

**May 26-28, 2026**

Hall B1, Capital International Exhibition Center of China, Beijing, China

## EXHIBITOR MANUAL



## Organizing Committee and Relevant Contact Information

CAS Beijing Haner Aviation Service Co., Ltd.

Floor 2, Unit 2, No. 8, Tianzhu Road West, Zone A, Airport Industrial Zone, Shunyi District, Beijing, China

- **We will provide you with the invitation letters required for overseas personnel to apply for Chinese visas.**
- **If you have relevant needs, please feel free to contact us via the email address: [general@casc.com.cn](mailto:general@casc.com.cn).**

### Forums and Conferences

Tel: +86 185-1818-7916

Email: [liupeiyin@casc.com.cn](mailto:liupeiyin@casc.com.cn)

Attn: Peiyin Liu

### Magazine and advertising:

Tel: +86 136-9917-6314

Email: [guoyuchen@casc.com.cn](mailto:guoyuchen@casc.com.cn)

Attn: Yuchen Guo

Tel: +86 178-0929-9470

Email: [chen\\_tong@casc.com.cn](mailto:chen_tong@casc.com.cn)

Attn: : Tong Chen

Tel: +86 137-1646-4661

Email: [haoyutong@casc.com.cn](mailto:haoyutong@casc.com.cn)

Attn: Yutong Hao

**On-site and Set up:**

Tel: +86 138-1081-2551

Email: dengzilong@casc.com.cn

Attn: Zilong Deng

**Reception and Hotel Reservations:**

Tel: +86 188-2733-3029

Email: panzhijie@casc.com.cn

Attn: Zhijie Pan

## PREFACE

Dear Exhibitor,

We sincerely thank and warmly welcome your company to participate in the MRO Greater China Exhibition (MRO GC). MRO GC will be held from May 26 to 28, 2026, in Hall B1, Capital International Exhibition Center of China, Beijing, China.

To ensure your company can proceed smoothly with pre-exhibition preparations, we hereby provide the Exhibitor Service Manual. All participating businesses **must carefully read** the entire content of the manual and adhere to the regulations outlined within.

Finally, we wish all exhibitors a successful participation and great achievements at this year's MRO Greater China.

Sincerely,  
MRO Greater China Organizing Committee  
November 2025



# Catalog

Organizing Committee and Relevant Contact Information .....	2
PREFACE .....	4
Part 1: General Information .....	7
I. Venue and transportation information .....	7
II. Floor Plan .....	9
III. Hotel Accommodation .....	10
IV. Schedule .....	11
V. Exhibition Certificates and Allocated Quantity .....	14
VI. Exhibition transport management and customs clearance procedures .....	16
VII. Insurance .....	18
VIII. Force Majeure .....	18
IX. Failure to Exhibit .....	18
X. Venue Specifications .....	18
Part 2: Exhibition Participation Rule .....	19
I. Instructions for Exhibitors .....	20
II. Raw Space booths Booth Exhibitors and Constructors .....	22
III. Exhibitor Guidelines for Shell Scheme Booths .....	34
IV. Upgraded Shell Scheme Booth .....	35
V. Power Configuration and Installation .....	36
VI. Subletting or Transfer of Booths .....	38
VII. Fire Safety and Use of Hazardous Materials .....	38
VIII. Booth Cleaning .....	40
IX. Garbage Disposal .....	40
X. Storage .....	40

XI. Unforeseen Circumstances .....	41
XII. Unforeseen Circumstances .....	41
Part 3: Rules for the Protection of Intellectual Property Rights .....	42

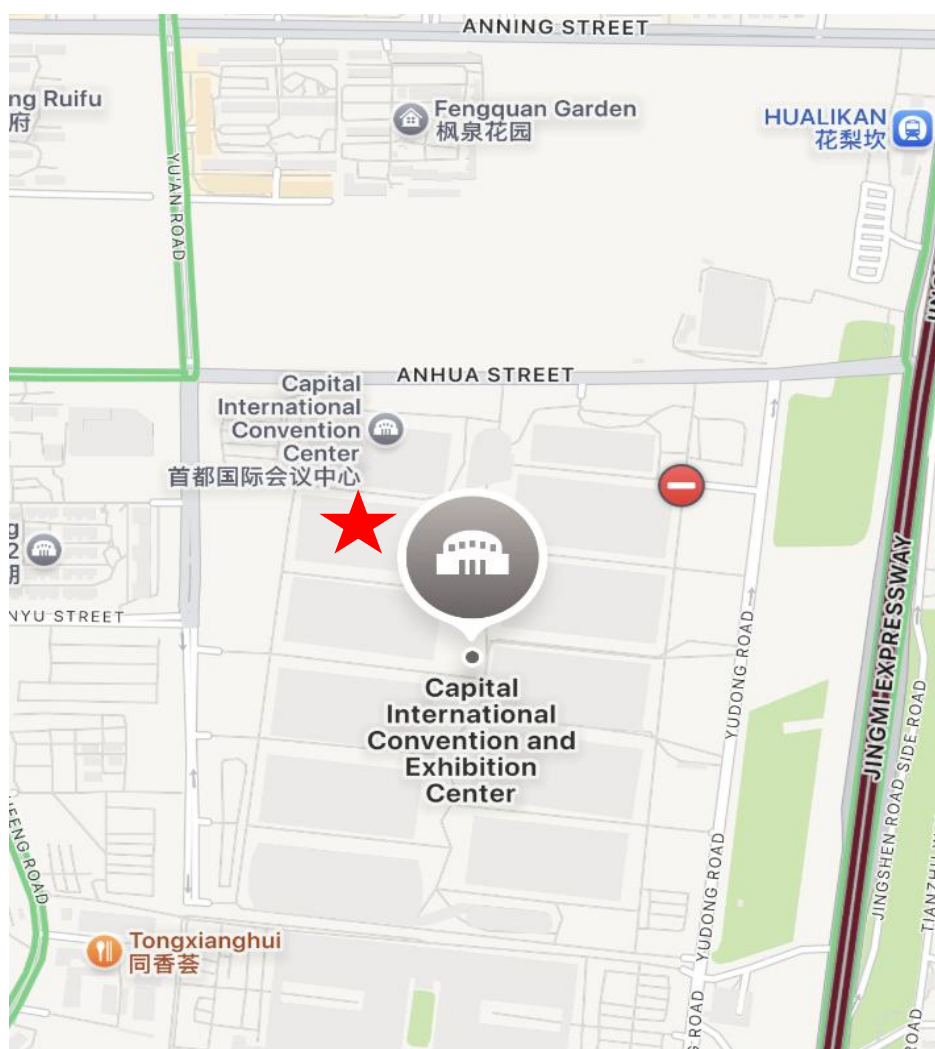
# Part 1: General Information

## I.Venue and transportation information

The 2026 MRO Greater China Exhibition will be held on May 26 (Tuesday), May 27 (Wednesday), and May 28 (Thursday) 2026 at the **Hall B1**, Capital International Exhibition Center of China, Beijing, China.

**Exhibition address:**

**Capital International Exhibition Center of China, No.55 Yudong Road, Shunyi District, Beijing**



Mode of transportation	Route Type	Alighting Stop / Remarks
Subway	Line 15	Get off at “Guozhan” or “Hualikan” station
Bus	No.Shun 82, No. Shun 88	Bus stops near the exhibition hall (e.g. "Hualikan" Station)
Taxi/Ride-Hailing Service	\	The pick-up and drop-off point is located at the <b>North Entrance Hall</b> of the Capital International Convention and Exhibition Center/Capital International Exhibition Center.
Self-drive	\	Please navigate to <b>North Gate 05</b> of Capital International Convention and Exhibition Center/Capital International Exhibition Center, where an underground parking lot is available.



## II. Floor Plan



- ▶ 人行入口  
Pedestrian Entrance
- ▶ 人行+车行入口  
Pedestrian and Vehicle Entrance

### III. Hotel Accommodation

Hotel Name	Telephone/Email	Hotel Rating	Distance	Reference Price (Unit: RMB)	Main Features
Capital International Convention & Exhibition Center Hotel	+86-10-8160 6688 reservation.ciecc@bcjt.com.cn	Five-star	Within walking distance, less than 500 meters in a straight line	King / Twin Room (Breakfast Included) RMB 800	It is a five-star hotel supporting the Capital International Convention and Exhibition Center.
Crowne Plaza Beijing International Airport	+86-18801083228 RSVN@cpairportbj.com	Five-star	Approximately 2.4 kilometers	Standard Room ( King/Twin Room) RMB 600 Upgraded Room ( King/Twin Room) RMB 700 (Including one breakfast)	A 5-star Crowne Plaza property under InterContinental Hotels Group, with airport transfer services.
Orange Crystal Hotel, Beijing Capital International Convention and Exhibition Center	+86-18518889695 Libo18518889695@163.com	Four-star	Within walking distance, 605 meters in a straight line	Standard Room ( King/Twin Room) RMB 600 Upgraded Room ( King/Twin Room) RMB 700 (Breakfast Included)	It will open in 2025 with smart and novel facilities, strong sense of design and Within walking distance
Kaisheng Xingfeng International Hotel Beijing	+86-10-84456688 +86-13436855234 2691686789@qq.com	Four-star	Approximately 2.7 kilometers	King/Twin Room RMB 550 (Breakfast Included)	The hotel provides a complimentary shuttle service to and from Beijing Capital International Airport.
Hampton by Hilton Beijing Capital Airport CIECC	+86-10-80495887 +86-18600080388 502057994@qq.com	Four-star	Approximately 4.4 kilometers	Standard Room ( King/Twin Room) RMB 500 Upgraded Room ( King/Twin Room) RMB 550 (Breakfast Included)	International chain brand, complete facilities, stable service, suitable for business travel.
Atour X Hotel, Xinguozhan Airport Industrial Park, Shunyi District, Beijing	+86-17611030012 773048115@qq.com	Four-star	Approximately 2 kilometers	King/Twin Room RMB 550 (Breakfast Included)	A design hotel crafted by a renowned designer team, featuring unique and sophisticated decor.

## IV. Schedule

### Exhibition setup

Date	Time	Location	Remarks
May 24th ( Sunday )	8:00 - 21:00	Hall B1	<b>In case of change, the official notice shall prevail.</b>
May 25th ( Monday )	8:00 - 21:00	Hall B1	<b>In case of change, the official notice shall prevail.</b>

### Exhibition & Clearance Time

Date	Opening Time	Clearance Time	Remarks
May 26th ( Tuesday )	9:00 - 17:00 Exhibitors may enter at 08:30, and visitor admission closes at 16:30.	17:00	<b>In case of change, the official notice shall prevail.</b>
May 27th ( Wednesday )	9:00 - 17:00 Exhibitors may enter at 08:30, and visitor admission closes at 16:30.		
May 28th ( Thursday )	9:00 - 16:00 Exhibitors may enter at 08:30, and visitor admission closes at 15:30.	16: 00	

### Exhibitor Registration

Date	Time	Location
May 25th ( Monday )	13:00-17:00	Exhibition Hall Preparatory Office (Capital International Exhibition Center of China, Hall B1)

## ·Important Reminders·

- ◆ Exhibitors and contractors must strictly adhere to the above schedule. Requests for early move-in require prior application to the Organizer.
- ◆ All booth construction and decoration must be completed by **21:00 on May 25, 2026**, to allow the Organizer time for final venue cleaning and safety inspections before the exhibition opens.
- ◆ If a contractor has not commenced booth setup by **12:00 (noon) on May 25, 2026**, the official booth constructor will prohibit their entry for setup after this deadline. Any resulting losses shall be borne by the exhibitor.
- ◆ Exhibitors may begin packing their exhibits and personal items for removal after **16:00 on the final exhibition day (May 28)**. Dismantling of Shell Scheme booths will commence immediately after the exhibition closes. Exhibitors are advised to promptly remove all promotional materials and posters from booth panels.
- ◆ In principle, removing items from the exhibition hall is not permitted during the move-in and exhibition periods. If absolutely necessary, a written application must be submitted to the Organizer's on-site office. Upon approval, a Goods Removal Pass must be obtained from the designated official freight forwarder for any items exiting the hall.
- ◆ To ensure on-site safety, exhibitors are strictly prohibited from placing exhibits beyond their designated booth area. Any action that occupies or obstructs aisles is strictly forbidden.
- ◆ During the exhibition period, staff wearing "Exhibitor" badges may enter the hall daily from 8:30 AM. Requests for earlier access require the Organizer's approval, payment of overtime fees, and completion of relevant procedures before entry is permitted.
- ◆ Except for official activities, exhibitors are strictly prohibited from conducting practical flight demonstrations of drones or other aircraft during the exhibition.
- ◆ The sale of exhibits by exhibitors is strictly prohibited during the exhibition.

### Overtime Charges for Extended Working Hours

Area	Price (21: 00-24: 00)	Price (00: 00-8: 30)
Hall B1	500 RMB per booth per hour (per 100 square meters)	800 RMB per booth per hour (per 100 square meters)

◆ During the move-in period, applications for overtime work must be submitted at the Organizer's Office by **15:00 daily**, with corresponding overtime fees paid in cash.

Overtime is calculated with a minimum duration of one hour. Late applications will **incur a 30% additional fee**. During the exhibition days, overtime is generally not permitted. If absolutely necessary, a request must be submitted to the Organizer by 14:30 and approved, with relevant fees paid. The Organizer does not provide any payment guarantees on behalf of exhibitors.

## V. Exhibition Certificates and Allocated Quantity

### ◆ Exhibition Certificates and Allocated Quantity

The conference strictly controls admission eligibility. All exhibitors, their representatives, exhibition delegations, and professional visitors must wear their respective badges to be admitted. Exhibitors will receive their badges upon registration at the exhibition. Exhibitor badges are for the exclusive use of the registered holder; transferring or reselling them is strictly prohibited. Should such conduct be discovered, the organizer reserves the right to revoke the admission credentials. Badges must be presented when entering or exiting the exhibition hall. In case of loss, replacement is available only after verification, with a replacement fee required.

### ◆ Exhibitors

During the exhibition period, exhibitors are allowed to enter the venue 30 minutes in advance. **Individuals under the age of 18 are strictly prohibited from entering the venue with an exhibitor badge or as staff members.** This regulation shall be strictly enforced during the booth construction and dismantling periods as well.

### ◆ Organizer

Staff of the organizer shall wear "Organizer" badges, and relevant staff shall wear **"Staff badges"**.

### ◆ Construction Personnel Management

Booth Construction Workers: Must wear valid construction badges to enter the exhibition hall for construction work. Construction badges are uniformly processed and issued by the designated contractor service desk, with a validity period of May 24 – 25, 2026 (booth construction period) and after 16:00 on May 28, 2026 (booth dismantling period).

During the exhibition period from May 26 to 28, 2026 (before 16:00), construction badges will no longer be considered valid credentials for entering the exhibition hall.

### ◆ Visitor Badges

**During the exhibition period, visitors shall register at the General Service Office to collect their badges.**

◆ **Booth Staffing and Management**

- 1.All booths must be fully staffed and operational during open exhibition hours.  
Exhibitors may not conduct any activities that may disrupt other visitors or exhibitors.
- 2.Exhibitor activities, personnel, and exhibits must be confined to their rented booth or display area. We must remind exhibitors that all exhibits must remain on display until the official close of the exhibition (16:00, May 28, 2026).
- 3.Exhibitors are strictly prohibited from conducting promotional activities in public areas of the venue, such as distributing flyers, samples, magazines, or conducting parade promotions.



## **VI. Exhibition transport management and customs clearance procedures**

1. All overseas goods and exhibits must complete customs clearance prior to entering the exhibition hall. For relevant procedures, exhibitors are advised to contact the official appointed general freight forwarder of the event.
2. Please note: Any items not cleared by customs will not be permitted to be taken out of the exhibition hall once brought in. Exhibitors shall bear full responsibility for all consequences arising therefrom.
3. Exhibitors may arrange exhibit shipping on their own. All exhibits must arrive in Beijing by May 23, 2026.
4. For vehicles transporting self-arranged exhibits to Beijing, exhibitors must comply with the relevant regulations of the Beijing Public Security Bureau on the management of non-local vehicles.

### **Official Appointed General Freight Forwarder for Exhibit Shipping**

APT Showfreight Shanghai Co., Ltd Beijing Branch

ADD: Rm 1111, Bd 1, National Defense Science Park, BIT, ZhongGuanCun, Haidian District, Beijing 100086, China

Attn:

Shelly Li +86-13811121431 shelly.li@aptshowfreight.com

Jason Yu +86-15001399306 jason.yu@aptshowfreight.com

### **[Special Recommendations]**

1. To facilitate the transportation, customs declaration, and management of exhibits, the Organizer strongly recommends that exhibitors use the services of the Official Freight Forwarder appointed by the Organizer.
2. Exhibitors are advised to entrust all exhibits to the Official Freight Forwarder, who will be responsible for coordinating the transportation and move-in of exhibits and construction materials.



3.If exhibitors fail to notify the Official Freight Forwarder in advance, we cannot guarantee the timely move-in of your exhibits and construction materials.

4.When arranging the move-in of exhibits, exhibitors must strictly ensure they do not exceed the maximum floor load capacity stipulated by the exhibition venue.

5.Before arranging the move-in of overweight exhibits, please consult with the Organizer and the Official Freight Forwarder in advance regarding the move-in, display, and handling of the exhibits.

#### **[Important Notes]**

1.For safety reasons and to ensure effective control and coordination of on-site activities, no carriers other than the Official Freight Forwarder are permitted to conduct construction or operate lifting equipment within the venue. Please strictly adhere to this rule.

2.Exhibitors may only load and unload goods in the designated loading/unloading areas. Venue security or on-site coordinators will supervise and guide the truck entry to ensure a smooth and safe process.

3.Please note that only the Official Freight Forwarder is allowed to handle exhibits within the venue. Exhibitors will bear all resulting costs for exhibits arriving on-site that have not been pre-entrusted to the Official Freight Forwarder for handling.

4.Exhibits requiring mechanical support in the loading/unloading areas must be handled by the Official Freight Forwarder. Exhibitors using other transport companies must ensure their carrier submits the cargo details and shipping documents to the Official Freight Forwarder well in advance to facilitate coordination. No exhibitor or non-appointed carrier is permitted to use their own lifting equipment on-site.

5.To avoid congestion in the halls, unpacking is only permitted inside the venue for items that will not damage the venue facilities or floors and can be carried manually. Major exhibits should be uncrated outside the hall before being moved to their final position in the booth. Please coordinate specific arrangements with the on-site staff.

6. Exhibitors must enter the venue within the time frame specified in the "Exhibition Schedule" Exhibitors are required to receive their exhibits at their booth.

7. The Organizer does not accept consignments for any exhibitor nor is it responsible for errors in exhibit delivery. Exhibitors are reminded that small valuables are most susceptible to loss during the move-in period. Please ensure your booth is attended until all portable items are removed or packed up, and all rented equipment/items are returned to the suppliers. The Organizer assumes no liability for any losses.

## **VII. Insurance**

Exhibitors are advised to obtain personal accident insurance, property insurance, and exhibit insurance.

## **VIII. Force Majeure**

The Organizer shall not be liable for any direct or indirect losses sustained by the Exhibitors arising from the following causes: fire, flood, earthquake, blizzard, storm, epidemic diseases, or other natural disasters; government actions or social emergencies; force majeure events including any other objective circumstances which are unforeseeable, unavoidable and insurmountable; and legal judgments resulting from labor disputes.

## **IX. Failure to Exhibit**

Exhibitors who have signed and submitted a valid booth exhibition contract but fail to exhibit, and whose contractual obligations have not been waived by the Organizer, shall pay all fees stipulated in the contract, along with any additional costs incurred by the Organizer due to the exhibitor's non-participation.

## **X. Venue Specifications**

- |                         |   |
|-------------------------|---|
| 1. Floor Load Capacity: | 8 tons/sq.m                               |
| 2. Hall Clear Height:   | 16 meters                                 |
| 3. Cargo Entrance:      | 1 unit of 4.2m×4.8m, 1 unit of 4.9m×4.8m. |
| 4. Power Supply:        | 250A / 380V                               |
| 5. Water/Gas:           | Available upon request                    |

## **Part 2: Exhibition Participation Rule**

### **Contact Information for Various Services**

#### **Organizing Committee of the MRO GREATER CHINA Exhibition**

CAS Beijing Haner Aviation Service Co., Ltd.

Address: Floor 2, Unit 2, No. 8, Tianzhu Road West, Zone A, Airport Industrial Zone, Shunyi District, Beijing, China

Contact Person: Yutong Hao

Tel: +86-137-1646-4661

Email: haoyutong@casc.com.cn

#### **Information on the Official Suppliers of the Conference**

##### **1. Official Freight Forwarder Designated**

APT Showfreight Shanghai Co., Ltd Beijing Branch

ADD: Rm 1111, Bd 1, National Defense Science Park, BIT, ZhongGuanCun, Haidian District, Beijing 100086, China

Attn : Shelly Li / Jason Yu

Tel: +86-13811121431 / +86-15001399306

Email: shelly.li@aptshowfreight.com; jason.yu@aptshowfreight.com

WeChat: 13811121431 / 15001399306

##### **2. Official Main Venue Contractor**

ORIENTAL EXPO SERVICES LIMITED

ADD: Room 606, 6/F Ruichen International Center, No.13 Nongzhanguan South

Street, Chaoyang District, Beijing, P.R.China

Fax: +86-10-6568-0361

Email: skyhan@orientalexp.net

Tel: +86 138-1018-9999

Attn: HanYi

### **Translation Service Recommendation**

Shanghai Yiniu Technology Co., Ltd.

Contact Person: Chaomei Zhang

Tel: +86-18311180156

Email: strawberry@enewie.com

For translation service requests, please complete consultations and reservations three days prior to the conference to ensure resource allocation and tailored service matching.

## **I. Instructions for Exhibitors**

1. The Organizer requires exhibitors to utilize the relevant services or seek advice from the officially designated transportation agents, booth construction contractors, conference service agents, and advertising agents appointed for the exhibition. Specific contact details can be found in this manual. The Organizer and related agents shall not be held liable for any delays in exhibits, service errors, or disputes arising from the use of non-designated agents, which may impact participation.
2. For all Raw Space booths, the design proposals, drawings, and construction materials must be submitted to the official booth constructor designated by the exhibition by the specified deadline, in accordance with the provisions of this manual. Construction may only proceed after the design proposal has been approved and materials have been prepared accordingly.
3. During the move-in and move-out periods of the exhibition, the schedule and routes for transport vehicles or display vehicles entering the exhibition venue shall be uniformly arranged by the official designated freight forwarder and the Organizer. Exhibitors are required to submit applications and make arrangements in advance.

4. Credit card payments are not accepted for this exhibition. All payments must be made via cash, bank transfer, remittance, or check. On-site payments are accepted in cash only.

**5. The demonstration of unmanned aerial vehicles (UAVs) or any other aircraft is strictly prohibited both inside and outside the exhibition venue.**

**6. Exhibitors are strictly prohibited from selling exhibits during the exhibition period.**

**7. All exhibitors and their staff shall strictly comply with the following provisions:**

**1) Strictly abide by the norms related to political stance**

**It is prohibited to display or disseminate any text, pictures, audio-visual materials or promotional materials involving politically sensitive content in the exhibition area in any form; it is prohibited to release or place any content that undermines national sovereignty and territorial integrity, endangers social public interests or violates public order and good morals; no publicity, discussion or activity related to political issues shall be conducted by taking advantage of the exhibition platform, so as to ensure that the exhibition always focuses on the exchanges and cooperation of the Greater China MRO and Aviation Materials Supply Chain Exhibition.**

**2) Resolutely resist pornographic and vulgar content**

**It is prohibited to display or promote any pictures, texts, exhibits or promotional materials containing pornography, obscenity, violence, bloodiness or vulgarity in the exhibition area; it is prohibited to carry out any activities that violate social morality such as pornographic performances or vulgar interactions; the design of exhibition materials must conform to the standards of public order and good morals as well as industry civilization, and the content shall focus on the themes of enterprise products, technologies, services and industry exchanges.**

**[Measures for Handling Violations]**

**The Exhibition Organizing Committee will conduct full-process inspection and supervision of the exhibition area. Once any violation is discovered, the responsible party shall be required to make rectification immediately; for those who refuse to make rectification or commit serious violations, the Organizing Committee has the right to disqualify them from participation, remove all relevant illegal materials and reserve the right to pursue their legal liabilities.**

## II. Raw Space booths Booth Exhibitors and Constructors

1. For Raw Space booths applications, exhibitors and their construction contractors must submit the following to the official booth constructor designated by the Organizer by **April 25, 2026**: three copies of all required documents and drawings, including 3D drawings, floor plans, structural diagrams, circuit diagrams, construction drawings, and their electronic versions, for review. All materials used for booth construction and arrangement must comply with fire safety requirements and corresponding measures.

### Official Main Venue Contractor:

Name: ORIENTAL EXPO SERVICES LIMITED

ADD: Room 606, 6/F Ruichen International Center, No.13 Nongzhanguan South Street, Chaoyang District, Beijing, P.R.China

Fax: +86-10-6568-0361

Email: skyhan@orientalexpo.net

Tel: +86 138-1018-9999

Attn: HanYi

### [Special Statement]

The organizer and relevant administrative authorities reserve the right to re-review, or entrust a third party to review and revise, the booth construction plans submitted by exhibitors and contractors. All booth preparation and construction work must be implemented only after obtaining the organizer's approval; otherwise, the exhibitor or its contractor shall bear all resulting liabilities and consequences.

### 2. Booth Decoration and Demarcation

All booths must be clearly demarcated in accordance with the area specified in the contract and covered with carpets or flooring. Except for island booths (booths open on four sides), all other booths must be equipped with back walls. Adjacent booths shall also be separated by partition walls.

3. Exhibitors shall not display, hang, or distribute any exhibits, materials, furniture, or products outside their own booths, nor extend the structure or decorations of their booths beyond the booth boundaries.

4. Structures built within the booth shall not hinder the normal operation of the

venue/indoor fire protection systems, air conditioning outlets, or ventilation vents. All entrances and exits of the exhibition hall must be kept unobstructed, and no structures or exhibits shall block any passages or main doors of the exhibition hall as required by the organizer or fire safety regulations. In case of non-compliance, the organizer and fire department shall have the right to conduct on-site rectification. Any associated costs shall be borne by the exhibitor.

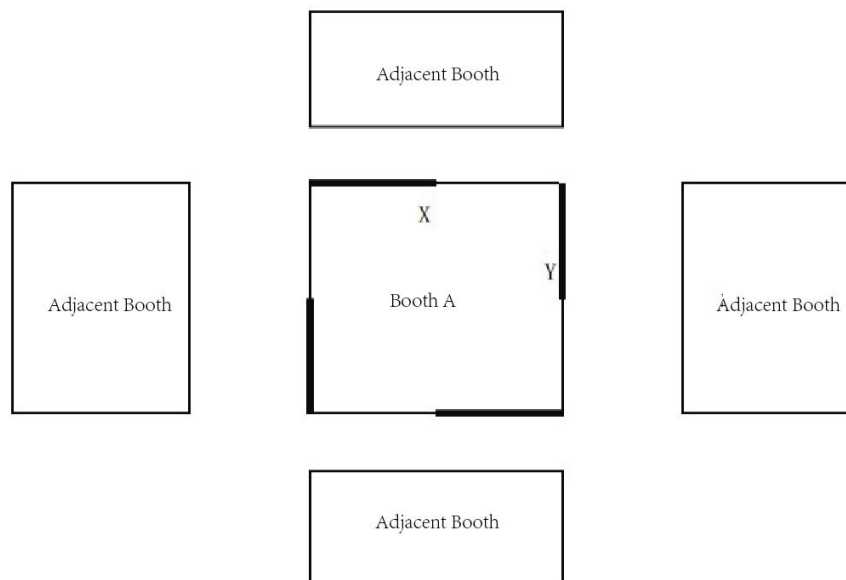
5. A minimum distance of 1.2 meters must be maintained between the doors of any temporary structures and fire hydrants, electric/mechanical lifting devices, or alarm bells; for the convenience of safety inspections, a minimum distance of 60 centimeters shall be kept between the back panel of the booth and the venue wall.

### [Special Recommendation]

To ensure the overall visual effect of the exhibition, the layout of each booth in the entire vehicle exhibition area shall be designed to ensure an unobstructed view and shall not block the sightlines of other booths in the hall.

### [Front Opening of Booths]

**For all booths, regardless of height, at least half of each side facing the aisles shall adopt an open design.**



Example: Booth A has dimensions X\*Y and is open to aisles on all four sides. Therefore, this booth must maintain 1/2X and 1/2Y as open design.\*

**The side of the booth that is adjacent to and faces the venue wall is not subject to the above rules.**

### [Paint and Coatings]

During the booth setup and exhibition periods, spray painting, brush painting, or similar work on exhibits and exhibition materials is not permitted inside the venue. The use of any paints or coatings with pungent odors that do not meet environmental protection and safety standards for booth decoration is strictly prohibited.

### [Construction Requirements]

1. For parts of the back panels of back-to-back adjacent booths that extend beyond the adjacent structures/back panels, **white KT boards must be used for covering**. If the standard is not met, the organizer reserves the right to modify, demolish, or deduct 50% of the security deposit without prior notice. All related costs shall be borne by the exhibitor/contractor. In case of any dispute, the organizer's decision shall be final and binding.
2. Materials used for booth construction and internal decoration must be flame-retardant, with a combustion rating of at least Class 2, and necessary fire-fighting equipment and measures must be provided. The use of stretch fabrics (such as curtain fabrics, yarn products, and other types of knitted/cotton fabrics) for booth decoration is prohibited. The surface of wooden structures must undergo fire-proof treatment, such as being covered with fire-proof panels or painted with fire-proof coatings.
3. The contractor must ensure that the booth it constructs or decorates is cleaned thoroughly before being handed over to the exhibitor.
4. If damage is caused to the venue's property or floor, the relevant exhibitor or its designated contractor shall bear all resulting costs.
5. No booth structure or exhibit may extend beyond the booth boundaries. This includes the exhibitor's company name, logo light boxes, and posters.
6. No decorations, exhibits, or posters may be pasted or hung on the venue's ceiling or any other locations. Drilling holes or driving nails into the venue's floor, walls, or any other surfaces is not allowed.
7. No full-piece partition walls may be built on any side of island booths (booths open on four sides), excluding internal partition walls within the island booths.
8. All exhibitors or their contractors must clean the booth thoroughly, remove all garbage, or entrust a professional cleaning company to maintain the booth's cleanliness.



## [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 and obey the fire safety regulations of the Beijing Fire and Rescue Corps, the organizer, and the Capital International Exhibition Center of China.

1. Anyone who encounters a fire, no matter how small, shall activate the fire alarm, promptly notify the venue's designated official main venue contractor, make every effort to extinguish or control the fire, and remove all items nearby.

2. Packaging materials or promotional brochures may not be stored in booth partitions or other dedicated service areas. Fire exits inside and around the venue must be kept unobstructed.

3. Written approval from the Beijing Fire and Rescue Corps is required for the following situations:

- ◆ Demonstration or operation of heating equipment, barbecues, heat-generating or open-flame appliances, candles, lanterns, torches, welding equipment, or other smoke-producing materials during the exhibition.
- ◆ Demonstration or operation of any electrical, mechanical, or chemical equipment that may be deemed hazardous. If in doubt, please submit an application to the relevant authority for approval.
- ◆ It must be noted that no items may block or obscure fire-fighting systems, air conditioning systems, mechanical ventilation vents, fire safety equipment, fire hose cabinets, fire alarm handles, indoor lighting fixtures, or monitoring systems.

4. Each booth must be equipped with an adequate number of fire-fighting equipment such as fire extinguishers. For details, refer to the "Regulations of the Beijing Municipal Fire and Rescue Bureau".

5. To ensure fire safety, Raw Space booths must be equipped with fire extinguishers that have passed annual inspections, following the standard of 1 extinguisher per 30 m<sup>2</sup>, 2 extinguishers per 50 m<sup>2</sup>, and so on.

6. A clear space of at least 50 cm must be maintained below venue facilities such as sprinkler heads and smoke detectors.

**7. Two-story booths are not permitted at this exhibition.**

## [Guidelines for Raw Space booth Contractors]

1. Contractors shall make pre-exhibition preparations in advance and submit the following materials for review, revision, and assistance:

- ◆ On-site booth layout plan of the exhibition venue and design renderings of the Raw Space booth;
- ◆ Electrical diagram for the exhibition (indicating total load, distribution box locations, wiring methods, and wire gauge);
- ◆ Number, location, company name, and type of telephones to be reserved during the exhibition;
- ◆ Details of reserved utility supplies for the exhibition, such as water and compressed air;
- ◆ Details of audio equipment required for the exhibition.

2. Materials used for construction and promotion, carpets, and exhibits must be non-flammable, and a fire safety inspection report issued by the fire department must be provided.

3. The use of open flames, flammable and explosive materials, as well as radioactive, toxic, and corrosive materials is strictly prohibited.

4. No on-site construction, facilities, exhibits, or booth (frames) may block fire-fighting equipment or emergency evacuation doors.

5. No decorations, exhibition frames, exhibits, or equipment may cover, block, or restrict access to entrance/exit passages, fire alarm points, or fire hydrants.

6. To reduce noise and air pollution, heavy hammer work is not allowed inside the exhibition halls of the Capital International Exhibition Center of China. Decorative materials, water-based paints, and adhesives used in the halls must be environmentally friendly, non-toxic, and odorless.

7. Exhibition boards, display frames, sand tables, models, and charts shall not be made of flammable materials.

8. The storage or use of pressurized containers (such as air compressors and gas cylinders) is not allowed inside the exhibition halls of the Capital International Exhibition Center of China.

9. Paint mixing or cleaning work using flammable materials such as gasoline or

alcohol is not allowed inside the exhibition halls of the Capital International Exhibition Center of China.

10. Blocking emergency doors is prohibited, and fire-fighting equipment must not be moved. Booth construction shall not block fire-fighting equipment in the hall (no items may be placed within 3 meters of fire-fighting equipment), electrical equipment, emergency exits, or visitor evacuation passages. No exhibit warehouses may be set up inside the exhibition halls of the Capital International Exhibition Center of China. Abandoned packaging materials in the halls must be promptly removed from the venue. Passages and entrances/exits shall not be blocked.

11. The use of double-sided tape on the floors of foyers and pre-function halls is prohibited. Posting advertisements or promotional materials on walls, rolling shutters, or other surfaces is not allowed. Only black tape may be used on the floors of the Capital International Exhibition Center of China.

12. All construction waste or waste materials generated from the construction and demolition of exhibition frames and Raw Space booths must be disposed of and transported out of the venue by the contractor.

#### **[Regulations of the Capital International Exhibition Center of China]**

1. If there is a special need to use or display arc equipment, welding flames, high-voltage electrical appliances, neon lights, or similar products inside the exhibition halls of the Capital International Exhibition Center of China, prior approval from the Center must be obtained; otherwise, their display or use is prohibited.

2. Without the approval of the Exhibition Operations Department of the Capital International Exhibition Center of China, hanging items such as flags, models, and advertisements in the halls is strictly prohibited. Approved advertisements and promotional materials shall not damage the floors, walls, or railings of the Center's exhibition halls.

**3. The height of exhibition frames constructed in Hall B1 of the Capital International Exhibition Center of China shall not exceed 6 meters.**

4. Booth construction may only start after all technical drawings and relevant materials have been submitted to and approved by the Exhibition Operations Department of the Capital International Exhibition Center of China. Without written notification from the Exhibition Operations Department of the Center, no modifications, installations, or additions (including modifications to electrical installations) may be made to the hall's facilities and devices. No bolts, nails, rivets, screws, adhesives, or similar devices that may damage the hall's walls, ceilings, floors, pipes, pillars, equipment, or furniture may be used anywhere in the hall.

**5. Paint spraying operations are not permitted at this exhibition.**

**[Regulations on the Use of Transparent Glass Panels]**

1. When transparent glass panels are used as partitions, prominent signs must be posted on the glass to prevent accidents.
2. Tempered glass must be used when glass materials are adopted for booth decoration. The strength and thickness of the glass must meet requirements (the thickness of curtain wall glass shall not be less than 8 mm). The glass installation method shall be reasonable and reliable, with metal frames or professional hardware used for installation. Elastic materials must be used as cushions between the frames/hardware and the glass to ensure the safe use of the glass.
3. If glass platforms are used, structural support columns and walls must be fixed under the platform. No booth structures may be built directly on top of smooth glass surfaces.
4. Prominent labels must be attached to large-area glass materials to prevent injury from broken glass.

**[Safety Regulations]**

1. During the exhibition period, contractors must have at least two electricians on duty every day. The electricians shall wear obvious identification and remain at their posts.
2. All exhibition frames and Raw Space booths must be reasonably designed, securely reinforced, and safe.
3. Steel structural columns shall use non-welded materials with a diameter of more than 100 mm. A base plate must be welded at the bottom, and a flange plate at the top to increase the stress-bearing area of the columns, ensuring the stability of the booth structure.
4. The ground contact width of the main structural walls of the booth shall not be less than 120 mm to ensure the contact area between the walls and the ground. For large-span walls over 6 meters and steel frame structures, crossbeams must be installed at the top for connection, and columns must be installed at the bottom for support to ensure the overall rigidity and stability of the booth.
5. Fully enclosed ceilings are strictly prohibited for booths. The booth ceiling shall not block the fire-fighting equipment on the venue's ceiling, and at least 50% of the ceiling's surface area must remain open to ensure the fire safety of the booth.

**6. All structural back panels of adjacent booths must be properly decorated.**

7. The area of the booth constructed by the contractor shall not exceed the leased area, and the projected edge shall not exceed the leased boundary. The area of the booth constructed by the contractor shall be consistent with the declared area. If the constructed booth area exceeds the declared area, the contractor shall promptly go to the Exhibition Operations Department of the Capital International Exhibition Center of China to complete supplementary construction procedures.

8. The 24-hour electricity supply applied for by the booth shall not be used as an Uninterruptible Power Supply (UPS).

**[Electrical Safety]**

1. Four weeks before construction, the lessee shall declare the electrical capacity. The circuit wiring diagram shall clearly show the load and routing of each circuit, as well as the specifications of all cables, the locations of the main distribution box and sub-distribution boxes, and the signature of the person in charge of construction.

2. Before construction, the electricians responsible for the exhibition frames shall carefully read the power distribution system diagram and technical specifications of the exhibition hall of the Capital International Exhibition Center of China.

3. The exhibition frame company must revise the electrical construction drawings in accordance with the opinions of the Capital International Exhibition Center of China and submit three sets of final drawings, which must be signed by the company and the person in charge.

4. Electrical installations must be consistent with the final drawings. Any modifications must be approved by the Capital International Exhibition Center of China, and the installation process must be supervised by the venue's relevant personnel.

5. Installation and testing shall be conducted by the electrical construction contractor in the presence of relevant personnel from the Capital International Exhibition Center of China.

1) Cables must be protected with guard plates, covered, and insulated when passing through passages.

2) Booth construction companies must ensure effective grounding (using multi-core copper wires with a cross-sectional area of not less than 2.5mm<sup>2</sup>) for all conductive metal parts of exhibits.

- 3) At the close of the exhibition each day, electricians from the booth construction company must cut off the power supply to all main lines.
- 4) Light boxes used within the exhibition area must be equipped with heat dissipation holes, and ballasts inside the light boxes shall be subjected to heat insulation treatment. Secondary-side shunts of power transformers for sand tables, models, charts, and other electrical equipment must be equipped with protective devices, and transformers shall be installed on non-combustible brackets or platforms.
- 5) When wires pass through combustible decorative materials, heat insulation protection shall be provided using non-combustible materials such as glass wool or asbestos.
- 6) Power cords within the exhibition area shall be double-insulated sheathed copper wires, and overloading is strictly prohibited. For high-temperature iodine-tungsten lamps, protective covers must be installed, and both the lamps and power leads shall use high-temperature-resistant wires.
- 7) Unlicensed electricians are not permitted to perform any electrical work within the exhibition area.
- 8) The power supply system of the BCICC exhibition halls is a three-phase five-wire system (A, B, C, N, E, i.e., three phases plus neutral and ground wires). Therefore, users must strictly separate the neutral wire and ground wire for independent use: Three-phase electrical equipment must use four wires (one of which is the ground wire); Single-phase electrical equipment must use three wires (phase, neutral, and ground wire). Ground wires shall not be shared or mixed, and the cross-sectional area of the ground wire shall not be less than 2.5mm<sup>2</sup> (flexible copper wire).
- 9) The power supply specifications are 380V/5-wire, 220V/3-wire, 50Hz.
- 10) Tenants must install residual current circuit breakers (RCCBs) at the power incoming lines of each exhibition area, with a residual operating current of  $\leq 30\text{mA}$ . The rated capacity of the RCCBs must match the actual power consumption, and generally shall not exceed 100A to ensure electrical safety and personal safety.
- 11) During booth construction, efforts shall be made to achieve balanced distribution of three-phase loads as much as possible.
- 12) All wires used for booth construction shall be sheathed wires or sheathed cables, and power cords must be properly secured. Various lines laid for the exhibition shall be fixed to prevent direct exposure to tensile forces; when passing through passages, they must be covered with insulated rubber mats. The use of twisted wires, plastic

twisted ropes, or similar materials as power cords is strictly prohibited.

13) High-power lamps (100W and above) must be kept at a safe distance from combustible materials (such as wood panels or cotton fabrics). No combustible materials shall be placed under spotlights. Heat insulators (such as asbestos pads or ceramic tiles) must be installed between heat-generating devices (e.g., voltage regulators, control transformers, fluorescent ballasts) and combustible materials.

14) After the completion of construction, the construction unit shall route lighting power cords and power supply cords to the designated distribution cabinets. Wiring and power transmission are only permitted after obtaining approval from relevant BCICC exhibition hall personnel; no booth construction company shall conduct wiring or power transmission without authorization.

15) If temporary power supply is required during construction by booth service companies, it can only be used at locations designated by relevant BCICC personnel. Unauthorized wiring or power transmission is prohibited.

16) After the conclusion of the exhibition, all temporary power lines shall be removed and the site cleared. Tenants shall restore all BCICC exhibition hall distribution boxes and switch boxes to their original condition and submit them to BCICC for acceptance. Compensation shall be made at the full market price for any damages incurred.

### **[High-Altitude Operations]**

1. If the construction unit conducts high-altitude operations, it must arrange personnel with high-altitude operation qualifications to perform such work. Operators shall wear safety helmets and safety belts (adopting the "high-hanging, low-using" method), and there must be on-site construction personnel monitoring the work to ensure safety. Lifting equipment shall be provided by the construction unit itself, and operating beyond the work platform is strictly prohibited.

2. Before using the aerial work platform, inspect to ensure the lifting frame moves up and down smoothly, all screws are secure, steel wire ropes are free of corrosion, and lubrication is in good condition.

3. Construction personnel must be at least 18 years old to perform high-altitude operations. Before climbing ladders or entering the lifting platform, operators shall wear non-slip shoes and tight-fitting, neat clothing. They must also conduct a self-assessment of potential hazards in the construction area and may only start work after confirming no safety risks exist.

4. The aerial work platform shall be placed on flat ground. If the ground is uneven,



the vehicle body must be leveled with pads; use on steep slopes is not permitted.

5. Operators shall inspect all safety tools (including safety helmets and safety belts) to ensure they are safe and reliable. Risk-taking operations are strictly prohibited.

6. When using the aerial work platform, the stabilizing outriggers must be deployed, and their stability shall be checked to prevent the platform from sliding accidentally.

7. Personnel working on the top of the aerial work platform must operate within the work basket; sitting astride or standing on the guardrails is prohibited. Lifting operations exceeding the rated load capacity of the work basket are strictly forbidden.

8. No ladders or other height-increasing items are allowed to be placed on the top platform of the aerial work platform. When personnel lean outward to work, they must keep both feet firmly on the platform; otherwise, the aerial work platform shall be moved to a suitable position.

9. When the aerial work platform is elevated, attention must be paid to maintaining the specified safe distance from overhead power lines. For manually operated lifting platforms, operators shall keep their faces away from the side of the steel wire ropes during operation to prevent hazards caused by sudden rope breakage. Outdoor use of electric aerial work platforms on rainy days is prohibited.

10. Electric aerial work platforms must be properly grounded, with intact power cord insulation (no exposed copper wires). Protective measures shall be taken when power cords cross roads or walkways.

11. When passing tools or materials up or down between ground personnel and those on the aerial work platform, hoisting with ropes shall be used instead of throwing. Personnel on the platform must prevent tools or materials from falling and injuring passersby.

12. During aerial work platform operations, a safety supervisor must be assigned at the ground level. Unauthorized personnel are strictly prohibited from entering the work area.

#### [Special Notes]

- ◆ **Raw Space booth contractors must complete relevant construction procedures with the venue's designated official main venue contractor prior to booth construction. After obtaining approval, they shall pay the Raw Space booth construction management fee.**
- ◆ **After paying the booth construction management fee and construction security deposit, approved contractors and electrical construction personnel**



**must simultaneously apply for and obtain construction permits (and pay related fees), and provide a list of construction personnel along with copies of their ID cards. Upon verification by the venue's designated official main venue contractor, the construction permits can be collected from the Raw Space booth entry formalities desk during the venue access period.**

### III. Exhibitor Guidelines for Shell Scheme Booths

1. Fraud and illegal business activities occasionally occur in the exhibition venue. To protect your interests, please handle the rental of furniture and electrical appliances, and the application for water, electricity, gas, telephone, and internet services at the on-site office of the conference's designated contractor, **ORIENTAL EXPO SERVICES LIMITED**.

2. To avoid damaging the partition panels, exhibitors must first mount posted items on a backing board before attaching them to the partition panels using hook-and-loop fasteners/double-sided tape. Please note that all posted items may only be attached to the partition panels using hook-and-loop fasteners/paper-based double-sided tape (sponge tape is not allowed). Exhibitors must remove the tape before the exhibition ends. Those who damage the partition panels or leave tape that cannot be removed shall pay additional fees according to the price list attached below.

3. Painting or altering the partition panels is not permitted.

4. Do not hang items on the lights. Please ensure that the weight of your exhibits does not exceed the maximum load-bearing capacity of the furniture. We shall not be liable for any damage to exhibits caused by non-compliance.

5. Drilling holes or causing damage in any form to the aluminum brackets and partition panels of the booth is prohibited. Disassembling or reassembling the structure without permission is not allowed (please contact Huayi Oriental's on-site office if such a need arises). Otherwise, the relevant exhibitor or contractor shall compensate as follows:

Partition panel: RMB 500.00 per unit (1m wide × 2.5m high)

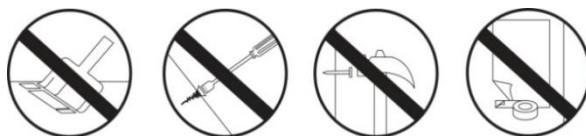
Flat aluminum: RMB 300.00 per meter (minimum charge for 0.5 meters)

Aluminum column: RMB 500.00 per unit (2.5m high)

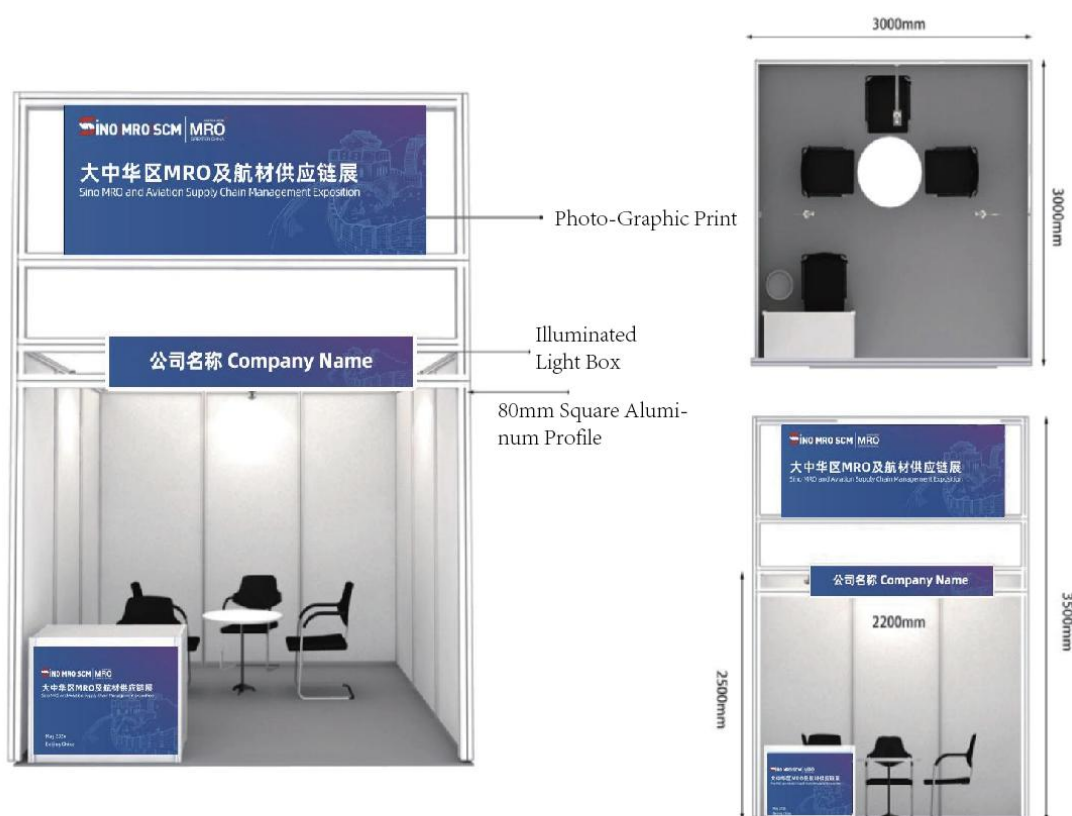
6. Exhibitors shall be responsible for the safekeeping of their own property. Our company shall not bear legal or financial liability for the theft of exhibitors' personal property or exhibits.

7. To ensure efficient venue cleaning and timely handover, exhibitors must immediately clean up and remove personal items placed in the rented electrical appliances and furniture after the conference's designated closing time. We will start reclaiming the rented furniture or electrical appliances and cleaning the venue immediately after the closing. If exhibitors need to extend the placement time, please apply to us in advance for separate arrangements.

8. If exhibitors need to change the position of furniture or electrical appliances, our company will charge a service fee. For details, please contact our on-site office.



## IV. Upgraded Shell Scheme Booth



**All standard booth designs are subject to the final confirmed and revised versions.**

◆ For booths larger than 9 m<sup>2</sup> but less than 18 m<sup>2</sup>, only the furniture and electrical configuration of a 9 m<sup>2</sup> standard booth will be provided. Only booths with an area that

is a multiple of 9 m<sup>2</sup> are eligible for a corresponding multiple of the furniture and electrical configuration.

- ◆ If an exhibitor books two or more consecutively arranged Shell Scheme booths, the organizer will remove the partition panel between the two booths unless the exhibitor makes a special request.
- ◆ No additional installations are allowed within the structure of Shell Scheme booths. For any modifications or dismantling, please contact the official contractor appointed by the organizing committee. On-site modifications/dismantling will incur extra charges.
- ◆ No nails or additional fixtures may be attached to partition walls, aluminum frames, flooring, ceilings, columns, or fire sprinklers. Any violations will result in compensation for damages at the actual cost.
- ◆ All electrical equipment (including lighting fixtures) installed by exhibitors must be approved by the show organizer. Exhibitors are prohibited from using electrical devices with unqualified circuits in the booth, and tapping power from sockets for lighting purposes is strictly forbidden. Any violations leading to power outages, short circuits, or related losses/damages will result in liability for compensation.
- ◆ The organizing committee reserves the right to place switches and overload protection distribution boxes at appropriate locations within the booth.
- ◆ Other facilities (e.g., special decorations, additional furniture, electrical appliances) are available at an extra cost and must be pre-booked using the official application form.
- ◆ Exhibitors who have booked Shell Scheme booths or modified standard booths shall contact the official contractor directly, with all associated costs borne by the exhibitor.
- ◆ The official contractor for MRO GC Shell Scheme booth construction is ORIENTAL EXPO SERVICES (BEIJING) LIMITED. For special modifications (e.g., structural adjustments, custom shapes) or specific requirements, **please contact the MRO GC Organizing Committee by April 25, 2026. Additional fees will apply.**

## V. Power Configuration and Installation

1. On-site electrical construction personnel must carry a nationally recognized electrical qualification certificate to perform construction work.

2. All power supply services must be reserved through the official main venue contractor designated by the organizer.
3. The electrical equipment for standard booths shall be the responsibility of the venue's official main venue contractor.
4. Exhibitors who book raw space must submit their power orders and installation location diagrams to the designated official main venue contractor together. On-site inspections shall be conducted before power supply is provided. If the load is insufficient after inspection, the official main venue contractor reserves the right to require the exhibitor or its contractor to re-declare an adequate power load and pay relevant fees. Power supply is not permitted until the re-declaration is completed.
5. If exhibitors of Shell Scheme booths or their contractors intend to bring their own special lamps, bulbs, or lighting equipment for use in their booths, they must submit an application to the designated main venue contractor of each hall by **May 15, 2026**.

Applicants shall provide the following documents:

- ◆ Specifications, wattage, and quantity of lighting fixtures;
- ◆ Total quantity of equipment to be installed;
- ◆ Electrical installation and wiring diagram;
- ◆ Name of the designated construction company;
- ◆ Names and ID card or passport numbers of all electrical equipment installation personnel;
- ◆ Power order form from the exhibitor manual.

#### [Special Notes]

- ◆ One socket may only be used for one displayed device or machine. Multi-socket adapters are prohibited to prevent short circuits caused by overloading. Severe short circuits may take hours to repair, which will inconvenience other exhibitors. During the booth setup and dismantling periods, exhibitors may obtain temporary power supply, but they must submit an application to the official main venue contractor 24 hours in advance, with all related fees borne by the exhibitor.
- ◆ The organizer reserves the right to cut off power or remove any electrical equipment deemed hazardous or potentially inconvenient to other exhibitors or visitors.
- ◆ Please specify the installation location of any additional power equipment you have ordered, so that the venue's electrical installation technicians or relevant

personnel can make arrangements before your arrival at the venue.

### **[Booth Adjustments]**

The organizer reserves the right to adjust or modify the booth layout if such changes are deemed beneficial to the exhibition and all exhibitors.

## **VI. Subletting or Transfer of Booths**

**1. Regardless of financial considerations or other agreements, exhibitors are not permitted to sell, transfer, or sublet all or part of their exhibition space, rented offices, meeting venues, storage rooms, etc. If an exhibitor is found to have engaged in any of the aforementioned acts, the organizer reserves the right to revoke their exhibition qualification, and the booth fee will not be refunded.**

Exhibitors designated as exclusive agents must inform the organizer of the name of the company they represent and the agent products to be displayed when applying for participation.

2. This provision also applies to any supplementary materials or products that are not exhibits. Unless obtaining the written consent of the organizer, exhibitors shall not directly or indirectly display or promote any products that they do not own or represent. The organizer has the right to cover or remove any products that violate this provision from the exhibition hall.

## **VII. Fire Safety and Use of Hazardous Materials**

All exhibitors, their contractors, staff, agents, service personnel, etc. must comply with the Fire Protection Law of the People's Republic of China, as well as the fire safety regulations of the Beijing Municipal Fire Bureau, the organizer, and the Capital International Exhibition Center of China. Anyone encountering a fire, no matter how small, must activate the fire alarm immediately.

They should try to extinguish or control the fire and remove all items nearby. No packaging materials or brochures may be stored in booth partitions or other dedicated service areas. Fire exits inside and around the exhibition hall must be kept unobstructed at all times. Written approval from the Beijing Municipal Fire Bureau is required for the following situations:

1. Demonstrating or operating heating equipment, barbecue grills, heat-generating or open-flame appliances, candles, lanterns, torches, welding equipment, or other

smoke-producing materials during the exhibition.

2. Demonstrating or operating any electrical, mechanical, or chemical equipment that may be deemed hazardous. If in doubt or if the equipment may be considered dangerous, submit an application to the relevant authorities for approval.

3. Toxic or hazardous materials, including flammable liquids, compressed gases, or dangerous chemicals. Note that fire protection systems, air conditioning systems, mechanical vents, fire safety equipment, hose cabinets, fire alarm handles, indoor lighting fixtures, and monitoring systems must not be obstructed or covered.

### **[Use of Hazardous Materials]**

1. Without written approval from the organizer, the Capital International Exhibition Center of China, and relevant government departments, the following are prohibited for hazardous materials:

◆ Using open flames or temporary gas lighting equipment.

◆ Using explosive, flammable, corrosive, or other hazardous materials.

2. In accordance with the relevant provisions of the "Exhibition Hall Safety Regulations" issued by the Beijing Municipal Public Security Bureau, no compressed air or other gases are allowed to enter the exhibition hall. This regulation must be strictly enforced.

3. The use of any flammable or corrosive gases for display purposes is prohibited inside the exhibition hall.

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

5. The use of high-intensity lighting equipment without external shielding is prohibited at all times.

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

7. Exhibitors must ensure the safe transportation and storage of containers holding 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 to be brought into the exhibition hall must meet

relevant safety standards.

## **No Smoking in the Exhibition Hall**

### **VIII. Booth Cleaning**

The organizer shall arrange for the cleaning of the aisles in each exhibition hall every day before the opening and after the closing of the exhibition. Exhibitors shall be responsible for the cleaning of their own booths.

### **IX. Garbage Disposal**

1. During booth construction and dismantling, packaging, booth construction materials or debris must not block the aisles inside the exhibition hall. The construction company responsible for the construction of raw space booths or the interior decoration of booths must clean up the construction waste inside the booths every day. Painting and sawdust work can only be carried out at designated locations outside the exhibition hall.
2. At the end of the exhibition, the booth construction company must clean up all on-site materials and transport them out of the exhibition hall within the time period specified in the "Exhibition Hall Schedule".
3. The exhibition reserves the right to charge exhibitors for the disposal of additional garbage (booth decoration debris, crates/pallets, cartons, packaging materials or documents).

### **X. Storage**

1. Cartons, crates, boxes, packaging materials and containers used for storing and transporting exhibits must not be stored in the exhibition hall. Exhibitors must make advance arrangements for storing these items through designated transporters.
2. The organizer reserves the right to remove and dispose of items left in the exhibition hall. Any costs incurred from storage and disposal shall be borne by the exhibitor.



## **XI. Unforeseen Circumstances**

1. Exhibitors shall be responsible for the costs arising from damage to exhibition venue facilities caused by the exhibitor itself, its agents, construction companies or their relevant employees.
2. For exhibitors who have applied for Shell Scheme booths, the exhibitor shall be responsible for the costs arising from damage to booth decoration materials (such as floor coverings, lamps and rented equipment) caused by the exhibitor itself, its agents, construction companies or their relevant employees.

## **XII. Unforeseen Circumstances**

In case of unforeseen circumstances beyond those specified in these "Regulations" and the exhibition contract, the organizer shall have the final decision-making power.

## **Part 3: Rules for the Protection of Intellectual Property Rights**

**To maintain the normal order of the MRO GC Exhibition, enhance exhibitors' awareness of intellectual property rights, and protect the legitimate rights of exhibitors and intellectual property owners, these Rules are formulated in accordance with the relevant laws of the People's Republic of China and in light of the actual situation of MRO GC.**

**This rule, as an attachment, is an integral part of the contract between the organizer and exhibitors of the MRO GC exhibition.**

**Exhibitors must ensure that all exhibits, promotional materials, and any displays in the booth during the exhibition do not violate relevant intellectual property rights, and shall be liable for all expenses or losses arising from such violations.**