformed, cracked, perforated, poorly welded, or loosely connected state is strictly prohibited.

(2) The height of the scaffolding should not exceed 5 meters, and the height-to-width ratio should not exceed 2:1. For work areas exceeding 5 meters, an aerial work platform must be used.

(3) Protective railings should be installed on the working level of the scaffolding. Ladders are not allowed on the working level of the scaffolding.

(4) The scaffolding must be repeatedly inspected and reinforced to prevent lateral movement and slippage; the scaffolding must have secure fixing measures.

(5) All four wheels of the scaffolding must be braked properly. The bottom of the uprights must not be more than 80 mm from the ground, and cross braces must be securely fastened.

(6) Workers must go up and down from the inside of the scaffold and must not go up and down from the outside of the scaffold. The platform should be dismantled layer by layer from top to bottom. It is strictly forbidden to work at the top and bottom at the same time.

11. Lifting Equipment Requirements:

(1) For loading and unloading operations exceeding 3 meters in height, specialized lifting equipment such as hydraulic lifts, hoists, and aerial work platforms must be used. Hand-cranked lifts, cranes, and other lifting equipment must not be overloaded. Hand-cranked lifts must have safety devices such as height limiters, overload alarms, and rope breakage protection devices. Anti-tipping safety measures must be in place, and on-site supervision is required during operation.

(2) Adding sleeves independently is not permitted. If extending the auxiliary boom is necessary, only licensed products must be used, and anti-slip measures such as bolts and pins must be used for fixation.

(3) Carrying and Passing Items

(4) Anyone who does not meet the requirements for working at height, such as someone with a fear of heights, is strictly prohibited from working at height.

(5) Construction personnel must not carry, lift, or carry heavy objects while working at

height. Tools, materials, and parts used during the operation must not be thrown or caught; tool bags must be provided. Small tools carried must also be protected from falling. When passing display racks, special tools, or other items, throwing is strictly prohibited.

(6) Materials and tools must not be piled up at heights to prevent objects from falling and injuring other personnel. After work is completed, tools, loose materials, parts, and all other objects that could easily fall must be promptly cleaned up to prevent injury.

(7) Work must not be performed while standing on top of the booth, trusses, or display cases.

12. All construction units must strictly comply with the provisions of the *Fire Protection Law of the People's Republic of China* and relevant fire protection technical specifications when constructing exhibition halls at the Capital International Convention and Exhibition Center.

13. Exhibitors and booth builders must ensure that vehicles are not driven into the exhibition halls at any time unless permitted.

14. It is strictly forbidden to place heavy objects on the steel covers of the utility trench during setup and dismantling; it is recommended to take an alternate route.

15. Drilling, welding, cutting, or any other operations on steel structural components are strictly prohibited.

16. Designated smoking areas are set up outdoors. Smokers must smoke in designated smoking areas and are prohibited from smoking in non-smoking areas.

17. When using a manual forklift to lift objects, ensure no one is underneath.

18. Operators of electric lifting platforms must be certified and operate according to the required operating procedures.

19. Open flames, grinding, electric welding, gas welding, painting, electric cutting (electric saws, electric planers, etc.), large-area scraping, and cleaning with flammable agents are strictly prohibited within the exhibition hall. If such operations are absolutely necessary due to special circumstances, a written application must be submitted to the exhibition hall for approval before proceeding.

20. Aesthetically pleasing the booth: If the back panel facing adjacent booths protrudes above them, it should be covered with white cloth and kept smooth and clean.

21. It is recommended that custom-designed booths install cameras, retain all video footage during the exhibition, and indicate the camera location and coverage area in the submitted drawings.

IV. Electricity Management Regulations

1. The installation of electrical facilities must comply with the national power industry standards and regulations and the relevant rules and regulations of the Capital International Convention and Exhibition Center. Strict adherence to the requirements of the national "Regulations on Safety Management of Large-Scale Public Events," fire safety regulations such as "Low-Voltage Power Distribution Design Code (GB50054-2011)," "Technical Specification for Temporary Power Supply Safety at Construction Sites (JGJ46-2005)," "Code for Acceptance of Construction Quality of Building Electrical Engineering (GB50303-2015)," and "Code for Design of Power Distribution for General Electrical Equipment (GB50055-2011)," as well as relevant fire safety regulations and the specific requirements of this manual, is required.

2. Conductors

(1) All electrical materials must have sufficient safe current carrying capacity. ZR-BVV (flame-retardant double-insulated copper core wire), ZR-RVVB sheathed wire, or ZR-VV cable should be used. Twisted pair wires (flower wire and aluminum core wire) are prohibited. The flame-retardant performance of wires and cables should not be lower than the requirements of GB/T19666.

(2) All electrical wire and cable connections must be made using terminal blocks;

(3) Wires passing through sidewalks or carpets must be run through conduits or installed in cable trays;

(4) Wires concealed within interior decorations must be sheathed;

(5) Lighting ballasts and triggers must be qualified products with 3C safety certification;

(6) Water and gas supplies must be qualified products from reputable manufacturers.

The use of substandard materials that could cause leaks is strictly prohibited.

3. Lighting Fixtures

(1) Lighting fixtures with a rated power greater than 60W, such as incandescent lamps, halogen lamps, high-pressure sodium lamps, metal halide lamps, fluorescent high-pressure mercury lamps (including inductive ballasts), and other high-temperature lamps, as well as decorative lamps such as iodine tungsten lamps and neon lights, should not be used.

(2) The installation location of lighting fixtures must be at least 300mm away from flammable decorative materials.

(3) Transformers and ballasts inside the light box must not be directly installed on

wooden boards.

4. Electrical Boxes

(1) The protective cover of the electrical box must be intact, and the wires at the outlet must not be exposed. The power supply and distribution system should adopt an N-S grounding protection system and comply with the relevant provisions of JGJ46.

(2) The electrical box must be equipped with a dedicated protective grounding wire, and the TRUSS frame structure must be grounded.

(3) The electrical box should be installed in a conspicuous location within the booth. All distribution boxes are prohibited from being placed in rooms or enclosed spaces.

(4) Warning signs (including the responsible person, telephone number, etc.) should be posted on the electrical box.

(5) Combustible materials shall not be piled up within 0.5m of the distribution box, and the distance between lighting fixtures and electrical equipment, lines and decoration materials such as curtains, drapes, screens, and soft coverings shall not be less than 0.5m.

5. Electrical Installation Requirements

(1) The number of electrical devices (including lamps and sockets) in each protected circuit of the lighting distribution shall not exceed 25, with a total capacity of less than 3kW or a total current of less than 16A. All lamps must be insulated or grounded.

(2) For booth lighting with a total load exceeding 16A, three-phase power distribution should be used, with the load evenly distributed to ensure balanced three-phase power distribution.

(3) Each booth must provide a flame-retardant Class II main control box conforming to national standards, as per the declared specifications. The box must be covered and have all latches intact. The rated current of the main switch must not exceed the declared specifications. A residual current device (RCD) must be installed according to regulations (operating current value 30mA, operating time less than 0.1S). The box should be installed in a safe, visible, and easily accessible location for operation and inspection. The box installation should be aesthetically pleasing, securely fixed, and have a reasonable internal layout.

(4) General lighting, mechanical power equipment, frequency converters, SCR control equipment, public address systems, and 24-hour electrical equipment should be equipped with independent circuits according to their categories. Sharing the same circuit is strictly prohibited. Exhibitors are responsible for assessing whether important electrical equipment

and power supply for important occasions require a dual-circuit power supply (one main and one backup circuit). The cost of the backup circuit power supply equipment shall be borne by the user.

(5) The booth electrical box is applicable to lighting and equipment power. If the booth uses both types of power, separate applications for booth electrical boxes must be submitted; sharing the same box is not allowed.

(6) Power supply will cease ten minutes after closing time each day. Exhibitors requiring 24-hour power must apply to the main venue operation service provider in advance and pay the corresponding overtime and electricity fees. However, 24-hour power cannot be used as an uninterruptible power supply. Overtime fees do not include venue security; security fees will be settled separately.

(7) LED displays should use low-power, low-temperature-rise products. The internal electrical circuits, light-emitting and heat-generating chips, and rectifier transformers should all meet the requirements of relevant national or industry standards. When the back of a temporary LED display is installed in a fully enclosed manner, heat dissipation holes and maintenance ports should be reserved. Embedded LED electronic displays should take heat dissipation or cooling measures.

6. Electrical Construction Safety Management

(1) On-site electrical construction personnel must carry a valid electrician's operating certificate at all times. Unlicensed operation is strictly prohibited.

(2) Exhibitors or booth builders must apply for electrical boxes in advance. Temporary power supply is only for setup and dismantling construction and cannot be used for equipment debugging or during the official exhibition period. Temporary power supply will not be provided during the official exhibition. Booths that have not completed the on-site construction procedures and paid the relevant fees will not be supplied with electricity.

(3) No part of the power distribution system within the booth must be overloaded. The construction unit must strictly follow the approved plans and drawings for electrical construction. The electrical load must not exceed the declared current value (the actual load should be controlled within 80% of the declared specification current). If the declared load is exceeded due to the addition of electrical appliances and other electrical equipment on-site, the declared specifications should be changed in a timely manner, relevant procedures should be completed, relevant fees should be paid as required, and the power supply equipment should be replaced with one that meets the requirements. Otherwise, the venue

has the right to suspend the power supply to the booth.

(4) Temporary power lines for construction should use sheathed copper core flexible wires, without any splices in the middle, and must be equipped with protective switches.

(5) It is strictly forbidden to directly insert the power cord into the power socket. A plug or screw-on connection is required.

(6) All power connections must be installed according to the power supply method, wiring route, and designated access point specified by the exhibition hall. Power must be drawn from the terminal blocks of the designated power distribution facilities or from a dedicated power connector. Connection to unauthorized electrical boxes and sockets is prohibited.

(7) All metal structures and equipment casings must be reliably grounded, using multi-strand soft-core copper wire of at least 2.5 mm² to match the actual electrical load. Electrical wiring must be fixed in a safe location and must not be laid arbitrarily on display stands, the ground, or passageways.

(8) Advertising light boxes and light poles must have ventilation holes for airflow. Wooden advertising light boxes and light poles must be coated with fire-retardant paint.

(9) When light boxes, sand tables, LED displays, etc., are set as enclosed decorative items, networkable heat-sensing fire detectors should be installed inside them. The terminal distribution boxes should be equipped with electrical fire monitoring detectors; b) The alarm value of the temperature-measuring fire detectors should be set at 70%–80% of the highest temperature resistance of the cables used (within the range of 55°C–85°C), and the alarm value of the current-limiting electrical fire protection devices in the distribution boxes at each booth should not exceed 60A; c) Electrical fire monitoring equipment should have real-time monitoring alarm and system fault alarm functions, displaying monitoring values and alarm locations in real time. Monitoring information should be able to be transmitted to the fire control room or duty room in real time.

(10) All installed lighting fixtures and exhibits should maintain a distance of at least 30cm from each other. All equipment and facilities with heat sources should be installed at least 3m away from the venue's fixed power distribution facilities and should not emit heat towards the fixed power distribution facilities.

(11) Booth layouts should not obstruct the venue's lighting, power distribution boxes (cabinets), telephone wiring boxes, and fire protection facilities. A passage of at least 60cm and sufficient operating space must be provided for safety inspections and troubleshooting.

(12) After the electrical construction and installation of the booth are completed, exhibitors and contractors should conduct a safety self-inspection of the power distribution system before formal power supply. Power supply can only be turned on after the exhibition hall electrician, the main venue electrician, and the contractor's electrician jointly inspect and confirm that the system is qualified and error-free.

(13) During the exhibition, exhibitors or contractors must arrange for on-duty electricians at their booths to promptly address any problems and ensure electrical safety. During setup and the exhibition period (especially before closing), the lighting fixtures, cables, etc., installed in the booth should be checked daily for looseness. If any abnormalities are found, they should be dealt with immediately to avoid safety accidents.

(14) Contractors should provide their construction personnel with training on civilized construction and safety. Construction personnel should work within the approved timeframe and work area. If any safety accidents or liabilities are caused by violations of these regulations, the contractor shall bear full responsibility and all economic losses incurred by the Capital International Convention and Exhibition Center and third parties.

(15) No exhibitor, contractors or individual may operate any electrical facilities fixed and configured in the exhibition hall without the approval or authorization of the exhibition hall and the main venue, and shall not connect or use them privately. Violators shall be held liable and compensate for any losses caused thereby.

7. Exhibitors or contractor shall bear all responsibilities in the following circumstances. :

(1) Losses caused by power outages due to equipment and electrical wiring malfunctions at the exhibition booths, resulting in the tripping of the exhibition hall's power switch protection.

(2) Losses caused by power outages during use due to power distribution lines not designed or installed according to regulations and standards.

(3) Losses caused by power outages during use due to power distribution lines and loads not constructed according to the approved drawings or not conforming to the application review.

(4) Losses caused by the absence of an electrician from the exhibitor or contractor on duty, resulting in the inability to promptly handle power outages.

(5) Losses caused by mandatory measures such as power cut-offs taken by the organizers and exhibition hall to ensure safety when serious safety hazards or violations are discovered.

(6) Losses caused by power outages affecting important, expensive, or specially required electrical equipment and exhibits that lack special protective measures (such as backup emergency power supplies).

(7) Other losses caused by the negligence of the exhibitor or contractor.

8. During the exhibition's closing hours each day and at the end of the exhibition period, the Capital International Convention & Exhibition Center will implement power outage safety measures for booths as needed. If temporary power supply is required during these periods, an application must be submitted to the Capital International Convention and Exhibition Center in advance.

9. The organizer is only responsible for connecting the water, electricity, and gas facilities of the applied booth to the designated location. Exhibitors or contractor are responsible for planning the water, electricity, and gas configuration and wiring within the booth, but must ensure that the wiring within the booth is connected according to safety regulations and is subject to the organizer's supervision. Contractors must consciously accept the organizer's management and inspections, cooperate in rectifying any hidden dangers discovered, and must not refuse inspection or fail to rectify problems.

V. Regulations for the Management of rigging

1. After the contractor completes the setup work below the hooks and passes the self-inspection, they must report to the venue owner and the exhibition hall rigging operation team for inspection. The structure declared by the booth must meet the safety and quality requirements of the venue and meet the structural lifting conditions. Only after the structure has passed the inspection and been signed by all three parties can it be lifted to the designated height according to the plan. After the structure is lifted, the applicant shall be responsible for the safety of the booth structure.

2. The load-bearing capacity of a single rigging shall not exceed 200kg. The height of the upper edge of the booth hanging structure from the ground shall be less than 8.0m. The maximum spacing between the hanging points of the aluminum alloy TRUSS frame shall not exceed 6.0m, and shall be determined according to the actual hanging plan.

3. No part of the suspended structure is allowed to be connected to the ground structure.

4. Pure wood structures are not permitted to be hoisted or suspended; all space-designed installations must have a reliable internal steel frame.

5. Suspended structures should, in principle, be vertically suspended using one hoist per lifting point; however, this may be adjusted depending on the specific circumstances if the radius of a single suspended structure is no greater than 1.5m and its weight is less than 100kg.

6. Do not suspend subwoofers or line array speakers that could affect the venue's structure or equipment safety;

7. The dimensions of the suspended structure must not exceed the dimensions of the booth itself;

8. The load-bearing capacity of the suspended structure must be evenly distributed; uneven load-bearing that could cause structural instability or other safety hazards is not permitted.

9. If the hanging object involves electricity, its wiring must be neatly arranged. High-voltage wires must be laid in conduit, while low-voltage signal lines may not be in conduit but must be neatly arranged. Wire joints must not be wrapped with tape and must be connected with insulated terminals. An independent power control switch must be installed on the ground.

10. The connection between the hanging structure and the truss must be firm and

reliable;

11. The connection between the hanging structure and the hoist must use a special hoisting shackle, and detailed drawings must be provided;

12. Each piece of equipment installed on the hanging structure must be equipped with an individual wire safety device (Illustrations and explanations for the drawings);

13. The fire retardant rating of the suspended materials must reach B1 level or above;

14. Complex space-designed booths require the provision of specific construction plans and techniques, as well as corresponding structural calculation documents (the calculation documents must be stamped and signed by a national first-class registered structural engineer); the calculation documents must include, but are not limited to: a simplified drawing of the rigging structure, a load distribution diagram (distribution diagram of rigging), the actual calculated load distribution results for each rigging, the verification process and conclusions (whether the weight distribution of each suspension point and the use of components such as aluminum alloy trusses meet safety requirements and venue requirements), etc.

15. Suspended structures are not allowed to have cantilever structures;

16. The main load-bearing truss structure for suspension must use dedicated trusses that meet national standards and requirements, and the connections must be firm and reliable. The material, specifications, and model of the load-bearing truss, as well as detailed drawings of the connection method, must be provided. The use of self-welded trusses is strictly prohibited.

17. All materials used, including slings, wire ropes, and accessories, must meet national quality standards.

18. The use of wire ropes with broken strands is prohibited, and the diameter of the wire rope used must not be less than 6.2 mm.

19. When using wire ropes for fixing or splicing, at least three clips must be used for the splice.

20. Manual and electric hoists must have a certificate of conformity from the manufacturer and be reliable and safe in performance.

21. The slings, wire rope binding, and hoist installation must comply with relevant national standards and requirements.

22. Hoists or other hooks connected to lifting rings must have intact anti-disengagement safety devices.

23. The person in charge of the hoisting points at the venue shall cooperate with the construction contractor to place the components to the designated height according to the dismantling schedule. After the construction contractor removes the components, the person in charge of the hoisting points at the venue shall collect the hoisting straps, wire ropes, hoists and other materials.

24. Ten "No-Lifting" Principles

- (1) Do not lift objects that are pulled or dragged at an angle.
- (2) Do not lift objects with sharp edges or notches without proper padding.
- (3) Do not lift objects exceeding the rated load.
- (4) Do not lift heavy objects directly for processing while they are being lifted by the crane.
- (5) Do not lift objects without securing clamps.
- (6) Do not lift explosive objects such as oxygen cylinders, acetylene generators, and balloons.
- (7) Do not lift objects buried underground.
- (8) Do not lift objects with unclear command signals, unknown weight, or dim lighting.
- (9) Do not lift objects with people standing on them or objects that are floating.
- (10) Do not lift objects with loose ropes and accessories that do not meet safety requirements.

VI. Booth Cleaning

1. During setup and the event period: Exhibitors and contractor must remove all waste generated during setup and take it out of the exhibition hall. Combustible materials (such as cardboard and packaging) should be promptly removed during setup and must not be stored in the exhibition hall or temporary booths. All materials must be removed from the exhibition hall after setup is completed on the same day.

2. Empty Box Storage: Empty boxes must be removed from the booth before the exhibition begins. They must not obstruct venue aisles or public areas. Storing empty boxes in equipment rooms is prohibited as it poses a fire safety hazard.

3. During the dismantling period: After the exhibition ends, exhibitors/builders are required to completely dismantle all equipment and booth structures in their booths and remove all garbage from the venue. If any equipment or structure is maliciously abandoned, the venue operator has the right to deduct all of the construction deposit.

VII. Booth Dismantling

1. The dismantling of booths follows the principle of "whoever sets up, dismantles, and removes." Booths must be dismantled and loaded onto vehicles immediately, and a release slip must be issued for the removed materials to leave the venue. If manual carts are used to remove booth waste from the venue, safety precautions must be taken.

2. Booth dismantling may only begin after the exhibition concludes; exhibitors must complete dismantling and restore the booth to its original condition within the specified time. If dismantled beyond this period, the organizer reserves the right to freely dismantle and store these items until the exhibitor claims them. Exhibitors shall bear all dismantling and storage costs, as well as the risks of theft, loss, and damage.

3. After booth dismantling, exhibitors must go to the main venue operation service provider's on-site office to notify relevant staff and verify the information before leaving the exhibition hall. Otherwise, any adverse consequences arising therefrom shall be borne by the exhibitor or booth builder.

4. For any damage to the exhibition hall facilities caused by the exhibitor or booth builder, the booth, including the floor, must be restored to its original condition upon the conclusion of the exhibition. Exhibitors are responsible for any damage they cause to the exhibition hall building and its facilities, as well as any damage caused to the floor by leaked oil. Related costs will be deducted from the booth deposit. If the deposit is insufficient to cover the compensation, the venue operator will pursue the remaining amount from the exhibitor.

5. The principle of "whoever generates the waste, removes it" applies to the disposal of waste from raw space booths. It is strictly forbidden to discard booth waste within any area of the exhibition hall's boundary; otherwise, the organizer will pursue compensation from the contractor according to the deposit deduction standard.

6. To ensure the appearance of the city surrounding the Capital International Convention & Exhibition Center, it is strictly forbidden to dump exhibition booth garbage within the municipal area outside the red line of the Capital International Convention and Exhibition Center. Any violation will be severely punished in accordance with relevant government regulations, and the responsible party will bear the relevant responsibilities.

7. Requirements for rigging Point Removal: The on-site person in charge of the rigging points at the Capital International Convention & Exhibition Center shall cooperate with the construction contractor to place the components to the designated height according to the

dismantling schedule. After the construction contractor removes the components, the on-site person in charge of the rigging points at the Capital International Convention and Exhibition Center shall collect the lifting straps, wire ropes, hoists and other materials.

VIII. Insurance Requirements for Exhibition Booth Construction

To protect the interests of on-site construction workers and staff at the exhibition, and to reduce the economic burden on enterprises in case of accidents, exhibition insurance is uniformly purchased for contractors, construction companies, and exhibitors.

Insurance Plan :

Insurance Coverage	aggregate limit of indemnity	Each accident limit	Per person, per time limit
Exhibition building	≥2million		
Hire staff	≥3million	≥3million	≥800,000
third party liability	≥3million	≥2million	≥800,000
Total compensation limit	Total compensation limit≥8million		

The exhibition liability insurance has a cumulative compensation limit of ≥ RMB 8 million per raw space booth, and a compensation limit of ≥ RMB 800,000 per person per incident.

Among these:

(1) This exhibition liability insurance policy covers personal injury to employees hired by the exhibition booths during the insured period, including compensation, medical expenses, and other related costs: cumulative compensation limit: ≥ RMB 3 million; compensation limit per person per accident: ≥ RMB 800,000;

(2) Compensation, medical expenses, and other related costs arising from personal injury to third parties: cumulative compensation limit: ≥ RMB 3 million; compensation limit per person per accident: ≥ RMB 800,000;

(3) Loss to the buildings, various fixed equipment, ground, and foundation of the exhibition venue under this policy: cumulative compensation limit ≥ RMB 200,000;

IX. Accident Handling

1. Personal injury accidents refer to accidents caused by construction workers or transportation personnel violating safe operating procedures. The Capital International Convention and Exhibition Center should be notified immediately after an accident occurs.
2. Minor injury accidents should be investigated by the organizer and venue service provider to determine the cause, assign responsibility, and provide compensation.
3. Serious injuries and accidents involving multiple victims will be investigated, analyzed, and handled by the public security and fire departments.
4. Accident scenes must be strictly protected. If it is necessary to move on-site equipment and facilities to rescue injured personnel or prevent the accident from escalating, on-site leaders and personnel present must jointly assess the situation, mark it, record data, and draw a scene diagram.

X. Responsibilities and Penalties

1. All personnel working at the Capital International Convention and Exhibition Center who violate these safety regulations will be held accountable. Those who fail to take preventative measures or report situations where an immediate accident is imminent, or who conceal or falsify information after an accident, will be transferred to the relevant authorities for legal prosecution in accordance with applicable laws, regulations, and provisions.

2. Those responsible for accidents will be required to compensate for economic losses as appropriate.

The Capital International Convention and Exhibition Center will take the following measures against violations of these safety regulations:

- (1) Require correction and immediate cessation of any violations;
- (2) Prohibit individuals or items violating these regulations from entering the exhibition area;
- (3) Close any booths violating these regulations;
- (4) Require compensation for damaged equipment or items;

If the Capital International Convention and Exhibition Center takes measures in accordance with the above provisions, any claims for losses or damages arising therefrom by the exhibition organizer, exhibitors, or venue service providers will not be accepted.

Special Note:

1. All exhibitors and contractor must comply with all regulations set forth by the organizer, venue operator, and exhibition hall management.

2. Exhibitors must complete all required forms and strictly adhere to the stipulated timeframes for all exhibition application procedures; otherwise, their requests cannot be fulfilled.

3. Local regulations

① Respecting and abiding by local laws is the duty of exhibitors and contractor, especially safety and fire regulations, as well as local administrative regulations and systems.

② The organizer has been entrusted with enforcing all rules within the exhibition venue and has the right to take necessary actions if others fail to comply.

4. The above rules are binding on all exhibitors and contractor. The organizer, venue operation service provider, and relevant government departments reserve the right to review or entrust a third party to review and modify the booth design drawings submitted by

exhibitors and booth builders. All booth preparation and construction work must be approved by the venue operation service provider before implementation. The organizer has the right to dismantle or alter any unapproved booth decorations, and the exhibitor shall be responsible for all costs and consequences arising therefrom.

【Special Note】

◆**Raw space contractor must complete the relevant construction procedures with the designated main contractor of the venue before booth construction begins. After approval, they must pay the construction management fee.**

◆**After paying the booth construction management fee and construction deposit, the approved contractor and electrical construction personnel must simultaneously apply for a construction permit and pay the fee, and provide a list of construction personnel and photocopies of their ID cards. After approval by the designated main contractor of the venue, the construction permit can be obtained from the space booth entry procedure handling office during the period of entering the venue.**

Exhibitor Guidelines for Shell Scheme booths

2.1 Fraud and illegal business activities occur frequently at the exhibition venue. To protect your interests, please go to the on-site office of ORIENTAL EXPO SERVICES (BEIJING) LIMITED, the designated booth builder of the conference, to handle furniture and appliance rentals and applications for water, electricity, gas, telephone and internet services.

2.2 To avoid damaging the booth partitions, exhibitors should first mount their exhibits on one side of the backing board before attaching them to the partitions using Velcro/double-sided adhesive. Please note that all exhibits are permitted to be attached to the partitions only using Velcro/paper-based double-sided adhesive (sponge adhesive is not allowed), and exhibitors must remove the adhesive before the end of the exhibition. Additional charges will apply for damaged partitions or adhesive that cannot be removed, as listed in the attached price list.

2.3 No paint shall be sprayed or altered on the perimeter panels.

2.4 Please do not hang items on the lights. Please ensure that the weight of your exhibits is within the maximum load-bearing capacity of the furniture; we are not responsible for any damage to exhibits caused by this.

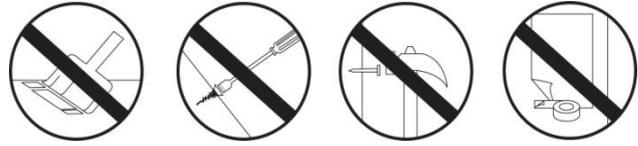
2.5 No openings, drilling, or any other form of damage to the aluminum support structure or enclosures of the booth is permitted. Unauthorized disassembly or assembly/reassembly of the structure is also prohibited (please contact Oriental on-site office for such requests). Otherwise, the relevant exhibitor or contractor will be liable for compensation as follows:

Panel	RMB 500.00/unit (1*2.5mht)
Flat aluminum	RMB 300.00/M (minimum 0.5m)
Aluminum column	RMB 500.00/unit (2.5mht)

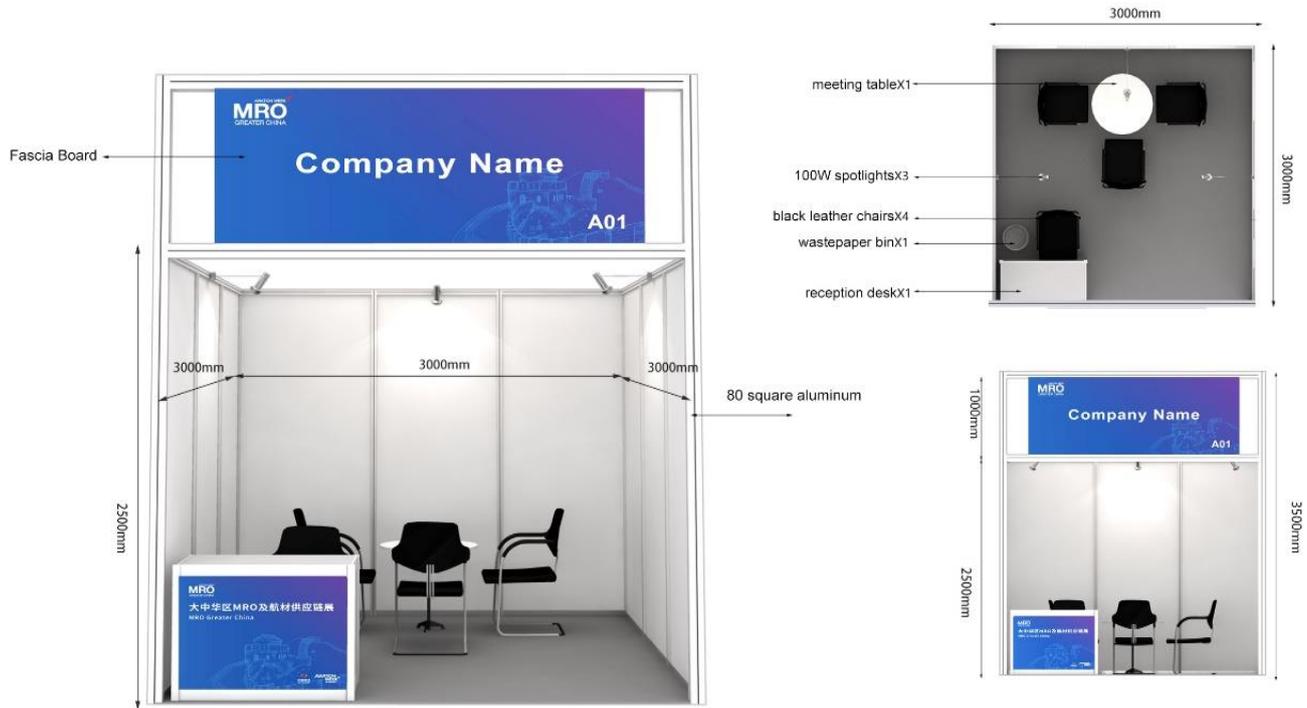
2.6 Exhibitors are responsible for the safekeeping of their belongings. Our company will not be liable for any legal or financial losses incurred by exhibitors regarding the theft of personal belongings or exhibits.

2.7 To ensure effective site cleanup and timely handover, exhibitors are requested to immediately remove all personal items placed inside rented appliances and furniture after the designated closing time. We will begin collecting these rented items and cleaning the site immediately after the closing ceremony. Exhibitors requiring extended setup time should apply to us in advance for alternative arrangements.

2.8 If exhibitors need to change the location of furniture or appliances, a service fee will be charged. Please contact our on-site office for details.



Premium Shell Scheme Booths



3m x 3m shell scheme package, incl.
 Fascia board with Chinese and English company name and stand number, new stand carpet,
 1 reception desk, 1 meeting table, 4 black leather chairs, 3 x 100W spotlights, 1 x 500W
 power socket, 1 wastepaper bin.
 Please contact the official contractor if additional power is required.
 Contact person: Chen Lei :010-65671880 ext. 225 Email:chenlei@orientalexp.net
 Contact person: Li Jie : 010-65671880 ext. 225 Email:lijie@orientalexp.net

- ◆ Booths larger than 9m² but less than 18m² will only receive the furniture and appliance configuration of a Shell Scheme 9m² booth. Only booths with an area that is a multiple of 9m² will receive the corresponding multiple of the furniture and appliance configuration.
- ◆ If an exhibitor orders two or more consecutive Shell Scheme booths, the organizers will remove the panel wall between the two booths unless the exhibitor specifically requests otherwise.
- ◆ No additional devices may be added to the Shell Scheme booth structure; for any modifications, please contact the organizer designated by the organizer; on-site modifications will incur additional charges.
- ◆ No nails or additional devices may be driven into the panel wall, aluminum supports, flooring, ceiling, columns, or fire sprinklers; any violation will result in compensation at cost.
- ◆ Exhibitors must obtain approval from the event organizers before installing any electrical equipment (including lighting fixtures). Exhibitors are prohibited from using substandard electrical devices in their booths, and are strictly prohibited from connecting wires from sockets for lighting purposes. Any violation that results in power outages or short circuits in the area will result in liability and compensation.
- ◆ The organizer reserves the right to place switch gear and overload protection junction boxes in appropriate locations within the booth.
- ◆ Other facilities, such as special decorations, extra furniture, and appliances, will incur additional charges. Please apply for their rental in advance using an application form.
- ◆ Exhibitors renting standard or modified booths should contact the main booth construction company separately, and the cost will be borne by the exhibitor.

I. Power configuration and installation

3.1 On-site electrical installation personnel must carry nationally recognized electrician qualification certificates.

3.2 All power supplies must be ordered from the designated main venue builder by the organizer.

3.3 The electrical equipment for Shell Scheme booths is the responsibility of the designated main venue builder by the organizer.

3.4 Exhibitors who reserve raw space booths must submit their power order and installation location plan to the designated main venue builder; and should conduct an on-site inspection before powering on; if the load is insufficient after inspection, the main venue builder has the right to require the exhibitor or its builder to resubmit a sufficient power load and pay the relevant fees, and power shall not be supplied before the resubmission is completed.

3.5 Exhibitors with Shell Scheme booths or their booth builders who wish to bring their own special lighting fixtures, bulbs, and lighting equipment for their booths must submit an application to the designated booth builder for each hall by April 30, 2026. Applicants should provide the following information:

- ◆ Specifications, wattage, and quantity of lighting fixtures;
- ◆ Total quantity of equipment to be installed;
- ◆ Electrical wiring diagram;
- ◆ Name of the designated booth builder;
- ◆ Names and ID card or passport numbers of all electrical equipment installers;
- ◆ Electrical order form from the exhibitor's manual.

【Special Notes】

- ◆ One socket may only be used for one piece of equipment or machine on display.

Multiple sockets are not permitted to prevent short circuits due to overload. Serious short circuits may take several hours to repair, causing inconvenience to other exhibitors.

Temporary power supplies may be available during setup/dismantling, but applicants must apply to the main booth construction company 24 hours in advance, and all associated costs will be borne by the exhibitor.

- ◆The organizer reserves the right to disconnect or remove any electrical equipment deemed dangerous or potentially inconvenient to other exhibitors or visitors.

- ◆Please specify the installation location of any additional electrical equipment you have ordered so that the exhibition hall's electrical installation service personnel or relevant staff can arrange the relevant matters for you before you arrive at the exhibition hall.

II. Firefighting and Use of Hazardous Materials

4.1 Fire Safety All exhibitors, their contractors, staff, agents, and service personnel must comply with the Fire Protection Law of the People's Republic of China, as well as the fire safety regulations of the Beijing Fire Department, the organizer, and the Capital International Convention and Exhibition Center. Anyone encountering a fire, no matter how small, should activate the fire alarm; make every effort to extinguish or control it, and evacuate all nearby items. Packaging materials or brochures must not be stored in booth partitions or other dedicated service areas. Fire exits inside and around the exhibition hall must be kept unobstructed. Written approval from the Beijing Fire Department is required in the following situations:

4.1.1 Demonstrating or operating heating equipment, barbecue grills, heat-generating or open-flame appliances, candles, lanterns, torches, welding equipment or other smoke-generating materials during the exhibition.

4.1.2 Demonstrate or operate any electrical, mechanical, or chemical appliances that may be deemed hazardous. If there are any doubts, or if the appliance may be deemed hazardous, please obtain approval from the relevant authorities.

4.1.3 Toxic or hazardous materials, including flammable liquids, compressed gases, or hazardous chemicals. Care must be taken to ensure that fire protection systems, air conditioning systems, mechanical ventilation openings, fire safety equipment, fire hose cabinets, fire alarm handles, indoor lighting fasteners, and monitoring systems are not obstructed or blocked.

4.2 Use of Hazardous Materials

4.2.1 Without the written approval of the organizer, the Capital International Convention and Exhibition Center, and relevant government departments, the following hazardous materials may not be used:

- ◆ Open flames and temporary gas lighting are prohibited.
- ◆ Explosive, flammable, corrosive, and other hazardous materials are prohibited.

4.2.2 Compressed Air: According to the relevant provisions of the Beijing Municipal Public Security Bureau's "Exhibition Hall Safety Regulations," no gaseous air is allowed to enter the exhibition hall. This regulation must be strictly enforced.

4.2.3 The use of any flammable or corrosive gases for display is prohibited within the exhibition hall.

4.2.4 The use of radioactive materials is prohibited at all times.

4.2.5 The use of unshielded, high-intensity lighting equipment is prohibited at all times.

4.2.6 The presence of corrosive materials and waste is prohibited at all times.

4.2.7 Exhibitors must ensure the safe transport and storage of containers containing helium, compressed air, argon, carbon dioxide, or other pressurized gases.

- ◆ If a compressed container lacks safety devices, the organizer will notify the exhibitor to immediately and safely remove the container from the exhibition hall.

- ◆ Any compressed equipment entering the exhibition hall must meet the relevant safety standards.

No Smoking in the Exhibition Hall

Forms required for Shell Scheme booths

Shell Scheme Booth Application Process

To ensure a smooth setup process, exhibitors are requested to complete all the following application procedures by the deadline of April 30, 2026.

ORIENTAL EXPO SERVICES (BEIJING) LIMITED

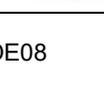
Log in to the ORIENTAL EXPO main venue operation system (<http://www.orientalexpo.cn>) to complete the application online.

Deadline: April 30, 2026

Form P
 Furniture rental prices

Exhibitor:		Deadline:	April 30, 2026
Stand No.:		Tel:	
Contact:		Fax:	

I. Price List for furniture Rental

Item No.	Describe	Unit/RMB	Onsite price/RMB	quantity	Total price
OE01 	Info counter: 100×50cm, 80cm high	200.00	400.00		
OE02 	Lock cabinet 100×50cm, 80cm high	320.00	640.00		
OE03 	Square platform 80×80cm, 80cm high	200.00	400.00		
OE04 	Rectangle platform 120×80cm, 80cm high	260.00	520.00		
OE05 	Coffee platform 50×50cm, 50cm high	130.00	260.00		
OE06 	Bar table φ 60cm, 110cm high	240.00	480.00		
OE07 	Square platform φ75cm, 80cm high	240.00	480.00		
OE08 	Glass Square platform φ 75cm, 80cm high	240.00	480.00		

Item No.	Describe	Unit/RMB	Onsite price/RMB	quantity	Total price
OE09 	Chair	80.00	160.00		
OE10 	Bar chair	180.00	360.00		
OE11 	Bar chair	180.00	360.00		
OE12 	Bar chair	180.00	360.00		
OE13 	Conference chairs (aluminum alloy)	150.00	300.00		
OE14 	Conference chairs (black)	150.00	300.00		
OE15 	Single sofa (black) 80×73cm, 78cm high	470.00	940.00		
OE16 	Double sofa (black) 130×73cm, 78cm high	800.00	1,600.00		

Note: To ensure the smooth progress of your exhibition setup, please apply to the main contractor, ORIENTAL EXPO SERVICES (BEIJING) LIMITED, before April 30, 2026. Orders placed after the deadline will incur an additional 50% fee, and on-site orders will incur a 100% additional fee.

Contact: Chen Lei, Landline +86-010-65671880-225, Mobile +8618601928251; Li Jie, Landline +86-010-65671880-252, Mobile +8618601928252

Price List for furniture Rental

Exhibitor:		Deadline:	April 30, 2026
Stand No.:		Tel:	
Contact:		Fax:	

Item No.	Describe	Unit/RMB	Onsite price/RMB	quant ity	Total price
OE17 	Glass counter 100×50cm, 100cm high	520.00	1,040.00		
OE18 	High glass counter 100×50cm, 200cm high	800.00	1,600.00		
OE19 	Shelf rack 100×50cm, 200cm high	210.00	420.00		
OE20 	In-wall movable shelves 100×30cm	100.00	200.00		
OE21 	In-wall shelves 100×30cm	80.00	160.00		
OE22 	Document rack	130.00	260.00		
OE23 	Wooden door lock	220.00	440.00		
OE24 	Panel wall	220.00	440.00		

Item No.	Describe	Unit/RMB	Onsite price/RMB	quant ity	Total price
OE25 	Wastebasket	30.00	60.00		
OE26 	Single/Double Door Refrigerator	800.00	1,600.00		
OE27 	Standing water dispenser 30×30, 96cm high	300.00	600.00		
Set A 		300.00	600.00		
Set B 		800.00	1,600.00		

Item No.	Describe	Unit/RMB	Onsite price/RMB	quant ity	Total price
OE28 	Short arm spotlight (100W)	180.00	360.00		
OE29 	Long arm spotlight (100W)	200.00	400.00		
OE30 	Fluorescent lamp (40W)	180.00	360.00		
OE31 	5A/220V Power socket /500W	260.00	520.00		

Note: To ensure the smooth progress of your exhibition setup, please apply to the main contractor, ORIENTAL EXPO SERVICES (BEIJING) LIMITED, before April 30, 2026. Orders placed after the deadline will incur an additional 50% fee, and on-site orders will incur a 100% additional fee. Contact: Chen Lei, Landline +86-010-65671880-225, Mobile +8618601928251; Li Jie, Landline +86-010-65671880-252, Mobile +8618601928252

Form Q
 AV equipment price

Exhibitor:		Deadline:	April 30, 2026
Stand No.:		Tel:	
Contact:		Fax:	

II. AV equipment and communication network rental

Item No.	Describe	Unit/RMB	Onsite price/RMB	quantity	Total price
OE45	PC	1,200.00	2,400.00		
	Deposit	5,000.00	5,000.00		
OE46	laptop	3,500.00	7,000.00		
	Deposit	5,000.00	5,000.00		
OE47	17' LCD screen	2,600.00	5,200.00		
OE48	DVD	600.00	1,200.00		
OE49	42'Plasma	3,000.00	6,000.00		
OE50	Projector/100-inch screen	3,000.00	6,000.00		

OE51	communications	Local direct dialing	1,200.00	2,400.00			
		Deposit	500.00	500.00			
OE52		Domestic direct dialing	1,350.00	2,700.00			
		Deposit	1,500.00	1,500.00			
OE53		International direct dialing	1,500.00	3,000.00			
		Deposit	3,500.00	3,500.00			
OE54		network	The exhibition service is based on a 10M broadband connection via fiber optic cable and a public IP address.	24,300.00	48,600.00		
OE55			The exhibition service is based on a 20M broadband connection via fiber optic cable and a public IP address.	37,800.00	75,600.00		
OE56			The exhibition service is based on a 30M broadband connection via fiber optic cable and a public IP address.	47,250.00	94,500.00		
<p>Note: 1. Local calls include rental and call charges. Domestic and international direct dial call charges will be deducted from the deposit, with refunds for overpayments and additional charges for underpayments. 2. Each line is allocated one internal network port. Additional ports require the provider to prepare a switch and incur additional costs. 3. Access materials include the backbone and patch cords (excluding hubs and switches). These materials belong to the exhibition hall. 4. The deadline for applying for the above cable network is April 30, 2026.</p>							

Note: To ensure the smooth progress of your exhibition setup, please apply to the main contractor, ORIENTAL EXPO SERVICES (BEIJING) LIMITED, before April 30, 2026. Orders placed after the deadline will incur an additional 50% fee, and on-site orders will incur a 100% additional fee. Contact: Chen Lei, Landline +86-010-65671880-225, Mobile +8618601928251; Li Jie, Landline +86-010-65671880-252, Mobile +8618601928252

Forms required for raw space booths

Raw space booth construction permit application process

To ensure the smooth progress of the exhibition setup, exhibitors are requested to entrust and cooperate with the construction company to complete all the following application procedures by the deadline of April 30, 2026.

ORIENTAL EXPO SERVICES (BEIJING) LIMITED

System URL : <http://www.orientalexpo.cn>

(—) Log in to the home stadium construction company Huayi Oriental's home stadium operation system <http://www.orientalexpo.cn> to handle online matters.

1. Account registration/login.
 2. Add booth information and receive SMS confirmation.
 3. Apply for electrical box registration (upload facility location map). Construction permits and vehicle permits. Receive payment notification email.
 4. Submit materials and drawings for review. After the review is approved, you will receive an email reply. (After the drawings and materials are approved, please send one copy of the drawings and materials to our company by express mail. Address: Ruichen International Center, No. 13, Nongzhanguan South Road, Chaoyang District, Beijing. Contact person: Chen Lei, 010-65671880-225
- 1) Booth Construction Application Form (Form R) (Signature and seal of the construction company)
 - 2) Construction Personnel List (Form T) (Signature and seal of the construction company)
 - 3) Booth Water, Electricity, and Gas Application Form (Form U) (Seal of the exhibitor or construction company)
 - 4) Facility Location Map (Download the schematic diagram from the system and draw the specific locations of the facilities according to the diagram) (Seal of the construction company)
 - 5) Booth Construction Safety Responsibility Agreement (Form W) (Seal of the construction company)
 - 6) Exhibition Construction Management and Penalty Regulations (Form X) (Seal of the construction company)

- 7) Safety Production and Fire Protection Knowledge Examination Paper (Download and print from the system, fill in by hand, self-assess, and seal)
 - 8) Copies of the construction company's business license and legal representative's ID card (Seal of the construction company)
 - 9) Electrician's License (Seal of the construction company; see the system example for specific requirements)
 - 10) Color Drawings (Renderings, floor plans, elevations, main structure drawings, circuit diagrams for various types of lighting fixtures, and material specifications)
 - 11) Download the schematic diagram of the suspension point diagram system and provide it according to the schematic requirements
5. Make payment and upload the bank statement.
 6. Request an invoice in the system; an electronic invoice will be provided.
- (二) The time for obtaining the construction permit (please come to Oriental to attach a 1-inch color photo), submitting photos, and collecting the permit will be notified separately.
- (三) Dismantling and Deposit Refund: After the exhibition, clean all decoration materials from your booth within the specified time. Obtain a site acceptance form from the main venue staff for signature confirmation (download the acceptance form from the system, print it out, and bring it to the site). If there are no issues, the deposit will be refunded to the original account approximately 30 working days after the exhibition.

Deadline: April 30, 2026

Form R
 Furniture rental prices

I. Construction application form

Exhibition name							
Contractor name							
Construction type	<input type="checkbox"/> Shell Scheme <input type="checkbox"/> raw space <input type="checkbox"/> public facilities						
Construction site	①	Stand No.		Sqm	m ²	Exhibitor	
	②	Stand No.		Sqm	m ²	Exhibitor	
	③	Stand No.		Sqm	m ²	Exhibitor	
	④	Stand No.		Sqm	m ²	Exhibitor	
	⑤	Stand No.		Sqm	m ²	Exhibitor	
Construction Sqm	m ²			Construction workers		Person	
Construction cars	Car		Rigging			Nos.	
Construction time	YY MM DD			YY MM DD			
Removal time	YY MM DD			YY MM DD			
On-site person in charge	Mobile						
Review comments	<p>Construction contractors must bring their own fire extinguishers, adhering to the principle of two fire extinguishers per 50 square meters.</p> <p>Construction contractors must strictly follow the blueprints; no flammable materials may be stored within half a meter of the electrical box.</p> <p>If the construction contractors is performing work at height, they must assign personnel with high-altitude work qualifications to carry out the work, wearing safety helmets and safety belts, using a high-hanging, low-use method, and having construction personnel monitoring from below to ensure construction safety.</p> <p>Construction contractors must turn off the power to their booth upon completion of construction (every day during construction) and after the exhibition (every day during the exhibition).</p> <p>Construction companies must not discard any waste or construction debris into the venue's drainage ditches.</p> <p>Construction contractors must strictly comply with national regulations regarding exhibitions and sales activities, as well as the Capital International Convention and Exhibition Center's regulations on booth construction safety.</p> <p>☆During the review of blueprints, construction, and exhibition periods, the construction company must immediately rectify any rectification suggestions raised by the Capital International Convention and Exhibition Center's Exhibition Operations Department, Security Department, Fire Department, and Beijing Large-Scale Events Department. Otherwise, the construction unit shall bear all consequences arising therefrom.</p>						
	Person in charge:						Date: YY MM DD
Contractor confirmed	Agree with the above review comments or not: Applicant's Signature: Mobile Phone: Date: YY MM DD						
Note							

Note: To ensure the smooth progress of your exhibition setup, please apply to the main contractor, ORIENTAL EXPO SERVICES (BEIJING) LIMITED, before April 30, 2026. Orders placed after the deadline will incur an additional 50% fee, and on-site orders will incur a 100% additional fee. Contact: Chen Lei, Landline +86-010-65671880-225, Mobile +8618601928251; Li Jie, Landline +86-010-65671880-252, Mobile+8618601928252

Form S
 Construction Price List

Deadline: April 30, 2026

II. Price list for raw space booths construction

Items	Price (RMB)	Notes
Construction management fee	50RMB/Sqm·Exhibition period	
setup and construction deposit	20,000RMB/per 100 sqm	1. The construction unit shall compensate for any losses or damages caused to the exhibition hall in accordance with relevant regulations. 2. After dismantling begins, please dismantle and level the raw space booth structure promptly, and return all used special construction materials in a timely manner upon presentation of the acceptance form issued by the host organization. Otherwise, the deposit will not be refunded.
Construction Permit	50RMB/person·Exhibition period	Finally, submit materials according to the exhibition hall's requirements
Construction vehicle permit	100RMB/vehicle	Parking limited to 2 hours
Rigging in the exhibition hall	4,500 RMB/point/exhibition period (including 1 ton of 15-meter chain hoist)	Each point can bear a weight of 200 kg.
	7,000 RMB/point exhibition period (including 1 ton of 15-meter electric chain hoist)	
Overtime fee for setting up	4,500 RMB/booth/hour (under 500 square meters)	before 24:00
	9,000 RMB/booth/hour (under 500 square meters)	After 24:00

Note: 1. Each exhibition period lasts 5 days; any period exceeding 5 days will be counted as two exhibition periods.
 2. Overtime fees start from 1 hour. Please apply for overtime and complete the relevant procedures before 2:30 PM daily. Overtime applications submitted after 2:30 PM will incur an additional 50% rush fee.
 3. Before commencing work, the booth construction company must sign a "Booth Construction Safety Responsibility Agreement" with the main contractor and complete other relevant entry procedures.
 4. The booth construction company will be held responsible for any safety accidents occurring during construction or the exhibition period. The Capital International Convention and Exhibition Center will disqualify the company from future booth construction work at the Capital International Convention & Exhibition Center.
 5. Contact: ORIENTAL EXPO SERVICES (BEIJING) LIMITED
 Chen Lei, Landline +86-010-65671880-225, Mobile +8618601928251; Li Jie, Landline+86- 010-65671880-252, Mobile +8618601928252

Deadline: April 30, 2026

Form T
 List of construction workers

III. List of construction workers

Exhibition name:					
Contractor name:					
No.	Workers name	Age	Sex	Technical jobs	Technical certificate number
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Signature of the form filler :

YY MM DD

Deadline: April 30, 2026

FORM U
Water, electricity and gas applications

IV. Water, Electricity, and Gas Application Form

Exhibition name		
Contractor name		
Exhibitor name		
Construction site	Stand No.	
Contact	Contact person on site	
	Mobile	

lighting power			Domestic water and compressed air demand		
Installation items	quantity	Price	Installation items	quantity	Price
15A/220V			Water		
15A/380V			Compressed air 6-8KG/Mpa	300L/Min	
				600L/Min	
				1,000L/Min	
30A/380V			communication		
60A/380V			Installation items	quantity	Price
120A/380V			Local direct dialing		
Temporary power for construction	15A/220V		Domestic direct dialing		
	30A/380V				
Power equipment electricity			International direct dialing		
Installation items	quantity	Price	Internet		
15A/220V			Installation items	quantity	Price
15A/380V			The exhibition service is based on a 10M broadband connection via fiber optic cable and a public IP address		
30A/380V			The exhibition service is based on a 20M broadband connection via fiber optic cable and a public IP address		
60A/380V			The exhibition service is based on a 30M broadband connection via fiber optic cable and a public IP address		
120A/380V					
Applicant			Mobile		

- 24-hour power supply cannot be used as an uninterruptible power supply.
- Water, electricity, and gas projects for the exhibition must be declared in advance. On-site declarations will incur additional charges.
- When declaring, bring the booth's electrical circuit diagram and the electrician's operating license for all construction personnel. These documents will be available for inspection on-site.

4. The compressed air source provided centrally by the exhibition hall is general compressed air with an outlet pressure of 6-8 kg/m³. Exhibitors should install dryers, filters, and other compatible devices according to their equipment requirements.
5. The main switch of the electrical box must be a residual current circuit breaker (RCCB) with grounding protection, and the load must be matched to the actual load capacity (the actual circuit breaker connected to the electrical box must be consistent with the declared power supply specifications). The electrical box must have all parts and be covered.
6. Temporary power includes electricity used for equipment installation during construction and setup, as well as power used for pre-testing. The declared specifications must be consistent with the declared electrical box specifications.

Person in charge:

Date: YY MM DD

Deadline: April 30, 2026

Form V
 Water, electricity and gas price

Exhibitor name :		Dead line :	April 30 , 2026
Stand No. :		Tel :	
Contact person :		Fax :	

V. Price list for power connection, water supply, and compressed air

Items No.	Specification	Unit/RMB	On site price/RMB	Quality	Amount
OE38	lighting power	15A/220V	1,530.00	3,060.00	
OE39		15A/380V	3,042.00	6,084.00	
OE40		30A/380V	5,050.00	10,100.00	
OE41		60A/380V	7,290.00	14,580.00	
OE42		120A/380V	14,742.00	29,484.00	
OE43	Power equipment electricity	Construction temporary electricity15A/220V	600.00	1,200.00	
OE45		Construction temporary electricity30A/380V	2,160.00	4,320.00	
OE46		15A/220V (Single-	1,530.00	3,060.00	
OE47		15A/380V (Three-phase)	3,042.00	6,084.00	
OE48		30A/380V (Three-phase)	5,050.00	10,100.00	
OE49		60A/380V (Three-phase)	7,290.00	14,580.00	
OE50		120A/380V (Three-	14,742.00	29,484.00	
OE51		compressed air	300L/Min	3,600.00	7,200.00
OE52	600L/Min		5,400.00	10,800.00	
OE53	1,000L/Min		7,200.00	14,400.00	
OE54	Water (Comes with its own water inlet pipe and water connection equipment)	3,960.00	7,920.00		

Note: 1. Lighting power and main power must be declared separately. Mixing them is strictly prohibited. Violations of this rule will be severely punished by the exhibition hall. 24-hour power supply cannot be used as an uninterruptible power supply. When declaring, bring the booth's circuit diagram and the electrician's operating certificate of the construction personnel for processing. The certificates will be available for on-site inspection. The main switch of the electrical box must be a residual current circuit breaker with grounding protection, and the load must match the load capacity (the actual circuit breaker connected to the electrical box must be consistent with the declared power supply specification). The electrical box must have all parts and be covered. Main power is only for the equipment and machines exhibited by the exhibitor. LED equipment, etc., needs to be declared as lighting power.
 2. According to the exhibition hall regulations, if 24-hour power is required, the electricity fee will be tripled.
 3. The compressed air source provided by the exhibition hall is general compressed air with an outlet pressure of 6-8 kg/cm². Exhibitors should install dryers, filters, and other compatible devices according to their own equipment.
 4. Direct drainage is strictly prohibited. If the machine uses water, the exhibitor must bring its own water circulation device; otherwise, it will not be provided.

Note: To ensure the smooth progress of your booth setup, please submit your application to the main contractor, ORIENTAL EXPO SERVICES (BEIJING) LIMITED. before April 30, 2026. Orders placed after the deadline will incur an additional 50% surcharge, and on-site orders will incur a 100% surcharge.

Deadline: April 30, 2026

Form W
 Booth construction safety

VI. Exhibition Booth Construction Safety Responsibility Agreement

Strictly abide by the "Regulations on Safety Management of Large-scale Social Activities in Beijing," the "Interim Regulations on Fire Safety Management of Exhibitions and Sales Activities in Beijing," the "Regulations on Construction Management of Exhibitions at the Capital International Convention and Exhibition Center," the "Manual for the Use of Exhibitions and Activities at the Capital International Convention and Exhibition Center," and other relevant rules and regulations. Obey the construction management and supervision of the Exhibition Operations Department of the Capital International Convention and Exhibition Center to ensure the safety of the booths and personnel. A summary of the construction safety management regulations is as follows:

1. Before construction, the construction drawings must be submitted for approval in accordance with the relevant regulations of the Capital International Convention and Exhibition Center, and the relevant fees must be paid.

2. The construction unit is responsible for the safety and fire prevention at the construction site. The construction unit must designate a site safety supervisor to be fully responsible for the safety and fire prevention work at the construction site.

3. The booth structure must be sturdy and safe. Flame-retardant materials must be used for construction. The use of flammable fabrics such as elastic fabrics and knitted cotton fabrics is prohibited as decorative materials. If such materials are required, a fire inspection report meeting or exceeding the Beijing B1 level (inclusive) standard must be submitted before construction can proceed. Wooden structures must be sprayed with fire-retardant paint before entering the site.

4. For booths with double deck or complex structures built inside the exhibition hall, as well as booths built outside the hall, detailed structural drawings of the booth must be provided, stamped with the approval seal of a qualified design institute and the seal of a national first-class registered structural engineer, along with an approval report. The safety of the booth must be fully considered from design to construction, ensuring the robustness of all connection points and the overall structure of the booth. The second floor area must be less than 1/3 of the total booth area, and roofing is strictly prohibited. Booths exceeding 50 square meters must have at least two staircases.

5. Raw space booths must be equipped with fire extinguishers that have passed annual inspection, at a standard rate of one extinguisher for every 24 square meters and two extinguishers for every 50 square meters.

6. The booth structure must not obstruct the fire-fighting facilities within the exhibition hall (including the red fire ditch cover plate of the first ditch west of the pillars inside the hall), electrical equipment, emergency exits, and visitor passageways. No display racks, booths, platforms, or goods may be built or stacked under the fire-resistant roller shutter doors of the exhibition hall. The columns of the exhibition hall where the fire-resistant roller shutter doors are located must not be wrapped or obstructed in any way to ensure unobstructed operation of the fire-resistant roller shutter doors. A certain distance must be maintained between the back wall of the booth and the exhibition hall wall, not less than 60 cm, to facilitate access for maintenance personnel. The width of the passageway leading to the exit, first aid, firefighting equipment, and fire alarm point must not be less than 140 cm.

7. If temporary facilities are located near fixed facilities of the venue (such as columns), the construction unit must conduct actual measurements before construction can begin.

8. Raw space booths must not exceed the height limit. A clearance of 50 cm must be maintained below sprinkler heads, smoke detectors, and other venue facilities. The width of the main aisle of the exhibition hall must not be less than 6 meters, and the width of the auxiliary aisles must not be less than 3.5 meters. The main aisle must pass through the entrance and exit of the exhibition hall and must not obstruct fire-fighting facilities.

9. Outdoor exhibition booths must have adequate wind protection measures to ensure the strength, rigidity, stability, and local stability of the booth structure. If strong winds or other severe weather conditions pose safety hazards to outdoor temporary facilities, the construction unit must prepare an emergency plan in advance to ensure safety.

10. When using glass materials to decorate exhibition booths, tempered glass must be used. The strength and thickness of the glass must be guaranteed (curtain wall glass thickness not less than 8mm). The glass installation method should be reasonable and reliable. A metal frame must be constructed or professional hardware must be used for glass installation. Elastic materials must be used as padding between the frame/hardware and the glass material to ensure the safety of the glass. Large areas of glass should be clearly marked to prevent injury from breakage. If a glass platform is used, the structural support columns and walls must be fixed beneath the platform; the booth structure must not be erected directly on top of a smooth glass surface.

11. The selection of booth construction materials must comply with national standards for temporary building materials and be tailored to the characteristics of the exhibition. Materials must also meet national environmental protection requirements.

12. Smoking is strictly prohibited inside the Capital International Convention and Exhibition Center (including restrooms). Flammable and explosive materials must not be used during booth construction, and open flame operations are prohibited. Safety helmets must be worn during setup and dismantling.

13. Booths must not have fully enclosed ceilings; at least 50% of the area must be open. Storage rooms and other rooms must not have enclosed ceilings. Booth ceilings must not obstruct the fire safety facilities on the exhibition hall roof to ensure fire safety.

14. Booth construction personnel must wear identification badges to work on site. Inconsistent badges and badge swapping are strictly prohibited. Professional technicians must hold valid work permits.

15. During construction, the construction unit shall promptly remove construction waste and other discarded items. Materials used for erecting the exhibition booth shall be neatly stacked within the booth, and fire exits shall not be obstructed; all passageways within the venue shall be kept clear. It is forbidden to privately set up warehouses for storing items within the venue or to store booth materials or construction tools in public areas; otherwise, the venue reserves the right to confiscate such items and deduct the construction deposit.

16. The use of neon lights and high-temperature lamps for booth decoration lighting is strictly prohibited. All electrical facilities and materials, including lighting fixtures, must have national professional safety certification and shall be constructed, installed, and used in accordance with Beijing's electrical regulations and standards. Electrical connections shall use double-insulated sheathed wires, and connection terminals must be completely enclosed and covered with insulating boxes; exposed terminals are prohibited.

17. The 24-hour power supply provided by the Capital International Convention and Exhibition Center cannot be used as an uninterruptible power supply.

18. The construction unit shall not use the exhibition hall's distribution boxes, water sources, gas sources, or other fixed facilities. Outdoor lighting fixtures, sockets, distribution panels, etc., shall be rainproof, and outdoor electrical equipment shall have reliable rainproof measures.

19. If the construction unit is engaged in high-altitude operations, it must assign personnel with high-altitude operation qualifications to perform the work, ensuring they wear safety helmets and safety belts. A high-mounted, low-used method should be adopted, and a construction worker must be present below to supervise and ensure construction safety. The lifting equipment must be provided by the construction unit, and personnel must wear safety helmets and safety belts, using a high-mounted, low-used method, with a construction worker present below to supervise. Work outside the work platform is strictly prohibited.

20. Before using the lifting vehicle, check that the lifting frame moves freely up and down, that the screws are secure, and that the wire rope is free of rust and properly lubricated.

21. Construction personnel must be at least 18 years old to perform high-altitude (or field) construction. Before climbing the ladder or entering the lifting platform, operators must wear non-slip shoes, wear tight-fitting clothing, and must assess the potential hazards in the work area themselves. Work can only commence when there are no safety hazards.

22. The lifting vehicle should be placed on a level surface. If the ground is uneven, the vehicle body should be levelled. The lifting vehicle is not allowed to be used on steep slopes.

23. Operators must check that all safety tools (safety helmets, safety belts, etc.) are safe and reliable; risky operations are strictly prohibited.

24. When using a scissor lift, the stabilizing bracket must be opened, and its stability checked to prevent the scissor lift from sliding.

25. Workers on top of the scissor lift must work inside the work platform; straddling or standing on the guardrails is prohibited. Lifting operations exceeding the rated load of the work platform are strictly prohibited.

26. Ladders or other items used to elevate the scissor lift are not allowed on the platform. When workers lean out to work, both feet must be on the ground; otherwise, the scissor lift must be moved.

27. When the scissor lift is raised, maintain the prescribed safe distance from overhead power lines. Personnel manually operating the lift must keep their faces to the side of the wire rope to prevent sudden breakage and potential danger. Electric scissor lifts are prohibited from being used outdoors in rainy weather.

28. Electric scissor lifts must have good grounding, and the power cord's protective layer must be intact; copper wires must not be exposed. Protective measures must be taken when the power cord crosses a road.

29. When using a lifting platform to pass tools or materials up or down, throwing is prohibited; ropes must be used for hoisting. Workers on the platform must prevent tools or materials from falling and injuring pedestrians.

30. A supervisor must be present below the lifting platform during operation; unauthorized personnel are strictly prohibited from entering the work area.

31. Only the main steel beams (I-beams) can be suspended inside the venue. Suspension must be done using aviation slings or steel wire ropes, and the steel beams must be properly protected. The load-bearing capacity of each suspension point must not exceed 200 kg.

32. Outdoor work at height is prohibited in winds exceeding level 5.

33. Construction workers must conduct their own safety assessments of the construction area and only commence work after confirming safety.

34. After the exhibition opens, the construction unit must maintain a site safety supervisor and dedicated personnel on-site to promptly address any issues.

35. Upon dismantling the exhibition hall, the construction unit must remove all construction materials from the exhibition hall and clean it thoroughly; piling them up in booths or the area surrounding the exhibition hall is strictly prohibited.

36. The venue reserves the right to impose special restrictions on special circumstances and has the right to enter the booths for inspection.

37. The construction unit shall not discard any waste or construction debris into the venue's drainage ditches.

38. The construction unit shall bear full responsibility for any safety accidents, including personal injury, fire, and damage to venue buildings and facilities, caused by violations of the above regulations during construction, dismantling, and transportation. The construction unit shall also bear all reputational and economic losses incurred by the venue as a result.

39. The construction unit shall strictly adhere to the above requirements and relevant regulations during construction. Any violation will result in the Capital International Convention and Exhibition Center deducting a corresponding amount from the construction deposit, depending on the severity of the offense.

40. The construction unit shall complete the booth structure fabrication and painting at the factory. On-site fabrication of the booth structure is prohibited; violators will have their construction deposit forfeited.

41. The construction unit is strictly prohibited from applying putty, sanding, or spraying paint inside the venue. Only structural assembly and artwork are permitted inside the venue. Violators will have their construction deposit forfeited.

42. The legal representative and authorized person of this booth construction unit have carefully read this construction safety responsibility agreement and the relevant rules and regulations mentioned above, and guarantee to strictly abide by the relevant safety management regulations. Otherwise, the company is willing to bear full responsibility for any safety issues that may arise.

Booth construction contractor name :

Stamp :

Signature of the authorized representative of the company :

Date :

Mobile:

Deadline: April 30, 2026

Form W
 Booth construction safety

VII. Exhibition construction management penalty regulations (filled out by the contractor)

Exhibitor name :			
Stand No. :	Contact :	Tel :	Fax :
Contractor name :			
Contact :	Mobile :	Tel :	Fax :

If a construction unit or its personnel violate management regulations, resulting in any safety accidents such as collapse, personal injury, or fire during construction, exhibition, dismantling, or transportation of the project or booth, the construction unit shall bear full responsibility and legal liability, as well as all economic and reputational losses caused to the exhibition hall, organizer, and main contractor. The main contractor will, depending on the severity of the incident, issue warnings to the construction unit, deduct part or all of its construction deposit, and publicly announce the violation within the industry.

To ensure the safe and orderly progress of the exhibition construction, strengthen and standardize the exhibition construction order, and protect the lives and property of on-site personnel, all units and enterprises entering the exhibition hall for exhibition construction must consciously abide by all exhibition rules and regulations, sign the "Booth Construction Safety Responsibility Agreement," and strictly implement it, while accepting the following penalties :

No.	Describe	amount of the fine(RMB)
1	Unauthorized connection to the power supply will result in a fine of 5,000RMB, in addition to paying the connection fee.	5000
2	Anyone found using open flames inside the exhibition hall without written permission will have their equipment confiscated and will be fined at least 2,000RMB.	Above 2000
3	The construction company was fined 200RMB per person for failing to wear safety helmets as required during construction.	200/person
4	Any leakage caused by the construction unit's equipment and facilities connected to the water source will result in compensation for the losses incurred by the exhibition hall, and a fine of more than 2,000RMB will be imposed.	2000-5000

5	The booth construction posed a safety hazard, requiring the immediate establishment of an isolation area, rectification, and a fine of over 2,000RMB.	2000-10000
6	Obstructions to fire lanes, fire shutters, emergency exits, consumer facilities, public passageways, electrical cabinets, and security cameras will be subject to removal and rectification, and a fine of 2,000-5,000RMB will be imposed.	2000-5000
7	Violations of electrical installation and construction specifications, or engaging in electrical construction operations without valid permits, will result in an immediate cessation of construction operations and a fine of 2,000-5,000RMB.	2000-5000
8	The booth construction used various flammable textiles, the wooden structure was not coated with fire-retardant paint, and the carpet did not meet the flame-retardant or fire-retardant (B1 level) standard. Immediate rectification is required, and a fine of 2,000-5,000RMB will be imposed.	2000-5000
9	The glass was not tempered glass and was not secured with professional hardware. Immediate rectification is required, and a fine of 2,000-5,000RMB will be imposed.	2000-5000
10	Using prohibited electrical materials (neon lights, high-temperature tungsten iodine lamps, high-temperature quartz lamps, twisted wire, etc.) violates electrical operation regulations. In addition to immediately stopping the construction work, a fine of 2,000-5,000RMB will be imposed.	2000-5000
11	Any activities such as mixing, spraying, or brushing paint in the exhibition hall that violate fire safety regulations must be stopped immediately, and a fine of 2,000-5,000RMB will be imposed.	2000-5000
12	The construction of the exhibition booth involved the use of flammable or explosive materials (thinner, alcohol, etc.). The construction must be stopped immediately, and a fine of 2000-5000RMB will be imposed.	2000-5000
13	The use of electric saws, electric planers, electric cutters, or other equipment in the exhibition hall violates the exhibition hall regulations. Such actions must be stopped immediately, and a fine of 2000-5000RMB will be imposed.	2000-5000
14	Throw any waste into the drainage ditch of the exhibition hall.	2000-5000

15	The back-to-back booths were positioned with the structure between them higher than the adjacent booths, but their backs were not covered.	2000-5000
16	The booth was erected to a height exceeding the permitted limit; immediate rectification is required, and a fine of 2000-5000RMB will be imposed.	2000-5000
17	The construction of exhibition booths and various event setups that utilize the exhibition hall's ceiling, walls, pillars, railings, doors, windows, and various specialized pipelines for hanging, binding, nailing, or pasting, are subject to rectification and a fine of over 2,000RMB.	Above 2000
18	If construction obstructs exhibition hall passageways and hinders others' passage, and warnings are ignored, the construction company will be fined 2,000-5,000RMB.	2000-5000
19	During the opening period, anyone who privately stores construction tools (ladders, scaffolding, etc.) in the exhibition hall (excluding their own booth) will be required to compensate for any losses incurred by the exhibition hall and will also be fined more than 2,000RMB.	Above 2000
20	If any damage is caused to the floor during the dismantling of the exhibition booth, such as rough handling, pushing, or moving items, the violation must be rectified immediately, and a fine of 2,000 yuan or more will be imposed.	Above 2000
21	If a construction company sells its booth structure to an individual or organization for dismantling without authorization during the dismantling process, it will be fined 2,000 to 5,000RMB.	2000-5000
22	If construction waste is not cleaned up, not cleaned up properly, or not inspected during the dismantling of the exhibition, a fine of 2,000-5,000RMB will be imposed.	2000-5000
23	Construction companies that fail to cooperate with the work of the exhibition hall and main venue contractors will be fined more than 2,000RMB, depending on the severity of the offense.	Above 2000
24	If fire extinguishers are not provided as required during construction, 1,000RMB will be deducted from the deposit for each booth.	1000

25	If an exhibition booth is not dismantled within the stipulated time before dismantling (including the removal of lighting fixtures), construction must be stopped immediately, and a fine of 2,000-5,000RMB will be imposed.	2000-5000
26	For each booth that fails to disconnect its power supply after closing time during the setup and opening period, a deduction of 5,000RMB will be made per booth per instance.	5000
27	The electrical box at the booth was not installed in a prominent location as required, but was instead placed in a storage room and enclosed space. Immediate rectification is required, and a fine of 2,000-5,000RMB will be imposed.	2000-5000
28	The main switch of the electrical box must be a residual current circuit breaker (RCCB) with grounding protection, and the load must be matched to the load capacity (the actual circuit breaker connected to the electrical box must be consistent with the declared power supply specifications). The electrical box must have all parts and be installed with a cover. Any construction that fails to comply with the above requirements must be rectified immediately and a fine of 2,000-5,000RMB will be imposed.	2000-5000
29	The construction company performed tasks such as puttying, sanding, spraying, and painting inside the venue.	2000-5000
30	Those who fail to truthfully declare their electricity usage during the exhibition will be charged 100% of the price in the manual for any excess usage.	

Note :

1. The above fines will be deducted from the construction deposit.
2. If a unit refuses to rectify the situation after being notified of a violation, the main contractor has the right to take measures to stop the construction of its booth and deduct the entire construction deposit.

Contractor name (with official stamp) :

Signature of the person in charge on site :

mobile :

Date :