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中国进出口商品交易会
CHINA IMPORT AND EXPORT FAIR
Since 1957



The 134th China Import and Export Fair International Pavilion Exhibitor Manual

PREFACE

The *Exhibitors Manual of the International Pavilion of the 134th Session of China Import and Export Fair* is formulated to help attendants learn about the services of the International Pavilion of the 134th China Import and Export Fair (Canton Fair). Please read it carefully so that you can enjoy the services more easily and efficiently.

For more information about the International Pavilion of the 134th Canton Fair, please visit the official website of the International Pavilion of the Canton Fair at cief.cantonfair.org.cn/cn/international/.

China Foreign Trade Centre reserves the right to interpret this Manual.

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1. A Brief Introduction to the Exhibition

1.1 Official Fair Name

The 134th Session of China Import and Export Fair (hereinafter referred to as Canton Fair)

1.2 Host

Ministry of Commerce of the People's Republic of China
People's Government of Guangdong Province

1.3 Organizer

China Foreign Trade Centre

1.4 Venue

China Import and Export Fair Complex (For layout of exhibition complex, please refer to Part 8)
Add: No. 382 Yuejiang Middle Road, Guangzhou

1.5 Exhibition Time

Preparation Time

Project	Phase 1	Phase 2	Phase 3
Custom-built Booth Setting-up	<p>Booth Construction: Oct.8-11, 08:30-17:30</p> <p>Booth Completion including Beautification etc. Oct. 12, 08:30-24:00 Oct. 13, 08:30-12:00</p>	<p>Booth Positioning: Oct. 20, 10:00-11:00</p> <p>Booth Positioning of Processing Machinery Equipment Exhibition Area (Phase 1): Oct. 20, 17:00-18:00</p> <p>Booth Preparation of Processing Machinery Equipment Exhibition Area (Phase 1): Oct. 20, 18:00-24:00 Oct. 21, 08:30-16:00</p> <p>Booth Setting-up: Oct. 20, 11:00-24:00 Oct. 21, 08:30-16:00</p> <p>Booth Completion including Beautification etc.: Oct. 21, 16:00-24:00 Oct. 22, 08:30-22:00</p>	<p>Booth Positioning: Oct. 28, 10:00-11:00</p> <p>Booth Setting-up: Oct. 28, 11:00-24:00 Oct. 29, 08:30-16:00</p> <p>Booth Beautification and Completion etc.: Oct. 29, 16:00-24:00 Oct. 30, 08:30-22:00</p>
Overtime Application for Custom-built Booth Setting-up (Free)	Overtime application is not accepted on Oct. 8; Oct. 9-11, 17:30-22:00	24:00, Oct. 20 to 08:30, Oct. 21; 24:00, Oct. 21 to 02:00, Oct. 22.	24:00, Oct. 28 to 08:30, Oct. 29 24:00, Oct. 29 to 02:00, Oct. 30
Booth Setting-up (Standard Booth)		Oct. 20, 07:00-24:00 Oct. 21, 08:30-16:00	Oct. 28, 07:00-24:00 Oct. 29, 08:30-16:00
Exhibits Moving-in and Display	Oct. 12, 08:30-24:00 Oct. 13, 08:30-12:00	Oct. 21, 16:00-24:00 Oct. 22, 08:30-22:00	Oct. 29, 16:00-24:00 Oct. 30, 08:30-22:00

Unified Booth Preparation Period (Area B 9.0, 12.0, 13.0)	Construction Machinery, Agricultural Machinery and Vehicles Exhibition Area: Oct.8-11, 08:30-17:30; Oct.12, 08:30-24:00. Oct.13, 08:30-12:00.	Exhibition Venue and Exhibition Booth Setting- up (Exhibition Area 9.0 and 12.0): Oct. 20, 00:00-17:00	Exhibition Venue and Exhibition Booth Setting- up (Exhibition Area 9.0 and 12.0): 10:00, Oct. 28 to 16:00, Oct. 29
		Exhibits Moving-in and Display: 17:00, Oct. 20 to 02:00, Oct. 22; Oct. 22, 08:30-22:00	Exhibits Moving-in and Display: 16:00, Oct. 29, 02:00, Oct. 30 Oct. 30, 08:30-22:00
		Exhibition Venue and Exhibition Booth Setting- up, Exhibits Moving-in and Display (Exhibition Area 13.0, Iron and Stone Decoration): 0:00, Oct. 20 to 22:00, Oct. 22	Exhibition Venue and Exhibition Booth Setting- up (Exhibition Area 13.0): 13:00, Oct. 28 to 16:00, Oct. 29 Exhibits Moving-in and Display: 16:00, Oct. 29 to 02:00, Oct. 30; Oct. 30, 08:30-22:00
Booth Preparation (Area A 5.0, Agricultural Machinery)	08:30-17:30, Oct. 8-11; 8:30-24:00, Oct.12,; 08:30-12:00, Oct. 13		
Booth Preparation of Engineering Machinery and Equipment Area	08:30-17:30 ,Oct. 5-11; 12, 08:30-24:00, Oct.;; 08:30-12:00,Oct. 13		
Complex Close Time	12:00, Oct. 13	22:00, Oct.22	22:00,Oct.30
	The exhibition hall is fully closed, and exhibitors should complete Booth setting-up before this timeline.		

Special Note:

Construction units or exhibitors who need to work overtime during the exhibition preparation period can go to the on-site service counter of the Customer Service Center in the region to complete overtime procedures before 16:00 on the same day. Overtime is exempt from any charge. And Overtime applications will not be accepted after 16:00 of the same day.

Exhibition Period

Project	Phase 1	Phase 2	Phase 3
Entrance for Exhibitors	Oct. 15-19 09:00-18:00	Oct. 23-27 09:00-18:00	Oct. 31- Nov. 4 09:00-18:00
Entrance for Buyers	Oct. 15-19 09:30-18:00	Oct. 23-27 09:30-18:00	Oct. 31- Nov. 4 09:30-18:00

Booth Dismantle Period

Project	Phase 1	Phase 2	Phase 3
Booth Dismantle	18:00, Oct. 19 to	18:00, Oct. 27 to	Nov. 4 18:00-24:00



(Custom-built Booth)	10:00, Oct. 20	10:00, Oct. 28	(Exhibits Withdraw) Nov. 5 08:00-24:00 (Custom-built Booth Dismantling)
Booth Dismantle (Exhibition Area 9.0, 12.0, 13.0 and 19.1)	Booth Dismantle Period of Exhibition Area 9.0, 12.0 and 13.0: 18:00-23:00, Oct. 19 Booth Dismantle Period of Exhibition Area 19.1: 18:00, Oct. 19 to 17:00, Oct. 20		
Booth Dismantle (Standard Booth)	18:00, Oct. 19 to 03:00, Oct. 20	18:00, Oct. 27 to 03:00, Oct. 28	Nov. 4 18:00-24:00 Nov. 5 08:00-18:00
Unified Booth Dismantle (Exhibition Area A 5.0, Area B 9.0, 12.0 and 13.0)	Booth Dismantle Period of Construction Machinery Exhibition Area, Agricultural Machinery Exhibition Area and Vehicle Exhibition Area: 18:00-23:00, Oct. 19	Booth Dismantle Period of Exhibition Area 9.0 and 12.0: 18:00, Oct. 27 to 09:00, Oct. 28 Booth Dismantle Period of Exhibition Area 13.0: 18:00, Oct. 27 to 12:00, Oct. 28	Same as the Dismantle Period of Canton Fair
Dismantle Period (Processing Machinery Equipment Exhibition Area)	18:00, Oct. 19 to 17:00, Oct. 20		

Special Note:

The Canton Fair does not accept any form of application for delayed Booth dismantling.



2. Participation Timeline and Contact Details of the International Pavilion

Procedures	Relevant Activities	Dept.	Contacts			
			Area & Contact Person	Tel	Email	
Booth Application	Contact Project Teams, submit relevant documents, register enterprise information through <i>Easy Exhibitor system</i> and complete online Booth application (Login">https://intl.cantonfair.org.cn/#import Login)	International Pavilion Project Team	South Asia and Oceania	Ms. Yang	+86-20-89138571	Project2@cantonfair.org.cn
			East Asia, Western and Southern Europe	Ms. Huang	+86-20-89069202	Project7@cantonfair.org.cn
			West Asia, Central Asia etc.	Mr. Zhou	+86-20-89138585	Project5@cantonfair.org.cn
			China Hong Kong, China Macow, China Taiwan	Ms. Ding	+86-20-89138596	Project3@cantonfair.org.cn
Booth Confirmation	Confirm the number and location of exhibition Booth(s) with the Project Team and complete payment		America	Mr. Tian	+86-20-89138583	timber@cantonfair.org.cn
			ASEAN, Northern Europe, Eastern Europe, Africa and LDC	Mr. Zhu	+86-20-89138589	Project1@cantonfair.org.cn



Relevant Activities		Deadline			Dept.	Contact	
		Phase 1	Phase 2	Phase 3			
Movement of Exhibits	Please do contact nominated forwarders of the Canton Fair to ensure smooth custom clearance of the exhibits.	Sept. 15	Sept. 22	Sept. 30	Shipping Agent	1. Bondex Logistics Co., Ltd. +86-18665005084 2. Shanghai Expotans Ltd. +86-20-83524315 3. Sinotrans Beijing Fair & Events Logistics Co., Ltd. +86-010-64671724	
Advertisement	Please contact Canton Fair Advertisement Co. Ltd. if you need to set up any advertisement inside the Complex.	Apply immediately after the Booth is confirmed.			Canton Fair Advertisement Co. Ltd.	Liu Xiang	+86-20-89268255 liuxiang@cantonfairad.com
						Huang Xiaoying	+86-20-89268200 huangxiaoying@cantonfairad.com
Drawings Submission (Custom-built Booth)	Must contact construction units qualified for custom-built Booth design of Canton Fair to submit the drawings of Booth.	Sept. 20-Oct. 10, 18:00	Sept. 20-Oct. 19, 18:00	Sept. 20-Oct. 27, 18:00	Construction unit	Contact qualified constructors via: https://exhibitor.cantonfair.org.cn/?_ga=2.241284226.1097980062.1632297306-705997307.1612323389#earthSpecial	
					Drawings Verification Team	+86-20-89124229 +86-20-89124230 +86-20-89124231	
Application for Upgraded Standard Booth and modification in advance	Please contact Canton Fair Exhibition Design and Construction Co., Ltd. if you need any Booth modification.	Oct. 13 10:00am	Oct. 22 10:00am	Oct. 30 10:00am	Canton Fair Exhibition Design and Construction Co., Ltd.	Xu Zhichao: +86-20-89139784 Guan Ying: +86-20-89139719 E-mail: gz510014@126.com	
Exhibitor Badge Application	Old exhibitor can activate the badge through <i>Easy Exhibitor</i> system. For a new badge, please apply online through <i>Easy Exhibitor</i> and collect your badge at the Certificate Service Centre before the deadline. See page 8 “Badge Services” of this guide for details.	Oct. 17	Oct. 25	Nov. 2	International Pavilion Project Team	Please contact the regional contacts in 《Participation Timeline and Contact Details of the International Pavilion》	
Exhibition Preparation	Custom-built Booth arrangement	Construction unit enter the venue for booth construction after the drawings are approved, fees paid and relevant certificates obtained.	Oct. 8-11, 08:30-17:30	Oct. 20, 11:00-24:00; Oct. 21, 08:30-16:00	Oct. 28, 11:00-24:00; Oct. 29, 08:30-16:00	Construction unit	Refer to the official website of Canton Fair “Exhibitor-Exhibition Service-Custom-built Booth” for contact info of construction unit.
	Exhibits set-up	Please get your exhibits from shipping agents and set them up by yourself.	Oct. 12, 08:30-24:00; Oct. 13, 08:30-12:00	Oct. 21, 16:00-24:00; Oct. 22, 08:30-22:00	Oct. 29, 16:00-24:00; Oct. 30, 08:30-22:00	Shipping agent & exhibitors	Refer to page 20, Part 4 of this guide for contact info of shipping agent



Procedures		Deadline			Dept.	Contact	Contact Info	
		Phase 1	Phase 2	Phase 3				
Travel Service	Various services will be provided to exhibitors. Please see Chapter 6 of this guide.	Process ASAP after the Booth is confirmed			Canton Fair Travel Agency Co., Ltd	Zhang Yonggang (Flight ticket)	+86-20-89268100 +86-20-89268101 Fax: +86-20-89268462	cantonfair.tour@163.net
						Zhu Guiyuan (Hotel booking, car rental et.)	+86-20-89268105 Fax: +86-20-89268103	
On-site Services	Storage, transportation and carrying of exhibits and samples. Please refer to Chapter 4 of this guide.				Service Center for Exhibitors	Lu Zihao	+86-20-89139565	/
	Telephone allocation. Please refer to Chapter 5 of this guide.					Technical Equipment Department & Communications Division	+86-20-89139450	/
	Rental of flowers. Please refer to chapter 5					Ms. Yang	+86-20-89139578	/
	Internet service and communication equipment leasing. Please refer to Chapter 5.					Information Department (Wang Rui)	+86-20-89139099; +86-20-89139090	/
	Exhibition appliances leasing, filing information and text production, electricity for upgraded standard booths and customer-built booths. Please refer to Chapter 5.					Xu Zhichao, Guan Ying	+86-20-89139719; +86-20-89139784	cfedcip@cfedc.net
Obtain Release Note for Exhibits and Samples, remove exhibits and samples.	Oct. 18	Oct. 27	Nov. 4	Shipping Agent	/	See page 20, Chapter 4 of this guide for details		
Refund the deposit (distribution box and clearance deposit refund)	10:00, Oct. 19	10:00, Oct. 27	10:00, Nov. 4	Service Center for Exhibitors	See Chapter 5 of this guide for details			
Customer Liaison	Service consultation and complaint filing	/			Customer Liaison Center	4000-888-999 (China mainland) +86-20-28-888-999 (Overseas)	info@cantonfair.org.cn	
					Hong Kong Office	+852-28771318	cs@cantonfair.org.cn	

Procedures		Deadline		Dept.	Contact	Contact Info	
		Phase1	Phase2	Phase3			
Travel Service	Various services will be provided to exhibitors. Please see Chapter 6 of this guide.	Process ASAP after the Booth is confirmed		Canton Fair Travel Agency Co., Ltd	Zhang Yonggang (Flight ticket)	+86-20-89268100 +86-20-89268101 Fax: +86-20-89268462	cantonfair.tour@163.net
					Zhu Guiyuan (Hotel booking, car rental et.)	+86-20-89268105 Fax: +86-20-89268103	
On-site Services	Storage, transportation and carrying of exhibits and samples. Please refer to Chapter 4 of this guide.	/		Service Center for Exhibitors	Lu Zihao	+86-20-89139565	/
	Telephone allocation. Please refer to Chapter 5 of this guide.				Technical Equipment Department & Communications Division	+86-20-89139450	/
	Rental of flowers. Please refer to chapter 5				Ms. Yang	+86-20-89139578	/
	Internet service and communication equipment leasing. Please refer to Chapter 5.				Information Department (Wang Rui)	+86-20-89139099 ; +86-20-89139090	/
	Exhibition appliances leasing, filing information and text production, electricity for upgraded standard booths and customer-built booths. Please refer to Chapter 5.				Xu Zhichao, Guan Ying	+86-20-89139719 ; +86-20-89139784	cfedcip@cfedc.net
Obtain Release Note for Exhibits and Samples, remove exhibits and samples.	Oct. 18	Oct. 27	Nov. 4	Shipping Agent	/	See page 20, Chapter 4 of this guide for details	
Refund the deposit (distribution box and clearance deposit refund)			10:00, Oct. 19	10:00, Oct. 27	10:00, Nov. 4 Service Center for Exhibitors	See Chapter 5 of this guide for details	
Customer Liaison	Service consultation and complaint filing	/		Customer Liaison Center	4000-888-999 (China mainland) +86-20-28-888-999 (Overseas)	info@cantonfair.org.cn	
				Hong Kong Office	+852-28771318	cs@cantonfair.org.cn	

3. Badge Registration Service

The Registration Service Centre shall issue exhibitor badges and passes of various kinds.

3.1 Location of Registration Service Centre

Exit C of Pazhou Station, Metro Line 8, (white tent), Badge Service Center at the west side of Gate 11, Area C of Canton Fair Exhibition Hall (for Exhibitor Badge, Exhibition Planning Badge, Dismantle Badge, Vehicle Pass application and Exhibitor Badge replacement).

3.2 Types of Badge and Issuing Criteria

3.2.1 Exhibitor Badge —applicable for exhibitors entering the exhibition halls (Exhibitor Badge is also valid during the periods of booth construction and dismantling). The badge can be applied on-line by exhibitors, agents, or the organizer through the Easy Exhibitor of the official website of Canton Fair.

Period of Validity	Phase 1: Oct. 10 to 20 10:00AM; Phase 2: Oct. 20 to 28 10:00AM; Phase 3: Oct. 28 to Nov. 05 24:00AM.
Issuing Criteria	3 Exhibitor Badges (free) can be applied for every Standard Booth (9 m ²). Exhibitor Badges can be used for multiple-sessions (shall be registered every phases of every session), please keep them properly.

3.2.2 Exhibition Planning Badge — applicable only to exhibitors, qualified contractors of custom-built booths, or personnel assisting exhibitors to arrange the booths. Exhibitors of the custom-built booths can submit the application for Exhibition Planning Badges online through qualified contractors of custom-built booths, while exhibitors of the Standard Booths can apply for the badge via Easy Exhibitor during the exhibition planning period.

Period of Validity	Phase 1: Oct. 8 to 13 12:00AM; Phase 2: Oct. 20 to 22 12:00AM; Phase 3: Oct. 28 to 30 12:00AM.
Issuing Criteria	2 Exhibition Planning Badge for every Standard Booth (9 m ²).
Charge standard	RMB <u>20</u> /day/person × number of days + RMB <u>10</u> /Badge

3.2.3 Exhibition Exhibit Badge — applicable only for exhibitors, qualified contractors of custom-built booths, or personnel assisting exhibitors to dismantle the booths. Exhibitors of the custom-built booths can submit the application for Exhibition Planning Badges online through qualified contractors of custom-built booths, while exhibitors of Standard Booths can apply for the badge via Easy Exhibitor during the Booth dismantle period.

Period of Validity	Phase 1: Oct. 19 18:00 to Oct. 20 10:00AM;
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	Phase 2: Oct. 27 18:00 to Oct. 28 10:00AM; Phase 3: Nov. 04 18:00 to Nov. 05 5:00PM.
Issuing Criteria	1 Dismantle Badges for every standard booth (9 m ²).
Charge standard	RMB <u>20</u> /phase/person + RMB <u>10</u> /Badge

3.2.4 Parking Permit —applicable for agents’ vehicles entering the complex. To apply, please fill in Form A1.

Arranging Criteria:

- One Parking Permit (sedan) in the underground parking lot of the Fair Complex is arranged for one Agent. (15 RMB/day/permit);

- One Coach Parking Permit is arranged for every 40 exhibitors, and 1 parking space is arranged for every 3 coaches. (45 RMB/day/parking). No parking within the complex, and no waiting for passengers.

* If the Coach Parking Permit is needed, please apply from the Organizer through your agent before Apr. 1.

3.2.5 Exhibition Planning Vehicle Badge and Exhibition exit vehicle Badge — applicable only to the vehicles used by exhibitors to transport exhibits into and out of Guangzhou and the exhibition hall during the exhibition planning and dismantle period. If necessary, the exhibitors of custom-built booths can submit the application for Exhibition Planning Badges online through the qualified contractors of custom-built booths, and exhibitors of standard booth shall apply via Easy Exhibitor. Vehicles must exit the exhibition hall immediately after the loading and unloading of exhibits. And vehicles are not allowed to park within the complex, nor wait for goods or passengers, and drivers are not allowed to leave their vehicles.

Charge standard

- Exhibition preparation fee: RMB 20 /Badge
- Exhibition exit vehicle fee: RMB 20 /Badge

3.3 Application Time

- Exhibitor Badge:

Phase 1	Oct. 06-17	9:00–17:00
Phase 2	Oct. 20-25	9:00–17:00
Phase 3	Oct. 28-Nov. 02	9:00–17:00
- Exhibition Planning Badge:

Phase 1	Oct. 06-12	9:00–17:00
	Oct. 13	9:00–12:00
Phase 2	Oct. 17-22	9:00–17:00
Phase 3	Oct. 25-30	9:00–17:00
- Exhibition Dismantle Badge:

Phase 1	Oct. 17-19	9:00–17:00
Phase 2	Oct. 24-27	9:00–17:00

	Phase 3	Nov. 01-03	9:00–17:00
		Nov. 04	9:00–16:30
● Parking Permit:		Oct. 06-Nov. 04	9:00–17:00
		Nov.04	9: 00–16: 00
● Exhibition Planning Vehicle Badge:	Phase 1	Oct. 06-13	9:00–17:00
	Phase 2	Oct. 17-22	9:00–17:00
	Phase 3	Oct. 25-30	9:00–17:00
●Exhibition exit vehicle Badge:	Phase 1	Oct. 17-19	9:00–17:00
	Phase 2	Oct. 24-27	9:00–17:00
	Phase 3	Nov. 01-03	9:00–17:00
		Nov. 04	9:00–16:00

***Generally, all badges should be collected and delivered by agents. Individual companies should contact the organizer to collect their badges. Certificate Service Center does not approve badge application from individuals.**

3.4 Application and Collection Methods

3.4.1 Exhibitor Badge—Exhibitor Badge—In order to distribute and make the badges available on time, the exhibitors can log on the Easy Exhibitor (<https://intl.cantonfair.org.cn/#/importLogin>) prior to Oct. 10 to submit documents required for the badge application. And all the badges of participants shall be processed via the H5 webpage of the Canton Fair starting from the current session, to reduce the workload of data collection of all units and improve the accuracy of the data and the efficiency of the badges application. All badge processing units will initiate the badge application form, and submit badge applications via the Easy Exhibitor (<https://exhibitor.cantonfair.org.cn/>), and then distribute the link or QR code to the applicants. And applicants can submit their data to the personnel database by providing photo taken by mobile phones and verification of ID information, which means offline submission of paper materials are no longer accepted.

All original copies of the IDs for first-time participant must be checked by the agents. Only qualified exhibitors can be allocated with an exhibition badge.

Digital Photo Requirements:

The digital photo for applying a badge has to be recent-taken and **hatless full-faced without frame**. Re-shoot, selfie and casual photo are not allowed. Only the formal certificated photo with blue/white background can be accepted. The photos failing in meeting the requirements shall be rejected.

• Requirements on Head:

√ The facial features must be clearly visible. The head shall cover two third of the photo 2/3 of the photo (the distance between picture’s bottom and jaw shall be 3-5mm, and that between pic’s top and head shall be

2mm)

• **Photo Dimensions:**

✓ 40mm*50mm. The head shall cover two third of the whole photo. (the distance between picture's bottom and jaw shall be 3-5mm, and that between pic's top and head shall be 2mm);

✓ **The digital picture shall be in the jpg format and less than 100k;**

✓ The ratio of the photo for height and width is 5:4, photo resolution of 200*250 is better;

✓ The background of the photo should be blue or white.

Passport/ ID Card Requirement:

The provided copied or scanned page or photo of passport (or ID card of the PRC resident) must be valid. The picture and letters on the copied or scanned passport (or ID card) shall be clearly recognizable.

3. 4. 2 Only after the payment of all the exhibition fees has been received shall the exhibitor be eligible to collect related badges.

3. 4. 3 In case exhibitors fail to submit application materials through Registration System due to force majeure, personnel from the organizer can submit application materials on the spot with the approval of the person in-charge from the Registration Centre. Any failure in timely reception of exhibition badge due to delay in submission of application material should be responsible by the exhibitors.

3. 4. 4 When an exhibitor submits its registration materials to the organizer or recruitment agent, the copy of passport or ID card on the Application Form shall only be accepted with a seal of the exhibitor's on the perforation.

3.5 Reminders

3. 5. 1 During the Canton Fair, all participants shall use the IC cards of plastic or paper materials. Staff badge and Exhibitor badge are plastic cards which can be used for multiple sessions after registration. Please keep it safe and do not bend or get close to strong magnetic field. The same card must be brought and registered again for continued use on subsequent Fair sessions (shall be registered of every session). In future sessions, if staff or exhibitors have a different employer, title or identity, registration for new cards is required, with 50 RMB charged on each card..

3. 5. 2 To strictly implement the "one person, one card" principle, for participants with multiple plastic cards, only the most recently handled badges can be retained, while other badges shall be prohibited.

3. 5. 3 If the replacement of Exhibitor Badge is needed, please apply online. Replacement proposed prior to 00:00 inclusive Oct. 15 (Phase 1) / Oct. 23 (Phase 2) / Oct. 31 (Phase 3) is free; replacement application after 00:00 of Oct. 15 (Phase 1) / Oct. 23 (Phase 2) / Oct. 31 (Phase 3) shall be charged 100 RMB / card.

Deadline for badge replacement: Oct. 15 5:00PM (Phase 1)

Oct. 25 5:00PM (Phase 2)

Nov. 02 5:00PM (Phase 3)

3. 5. 4 Any badge that has been borrowed, sold, altered or counterfeited shall be confiscated and shall not be reregistered. The holder shall be handed over to the police and shall be placed on record. People involved in the above activity shall not be eligible for registration for the next session or future sessions of the Canton Fair.

3. 5. 5 If any Badge of Canton Fair is lost, including Exhibitor Badge or Staff Badge, the party concern shall report to the security department immediately, and then register loss and reapply at the Registration Service Centre with the documentary evidence issued by the exhibition organizer or recruitment agent. The charge is RMB 200 RMB/ document. Any false ID badge, i.e., through manipulated ID photos, shall be confiscated. Without declaring the loss of the card beforehand, the holder shall be put on record and shall, in principle, be ineligible for card re-application.

Any failure in bringing the same old card for re-registration is considered loss of the card, a written application must be submitted and an extra fee of 200 RMB will be charged for renewal after re-registration reviewed by the organizer and approved by the Certificate Service Centre.

3. 5. 6 Other badges or passes shall not be replaced or reapplied or re-registered except for Staff Badge for Agents and Exhibitor Badge.

3. 5. 7 The badges will be confiscated and the badge-holder will be not allowed to enter the Canton Fair resulting from badges being used in advance or not being registered or activated.

Please check the period of validity of multi-sessional plastic card (Staff Badge and Exhibitor Badge) following the instruction:

The Identity Status Query function has been launched in the “Exhibition Service” section under “Exhibitor” Column in the Canton Fair official website by the Certificate Service Center. Applicants can check whether their identities have been activated simply bu entering the identity number.

3. 5. 8 Entrance time during the exhibition:

- Exhibitor Badge: 9:00AM
- Buyer Badge: 9:30AM

3.6 Notice on the Application of the Intermediary Agency License for Handling Complaints about Intellectual Property Rights and Trade Disputes in the Canton Fair

In order to standardize the management, and handle parties involved in the complaints related to intellectual property rights and trade disputes in the Canton Fair fairly and reasonably, and make it convenient for the parties involved to handle the complaint affairs. In accordance with relevant laws and regulations including *Patent Law of the People’s Republic of China*, *Trademark Law of the People’s Republic of China*, and *Copyright Law of the People’s Republic of China*, and relevant regulations on the management of license for the Canton Fair, license designated to personnel from the intermediary agencies for complaints about IPR and trade dispute are created since the 112nd session of the Canton Fair. And the application for the intermediary agency license is hereby notified as follows:

1. License name

“Intermediary Agency (Agency for Intellectual Property Rights)”, “Intermediary Agency (Agent for Trade Disputes)”.

2. Personnel applicable

At the Canton Fair, practitioners of the intellectual property agency and law firm authorized by the parties involved in complaints on IPR and trade disputes during the Canton Fair sessions.

3. Information submitted for license

To apply for the “Intermediary Agency” License, the applicant (that is, agency, the same below) shall submit a photo which conforms to the requirements of the Canton Fair (5cm × 4cm recent color identification photo on blue or white background), the second-generation ID card and its photocopy (with official stamp of the applicant’s institution), and the original Recommendation Letter of the applicant’s institution. And applicants shall not use photos, life photos or selfies printed out using ordinary printing paper, nor photos that have been processed by photo-enhancing software. If the specifications and quality of the photo do not conform to the requirements, the license may not be processed or issued in time.

The following information is also required:

(1) The parties’ identity certificate

a. Natural person: ID card or foreign passport;

b. Organization: a copy of the organization’s license or the corresponding overseas registration certificate;

c. The parties to trade disputes shall also provide relevant certificates of the Canton Fair.

(2) Proof of Complaints

a. Complaints on IPR: the parties’ intellectual property ownership certificate or the notice for handling of suspected Intellectual Property Rights infringement and Trade Disputes in the Canton Fair issued by the Complaint Station of Intellectual Property Rights and Trade Dispute Complaint of the Canton Fair (hereinafter referred to as “Complaint Station”);

b. Complaints on trade disputes: contracts signed by the parties at the Canton Fair.

(3) Proof of Principal-Agent Relation

a. The Power of Attorney issued by the parties;

b. Official Letter or Recommendation Letter for the handling of the entrusted matters by the intellectual property agent or the agent assigned by the law firm.

(4) Qualifications Certificate the Agency

a. The registration certificate of the entrusted intellectual property agency within the valid annual inspection period or the practicing certificate of a law firm;

b. Lawyers or patent agents shall provide a practice certificate within the valid annual inspection period.

In case that the parties are foreigners, they must submit a local notarization by oath that can prove its ownership or interest relationship, and the certification of local China embassy and consulates. And for materials made in foreign language, a notarized Chinese translation needs to be submitted; for parties from Hong Kong, Macau and Taiwan, relevant notarization and certification documents need to be submitted.

The above-stated information must be true, legal and valid. And relevant agencies and personnel will be held accountable in case of any false information.

4. Amount of License

License can only be applied by the agent designated by the party's Power of Attorney; in case that only intellectual property agency or law firm are designated in the Power of Attorney, without any reference to the entrusted agent, then the agency entrusted may assign two (2) of its practitioners to apply for the license for each entrustment. Each intellectual property agency or law firm can apply for a maximum of license for 60 entries for each session of Canton Fair.

5. The method and procedure of license application

(1) Agents fill out the application form for the licenses based on the specific matters they are handling (see relevant forms for handling of compliant on intellectual property rights and trade disputes in article 7.6), and scan the materials according to the requirements and sequence specified in paragraph 3. Then archive the materials as PDF Format files and email to tsz@cantonfair.cn as an attachment.

(2) The relevant departments of the Canton Fair shall pre-review the license application, and notify the results of the pre-review within five (5) working days (the pre-review of applications from agents of the respondent can be accelerated according to the actual situation). If the materials are determined to be conforming to the requirements in the pre-review, the applicants shall take the reviewed application form, their second-generation ID card and a copy of the second-generation ID card (with the official seal of the institution) as well as the original Recommendation Letter of the institution, go to the designated window for the intermediary agency license of the Canton Fair, got the materials verified and make payment, then apply for and get the license. If any additional information is required after the review, the applicants shall supplement the information in a timely manner; and the license will not be processed if the materials are considered not conforming to the requirements after the review.

6. Charges

RMB50 is charged per license as nominal fee, along with a service fee of RMB300/ person/ day. If the applicants apply for a license of discontinuous date, they have to apply separately, and pay for the nominal fee

for each license separately.

7. Precautions

(1) The applicant can only apply for one type of license of the Canton Fair on a single day. If the agent has applied for other type of license, then the other type of license will be canceled.

(2) After the “Intermediary Agency” license is put on trial at the 112nd Canton Fair, the Complaint Station no longer accepts complaints from the practitioners of the agency holding other type of license. And the Canton Fair is entitled to cancel the license such practitioners holding other type of license which fails to conform to the identity indicated by their license while engaging in relevant investigations and complaints in the exhibition hall. After the license is canceled, the practitioners shall not continue to stay in the exhibition hall nor enter the exhibition hall again; the Canton Fair will also decide whether to refuse the license application of such practitioners in the future.

(3) The Complaint Station only accept on-site complaints during the session of the Canton Fair, and each complaint must be decided at least one (1) working day after the acceptance. Therefore, the Complaint Station does not accept any complaint filed within one (1) working day from the end of the current session of Canton Fair. And each agent are supposed to be fully aware of such situation, apply for the license in advance, and set the valid period of their license according to the actual needs.

(4) After the “Intermediary Agency” license is put on trial at the 112nd Canton Fair, the complaints made by the intellectual property agency or law firm no longer need to be filed at the Complaint Station for record. However, the agency still need to submit the originals of materials required for the corresponding agency issues listed at paragraph 3 (the parties’ business license and relevant certificate of the intellectual property agency or law firm can be replaced by copies of the original certificates affixed with official seal of the institute) while handling the complaints. Please carry the aforementioned materials.

8. Special notes

(1) If the parties do not entrust any agent but handle directly their complaints in accordance with the law, this notice is not applicable.

(2) If the complaints are handle by a natural person who is a non practitioners in accordance with the law, this notice is not applicable. However, that natural person shall acquire the valid license of the Canton Fair, and shall only accept the entrustment of one party (the co-owner of the intellectual property rights may be regarded as one party); when the party involved in the complaint is also a natural person, his or her Power of Attorney should be notarized or issued on spot at the Complaint Station.

(3) The materials submitted by the agent is only for the review of the license application, while whether the intellectual property complaint is accepted or not shall be subject to the opinions of the on-site experts of the Complaint Station.

“Agent” badge consultation e-mail: tsz@cantonfair.org.cn

The above-stated regulations are hereby notified. And this notice shall be interpreted by the Complaint Station.

3.7 Relative Forms for Badge Services

A1 Registration Form for Parking Permit of Small Size Vehicle Inside Canton Fair Complex

A1 Registration Form for Parking Permit of Small Size Vehicle Inside Canton Fair Complex

Registration Form for Parking Permit of Small Size Vehicle Inside Canton Fair Complex

Date:

Unit:			Responsible Person:		Tel:	
Vehicle Type (seats)	Vehicle Plate Number	Name of Driver	Mobile No. of Driver	ID No.	Date used	Parking place (to be filled by Certificate Service Center)
					Phase_DD_to __DD	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> Garage
					Phase_DD_to __DD	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> Garage
					Phase_DD_to __DD	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> Garage
					Phase_DD_to __DD	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> Garage
					Phase_DD_to __DD	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> Garage
Approval of Leaders:			Remarks: 1.Letter of Introduction (or seal). 2.Driving Permit (original & duplicate), Driver's License (original & duplicate) shall be copied on the same A4 paper and stamped. 3.Vehicles not conforming to environmental protection requirements (namely yellow-label vehicles) will be rejected.			

4. Exhibit Transportation, Storage and Portage of the International Pavilion of Canton Fair

4.1 Instructions on Exhibits Transport Service

Canton Fair recommends BONDEX LOGISTICS CO., LTD., SHANGHAI EXPOTRANS LTD. and SINOTRANS BEIJING FAIRS & EVENTS LOGISTICS CO., LTD. (hereinafter referred to as the Recommended Transporter of exhibits of the International Pavilion) to provide exhibitors with services such as domestic and overseas transportation of exhibits, customs clearance, quarantine and inspection, portage and storage of exhibits in the International Pavilion of China Import and Export Fair Complex. Canton Fair will work with China Customs to organize, coordinate, supervise and manage the related services provided by the Recommended Transporter. Canton Fair entrusts its Exhibition Service Department of China Foreign Trade Centre Group Co., Ltd. to manage the portage works in the exhibition hall and the Exhibition Service Department of China Foreign Trade Centre Group Co., Ltd. shall be entitled to supervise and handle the breaching portages.

On-site Service Spot of China Customs: Counter 6, Hall 6, Pearl River Promenade, Area A, China Import and Export Fair Complex.

On-site Service Time of China Customs:

Oct.15-19 (Phase 1) Oct.23-27 (Phase 2) Oct.31- Nov.4 (Phase 3)

On-site Service Time of Recommended Transporters:

Oct.9-19 (Phase 1) Oct.21-27(Phase 2) Oct.29- Nov.4 (Phase 3)

According to related provisions of China Customs, import and export declaration procedures shall be conducted in Guangzhou Port in conformity with Managing Regulations on Dependent Territory. Related transfer procedures for exhibits imported from ports other than Guangzhou shall be conducted in the port of entry. Upon the request of China Customs, the transport and handling of temporary import exhibits within the range of fair complex will be carried out only by the recommended transporters for International Pavilion of the Canton Fair during the booth construction and dismantling period and throughout the exhibition.

The inbound and outbound of temporary import exhibits may be conducted in any one of the following three ways..

1. Exhibitors can entrust the Recommended Transporter of International Pavilion of the Canton Fair to provide “ Gate to Gate ” One-Stop Service which will include overseas collection of exhibits, overseas transportation, customs clearance, quarantine and inspection, local transportation, storage, exhibits portage on

exhibition booths, related procedures for different methods of disposing exhibits subsequent to exhibition, customs cancellation subsequent to verification, re-transportation of the exhibits out of China to the exhibitors' locality.

2. Exhibitors can entrust his own transporters locally to deliver the exhibits to Guangzhou Port where these exhibits will be transferred to the Recommended Transporter who will offer services such as customs clearance, quarantine and inspection, local transportation, storage, exhibits portage, related procedures for different methods of disposing exhibits subsequent to exhibition, customs cancellation subsequent to verification, re-transportation of the exhibits out of the territory to the exhibitors' locality. Please note that relevant entrust procedure is required in advance.

3. For exhibits imported as personal belongings, exhibitors shall pay attention to relevant Regulations on China Customs. For exhibits that fall out of the categories of personal belongings stipulated by China Customs, one should carry out the import of exhibits with normal customs procedures and pays in relevant duties, or entrust one of the three transporters recommended by the Canton Fair to carry out the customs procedures.

Reminder:

1. Transporter of the International Pavilion does not receive delivery of oversea exhibits. Relevant risks and responsibilities led to by delivery of exhibits such as prohibited import, high tariff or fine, and other customs clearance issues are borne by exhibitors.

2. Exhibition items in need of an import license won't be exempted from such license if they are carried into the country. Exhibitors are requested to carry such license and contact their official forwarders in advance as the exhibition items must be declared and inspected by the customs before entry.

3. Exhibitors shall carry out import and export customs procedures with ATA Certificate for International Exhibits, and the Recommended Transporter could offer assistance.

4. In case that exhibits have been gone through customs transfer procedures regarding temporary import, exhibitors are requested to provide documents such as customs transfer document, declaration form for temporary import exhibits, customs declarations and quarantine certificates to the Recommended Transporter for the examination by on-site customs officers.

The transport and handling of the exhibits have been gone through permanent import procedures as general trade and the domestic exhibits may be conducted in any one of the following four ways.

1. Exhibitors can entrust the Recommended Transporter to provide “Gate to Gate” One-Stop Service which will include collection of exhibits, transportation, storage, exhibits portage on exhibition booths and return transportation to the exhibitors’ locality.

2. Exhibitors can choose an express company or a freight company to deliver exhibits to the Recommended Transporter’s warehouse in Guangzhou, within the time required by the transporter. After that, the Recommended Transporter can provide service including storage, exhibits portage on exhibition booths and return transportation to the exhibitors’ locality.

3. Exhibitors can choose a freight company to deliver exhibits into the Canton Fair Complex (exhibitors need to apply for vehicle certificates in advance), after which the Recommended Transporter can provide service including storage, exhibits portage on exhibition booths and so on. In the case that there are only a few portable exhibits, exhibitors can contact the Recommended Transporter in advance (as early as possible, emergency service is not provided), and deliver the exhibits to the gates of the Canton Fair Complex, at which the Recommended Transporter will unload the exhibits in a limited time and provide service mentioned above.

4. Exhibitors can deliver and carry the exhibits by themselves.

The exhibitor will be required to pay to the recommended transporter for the International Pavilion of the Canton Fair relevant fees in accordance with the chosen service scope. Basic rate will be determined as per relevant criteria specified. Extra administrative fees charged by the government sectors will be paid by the exhibitor as per real situation including relevant procedure fees. Fees for special services shall be paid by the exhibitor to the Recommended Transporter.

If in any needs, exhibitors would be welcome to contact with one of the following four Recommended Transporters for the International Pavilion as early as possible: (For contact information, please refer to Service Guide of Exhibit Transportation. You can also make an inquiry at www.cantonfair.org.cn)

4.1.1 Company Name: Bondex Logistics Co., Ltd.

Address: 10th Floor, Tower B, China Resources Building, No.6 Shandong Road, Qingdao 266071, CHINA

Contact Person: Ms. Coco Huang / Ms. Rachel Sun

Mobile: +86 18661620105/ +86 13585899602

Website: <https://www.bondex.com.cn/>

E-MAIL: coco.huang@bondex.com.cn, rachel.sun@bondex.com.cn

4.1.2 Company Name: SHANGHAI EXPOTRANS LTD.

Address: 7F, No.980 Jinshajiang Road, Putuo District, Shanghai, China

Tel: +86 20 83524315

Fax: +86 20 83524315

Website: <https://www.xptrs.com.cn/>

E-mail: ruanweijian@xptrs.com.cn

Contact Person: Mr. Will Ruan

Mobile: +86 13929546345

4.1.3 Company Name: SINOTRANS BEIJING FAIRS & EVENTS LOGISTICS CO., LTD.

Add: Haichang Building, No.44 Liangmaqiao Road,

Chaoyang District, Beijing, 100125, P.R. China

Tel: +86 10 64671724

Website: <http://www.sinotrans.com/>

E-MAIL: wangxuehao1@sinotrans.com

Contact: Mr. Sam Wang

Mobile: +86 18618106960

4.2 Notice to Exhibitors:

1. No matter what approach to be chosen for imported exhibits transportation to China, the exhibitor will be required to contact in advance with relevant Recommended Transporter for the International Pavilion of the Canton Fair with more attention to the deadline of arrival of exhibits and submission of customs application documents (subject to the notice given by the Recommended Transporter).

Exhibition Documents (subject to the notice of Recommended Transporter)

(1) List of Temporary Import Exhibits

This list will be a compulsive customs clearance form stipulated by China Customs and shall be filled in by all exhibitors and be submitted to the Recommended Transporter.

Guideline on filling in the form

The list includes fair name, product name, country of origin, product model and specifications, quantity of package, packing number, type of packaging, quantity of exhibits, unit of quantity, unit price, total price, gross weight, net weight, material, outer packaging size, location of exhibition, number of the exhibition hall, number of the exhibition spot, the name of exhibitor and how to deal with exhibits after the exhibition;

① Product name: Please report the accurate English name;

② Product model and specifications: Information on product model and specification shall be provided

in detail and in a precise way. When it comes to mechanic and electronic products, such as automobiles, engine number, frame number, color, displacement, year of production and number of seats shall be provided;

③ Quantity of package: Quantity of transported package of imported and exported goods (according to transport packaging) shall be provided (based on the number of package);

④ Type of package: All imported and exported goods' package, including that of delivery package and other package shall be provided;

⑤ Quantity of exhibits: The quantity of exhibits refers to the actual number of exhibits. If it exceeds one, please specify it;

⑥ Unit of quantity: Unit of quantity, expressed by quantifier in Chinese, should be provided clearly and precisely;

⑦ Value of goods: Value of goods refers to the CIF price of exhibits, composed of the value of exhibits and the costs of packaging, transportation, insurance and other services after they are shipped to China but not unloaded;

The CIF price of imported exhibits shall be truthfully declared. If the Customs challenges the declared price, the exhibitor shall, upon receiving the written notice, provide written explanation and relevant information within the prescribed time. If the exhibitor declares unreasonable value, leading to prolonged customs clearance time, thus affecting the participation in the fair, or there is a risk of the order being returned.

According to Article 62 of China Customs Law: If the Customs finds that imposed tariff is less than should be after approving the customs clearance of the imported and exported of goods and entry/ exit goods, it shall require taxpayer to pay enough tax within one year since tariff is paid or customs clearance is approved. The tax loss caused by taxpayer's breaching rules can be imposed by the Customs within three years.

⑧ How to deal with exhibits: Exhibits can be sold, returned, consumed or abandoned, etc.

(2) Exhibit Delivery Confirmation to Recommended Transporter

All exhibitors will be requested to fill in this Entrust Letter and return the same to the transporter prior to the deadline to enable the transporter to thoroughly understand the transportation requirements of every exhibitor so as to make appropriate arrangements.

(3) As for brochures, souvenirs, gifts, consumables and video tapes, CDs, slides to be demonstrated in the exhibition and to be submitted to the customs for inspection, the exhibitor shall furnish two samples of each to the Recommended Transporter beforehand.

(4) Original Bill of Lading, Copy of Master Air Way Bill, and various Shippers' Papers.

(5) Original Certificate of Origin, Certificate of Fumigation and Disinfection or Non-wood packing certificate.

(6) Product specification of machinery and equipment and high-tech products shall be submitted.

(7) ATA Certificate for International Exhibits (The exhibitor use this certificate for importing exhibits)

The exhibitor will be required to bring the List of Temporary Import Exhibits, copy of Delivery Confirmation to Transporter, Certificate of Origin, Customs Declaration as General Import and Certificate for

Taxation to the exhibition hall for reference.

2. The exhibitor must apply to the Recommended Transporter within the time specified and provide the required documents and exhibits. The exhibits applied will be consistent with relevant documents; otherwise, the exhibitor will be responsible for any deferment in customs clearance and delivery caused by inconsistency of goods and documents, incomplete application and delay in application.

3. Approval of Duty-free Consumables for Exhibition

The transporter will apply in written to the customs for duty-free consumables with a list furnished by the exhibitor in the registration time of Canton Fair or prior to the opening of the Canton Fair.

Duty-free consumables scope:

(1) A small package of samples, including imported food and beverage samples or those samples made by imported bulk materials during the period of the fair, but should match the following conditions:

① Those provided by exhibitors and dedicated to distribution free of charge during the exhibition period among visitors only for their personal use or consumption; Those clearly used as advertising samples with a very low unit price;

② Those clearly used as advertising samples with a very low unit price;

③ Those which are not suitable for commercial use and in which per unit content is distinctly less than the minimum packing content for retail;

④ Those samples of food or beverage which have really consumed in the course of exhibition although have not distributed according to minimum packing regulation stipulated in ③.

(2) Goods and materials consumed or damaged in the course of demonstration;

(3) Cheap goods used for setting up or decorating their exhibition booths;

(4) Promotional printing materials freely distributed during the course of exhibition;

(5) Archives, records, forms and other documents to be used in fair.

If the amount of exhibits listed on (1) exceed the import limit, the excessive part shall be taxed according to law; the unused and remainder exhibits which are listed on (2), (3) and (4) shall be re-transported out of China. For those not transported out of China, exhibitor shall go through the import formalities in accordance with the regulations.

The above scope shall not be applicable to alcoholic beverage, tobacco products and fuel. Duty shall be imposed on other items exceeding above-mentioned scope.

4. Packing of Exhibits

All import wooden packing materials should be treated by Heat Treatment (HT) or Methyl Bromide (MB) fumigation at the origin, and put the Mark of IPPC on two opposite sides of the wooden packing material. The Mark should contain the valid symbol approved by IPPC, country code, unique number of producer / treatment designated by the National Plant Protection Organization (NPPO) of exporting countries and treatment methods (HT, MB). In case that the wooden packing material shall be without the approved mark or with approved mark but intercepts the live harmful pest, then the cargoes will be disposed or returned to the

origin (observed areas: all countries/cities including Hong Kong, Macao and China Taiwan).

Furthermore, according to relevant laws and regulations of China Customs, it's forbidden to take used carton into the Chinese territory. Exhibitors shall not use used carton for the packing of the exhibits in the International Pavilion.

The exhibitors shall be responsible for all consequences arising from inadequate packing of the exhibits. The exhibitors will therefore be required to pay more attention on this issue.

(1) Damages prevention and water-proofing for outer packing

The packing cases will be inevitably shaken and collided in multiple loading and unloading during the long way haulage. The packing cases should therefore be firm enough to resist such events. The exhibitors must take adequate water-proofing measures to prevent damages to the outer packing of the exhibits.

Cartons will not be appropriate for exhibit packing especially not suitable for precious or fragile instruments. The exhibitors must be more precautious in case that they tend to pack the exhibits to be returned with the original packing materials (cardboard, aluminum foils, plastics etc.) which might have been damaged when opened. The exhibitors will hence be ensured to have adequate packing materials for returning exhibits.

No free packing materials will be provided by the transporter of International Pavilion.

(2) Dimension, gross weight and ground load of the case

Owing to container or truck transportation and condition of the exhibition hall, the exhibitor must pay attention to the following limits to each case of exhibit:

Length = 6000 MM; Width= 2200 MM; Height =2200 MM

The exhibitor shall be responsible for all consequences in case that he ships the exhibits of over above-mentioned limits to the Recommended Transporter without prior contact with the Recommended Transporter and proper arrangements.

(3) Heavy Exhibits

Packing case for heavy exhibits should be fixed by bolts not nails or screws so as to prevent damages and save time especially in re-packing at booth dismantling. Clear signs are required on both sides of the case to ensure loading on correct directions. Exhibitors with heavy exhibits are required to arrive in the exhibition hall in advance to instruct proper emplacement of the exhibits. In case that a crane or a forklift is needed, the exhibitor will be requested to notify the Recommended Transporter in written and provide the Recommended Transporter with detailed booth layout (Please refer to Form C3) to facilitate works at site.

5. Opening and Re-packing of Exhibits

Manpower and equipment will be provided by the Recommended Transporter to the exhibitor for case opening, installation and re-packing works subsequent to conclusion of Canton Fair. The exhibitor must stay at site to give instructions to those works especially for precision instruments or heavy items. The exhibitor must be responsible for all risks related to those works. In the event that the exhibitor withdraws from the exhibition hall prior to accomplishment of related transference works and leave in the hall un-repacked exhibits, those exhibits will be treated as abandoned articles which will be handed over to the customs for settlement and the exhibitor shall bear all expenses incurred therefrom and be liable to all consequences.

6. Insurance

In order to be compensated for all losses arising from risks during exhibit transportation and the exhibition, the exhibitor will be advised to purchase a whole insurance policy (exhibition period included) with Full Coverage. The exhibitor may also entrust the transporter to purchase special insurance for his exhibits.

7. booth Dismantling Works

Prior to conclusion of Canton Fair, following documents will be distributed by the Recommended Transporter to the exhibitors who entrust the the Recommended Transporter to re-transport the exhibits to the exhibitors' locality:

(1) Notice for Booth Dismantling Procedures;

(2) Copies of exhibit-list furnished by exhibitors;

(3) Entrust Letter for Exhibit Disposal which will be filled in by exhibitors and submitted to the transporter.

(4) Authorized Exhibit Exit Permit.

On the conclusion date of Canton Fair, the Recommended Transporter will carry all empty cases to the booths as per time schedule specified by Canton Fair and assist the exhibitor in packing up the exhibits and executing relevant customs clearance on behalf of the exhibitor. Detailed arrangements will be notified by the representative of the Recommended Transporter to the exhibitor.

On closure of the fair, exhibitor must declare to the customs of its mean of temporary import exhibits disposal and pay any due tax. Means of disposal include the following:

①Sold ②To be Returned ③Abandoned/ consumed ④Given away

Exhibitor will be required to fill in the Entrust Letter of his disposal modes received prior to booth dismantling and furnish the form and list of exhibits to the nominated person of the Recommended Transporter in the exhibition hall.

The exhibits will be temporarily detained by the Recommended Transporter until the Recommended Transporter receives relevant documents from the exhibitor. All expenses thus incurred will be paid by the exhibitor.

Following regulations shall be strictly abided by the exhibitor in booth dismantling and applying to the customs:

—— Each case of temporary import exhibits sold and to be returned must be declared clearly, accurately and separately.

—— Except for the declared exhibits to be outbound, not any other private goods (luggage and souvenirs for example) shall be allowed in the packing cases.

Penalty and confiscation shall be imposed upon violations of above-mentioned regulations.

The exhibitor will not be allowed to leave the exhibition hall prior to completing and furnishing aforesaid documents, conducting customs clearance and appropriately transferring exhibits. The exhibit disposal mode cannot be further altered once relevant documents have been submitted to the customs and the transportation

sectors and the exhibits have been transferred.

All temporary import exhibits will be outbound within 6 months from the date of entering China's border. The exhibitor will apply to the superintended customs in case that an extension of such time is required however, which will not be longer than 6 months.

8. The use of ATA Certificate during handling the import and export customs clearance is acceptable for the Chinese Customs. Products whose import is restrained according to laws and Regulations on P.R.C, printed materials which will be exhibited or used during the exhibition, audio-visual products, and other products that need investigated by the Chinese Customs, shall go through inspection and approval procedures in advance according to related rules and regulations.

Reminder:

Customs declaration of import exhibits of Canton Fair International Pavilion has adopted the "Single Window" approach (<http://www.singlewindow.gz.cn>). The "Single window" is to provide those who participate in international trade (including international fair) and transportation, including goods owner, freight forwarding, customs broker, ship, dock, shipping companies and other international trade logisticsrelated enterprises with a single platform through which they can submit standardized information and documents so as to connect with competent authorities and submit standardized information and digital information that meet the requirements by supervisory departments at one single time. Agents only need to record the fair information and exhibits list for one time, then they can declare to the customs, which simplifies the customs clearance procedures and shortens the clearance time. Exhibitors shall provide complete and accurate list of goods and related documents in accordance with the requirements of the agent in a timely manner so as to avoid customs clearance delay caused by the document failing to meet the requirements.

According to relevant Regulations on Provisional Regulations on the Access Control of Materials in the International Pavilion of Canton Fair and Service Guide for International Exhibits Transportation of the International Pavilion of Canton Fair, the Exhibitors shall submit copies of Exhibit List of the International Pavilion of the Canton Fair and other relevant documents to the organizer or the exhibitor recruitment agents in time (those enterprises applying directly shall submit those materials to China Foreign Trade Guangzhou Exhibition Company in time), so as to cooperate with the organizer and exhibit contractors of International Pavilion to facilitate smooth participation.

Any stipulations or arrangements between the exhibitor and transporter shall be mere agreement of both parties. Canton Faire will not be responsible for any unexpected consequences or disputes such as damages to the exhibits and the like. Such cases shall be subject to legal procedures by both parties.

The exhibitor may lodge a complaint to Canton Fair provided that he will be dissatisfied with the services provided by the recommended transporter. Canton Fair will endeavor to assist the exhibitor in settling such issue. Contact number for inquiry and complaint: Telephone: 4000-888-999.

4.3 Rules and regulations relating to transport services

Please refer to the Chinese version for specific information.

4.4 Annexes related to transport services for exhibits

Please click on the title below to view:

Annex I - [Provisional Regulations on the Access Control of Materials in the International Pavilion of Canton Fair](#)

Annex II - [Service Guide for International Exhibits Transportation](#)

4.5 Forms for Exhibit Transport Services

Please refer to the Chinese version for specific information.

5. Booth Construction and Equipping

The Service Center for Exhibitors of the International Pavilion is set up at site of Canton Fair to provide exhibitors with convenient service of application for items associated with exhibition booths. The Centre has several project teams such as Recommended Contractor, Service Consultation, On-site Service, Standard Booth Setting-up, and Transportation. All of the services provide exhibitors with convenient and swift access to admission and registry.

5.1 Official Contractor:

5.1.1 Official Contractor

Canton Fair Exhibition Design and Construction Co., Ltd

Exhibitors of Custom-built booths shall choose contractors with qualification certification issued by the Canton Fair. (For details see 5.2.2)

Service: Application for modification of upgraded Standard Booths

Address: 1+002, Area A, China Import and Export Fair Complex, No.380 Yuejiang Middle Road, Haizhu District, Guangzhou.

Time:	Sept. 01–Oct. 12 08:30am-5:30pm for each day		
Contact		Hotline	
Ms. Guan, Mr. Xu		0086-20-89139719,89139784	
E-mail:	cfedcip@cfedc.net		

5.1.2 On-site Office of Customer Service Center

	Phase 1	Phase 2	Phase 3	Location
Exhibition Planning	Oct. 8-11, 08:30-17:30 Oct. 12, 08:30-24:00 Oct. 13, 08:30-12:00	Oct. 20 11:00-24:00 Oct. 21 08:30-24:00 Oct. 22 08:30-22:00	Oct. 28 11:00-24:00 Oct. 29 08:30-24:00 Oct. 30 08:30-22:00	Area A of Canton Fair Complex: Counter at Hall 2, Pearl River Promenade. Area B of Canton Fair Complex: Counter at Hall 10, Pearl River Promenade. Area C of Canton Fair Complex: North counter at Hall 16.2 Area D of Canton Fair Complex: Counter at Hall 19, Pearl River Promenade
Exhibition Period	Oct. 15, 08:30-18:00 Oct. 16-19, 09:00-18:00	Oct. 23, 08:30-18:00 Oct. 24 to Oct. 27, 09:00-18:00	Oct. 31, 08:30-18:00 Nov. 1 to Nov. 4, 09:00-18:00	
Dismantle Period	18:00, Oct. 19 to 11:00, Oct. 20	18:00, Oct. 27 to 11:00, Oct. 28	Nov. 04, 18:00-24:00 Nov. 05, 08:00-24:00	

Services at Exhibitor Service Centre:

1. Procedures of Move-in of Custom-built Booths

Please refer to Stipulations of Construction Management for Custom-built Booths in 5.2 herein for detailed procedures.

2. Modification of Standard Booth

- (1) Application deadline: Oct. 13 10:00AM (Phase 1)
Oct. 22 10:00AM (Phase 2)
Oct. 30 10:00AM (Phase 3)

(2) Please refer to Services and Stipulations of Upgraded Standard Booth Construction in 5.3 herein for the application scope and relevant stipulations.

3. Rental of Booth Equipment and Supply of Electricity

(1) Please refer to Form B4-2 for the specifications, charge criteria and relevant stipulations of the Services;

(2) The rental of table and chair can be canceled on the same day of its arrival at the booth. Charge for such cancellation shall be RMB20. From the second day of the arrival of the booth equipment at the booths, no cancellation of rental will be accepted.

4. Rental of Flowers

Please refer to Form B5 for service charges.

5. Re-input of Exhibitors' Information and Calligraphy Services

Canton Fair will make fascia boards in accordance with the exhibitors' information input in "Registration System of Participation in the International Pavilion". Exhibitors shall not cover or rectify the scripts on the fascia board without prior consent of Canton Fair. In case that an exhibitor is late in inputting information then requires for remedy or he may need to change the scripts on fascia board, the exhibitor shall apply to concerned department of Canton Fair for written approval and pay relevant fees.

6. Telephone Allocation

Radiophone is not provided for booths of the Canton Fair. Exhibitors can apply for installation of wire telephone 2 days prior to the exhibition with the On-site Office of Customer Service Centre by filling out the *Application Form for Wired Telephone Installation Business of the 134th Canton Fair*, with a charge of RMB92/ session (dial and answer of domestic phone included) and a deposit of RMB500/ set, and the phone No. for consultation is 020-89139450. The basic functions of the telephone include local call and domestic toll call. All the telephones are on the basis of domestic toll call for each session.

And the exhibitor can return the telephone prior to 17:00 of the closing date of the exhibition and complete the refund process at the On-site Office.

7. Application for Internet Service

Please refer to Form B7 for the specifications, charge criteria and relevant stipulations for such services.

8. Application for Overtime Work

Stipulations on the overtime work during the period of Booth Construction and Dismantling:

During the Booth Construction, contractor or exhibitor should submit written application for overtime work to the On-site Office of Customer Service Center before 16:00 on the same day. The overtime work

permitted: Oct. 9-11, 17: 30-22:00 every day; 24:00, Oct. 20 to 08:30, Oct. 21; 24:00, Oct. 21 to 02:00, Oct. 22; 24:00, Oct. 28 to 08:30am, Oct. 29; 24:00 Oct. 29 to 02:00, Oct. 30.

Reminders:

1. All materials for booth setting up and all exhibits of the exhibitors shall be moved out of the exhibition hall prior to 10:00, Apr. 20 (Phase 1); 10:00, Apr. 28 (Phase 2). And Booth construction materials and exhibits to be returned shall be delivered to supervised locations nominated by the customs.

2. No application for postponing Booth Dismantling of the Canton Fair shall be accepted by Canton Fair who will reserve the right to claim from the exhibitors for any damages or losses caused by such delay.

9. Payment

Only RMB in cash or payment by credit card shall be accepted in the Service Center for Exhibitors of International Pavilion.

Stipulations of Service

1. Parts of the services Nov. not be provided due to insufficient stocks, the lack of resources or demand overtops the warning limit.

2. The services available shall be fulfilled within 2 hours after full payment has been made by the exhibitor (except for the peak hours on Oct. 12-13, 21-22, and 29-30).

3. During the busy hours on Oct. 12-13, 21-22, and 29-30, it takes longer time to fulfill the required services. The exhibitors are therefore advised to wait patiently and try to avoid applying at peak hours.

4. Exhibitors dissatisfied with the on-site service could lodge a complaint by dialing the service and complaint numbers.

5. Deadline for applying for the aforesaid services will be Oct. 19 for Phase 1, Oct. 27 for Phase 2, and Nov. 4 for Phase 3.

Services of Booth Dismantling: Refund of Deposit

1. After returning the rented equipment or clearing the booth, the exhibitors should submit the deposit bills to the concerned staff of Canton Fair for confirmation in signature.

(1) Distribution box: Electricians assigned and authorized by the Canton Fair will dismantle the distribution boxes. On the night of dismantle, the construction unit of *custom-built booths* and the exhibitor who have pre-installed or rented the distribution box should assign a staff to stay at the booth, paste the special mark of "Distribution Box Received" onto *Confirmation of Pre-installed Distribution Box for Custom-built booths* or *Confirmation of Equipment Rental for Custom-built booths* (yellow copy for customer) or *Deposit of Distribution Box for Custom-built booths* when the electricians recover the distribution boxes, and the afore-mentonde documents should be signed by the electricians for confirmation. At the same time, ask the electrician to sign for confirmation. Distribution box removal service telephone: +86 020-89139631 (Area A and D), +86 020-89139730 (Area B), +86 020-89139739 (Area C). If the electric box is not returned, a security deposit or deposit of RMB1000 will be deducted per electric box.

(2) Deposit for booth clearance: Exhibitors should notify the Curator of Exhibition Hall in the International Pavilion upon the completion of booth clearance. The exhibitor can only get the refund after the curator checks the venue and sign on the deposit form to confirm the refund of the deposit. On the night of the booth dismantle, the exhibitors of standard booth that pays the dismantle deposit shall clean up the exhibits and construction materials as per the instructions. If there is no violation, the deposit will be refunded to the original paying account within thirty (30) working days. In case of violation, the deposit will be deducted and the corresponding penalty will be imposed. Deadline for signing deposit bill: prior to 10:00am on Oct. 20 (Phase 1); prior to 10:00am on Oct. 28 (Phase 2); and prior to 17:30 on November 5 (Phase 3).

(3) Deposit for Hangers: After the exhibitor returns the hangers, the site management personnel of the Canton Fair installation venue will sign on the deposit bill for confirmation.

(4) Deposit for Hub: Exhibitors could be refunded the deposit at the “Network access application” of the Service Center for Exhibitors of the International Pavilion. After the person in charge of the network service checks the returned equipment and signed on the deposit bill for confirmation, the deposit can be refunded.

2. With the deposit bills confirmed and signed by the authorized persons, the exhibitors or contractors of custom-built booths could be refunded the deposit at the Service Center for Exhibitors of the International Pavilion. For details about the Time and location, see 5.1.2 of this Manual: *Service Center for Exhibitors of the International Pavilion*.

3. The deadline for deposit refund is Nov. 18, 2023, and deposit cannot be refunded after the deadline.

5.2 Stipulation on Construction Management for Custom-Built Booths

(For raw-space-exhibitors and their entrusted contractors of custom-built booths)

5.2.1 Custom-built booths

Refer to the booths, on rental raw space (minimum 36 m²), that exhibitor entrusts the contractor with qualification certification of the Canton Fair to set up and decorate with materials which are different from those used in the Standard Booths.

5.2.2 Contractor of Custom-built Booths

Raw-Space-Exhibitors shall entrust the contractors with qualification certification of the Canton Fair to design and set up the booths. Contractors without qualification certification of the Canton Fair shall be prohibited to undertake such project or construction works. The design and drawings submitted by such contractor without qualification certification will be rejected by the Drawings Verification Team of Canton Fair. Contractors with qualification certification are listed on “Exhibitor- Exhibitor Service/ Custom-Built Booth/ Construction of Custom-Built Booths” of Canton Fair official website.

Exhibitors are required to pass a safety knowledge test when logging in to Easy Exhibitor at the official website of the Canton Fair before installing custom-built booths and green-built booths and conducting other activities.

Reminders

1. The maximum total area of custom-built booths for each enterprise in each session is classified based on the security deposit paid:

The maximum total area is 8,000 square meters in each session upon security deposit of RMB500,000;

The maximum total area is 13,000 square meters in each session upon security deposit of RMB800,000 (no more than 8,000 square meters per phase);

The maximum total area is 24,000 square meters in each session upon security deposit of RMB1,100,000 (no more than 8,000 square meters per phase);

2. Any Agreements between the exhibitor and the entrusted contractor shall be deemed to be contracts of the two parties only. Any incidents, accidents or disputes hence arising shall be subject to the legal procedures by the two parties involved, and Canton Fair shall assume no responsibilities for such consequences.

5.2.3 Submitting Time and Contact Office

1. Submission Time

Please submit application through Easy Exhibitor; submissions in paper or email are not accepted.

Deadline for drawing submission system: Oct. 10, 18:00 (Phase 1), Oct. 19, 18:00 (Phase 2), and Oct. 27, 18:00 (Phase 3). After this deadline, the system will be automatically locked and no drawing can be submitted. Booths will be restored to Standard Booths (no more simple decoration is allowed) and we will charge exhibitors Standard Booth allocation fees, circulate a notice of criticism, and a penalty shall be imposed by revising the penalty mechanism according to regulations on submission overdue of custom-built booth, that is, any booth in an exhibition area being stored to Standard Booth shall not do any custom building in that exhibition area for three consecutive session starting from the following session; while, any booth being restored to Standard Booth in two or more exhibition areas shall not do any custom building in any exhibition area for three consecutive session starting from the next session.

Drawings submitted during the following time periods are considered overdue: submission after Sept. 30, 24:00 (Phase 1); and submission after Oct. 10, 24:00 (Phase 2 & Phase 3). If the overdue submission of the drawings is true, points will be deducted from construction unit of custom-built booths.

2. Contact Office

Drawing Verification Team

Location: Drawings Review Group at East Side of Area B, Canton Fair Complex, No. 382 Yuejiang Road, Haizhu District, Guangzhou

Time: Sept. 20 to Nov. 4 09:00-18:00

Service contact: 0086-20-89124229, 89124230, 89124231

3. Reminders

(1) The Drawings Verification Team is responsible for providing contractors of custom-built booths with consultation service and drawings submission service, verifying drawings of custom-built construction, collecting constructional management fees, and issuing relevant construction permits.

(2) Exhibitors of custom-built booths, after receiving the booth plan, shall contact directly with the contractors with qualification certification of Canton Fair and visit Easy Exhibitor -the official website of the

Canton Fair to entrust the qualified contractor to set up the booth. The Drawings Verification Team of Canton Fair will not accept exhibitors' direct submission of drawings.

(3) For the 134th Canton Fair, the standard booth in the roundabout area of each exhibition hall shall not be simple-decorated.

(4) Oct. 15, the Drawings Verification Team of Canton Fair does not accept service offline.

5.2.4 Application Procedures for Custom-built Booths

Contents of Application

(1) Application Form for Drawings of Custom-built Booth, including three-dimensional (plan, elevation and side view of design proposals) color drawings of design proposals; booth rendering (including detailed dimensions and material specifications, and vertical view is required for large booths greater than 36m²);

Note: size of booths in the drawings goes as follows

(i) Size of customer-built booths: 30mm shall be reserved for every 3m if the booth is no longer than 10m and no wider than 10m, and 100mm should be reserved on each side if the booth is longer than 10m and wider than 10m. The height for on-storey booth shall be 4.5m, while the height of two-storey booth shall be 6m. The height limit of PDC booth at Pearl River Promenade is 2.8m. And the height of booths in the Central Corridor (Y Corridor) on the 1st floor of Area A, the central flyover and the Floating Platform of the exhibition hall (such as the Floating Platform on the 2nd floor of Area A) are limited to 3m.

(ii) Size of upgraded standard booth: the length of a single booth (one side of the fascia) shall not exceed 2.8m, width shall not exceed 2.9m and height shall not exceed 2.4m; booth which opens on both side, the width shall not exceed 2.9 on either side;

(iii) showcase or display rack shall not exceed 3m(height) *2.5m(width) or 2.5m(height)*3m(width).

(2) Application for electricity supply in custom-built booth should attach the following materials:

(i) Clear and detailed drawings of Electric Distribution System indicating the gross power, current rating, voltage (220V/380V) of the master switch and model of leakage protection switch, as well as the wire model and laying-out pattern and electric equipment.

(ii) Accurate Plan of Electric Distribution indicating the location of the main distribution box as well as the types, power and locations of lighting.

(iii) Letter of Undertaking on Safe Construction in Custom-built booths.

(3) Application for electricity supply in custom-built booth should attach the following materials:

(i) Stress floor plan for heavy exhibits (if any);

(ii) Large sample drawing of beam and column (if any)(with the calculation that the bearing capacity of the new main structure at the force-bearing point is less than that of the original main structure);

(iii) Large drawing of the force-bearing point (including force-bearing node of booth structure and force node of lamp or hanging object);

(iv) Letter of Undertaking on Safe Construction in Custom-built Booths.

(4) Application for table and chair accessories for Custom-built Booths:

(i) Criteria:(table and chair shall be arranged as per area of the custom-built booth):

Areas smaller than 3 Standard Booths: one set of table and chair;

Areas between 4 and 5 Standard Booths: two sets of table and chair;

Areas between 6 and 8 Standard Booths: three sets of table and chair;

Areas between 9 and 12 Standard Booths: 4 sets of table and chair;

Areas of 13 or greater than 13 Standard Booths: five sets of table and chair. Please refer to table B1-4 for details of tables and chairs

(ii) Mode of Application: The constructor of Custom-built Stands shall choose the style and quantity when submitting drawings on line.

(5) Fill in and uploaded the related contents

The copies of valid operation certificates of electricians who work for the custom-built contractor, the contract for stand construction signed between electricians and contractor and their insurance contract of electricians.

Reminders:

(1) All the above mentioned drawings and written instructions shall be submitted by the applicants through Easy Exhibitor online (homepage of Canton Fair website)

(2) If online application is not possible due to the special location of the stand, please download the *134th Canton Fair Custom-built Stands Drawings Application Form* from the official website of the Canton Fair (Exhibitor/ Exhibition Services/ Drawings Submission Form, and send the completed and stamped form for custom-built booth to email: pgk@cantonfair.org.cn, and then the drawings submission record will appear on Easy Exhibitor; the subsequent procedures for drawings the drawings submission and data filling are similar to online drawings submission procedures of other Standard Booths.

Verification Procedures:

(1) The application materials will be verified within five (5) working days after received by the Drawings Verification Team.

(2) The Drawing Verification Team will release the verification results on Canton Fair's website via Easy Exhibitor.

(3) For those unqualified drawings, within three (3) days after receiving the verification paper, the contractor should re-submit them pursuant to the verifying suggestions.

Notes: The contractors whose design drawings of booths are not approved in due time shall not be permitted to commence relevant construction works.

Move-In Procedures and Formalities of Customer-built Booth Construction

(1) Inquiry on-line via Easy Exhibitor to confirm that the custom-built booths drawings have been qualified.

(2) According to your Drawing Approval Number, Name of your Contractor Company and Exhibitor Company name, the construction management fees, and fees for custom-built desks and chairs shall be paid to the Drawings Verification Team.

Charge Criteria

- Construction management fee: RMB 25 /Phase/m² (net area of booths)
- Construction management fee: RMB 45 /Phase/m² (N net area of booths)
- Electricity fee: refer to B2

(3) Apply for Permits. Procedures shall be carried out in the Registration Service Centre with the Exhibition organizer permit, exhibition dismantle permit, Vehicle Pass for Booth Construction and Exhibition Stay Permit, etc by submitting completed Form A1 and A6.

(4) Verification for Booth Fire-prevention

Subsequent to completion of booth construction, the booth shall be under joint inspection of personnel from Fire-prevention Department of Canton Fair, professional electricians and personnel of Guangzhou Public Security and Fire-prevention Bureau. Once meeting the standard, the booth can be electricity connected and then be put into use.

(5) Formalities of electric connection

Upon completion of booth construction and approval of fire-prevention and power safety inspection, Canton Fair will assign electricians to confirm “Registration Form for Use of Electricity in Custom-built Booths” and to guide the electrician of the contractor to connect wire to the nominated distribution box. Electric connection shall only be carried out by the electricians of Canton Fair. And the electricians of Canton Fair will be responsible for electric connection.

5.2.5 Booth Construction Requirements for Custom-built Booths

1. Safety requirements for booth structure

As for custom-built booths, Canton Fair advocates environmental protection and encourages more use of recyclable materials and less use of disposable plates. The structural strength should meet the required loading capacity and stability. Details are as follows:

(1) The width of the main wall

(i) The width of the main wall of the structure should be wider than 12cm. The floor thickness of the main wall with light steel keel is not less than 6cm.

(ii) As for custom-built booths without frame structure, the thickness of the timber wall shall not be less than 30cm to ensure the contact area between the wall and the ground. A timber wall over 3m high must have square steel or seamless round tube as internal support.

(iii) If the main structure of the booths has only a single back wall, inclined support and other structural reinforcement must be used, with counter weight for stability. The timber wall design must meet the required stability and longitudinal strength.

(2) Trusses

(i) If the main structure of the booths is built by trusses, professional truss structure must be used (factory design manual or design drawings provided by a qualified design unit shall be provided for reference). Self-welded trusses are strictly prohibited.

(ii) Metal fasteners must be used between truss pillars and beams and shall be tightly clamped without any gap or sloshing.

(3) Bearing pillars (metal and timber structure)

(i) The bearing capacity of metal bearing pillars must be directly transferred to the ground and shall not fall on the platform and other timber materials, with welded metal floor as reinforcement.

(ii) The load-bearing force of the metal load-bearing column must be directly transmitted to the ground, and must not fall on the wooden material such as the platform, and the welded metal bottom plate shall be used for reinforcement.

(iii) Metal bearing pillars should use un-welded materials more than 10cm in diameter, and the wall thickness of the column section should be determined by calculation according to the importance of the structure, the span, and the number of layers. The bottom of the pillars should be welded to a square board with an area of not less than 50cm*50cm and thickness of not less than 6mm (If the aluminum alloy is used as an independent support, the size of the square aluminum alloy column should be no less than 80mm*8 mm, and the square metal plate of the same size should be installed at the bottom of the column) to increase the bearing area of the pillars and the top of the pillars must be welded to a top support board. The base size of metal structure pillars should be determined according to the overall loading of the booth and the pillars must be welded in the center of the base. Columns connected by two-way ground beams may not be equipped with metal square plates.

(iv) The diameter of metal structure lamp standards must be more than 10cm, with a square board with an area of not less than 100cm*100cm and thickness of not less than 6mm at the bottom as reinforcement to ensure stability.

(v) Timber bearing pillars shall use continuous solid materials to ensure structural integrity and joints shall be firmly connected.

(4) Glasses

(i) As for facade decoration of the booth, toughened glass should be used and toughened proof should be provided for on-site reference, with national standard 3C mark.

(ii) Glasses with an area of more than 2m² should be thicker than 8mm. Clear signs must be put on all large glasses at 1.5 meters high to avoid collisions.

(iii) Steel frames or professional metal frames must be used to install all the glass components. Elastic bearings should be employed amongst the frames, metal parts and glass materials to ensure safe use of these items.

(iv) Structure supporting pillars and walls of all glass platforms should be fixed beneath the platforms and booth structures should not be installed directly upon the smooth surface of the glass.

(5) Hanging objects (hangings)

(i) The hanging objects and hangings in the booths (including LOGO light boxes, lighting, TVs, etc.) shall meet the required bearing of the hanging surface.

(ii) Hanging operations should refer to Lighting Installation Specification and an overload test should be done on fixation and suspension devices of the hanging objects according to twice of the weight of the hanging objects.

(6) Specifications on beam and pillar joining

(i) The beams and columns of the indoor booth should be made according to the materials and dimensions marked on the design drawings.

(ii) Reasonably determine the beam span, As for large span walls over 6m long, steel, iron, aluminum and other metal structures should be used and crossbeam should be installed on the top as well as a supporting pillar underneath. The span should be no more than 10m (excluding professional stage structure and those with stability calculation certificate).

(iii) The drawings of detailed connections between tops and crossbeams should be provided for all custom-booths which require crossbeam joining on tops during drawing declaration. The structure strength should meet the required loading capacity. The crossbeam must be fabricated in steel and joined tightly.

(iv) The joining for the pillars should be fastened with bolts and nuts where colligation, On-site welding is not allowed and other simple joining including cross lap binding are strictly forbidden.

(v) Gun nail or wood grain screw shall not be used for the joining of main components and bolts must be used with full position fastening.

(vi) The joining of fascia, ceiling beam and the wall must use supporting structure or be embedded in the wall, to eliminate side joining structure.

(7) Bearing components

(i) Angle steel, channel steel, square steel (pipe) and other materials used as bearing components of the custom-built booths must be qualified products. Flexible metal materials or fragile materials for decoration are not allowed.

(ii) If corner code is used, its width must be more than 50mm and thickness must be more than 5mm, joined with steel bolts.

(iii) Thin-walled bearing components with a pipe wall not thicker than designed thickness shall not be used, nor bearing components with severe corrosion, damage, deformation, cleavage, bending or swell ect.

(iv) External hanging (suspending) components must be in the way that metal frames are joined with the main metal structure and fastened with bolts.

(v) The force-bearing components shall have integrity and continuity, and no separation or breakage of the intermediate force is allowed.

(8) Booth height

(i) As for one-storey booths, the unified height is 4.5m and two-storey booths, 6m. Two-storey booths can not be built in Area C, outdoor exhibition areas, Pearl River Walkway and service counters.

(ii) The height of green-built booths shall not exceed 2.4m.

(9) No out-of-scope construction

The booths must be built within the scope of the due site, and the vertical projection shall not exceed the range and corresponding functional area defined.

(10) Platforms

(i) If the booths need a platform and the platform is higher than 10cm, slopes should be used for the transition parts with the ground.

(ii) If the platform is less than 10cm high, it shall be equipped with relevant step safety signs.

(11) Tiles and other decorations

Tiles (pieces), glasses and other hard decorative materials shall not be stuck on the main structure of the booths without a support. The area of a single tile (piece) shall be within 122cm*244cm and application shall be made for any excess. There should be anti-fall-off measures, such as pressing the frames, putting channels and sticking from the bottom.

(12) Polystyrene boards (KT boards)

Do not use a large number of polystyrene boards (KT boards), which can only be used for signs, characters and patterns of logos.

2. Fire-prevention requirements for booth construction

(1) Risky operations

It is strictly prohibited to carry out risky operations such as open fire, grinding, electric welding, gas welding, painting, electric cutting (chainsaw, electric planer, etc.) in the exhibition hall. If it is necessary to carry out the above operations under special circumstances, a written application (see attachment) shall be submitted to the exhibition hall for approval before the operations can be carried out.

(2) Main and auxiliary (evacuation) aisles of the exhibition hall

The width of main aisles shall not be less than 6m, and the width of other aisles shall not be less than 3m. The main and auxiliary (evacuation) aisles of the exhibition hall must be kept clear while booths are built and dismantled. Exhibition samples, packaging materials and special tools shall not occupy the aisles.

(3) No use of common plywood (board)

It is strictly prohibited to use common plywood (board) or plywood (board) treated by fireproof paint spray as structural materials for booth decoration. Fire-retardant materials that meet fire prevention requirements must be used. The structure must be strong and reliable to avoid collapse. Fire prevention “one vote veto” system will be imposed on construction units that use fake fireproof materials for decoration and have other cheating acts.

(4) B1-level (fire-retardant) materials

(i) The construction, setting-up and decoration materials should be non-combustible or fire-retardant, whose combustion performance grade shall not be lower than B1-level (fire-retardant).

(ii) Materials, such as grass, bamboo, vine, paper, bark, reed, cloth, yarn, elastic fabric, foam, plastic, carpet and board, will not be permitted to use as building and decorating materials. In case any of the above-mentioned must be used, material samples and product inspection reports shall be provided during

drawing submission to prove that its combustion performance reaches B1-level (fire-retardant).

(5) Fire extinguishers

Custom-built booths should be equipped with portable dry powder fire extinguishers or extinguishers of palace-lantern style in accordance with the Specifications on Construction Fire Extinguisher Configuration and Design (GB 50140-2005). The fire extinguishers should be placed at obvious places in the booths during booth building and dismantling and during the exhibition. Construction personnel should know how to use them. The criteria are as follows:

(i) Booths with a decoration area within 18m² (including 18m²) are equipped with one 2kg fire extinguisher; Booths with a decoration area of 18 to 54m² (including 54m²) are equipped with two 2kg fire extinguishers; Booths with a decoration area of more than 54m² are equipped with three 2kg fire extinguishers.

(ii) As for booths with capping, those within 18m² are equipped with one 6kg fire extinguisher; those from 18 to 54m² are equipped with two 6kg fire extinguishers; those more than 54m² are equipped with three 6kg fire extinguishers.

(6) Capping

(i) All booths should not be capped to ensure normal operation of the automatic fire alarm system and automatic sprinkler system in the exhibition hall.

(ii) In case of capping, in principle, the capping area of the booths shall not exceed one third of the total area. Otherwise, additional fire prevention and alarm equipment shall be added

(iii) As for capping with cloth materials, there should be a 20cm interval in between, and fire retardants should be sprayed in a criterion of 5m²/kg (8m²/kg for nylon fabric and mesh cloth). If capping with cloth materials does not leave the interval as required, the requirements for timber materials shall be applied.

(7) Fire emergency support facilities

Fire emergency support facilities including emergency indicator lights, evacuation signs, evacuation paths, etc. should be put at obvious places of the booths.

(8) Evacuation exits

(i) If the booths are enclosed at all sides in a proportion of more than 75%, there shall be no less than two evacuation exits and the horizontal distance between two adjacent evacuation exits shall not be less than 5m.

(ii) As for a booth with an area of no more than 72m², the evacuation exits shall be open, with a net width of no less than 2m and a height of no less than 2m, and the furthest distance between the booth and the evacuation paths of the exhibition hall shall not exceed 15m.

(iii) There should not be any form of cover within 2m of the evacuation exits.

(9) Totally enclosed design

It is not advocated to make totally enclosed design at all sides and on the top the booths. booths with a totally enclosed exhibition area of more than 160m² should be equipped with independent smoke detectors.

(10) Cutting tools

All cutting tools displayed in custom-built booths shall be kept into a lockable cabinet. All of these must

be demonstrated on submission of custom-built drawings.

(11) No smoking

No smoking in the exhibition hall. Smoking is strictly prohibited in the whole process of construction operations. Violators will be punished according to the circumstances, such as criticism education, certificate suspension or confiscation, circulation of a notice of criticism and removal from the exhibition hall. Whoever causes an accident shall be investigated for criminal responsibility.

(12) Risky objects

(i) Flammable gases, flammable liquids, explosive goods, risky chemicals, radioactive goods and other items that may be treated by the security sector as threatening to the safety of the exhibition hall, such as hydrogen, nitrogen, petroleum, diesel, gasoline, kerosene, alcohol, thinner, fireworks, cracks, etc. shall not be brought into the exhibition hall. In case the construction actually needs to use flammable and explosive goods such as thinner, alcohol and chloroprene glue, the quantity of one day's dose shall be taken into the site and out of the site after the construction is finished on that day.

(ii) It is strictly prohibited to demonstrate and operate heating, oven, candle, lantern, torch, welding equipment, heating and firing apparatus or other smoke-producing materials; Demonstrations and operations of any electrical, mechanical or chemical apparatus which may be deemed dangerous are strictly prohibited; It is strictly prohibited to bring weapons, firearms, knives, swords, ammunition, explosives and any other dangerous goods prohibited by relevant government departments into the exhibition hall.

(13) Cleaning of combustible rubbish

During booth building, combustible rubbish (such as paper wrappers, packaging materials, etc.) shall be cleaned in time and shall not be stored in the exhibition hall or temporary booth.

(14) No hangings across aisles

Without approval, it is not allowed to set up or hang any decorations over aisles between adjacent booths, which will affect driving and block fire-prevention aisles.

3. Specifications on the protection of equipment and facilities

(1) No impact on fire-prevention aisles

It is strictly prohibited to pile up construction materials, exhibits or other items in public fire evacuation aisles and yellow lines of the exhibition hall (including outdoor exhibition halls, the same below); It is not allowed to occupy fire-prevention aisles and block safety exits in any form.

(2) No impact on fire-prevention equipment and facilities

It is strictly prohibited to cover, bury, occupy, block or misappropriate fire-prevention equipment and facilities in the exhibition hall, including fire extinguishers, fire hydrants, infrared counter radiation detectors, automatic fire extinguishing system and its pipelines, fire doors, various isolation doors, emergency exit doors, etc.

(3) No impact on fire-prevention sprinkler devices

It is strictly prohibited to attach or hang any item on sprinklers or lighting devices of the exhibition hall; It is strictly prohibited to aim spotlights or other heating devices at or near fire-prevention sprinklers.

(4) No impact on the main buildings and supporting equipment and facilities

It is strictly prohibited to damage, pollute or otherwise damage the main buildings and supporting equipment and facilities of the exhibition hall, including:

(i) No use of nails, piles, pins, staplers, etc. to fix items on the floor, walls or pillars of the exhibition hall.

(ii) Grease, paint, glue and other materials that are not easy to remove shall not be used on the floor, walls or pillars of the exhibition hall.

(iii) It is not allowed to lean on, press, pull or scrape the walls, pillars and other special equipment and facilities of the exhibition hall.

(iv) No structural bearing objects should be hung on the equipment and facilities of the exhibition hall without permission.

Any damage or pollution caused by unreasonable or unauthorized use of materials shall be compensated by the construction unit.

(5) No impact on electric equipment and facilities

The fixed power and lighting facilities of the exhibition hall shall not be moved or damaged.

(6) No casual decoration of public area

It is not permitted to place, hang or nail any exhibits, promotional materials or other signs at the pedestrian aisles, stair crossings, vertical elevator doors, escalator exits, fire-prevention equipment and facilities, air conditioner return outlets, etc.

(7) No decoration on the exhibition panel of standard booth

(i) When building standard green-built booths, construction units shall not use foam adhesive paste or instant sticker on the bottom of the exhibition panel of the booths. Once found, violators will be given oral warning and required to have it renewed to the original state, pay cleaning and maintenance fees of RMB100/m² (less than 1m² will be calculated as 1m²) and at the same time immediately take off the sticking. If the exhibition panel is damaged, they should compensate according to the price.

(ii) A deposit of RMB500 per standard booth will be charged for any form of sticking on the exhibition panel and will be returned to exhibitors or construction units after they have cleaned it up. If they cannot clean it up, the deposit will be confiscated as booth cleaning and maintenance fees.

(8) No damage to exhibition equipment and exhibition panel

It is strictly prohibited to cut, paint, nail or drill the exhibition equipment and exhibition panel. Those who cut the exhibition equipment and exhibition panel will be criticized on the Newsletter of Canton Fair, with compensation of 1 to 2 times of the original price of the damaged goods. Those who paint, nail or drill the exhibition equipment and exhibition panel should compensate according to the original price.

(9) Regulations on elevator and escalator

In order to ensure construction safety, protective devices will be installed on all escalators in the exhibition hall during booth building and dismantling. It is forbidden to use elevators and escalators to transport custom-built materials and tools.

(ii) It is not permitted to use elevators and escalators to carry exhibits. Those who arbitrarily use elevators and escalators to carry exhibits and damage equipment and facilities shall be punished twice as much as the economic losses they have caused.

(10) Floor ditches (pits)

During booth building, construction units shall not uncover floor ditches without permission and use the floor ditches as the routing path of the booths, but shall make the routing path within the booths by themselves. At least one inspection outlet of pit power box shall be reserved in each custom-built booth.

(11) Regulations on booth building of Exhibition Hall 2-4 in Area C

There is no truck aisle to the Exhibition Hall 2-4 in Area C of the exhibition hall. Transportation of custom-built materials, tools and exhibits mainly relies on cargo elevators at the north and south ends of each exhibition hall and the large walking stairs between the 1st and 2nd floors. It is suggested that construction units of Exhibition Hall 2-4 in Area C adopt simple decoration of custom-built booths to ease the difficulty of booth building, dismantling and changing. (Internal dimensions of cargo elevators in Area C: 3.6m long, 2.4m wide and 2.5m high)

(12) Trolleys

In order to protect ground facilities such as the Pearl River Walkway and service counters, only trolleys equipped with rubber tires are allowed to be used on the tiled ground.

4. Regulations on water safety management

(1) Water Supply Pipelines

Water supply pipelines must be protected by bridge board when crossing the corridor.

(2) No unauthorized water pipeline connection

It is strictly prohibited to arbitrarily connect and draw domestic water. Water equipment shall not be connected to the pipelines of the exhibition hall without adding valves.

(3) No casual dumping of liquids

Waste liquids, catering sewage and hot liquids must be dumped at designated places of the exhibition hall or in closed containers prepared by exhibitors themselves. No rubbish shall be dumped in floor ditches inside or outside the exhibition hall or in washbasins or sinks of restrooms. In case of any violation, exhibitors or construction units will bear compensations for cleaning, water pipe blockage and other related responsibilities arising therefrom.

5. Regulations on high-altitude operations

High-altitude construction refers to the operation at the height above 2meters (including) of the fall datum, which is likely to fall. And operation at the height above 2 meters shall use lifting machinery or mobile operating platform (scaffold) and other safety tools shall be used for operation at the height of above 2 meters.

(1) Safety helmet

(i) All personnel in the booth under construction must wear safety helmets that meet the requirements of national standards, especially when there are both booth set-up (dismantling) and exhibit set-up (dismantling).

Otherwise, the construction work shall be stopped; The constructor shall provide sufficient safety helmets for exhibitors.

(ii) The safety helmet must meet national quality standard Safety Helmet (GB2811-2007), Technical Specifications on High-altitude Construction Safety (JGJ80-2016) and so on, with factory quality certificate label or safety certification within the warranty period.

(iii) The safety helmet must be worn correctly and adjusted well and the lower jaw belt of the helmet rope must be fastened to prevent fall-off; No entry to the exhibition hall before passing the check of the security personnel of the exhibition hall.

(2) Safety belt

Personnel working at height (2m and above) must wear safety belt. The fastening plug of the safety belt shall not be put too low or replaced by ropes.

(3) Step ladder

No step ladder higher than 2m is allowed; Poor-quality ladders shall not be used; Only one person is allowed to operate on one ladder, with at least one person holding the ladder; It is not permitted to work on the top of the ladder; No one is allowed to booth on the ladder while it is being moved. And ladders shall not be raised for operation.

(4) High-altitude operation platforms (scaffold)

(i) The Scaffold must be qualified products which meets the national standards, and the main parts and accessories must have a formal Product Certificate of the factory.

Material specifications: not less than diameter 42mm * wall thickness 2.5mm. the The Product Certificate shall be provided and checked for acceptance when materials entering the site, and materials can only be put into use after they are checked qualified. Aluminum scaffolds are recommended in preference, and scaffolds in abnormal conditions such as severe corrosion, deformation, perforation, cracking, solder joint defects, and weak connections are strictly forbidden to use

(ii) The height of the scaffold should not be higher than 5.2 meters, and the construction loading should not be greater than 1.5KN/m².

(iii) Protective railings with two cross bars shall be installed for operations with a scaffold. The upperrail shall be 1.2 m above the operation platform, and the lower rail shall be somewhere between the upper rail and the operation platform.

(iv) The scaffold must be checked and reinforced repeatedly to prevent lateral movement and side slip; and the scaffold must be equipped with fixing measures.

(v) No more than two people are allowed to work on each group of scaffold. During the work, they must put on safety belt and the safety belt must be tied to the railings of the scaffold.

(vi) No one is allowed to booth on the scaffold when it is being moved; As for a scaffold with wheels, there must be at least one person standing by to help hold the scaffold and avoid collision. The four wheels of the scaffold must be put on brake, the distance between the upright post and the floor should be no more than 80mm, and the cross brace must be buckled.

(vii) The operation personnel must go up and down from the inside of the scaffold, not from the outside of the scaffold.

(viii) The use of scaffolds should conform to the requirements of Technical Specifications on High-altitude Construction Safety (JGJ80-2016). In addition to the above safety requirements, scaffolds of different materials and models shall also meet the following requirements.

Types of Scaffolds	Width of Scaffold (Shortest side b)	Operating Platform (max height)	Total height of scaffolds (including protective rails 1.2m)	Safety Measures
Steel Tube	$b < 0.8\text{m}$	2m	3.2m	booth aside
	$0.8\text{m} \leq b < 1.2\text{m}$	2.8m	4m	booth aside
	$1.2\text{m} \leq b < 1.5\text{m}$	3.6m	4.8m	Booth aside, and increase support around all sides
Aluminum Alloy	$1.2\text{m} \leq b < 1.5\text{m}$	3.6m	4.8m	Booth aside
	$1.5\text{m} \leq b$	4m	5.2m	Booth aside, and increase support around all sides
High-altitude operation vehicles must be used in high-altitude operation areas exceeding 5.2m				

(5) Hoisting equipment

Manual operations are not allowed for loading and unloading at a height of more than 3m. Professional hoisting equipment such as hydraulic elevator, hoist crane and high-altitude operation vehicle should be used. Hoisting operations should be done under a good plan and strict implementation of the plan. During the operations, there should be side supervision. See Regulations on Special Vehicle Operations for specific requirements. Hoisting machines and vehicles used in construction shall be declared and approved before entering the exhibition hall.

Hand-cranked lifts, cranes and other lifting equipment must not be overloaded. Hand-cranked lifts must have safety devices such as height limiters, overload alarm devices and rope break protection devices, and safety measures must be taken against overturning. It is not allowed to install the casing by yourself. If you need to extend the auxiliary arm, you must use the supporting products with production license, and use bolts, pins and other anti-skid measures to fix it.

(6) Physical conditions of high-altitude operation personnel

Those who do not meet the conditions for high-altitude operations, high blood pressure, heart disease, epilepsy, mental illness or other invisible diseases, and those under the age of 18 shall be prohibited from high-altitude operations.

(7) Carrying and passing of items

During high-altitude operations, construction personnel shall not carry, move or lift heavy items and small tools shall be kept from falling. Tools, materials and parts used during the operation must not be thrown together, and must be kept properly in a tool bag; small tools should also be kept properly to avoid falling; When passing exhibition panel, custom-built tools or other items, it is strictly prohibited to pass them by throwing.

(8) No piling-up of materials and operation tools at high altitude

Materials and tools shall not be piled up at high altitude to prevent falling and injuries. Upon completion of the operations, tools, scattered materials, spare parts and other easily falling objects should be cleaned up to

avoid falling and injuries.

(9) No standing at high altitude of the booth for construction

It is not allowed to booth on the top of the booth, truss and exhibition cabinet for construction.

(10) Restricted areas of dangerous high-altitude operations

On high-altitude operation sites, dangerous restricted areas should be marked, with obvious signs such as warning signs of “Staff Only”, “No Entry”, etc. to prevent irrelevant personnel from entering the areas.

(11) Safety Technique Clarification

Before high-altitude operations, the personnel shall be informed about the safety and technical information of the approaching operations, and shall be recorded. Trainings should be carried out for first-time operators.

(12) Safety Monitoring

Supervisors must be designated for high-altitude operations to ensure the safety of the on-site environment and implement safety measures.

6. Supervision system for construction enterprises of custom-built booths

(1) Investment Safe Production

In accordance with the provisions of the *Safety Production Law of the People's Republic of China* on “withdraw and use safety production expenses in accordance with regulations specifically to improve the conditions of safety production”, exhibitors must ensure investment in safe production and enter corresponding clauses when signing a booth construction contract with a contractor for customer-built booth, and further supervise the contractor to use safety production expenses for the provision of safety protection equipment for on-site personnel, improve safety protection facilities and tools, carry out safety production training and emergency drills, and purchase exhibition liability insurance, namely the safety production expenses shall be used exactly for this purpose.

(2) Pre-exhibition safety training

(i) Construction units shall organize on-site training for their personnel and those from cooperative factories to earnestly study laws and regulations such as the Safe Production Law, Fire Protection Law, Special Equipment Safety Law, and regulations such as the Treatment of Violations by Construction Enterprises of Custom-built Booths of the Canton Fair, Evaluation Measures of Construction Enterprises of Custom-built Booths of the Canton Fair, and Regulations on Special Vehicle Operations.

(ii) Construction units shall ensure that operation personnel have the knowledge of safe production, know well rules and regulations of safe production and operation procedures and master safe operation skills of their posts. They should strengthen their awareness of risks at the site and self-protection and mastery of emergency measures.

(iii) Construction units shall provide training records, lists of trainees and on-site training photos to the Customer Service Center of the Canton Fair for inspection.

(iv) During booth building and dismantling, the security foreman will train construction personnel on safety points before they enter the exhibition hall every day. No entry to the exhibition hall before

certificate check and correct wearing of safety helmet.

(v) Before entering the exhibition hall, construction units must arrange the person in charge of the booth to organize safety training for site construction personnel and keep it on record. Construction is not allowed before the training is provided to the construction personnel. And the construction units should supervise the work of the on-site personnel inside the exhibition hall to ensure safety.

(3) On-site booth security staff

(i) The construction unit must appoint an on-site booth security staff at the site to be responsible for overall planning and coordination of booth construction, electricity, fire prevention, vehicles and other technical work. He is also obliged to educate construction personnel in his charge about civilization and law.

(ii) The booth security staff should proactively make safety inspection of booth construction. If there is any violation or safety accident, the construction unit will be held responsible.

(4) In-time remedy system

For booths with any hidden safety troubles during the construction, construction units shall make remedy works on time after receiving the Rectification Notice and timely feed back the rectification results to the competent department.

(5) Relevant requirements for booth building and changing

(i) Construction units shall be familiar with the dismantling plan of each session of the Canton Fair. The time nodes, certificate application, traffic management and other related requirements shall be strictly implemented in accordance with the plan.

(ii) Operations should be carried out in strict accordance with the time nodes of the Canton Fair to minimize the impact of cross-operation.

(iii) To increase the quota of booth building and dismantling personnel, construction units should submit an application, which shall be handled only after the approval of the Drawings Verification Team.

(iv) Booth dismantling tools (scaffold, 2m ladder) shall be taken into the exhibition hall as per relevant requirements.

(v) It is forbidden to use manual handcarts to clear custom-built materials and rubbish in the booths. The remaining materials, tools, scaffold, etc. after construction shall be transported out of the gate of the exhibition hall by presenting the original construction certificate and passing the check of the guards.

(6) Sign-in system during booth dismantling and changing

During booth dismantling and changing, one of the people in charge of the construction unit (legal person/ vice president or above) must be on site and keep his phone connected. He should arrive at the designated place within 30 minutes upon phone notice. He should report to the security sector of the exhibition hall before 19:00 on the first day of booth dismantling (the security sector is responsible for the sign-in).

(7) Temporary construction board

During booth dismantling, obvious temporary construction board shall be posted in each custom-built booth, with the name of the construction unit, the name and contact number of the booth security staff and

electrician on duty on.

(8) Construction personnel management

Construction units should strengthen the management of their construction personnel and sign labor contracts and work safety responsibility letters with them. They should not employ unqualified and flow construction personnel. They should strengthen certificate management and should not issue certificate to irrelevant personnel.

(9) Age and physical condition of construction personnel

According to the Labor Law, construction personnel must be older than 18 and in good health, without fear of heights, epilepsy, disability and other conditions. It is strictly prohibited for construction personnel to work under the influence of alcohol and fatigue.

(10) Labor protection goods

On-site construction personnel must take safety protection measures in accordance with relevant national regulations, and be equipped with and correctly use personal labor protection equipment according to the requirements of different operations, including safety helmets, dust masks, protective clothing, goggles, protective gloves, protective clothing, protective shoes, goggles, safety rope and safety net. Construction units shall provide construction personnel with labor protection goods conforming to national or industrial standards, and supervise and educate the construction personnel to wear and use them in accordance with the use rules. Personnel engaged in occupational hazard operations shall undergo regular health examinations.

Construction personnel must wear reflective vests with the name and logo of the construction unit.

(11) Responsibilities and Insurance

(i) To ensure the safety during the exhibition, exhibitors and custom-built construction units must buy insurance for their staff, construction personnel and properties. Otherwise, they will bear the related responsibilities and losses themselves.

(ii) Service Program of the Exhibition Liability Insurance

Note: The compensation limit for employee liability and third party’s personnel liability of this policy is

Program	A	B	C	D
Scope (Booth Area m ²)	72m ² and below (including 72m ²)	72m ² to 180m ² (including 180m ²)	180m ² to 1,000m ² (including 1,000m ²)	Above 1,000m ²
Insurance Coverage (RMB)	Venue liability: RMB500,000 Employee liability: RMB3,000,000 Third party’s personnel liability: RMB3,000,000	Venue liability: RMB1,000,000 Employee liability: RMB4,000,000 Third party’s personnel liability: RMB4,000,000	Venue liability: RMB1,500,000 Employee liability: RMB5,000,000 Third party’s personnel liability: RMB5,000,000	Venue liability: RMB1,500,000 Employee liability: RMB10,000,000 Third party’s personnel liability: RMB10,000,000

RMB2,000,000 per person. “No exempt of liability for personal injury” should be mentioned in the insurance policy.

(iii) Description of insurance liability

During the insurance period, the following losses and expenses caused by the insured or its employees in the exhibition venue for exhibition work, loading and unloading of exhibits, machinery operating, and negligent acts shall be compensated by the insurer in accordance with the laws of the People’s Republic of

China:

- a. Loss of buildings, various fixed equipment, storefronts, and foundations of the exhibition site;
- b. Personal injury, and pension, medical expenses and other related expenses resulted from the personal injury of the employees;
- c. Personal injury, and pension, medical expenses and other related expenses resulted from the personal injury of the third party;
- d. Arbitration or litigation costs paid by the insured and other necessary and reasonable expenses that should be paid by the insurer in advance in writing, if the insured suffers arbitration or litigation proceedings due to the incident after the occurrence of an insured incident. The insurer shall pay the afore-mentioned costs according to the agreement in the contract.

(iv) Exhibitors must purchase full transportation insurance and property insurance for their exhibits, which covers the place of departure to the booth (including the exhibition period) and back to the place of departure.

(v) The valid period for public liability insurance shall be from the time exhibitors, contractors and service providers enter the exhibition hall to the withdrawal of all their personnel, exhibits and property from the exhibition hall.

(12) Special operations

Personnel for special operations (including but not limited to electrical installation, forklift, slot machine, crane, transport vehicle, etc.) must hold valid special operation certificate or special equipment operator certificate. Special vehicles entering the exhibition hall shall go through special approval procedures in advance and be operated and used in accordance with the Regulations on Special Vehicle Operations. The speed of vehicles for special operations shall be limited to 5km/h in the exhibition hall (indoor), and 10km/h outside the exhibition hall (outdoor), and must comply with the requirements of Technical Specifications for Safety Construction Machinery (JGJ33-2012).

Special operation plans must be formulated and got approved before special operations are carried out;

Car crane operations must be equipped with signal line personnel with a certificate. The drivers shall concentrate on their operation and shall not chat with others or leave the post without authorization, and lifting or materials are not allowed under the following ten circumstances:

- (i) Lifting is not allowed if the command signal is unclear;
- (ii) Lifting is not allowed if there is slant traction or hanging;
- (iii) Lifting is not allowed if the weight of the objects are unknown weight or its overload;
- (iv) Lifting is not allowed if the bulk materials are not tightly bundled or materials are overfilled;
- (v) Lifting is not allowed if there are people on the materials to be lifted.
- (vi) Lifting is not allowed if the materials are buried underground;
- (vii) Lifting is not allowed if safety device of the machinery fails or breaks down;
- (viii) Lifting is not allowed if the light in the venue is dark and it is difficult to see clearly the lifting point of the hanging object.

(ix) Lifting is not allowed if the edge are in direct connect with the steel wire ropes without protective measures.

(x) Lifting is not allowed when there is strong wind or thunders above level 6.

Gasoline and diesel fuel tank trucks (which must meet the requirements of national standards) can only enter the complex after being approved and shall only perform refueling operations according to the approved route, time and location.

No person other than the driver can ride on the forklift, and the following ten principles must be followed when carrying out forklift operations:

(i) Driving when lifting or dropping the fork is not allowed;

(ii) Unloading using inertia is not allowed;

(iii) Operation using a single form is not allowed;

(iv) Overloading when carrying out forklift operations is not allowed;

(v) Unloading round or easy-to-roll cargo using inertia is not allowed;

(vi) Lifting or carrying flammable and explosive materials is not allowed;

(vii) People standing on the fork or pallet during the operation is not allowed; and people standing under the fork is not allowed after the cargo is lifted;

(viii) Driving for long distance while lifting the cargo to 30cm level is not allowed;

(ix) Unloading by the way of picking up, pushing or hitting the pallet is not allowed;

(x) Speeding is not allowed, and the speed limit for driving in the exhibition hall is 5km per hour;

(13) Pressure vessel

(i) Exhibitors who need to use inert compressed gases such as helium, argon, nitrogen, etc., must go through special approval procedures in advance, and can only bring inert compressed gases into the exhibition hall after approval; meanwhile, exhibitors shall be full responsible for the use, management, shipping, and storage of the pressure vessels.

(ii) All pressure vessels or equipment that have been approved by the Canon Fair and brought into the exhibition hall must comply with relevant safety standards and requirements; the safe pressure resistance of equipment and pipes used in compressed air equipment must be $\geq 15\text{kg/cm}^2$ per, and the nozzle connection should be fixed with hose clamp and must not be tied with iron wire or other objects.

(iii) If the pressure vessel is found to have been placed improperly, the exhibitor must immediately evacuate it safely from the exhibition hall or transport it to the designated area.

(iv) If the gas supply pipeline is used, the pipeline must be protected by bridge slabs when crossing the walkway.

(14) Constriction in advance

Construction shall not be carried out in advance without approval; Construction shall not be carried out outside the booth applying for early set-up.

(15) Construction according to drawings

Construction units must carry out the construction according to the submitted drawings, and shall not cut

corners or change the design at will during the construction.

(16) Construction order

(i) It is not allowed to gather people for fighting.

(ii) When dismantling custom-built booths, do not make savage demolition, such as forcible push, damage of the exhibition panel, etc.

(17) No use of paint and whitewash

(i) It is not allowed to use paint or whitewash on site (except for supplementary paint and whitewash of less than 1m²).

(ii) Paint supplementing must be carried out at ventilated places with non-toxic paint. The cement floor should be covered with dry paper or plastic film.

(iii) It is not allowed to wash paint materials in the exhibition hall.

(18) Back decoration of custom-built booths

The booth's back must be subject to surface decoration with no advertisement painted on the exterior surface to maintain the overall harmony of the exhibition hall.

(19) No unauthorized undertaking of demolition and modification of standard booth

It is not permitted to undertake demolition and modification of standard booth without permission; It is not permitted to undertake wording and mounting of the fascia board of standard booth without permission; It is not permitted to undertake to lay carpet in standard booth without permission; It is not permitted to undertake installation of power supply, lightings and light boxes in standard booth without permission.

(20) No selling of exhibition-related supplies

It is not allowed to sell carpets, exhibition panels, glasses and other exhibition supplies in the exhibition hall.

(21) Protection measures and warnings

After the construction of custom-built booths is finished, protection measures and obvious warnings must be made for hard objects with acute angles, prominent or concave decorative structures on the ground, ropes or cables towed on the ground, objects that can easily cause hit and bump or those in a height or plane that Nov. lead to injuries, so as to avoid accidental injuries.

(22) Safety during items transport

All items must be bounded and fixed propely to avoid items from tilting, overturning, or falling and causing injury during the transport of items by handcart.

(23) Cleaning of rubbish

(i) When constructing the booth, After the booth construction is completed, construction units shall clear out the tools and materials for construction in the booths within the specified time, and shall not leave those tools and materials inside the booth or in the side of the booth;

(ii)When dismantling the booth, construction units shall put down and clear out the tools and custom-built materials and rubbish in the booths within the specified time. The deposit can be returned only after the exhibition hall signs for confirmation;

(iii) To ensure city appearance around the exhibition hall, it is strictly prohibited to discard rubbish of the booths in the municipal area outside red lines of the exhibition hall. Once found, violators will get heavy punishment and bear relevant responsibilities according to relevant provisions of the government.

(24) Construction unit meeting

The Customer Service Center of Canton Fair holds a special meeting of all construction units and one (1) of the legal representative, chairman of the board or the deputy general manager of each company must attend the meeting (ID card for registration and name card are required).

(25) No project subcontracting

Construction units shall operate according to laws and regulations and avoid illegal subcontracting or subordination of booth construction.

(26) No labor dispute arisen

Salary, medical expenses, etc. of construction workers shall not be in arrears to avoid labor disputes.

(27) No participation in other irrelevant activities

It is strictly prohibited to engage in other activities unrelated to booth construction. If found, the construction qualification will be canceled. If the circumstances are especially serious, the custom-built construction qualification of the Canton Fair will be canceled.

(28) Wearing construction certificates

(i) All construction personnel must wear valid construction certificates and obey the management of on-site security and management personnel. Otherwise, on-site security and management personnel have the right to cancel the construction qualification of non-compliance construction personnel.

(ii) From the date of exhibition preparation to the end of standing dismantling of each Canton Fair, all personnel shall enter the exhibition center with valid certificates of the Canton Fair and comply and cooperate with the inspection by security personnel. During the Canton Fair, all participants, except those exempted from check, are required to voluntarily obey and cooperate with the certificate and security check of security guards.

(29) No illegal use of certificates

Anyone found to lend, sell, alter, forge or use invalid certificates will see his certificate confiscated and his violation put on record. The party concerned will be transferred to the security sector for handling.

(30) Exhibits safety management

(i) It is necessary to ensure that all machinery and equipment displayed the exhibition are operated by professionals. Without the supervision of professionals, dynamic demonstration activities of mechanical exhibits are not allowed.

(ii) It must be ensured that all operable machines are equipped with safety devices, and the safety devices can only be removed after the power is cut off urgently.

(iii) The air and exhaust outlets of machinery and equipment must not face adjacent booths or pedestrian passages; and protective measures should be taken if noise, heat, gas, smoke and other pollution may be generated during the demonstration of exhibits or the demonstration may disturb the exhibition.

(31) Installation of surveillance cameras

For two-storey and customer-built booths covered by a ceiling, surveillance cameras must be installed when the booth is set up, and video data must be saved until 21 days after the closing of the exhibition.

(32) Commitment Letter of Work Safety for Customer-built Construction

In order to further strengthen the safety of the exhibition, all construction units of customer-built booths must sign and submit Commitment Letter of Work Safety for Customer-built Booth Construction.

Commitment Letter of Work Safety for Customer-built Booth Construction

To ensure the safe construction of the customer-built booth construction of the Canton Fair, this unit solemnly promises to comply with the following regulations and assume safety responsibilities during the preparation, display and dismantling of the exhibition, as well as all work involved in the construction, dismantling of indoor and outdoor booths:

1. This unit promises to consciously abide by various national, industry and local safety management laws, regulations, systems, regulations and standards, including the *Work Safety of the People's Republic of China*, *Fire Protection Law of the People's Republic of China*, and *Code for Fire Protection in Design of Interior Decoration of Buildings*, *Fire Protection Regulations on Exhibition Building and Exhibition Design*, the *Byelaw Governing Reporting, Investigation and Handling of Production Safety Accidents*, and *Regulations of Guangdong Province on Labor Safety and Health*.

2. This unit has carefully read the relevant systems and regulations of the Canton Fair, including the *Exhibitor Manual*, *Pre-exhibition Notice*, *Instructions for Entry* and *Safety Instructions*, and has been fully aware of the details. This unit commits to strictly abide by the relevant regulations and requirements of the Canton Fair and the exhibition hall, actively cooperates with the supervision, inspection and management of the relevant government departments, the Canton Fair and the exhibition hall, earnestly assume the primary responsibility of safe production, implement various safety guarantee measures, investigate and remove the potential safety hazards and stop the construction work for rectification as required.

3. The unit promises that the company, personnel and other information and related materials submitted to the Canton Fair are complete, true, legal and valid. If the information and related materials provided by this unit are not true, it will bear all the liability caused therefrom.

4. The unit undertakes not to grant qualification to any third party, nor to subcontract the project to a third party, nor to undertake the project subcontracted by other construction units.

5. The company undertakes to be responsible for the booth design drawings issued by the company, and arrange engineers or designers (with bachelor's or junior college degree in design or structural engineering related majors) to sign the booth renderings and structure drawings and follow up the construction of the on-site booth.

6. The unit undertakes to provide scaffold and professional lifting equipment and other necessary production equipment conforming to the national standards for the construction of custom-built booths, provide safety education and training of all on-site staff, purchase insurance according to the requirements of

the Canton Fair, assign personnel to be responsible for the safety construction work such as booth structure, fire protection and electricity use, etc., and strengthen on-site safety inspections and management, and earnestly implement the safety responsibility system for all the personnel.

7. This unit promises to abide by the relevant regulations and specifications of the national construction industry to ensure that on-site construction personnel and special operations personnel have obtained corresponding operating qualification certificates or work permits; meanwhile, take various safety protection measures, provide personal protection equipment to on-site personnel and offer guidance on the usage of personal protection equipment based on the requirement of different operations, for example construction personnel should wear helmets properly and fasten safety ropes for high-altitude operations, etc.

8. The unit promises to be responsible for the safety of the materials, construction and structure, etc. of the booth construction; clarify the safety responsibilities of the construction unit and the booth user, the electrical construction unit and the electricity user of customer-built booths and upgraded Standard Booth, and establish and implement the internal safety responsibility system.

9. The unit promises to follow the *Canton Fair Green Development Plan* to build booths that meet the standards of green booths and use materials that meet the requirements of environmental protection.

10. This unit voluntarily signs this **Commitment Letter of Safety Responsibility for Customer-built Booth Construction**, and assumes the primary responsibility for all consequences caused by on-site construction, booth structure, fire prevention and electricity use and other safety issues during the preparation, dismantling and display of the exhibition, and is willing to be held accept accountable for violations by the Canton Fair, the exhibition hall and relevant government department, and bear all the responsibilities and compensate for all related losses.

Commitment unit (booth user):
(Official seal)

Commitment unit (customer-built booth
construction unit):(Seal)

Legal representative or person responsible for
safety:
Contact number:
Date:

Legal representative or person responsible for
safety:
Contact number:
Date:

5.2.6 Special Requirements for Construction Management

(1) Relevant regulations on site safety, fire prevention, electricity, sanitation and vehicle shall be implemented with reference to relevant regulations on site service and management.

(2) All exhibitors and construction enterprises of custom-built booths are not allowed to bring booth equipment into the exhibition hall without the approval of the Drawings Verification Team of Canton Fair. Those who bring the same booth materials and equipment into the exhibition hall without authorization are not allowed to go out of the exhibition hall.

(3) It is strictly prohibited to cut, paint, nail or drill the booth materials and exhibition panels. Those who cut the booth materials and exhibition panels will be criticized on the Newsletter of Canton Fair, with

compensation of 1 to 2 times of the original price of the damaged goods. Those who paint, nail or drill the booth materials and exhibition panels should compensate according to the original price. The Canton Fair provides rental service of punched-plate and trough plate. Exhibitors can apply in advance through the Easy Exhibitor or at the Customer Service Center in various areas according to their actual needs (it is suggested to apply in advance through the Easy Exhibitor, whose service time is faster). There are hooks for sale at all parts service points. Exhibitors can go to buy matching hooks.

(4) It is not permitted to place, hang or nail any exhibits, promotional materials or other signs at the pedestrian aisles, stair crossings, vertical elevator doors, escalator exits, fire-prevention equipment and facilities, air conditioner return outlets, etc; It is not permitted to use double-sided or single-sided adhesive materials to stick any objects on the pillars in the aisles; If exhibitors need to stick promotional posters on the exhibition panels in the booths, they need to use instant sticker, decorative paper and other removable materials as the backing before sticking. It is not allowed to directly use foam adhesive, double-sided adhesive, box sealing adhesive, etc. to directly stick any goods. Those who use foam adhesive on walls and pillars in the aisles or instant sticker for mounting in the exhibition panel of standard booth will be given oral warning and required to have it renewed to the original state, pay cleaning and maintenance fees of RMB100/ m² (less than 1m² will be calculated as 1m²) and at the same time immediately take off the sticking. If the exhibition panel is damaged, they should compensate according to the price. Canton Fair shall collect RMB500 as a clearance deposit in case of any sticking on the exhibition panel. Such deposit will be only reimbursed to the exhibitor provided that clearance of the sticking has been accomplished or otherwise it shall be confiscated by Canton Fair.

(5) If construction enterprises of custom-built booths are complained by exhibitors due to service quality and service attitude, which is verified by the Canton Fair, they will be warned for every two complaints. Canton Fair shall cancel the custom-built construction qualification of custom-built construction enterprises punished with more than 3 warnings (including 3 warnings) in next Canton Fair session.

(6) Canton Fair shall give oral warning, temporarily detain their badges, require them to have it renewed to the original state and pay fines 1 to 2 times of the costs incurred as for exhibitors that make simple decoration of standard booth, carry equipment beyond the height limit of booth building (2.50m for walls of Standard Booths and no higher than 2.40m for the booth height) to the exhibition hall, and dismantle and alter the configuration of standard booth without the approval of the Drawings Verification Team. If the exhibition equipment is damaged or lost, they shall be criticized on the Newsletter of Canton Fair and required to compensate according to the price. In addition, exhibitors are not allowed to move the exhibition equipment, office equipment and exhibits allocated (or additionally rented) by the Canton Fair out of the booths without permission. In case of violation, the inspection team of the Canton Fair will be in charge.

(7) In case that he shall modify any wordings of the fascia board or cover up the fascia board by any means without the approval of the Chamber of Commerce, the exhibitor shall be criticized on the Newsletter of Canton Fair and required to have it renewed to the original state and pay fines 1 to 2 times of the costs incurred.

8. Those who dismantle their booths before 18:00 on Oct. 19 (Phase 1), 18:00 on Oct. 27th (Phase 2), 18:00 on Nov. 4 (Phase 3), once found and confirmed, will be put on record and see their exhibition qualification in the next session cancelled or their booth number in the next session deducted.

(9) Please refer to the technical data of the exhibition hall for the height limit and floor loading of each exhibition hall. Other requirements for booth construction shall be in accordance with the safety and fire prevention regulations.

(10) Construction enterprises of custom-built booths must design according to the overall booth size of the exhibitors and the design plan is not allowed to involve only part of the booths.

(11) Canton Fair has established a restraint mechanism for fee recovery and economic penalty to strengthen handling of exhibitors who make illegal construction not based on the submitted drawings. While pressing for payment of construction management fees afterwards from non-compliance companies, we will impose fine of RMB 2000 per Standard Booth with a circulation notice of criticism.

(12) Exhibitors who fail to report booth drawings and set up booth violating regulations (including special decoration and simplified decoration of Standard Booths) will be examined during the fair. The name list of violators will be released on the second day of the Phase for exhibitors' dissident. Exhibitor confirmed violation shall accept and implement the punishing decision by the fair within the period from the fourth day of the opening and to 10 days after the ending of the Phase. Name list of exhibitors who discard exhibits or construction wastes not in line of regulations will be released after the fair for exhibitors' dissident. Exhibitor confirmed violation shall accept and implement the punishing decision by the fair within 10 working days upon the announcement of name list.

Notes: Exhibitors not submitting drawings in conformity with regulations, that is, they don't entrust a construction enterprise for booth building on Easy Exhibitor or the commission fails (the construction enterprise does not accept the commission).

(13) It is prohibited to abandon exhibits when dismantling the booth. Canton Fair has established a restraint mechanism, which classifies solid exhibition wastes. We will impose fine of RMB2,000 per Standard Booth for abandoning exhibits. We will not refund the RMB500 site-clearing deposit per Standard Booth if exhibitor abandons exhibits when dismantling the booth. Rather, we will impose fine of RMB1,500 per Standard Booth. Custom-built construction company who abandons construction wastes will be fined according to previous provisions. Two penalties can be imposed in parallel.

(14) In case of any of the following violations, the construction shall be stopped and construction personnel responsible for booth construction must accept safety production education (Location: Conference Room 12, Floor A, Area A).

Violations	Education Time
1. Not wearing a safety helmet or tying a safety rope as required with at least one time of dissuasion. 2. During high-altitude operations, no side protection beside the ladder or scaffold with at least one time of dissuasion. 3. Electricians without electrician certificate during operations. 4. Smoking at the construction site.	1 hour

5. Wearing slipper or being barefoot during operations.	
6. No on-site security management staff appointed as required.	
1. No in-time remedy for hidden safety troubles as required 2. Minor accident (no injuries) 3. Illegal operations of electricians	2 hours
1. Accident with injuries 2. Collision of the booths 3. Savage demolition during booth dismantling	3 hours

(15) If custom-built booths or green-built booths need to use construction power supply, it is not allowed to directly connect the power to the power distribution box installed by the exhibition hall. An application for construction power box shall be submitted. The construction power box provided by the exhibition hall includes two specifications, 220V/10A and 380V/10A. Electricians of the exhibition hall will take away the construction power box after the construction is finished. The construction power box provided by the exhibition hall shall only be used as power connection point of the booth's construction power, and shall not be used as control power of the booth or be used for display, test or other non-construction purposes.

If the booth needs power supply (including construction power and exhibition power), electricians of the construction unit shall apply to the power safety officer of the exhibition hall, who will supervise the mutual power box check between electricians of the construction unit and those of the exhibition hall.

(i) The case, switch and cable of the power box of both sides shall be intact, the wiring shall be firm and the leakage protector shall be tested normally;

(ii) The master switch of the control box shall not be higher than the rated current of the switch of the distribution box of the exhibition hall;

(iii) The power box of both sides must be equipped with air circuit breaker and 30mA (operating time is less than 0.1 second) leakage protector and the leakage protector is tested normal; booths that need to remove the leakage protector to display electrical products shall apply to the comprehensive section of the comprehensive planning sector and submit the letter of security commitment.

(iv) The connected wire and cable of the power box of both sides must be fire-retardant copper core cable and the cross section of the cable must match the master switch of the control power box;

(v) The section of the protective ground wire of the power box of both sides shall not be less than 2.5mm².

(vi) The isolation switch shall be added to the construction power box prepared by the construction unit. After three parties check, they shall sign the Construction Power Supply Confirm Form or the Booth Power Supply Confirmation Form and leave the contact number of the electrician of the simple-decoration custom-built booth who applies for power supply. The electrician of the exhibition hall shall open the power box of the exhibition hall for the electrician of the construction unit to connect power. After checking the power supply is normal, the electrician of the exhibition hall shall lock the power box. They should sign and write down their contact numbers on a piece of label paper and then stick it on the top of the power box of the exhibition hall to confirm that the power box supplies power according to the requirements of the booth.

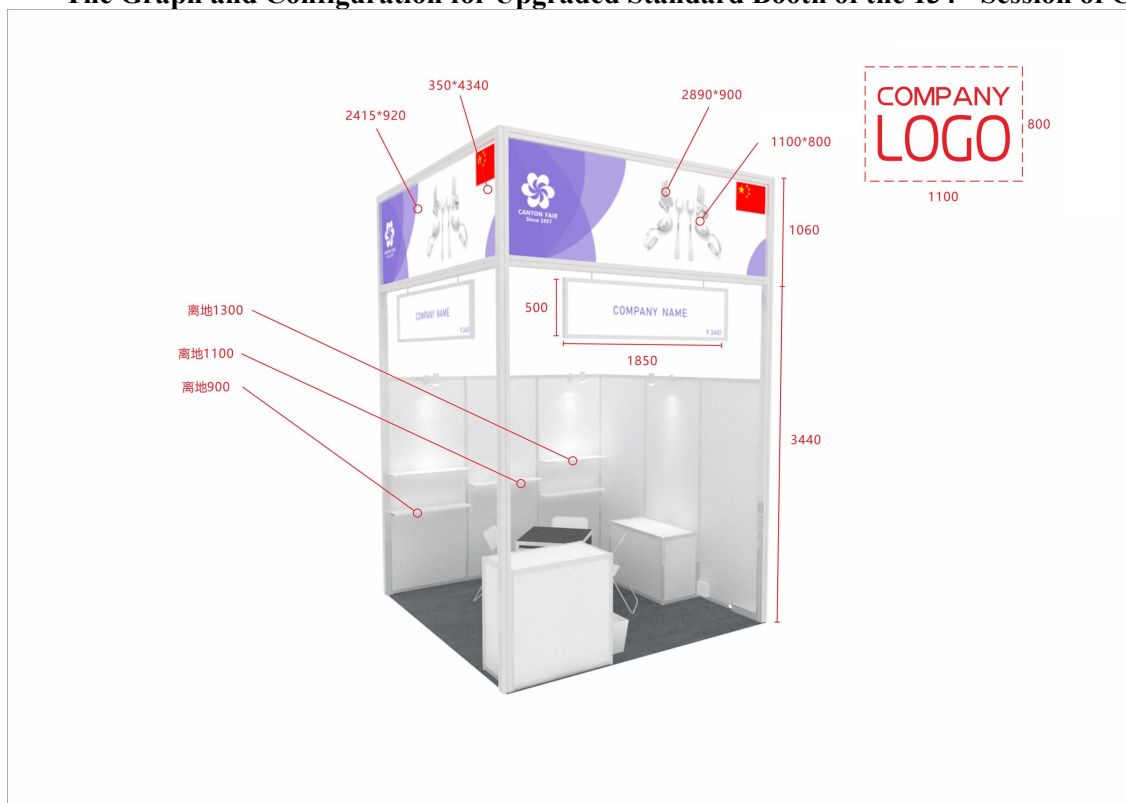
5.3 Services and Stipulations of Upgraded Standard Booth Construction (For the Upgraded Standard Booth exhibitors)

Recommended Contractor—Canton Fair Exhibition Design and Construction Co., Ltd is in charge of setting up all Standard Booths, distributing electricity, and configuring booth equipment.

5.3.1 Standard Booths

The unified standard pattern provided by the Canton Fair include Standard Booth and Luxurious Standard Booth.

The Graph and Configuration for Upgraded Standard Booth of the 134th Session of Canton Fair



The above picture is for reference only, as the color of the appearance of the upgraded Standard Booth will be adjusted due to different materials.

(1) Basic Configuration for Upgraded Standard Booth

As shown in the picture:

Including: panels, 1 front-illuminated board, 1 fascia board, 1 carpet, 4 spotlights, 1 socket, 5 laminates, 1 reception desk, 1 floor cabinet, 1 aluminum and 4 chairs.

Booth Dimension

2,970MM×2,970mm, height of walls 2,500mm, lowest distance between the nadir point of fascia board and floor: 2,450mm, height of fascia board: 4,500mm.

(2) Setting-up Specifications:

(1) The spotlight and the F/L light shall be installed at the positions indicated in the above picture.

(2) For booths located at corners, panels will only be set up at two sides of the booths with other two sides facing the aisle open.

(3) Remarks:

(1) No variations of wall, fascia board and main framework will be allowed unless the approval of the Canton Fair is obtained. In case that the increase of booth equipment, the dismantling of partition panels between adjacent booths and separate application for increasing electric equipment is needed, please contact Canton Fair Exhibition Design and Construction Co., Ltd. in advance.

(2) In case that any distribution box is installed inside the booth, exhibitors are not allowed to alter its position. Please stay clear from it in booth decoration.

5.3.2 Stipulations on and Submission Guide for Modification of Upgraded Standard Booth

1. Stipulations on Modification of Upgraded Standard Booth

Acceptable Modification Scope:

(1) In case the exhibitor has booked two or more than two consecutive Standard Booths, the contractor will dismantle the boards among those booths unless special request has been put forth by the exhibitor. The corner booths booked by the exhibitor shall only be equipped with enclosure walls on two sides and two fascias.

(2) Increasing booth equipment such as show case and shelf booth provided that the installation is feasible;

(3) Increasing lighting and sockets provided that the power consumption will not exceed the designed capacity and the installation is feasible;

(4) Increasing quantity of furniture under the condition that the storage is available.

Scope of Unacceptable Modification:

(1) Dismantling fascia board;

(2) Dismantling panels at the back and exterior sides of the booth;

(3) Separating one Standard Booth into two booths.

Stipulations

(1) If the number of display fixtures, lamps and furniture involved in the modification applied before Sept. 25 (Phase 1) and Oct. 10 (Phase 2 & Phase 3) does not exceed the basic configuration of the upgraded Standard Booths, then the fee will be waived; If the quantity exceeds the basic configuration, the additional quantity shall be paid separately.

(2) For modification applied after Sept. 25 (Phase 1) and Oct. 10 (Phase 2 & Phase 3), modification fee shall be paid whether it is to increase or reduce the number of basic configurations.

(3) Different charge criteria will be placed on the advance and on-site application respectively. Application prior to Sept. 25 (including Sept. 25) shall be treated as an advance one while an application after Sept. 25 shall be regarded as an on-site submission. Relevant charge criteria and the application form are illustrated in Form B4-2.

(4) In case that dismantling the panels would affect the installation location of lightings, those lights will be shifted toward the nearest places unless the exhibitor has particular requirements in his application.

(5) In case that there has been booth equipment installed on either side of the show shelf dismantled, the equipment will not be re-installed after the dismantling of the show shelf unless the exhibitor requires to do so during the application.

(6) The additional power sockets applied will be installed at the left side or the right side of the booth near to the aisle.

(7) Walls of Standard Booths are 2500mm, while the booth height shall be below 2430mm.

(8) Power will be supplied starting at **09:30, Oct. 13 (Phase 1), 11:00 Oct. 22 (Phase 2), and 09:30 Oct. 30 (Phase 3)** for the spotlights, F/ L lights and rented power outlets installed at all upgraded Standard Booths in the International Pavilion. Tables and chairs for upgraded Standard Booths will be delivered starting at **13:00, Oct. 13 (Phase 1) , 11:00 Oct. 22 (Phase 2), and 13:00 Oct. 30 (Phase 3)**.

2. Advance Application Guide for Modification of Upgraded Standard Booth

Contents of Application

(1) Application Form for Modification of Standard Booth. Please fill in Form B3

(2) Modification Plan and Descriptions for Standard Booth. Please fill in Form B4-1.

(3) As for additional booth equipment, please fill in Form B4-2.

(4) Concerning the rental of distribution box, please fill in Form B4-3.

Application Time and Contact

(1) Application Time

Sep. 01- 25

Please apply prior to Sept. 25 (the date when the modification drawings received by email.). and a service charge or modification will apply for delayed application.

(2) Contact

Recommended Contractor: Canton Fair Exhibition Design and Construction Co., Ltd.

Address: Room 1+002, Area A, China Import and Export Fair Complex, No.380 Yuejiang Middle Road, Guangzhou.

Tel.: 0086-20-89139719 89139784

Email: cfedcip@cfedc.net

Procedures

Response will be given within five (5) working days after reception of the application materials by the Contractor.

(1) The applicant is required to re-submit the application within five (5) working days after receiving the feedback from the contractor in case such modification is not feasible.

(2) For the modification applied that is feasible, the contractor will inform the applicant that their drawings have been approved by e-mail together with the fees requirement those applicants are supposed to pay.

Reminders:

(1) After the application for booth modification is confirmed, the exhibitor shall submit the confirmation form of stipulated fees prior to Sept. 30 (sealed or signed). In case of overdue payment, the confirmation will be invalid and no modification work will be arranged by Canton Fair. The exhibitor shall bear all the consequences arising therefrom. The confirmation fees shall be paid in lump sum before the opening of the Fair.

(2) From the 122nd Canton Fair on, deposit for booth clearance is required for pre-applying dismantles or alters for standard booths. (RMB500/standard booth)

(3) In case exhibitors require to retain the framework (including fascia board and three-side walls) of the Standard Booth while conduct unsophisticated self-decoration which involves the use of power, such decoration shall be treated as the decoration of custom-built booth. The exhibitor shall therefore be required to apply for such works pursuant to Provisions of Construction Management for Custom-built booth in Chapter 3 herein. Concerned works shall be executed by the contractor entrusted by the exhibitor.

3. On-site Submission Guide for Modification of Standard Booth

In the event that the modification of booth is needed, exhibitors shall submit the application in advance at the earliest. Failing to apply in advance due to special reasons, the applicant can acquire the same service at the Service Center for Exhibitors of the International Pavilion of Canton Fair.

Reminders:

(1) Additional fees will be required for most services herein on the basis of charge criteria for advance application. For details, please refer to Appendix B4-2.

(2) The service time will be determined by the amount of on-site service. Especially during the peak hours, the service may not be provided on time. In this case, please wait patiently.

(3) Parts of the services may not be provided due to insufficient stocks or overtopping the warning limit.

5.3.3 Stipulations of Use of Upgrade Standard Booth

1. Under no circumstances shall the exhibitor dismantle or modify the configured fascia board, show shelves, booth equipment and lighting lamps without authorization. In case any modification is needed, the exhibitor shall apply for it to Recommended Contractor in advance or submit the application at the Service Section in International Pavilion. Upon approval by Canton Fair and full payment made by the exhibitor, certain personnel will be assigned by Recommended Contractor to execute the modification works.

2. In case that any distribution box is installed inside the booth, exhibitors are not allowed to remove it. Exhibitors, during the course of booth decoration, are reminded to avoid it.

3. The electrician from the Canton Fair organizer is responsible for installing the distribution box rented by exhibitors at the proper booth. Any power connection beyond the switch of the distribution, including connection between the box and exhibitors' own equipment, should be done by exhibitors themselves, under the supervision of the organizing host's electrician. The Fair does not provide such power connection service beyond the switch.

4. Spotlights and F/L lamps additionally rented at the upgraded Standard Booth shall not be installed on the exterior side of the booth and the exhibition tools/accessories brought by exhibitors.

5. The configured fascia board, booth equipment and lighting lamps in Standard Booths are properties of China Foreign Trade Centre (Group). Exhibitors shall not take any of the properties out of the exhibition hall. Exhibitors shall by no means damage any configurations of the booth, cut the show shelves and aluminum products, or paint, drill and nail on the show shelves, the aluminum products, booth equipment and the like.

6. No sticking on the show shelves will be permitted. In case that the sticking is needed, exhibitors shall furnish to the Service Center for Exhibitors of the International Pavilion for approval and thereafter operate without damaging the show shelves.

7. No lighting lamps brought by exhibitors will be permitted to install in the Standard Booth; no identical or similar setting-up materials will be permitted to bring to the exhibition for installation.

5.4 Arrangements and Stipulations of Booth Dismantling

The entire booth dismantling of the International Pavilion of Canton Fair will be from 18:00, Oct. 19 to 02:00, Oct. 20 (Phase 1); 18:00, Oct. 27 to Apr. 28 (Phase 2); 18:00, Nov. 4 to 17:30, Nov. 5 (Phase 3). In respect of the tight time schedule for dismantling, all exhibitors and contractors are required to carry out timely dismantling without influencing construction works for the next Phase of exhibition.

Following arrangements and stipulations of dismantling works determined by Canton Fair should be abided by all exhibitors:

1. The Recommended Transporter will distribute packing cases to each booth and return booth telephones from 16:00, Oct. 19 (Phase 1); Oct. 27 (Phase 2); Nov. (Phase 3). All exhibitors must therefore be ready for dismantling works. Nevertheless, no exhibitors will be allowed to pack up exhibits prior to 18:00, Oct. 19 (Phase 1); Oct. 27 (Phase 2); Nov. 4 (Phase 3) and dismantle in advance. Those who dismantle and pack in advance and not obey instructions shall be blacklisted by Canton Fair and their application for next Canton Fair shall accordingly be rejected.

2. booth dismantling will commence from 18:00, Oct. 19 (Phase 1); Oct. 27 (Phase 2); Nov. 4 (Phase 3). The Recommended Transporter will arrange concerned persons to assist the exhibitor in packing up the exhibits which will be kept in the booth subsequent to packaging. The exhibitor will carry out timely procedures for exhibits delivery and outbound with the transporter.

3. The exhibitor shall be allowed to move out exhibits only with an import permit. However, the exhibitor must apply to the Recommended Transporter for Discharge Notice which will serve as a pass for the hall guards. All exhibits with import permit will be moved out of the exhibition venue prior to 23:00, Oct. 19 (Phase 1); Oct. 27 (Phase 2); Nov. 4 (Phase 3).

4. All import exhibits to be returned, sold, given away and abandoned without customs clearance and cancellation subsequent to verification will be packed up and handed over to the Recommended Transporter prior to 20:00, Oct. 19 (Phase 1); Oct. 27 (Phase 2); Nov. 4 (Phase 3). Such exhibits will be delivered by the transporter to the supervised locations specified by the customs prior to 06:00, Oct. 20 (Phase 1); Oct. 28

(Phase 2); Nov. 5 (Phase 3).

5. No persons other than staff of Canton Fair, the custom-build contractor staff, exhibitors of the International Pavilion, the Recommended Transporter will be allowed to enter the International Pavilion prior to 23:00, Oct. 19 (Phase 1); Oct. 27 (Phase 2); Nov. 4 (Phase 3).

6. Dismantling workers of the contractor for the customs-built booth must commence dismantling works subsequent to 23:00, Oct. 19 (Phase 1); Oct. 27 (Phase 2); Nov. 4 (Phase 3), and all decoration materials shall be moved out of the exhibition venue prior to 10:00, Oct. 20 (Phase 1); Oct. 28 (Phase 2); Nov. 5 (Phase 3). The disposed materials shall be together moved out and they shall not be discarded on spaces or nearby road sides of the China Import and Export Fair Complex. In case of a disposal of inbound materials, the exhibitor will entrust the Recommended transporter to carry out relevant customs clearance procedures prior to such disposals, otherwise, such materials shall be disposed of as abandoned imported materials (i.e. to be carried to the location designated by the Customs).

7. The exhibitor and his contractor are required to keep their exhibits and the construction tools and materials safe. Subsequent to 06:00, Oct. 20 (Phase 1); Oct. 28 (Phase 2); Nov. 5 (Phase 3), all kinds of un-dismantled booths and un-attended booths without guards will be moved out by Canton Fair without returning the clearance deposit to the exhibitor.

8. Transporting vehicles for customs-built booth materials will only be allowed to enter the exhibition venue in turns subsequent to 23:00, Oct. 19 (Phase 1); Oct. 27 (Phase 2); Nov. 4 (Phase 3). These vehicles will drive on specified routes and park at specified locations and obey instructions given by the traffic administrators. Materials shall be rapidly loaded subsequent to entering the venue and rapidly withdraw from the venue.

9. Vehicles to the access of the second floor of the exhibition hall shall not be longer than 10 meters (10 meters included). Non-wagon and wagons lighter than 1 ton used by the exhibitors for transportation shall go through the underground Parking Lot P1 (maximum height 2.2 meters) or the truck passage of the ground floor of the hall by elevator loading. All drivers shall stay in the driving cabin during exhibit unload so as to withdraw punctually and respond to temporary vehicle arrangement.

10. Dismantling scope for customs-built booth shall not go beyond the area of the booth. The walls shall not be pushed to the neighboring booths to avoid any unexpected damages. Exhibits, decoration materials and tools will not be stored on the aisle so as to avoid a disturbance to the dismantling works.

Reminders:

1. In order to provide better services to the exhibitors and expedite the booth dismantling process, Canton Fair will put forth more detailed arrangements for the dismantling works of the International Pavilion and a Notice on Dismantling Works of the International Pavilion will be separately issued to the exhibitors, Recommended transporter and contractors of the customs-built booths.

2. Any dismantling works later than 10:00, Oct. 20 (Phase 1); Oct. 28 (Phase 2); Nov. 5 (Phase 3) will cause losses to Canton Fair, who shall therefore reserve the right to claim from the exhibitor or his contractors for such losses.

3. Contractors of custom-built booths shall contact Canton Fair's staff immediately to handle the on-site confirmation and registration procedures after dismantling the booths and returning the pre-installed or rented distribution box. Those who cannot finish procedures in time or finish procedures incompletely shall be regarded as violations. The Fair shall be entitled to deduct RMB1000 Standard Booth for not dismantling in time, and fine RMB1000 per distribution box for those who do not return the distribution box. The on-site signature confirmation and registration procedures are as follows:

(1) On-site signature to confirm the completion of booth dismantling. The contractors shall contact immediately the on-site management staff to check the booth after the contractors remove the decorative materials prior to 10:00, Oct. 20 (Phase 1); Oct. 28 (Phase 2); Nov. 5 (Phase 3). The staff of on site management shall sign to confirm on the "Payment Note of Construction Management of Custom-built Booth" (yellow customer copy).

Service Time: 18:00, Oct. 19 to 10:00, Oct. 20 (Phase 1 & Phase 2)

18:00, Nov. 4 to 11:00, Nov. 6 (Phase 3)

Service Tel: 89120500, 89120503.

(2) On-site sign to confirm return of the distribution box. Upon booth dismantling on Oct. 19 (Phase 1); Oct. 27 (Phase 2); Nov. 4 (Phase 3) when power distribution staff collects the distribution box of the booth, a person nominated by the contractor shall stay behind in the booth and require the power distribution staff to paste special label on the "Confirmation Slip for Preinstalled Distribution Box in Custom-built Booth" or "Leased Equipment Note of Custom-built Booth" (yellow customer copy). The electrician of exhibition hall on duty shall sign to confirm on the "Confirmation Slip for Preinstalled Distribution Box in Custom-built Booth" or "Leased Equipment Note of Custom-built Booth" against that special label.

Service Time: 18:00, Oct. 19 to 10:00, Oct. 20 (Phase 1 & Phase 2)

18:00, Nov. 4 to 11:00, Nov. 6 (Phase 3)

(3) On-site procedure to return telephones: The Fair staff will collect the booth's wireless telephones from 15:00 on the closure day. Please do not take away the wireless telephones, and do kindly return them to our staff.

Neither procedure is dispensable. The contractors shall handle them on time. According to relevant Regulations on the Canton Fair, after the closure of the Canton Fair, Finance Department of China Foreign Trade Centre shall return the deposit to the contractors who finish procedures completely and in time.

For those booths declaring decoration and leasing distribution box on site, the contractors shall bring the "Deposit Note" and handle relevant signed confirmation procedures according to the above mentioned procedures and during the above mentioned period, and they shall take their deposit back at the Service Center for Exhibitors of the International Pavilion from 18:00, Oct. 19 to 10:00, Oct. 20 (Phase 1); 18:00, Oct. 27 to 10:00, Oct. 28 (Phase 2); 18:00, Nov. 4 to 11:00, Nov. 6 (Phase 3)

5.5 Regulations on Safety and Fire-prevention

The following safety and fire-prevention provisions have been formulated by Canton Fair in accordance

with *Fire Control Law of the People's Republic of China*, *Code for Fire Prevention in Design of Interior Decoration of Buildings (GB 50222-95)*, *Code for Fire Prevention Installation and Acceptance in Construction of Interior Decoration (GB 50354-2005)* and relevant laws and regulations on social security administration as well as safety requirements of Canton Fair, which shall be strictly abide by all exhibitors.

1. The exhibitor shall reinforce and enhance the safety and fire-prevention awareness of his participants and proactively cooperate with the fire-prevention and security sectors of Canton Fair to maintain its good order and safety.

2. The exhibitor shall notify and restrict his participants to strictly comply with the Laws and Regulations on the People's Republic of China without conducting any illegal activities during the course of Canton Fair especially in the exhibition hall.

3. The exhibitor shall only be allowed to enter the exhibition hall with a valid badge wearing in front during his stay in the exhibition hall for the inspection of the security guards of Canton Fair at any moment. One person can only apply for one badge, and the badge shall only be used by the owner and not be allowed to be transferred to any other people or sold out or revised. If otherwise, the badge will be confiscated, and the person violating this rule will be added to a blacklist.

4. Except for those who have been specially exempted by Canton Fair, all other exhibitors shall accept the safety inspection conducted by the guards of Canton Fair.

5. The exhibitor shall pay special attention to guarding against theft and safekeeping his personal properties (including laptops) and exhibits.

(1) Exhibitor with laptop shall apply from the guard at the hall for computer lock to have the laptop protected.

(2) The exhibitor shall enter the hall in time as soon as the exhibits have been exhibited in the booth and shall not leave the hall before closing time. At least one person shall stay in the booth to look after the exhibits during the opening time to prevent any pilferage. All exhibits shall be managed strictly in accordance with the custody provisions of the inbound and outbound cargoes under the Customs Law of P.R. China.

(3) All valuable exhibits shall be safely kept in the cabinet, safe or protected through other effective measures prior to the closing time of the exhibition every day.

(4) All controlled cutting tools and weapons being approved by Canton Fair to exhibit shall be kept in the lockable exhibition cabinets or fixed up on the exhibition panels, which shall also be guarded and managed by specially assigned persons.

(5) At times of opening and closing every day, the exhibitor shall conduct timely check-up of the exhibit quantities and report to the security sector of Canton Fair Complex (security section of Canton Fair Security Office) in case of any losses.

6. No poisonous, inflammable and explosive and radiation exhibits shall be directly displayed in the exhibition hall. Those exhibits shall only be displayed through pictures, copy substitute or models. Goods fall into this category include fireworks, cracks, gasoline, spirits, thinner, hydrogen lighter and other items may be treated by the security sector as threatening to the safety of the exhibition hall.

7. Except for specified places, smoking shall be forbidden in the exhibition areas such as exhibition halls, lounges, dining areas, cafe, toilets, meeting rooms and so forth.

8. The fire-prevention aisles shall be accessible under any circumstances.

(1) The exhibitor shall not pile up any exhibits and constructional materials at the hall entrances or aisles during period of booth construction.

(2) The exhibitor shall not keep any tables, chairs and exhibits on the aisles of the hall, or distribute any product catalogs, brochures, promotional materials or any other gifts at the aisles or any public areas in the exhibition hall during the course of exhibition.

9. Collocation and arrangement of the exhibits shall be stable and safe. Exhibitors shall submit written applications to the Fair in advance for demonstration of the exhibits or other items. And these demonstrations shall not be arranged before being approved. During demonstration, exhibitors shall be in considerations of safety and good orders within the exhibition hall without any potential dangerous outcomes or disturbance to the visitors and any third parties.

(1) All exhibits and inflammable decorations shall be located at a minimum space of 30 CM away from the lighting in the booth or other heating electronic apparatus.

(2) All exhibits, especially the mobile large-scale machinery, shall be fasten upon safe locations to prevent slides.

(3) Demonstration of machinery shall be performed by professionals or under the direction of such professionals. Those machines shall be equipped with anti-startup devices to stop casual mal-operations of the visitors or non-professional persons.

(4) The Exhibitor shall submit written application in case flammable materials such as gasoline and alcohol are needed in the demonstration. The application needs to be approved and those materials could be used after the on-site check of the public security and fire-fighting personnel.

(5) High decibel acoustics shall not be used for any kinds of demonstrations. The decibel of demonstration shall be strictly limited to a scale below 70.

10. All exhibits shall be under the control of the China customs. The exhibitor shall give timely report to the China customs concerning any inability of the exhibitor to return any exhibits to original countries/regions because of damages, losses or pilferages. As for the damaged exhibits, the customs shall levy a tariff on basis of the extent of such damages. A tariff shall accordingly be levied on lost or pilfered exhibits in accordance with relevant regulations.

11. Booth shall be set up on basis of completion of relevant application and entry procedures. Setup works shall then be executed in accordance with relevant regulations stipulated in Chapter 5, Part 2 herein, i.e. Stipulations of Construction Management for Custom-built Booth, since this regulation shall be an integral part of the regulations.

12. During the course of exhibition, the exhibitor as well as his entrusted contractor shall arrange electricians who are recorded on files of Canton Fair to be on duty so as to eliminate any kinds hidden safety trouble at any moment.

13. The exhibitor shall pay special attention to safety in electricity usage and shall not utilize any unqualified or malfunction electric devices or violate rules during operations.

(1) Booth electricity consumed shall be applied as per actual situation. The exhibitor shall not introduce from or connect to the electricity distributor or sockets inside the hall without permission or instruction from the electrician of Canton Fair.

(2) Machinery exhibits or other exhibits which need 24-hours power supply shall be equipped with appropriate and reliable protection switches and be free from any hidden breakdowns. Canton Fair shall not be responsible for any breakdowns caused by errors of the distributor switch due to defaults of the exhibitor's devices. In case that exhibits and relevant equipment need 24-hour electricity supply, exhibitor should provide a written application that is sealed by the organizer or its own agent of exhibitor recruitment of the International Pavilion and carry out the application procedure at the Exhibitor Service Centre of the International Pavilion.

(3) In case of a power breakdown caused by protection error of the distributor switch, the exhibitor shall report to Canton Fair through the Service and Complaint Call and Canton Fair shall accordingly dispatch an electrician to site for inspection and remedy works. The exhibitor shall not switch on the electricity per se.

(4) Exhibitor who rents the Standard Booth shall not be allowed to increase the lighting numbers in the booth per se. Neither shall he be allowed to connect to power supply with his own sockets.

(5) Exhibitor who uses Standard Booth shall pay timely attention to the lighting in the booth. In case of falling off of the spotlights, the exhibitor shall notify Canton Fair immediately or call the phone of Service and Complaint so as to enable Canton Fair to arrange an electrician to remedy the situation.

(6) Utilization of high-power devices such as electric water jug, cooker, and iron in the booths shall firstly gain approval from Canton Fair by submitting to Canton Fair a written application form.

5.6 Design and Construction Requirements for Custom-built Double-layer Booth

In the design and construction of two-storey custom-built booths of the Canton Fair, under the premise of following the general provisions for indoor custom-built booths, the following requirements shall be met:

(1) Applicable scope

Only the following requirements are met simultaneously shall the exhibitor be allowed to apply for setting up a two-storey booth:

(i) The height (from ground to device layer) of the exhibition hall in which the booth locates shall be no lower than 7.5m.

(ii) The booths shall be located in the custom-built zone.

(iii) The net area of booth shall be above 72m² (including 72m²), i.e., above 8 Standard Booths (including 8). If two or more enterprises apply for joint exhibition and build a two-storey booth, at least one enterprise's booth needs to meet the area requirements, and the two-storey construction area shall not exceed 1/2 area of the original booth that meets the requirements. (E.g. 8 booths and 6 booths will be jointly arranged, then the

two storey area shall not exceed that of 4 booths and shall not be less than 27m²). The two-storey booth's position can be decided by exhibitors and the height shall be no more than 6m.

(iv) The booth shall not directly adjoin the other booths (to be isolated) or open at three sides.

Notes: No two-storey custom-built booths are allowed in Area C of the exhibition hall, outdoor exhibition areas (including under the canopy), central aisle (Y aisle) on the first floor of Area A, Pearl River Walkway, service counters of the exhibition hall and overpass areas.

(2) Submitted Drawings

In addition to the drawings required for the single-storey custom-built booth, the design blueprint must also be submitted for the double-storey custom-built booth. The design blueprint must have the signature of the designer, the stamp of the architectural design unit with structural design qualification and the seal of the registered structure engineer, the design blueprint must have the signature of the designer, and stamp the drawing with the structural design qualification of the architectural design unit and the registered structure engineer, and the name on the caption of drawings (signature) and the seal must be consistent. The drawings and blueprint will serve as the official design document used by the construction unit to guide and supervise the on-site construction. If the design unit is converted into a limited liability company due to the completion of the restructuring, the official seal of the limited liability company shall be affixed. The calculation book should be consistent with the construction drawings, and it's not allowed to adopt calculation book from other construction drawings which will result in inconsistency.

(i) Layout of power distribution (indicating the location, types, and laying-out patterns of lamps, lights, and the main distribution box).

(ii) Power distribution system (indicating the gross power, current rating and voltage of the master switch, as well as the wire model and laying-out pattern).

(iii) Structure drawings of pillar (indicating static and dynamic technical loading data).

(3) Requirements for materials

Steel structural materials should be employed for the two-storey booths to fasten the booths especially for the bearing components and connect to the ground for protection, and shall comply with the requirements of Code for Acceptance of Construction Quality of Steel Structures (GB50253-2001).

(4) Requirements for structure

Ground-beam connection modes should be used for the pillar base of the two-storey booths which should be fastened by high-strength bolts and nuts with hard plastic bearing to the ground as to prevent horizontal sliding.

(5) Evacuation stairs

(i) The number and width of evacuation stairs connecting the first storey and the second storey of the two-storey custom-built booth shall be calculated and determined as required. When the second storey is used as office and its area is less than 120m², an evacuation stair can be set. If more than two evacuation stairs are set, the horizontal distance between two adjacent evacuation stairs shall not be less than 5m.

(ii) The total width of the evacuation stair shall be determined by calculation and the net width of the stair shall not be less than 1.4m.

(iii) The footfall width must not be less than 26cm and the footfall height must not be more than 17.5cm.

(6) Railings

(i) The railings height of the two-storey booths should be higher than 1.2m and all railings can With booth 1KN external force in any direction.

(ii) The handling sides of the railings should be arc-shaped to prevent goods from sliding down from the railings. The clearance between the vertical bars of the railings shall not be more than 11cm.

(iii) The railings must be secured to prevent personnel from slipping.

(7) Bearing capacity of the second storey

The bearing capacity of the second storey of the two-storey booths should be greater than 400kg/m² and only used for business negotiation or rest purposes. Its main function is not for exhibit display. Number of people on the booths should be strictly controlled. The total weight and unit area weight of the articles and negotiators on the second storey shall not exceed the total load value and unit area load value marked on the construction drawings.

(8) Configuration of fire extinguishers

As the two-storey custom-built booth covers the automatic sprinkler device, in order to ensure safety, each storey of the booth must be equipped with hanging 6kg dry powder fire extinguisher of palace lamp type in a criterion of one for 20m², two for 20 to 30m², and so on.

(9) No heating electronic devices on the second storey

No heating electronic devices shall be allowed on the second storey of the two-storey booths.

5.7 Regulations on Safety of Power use in Booth

In order to well manage power use and ensure that power supply for the entire exhibition hall is safe and reliable, the following regulations have been formulated in accordance with the *Regulations on Security Administration of Large-scale Mass Activities* (implemented since October 1, 2007) promulgated by the State Council and fire safety regulations, and based on relevant national specifications, procedures and standards for electrical design and construction as well as the actual situation of the exhibition hall.

1. Security Responsibilities and On-site Duty by Turns

The principle of “whoever’s in charge is responsible” shall be implemented. Exhibitors that rent custom-built booths or green-built booths and their contractors shall be responsible for the safety of their booths and shall be obliged to strictly abide by the safety management regulations of the Canton Fair. During the opening ceremony, there should be electrical maintenance technicians on guard for both custom-built booths and green-built booths, whose name, telephone number and duty location should be reported to the Drawings Verification Team or On-site Office of Customer Service Center of the Canton Fair for record. For agencies and individuals that cause personal injury, fire accidents and property damage due to illegal

installation of feeder lines and use of electricity, their chief or the individuals will be held accountable. If necessary, judicial authorities will intervene to pursue their criminal liabilities.

2. Safety Regulations on the Use of Electrical Materials and Equipment for Construction and Installation

(1) The electrical materials and equipment, such as wire and cable, switches, lamps, rectifiers and triggers (electronic products), must comply with China Compulsory Certification (3C) standards, and must be equipped with sufficient and safe current carrying capacity.

(2) The protective cover of the circuit box must be in good condition, and the wire at the outlet should not be exposed.

(3) Secondary Leakage Protection System

Booths powered by a secondary leakage protection system must strictly follow the following standards:

a. The rated leakage current of the leakage protector in the switch box shall not exceed 30 mA, and the rated leakage action time shall not exceed 0.1 s.

b. The rated leakage current of the leakage protector in the main distribution box shall be greater than 30 mA. The rated leakage action time shall be greater than 0.1 s. The product of the rated leakage current and the rated leakage action time shall not exceed 30 mA•s.

c. If exhibitors or contractors voluntarily renounce leakage protection device in accessing the equipment or facilities of the booth distribution box due to special power requirements, they should make such a request in pre-renting. They must sign the “Letter of Commitment of Voluntary Abandonment of Leakage Grounding Protection Device” and affix it with official seal. The Canton Fair shall, according to the requirements of the letter of commitment, remove the leakage protection device or replace the leakage protection switch with a switch without leakage protection.

(4) If the booth needs both lighting and power, they should be applied separately. The lighting circuit must be equipped with a leakage protector, and the power circuit should be installed in accordance with the requirements of the “Secondary Leakage Protection System” of this regulation.

(5) For electrical materials such as cables and wires, ZR-BVV, ZR-RVVB jacketed wire or ZR-VV cable shall be used, and twisted pair (flexible cord) and aluminum core wire are forbidden.

(6) All wire and cable feeders should not be directly wrapped with insulating tape, but should be connected with insulation porcelain and plastic connectors, with connection and insulation protection measures taken. Wires passing through pedestrian floors, carpets and darkly laid in the decoration must be piped or trunked (with metal pipe, flame-retardant plastic pipe) for protection. Fire-fighting equipment (if any) should employ flame-retarded halogen-free low-smoke wire and cable independent metal pipe wiring.

(7) Metal protecting tubes and metal components must be reliably electrically bridged and grounded safely.

(8) Each electrical circuit must contain a dedicated protective ground wire (with copper wire not less than 2.5mm) and connected to any metal object that may be in contact with the leakage.

(9) Downlights and quartz lamps shall be insulated and protected. Billboards, light boxes and lampposts shall be perforated and fixed, and shall have convective louvers and ballasts complying with fire protection requirements. Lamp ballasts and triggers shall be nationally qualified products.

(10) It is strictly forbidden to use iodine-tungsten lamps (sunlight), neon lights and high-temperature and high-voltage lamps with triggers to generate heat. It is forbidden to use high-power lamps of 500W or more.

(11) Power Load Reporting Management

a. Before contractors enter the exhibition hall, the power load shall be submitted to the Drawings Verification Group for review. The Canton Fair will pre-install the power box of the same power specification according to the reported power. Contractors shall pay the deposit for power box and the electricity consumption amount according to the electric power used on the submitted drawings.

b. The actual power consumption should be as consistent as possible with the reported power. If the pre-installed electric box does not match the actual power consumption and needs to be replaced, contractors shall pay the replacement fee.

c. If the electricity consumption exceeds the reported capacity, it must be re-applied to the Drawings Verification Group. The Canton Fair will impose penalties on Standard Booths that increase power load privately and custom-built booths that use electricity exceeding the reported capacity.

d. The load carrying capacity of all switches and cables shall be controlled within the nominal design capacity. The setting of the main switch protection of the booth control electric box shall be lower than or equal to the setting value of the switch protection of the distribution box of the exhibition hall.

e. Those that do not apply for electricity use or connect wires at random will suffer power cut and be charged twice as much as the electricity load of the private appliance.

(12) Handling of Breaker Trip

a. If there is a line, switch heating or frequent tripping, exhibitors and contractors must promptly power off and check the booths. Such phenomena caused by the failure of the cable or lighting equipment of the exhibitor and the contractors must be repaired and replaced immediately.

b. Breaker trip caused by privately installing electrical equipment based on basic electrical equipment in Standard Booths or using electricity exceeding the reported capacity in custom-built booths must rectify, re-report electricity load, and replace power box. For those who refuse to perform rectification and cooperate the rectification, the Canton Fair has the right to power off the booths or stop the construction.

c. If there is a power failure in the booth due to the switch protection trip of fixed distribution facilities, electricians should be notified immediately to the scene. In this case, it is strictly forbidden to switch in without authorization.

(13) Special Electrical Equipment

a. Equipment for lighting, mechanical power consumption, frequency conversion equipment, silicon controlled rectifiers, dimmers for stage lights, amplification that needs power use, equipment with special power consumption requirements (24 hours), and other important electrical equipment that exhibitors believe should be specially guaranteed in terms of power supply, independent circuits shall be established according to

classification. It is strictly forbidden to let the above-mentioned equipment share the same circuit.

b. For the power use of important electrical equipment and at important occasions or locations, one main circuit and one spare circuit should be installed.

c. Equipment such as computers and precision instruments shall be protected with an uninterruptible power supply. Exhibitors or contractors shall be responsible for data loss or damage in computers, precision instruments and other equipment caused by power interruption.

d. Exhibitor's own compressor must be reported, and should be placed in accordance with relevant safety standards and regulations.

e. Equipment with batteries must be equipped with an electric switch. When the exhibition hall is closed, the power supply to the equipment must be cut off, and the equipment shall not be charged. For samples with their own battery, it is a must to check positive and negative separators after samples are displayed. It is strictly forbidden to store spare batteries in the booth.

(14) Exhibitors and contractors should care for electrical facilities and equipment in the exhibition hall, and are not allowed to randomly connect equipment. If exhibitors arbitrarily dismantle the Standard Booths to configure lamps or lines, privately move lamps or distribution boxes, electricians of the Canton Fair will forcibly reinstate the original conditions, and exhibitors will be given a penalty of twice the cost of restitution. Damages to or loss of lamps, wiring or distribution boxes resulting therefrom shall be compensated according to the cost and criticized by noticing such behaviors at *Canton Fair Newsletter*.

(15) Electrical appliances in the booth as well as distribution facilities such as lines and switches should be checked by the Canton Fair. If hidden dangers are found, exhibitors must cooperate for rectification and must not refuse to check or refuse to rectify. Booths that do not meet safety requirements and Nov. constitute a safety hazard of electricity use shall not be given power. They will be ordered to rectify or being dismantled. Exhibitors will be notified of criticism if they refuse to rectify.

(16) In order to ensure the safety of the exhibition hall and the safety of your power use, shoes, weaving, rattan and iron arts, gifts and premiums, holiday items, home decorations, toys exhibition areas are only allowed to increase the rent of halogen lamps and LED lights as lighting equipment.

(17) The 220V/10A power socket installed in custom-built booths is only used for small household appliances (such as TV sets and water dispensers). The total loop power must not exceed 1,500W. It is strictly forbidden to use high energy consumption high power resistance heating appliances (electric furnace, oven).

(18) Electric heating equipment temporarily installed in the exhibition hall, the wall layout and the operation table adjacent to the electric heating equipment should use non-combustible materials.

(19) The booth control electric box shall not be installed in the room or cabinet. Instead, it should be installed in an obvious position of the booth for easy operation and be near to the distribution box provided by the Canton Fair as much as possible.

(20) Distribution Box and Construction Electric Box Provided by the Canton Fair to Custom-built Booths and Green-built Booths

a. The distribution box provided by the Canton Fair to custom-built booths is an extension of fixed power

supply facilities in the exhibition hall. It is used as the power connection point of power supply for displayed goods, cannot be used as the total control power box of the booth (which should be configured by contractors), and should be placed on the passage next to the booth.

b. On the night of dismantling, if exhibitors or contractors pre-install electric box or rent distribution box from the Canton Fair, they shall send a staff to stay at the booth and wait for electricians of the Canton Fair to dismantle and recycle the distribution box.

c. The deposit or security deposit of exhibitors or contractors that have not returned the electrical box will be deducted by RMB1,000 per electrical box.

d. Booths that need to be installed or dismantled with electric tools must apply to the Canton Fair for construction electric box, and can not connect power for construction from the distribution box provided by the exhibition hall. Construction electrical boxes are provided free of charge, but each booth can apply for only one construction electrical box.

e. The construction electrical box provided by the Canton Fair to custom-built booths will be powered from the distribution box provided by the Canton Fair. It is the power connection point for booth construction, and shall be only used for temporary booth construction. After the construction ends, electricians of the Canton Fair will recycle it.

f. The construction electric box is only used as the power source for the power tools of booth construction, and should not be used as the power source of booth control or for other purposes such as booth display and test. If the Canton Fair finds violations of power use regulations, it will warn contractors and their staff and demand immediate rectification. Besides, in accordance with the *Measures for Dealing with Violations of Enterprises Constructing Custom-built booths*, contractors with violation behaviors shall be fined of deposit, assessed, included in blacklist, and be canceled the qualification of constructing custom-built booths for the Canton Fair.

3. Regulations on Electrical Safety Management of Custom-built Booths

(1) If custom-built booths require electrical installation, the contractors must have electrical installation qualification, and all of its electricians must hold a valid “Special Operation Certificate”, whose validity can be checked via the website of the Guangdong Provincial Management System of Qualification of Construction Special Operation Personnel (<http://tzzy.cisagd.cn>) or other valid systems. The electricians must take the above-mentioned valid certificate for visa registration at the construction permit center. Electricians and welders must hold valid operation permit, otherwise they are not allowed to enter the exhibition hall for construction.

(2) The installation of electrical facilities must comply with China’s national regulations on power industry, and strictly follow *Design Specifications for Low Voltage Distribution (GB50054-2011)*, *Safety Technical Specifications for Temporary Electricity Use at Construction Sites (JGJ 46-2005)*, *Specifications for Quality Acceptance of Electrical Engineering Construction in Buildings (GB50303-2015)*, *Design Specifications for General Power Equipment Distribution (GB50055-2011)* and other specifications, as well as the fire safety regulations of the Canton Fair and the specific requirements of this Regulations on Safety of

Power Use in Booth. Contractors must submit Booths Power Safety Responsibility Commitment to the Canton Fair before beginning construction.

(3) The electrical construction shall be carried out in strict accordance with the plan drawings approved by the Canton Fair, and the electrical load shall be controlled within the approved total load. Exhibitors shall not change the contents reported that have passed review and approval. By doing so, the Canton Fair will not supply power and give a warning or even impose penalty to them. If the approved load is exceeded due to necessary add of electrical equipment, exhibitors shall promptly undergo relevant reporting and application procedures and pay relevant fees as required. For those who fail to report electricity consumption or whose actual power consumption exceeds reported amount, electricians of the Canton Fair have the right to order the payment of the fees. If they refuse, penalties shall be imposed according to paragraph (15), Article 2 of this section. If their electricity may cause serious safety consequences, they should be warned and notified of criticism.

(4) In constructing custom-built booths, it is not allowed to block or cover the lighting electrical box, power box and telephone wiring box of the exhibition hall. If it is really inevitable, exhibitors shall report to the Drawings Verification Team for approval, and a 600mm wide access passage must be left. If electrical boxes have to cover the borehole, they shall be larger than the movable cover of the distribution box, and sufficient space for operation shall be left. The operating space should allow opening the electrical box and be no less than 600mm to facilitate for safety inspection and troubleshooting.

(5) As three-Phase load does not belong to mechanical power use, sub-switch shall be installed for cascade protection. If the single-Phase load exceeds 16A, a three-Phase power supply design should be adopted and the load of the booth should be evenly distributed.

(6) The setting of the main switch protection of the self-provided electric box shall be lower than or equal to the setting of the switch protection of the electric box of the exhibition hall.

(7) Custom-built booths shall be checked for safety before power delivery. Electricians of contractors shall conduct self-check first. Before the concealed electrical part is closed, contractors shall contact the electrical safety officers of the Canton Fair to assist in safety inspection. For booths that do not meet the safety requirements, electricians of the Canton Fair shall not power on their booths.

(8) The construction and maintenance of custom-built booths shall be undertaken by corresponding contractors, and be supervised by relevant trading groups and chambers of commerce.

(9) If exhibitors fail to rectify problems within 2 hours of signing the rectification notice issued by the Canton Fair, they will be given a blackout penalty. If they fail to rectify problems within 8 hours, their booths will be sealed down and they will be disqualified for attending the next session of the Canton Fair, which will be put on record.

4. Regulations on Electrical Safety Management of Standard Booths

(1) It is strictly forbidden to privately or hire non-Canton Fair electricians to connect without permission or add lighting fixtures. Lighting fixtures at booths must not be plugged into power outlets applied from the Canton Fair, which have a maximum allowable capacity of 500W. It is not allowed to plug in electrical

equipment that exceeds the allowable capacity. The power supply of booths with offenders will be cut to avoid potential power hazards, and corresponding exhibitors will be held accountable.

(2) The sockets of Standard Booths should be put on the left and right sides of the booths.

(3) Exhibitors shall neither dismantle or displace electrical facilities and equipment installed by the Canton Fair in booths, nor bring them out the exhibition hall.

(4) Exhibitors should check whether spotlights installed in booths have fallen off when they finish booth construction and close the booths every day. If they find that the spotlights are off, they should immediately notify electricians of the Canton Fair to avoid damages to exhibits.

(5) If the Canton Fair installs standard distribution boxes in Standard Booths, the distribution boxes shall not be moved and exhibitors shall avoid them when constructing booths. If exhibitors need to know the specific location of the distribution boxes, they can consult the Drawings Verification Team.

5. Safety Management Regulations on Electrical Exhibits

(1) It is forbidden to use electric heating equipment (such as electric kettle, electric stove, electric iron). If there is such a need, exhibitors must apply to the Customer Service Center for approval.

(2) If exhibits or equipment (except for custom-built booths, excluding booths) require 24 hours of power supply, exhibitors shall submit written application signed by corresponding trading group to the Drawings Verification Team. Exhibitors applying for 24-hour power supply must use an independent power circuit, install a safe and reliable protection switch according to the specifications, and ensure that the equipment is hidden fault-free. Economic losses caused by electrical equipment failure or power failure resulting from distribution switch protection action of exhibitors' own switch shall be borne by exhibitors.

6. Electrical Safety Management Regulations on Exhibit Arrangement

(1) Lamps, spotlights, quartz lamps, etc. of each booth shall be kept at a distance of more than 30cm from exhibits and decorations. A junction box shall be installed. The wire interface and the wire core shall not be exposed.

(2) Distribution boxes and sockets should be installed in a position that is obvious and convenient for operation and inspection.

(3) In order to ensure safe electricity use in Standard Booths, exhibitors shall avoid electrical wires while hanging webbing and arranging exhibits as electrical boxes can not be displaced.

(4) Electrician of standards booths shall be responsible for the lead terminal installation of rented electric box. Electricians of the Canton Fair are only responsible for incoming line at the outlet end.

5.8 Technical Data

1. According to the design criteria of the Complex, loading capacity is 1.5 ton per square meter.

2. Height limit for two-level booths is 6 meters in the Custom-built area in the exhibition hall, and 4.5 meters for the single-level booths.

3. The size of complex main entrance: Area A: 8.5m in width, 5.5m in height, Area B: 7.6m in width, 5.3m in height, Area C: 6.98m in width, 4.19m in height. Area D: 9.6m in Width, 4.9m in height for 1st storey and 4.5m in height for 2nd storey.

4. The electricity supply mode of the exhibition hall is three-Phase 5-line system and 350V/220V/50HZ, with 2250 k. Specifications of the connecting port include: 16A/220V, 32A/220V, 16A/380V, 32A/380V, 63A/380V, 125A/380V, 160A/380V, 250A/380V and 400A/380V。

5. There is no gas supply equipment in the exhibition hall. Area A, B and C are not equipped with gas supply equipment. And only exhibition hall in Area D can provide compressed air for use. The pressure of compressed air is 1.0MPa, with a quality class of 2.2.1, and a maximum gas supply of 6.5 cubic meters per minute.

5.9 Green Development of the Canton Fair

Item 1. The Green Development Scheme of the Canton Fair

In implementing the development idea of creativity, harmonization, green and opening up, as well as consolidating the results of development, the Green Canton Fair program will be normalized since the 133rd session. A target of 100% coverage of Green Booths in the 133rd session of Canton Fair has been established.

Item 2. Criteria for the Green Custom-built Booth of Canton Fair

The criteria herein define the design, structure, material, workmanship of Booth setting-up and dismantling as well as the display effect, which shall be applicable for all custom-built Booths in the Canton Fair.

1. Meanings

The Green Booths shall comply with trends of conciseness, standardization and environmental protection. Design should follow the reduce, reuse and recycle principle. The structures should be modular and component-based. Regeneration and recycling materials should be key materials for these booths. The display effects should well demonstrate the corporate philosophy, and image of the corporate and its products.

2. Criteria

The booths should be fabricated following the basic requirements and green requirements set herein.

(1)Basic requirements

a. Design

Pass the design verification of custom-built booth of the Canton Fair.

b. Fire-protection and structure safety

(i)Pass the fire-protection and structure safety verification of the Canton Fair.

(ii)Ensure the entire strength, rigidity, stability and join stability of the booth structure.

(iii)Booth design and construction should strictly comply with relevant national imposed technical specifications, standards and regulations.

c. Safety of power usage

(i)Pass the safety of power usage verification of the Canton Fair.

(ii)Booth construction should strictly comply with relevant national imposed technical specifications, standards and regulations for electrical installation.

d. Refer to the manual book of the Canton Fair for details.

(2) Green

a. Design

3-R principle shall be followed, they are:

A. *Reduce*: minimize materials to realize the booth function.

B. *Reuse*: materials should be reused as the original.

C. *Recycle*: Economically recycle and reuse materials which help to realize the booth function.

b. Materials

(i) Regeneration, recycle, Non-toxic environmental protection material or recycling materials should be employed in the construction. They should comply with standards set in A and B of this item.

A. Quantity of decoration materials used for full-metal structures should be less than 10% of the total cubage of the structure itself (as per cubage of the structure). Only non-timber materials shall be allowed for this purpose. The constructional materials must be 100% recyclable.

B. Quantity of timber materials used for mixed structures should be less than 30% of the total cubage of the structure itself (as per cubage of the structure). The constructional materials must be 100% recyclable.

(ii) Light, easy for dismantling, loading and haulage.

(iii) Efficient light bulb used in the lighting system should not be lower than 80%.

c. Setting-up and dismantling

(i) On-site fabrication should be modular and component-based. Construction and dismantling should be in good order, controllable, convenient, safe and expedited.

(ii) No adverse impact should be resulted to persons, exhibition halls and facilities in the complex. No dust, noise, toxin gas and discarded materials should be left in the halls. No violations of any regulations should be allowed.

d. Effects

(i) Demonstrate the corporate philosophy, image of corporate and products.

(ii) The booths should be transparent and well structured. No timber materials should be used for capping.

(iii) Display should be concise, harmonious and beautiful.

3. The criteria herein defined should be used internally by the Canton Fair. China Foreign Trade Centre shall be responsible for interpretation of the criteria.

4. These criteria should take effect from the 115th session of the Canton Fair.

Item 3 Selection Methods for Green Booth Award

Chapter 1 General

Clause 1 The Selection Method for the Green Booth Award is initiated for further promoting the green development plan of the Canton Fair, guiding the design of the custom-built booths of the Canton Fair onto a green and environmental course, encouraging innovation of booth design, enhancing the bandwagon effect of the booth and improving the overall level of the Canton Fair.

Clause 2 This Method follows the selection criteria of green, environmental protection, innovation, safety and aesthetics and upholds the selection principle of openness, fairness and justice.

Clause 3 This Method applies to the Canton Fair exhibitors and the contractors with qualification certification of the Canton Fair.

Clause 4 China Foreign Trade Centre is responsible for the planning, organization and implementation of the selection.

Chapter 2 Prizes

Clause 5 The Canton Fair Green Booth Award will include gold, silver, bronze and popular award.

Clause 6 After a comprehensive consideration from the aspects of exhibition area setting, exhibits range, display methods and comparability of selection, the current Canton Fair exhibition area shall be categorized into 7 general categories including electronic appliances, manufacturing, hardware and tools, housewares, building and furniture, fashion, health and recreation. Each category will be granted 1 gold medal, 2 silver medals, 3 bronze medals. And the award will be assessed by experts and judges from the field of design, materials, structure and construction.

Clause 7 To expand the publicity and promotion of the Selection, the Canton Fair will witness 3 popularity awards. These 3 awards will be finalized by online voting through the Canton Fair official website and Canton Fair official WeChat mini program according to the final number of votes.

Clause 8 The gold, silver, bronze and popular awards of the Canton Fair Green Booth Award shall be granted to award-winning exhibitors. The Green Custom-built Booth Award shall be awarded to the constructors of those award-winning booths.

Chapter 3 Scope of Selection

Clause 9 Custom-built booth with exhibition area over four standard booths (national delegations excluded).

Clause 10 Participating enterprises have never been blacklisted because of violating the regulations of the Canton Fair.

Clause 11 There are no irregularities in the process of use, establishment, construction, dismantlement in the former three sessions (excluding the current session).

Clause 12 There are no intellectual property disputes or arguments with the selection booth.

Clause 13 The design scheme which has been awarded the Canton Fair Green Booth Award shall not be repeatedly selected within three sessions from next session since it is granted the award.

Clause 14 Only one of the design schemes that have high similarities by one same participating enterprise will be selected during one session of the Canton Fair.

Chapter 4 Selection Criteria

Clause 15 Criteria Selection criteria of the Canton Fair Green Booth Award

(a)Aesthetic design: 30%

1. Full embodiment of green, pro-environment and sustainable concept.
2. Integration of exhibition enterprises' culture and exhibits.

-
3. Simple and creative.
 4. Strong sense of design.

(b)Booth function: (30%)

1. Highlight the subject and stress the exhibits.
2. Reasonable layout of internal wiring.
3. Complete functions of display and negotiation.
4. Well-prepared booth information.

(c)Propaganda effect: (25%)

1. Highlight corporate and brand image.
2. Display methods are diverse and novel.
3. Properly use of high-tech.

(d)Material technics: (15%)

1. Comply with the principle of "3R" (Reduce, reuse and recycle) and focus on environmental-friendly materials that can be destroyed and recyclable.
2. Select professional materials for exhibition.
3. Fine workmanship, scientific construction.
4. Booth dismantle should be safe and efficient.

Chapter 5 Selection Process

Clause 16 Selection Process

(a) Application

1. Applicants:

- (1) Exhibitors who met the conditions of participation and apply voluntarily.
- (2) Participating enterprises recommended by national delegations.

2. Way of application: Exhibitor entrusts custom-built booth constructor to apply online and to submit the Canton Fair Green Booth Award Application. It must elaborate its innovative ideas, material use, functions and display effect with booth design renderings.

3. Deadline: Spring Session Apr. 10 (Phase 1), Apr. 18 (Phase 2), Apr. 26 (Phase 3)

Autumn Session Oct. 10 (Phase 1), Oct. 18 (Phase 2), Oct. 26 (Phase 3)

(b) Preliminary review

1. Expert judges will, by referring to the scoring criteria, give a preliminary review for the initial evaluation according to the declaration materials, and remove a highest score and a minimum score, and then the shortlisted booths will be finalized according to the final score. The Canton Fair drawing verification team and inspection team will verify whether the booths meet the Canton Fair Green Custom-built Booth standard. The name list of eligible finalists will be released one day before the start of the Canton Fair.

2. Upload the onsite booth picture: finalist booths must be photographed and uploaded via the system to upload live photos before 12:00 on the first day of the Canton Fair. Overdue offer or not provided, as a waiver of the selection.

(c) Re-evaluation

1. Shortlisted award-winning booth with complete information and photos will be voted and selected online by the public from 9:00 on the second day to 18:00 on the fifth day of the Canton Fair through the Canton Fair official website and the Canton Fair official WeChat mini program to decide the green booth popularity award.

2. Expert judges on the spot will give a comprehensive score of the shortlisted award-winning booths, remove the highest score and the minimum score, and pick out the waiting list of the Canton Fair Green Booth Award in seven categories.

3. On-site checking during move-out period

During the move-out period, the Canton Fair drawing verification team and inspection team will be on site to check the candidate booths. If it is found that the building materials are not 100% recycled during move-out period, the booth will be disqualified for the award and the vacancy will be filled in the proper order.

(d) Exam, approval, publicity and announcement

1. Exam: After the closing of the Canton Fair, the final winning list will be reported to the jury.

2. Approval: The results are subject to approval by the director of the leading office of the Canton Fair.

3. Publicity: The award-winning booths will be listed on the website of the Canton Fair for 5 working days.

4. Announcement: In the name of the office of the Leading office of the Canton Fair, the winners' list will be forwarded to the Foreign Trade Department of the Ministry of Commerce, the trade groups and associations, as well as will be publicized on the website of the Canton Fair and the "Canton Fair Communication".

Chapter 6 Award Approach

Clause 17 The award-winning booths will be granted the following:

1. Under similar conditions, the awarded exhibitors shall enjoy more preferential treatments in booth arrangement than other exhibitors in next Canton Fair.

2. The awarded exhibitors will gain additional scores upon reviewing of Brand Booth at Canton Fair. Exhibitors with Gold award shall gain 2 scores and exhibitors with Silver, Bronze and Popularity award shall gain 1 score for each award received.

3. Green Booth Award and the honorary certificate of popularity award will be awarded to the award-winning exhibitors, honorary certificate of Green Custom-built Booth Award will be awarded to the award-winning construction enterprises, and all awards shall be issued in the next session of the Canton Fair.

4. The award winners shall be publicized on the Canton Fair website, "Canton Fair Communication" and other channels, and on the LED located at the eye-catching Canton Fair exhibition venue. Promotional content is mainly about the award-winning exhibitors' profile, construction company name and booth photos.

(1) Gold award: the duration of the promotion is about 120 seconds/day for 600 seconds in total.

(2) Silver award: the duration of the promotion is about 60 seconds/day for 300 seconds in total.

(3) Bronze award: the duration of the promotion is about 30 seconds/day for 150 seconds in total.

(4) Popularity award: the duration of the promotion is about 30 seconds/day for 150 seconds in total.

5. The effectiveness of the implementation of the green development plan will be regarded as an important reference index for the work assessment and reward for delegations.

6. List award-winning construction enterprises as one of the necessary conditions for the A-level custom-built booth construction enterprises of the Canton Fair.

7. The award-winning construction enterprises will be given 4 extra scores of the Canton Fair.

8. The award-winning construction enterprises will be listed in the name list that shall be recommended by the trade group and the chamber of commerce/association for the next annual Canton Fair.

Clause 18 In principle, no more than 2 awards will be awarded to the same participating enterprise in each Canton Fair.

Clause 19 If the booth obtain the Canton Fair Green Booth Gold/Silver/Bronze and Popularity award at the same time, the highest level of award will be taken and the award shall not accumulate.

Chapter 7 Relevant Obligations

Clause 20 The trade group is responsible for publicity and promotion to the exhibitors; organize the affiliated participating enterprises to participate in the selection; incentive measures for participating enterprises will be carried out.

Clause 21 The chamber of commerce/association is responsible for implementing the incentive measures for participating enterprises.

Clause 22 CFTC shall be responsible for organizing the entire awarding processes to ensure the transparency, justice and fairness of the activity. CFTC shall also responsible for inviting judging panel members and promotion of the awarding initiative as well as dealing with rewarding process with the winners. CFTC shall be obliged to organize the modification of the selection methods.

Chapter 8 Supplementary clauses

Clause 23 This provision shall be implemented internally in Canton Fair and interpreted by CFTC.

Clause 24 This provision shall take effect from the 122nd session of Canton Fair and the original Canton Fair Green Special Award Selection Method is repealed synchronously.

Appendix 1

Classification of Exhibition Area

From a comprehensive consideration of the exhibition set, exhibits category, display style and comparability of selection, the current exhibition area of the Canton Fair shall be categorized into seven major categories including electronic and electrical appliances, industrial manufacturing, hardware tools, household consumption, building materials and home decoration, fashion and life, health and leisure.

1. Electronics. Including home appliances, consumer electronics and information products, lighting products, electrical products.

2. Industrial Manufacturing. Including industrial automation and intelligent manufacturing, processing machinery and equipment, power, electric power equipment, general machinery and mechanical basic parts, engineering machinery (indoor/outdoor), agricultural machinery (indoor/outdoor), new materials and chemical products, new energy vehicles and smart travel, vehicles, auto parts, motorcycles, bicycles, new energy, etc.

3. Hardware tool. Including hardware and tools.

4. Household Consumption. Including daily ceramics, kitchen utensils, household supplies, glass crafts, home decorations, garden supplies, holiday supplies, gifts and giveaways, lasses for watches, craft ceramics, woven and rattan iron crafts, furniture, iron ornaments and outdoor spa facilities.

5. Building materials and Home Decoration. Including building and decoration materials, bathroom equipment, etc.

6. Fashion and Life supplies. Including maternity and baby products, children's wear, men's and women's wear, underwear, sportswear and leisure wear, fur, leather and feather ect. products, clothing ornaments and accessories, textile materials and fabrics, shoes, bags, household textiles, carpets and tapestries.

7. Health and Leisure. Including toys, office stationery, medicines and health products and medical equipment, food, sports and tourism leisure products, personal care appliances, bathroom supplies, pet supplies, featured products from rural revitalization campaigns and so on.

Appendix 2

Maturity Matrix of Canton Fair Green Booth (for reference)

Scoring Standards		Highest Score	Expert Score
Aesthetic design (30%)	1.Full embodiment of pro-environment and sustainable concept	8	
	2.Organic integration of exhibition enterprises' culture and exhibits	8	
	3.Simple and creative	7	
	4. Strong sense of design	7	
Booth function (30%)	1.Highlight the subject and stress the exhibits	15	
	2. Reasonable layout of internal wiring	5	
	3.Complete display and negotiation function	5	
	4.Well-prepared booth information	5	
Promotion effect (25%)	1.Highlight corporate image and brand	8	
	2.Display methods are diverse and novel	9	
	3.Properly use of high-tech	8	
Material technics (15%)	1.Comply with the principle of "3R" and focus on light aromatics and recyclable	3	
	2.Highlight the selection of professional profiles	4	
	3.Fine workmanship, scientific construction	4	
	4. Booth demolition is safe and efficient	4	
Total:		100	

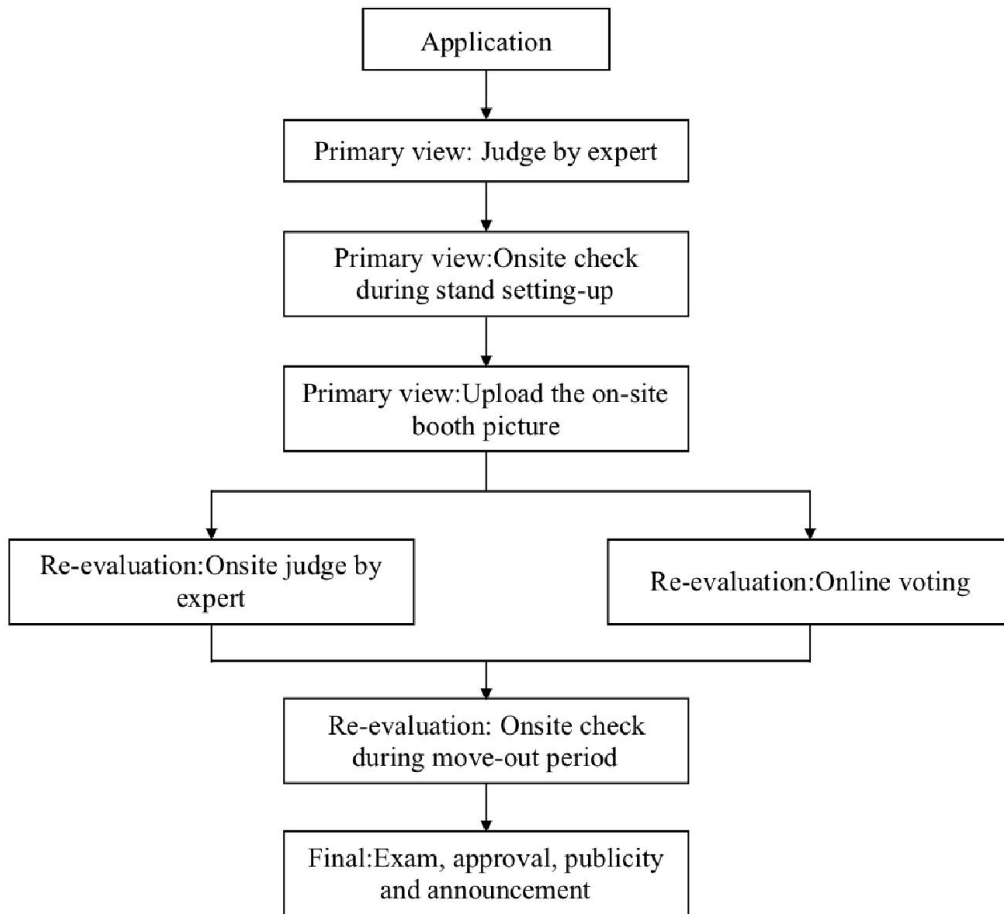
Appendix 3

Application Form for the Canton Fair Green Booth Award

Booth Number				Type	(7 Major Categories)
Company Name		Contact Person		Contact	
Contractor		Contact Person		Contact	
Business delegation					
Aesthetic Design (less than 20 words)	(Elaborate the innovative ideas of the booth design, and the booth design shall reflect the relation between exhibitors and exhibits)				
Booth Function (less than 20 words)	(Elaborate booth's exhibition theme and key exhibits, reasonably set internal lines, distribute, display and negotiation space)				
Promotion Effect (less than 20 words)	(Elaborate how the booth highlights the culture and brand of exhibitors with high-tech display method)				
Material Technics (less than 20 words)	(Elaborating that the construction material is consistent with the 3R principle, and also the construction and demolition workmanship)				
Effect Drawing (1~3 Pictures)	(Upload booth design renderings.)				
Booth on site picture (1~3Pictures)	(Upload the shoot on the first day of each exhibition Phase. Overdue or non-upload is deemed to waive the award declaration)				

Appendix 4

Process Diagram of Evaluation of Canton Fair Green Booth Award



5.10 Forms for Booth Constructing

B1 Charge criteria for tables and chairs in the International Pavillion

B2 Charge Criteria for Electrical Items

B3 Application Form for Modification of Upgraded Standard Booth

B4-1 Modification Plan for Upgraded Standard Booths

B4-2 Charge Criteria for Service of Upgraded Standard Booth

B4-2 Rental of Exhibition and Electrical Appliance for Upgraded Standard Booths

B4-3 Declaration Form for Electricity Supply in Upgraded Standard Booth

B5 Rental of Flowers

For more information on Internet use, please visit the official website of the Canton Fair to view the Guidelines for Internet Use.

B6 Application Form for Internet Service


B7 Application Form for Installing Radiophone

B1 Charge Criteria for Stables and Chairs in the International Pavilion (Customer-built Booth)

Unit: RMB

Areas	No.	Specifications	Dimension (cm)	Unit	Advance apply	Late apply	Apply on-site	Figure
Area A	A1	1 aluminum alloy square table and 4 plastic chairs	65*65*68	Set	145	160	175	
	A2	1 glass table and 4 aluminum wooden chairs	70*70*66	Set	150	165	180	
	A3	1 glass table and 4 rattan chairs	70*70*66	Set	170	180	200	
	A4	1 round wooden table and 4 white wooden chairs	Φ70*66	Set	170	180	200	
Area B	B1	1 aluminum alloy square table and 4 black leather folding chairs	65*65*68	Set	145	160	175	

	B2	1 glass square table and 4 stainless chairs	70*70*66	Set	150	165	180	
	B3	1 glass square table and 4 rattan chairs	70*70*66	Set	170	180	200	
	B4	1 round wooden table and 4 white wooden chairs	Φ70*66	Set	170	180	200	
Area C	C1	1 aluminum alloy square table and 4 plastic chairs	65*65*68	Set	145	160	175	
	C2	1 glass round table and 4 stainless chairs	70*70*66	Set	150	165	180	
	C3	1 glass square table and 4 rattan chairs	70*70*66	Set	170	180	200	

	C4	1 round wooden table and 4 white wooden chairs	Φ70*66	Set	170	180	200	
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B2 Charge Criteria for Electrical Items

Deadline: Sept. 30 (Phase 1 & 2)
Oct.10 (Phase 3)

For custom-built booths, please submit this through Easy Exhibitor of official website. Fax, paper application or email is not accepted.

For Standard Booths, please email this application form prior to the deadline to the Recommended Contractor nominated by the Canton Fair.

Email: cfedcip@cfedc.net

Application B2 (Application for Exhibits and Electronics)

Unit: RMB/ Phase

S.N.	Item	Master Switch Specs (Voltages /Current)		Unit	Charge Criteria	Deposit
E1	Electricity Usage In Setting-up Of Custom-built Booth	6A / 220V	<1.3KW	1	545	
E2		10A / 220V	<2.2KW	1	920	
E3		16A / 220V	<3.5KW	1	1465	
E4		6A / 380V	<3KW	1	1680	
E5		10A / 380V	<5KW	1	2770	
E6		16A / 380V	<8KW	1	4620	
E7		20A / 380V	<10KW	1	5540	
E8		25A / 380V	<13KW	1	6930	
E9		32A / 380V	<16KW	1	8828	
E10		40A / 380V	<20KW	1	11090	
E11		50A / 380V	<25KW	1	13860	
E12		60A / 380V	<30KW	1	16630	
E13		100A / 380V	<50KW	1	27720	
E14	Distribution box rental	6A,10A,16A/220V		1	315	1000
E15		6A,10A/380V		1	365	
E16		16A,20A,25A,32A/380V		1	415	
E17	Replacement of electric box			1	105	
E18	Outer Exhibition Space Construction			25/m ²		

Note:

- Exhibitors who have applied the electricity are required to rent our electricity distribution box. All of the electricity distribution box will be installed by our electricians. Any power connection beyond the switch of the distribution, including connection between the box and exhibitors' own equipment, should be done by exhibitors themselves, under the supervision of the organizing host's electrician. The Fair does not provide such power connection service beyond the switch.
- Personnel from the exhibitors shall stay at their booths until our electricians collected the electricity distribution boxes on the closing day of Canton Fair. Exhibitors can acquire their deposit at the On-site Office of Customer Service Center with the Deposit Notes.
- There is a 30m cable wire within rental electricity distribution box, excess wires are charged additional fees: 63-100A: RMB50/m; 150A: RMB80/m; 200A: RMB100/m; 250A: RMB140/m.

- 4. Deadline for the remittance of advanced application: Sept. 30 (Phase 1 & Phase 2); Oct. 10 (Phase 3). Please do not remit the fees under private names in case the names on the invoices do not match with your companies. Canton Fair only arranges exhibition appliance deliveries for those remittance confirmed companies. Fees for dismantling the allocated exhibition appliances shall be charged.**

Please contact the nominated Recommended Contractor:

Canton Fair Exhibition Design and Construction Co., Ltd

Address: Room 1+002, Area A, China Import and Export Fair Complex, No.380 Yuejiang Middle Road, Guangzhou

Contact Person: Mr. Xu (13825020842), Ms. Guan (13711187356)

Tel: +86-020-89139719, 89139784

E-mail: cfedcip@cfedc.net

Payee: Canton Fair Exhibition Design and Construction Co., Ltd

A/C with Bank Address: Guangzhou, Guangdong

Opening Bank: Canton Fair Branch, Bank of China

Account No.: 680857744434

B3 Application Form for Modification of Upgraded Standard Booth

**Deadline: Sept. 25 (Phase 1 & Phase 2)
Oct. 10 (Phase 3)**

You are requested to fax or email this application form to the Recommended Contractor nominated by the Fair prior to the deadline.

Email: cfedcip@cfedc.net

Acknowledgement Form for Facilities of Upgraded Standard Booth B3 Phase Booth No.

Effect Chart and Necessary Facilities for Upgraded Standard Booth

Booth dimension: 2970MM×2970MM, booth hoardings: 2500MM(height), distance between the lowest point of fascia board and the floor is 2450MM and the height of fascia board is 4500MM.

Necessary Facilities: panels, 1 front-illuminated light box, 1 fascia board, 1 carpet, 4 spotlights, 1 socket, 5 laminates, 1 reception desk, 1 floor cabinet, 1 aluminum table and 4 chairs.

Product pictures on the light box can only be inkjet-painted within the template range (1100mm*800mmH), and inkjet painting beyond the specified scope will not be accepted. In addition, the product picture provided by the enterprises shall not involve any commercial expenditure including portrait rights, and fonts ect., otherwise such costs shall be borne by the enterprise.



The appearance and color of the upgraded Standard Booth will be adjusted due to materials and other reasons. The above picture is for reference only.

Application for Shelf

★I needed pieces of shelves, or I don't need pieces of selves. Shelves can not be installed in places with dotted line.

★Please indicate the location and height of the shelf if you have submitted your application:

Left side facing the booth

Front side facing the booth

Right side facing the booth

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★You are requested to fax this application form to the Recommended Contractor prior to the deadline to enable the Fair to prepare as per your request in advance, it will otherwise be installed as per effect drawings and necessary facilities.

Note:

1. Same facilities for 9 square meter booth will be offered to booths larger than upgraded Standard Booth but smaller than 18 square meters. Only booths of multiple area of 9 square meters will enjoy relevant multiple facilities.
2. In case the exhibitor has booked two or more than two consecutive Standard Booths, the contractor will dismantle the boards among those booths unless special request has been put forth by the exhibitor. The corner booths booked by the exhibitor shall only be equipped with enclosure walls on two sides and two fascia. Special requirements should be indicated in Form B3 and returned.
3. No installation of other types of facilities or nailing upon the installations of the Fair such as enclosure walls, aluminum frameworks should be allowed inside the upgraded Standard Booths. Exhibitors should be responsible for maintaining all properties in the booths or they should be responsible for compensating for all damages arisen.
4. No extra lighting facilities or additional power connections will be allowed inside the booth and other sockets should not be connected to the lighting line which is with a maximum capacity of 500 W. Socket connection by the exhibitors should be strictly forbidden.
5. No electronic devices installed in the Standard Booths shall be dismantled or removed by any exhibitors or taken out of the Halls.
6. All non-lighting electronics brought in by the exhibitors shall be checked and verified by the main contractor to forbidden improper utilization of unqualified power installations in the exhibition halls.
7. Exhibitors are requested to fill in form B4-2 and return the same to the Main Hall Contractor prior to the deadline in case increased or extra facilities are necessary.

Please contact the Fair’s recommended contractor: Canton Fair Exhibition Design and Construction Co., Ltd

Address: Room 1+002, Area A, China Import and Export Fair Complex, No.380 Yuejiang Middle Road, Guangzhou

Contact Person: Mr. Xu (13825020842) Ms. Guan (13711187356)

Tel: 0086-20-89139784, 89139719

E-mail: cfedcip@cfedc.net

Booth No.: _____ Company Name: _____
Contact Person: _____ E-mail: _____
Tel: _____ Fax: _____ Company Stamp: _____

B4-1 Modification Plan for Upgraded Standard Booths

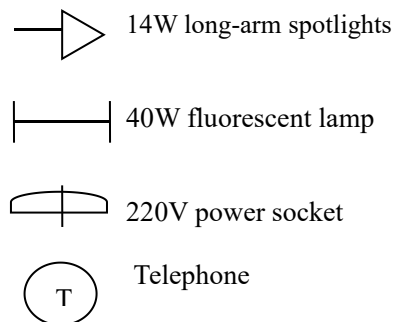
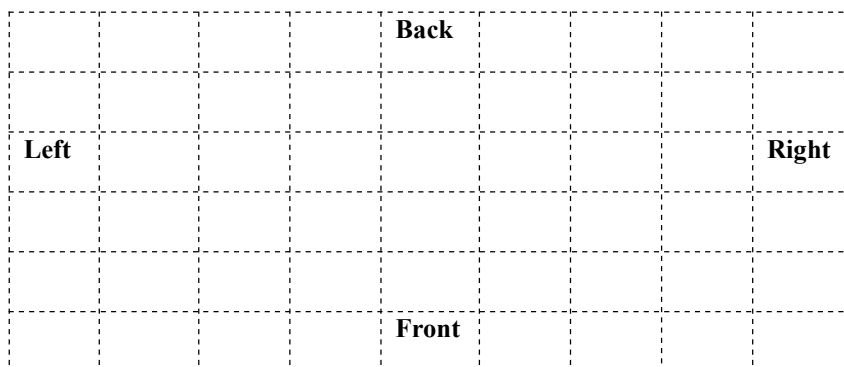
**Deadline: Sept. 25 (Phase 1 & Phase 2)
Oct. 10 (Phase 3)**

You are requested to fax this application form to the Recommended Contractor nominated by the Fair prior to the deadline.

Email: cfedcip@cfedc.net

Booth Dismantle, Modification and Location of Rent Facilities B4-1 Phase Booth No.

Please kindly indicate the locations of your Booth dismantle, modification, rent facilities (exhibits, electronics etc.) and rent shelves (height indicated) in the flowing booth plan including your basic and extra facilities. Please notify your requirement of side-panels in case you booked corner booths.



Booth Plan(Scale: 1 grid=1m²)

Remarks:

1. The Fair will nominate the recommended contractor to install the booth at proper positions in case the exhibitor fails to submit this plan. Extra fee shall be charged upon site modification.
2. Effective facilities indicated by the exhibitor on the above plan shall be submitted with relevant forms prior to the deadline.
3. **100% additional fee shall be charged for late submission or spot-purchasing.**

Please contact the Fair's recommended contractor: Canton Fair Exhibition Design and Construction Co., Ltd

Address: Room 1+002, Area A, China Import and Export Fair Complex, No.380 Yuejiang Middle Road, Guangzhou

Contact Person: Mr. Xu (13825020842) Ms. Guan (13711187356)

Tel: 0086-20-89139784, 89139719

E-mail: cfedcip@cfedc.net

Payee: Canton Fair Exhibition Design and Construction Co., Ltd

Opening Bank: Canton Fair Branch, Bank Of China

A/C with Bank Address: Guangzhou, Guangdong

Account No: 680857744434

Booth No.: _____ Company Name: _____

Contact Person: _____ E-mail: _____

Tel: _____ Fax: _____ Company Stamp: _____

B4-2 Charge Criteria for Service of Standard Booth

**Deadline: Sept. 25 (Phase 1 & Phase 2)
Oct. 10 (Phase 3)**

You are requested to fax this application form to the Recommended Contractor nominated by the Fair prior to the deadline.

Email: cfedcip@cfedc.net

Application of Exhibits and Electronics

B4-2

Phase Booth No.

Unit: RMB/ Phase

S.N.	Items	Specifications (MM)	Unit	Charge Criteria					
				Advance application	Overdue/on-site application (installation)	On-site application (dismantle)	Deposited	Qty.	Total
F1	Square Table of Aluminum Alloy	650×650×680	One	105	105				
F2	Black Folding Chair		One	20	20				
F3	Flat shelf	990×310	One	30	60	15			
F4	Inclines shelf	990×310	One	50	100	15			
F5	Shelf Booth (with wooden shelves)	990×495×2480	One	315	630	130			
F6	Showcase (with glass shelves)	990×495×2480	One	550	1100	150			
F7	Register Counter	990×495×1000	One	155	310	65			
F8	Cabinet (with lock)	990×495×750	One	165	330	65			
F9	High-low-combined booth	990×495× (990×750)	One	225	450	90			
F10	Reticular Rack	1500×1000	One	30	60	15			
F11	Tall Display Counter (Advanced Application only)	990×495×2300 (electricity included: Upper 30\Mid 125\Lower 75)	One	1200		200			
F12	Short Display Counter (Advanced Application only)	990×495×1000	One	550		150			
F13	Punched-plate	950×1166	One	100	200	40			
F14	Removing Shelf		One			10			
F15	Removing Panel		One			10			
F16	Installing and Dismantling Ceiling Beam		One	50	100	20			
F17	Socket (8 hours electricity supply)	220V/500W. 500W max	One	250	250	30			
F18	Socket (24 hours electricity supply)	220V/500W. 500W max	One	440	440	30			
F19	Long-arm Spotlight	14W	One	105	105	30			
F20	Horizontal Fridge	(Electricity excluded, Advanced Application only)	One	1800			3000		
F21	42" screen TV &DVD Player	(Electricity excluded, Advanced Application only)	One	1000			3000		

F22	Stainless Steel Clothes Hanger		One	80	160				
F23	Rack		One	140	230	35			
F24	Water Supply	Advanced Application only	One	1000	2000		1000		
Total:									

Notes:

1. Please illustrate your allocation of exhibition appliances in Form B4-1. The Fair will nominate the recommended contractor to install the booth at proper positions in case the exhibitor fails to submit this plan. Extra fee shall be charged upon site modification.
2. Canton Fair would allocate the exhibition appliances for Exhibitors who can not submit Form B4-1. Any alteration requests are to be charged by extra fees.
3. **Deadline for the remittance of advanced application: Sept. 30 (Phase 1 & Phase 2); Oct. 10 (Phase 3) . Please do not remit the fees under private names in case the names on the invoices do not match with your companies. Canton Fair only arranges exhibition appliance deliveries for those remittance confirmed companies. Fees for dismantling the allocated exhibition appliances shall be charged. 100% additional fee shall be charged for late submission or spot-purchasing.**

Please contact the Fair's recommended contractor: Canton Fair Exhibition Design and Construction Co., Ltd

Address: Room 1+002, Area A, China Import and Export Fair Complex, No.380 Yuejiang Middle Road, Guangzhou

Contact Person: Mr. Xu (13825020842) Ms. Guan (13711187356)

Tel: 0086-20-89139784, 89139719

E-mail: cfedcip@cfedc.net

Payee: Canton Fair Exhibition Design and Construction Co., Ltd

Opening Bank: Canton Fair Branch, Bank Of China

A/C with Bank Address: Guangzhou, Guangdong

Account No: 680857744434

Booth No.: _____ Company Name: _____

Contact Person: _____ E-mail: _____

Tel: _____ Fax: _____ Company Stamp: _____

B4-2 Rental of Exhibition Electrical Appliance for Upgraded Standard Booths



标准展位服务项目租赁展具图例 The Picture of Rental Exhibition Appliance (Pazhou Complex)

项目	
F1 铝合金方桌 Meeting table	
规格 650X650X680	


项目	
F2 折椅 Folding chair	
规格 张	


	
项目	规格
F3 搁板 Flat shelf	990 X 310


项目	
F5 展柜 (木层板) Shelves stand (with wooden shelves)	
规格 990X495X2480	

项目	
F6 展柜 (玻璃层板) Showcase (with wooden shelves)	
规格 990X495X2480	

	
项目	规格
F7 报到台 Register counter	990 X495X990

	
项目	规格
F8 地柜 Cabinet	990 X 495X750

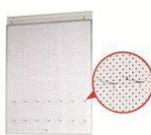
	
项目	规格
F9 高低展台 (B) High-low-combined exhibit base(B)	990 X 495(990X750)

项目	
F10 网片 Steel grid	
规格 1500X1000	

项目	
F11 高饰柜 (只接受提前申请) Tall display counter (advanced application only)	
规格 (上50\中125\下175)	

TALL SHOWCASE
0.5M(W) X 1.0M(L) X 2.5M(H)

项目	
F12 矮饰柜 (只接受提前申请) Short display counter (advanced application only)	
规格 990X495X1000	

项目	
F13 冲孔板 punched-plate	
规格 950×1166	

	
项目	规格
F17 插座 8小时供电 Power socket	220v/500w

	
项目	规格
F19 长臂射灯 Long arm spotlight	14W

	
项目	规格
挂架 Hanger Stand	990X495X2480

	
项目	规格
不锈钢衣架 Hanger	1000X1050

B4-3 Application Form for Electricity Supply in Standard Booths

Deadline: Sept. 30 (Phase 1 & Phase 2), Oct. 10 (Phase 3)

Construction contractors of custom-built booth entrusted by exhibitors shall fill in this form and fax or email it prior to the deadline to the Drawing Verification Section.

Please reply to: Drawing Verification Section.

Fax: 0086-20-89124244 Tel: 00+86-20-89124229, 89124242

● **Application**

Name of Exhibitor			
Booth No.			
Contact Person		Tel (including mobile phone)	
		Fax (including area code)	
Name of the Contractor		Fax (including area code)	
Contact Person		Tel (including mobile phone)	
Principal Electrician		Tel (including mobile phone)	
		No. of Electrician Certificate	
Electrician		No. of Electrician Certificate	
Electrician		No. of Electrician Certificate	
Electrician		No. of Electrician Certificate	
Electrician		No. of Electrician Certificate	
Electrician		No. of Electrician Certificate	
Electrician		No. of Electrician Certificate	
Electrician		No. of Electrician Certificate	
Site Electrician on Duty		No. of Electrician Certificate	
Site Electrician on Duty		No. of Electrician Certificate	
Site Electrician on Duty		No. of Electrician Certificate	
Site Electrician on Duty		No. of Electrician Certificate	
Site Electrician on Duty		No. of Electrician Certificate	
Site Electrician on Duty		No. of Electrician Certificate	

● **Notes:**

1. Does the Custom-built booth need to rent distribution box? Yes () No (), please tick \surd .

Desired size of the Box:

220V A (Quantity: _____), 220V A (Quantity: _____). Total: _____

2. Electricity Switch Box equipped in the custom-built booth should be subject to the electricity applied by the exhibitor. Desired size of the Box (An annex Nov. be used if no sufficient space)

220V A (Quantity: _____), 220V A (Quantity: _____). Total: _____

3. Installation of Electricity Switch Box shall be tallied with provisions in this guide. Contractor shall pay deposit for the Box. In case of any replacement of the Box arising from inconsistency between the electricity used and the one applied, contractor shall pay for additional charge.

4. An annex Nov. be used if no sufficient space for filling in all Electricians. The copy of the Electrician Certificate shall be submitted to the Drawings Verification Team of Canton Fair

Seal of the Contractor:

Date:

Notes: This form can be downloaded at: www.cantonfair.org.cn

B5 Rental of Flowers

Unit: RMB/pot

No.	Flower	Size	Rent/Price	Remarks
1	Spathiphyllum kochii	<0.5m tall	RMB25	1.For rented flowers, the charge is for one Phase (3-5 days); 2. Arranged flowers are for sale only.
2	Dracaena arborea var	<0.7m tall	RMB35	
3	Butterfly palm (small)	1-1.2 m tall (white pot)	RMB45	
4	Butterfly palm (medium)	1.2-1.5 m tall (red pot)	RMB50	
5	Butterfly palm (big)	1.8-2m tall (six-sided pot)	RMB80	
6	Epipremnum aureum	1.5m tall	RMB60	
7	Euphorbia pulcherrima	<0.5m tall	RMB35	
8	Dracaena fragrans	1.5m tall	RMB100	
9	Malabar chestnut	1.2-1.5m tall	RMB120	
10	Pachira aquatica	1m tall	RMB60	
11	Tall Pachira aquatica	1.5m tall	RMB100	
12	Arranged flowers (small)	30-35cm (diameter)	RMB50	
13	Arranged flowers (medium)	30-35cm (diameter)	RMB80	
14	Arranged flowers (fan)	50cm diameter, 50cm tall	RMB80	
15	Podium flower	60cm (diameter)	RMB280	

Notes:

1. The right of interpretation for the above-stated unit prices and specifications shall be reserved by the flower and tree rental and sales service point.
2. Please go to the Customer Service Centre On-site office for relative procedures.

B6 Application Form for Broadband Network Service in Exhibition Halls

Wired broadband access services are provided in the exhibition halls. **Wired broadband deadline: by 12:00, 1 day prior to the exhibition; special optical fiber service deadline: by 12:00, 5 days prior to the exhibition. And the broadband network mainly covers the indoor exhibition halls.**

Please reply to: CHINA FOREIGN TRADE CENTER (GROUP), Import Exhibition Exhibitor Service Center

Contact: Informatization Department, Customer Service Center

Tel: 0086-20-89139099, 89139090 Fax: 0086-20-89069340

Broadband Network Service

No.	Item	Unit	Fee	Deposit	Remarks
1	Cable network	pcs	RMB250/session		2M service with HTTP, QQ, MSN and E-mail service
2	Cable group network	pcs	RMB200/session	Trade Delegation Certificate or RMB500/pcs	This can be applied when cable network has been applied. If this is applied when cable network has been installed, only LAN group and network is provided. Network switch and network cable are available at RMB200 per terminal.
3	Cable broadband	pcs	RMB960/pc		5M broadband (for 5 terminals);
			RMB2000/pc		15M broadband (for 10 terminals)
			RMB3600/pc		30M broadband (for 20 terminals)
4	Private optical fiber line	pcs	RMB4800/pc/session		10M private line (This only has one public network IP. You can set up group network by yourself for unlimited number of terminals);
			RMB8800/pc/session		20M private line (This only has one public network IP. You can set up group network by yourself for unlimited number of terminals);
			RMB12000/pc/session		30M private line (This only has one public network IP. You can set up group network by yourself for unlimited number of terminals);
			RMB16000/pc/session		40M private line (This only has one public network IP. You can set up group network by yourself for unlimited number of terminals);
			RMB20000/pc/session		60M private line (This only has one public network IP. You can set up group network by yourself for unlimited number of terminals);
			RMB40000/pc/session		100M private line (This only has one public network IP. You can set up group network by yourself for unlimited number of terminals);
			RMB800/pc/session		A private public network IP address

5	Link lease	pcs	RMB960/pc/session	Network channel of the exhibition hall is available at RMB960/site
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● **Notes:**

WiFi:

Wireless network:

Free wireless network service is provided in the exhibition hall.

Step 1: Search the WiFi signal named as “Cantonfair” or “Cantonfair-Free” in the exhibition hall for Internet connections (“Cantonfair-a” is suggested as the first option);

Step 2: Open an explorer to visit any website (The web address starts with http, not https), the authentication page for Canton Fair wireless network will pop up. Enter account name and password to connect the network (when surfing the Internet, please do not close the authentication page).

Username: Canton Fair badge number (located below the barcode; lowercase if there are letters)

Password: Mainland Chinese citizens: the last 6 digits of the ID number (lower case if there are letters)

Non-mainland Chinese citizens: the last 6 digits of the Canton Fair badge number

Tips: Due to the large number of wireless network users, there may be quite a lot of undesired signals like no access, or slow speed. In this case, please move your location or try later, or use 4G or 5G wireless network operated by China Telecom.

Wired network

Exhibitors shall apply by 12:00, 1 day prior to the exhibition for wired broadband access, which doesn't cover outdoor exhibition halls. And exhibitors shall apply for Private optical fiber line by 12:00, 5 days prior to the exhibition. Exhibitors should log on the official website of Canton Fair to apply for wired network through “Easy Exhibitor” before the deadline. After online payment, the electronic invoice will be sent to the phone number or email box recorded in the system. Exhibitors can also apply for network access and service on site at the Customer Service Center during the preparation period. Payment should be made on site and invoice will be provided. If multiple computers need network access, cable group network can be applied.

B7 Application Form for Installing Radiophone

Application Form for Installing Wire Telephone at the 134th Canton Fair

Agency							
Demand	Area	Phase 1		Phase 2		Phase 3	
		Booth No.	Quantity	Booth No.	Quantity	Booth No.	Quantity
	A						
	B						
	C						
	D						
	Applicant			Tel			
	Remarks	<p>Radiophone is not provided for booths of the Canton Fair. Exhibitors can apply for installation of wire telephone 2 days prior to the exhibition with the On-site Office of Customer Service Centre with a charge of RMB92/ session (dial and answer of domestic phone included) and a deposit of RMB500/ set.</p> <p>And the exhibitor can return the telephone prior to 17:00 of the closing date of the exhibition and complete the refund process at the On-site Office</p>					

Applicant:
 (Seal)
 Date: Year Month Day

Note: Please go to the On-site Office of Customer Service Centre for relative procedures. Business hotline 020-89139450.

6. Other Services on Site

6.1 E-Commerce Service

Canton Fair Information Center are located at Pearl River Promenade, providing with Free Internet service, Information searching, on-site inquiry and exhibits uploading and etc..

6.2 Complaints for IPRs and Trade Disputes

A Reception Station of Complaints and Settlements for IPRs and Trade Disputes has been set up by Canton Fair in the exhibition venue.

Service Spot:

(Area A) Negotiation Room 1&2, East and West Side of Central Hall, Hall 6,8

Patent: 89120886 Trademark and copyright: 89120987 Trade dispute: 89120986 Fax: 89120888

(Area B) Conference Room on the 1st floor of the Complex Zone, Administrative Office Center

Patent: 89120988 Trademark and copyright: 89120993 Trade dispute: 89121307 Fax: 89120994

(Area C: No trade dispute is accepted.) Counter in 14.4-1, 14.4-2, Area C

Patent: 89075918 Trademark and copyright: 89075794 Fax: 89075919

(Area D) Negotiation Room in M2 Mezzanine, Pearsr River Promenade opposite to Hall 18, Area D

Patent: 89078012 Trademark and copyright: 89077004 Fax: 89133983

Scope of Complaints:

- (1) Trade disputes and contract performance issues for contracts signed in the Canton Fair (including issues of product quality).
- (2) Complaints about IPRs infringement throughout this session of Canton Fair (offline fair only accepts complaints about exhibits displayed at the current phase and session of the Canton Fair).
- (3) Other complaints.

6.3 Property Loss Registration and Claim of Lost Articles

Service Department: Security Section of the Customer Service Center of Security Office of Canton Fair:

Service spot and tel:

(1) Room 05, 1/F, Hall 3, Area A, China Import and Export Fair Complex, 020-89138786, 020-89138787

(2) Room 238, 2/F, Hall 10, Area B, China Import and Export Fair Complex, 020-89138768

(3) Room 12, 2/F, Hall 14, Area C, China Import and Export Fair Complex, 020-89138773, 020-89138774

(4) Room 103, Hall 17.1, Area D, China Import and Export Fair Complex, 020-89069196

Service Scope:

- (1) Registration of the exhibitors' property (including personal properties such as laptops, mobile phones and the like, and exhibit samples) lost inside the exhibition venue and the claim of lost articles.
- (2) Loss registration and claim of Exhibitor Badges.

Reminders:

- (1) Exhibitors should take good care of their Exhibitor Badges, personal properties and exhibit samples.
- (2) Computer locks will be free offered to exhibitors with laptop. The exhibitors should apply for such locks from the on-site security of International Pavilion.

6.4 Foreign Exchange Service

Bank of China and **China Construction Bank** will offer foreign exchange service in the exhibition halls.

Service Spot:

- Bank of China: Counter 1&2, Hall 3, Pearl River Promenade, Area A; Counter 1, General, Pearl River Promenade, Area B.
- China Construction Bank: Counter 5, Hall 4, Pearl River Promenade, Area A; Counter 1&2, Hall 9, Pearl River Promenade, Area B.

Service Time: Oct. 15- Nov. 4 09:00-17:00

Reminders:

To facilitate the foreign exchange process, the aforesaid two banks have set up ATMs capable of foreign exchange service in the functional service area of the exhibition. Exhibitors are advised to use ATMs so as to save time.

6.5 Catering Service

Safe, delicious and concinient catering services are provided in the Canton Fair exhibition halls, with Chinese food, Western-style food, Muslin food, business meal, buffet, coffee and dissets ect.

Reminders:

- (1) Food providers in Canton Fair are all subject to strict inspection and approval of Guangzhou Municipal Market Supervision Administration. Would the exhibitors rest assured that the food served by those providers are safe.
- (2) To protect their own health, exhibitors are not advised to buy food from any catering suppliers outside of the exhibition halls or to bring that food into the halls.

6.6 Business Travel, Ticket Service, Hotel Booking and Car Rental Services

Canton Fair International Travel Agency Co. (Ltd.) shall be able to arrange business travels and offer tickets booking service for exhibitors.

Service Spot and Tel:

- Business Travel, Hotel Booking and Car Rental:

Pearl River Promenade Area A 2-5	Tel: 00+86-20-89130205, 89130207
Pearl River Promenade Area B 13-1	Tel: 00+86-20-89130196, 89130197
Pearl River Promenade Area C 14.3-1	Tel: 00+86-20-89071034, 89071035

● Ticket Booking:

Counter 5&6, Pearl River Promenade, Exhibition Hall 3 of Area A	Tel: 00+86-20-89130099
Counter 1, Pearl River Promenade, Exhibition Hall 6 of Area A	Tel: 00+86-20-89130076
Counter 4, Pearl River Promenade, Exhibition Hall 10 of Area B	Tel: 00+86-20-89131443
Pearl River Promenade, Exhibition Hall 16 of Area C	Tel: 00+86-20-89071011
Pearl Promenade Area A 8-3	Tel: 00+86-20-89130239
Pearl Promenade Area A 5-2	Tel: 00+86-20-89127266

Service Time: Oct. 15-19; Oct. 23-27; Oct. 31-Nov. 4 09:30-18:30

Service Scope:

- (1) Ticket booking for international air;
- (2) Ticket booking for train tickets in the Mainland of China (including high-speed rail), Guangzhou-Kowloon Express Train and Hong Kong and Macau bus ticket;
- (3) Supplementary service for business travel, hotel booking and car rental within P.R.China.

Tel: 00+86-20-89268105, 89268106, 89268102 Fax: 00+86-20-89268103

Email: 2907760117@qq.com.

Please visit <http://booking.cantonfair.org.cn> for more information

6.7 Medical Treatment

Service Time: Oct. 10-Nov. 4

Service Location: Counter 1, Hall 4, Pearl River Promenade, Area A Service Tel.: 020-89130120

Counter 4, Hall 9, Pearl River Promenade, Area B Service Tel.: 020-89124120

Next to the Escalator on the North Side of the 1st Floor of Hall 15, Area C Service Tel: 020-89074120

6.8 Reception of Complaints of Services

Service Spot: Reception Counter of Complaints, Customer Service Center (Room 9B-09 in Area B)

6.9 The Press Service of Canton Fair

Service Item	Introduction	Content
Newsletter of Canton Fair (Chinese/English edition) 00+86-20-8906185, 89061854 Ccc3721@163.com	Latest development of Canton Fair, and information exchange on national business policy to full enhance the image of Canton Fair. Convey the deployment of Canton Fair as the “Management Tool and	1.Free distribution; 2.Electronic versions available; 3.Reflect objective of the Canton Fair Leading Committee, market and trade information of industries, key products and commodities, collect the best practice and expert views and visions

	Service Guide”, feedback the trends of on-site exhibition, negotiation and procurement of the Canton Fair, and provides various information services for both exhibitors and buyers.	of exhibitors and buyers; 4.Reflect market and trade information of industries, key products and commodities, collect the best practice and expert views and visions of exhibitors and buyers; 5.Canton Fair-related service info; 6.Reader interaction.
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6.10 Canton Fair Information Service

Service item	Introduction	Content
Official website of China Import&Export Fair www.cantonfair.org.cn	As the only official website of the Canton Fair, www.cantonfair.org.cn is an the world largest integrated exhibition and the only official platform of Canton Fair. It’s a large professional service portal that integrates authoritative information release, business processing, promotion and business attracting etc. Both Chinese and English versions are available. Easy browsing through PC and mobile devices.	Provide five sections including exhibitors and exhibits, news and events, global supply and purchase connection, conference services and cross-border e-commerce. Eight columns including exhibitors and exhibits, global supply and purchase connection, new product release, exhibitor online display, virtual exhibition hall, news and events, conference services, and cross-border e-commerce.
Call Center of Canton Fair 4000-888-999 (domestic) (00+86-20-28-888-999 (overseas) info@cantonfair.org.cn	As Canton Fair’s official information and service platform, call center provides one-stop services, including information of canton fair and exhibits, exhibits navigation, badge consultation, exhibitors & buyers meetings, exhibits storage and transportation, drawings verification, transportation, reservation of exhibition appliances, rental of equipment, Internet access, compliant reception, hotels, car rental, and travelling services, etc.	Call Center of Canton Fair provides services in Chinese, English, Spanish, French, Russian and Arabic etc. Service time: (1) Automatic voice consultancy (24 hours); (2) Representative staff consultancy (08:30-18:30)

Canton Fair Official Wechat	<p>Canton Fair official WeChat has a Service Account (“Canton Fair Service”) and two Subscription Accounts (“Canton Fair Micronews” and “Canton Fair”). Exhibitors can search from “Add friend/ Search Subscription Account” to follow “Canton Fair Service, “Canton Fair Micronews” and “Canton Fair”. Its service accounts aim to provide exhibitors with a number of convenient micro services, including business inquiries, free Canton Fair WiFi, etc. “Canton Fair Micronews” publishes the latest important information and hot news of the Canton Fair and those in the official publication, <i>Canton Fair News</i>, to exhibitors.</p>	<ol style="list-style-type: none"> 1. Exhibition news 2. Important events of Canton Fair 3. Exhibitors & Exhibits inquiry 4. Exhibitors online display 5. Supply & Purchase connection 6. Supply & Purchasing Hall- RFQ 7. Free WIFI in exhibition halls 8. Online customer services
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6.11 Exhibit Online Management Platform

In order to better promote your company and exhibits, facilitate buyers’ search for information of target exhibitor and exhibits in a more accurate, fast and convenient way, the Canton Fair official website continues to provide free online exhibitor registration for exhibitors. Please visit the Easy Exhibitor (English Version) on our website for online registration of exhibits with detailed information at:

Exhibit Online Management Platform (<https://www.cantonfair.org.cn/zh-CN/login/mall/index#/login>) is the designated platform for exhibitors to participate the Canton Fair online. After purchasing the online platform service package, exhibitors can display their corporate image and exhibits through the platform in various forms such as graphic, video, 3D and VR. Exhibitors need to maintain their corporate information and manage their exhibits properly in order to ensure that they participate in the online exhibition smoothly and achieve desired results from the online exhibition.

(1) Online service package selection

Exhibitors of the current session of Canton Fair need to select the online service package within the specified time (subject to the official notice of the Canton Fair), and enjoy the corresponding functions after purchasing the service package.

(2) Enterprise information maintenance

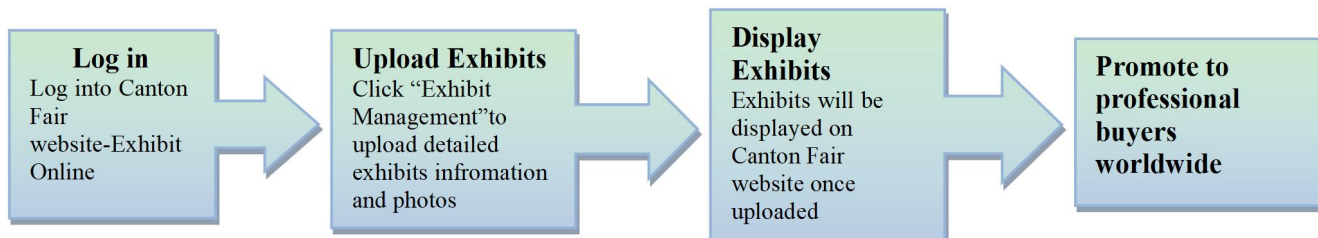
Exhibitors of the current session of Canton Fair need to complete the enterprise’s information displayed online before the Canton Fair commences. Exhibitors can check the basic information of the enterprise, complete details of the enterprise, upload the VR booth link, and update the contact information of the

enterprise ect. through the “Enterprise information” on the Exhibit Online Management Platform.

(3) Online exhibit management

Exhibitors of the current session of Canton Fair need to upload and display the exhibits online in a timely manner. Once exhibits are uploaded and displayed on the Exhibit Online Management Platform, they will get the opportunity to be promoted to the world through the Canton Fair platform.

Exhibits are uploaded and displayed in the following procedure:



Online Exhibit Management Skills:

- a. Prepare materials about the exhibits in both Chinese and English in advance in order to successfully upload the exhibits;
- b. Set the disclosure scope of the exhibits in “Details” section of the exhibits editing page;
- c. Use batch display and removal function to quickly change the display state of the exhibits.
- d. Use the exhibit sorting function to optimize the sequence of the exhibits in the exhibition center.
- e. Use the exhibit grouping function to select the appropriate section of the exhibit on the home page of the display center.
- f. Use the exhibits recommend function to participate in supply and purchase matching and release exhibit supply information to buyers.

(4) Online display and promotion

Canton Fair Exhibit Online Platform provide enterprises with online display services, with exhibitors online display column set up for that purpose, among which, the “live Online Display at Exhibition Hall” column highlights the online display of the offline exhibitors in the Canton Fair exhibition hall during the Fair, and utilize the online display function of the Exhibit Online Platform to attract visits to the exhibitors’ booths. Exhibitors can purchase online platform package and additional packages as needed to obtain the corresponding online exhibition room quota, and each online exhibition room is used for 2 consecutive hours from its first broadcast (due to technical reasons, there may be reasonable errors in the calculation of time). When using the online display service, enterprise shall abide by relevant laws and regulations, and the *User Service Agreement* and *Online Display Service Agreement of the Canton Fair* from the Canton Fair official website. The specific operation guide of the Canton Fair Exhibit Online is available at the Canton Fair official website “Help Center” column (Help Center - I am an Exhibitor - How to carry out online display promotion).

(5) Supply and purchase connection

The Exhibit Online Platform of Canton Fair provide exhibitors with supply and purchase connection services. Exhibitors can respond to the buyers' targeted procurement requirements and the public procurement demands issued by the buyers through the supply and purchase connection module, and carry out immediate communication, send and receive business cards, manage received procurement intentions and other operations. See the "Help Center" column on the official website for specific operation guide (Help Center - I am an exhibitor - How to get online business opportunities/ how to communicate online).

(6) Customers invitation

Exhibitors can independently choose invitation emails, exclusive invitation links or invitation letters to invite merchants (domestic and foreign buyers) to register online for the exhibition through the "Promotion Management-i-Invitation" page of the Exhibit Online Platform. Based on the number of registered visitors (overseas buyers) invited by the exhibitors, Canton Fair will select the exhibitors with good performance and give an reward.

(7) Trade assistant

The Exhibit Online platform will provide trade assistant function to the exhibitors, and comprehensively improve the online and offline integrated intelligent service and user experience prior to, during and subsequent to the Canton Fair. Trade Assistant can satisfy the individualized needs of exhibitors and buyers through the integrated online and offline functions such as exhibitor and exhibit search, exhibition area map query, purchase intention release, supply and purchase management, digital business card exchange, intention order management and trade service query, etc. See the "Help Center" column on the official website for specific operation guide (Help Center - I am an exhibitor - How to use Trade Assistant).

(8) Data report

The Exhibit Online Platform of Canton Fair provides data reporting function for exhibitors who have purchased value-added service packages. The data report function is divided into Basic and Ppgraded models. The basic model provides exhibitors with online platform display and access data and data analysis; while, the upgraded model provide Counterpart Analysis column, in addition to all the indicators of the Basic model, and offer relevant information about the exhibits of popular online exhibitors and buyers in the exhibition area of the enterprise. See the Help Center column on the official website for details (Help Center - I am an exhibitor – Introduction to exhibitor data report function).

6.12 Provisions and Regulations for the On-Site Service

6.12.1 Regulations on Use of Booths

1. The booths in the exhibition hall shall be exclusively utilized by the exhibitor who has signed the Participation Provision with the Canton Fair. The exhibitor shall be forbidden to transfer or share any booth or parts of the booth with a third party without prior written consent of Canton Fair. Any of following cases shall

be treated as violation of the use of booth regulations herein unless advance permission has been issued from Canton Fair to the exhibitor:

(1) Distribution of business cards, product catalogs or promotional materials of non-recorded exhibitor in the booth;

(2) The exhibitor makes the fascia board of booth shelter and /or fascia board with titles of any non-recorded exhibitors.

(3) Entering into any kinds of agreement in name of a non-recorded exhibitor.

(4) Violating regulations for booth use stipulated in Participation Provisions.

(5) Canton Fair has other adequate evidences for such misconducts.

2. In case of absence at the Fair due to visa issues, the exhibitor shall then delegate a third party to participate in the exhibition or use the rented booths with a written consent from the Canton Fair. The aforesaid third party shall hold the Power of Attorney from the exhibitor to sign related exhibition documents with Canton Fair to confirm that the Participation Provision and all service provisions hereof have been accepted by such third party.

6.12.2 Provisions of Sanitation

1. The exhibitor in-charge shall guarantee the sanitation situations of his exhibitors through mastery of health conditions of all participants and provide the Sanitation and Epidemic Prevention Office of Canton Fair with timely personal information with regard to sanitation and epidemic prevention.

2. Exhibitors shall carry out timely personal and living environment sanitary works. Protection measures shall be undertaken while approaching to any public areas with dense population. Casually dinning out shall be forbidden and all exhibitors shall be care about food sanitations. Living rooms must be opened to fresh air. All exhibitors must pay attention to climate changes so as to balance live and work well and not to work with illness.

3. The exhibitor should report to the person in charge in case of fever, cough, headache, vomit, diarrhea or other uncomfortable symptoms when registering in the hotels. He should then conduct a medical examination and treatment immediately in the nearest hospital. The exhibitor shall not be allowed to work with illness and enter the hotel under such circumstances. If such cases are found in the exhibition hall, the exhibitor should give immediate notice to the Sanitary and Epidemic Prevention Office of Canton Fair and Canton Fair shall arrange a medical examination and treatment for the patient in the appointed hospital.

4. All exhibitors shall consciously comply with following regulations: not to discuss, inquire about or diffuse any relevant information of such cases and consciously maintain regular order of Canton Fair.

5. Canton Fair will introduce to the exhibitor knowledge of personal sanitation and release sanitary guarantee information through brochures of Knowledge of Personal Sanitation, Work Briefing on Sanitation Guarantee and Messages of Canton Fair. The exhibitor should enhance his awareness of sanitation and grasp timely information and knowledge of personal sanitation.

6. To ensure personal health of the exhibitors, the Canton Fair shall arrange restaurants to provide healthy meals for the exhibitor in the exhibition hall. The exhibitor shall therefore be suggested not to order Chinese or western foods from other sources or bring the same into the hall.

7. Clinics shall be set up in the hall by Canton Fair to provide exhibitors with timely first aid services. Please refer to Chapter 6 “On-site Service” of Part VIII herein for details.

6.12.3 Code of Conduct for Participation in the Fair

1. Content coverage of any company introduction, products directory or brochure leaf brought by exhibitors is restricted on the exhibitor’s own company introduction and/or products exhibit in the current fair, and any distribution of these material outside exhibitor’s own booth is prohibited. All activities of the exhibitor including exhibition, demonstration, distribution of product catalogs and promotional materials or gifts shall have to be carried out only within the booth area stipulated in the Participation Provision without disturbing the neighboring exhibitors or exhibition order of Canton Fair. The exhibitor shall strictly abide by the Safety and Fire-prevention Regulations.

2. The exhibitor shall instruct and restrict his participants to behave themselves in the exhibition.

(1) No Pilferage of exhibits of other exhibitors.

(2) No photographing or recording of exhibits on other booths shall be allowed without others’ permission.

(3) No entry into any other booths without invitations from their users.

(4) No disturbance to the visitors (buyers) or other exhibitors.

(5) Obey to and cooperate with the guards of Canton Fair without being deliberately provocative.

(6) No damage to any fixed or movable installations in the hall include but not limit to:

i. No damage to any exhibit accessories, boards, aluminum materials, lightings, tables and chairs in the Standard Booth. Details shall be referred to Chapter 5, Services and Stipulations of Standard Booth Decoration, of Part III.

ii. No nailing, trilling or sticking shall be allowed on the ceiling, floors, pillars or walls in the hall.

iii. No damage to the establishments of fireproofing, monitoring, electricity distributing, lighting and communication constructed to the ceilings, floor ditches, pillars and walls in the hall and toilet and movable fireproofing installations therefrom.

(7) Any lost articles found in the hall shall not be pocketed and they shall be handed over to the security sector of Canton Fair.

Notes: Contact of the Security Section of the hall:

Area A: 020-89138786,020-89138787;

Area B: 0086-20-89138768;

Area C: 020-89138773,020-89138774

(8) Distributing leaflets out of the booths is not allowed.

3. In case of finding any non-exhibitors distributing product catalogs, promotional materials and CDs in the exhibition or the exhibitor is disturbed by such persons, the exhibitor shall be obliged to report to the security section of Canton Fair immediately to for settlement.

4. Canton Fair shall make overall arrangements for the clearness of the aisles as well as other public areas of the hall. The exhibitor should clear the rubbish in his booth per se and keep the rubbish in the trash bins which shall then be settled by Canton Fair.

5. To ensure safety of the exhibitor, his personal properties and exhibits or to compensate his losses may be caused by ignorance of his employee or staff, the exhibitor shall be requested by Canton Fair to purchase adequate insurance for the booth he rents.

6.12.4 Regulations on Internet Service of Canton Fair

Item 1 General Provision

1. The target of Internet services includes (but not limited to) exhibitors, visitors, and personnel from the host and the organizer.

2. In order to standardize the utilization and management of Internet network in Canton Fair, as well as ensure the quality of Internet service, the regulations herein are stipulated by the Customer Service Center of China Foreign Trade Center Group Co., Ltd. (herein after referred to as “Customer Service Center”) in accordance with the *Interim Provisions on Computer Information and Internet Management of PRC*, *Regulations of the People’s Republic of China for Safety Protection of Computer Information Systems*, *Rules on Protection of Internet Security (the 82rd order of the Ministry of Public Security)*, *Implementation Scheme of Wireless City Construction in Guangzhou and Scheme of One Package Service* as well as Exhibition Overall Service Solutions. In addition, the Regulations have referred to Rules of other famous exhibitions internationally, as well as relevant situations in the exhibition halls of Canton Fair.

3. This regulation is applicable to all the users of Canton Fair Complex Internet service.

Item 2 Access Service

4. The Internet access service offered by the Canton Fair includes both wired and wireless Internet access.

5. Customer service center is in charge of Canton Fair Complex Internet service, which is responsible for the construction, maintain and management of Internet public facilities as well as the protection service of Internet users. All the equipment (computer, sSept.t phone) access to the Internet shall be self-settled by the users.

6. According to the regulations specified in the 82rd order of the Ministry of Public Security, Internet users shall be verified before surfing the Internet.

Item 3 Management of Internet usage

7. Users must be in compliance with the country's laws and regulations, as well as relevant rules of China Foreign Trade Centre (Group). System of information Secrecy and Security should be strictly enforced. Any illegal practice and violation of disciplines that endanger national security, divulge State Secrets or harm the interests of China Foreign Trade Centre (Group) through the network is not allowed. Users shall not produce, review, copy or spread pornographic messages as well as information that might disturb the social order. Utilizing Internet to attack or damage public network facilities or other users is forbidden. Otherwise, the organizer is entitled to stop the users' access to the network. If the circumstances are serious or cause losses, the subject shall be administered in accordance with the relevant regulations of the State.

8. Any business using the network resource of the exhibition hall without permission is prohibited. The customer service center is entitled to stop users' access to the network.

9. Without written permission from the organizer, users are not allowed to set up or use devices such as wireless routers or exchangers to connect the exhibition network. For special needs, users shall proceed relevant procedure and use the devices with the guidance from customer service center.

10. Without written permission from customer service center, users are not allowed to set up wireless network which its signal is more or equal to 90dbm within 2 meters. Otherwise, customer service center is entitled to detain the relevant facilities until the end of exhibition.

11. The customer service center is entitled to use technical way to monitor the network security within the Canton Fair complex. For those users who use wireless router, switch and other equipment to connect the network, the organizer is entitled to detain the relevant equipment until the close of the exhibition, confiscate the network deposit, blacklist and cancel the qualification of Internet user for 2 sessions and so on. (Multiple measures could be adopted at the same time).

12. Due to the openness of wireless network, all the users shall be required to install authentic anti-virus software and update virus database on their computers to prevent the leak of account and password. All the consequence of the leak of account and password will be borne by the users

13. Internet user shall not destroy the network equipment and facilities in the complex. Otherwise, the user shall bear the economic lose accordingly.

14. In order to make sure the stability of the Internet service, the customer service center is entitled to control the network and adjust or restrain the access to some network portals (e.g. Stock exchange, BT, Thunder and Online games) without informing in advance.

15. Customer service center and its relevant departments shall not bear any responsibility for the loss or inconvenience occurred in using the Internet service.

16. For special need of wireless network, Telecom operators or companies shall contact customer service center and discuss the related cooperation.

Item 4 Supplementary Provision

17. The customer service center reserves all rights of interpretation of this regulation.

6.13.5 Regulations on Default Settlement

Any legal person, natural person or other organization applying for participating in Canton air shall accept the Exhibitors Manual and be bound by it. Exhibitors participating in Canton Fair through entering into the Participation Provision with Canton Fair shall accept the Exhibitors Manual and be bound by it. Violation of any regulation, regulations or stipulation of the Exhibitors Manual shall be regarded as a breach. The default party shall accept related breaching punishment in accordance with stipulations herein defined.

1. In Violation of Regulations for Use of booth

Canton Fair shall deal with those exhibitors who violate the regulations herein defined through measures as follows:

(1) Confiscate the badges of all exhibitors of the breaching booth and stop those exhibitors from entering the exhibition hall.

(2) Close down the breaching booth and have it recorded so as to refuse its application in the future.

2. In Violation of Regulations for Exhibits Management

(1) Exhibits of “suspected infringement” shall be dealt with pursuant to Complaint and Settlement Provisions of Being Infringing IPR of the relevant part of this manual herein.

(2) Exhibits excluded in scope defined in the Participation Provision or in the records agreed by Canton Fair shall be removed from the exhibition hall by Canton Fair in case that the exhibitor refuses to clear the same from the exhibition hall. Canton Fair shall not bear any responsibilities for any losses arising therefrom.

(3) Canton Fair shall confiscate all illegal exhibits or exhibits which the exhibitor is unable to illustrate or proof their legal origins without bearing any responsibilities for any losses arising therefrom.

(4) In case that a punishment imposed by the Chinese customs or other governmental legal departments upon Canton Fair is caused by the exhibitor’s violation of the Regulations on the Chinese customs in disposing per se import exhibits or exhibiting any kinds of illegal exhibit, Canton Fair shall retain the power to claim from the exhibitor for any losses arising therefrom.

(5) In case that the exhibitor per se shall demonstrate, display and publicize any other materials of Canton Fair in any forms and publicize Canton Fair in the exhibition hall in any forms without written consent of Canton Fair, Canton Fair shall be authorized to confiscate these promotional materials and expostulate the exhibitor. Canton Fair shall confiscate the badges of all participants of such booths, in which the exhibitors ignore the expostulations and continue the aforesaid breaching activities. These participants shall furthermore be refused to enter the exhibition hall.

3. In Violation of Code of Conduct for Participation in the Fair

(1) Exhibitor who distributes promotional booklets, CDs, product catalog and displays gifts in areas other than what specified in the Participation Provision such as aisles and any public areas in the exhibition hall shall be expostulated by Canton Fair and the aforesaid materials shall be confiscated. Canton Fair shall confiscate the badges of all participants of such booths, in which the exhibitors ignore the expostulations of the Fair and continue the aforesaid breaching activities. These participants shall furthermore be refused to

enter the exhibition hall. Non-exhibitors who perform so shall be confiscated of their badges and materials and hence be driven out of the hall.

(2) Any spy filming or recording of exhibits on other booth or its designs without permission from the owner of the booth concerned, Canton Fair shall be entitled to confiscate such films or memory sticks of the recording devices.

(3) Badges of those who takes exhibits from other booth without permission from the owner of the booth concerned shall be retained by Canton Fair who shall be authorized to refuse such person to enter the exhibition hall again; person who pilfers precious exhibits shall be treated as a theft and his badges shall be confiscated by Canton Fair and the person shall be transferred to public security sectors for settlement.

(5) Those who refuse to obey and cooperate with the guards of the exhibition and create any troubles shall be confiscated of their badges and be refused to enter the exhibition hall again in case that demonstration in the booth (including noise of the acoustics used shall be greater than 70 decibels) causes a disturbance to the neighboring exhibitors or orders of the exhibition, the Canton Fair shall be entitled to expostulate such exhibitors. Exhibitor refuses to accept such expostulations shall be punished by an electricity cut to the booth by Canton Fair and Canton Fair has full power to handle such misconducts through measures such as confiscating badges of all exhibitors and refuse them to enter the exhibition hall in future.

(6) Following measures shall be undertaken by Canton Fair to handle misconducts such as nailing, drilling, sticking on ceilings, floors, pillars or walls of the exhibition hall, or damage and destruction to the fire-prevention installations, monitoring systems, electricity distribution structures, communication facilities on the ceilings, ditches, pillars and walls of the exhibition hall, or toilet establishments, mobile fireproofing equipment and other portable or fixed installations in the exhibition hall:

- The responsible exhibitor or contractor shall be forcibly required to renew the damaged settings to the original status.

Or

- The responsible exhibitor or contractor shall compensate to Canton Fair as per assessment of such renewal in case the renewal has not been accomplished.

(7) Canton Fair shall be entitled to confiscate leaflets distributed outside the booths; to those who violate the code of conduct repeatedly shall be confiscated of their badges and be refused to enter the exhibition hall again.

4. In Violation of Stipulations of Application & Setting-up for Customs-Built Booth

(1) In case the design drawings of the customs-built booth have not been submitted for approval or have not been verified and approved, Canton Fair shall not allow the related contractor to execute construction works in the hall.

(2) In case the design drawings of the custom-built booth shall not be submitted for approval within the time limits, Canton Fair shall be entitled to refuse such drawings and stop related contractor from executing construction works in the hall.

(3) Contractor of custom-built booth without Construction License shall be forcibly requested by the Canton Fair to withdraw from the exhibition hall and the contractor shall afterwards be required to accomplish all move-in procedures in accordance with stipulated processes.

(4) In case the custom-built booth shall not be constructed in accordance with the stipulations, Canton Fair shall hence warn the related contractor and forcibly order such contractor to terminate all construction works for modification. No electricity shall be connected to such booth in case of a refusal for modification or completed modification not be accepted by Canton Fair. Connected electricity under such circumstances shall therefore be cut off. Construction License of those who refuse to carry out such modifications shall be canceled by Canton Fair and whose construction qualifications for next Canton Fair shall accordingly be terminated. Furthermore, parts or the entire constructional safety deposits of the contractor shall be deducted as a penalty for such misconduct following the stipulations agreed upon between the contractor and Canton Fair. All consequences arising therefrom shall be borne by the contractor. Such breaches shall include but not limit to the following:

— Execution of works not comply with design drawings verified by the Canton Fair including over height and putting a roof on the booth.

— Not utilize fire-resisting construction materials as per stipulations or not take adequate measures for fire-prevention as per requirements of Canton Fair even stipulated materials have been employed.

— Not utilize qualified electric materials and equipment as per stipulations.

— Electric equipment is not installed and operated as per stipulations.

— Obstruction to fire-prevention installations or electricity distribution and communication establishment however not adequate safe distance has been reserved.

— Modification of any fixed installations inside or nearby the booth; any fixation, suspension or decoration on/to the ceiling, floors, pillars or walls of the exhibition hall.

— Exposed components of the back side or flanks of the booth have not been beautified through double decoration covers and advertisements have not been decorated from outside.

— Construction License is not hanging in a prominent location in the booth during construction; Construction works exceed the scope covered in the license.

5. In Violation of Regulations on use of Upgraded Standard Booths

(1) In case that the exhibitor per se dismantles or alters the Standard Booth and the fascia, aluminum materials, exhibition accessories, lighting and distribution circuits without permission of Canton Fair, Canton Fair shall be authorized to temporarily detain the badges of all exhibitors in the breaching booth and afterwards settle the case through following measures:

(i)The exhibitor will be required to renew the booth to the original state and bear all expenses incurred

therein, or (ii)The exhibitor shall compensate to Canton Fair RMB 600 for per booth as penalty if aforesaid renewal becomes impossible. The exhibitor shall furthermore pay to Canton Fair extra penalties in case of damages to the fascia, aluminum materials, exhibition accessories, lighting and distribution circuits.

(2) In case that he shall modify any wordings of the fascia or cover up the fascia by any means, the exhibitor shall be required to have it renewed to the original state by the Canton Fair. The exhibitor shall accordingly pay to Canton Fair all expenses arising therefrom and an amount of RMB 100 as a default penalty.

(3) All identical installation materials for Standard Booth or similar exhibition materials and accessories to the Canton Fair brought into the hall by the exhibitor without permission of or registration with the Canton Fair shall be confiscated and all losses therefrom arising shall be borne by the exhibitor.

(4) Any cuttings on the allocated exhibition panel and aluminum materials, or painting, nailing and trilling on the penal or exhibition materials, or losses of exhibition penal and aluminum materials, Canton Fair shall charge from the exhibitor RMB 300 for each lost or damaged penal and RMB 500 for each damaged or lost aluminum material as penalty.

(5) Canton Fair shall collect RMB 500 as a clearance deposit in case of any sticking on the exhibition panel. Such deposit will be only reimbursed to the exhibitor provided that clearance of the sticking has been accomplished or otherwise it shall be confiscated by Canton Fair.

(6) In case of the exhibitor's installation of extra lighting or casually connection to electricity supply without application to and approved by Canton Fair, Canton Fair shall switch off the electricity supply to the booth and the exhibitor shall accordingly compensate to Canton Fair for all losses arising therefrom.

(7) Canton Fair shall charge penalties for the damaged items in the booth in the following criteria: RMB 100 for per lighting, RMB 100 for per meter of distributor wire, and RMB 500 for per electricity distributor.

6. In violation of Regulations on Safety and Fireproofing and other Regulations

(1) All articles such as packaging cases (packaging materials), constructional tools storing inside or beside the booth shall be forcibly cleared by Canton Fair and all expenses arising therefrom shall be borne by the breaching exhibitor or the constructional contractor.

(2) Following measures will be undertaken by the Canton Fair to deal with smokers who smoke in the non-smoking areas in the hall:

Exhibitor: the exhibition badge will be temporarily detained and the same will be returned only subsequent to the exhibitor's submission of a written commitment of non-repetition of such violation in future. The badge will not be returned to those who repeat such violations.

Non-exhibitor: the badge will be confiscated and person will be driven out of the hall.

(3) The second storey of two-storey Structures shall be mainly inspected. The exhibitor will be warned in case of following defaults, and he shall immediately correct such misconducts. If no correction is carried out or the exhibitor refuses to obey such regulations, Canton Fair shall be entitled to close down this storey and forcibly clear up all items in this area. In case of booth collapse due to exhibitor's refusal to carry out the

required corrections, the exhibitor and his constructor shall then be responsible for all consequences arising therefrom. Canton Fair will accordingly investigate the safety responsibilities of the exhibitor and the constructor and deduct all safety security of the constructor. Furthermore, Canton Fair shall be entitled to claim from the exhibitor and contractor for all losses may arise therefrom.

Utilization of electronic heaters on the second storey.

Demonstration and other activities on the second storey which will be treated as unsafe in accordance with the Chinese security and fire-prevention department.

Weight of exhibits or numbers of people exceeds the designed criteria.

(4) In case the exhibitor shall be unable to remove his exhibits or special constructional materials from the hall or have them stored on spaces outside the hall or on roads surrounding the China Import and Export Fair Complex subsequent to booth dismantling, Canton Fair shall not return the clearance deposit to the exhibitor and shall further retain the power to claim from the competent authorities for all losses arising therefrom.

(5) Canton Fair shall be entitled to draw back all booths which have no exhibits in display after 12:00, Oct. 13 (Phase 1); Oct. 22 (Phase 2) and Oct. 30 (Phase 3) and the exhibitor of the booths shall be responsible for any losses arising therefrom.

7. Provisions and Regulations of Infringing IP Rights and Trade Dispute

Section to be updated

8.Travelling Guide

8.1 Transport

China Import and Export Fair Complex, is located at No.382 Yuejiang Middle Road, Haizhu District, Guangzhou, China. Exhibitors can get to the Complex through following means:

(1) By Metro (please refer to 8.7)

Metro Line 8 (Jiaoxin Station-Wanshengwei Station): Get off at Xingang East Station Exit A to Area A of China Import and Export Fair Complex or at Pazhou Station Exit A or B to Area B of China Import and Export Fair Complex, at Pazhou Station Exit C to Area C of China Import and Export Complex.

Metro Line 1 (Guangzhou East Railway Station-Xilang Station): Take Metro Line 1 and get off at Gongyuanqian Station. Then transfer to Line 2 and get off at Changgang Station and transfer to Line 8.

Metro Line 2 (Jiahewanggang Station - Guangzhou South Railway Station): Get off at Changgang Station and transfer to Line 8.

Metro Line 3 (Airport N. Station - Panyu Square Station): Get off at Kecun Station. Then transfer to Line 8 for the Complex.

Metro Line 4 (Huangcun Station-Nansha Passenger Port Station): Get off at Wanshengwei Station. Then transfer to Line 8 for the Complex.

Metro Line 5 (Jiaokou Station-Wenchong Station): Get off at Chebeinan Station. Then transfer to Line 4 and get off at Wanshengwei Station, then transfer to Line 8 for the Complex

(2) By Taxi

The fixed taxi start fee in Guangzhou is 10 RMB for the first 2.5 kilometers. After 2.5 km the rate of RMB 2.60 RMB per kilometer will be added. The taximeter is located in a visible position at the front of the car near the side door.

(3) By Hotel Shuttle Bus

1. Area A of Canton Fair Complex to Huanshi Middle Road (Asia International Hotel Guangzhou): Hotels and buildings near the stop: Garden Hotel, Baiyun Hotel, Crown Plaza Hotel, Asia International Hotel Guangzhou, Friendship Store (Youyi Store).

2. Area A to LiuHua Road (Dong Fang Hotel): Hotels and buildings near the stop: Dong Fang Hotel, Sept.riott China Hotel, Park View Square Hotel, Hua Qiao Hotel, Liu Hua Hotel, Sino Hotel Guangzhou, Guangzhou Railway Station, and Guangzhou Metro Station Yuexiu Park.

3. Area B to Rosedale Hotel and Suites: Hotels and buildings near the stop: Rosedale Hotel and Suites, Vertical City Hotel, United Star Business Hotel and Cavan Hotel.

4. Area B to China Mayors Plaza: Hotels and buildings near the stop: CITIC Square (Tianhe Airport Terminal), Westin Guangzhou, Royal Garden Guangzhou Hotel, Grand Palace Hotel, Clarion Star Hotel, East Railway Station, China Mayors Plaza, Zhengjia Square and TEE MALL Square.

Please get the details from your hotels.

8.2 Climate

Guangzhou has a subtropical monsoon marine climate. The average temperature in October is between 20°C and 30°C. It is sunny and dry, with occasional rains or showers.

8.3 Currency

RMB is the circulating currency in China. Foreign currencies can be exchanged for RMB in hotels and bank outlets. Bank of China and the ATMs with the sign of “China Union Pay” provide cash withdrawal via credit cards. (For details, please refer to Foreign Exchange Service of Chapter 6).

8.4 Time Zone

Guangzhou is 8 hours earlier than Greenwich Mean Time (+8 hours GMT)

8.5 Power Supply

The voltage standard in China is 380/220V 50Hz.

8.6 Location Map of Exhibiton Venue and Travel Route Diagram

广州市区交通指南 TRANSPORTATION



市内穿梭巴士 SHUTTLE BUS TO DOWNTOWN

请到A区乘坐 Please take the bus at Area A

广交会琶洲至环市中路(亚洲国际大酒店)
 琶洲展馆至环市中路(亚洲国际大酒店)
 Line 1 Canton Fair Complex to Huanshichong Road (Asian International Hotel)
 琶洲展馆至环市中路(亚洲国际大酒店)
 Line 1 Canton Fair Complex to Huanshichong Road (Asian International Hotel)

广交会琶洲至高第街(东方宾馆)
 琶洲展馆至高第街(东方宾馆)
 Line 2 Canton Fair Complex to Gao Di Street (Oriental Hotel)
 琶洲展馆至高第街(东方宾馆)
 Line 2 Canton Fair Complex to Gao Di Street (Oriental Hotel)

请到B区乘坐 Please take the bus at Area B

广交会琶洲至新酒店
 琶洲展馆至新酒店
 Line 3 Canton Fair Complex to Xin Hotel
 琶洲展馆至新酒店
 Line 3 Canton Fair Complex to Xin Hotel

广交会琶洲至市长大道
 琶洲展馆至市长大道
 Line 4 Canton Fair Complex to Zhongshan East Road
 琶洲展馆至市长大道
 Line 4 Canton Fair Complex to Zhongshan East Road

服务时间:10月15-19日上午9:00-下午18:00 Service Time: 9:00 am - 18:00 pm on 15th October - 19th October

温馨提示:以上信息仅供参考,Attention: the information above is FOR REFERENCE ONLY.

- 地铁一号线 Metro Line 1
- 地铁二号线 Metro Line 2
- 地铁三号线 Metro Line 3
- 地铁四号线 Metro Line 4
- 地铁五号线 Metro Line 5
- 地铁六号线 Metro Line 6
- 地铁站 Metro Entrance
- 站头 Pier
- 火车站 Railway Station
- 免费穿梭巴士线路 Free Shuttle Line
- 临时公交线路 Temporary Bus Line
- 水上巴士线路 Water Bus Line

8.7 Guangzhou Metro System Map

GUANGZHOU METRO SYSTEM MAP

广州地铁线路指南

- Line 1 1号线
- Line 2 2号线
- Line 3 3号线
- Line 4 4号线
- Line 5 5号线
- Line 6 6号线
- Line 7 7号线
- Line 8 8号线
- Line 9 9号线
- Guangfo Line 广佛线
- APM 珠江新城旅客自动输送系统
- Line 13 13号线
- Sino-Singapore Guangzhou Knowledge City (Line 14) 知识城线(14号线)
- Line 18 18号线
- Line 21 21号线
- Line 22 22号线
- Tram 有轨电车
- Tram 有轨电车
- Interchange Station 换乘站

Exit A of Xingangdong Station:
Area A of the Canton Fair Venue,
Area D of the Canton Fair Venue
Exit A or B of Pazhou Station:
Area B of the Canton Fair Venue
Exit C of Pazhou Station:
Area C of the Canton Fair Venue

新会展站出入口: 广交会展馆B区、C区
琶洲站A、B出入口: 广交会展馆B区
琶洲站C出入口: 广交会展馆C区

