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



# The 138<sup>th</sup> China Import and Export Fair International Pavilion Exhibitor Manual

## Preface

The *Exhibitors Manual of the International Pavilion of the 138<sup>th</sup> Session of China Import and Export Fair* is formulated to help attendants learn about the services of the International Pavilion of the 138<sup>th</sup> 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 138<sup>th</sup> Canton Fair, please visit the official website of the International Pavilion of the Canton Fair at <https://cief.cantonfair.org.cn/en/international/>.

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Should you have any inquiries concerning the contents of this manual or exhibition information, please do not hesitate to contact China Foreign Trade Centre at your earliest convenience.



## On-Site Service Location and Telephone Number

Canton Fair Customer Service Center	<p>Service consulting, issues reporting, complaint acceptance and acceptance of certain on-site services.</p> <p>Tel: 4000-888-999 (domestic) 0086-20-28-888-999 (overseas)</p>
Info Consulting	<p>Counter 1-2 and 5-5 of Pearl River Promenade in Area A; Counter at the gate of Exhibition Hall 9.2 and 13.2, Pearl River Promenade, Area B; Counter at the north passage at the entrance of Exhibition hall 15.2, Area C; East Side of the Pearl River Promenade, Canton Fair Convention Center, Area D.</p> <p>Exhibition Information Desk :</p> <p>Counter inside the entrance of the exhibition hall on 1st floor, Area A (simple consultation center in exhibition hall 7.1), and counter outside the north entrance of the exhibition hall on the 2nd floor;</p> <p>Counter inside the entrance of the exhibition hall in Area B;</p> <p>Counter outside at the north entrance of the exhibition hall in Area C;</p> <p>Counter inside the entrance of the exhibition hall on the 1st floor of Area D, and counter outside the north entrance of the exhibition hall on the 2nd floor.</p>
Booth construction	<p>(1) Drawings submission consultation tel: 020-89139995, 020-89139991, 020-89139916.</p> <p>(2) Custom-built/ Shell Scheme booth (booth built by custom-built booth construction service provider) design consulting Tel: 020-89139896 (booth in Area A), 020-89139894 (booth in Area B), 020-89138920 (booth in Area C), 020-89138827 (Booth in Area D).</p> <p>(3) Fire Service Consulting Tel: 020-89138795, 020-89138796.</p> <p>(4) Electricity for custom-built booth Tel: 020-89133954, 020-89133864.</p> <p>(5) Electricity for Shell Scheme modification/simplified construction Tel: 020-89133695.</p> <p>(6) Shell Scheme modification (modified by Canton Fair, not custom-built booth construction service provider), and desk and chair for custom-built booth consulting Tel: 020-89133281, 020-89133221, 020-89133211, 020-89133008.</p> <p>(7) Permit for exhibition preparation and withdrawal Tel: 020-89129484 (Badge center in Area A), 020-89131679 (Badge center in Area D).</p>
Exhibits Transportation	<p>Shanghai Expotants Ltd. : +86 18621014203</p> <p>Sinotrans Beijing Fairs &amp; Events Logistics Co., Ltd.:</p> <p>+86-10-64671724, 18618106960, 18665005084</p> <p>Bondex Logistics Co., Ltd.: +86-13585899602</p> <p>Logistic Section of Exhibition Service Department of Customer Service Center of:</p>



	+86-20-89139530, +86-20-89139565.
Medical Service	Area A: Counter 1, Hall 4, Pearl River Promenade Tel: 020-89130120 South Plaza Hall 4 to 5, 1st floor opposite the Green Belt access Tel: 020-89120120 Area B: Counter 4, Hall 9, Pearl River Promenade Tel: 020-89124120 Area C: Next to the North Escalator on the 1st Floor of Hall 15 Tel: 020-89074120 Area D: East Side of the North Truck Passage on the 1st Floor (Northeast Side Outside Hall 20.1) Tel: 020-89139921
Security	Security Section of the Security Department of Customer Service Center Area A: Room 105, Hall 3; Area B: Room 238, 2nd floor, Hall 10; Area C: Office 14-2; Area D: RoomG103 Hall 17.1 .





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## 1. A Brief Introduction to the Exhibition

### 1.1 Official Name

The 138<sup>th</sup> 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 Zhong Road, Guangzhou, China

### 1.5 Exhibition Time

Phase 1: October 15-19, 2025;

Phase 2: October 23-27, 2025;

Phase 3: October 31- November 4, 2025;

Changeover Days: October 20-22, October 28-30, 2025.

Business Discussion Period is 9:30-18:00 during the exhibition time.

### 1.6 Preparation Time

Project	Phase 1	Phase 2	Phase 3
<b>Custom-built Booth (Raw Space) Construction</b>	<b>Booth Construction:</b> Oct. 9-12, 08:30-17:30  <b>Booth Decoration and other Final Part Works:</b> Oct. 13, 08:30-24:00; Oct. 14, 08:30-12:00	<b>Booth Positioning:</b> Oct. 20, 14:00-15:00  <b>Booth Construction:</b> Oct. 20, 15:00-Oct. 21, 2:00; Oct. 21, 08:30-16:00  <b>Booth Decoration and other Final Part Works:</b> Oct. 21, 16:00-Oct. 22 2:00; Oct. 22, 08:30-22:00	<b>The booth positioning</b> Oct. 28, 14:00-15:00  <b>Booth Construction:</b> Oct. 28, 15:00-Oct. 29 2:00 Oct. 29, 08:30-16:00  <b>Booth Decoration and other Final Part Works:</b> Oct.. 29, 16:00-Oct.. 30, 2:00 Oct. 30, 08:30-22:00
		<b>Booth Dismantle in Machinery Equipment Exhibition Area (Phase</b>	





		<p><b>1) ends by</b> Oct. 20, 17:00.</p> <p><b>The booth positioning in the Phase 2 of its area (Machinery Equipment Exhibition Area):</b> Oct. 20, 17:00-18:00</p> <p><b>Booth Construction:</b> Oct. 20, 18:00-Oct. 21, 2:00; Oct. 21, 08:30-16:00</p> <p><b>Booth Decoration and other Final Part Works:</b> Oct. 21, 16:00-Oct. 22, 2:00; Oct. 22, 08:30-22:00</p>	
<b>Overtime Application for Custom-built Booth Construction (Free)</b>	<p>Overtime would <b>not be accepted</b> on Oct. 9 and Oct. 13</p> <p>Overtime is applicable on Oct. 10-12, till 22:00</p>	<p>Oct. 21, 2:00-8:30 Oct. 22, 2:00-8:30</p>	<p>Oct. 29, 2:00-8:30 Oct. 30, 2:00-8:30</p>
<b>Shell Scheme Construction</b>		<p>Oct. 20, 14:00-Oct. 21 2:00 Oct. 21, 08:30-16:00</p>	<p>Oct. 28, 14:00-Oct. 29, 2:00 Oct. 29, 08:30-16:00</p>
<b>Exhibits Admission and Display</b>	<p>Oct. 13, 08:30-24:00; Oct. 14, 08:30-12:00</p>	<p>Oct. 21, 16:00-Oct. 22 2:00; Oct. 22, 08:30-22:00</p>	<p>Oct. 29, 16:00-Oct. 30 2:00; Oct. 30, 08:30-22:00</p>
<b>Unified Booth Preparation Period (Area A, Hall 5.0)</b>	Same as the Dismantle Period of Canton Fair	/	
<b>Unified Booth Preparation Period (Area B, Hall 9.0, 12.0, 13.0)</b>	<p><b>Construction Machinery (outdoor), Agricultural Machinery (outdoor) and Vehicles Exhibition Area:</b> Same as the Dismantle Period of Canton Fair</p>	<p><b>Exhibition Hall and Exhibition Booth Construction (Exhibition Hall 9.0, 12.0 and 13.0, Iron and Stone Decoration Area, Outdoor Furniture Area, Outdoor Spa Equipment Area):</b>  Oct. 20, 06:00 to Oct. 21, 09:00</p> <p><b>Exhibits Admission and Display:</b> Oct. 21, 09:00 to Oct. 22, 02:00 ;</p>	<p><b>Exhibition Hall and Exhibition Booth Construction (Exhibition Hall 9.0, 12.0 and 13.0):</b> Oct. 28, 14:00 to Oct. 29, 16:00</p> <p><b>Exhibits Admission and Display:</b> Oct. 29, 16:00 to, Oct. 30, 02:00; Oct. 30, 08:30-22:00</p>



		Oct. 22, 08:30-22:00	
<b>Booth Preparation of Engineering Machinery and Equipment Area (Area D)</b>	Oct. 6-12, 08:30-17:30; Oct. 13, 08:30-24:00 ; Oct. 14, 08:30-12:00	/	
<b>Complex Close Time</b>	Oct. 14, 12:00	Oct.22, 22:00	Oct.30, 22:00
	<b>The exhibition hall is fully closed, and exhibitors should complete Booth Construction before this timeline.</b>		

#### Special Note:

Contractors of custom-built booths or exhibitors who need to work overtime during the exhibition preparation period please find 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 Time

Project	Phase 1	Phase 2	Phase 3
<b>Entrance for Exhibitors</b>	Oct. 15-19 09:00-18:00	Oct. 23-27 09:00-18:00	Oct 31- Nov 4 09:00-18:00
<b>Entrance for Buyers</b>	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
<b>Exhibit Removal</b>	Oct. 19, 18:00-23:00	Oct. 27 18:00-23:00	Nov 4 18:00-23:00
<b>Booth Dismantle (Custom-built Booth)</b>	Oct. 19, 23:00 to Oct. 20 14:00	Oct. 27 23:00 to Oct. 28 14:00	Nov 5 08:30-22:00
<b>Unified Booth Dismantle (Area A, Hall 5.0)</b>	Oct. 19, 18:00 to Oct. 20, 01:30	/	
<b>Unified Booth Dismantle (Area B, Hall 9.0, 12.0 and 13.0)</b>	<b>Booth Dismantle Period of Construction Machinery (outdoor), Agricultural Machinery (outdoor) and Vehicles Exhibition Areas:</b> Oct. 19, 18:00 to Oct. 20, 6:00	<b>Booth Dismantle Period of Exhibition Area Hall 9.0, 12.0, 13.0 (Iron and Stone Decoration Area, Outdoor Furniture Area, Outdoor Spa Equipment Area):</b> Oct. 27, 18:00 to Oct. 28, 14:00	Same as the Dismantle Period of Canton Fair
<b>Dismantle Period (Processing Machinery Equipment Exhibition Area)</b>	Oct. 19, 18:00 to Oct. 20, 17:00	/	

#### 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 ( <a href="https://intl.cantonfair.org.cn/#import&gt;Login">https://intl.cantonfair.org.cn/#import Login</a> )	International Pavilion Project Team	ASEAN Countries	Mr. Barry Zhu	+86-20-89138589	Project1@cantonfair.org.cn
			Oceania	Ms. Yancy Yang	+86-20-89138571	Project2@cantonfair.org.cn
			Western and Central Asia Taiwan, China	Ms. Aylin Zhou	+86-20-89138173	project3@cantonfair.org.cn
			Egypt Malaysia Hong Kong, China	Mr. Jack Chen	+86-20-89138562	Project4@cantonfair.org.cn
			Americas	Ms. Shirley Zhou	+86-20-89138585	Project5@cantonfair.org.cn
			Europe Africa Least Developed Countries Macao, China	Mr. Ricardo Li	+86-20-89138021	project6@cantonfair.org.cn
Booth Confirmation	Confirm the number and location of exhibition Booth(s) with the Project Team and complete payment		East Asia South Asia	Mr. Toby Cai	+86-20-89138568	project8@cantonfair.org.cn



Relevant Activities		Deadline			Dept.	Contact	
		Phase 1	Phase 2	Phase 3			
<b>Exhibits Transport</b>	Please do contact nominated freight forwarders of Canton Fair to ensure smooth custom clearance of the exhibits.	Sept. 15	Sept. 22	Sept. 30	Nominated freight forwarders	1.Shanghai Expotans Ltd. +86 21 60131856 2. Sinotrans Beijing Fair & Events Logistics Co., Ltd. +86-010-64671724 3.Bondex Logistics Co., Ltd. +86 18661620105 / +86 13585899602	
<b>Advertisement Service</b>	Please contact Canton Fair Advertisement Co. Ltd. if exhibitor need to set up any advertisement inside the Complex.	Apply immediately after the Booth is confirmed.			Canton Fair Advertisement Co. Ltd.	Mr. Wang	Tel: 8620-89138133 Mobile: 13922799636
						Ms Yang	Tel: 8620-89138159 Mobile: 13922249985
<b>Booth Design Drawings Submission (Custom-built Booth, Raw Space)</b>	Must contact qualified constructor company to submit custom-built Booth design.	Sept.20-Oct. 10, 18:00 (Submission after Sept. 30 24:00 is considered overdue)	Sept. 20-Oct. 19, 18:00 (Submission after Oct. 10, 24:00 is considered overdue)	Sept. 20-Oct. 27, 18:00 (Submission after Oct. 18, 24:00, is considered overdue)	Qualified contractors of custom-built booths	Contact qualified constructors via: <a href="https://exhibitor.cantonfair.org.cn/?_ga=2.241284226.1097980062.1632297306-705997307.1612323389#/earthSpecial">https://exhibitor.cantonfair.org.cn/?_ga=2.241284226.1097980062.1632297306-705997307.1612323389#/earthSpecial</a>	
					Booth Design Drawings Verification Team	Drawings submission consultation: +86020-89139995, 89139991, 89139916 Design advisory for Custom-built Booth and Shell Scheme: +86-20-8939896 (Area A), 89139894 (Area B), 89138920 (Area C), 89138827 (Area D) ; Fire Service consultation for Custom-built Booth and Shell Scheme: +86-20-89138796, 89138795. Electricity consultation for Custom-built Booth: +86-20-89133954, 89133864; Consultation for Shell Scheme Modification / Simple Decoration Electricity Use : +86-20-020-89133695 Consultation for Shell Scheme Modification (modified by the Canton Fair, non-custom-built booth construction companies) and Custom-built Booth Furniture::	





							+86-20-89133281, 89133221, 89133211, 89133008 Consultation for Handling Badges for Booth Setup and Dismantling: 020-89129484 (Badge Center t in Area A) 020-89131679 (Badge Center t in Are D) Financial Consultation: +86-20-89079194, 89079187
<b>Application for Shell Scheme and Modification in advance</b>		Please contact Canton Fair Exhibition Design and Construction Co., Ltd. if you need any booth modification.	Sept. 25		Oct. 10	Canton Fair Exhibition Design and Construction Co., Ltd.	Ms. Feng: +86-20-89139753 E-mail: cfedcip@cfedc.net
<b>Exhibitor Badge Application</b>		Detailed information can be found in Chapter 3 "Badge Registration Service" of the guide.	Oct. 17	Oct. 25	Nov. 2	International Pavilion Project Team	Refer to the information on Page 4
<b>Exhibition Preparation</b>	<b>Custom-built Booth set-up</b>	Construction contractors enter the exhibition hall for booth construction after the designs are approved, fees paid and relevant certificates obtained.	Oct. 9-12, 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	Contractors of custom-built booths	Please access, <a href="https://cief.cantonfair.org.cn/en/international/contactus.aspx">https://cief.cantonfair.org.cn/en/international/contactus.aspx</a> for detailed information
	<b>Exhibits Admission and Display</b>	Exhibitors contact nominated freight forwarders for exhibits, and complete exhibits set-up.	Oct. 13, 08:30-24:00; Oct. 14, 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	Nominated Freight Forwarders & Exhibitors	Refer to Part 4 of this guide for contact info of nominated freight forwarders



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 once the booth is confirmed			Canton Fair Travel Agency Co., Ltd	Zhang Yonggang (Flight ticket)	+86-20-89268101  Fax: +86-20-89268462	cantonfair.tour@163.net
						Zhu Guiyuan (Hotel booking, car rental, translation & interpreting and Etiquette staff, etc.)	+86-20-89268105  Fax: +86-20-89268103	2907760117@qq.com, <a href="mailto:cantonfair.tour@foxmail.com">cantonfair.tour@foxmail.com</a> , <a href="mailto:tour@cantonfairtour.cn">tour@cantonfairtour.cn</a> Official website for travelling service via: <a href="http://booking.cantonfair.org.cn">http://booking.cantonfair.org.cn</a>
On-site Services	Storage, transportation and carrying of exhibits and samples. Please refer to Chapter 4 of this guide.	/			Service Center for Exhibitors	Storage and Transportation Division of Canton Fair Service Department	+86-20-89139565	/
	Telephone allocation and Install. Please refer to Chapter 5 of this guide.					Technical Equipment Department & Communications Division	+86-20-89139450	/
	Rental of Plants. Please refer to chapter 5					Ms. Yang	+86-20-89139578	/
	Internet service. Please refer to Chapter 5.					Information Department	+86-20-89139090	/
	Exhibition appliances leasing, filing information and text production, electricity for Shell Scheme and customer-built booths. Please refer to Chapter 5.					Ms. Peng	+86-20-89139755	cfedcip@cfedc.ne
	Obtain Release Note for Exhibits and Samples, remove exhibits and samples.	Oct. 19	Oct. 27	Nov. 4	Nominated Freight Forwarders/ Canton Fair Operation Department	/	Refer to Chapter 4 (Paragraph 13, Article 4.3) of this guide for details	
	Refund the deposit (distribution box and clearance deposit refund)	Oct. 19 10:00	Oct. 27 10:00	Nov. 4 10:00	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

#### 3.1 Canton Fair Badge Management Regulations

##### Article 1

These Regulations are formulated to further strengthen the management of badges for the China Import and Export Fair (Canton Fair), ensuring its secure and orderly conduct.

##### Article 2

China Foreign Trade Centre is responsible for the management of Canton Fair badges, including the formulation of relevant systems and regulations, as well as the acceptance, review, production, and distribution of badges.

##### Article 3

During the Canton Fair, all individuals and vehicles entering the exhibition hall must obtain appropriate entry badges in accordance with regulations. Entry is permitted only after passing security checks and badge verification. All individuals and vehicles on site must consciously comply with and follow the Canton Fair's management rules to maintain order.

##### Article 4

Units and individuals applying for Canton Fair badges shall adhere to the principle of “the applicant bears responsibility”, ensuring clear accountability. Applicants must submit truthful and valid application materials as required and shall not apply for badges for unrelated individuals or vehicles.

##### Article 5

The use of Canton Fair badges follows the principles of “one person, one badge”, “one vehicle, one badge”, and “the user bears responsibility”.

##### Article 6

badge holders shall consciously abide by all Canton Fair management regulations and use badges in accordance with the following requirements:

1. Refrain from engaging in activities inconsistent with the badge's designated identity or scope of use, or that may disrupt the order of the Canton Fair.
2. Wear badges properly while in the exhibition hall, with the photo side facing outward. Intentional reverse wearing, concealment, or non-wearing of badges is prohibited.
3. The resale, transfer, forgery, or alteration of Canton Fair badges is prohibited. The use of inactive, invalid, expired, or not-yet-valid badges is forbidden, as is the impersonation or unauthorized use of other individual's badge.
4. Carry valid personal identification badges at all times and cooperate with security and inspection personnel for verification.
5. Badge holders must enter the exhibition hall only within the validity period and access times .

##### Article 7

Except for vehicles with full-access permits, all other badged vehicles must strictly adhere to the entrance and zone restrictions indicated on the vehicle permit. Permits must be used within their validity period and may not be transferred, altered, forged, or resold.

#### Article 8

Canton Fair badges serve solely as proof of entry for individuals and vehicles during the Canton Fair and shall not be used for any other certification or guarantee purposes.

### 3.2 Location of Registration Service Centre

The Registration Service Centre is set for issuing exhibitor badges and passes of various kinds.

Location for Exhibitor Badge, Exhibition Preparation Badge, Exhibition Dismantling Permits, Vehicle Permits, and Exhibitor Badge replacement:

**Canton Fair Badge Service Center, East Side, 1st Floor, Area C, Canton Fair Exhibition Hall 16 (Near to Exit C of Pazhou Metro Station).**

### 3.3 Types of Badges and Issuing Criteria

**3.3.1 Exhibitor Badge** —Designated for International Pavilion exhibitor staff use. The badge can be applied on-line by exhibitors, exhibitor recruitment partners, or the organizer through the Easy Exhibitor System of the official website of Canton Fair.

<b>Period of Validity</b>	Phase 1: Oct. 9 to 20      10:00
	Phase 2: Oct. 20 to 28      10:00
	Phase 3: Oct. 28 to Nov 5 24:00
<b>Issuing Criteria</b>	3 Exhibitor Badges (free) can be applied for every Shell Scheme (9m <sup>2</sup> ). Note: For the 138th Canton Fair, the Exhibitor Badge has been updated to a QR code-based single-session badge. The previous multi-session badges are no longer valid. All exhibitors are required to apply for new badges.

**3.3.2 Exhibition Preparation Badge** — applicable only to personnel involved in on-site booth setup.

Exhibitors of the custom-built booths can submit the application for Exhibition Preparation Badges online through authorized contractors of custom-built booths, while exhibitors of the Shell Scheme can apply for the badge via Easy Exhibitor System during the exhibition preparation period.

<b>Period of Validity</b>	Phase 1: Oct. 9 to 14      12:00
	Phase 2: Oct. 20 to 22      22:00
	Phase 3: Oct. 28 to 30      22:00
<b>Issuing Criteria</b>	2 Exhibition Preparation Badge for every Shell Scheme (9m <sup>2</sup> ).





<b>Charge standard</b>	RMB <u>20</u> /day/person×number of days + RMB <u>10</u> /Badge
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**3.3.3 Exhibition Dismantle Badge**—applicable only for personnel involved in dismantling. Exhibitors of the custom-built booths can submit the application for Exhibition Planning Badges online through authorized contractors of custom-built booths, while exhibitors of Shell Scheme can apply for the badge via Easy Exhibitor System during the Booth dismantle period.

<b>Period of Validity</b>	Phase 1: Oct. 19 18:00 to Oct. 20 10:00 Phase 2: Oct. 27 18:00 to Oct. 28 10:00 Phase 3: Nov. 4 18:00 to Nov. 5 22:00
<b>Issuing Criteria</b>	1 Dismantle Badges for every shell scheme (9m <sup>2</sup> ).
<b>Charge standard</b>	RMB <u>20</u> /phase/person + RMB <u>10</u> /Badge

**3.3.4 Parking Permit** —applicable for exhibitor recruitment partners' vehicles entering the complex. To apply, please fill in Form A1.

**Arranging Criteria:**

- Each exhibitor recruitment partner will be allocated one internal vehicle parking permit and one car (sedan) parking space. (15 RMB/day/permit);
- One Coach Parking Permit is arranged for every 100 booths (counted as 100 if less than), and 1 coach parking space is arranged for every 3 coaches. (45 RMB/day/parking). No parking within the complex, and no waiting for passengers if the parking space has been fully occupied, and the coach shall leave the venue after dropping off the exhibitors.

\* If the Coach Parking Permit is needed, please apply from the Organizer through exhibitor recruitment partners before Oct. 1.

**3.3.5 Exhibition Preparation Vehicle (Truck) Badge and Exhibition Dismantle Vehicle (Truck)**

**Badge** — applicable only to the vehicles used by exhibitors to transport exhibits into and out of queuing area and appointed hall during the exhibition preparation and dismantle period. If necessary, the exhibitors of custom-built booths can submit the application for Exhibition Preparation Badges online through the authorized contractors of custom-built (or raw space) booths, and exhibitors of Shell Scheme shall apply via Easy Exhibitor System directly. Vehicles (Truck) must exit the exhibition hall immediately after the loading and unloading. 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 when in the complex.

**Charge standard:**

- Exhibition preparation vehicle (truck) fee: RMB 20 /Badge
- Exhibition dismantle vehicle (truck) fee: RMB 20 /Badge



### 3.4 Application Time

● Exhibitor Badge:	Phase 1	Oct. 4-17	9:00-17:00
	Phase 2	Oct. 20-25	9:00-17:00
	Phase 3	Oct. 28- Nov. 2	9:00-17:00
● Exhibition Preparation Badge:	Phase 1	Oct. 4-13	9:00-17:00
		Oct. 14	9:00-12:00
	Phase 2	Oct. 16-22	9:00-17:00
	Phase 3	Oct. 25-30	9:00-17:00
● Exhibition Dismantle Badge:	Phase 1	Oct. 16-19	9:00-17:00
	Phase 2	Oct. 24-27	9:00-17:00
	Phase 3	Nov. 1-3	9:00-17:00
		Nov. 4	9:00-16:30
● Parking Permit Inside Canton Fair Complex (Small Size Vehicle for Exhibition Preparation& Dismantle):		Oct. 4-Nov. 3	9:00-17:00
		Nov. 4	9:00-16:30
● Exhibition Preparation Vehicle (Truck) Badge:	Phase 1	Oct. 4-13	9:00-17:00
		Oct. 14	9:00-12:00
	Phase 2	Oct. 16-22	9:00-17:00
	Phase 3	Oct. 24-30	9:00-17:00
● Exhibition Dismantle Vehicle Badge:	Phase 1	Oct.16-19	9:00-17:00
	Phase 2	Oct. 24-27	9:00-17:00
	Phase 3	Nov. 1-3	9:00-17:00
		Nov. 4	9:00-16:30

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

### 3.5 Application and Collection Methods

**3.5.1 Exhibitor Badge**—In order to distribute and make the badges available on time, the exhibitors can log in the Easy Exhibitor System(<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 applicants should initiate the badge application form and submit badge applications via the Easy Exhibitor System (<https://exhibitor.cantonfair.org.cn/>), and then distribute the



link or QR code to the personnel. 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 exhibitor recruitment partners. Only qualified exhibitors can be allocated with an exhibition badge.

#### **Digital Photo Requirements:**

The digital photo for applying a badge must be taken within 180 days 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. Unqualified photos shall be rejected.

#### **Requirements on Head:**

√The facial features must be clearly visible. The head shall cover 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, recommended photo resolution is 200\*250;

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

#### **Passport/ ID Card Requirement:**

Please provide a valid copy/scan/photo of one of the following documents:

- 1.Passport
- 2.Mainland Travel Permit for Hong Kong and Macao Residents
- 3.Mainland Travel Permit for Taiwan Residents
- 4.ID card of the PRC resident

The document must be within its validity period, with clearly legible photo and text details.

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

**3.5.3** In case exhibitors fail to submit application materials through System due to force majeure, exhibitors can submit application materials on the spot with the approval of the responsible person 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.

**3.5.4** When an exhibitor submits registration materials to the organizer or exhibitor recruitment partners, 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.



### 3.6 Requirements on Badges Handling

**3.6.1** The units applying for review and individuals assume the main responsibility of badge handling, follow the principles of "the applicant and users be responsible" and observe the management of on-site badge handling units. The badge handling unit shall carry out personnel and vehicles examination, and examine the materials submitted for applicants and vehicles for the eligibility and necessity, and be responsible for the results of the reviewing. All badge handling units shall not issue badges to individuals and vehicles unrelated to the units, and actively cooperate with the relevant departments of the Fair for properly management and recovery of badges. The applicant shall truthfully submit the application materials and abide by the relevant regulations of the Fair on the management of badges.

**3.6.2** The licensed personnel and vehicles shall follow the principle of "acting in consistent within the scope of application of the badge in the exhibition hall", and different personnel, vehicles and situations shall apply for different types of badges. At the time of application, the applicant should fully understand the requirements for the relevant documents and the instructions for holding the badge. The badge holder or vehicle shall not engage in business and activities beyond the scope of the badges applied during the exhibition, otherwise Canton Fair has the right to punish the badge holder and vehicle according to the violation circumstances.

**3.6.3** All personnel and vehicle badges issued by the Canton Fair shall be handled under the real-name system, and no unit or individual shall resell, lend, forge or alter the certificates.

**3.6.4** The Badge Service Center has the right to take compulsory measures such as restricting the submission of badges and badge review according to the relevant regulations and requirements of online and offline exhibition management of Canton Fair, depending on the situation.

**3.6.5** As Canton Fair is an important international event with large number of personnel and complicated venue environment, in order to ensure good exhibition order and personnel safety, minors under 18 are not allowed to enter the exhibition hall during the period of the Fair.

If minors do need to enter the exhibition hall due to special circumstances, the exhibitor recruitment partners shall be responsible for strict examination and verification of such minors, and submit to the organizer for approval before applying for admission certificates.

### 3.7 Reminders

**3.7.1** The staff badges issued to previous exhibitor recruitment agencies are hard-card-style IC badges, which are reusable for multiple sessions. Please keep them properly: avoid bending and keep away from strong magnetic fields. If staff members need to participate in the current or subsequent sessions of the Canton Fair under the same identity, they must bring their existing badges to register and reactivate it for continued use (re-registration is required for each session). Should any staff member change their employer, position, or affiliation in subsequent sessions, a new badge must be applied for. Please note: As of the 138th Canton Fair, Exhibitor Badges must be newly applied for each session. Reactivation of





previous badges is no longer available.

**3.7.2** If the replacement of personnel is needed by exhibitor, please through online system. 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.

<b>Deadline for badge replacement:</b>	<b>Oct. 17</b>	<b>17:00 (Phase 1)</b>
	<b>Oct. 25</b>	<b>17:00 (Phase 2)</b>
	<b>Nov. 2</b>	<b>17:00 (Phase 3)</b>

**3.7.3** Any losses of Canton Fair Badge shall be 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 exhibitor recruitment partners. Any false ID badge will be confiscated such as ID photos changed or replaced, and without declaring the loss of the card beforehand, the holder will be put on record and shall, in principle, be ineligible for card re-application.

**Any cases in failed to bring the original badge and need to reissue a new one is considered to be the Badge loss, a written application must be submitted to the Organizer.**

**3.7.4** In addition to the exhibitors recruitment agency staff badges, other badges are not allowed to be returned or replaced and are not lost supplement once issued.

**3.7.5** 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 expired, or not being registered or activated.

**Please check the period of validity of multi-sessional plastic card (Staff Badge of exhibitors recruitment agency) 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 by identity number.

**3.7.6** Entrance time during the exhibition:

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

### **3.8 Notice on Badge Application Affairs for Agents Handling IPR and Trade Dispute Complaints at Canton Fair**

*[Note: This translation is for reference only. In case of discrepancy between the English translation and the original Chinese text, the Chinese text shall prevail.]*

To ensure standardized management and facilitate the handling of complaints regarding intellectual property rights (IPR) and trade disputes at Canton Fair, this Notice is hereby issued in accordance with relevant provisions of the *Patent Law of the People's Republic of China*, the *Trademark Law of the People's Republic of China*, the *Copyright Law of the People's Republic of China*, and the Canton Fair's badge management regulations. The following outlines the badge application affairs for agents handling complaints regarding IPR

and trade disputes:

### **1. Badge Name**

“Business (IPR)” and “Business (Trade Dispute)”.

### **2. Applicability**

This applies to practicing professionals from IPR agencies and law firms (hereafter referred to as “agents”) who are authorized by IPR holders or trade dispute parties (collectively referred to as “parties”) to file complaints during Canton Fair’s offline sessions.

Parties who file complaints directly according to law without agent are not subject to this Notice.

### **3. Application Portal**

Agents should submit their applications through the Canton Fair Badge Application System for Agents Handling IPR and Trade Dispute Complaints (<https://exhibitor.cantonfair.org.cn/#/complaintAgentLogin>).

Access: Canton Fair official website ([www.cantonfair.org.cn](http://www.cantonfair.org.cn)) → Services & Support → Intellectual Property Protection and Trade Dispute Settlement → Complaint Agent Badge Application.

### **4. Required Documents**

(i) Agents must truthfully, accurately, and completely fill out the relevant information regarding the complainant, agency, and agent, etc. in the badge application system and submit the following documents:

1. A color copy of the agent’s ID document;
2. The agent’s ID photo with a blue or white background;
3. The complainant’s ID document;
4. The complainant’s IPR certificate or a contract signed at Canton Fair;
5. Proof of licensee or heir;
6. A power of attorney issued by the complainant;
7. The agency’s identity document;
8. An introduction letter issued by the agency;
9. The agent’s professional qualifications document.

(ii) Any ID documents, IPR certificates, and other materials issued outside China must be notarized by relevant government agencies in their country and authenticated by the Chinese embassy or consulate in that country or has undergone the legalization formalities prescribed in the relevant treaty concluded by China and that country. Documents issued in China’s Hong Kong SAR, Macao SAR, or Taiwan must follow the relevant notary procedures.

If the documents are in a foreign language, a Chinese translation signed by the translator and affixed with the seal of the translation agency must be provided.

(iii) All submitted documents must be authentic, legal, and valid. The Canton Fair reserves the right to hold the relevant agencies and individuals accountable for any false, illegal, and invalid information provided.

### **5. Badge Quotas**



(i) Badges are issued only to the specific agent named in the power of attorney. If the power of attorney only designates an IPR agency or law firm without naming an individual agent, a maximum of two practicing professionals from the designated agency or law firm may apply for the badge. Each IPR agency or law firm is limited to a maximum of 60 person-day badges per Canton Fair session.

(ii) **Once an application is approved, the badge quota for the agency will be deducted, regardless of whether the badge is actually produced or paid for.** Agents are advised to submit applications carefully.

## 6. Fees

Each badge requires a production fee of RMB 50, plus a service fee of RMB 300 per person per day.

## 7. Badge Collection

Agents must bring the application receipt affixed with the seal of the agency or law firm and original ID to the designated counter at Canton Fair Registration Center for payment and badge collection. **The validity period of badge on the receipt cannot be modified on-site. Therefore, agents must confirm the period of badge according to actual demand when submitting the application.**

## 8. Attentions

(i) Each individual can hold only one type of Canton Fair badge. Any existing badge will be invalidated if another is issued.

(ii) The Canton Fair Complaint Station for IPR and Trade Dispute (hereafter referred to as the “Complaint Station”) will not accept complaints filed by agents holding any other type of badge. The Canton Fair reserves the right to invalidate the badge of any individual that is found engaging in activities which are inconsistent with their registered identity within the exhibition halls, such as investigation, complaint and etc. Once a badge is invalidated, the holder must leave the venue immediately and will not be permitted to re-enter. The Canton Fair may also decide to reject future badge applications from the individual, as the case may be.

(iii) The Complaint Station only handles on-site complaints during the Canton Fair’s opening period. Each complaint requires at least one working day for on-site investigation before a preliminary decision can be made, and further procedures such as rebuttal or appeal may follow. Considering that, agents should apply for badges in advance and pay attention to the validity period based on actual needs.

(iv) For inquiries regarding badge applications, please contact us via email at [tsz@cantonfair.org.cn](mailto:tsz@cantonfair.org.cn).

(v) The Complaint Station is responsible for the interpretation of this Notice.

## 3.9 Relative Forms for Badge Services

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

A2 Registration Form for Parking Permit of Small Size Vehicle for Canton Fair Planning and Dismantle

# 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:

<b>Company:</b>			<b>Person In Charge:</b>		<b>Tel:</b>	
<b>Vehicle Type (seats)</b>	<b>license Plate Number</b>	<b>Name of Driver</b>	<b>Mobile No. of Driver</b>	<b>ID No.</b>	<b>Date</b>	<b>Parking place (to be filled by Certificate Service Center)</b>
					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
<b>Approval of Leaders:</b>			<b>Remarks:</b> 1. Letter of Request (or seal). 2. Driving Permit (original & photo copy), Driver's License (original & photo copy). The copies should be on the same A4 paper and stamped. 3. Vehicles not conforming to environmental protection requirements (namely yellow-label vehicles) will be rejected.			

## A2 Registration Form for Parking Permit of Small Size Vehicle for Canton Fair Planning and Dismantle

### Registration Form for Parking Permit of Small Size Vehicle for Canton Fair Planning and Dismantle

Date:

<b>Company:</b>			<b>Person In Charge:</b>		<b>Tel:</b>	
Vehicle Type (seats)	license Plate Number	Name of Driver	Mobile No. of Driver	ID No.	Date	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 Request (or seal). 2. Driving Permit (original & photo copy), Driver's License (original & photo copy). The copies should be 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 SHANGHAI EXPOTRANS LTD. and SINOTRANS BEIJING FAIRS & EVENTS LOGISTICS CO., LTD, BONDEX LOGISTICS CO., LTD. (hereinafter referred to as the Nominated Freight Forwarder 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 Nominated Freight Forwarder. 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. Exhibitors can access the exhibition transportation service guide on the website: [www.Cantonfair.org.cn](http://www.Cantonfair.org.cn), or directly request detailed information from nominated exhibition carriers.

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 Nominated Freight Forwarders:

Oct. 13-19 (Phase 1)      Oct. 20-27 (Phase 2)      Oct. 28- 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 Nominated Freight Forwarders 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 Nominated Freight Forwarder 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 nominated freight forwarders locally to deliver the exhibits to Guangzhou Port where these exhibits will be transferred to the Nominated Freight Forwarder 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 nominated freight forwarders recommended by the Canton Fair to carry out the customs procedures.

**Reminder:**

- 1. Nominated Freight Forwarder of the International Pavilion does not receive delivery of overseas 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 Nominated Freight Forwarder 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 Nominated Freight Forwarder 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 Nominated Freight Forwarder 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 Nominated Freight Forwarder's warehouse in Guangzhou, within the time required by the freight forwarder. After that, the Nominated Freight Forwarder 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 Nominated Freight Forwarder 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 Nominated Freight Forwarder 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 Nominated Freight Forwarder 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 Nominated Freight Forwarder 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 Nominated Freight Forwarder. If in any needs, exhibitors would be welcome to contact with one of the following four Nominated Freight Forwarders 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](http://www.cantonfair.org.cn))**

**4.1.1 Company Name: SHANGHAI EXPOTRANS LTD**

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

Tel: +86 21 60131856

Fax: +86 21 60131856

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

E-MAIL: [niweijun@xptrs.com.cn](mailto:niweijun@xptrs.com.cn)

Contact: Mr. Weijun Ni

Mobile: +86 18621014203

**4.1.2 Company Name: Sinotrans Beijing Fairs & Events Logistics Co., Ltd.**

Add: Haichang Building, No.44 Liangmaqiao Road,

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

Tel: +86 010 64671724

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

E-MAIL: [wangxuehao1@sinotrans.com](mailto:wangxuehao1@sinotrans.com);

[guoyuwen@sinotrans.com](mailto:guoyuwen@sinotrans.com)

Contact: Sam Wang; Ms.Vina Guo

Mobile: +86 18618106960; +86 13699211720

**4.1.3 Company Name: Bondex Logistics Co., Ltd.**

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

Tel: +86 18661620105 / +86 13585899602

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

E-MAIL: rachel.sun@bondex.com.cn

Contact: Rachel .Sun

Mobile: +86 13585899602

#### **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 Nominated Freight Forwarder 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 Nominated Freight Forwarder).  
Exhibition Documents (subject to the notice of Nominated Freight Forwarder).

##### **(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 Nominated Freight Forwarder.

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, colour, 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 Nominated freight forwarder.

All exhibitors will be requested to fill in this Entrust Letter and return the same to the freight forwarder prior to the deadline to enable the freight forwarder 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 Nominated Freight Forwarder 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 uses this certificate for importing exhibits)

The exhibitor will be required to bring the List of Temporary Import Exhibits, copy of Delivery Confirmation to freight forwarder, 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 Nominated Freight Forwarder 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 freight forwarder 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. The application must clearly specify the intended use of the consumables (e.g., normal consumption for operational demonstration of exhibited machinery or devices, normal consumption for booth setup, sampling, tasting, or distribution) and the quantities involved, which shall be reasonable and commensurate with the scale of the event.



**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;
- 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

(2) Materials consumed or damaged during operational demonstration of exhibited machinery or devices;

(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, China, Macao, China and Taiwan, China ).

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 waterproofing 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 precautionary in case that they tend to pack the exhibits to be returned with the original packing materials (cardboard, aluminium 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 freight forwarder 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 Nominated Freight Forwarder without prior contact with the Nominated Freight Forwarder 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 Nominated Freight Forwarder in written and provide the Nominated Freight Forwarder 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 Nominated Freight Forwarder 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 freight forwarder to purchase special insurance for his exhibits.

### **7. Booth Dismantling Works**

Prior to conclusion of Canton Fair, following documents will be distributed by the Nominated Freight Forwarder to the exhibitors who entrust the Nominated Freight Forwarder 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 freight forwarder.
- (4) Authorized Exhibit Exit Permit.

On the conclusion date of Canton Fair, the Nominated Freight Forwarder 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 Nominated Freight Forwarder 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 Nominated Freight Forwarder in the exhibition hall.

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

Following regulations shall be strictly abide 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.

9. Temporary exhibits (except for items under ATA documents) that are transferred to special customs supervision areas and bonded supervision areas after Canton Fair ends (exhibiting cars are transferred to special customs supervision areas where bonded automobile warehousing can be carried out) can be approved to close the case after the customs' review.

10. Enterprises in the special customs supervision area or bonded logistics center (Category B) (hereinafter referred to as the "area or center") registered by the Customs may transport the bonded goods to the Canton Fair exhibition hall for display, sales and other business activities after submitting the bonded goods for guarantee.

**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 logistics related 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 exhibitor recruitment partners 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 freight forwarder shall be mere agreement of both parties. Canton Fair 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 Nominated Freight Forwarder. Canton Fair will endeavour 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 links below for your reference:

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](#)

Dogs, cats and other pets (limited to one per person, must hold a rabies immunization certificate and a quarantine certificate issued by the official quarantine agency of the country or region of departure, and must be quarantined at a place designated by the Customs for 30 days after entry);

Human blood and its products, microorganisms, human tissues and biological products that need to be imported specially (blood products or biological products for personal use and limited to the prevention or treatment of diseases need not go through the examination and approval formalities of health quarantine, and are allowed to enter the country upon a doctor's prescription or a hospital's relevant certificate, and the dosage is limited to one course of treatment as determined by the prescription or instruction manual; and the health quarantine examination and approval procedures must be completed before entry for other cases.)

**4.5 Forms for Exhibit Transport Services**

Please refer to the Chinese version for specific information.

## 5. Booth Construction and Equipment

The Service Counter 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 Counter has several project teams such as Authorized Contractor, Service Consultation, On-site Service, Shell Scheme Construction, and Transportation. All of the services provide exhibitors with convenient and swift access to admission and registry.

### 5.1 Official Construction Contractor:

#### 5.1.1 Official Construction Contractor: Canton Fair Exhibition Design and Construction Co., Ltd

Service: Application for modification of Shell Scheme

Address: Room 1320, Canton Fair Tower B, No. 669 Fengpu Middle Road, Haizhu District, Guangzhou.

Time:	Sept. 1- Oct. 12 09:00 -18:00
Contact Person(s):	Ms. Peng
Hotline:	+86-20-89139753
E-mail:	cfedcip@cfedc.net

#### 5.1.2 On-site Office of Customer Service Counter

	Phase 1	Phase 2	Phase 3	Location
<b>Exhibition Planning</b>	Oct. 9-12, 08:30-17:30 Oct. 13, 08:30-24:00 Oct. 14, 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	<b>Area A of Canton Fair Complex:</b> Counter 2-3 and 2-4, Hall 2, Pearl River Promenade
<b>Exhibition Period</b>	Oct. 15-19, 09:00-18:00	Oct. 23-27, 09:00-18:00	Oct. 31-Nov. 4, 09:00-18:00	<b>Area B of Canton Fair Complex:</b> Counter 10-1 and 10-2, Hall 10, Pearl River Promenade
<b>Dismantle Period</b>	18:00, Oct. 19 to 11:00, Oct. 20	18:00, Oct. 27 to 11:00, Oct. 28	Nov. 4, 18:00-24:00 Nov. 5, 08:00-24:00	<b>Area C of Canton Fair Complex:</b> Temporary counter at the north gate of Hall 16.3  <b>Area D of Canton Fair Complex:</b> Counter 19-3 and 19-4, Hall 19, Pearl River Promenade

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**Services at Exhibitor Service Counter:****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 Shell Scheme**

- (1) Application deadline:   Sept. 25   (Phase 1 and 2)  
  Oct. 10 (Phase 3)

(2) Please refer to Services and Stipulations of Shell Scheme 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 RMB 20. From the second day of the arrival of the booth equipment at the booths, no cancellation of rental will be accepted.

**4. Rental of Plants**

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 "Easy Exhibit System". 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**

Canton Fair provides cable telephone installation services. 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 138<sup>th</sup> 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 B6 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, construction contractor or exhibitor should submit written



application for overtime work to the Office of the Exhibitors Service Center in the area before 16:00 on the same day. No fee is charged against the overtime work, and overdue applications will not be accepted.

Overtime work application:

Oct. 10-12, 17:30-22:00

Oct. 21, 2:00-8:30

Oct. 22, 2:00-8:30

Oct. 29, 2:00-8:30

Oct. 30, 2:00-8:30

### **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, Oct. 20 (Phase 1); 10:00, Oct. 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, and Canton Fair 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 Counter for Exhibitors of International Pavilion.

### **Stipulations of Service**

1. Parts of the services could not be provided due to insufficient stocks, the lack of resources or overtop the warning limit.
2. The services available shall be fulfilled within 2 hours after full payment 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 fulfil 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 dialling 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:**

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 contractor 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 Recovered" 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-mentioned documents should be signed by the electricians for confirmation. At the same time, require 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 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.

(3) Deposit for booth clearance: Shell Scheme exhibitors shall clean up the exhibits and booth construction materials as per the instruction. Shell Scheme exhibitors shall 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 booth and signs on the deposit form to confirm the refund of the deposit (Note: no receipt is provided in case of online deposit payment. The exhibitor can confirm with the Curator in the exhibition hall and take a photo for record). On the night of the booth dismantle, exhibitors can consult the clearance deposit signer in the exhibition hall, or call the phone number at the information desk in case the clearance deposit signer is not around. 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 12:00pm on Oct. 20 (Phase 1); prior to 12:00pm on Oct. 28 (Phase 2); and prior to 24:00 on Nov. 5, (Phase 3) (Please refer to the Exhibition Withdrawal Plan for the specific deadlines for each form signing).

2. With the deposit bills confirmed and signed by the authorized persons, the exhibitors or construction 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 6.1 of this Manual: *Service Center for Exhibitors of the International Pavilion*.

3. The deadline for deposit refund is Nov. 20, 2025, and deposit cannot be refunded after the deadline.

## 5.2 Stipulation on Construction Management for Custom-Built Booths

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

### 5.2.1 Custom-built booth VS. Shell Scheme

Refer to the booths, on rental raw space (minimum 36 m<sup>2</sup>), that exhibitor entrusts the construction contractor with qualification certification of the Canton Fair to set up and decorate with materials which are different from those used in the Shell Scheme.

### 5.2.2 Contractor of Custom-built Booths

Exhibitors determined to have Custom-Built Booth must commission Custom-Built Booth contractors appointed by the Canton Fair or bring their own Custom-Built Booth contractors (subject to review and approval of the Canton Fair and shall comply with the unified management of the Canton Fair), who will

be responsible for the design, rendering, and construction of the booth. The list of Custom-built Booth contractors appointed by the Canton Fair can be found on the official website of the Canton Fair under the “Exhibitors - Exhibition Services - Custom-built Booth” section.

Exhibitors are required to pass a safety knowledge test when logging into the Easy Exhibitor System at the official website of the Canton Fair before initiating further actions such as Custom-Built Booth and Shell Scheme construction commission. Custom-built Booth contractors that undertake the construction of double-layer Custom-built booths must also meet the following conditions:

- a. Have a registered capital of RMB 3 million or more (including RMB 3 million).
- b. Have more than 3 years of experience in Custom-built Booth construction at large-scale exhibitions, and have been engaged in Custom-built Booth construction at the Canton Fair for more than 3 years (relevant evidence must be provided).
- c. No record of safety accidents in the past 3 years.
- d. Construction drawings (including structure and nodes etc.) must be issued by an architectural design institute (office) with structural design qualifications.
- e. The capability and commitment to bear all the responsibility for accidents incurred therefrom.

### **Reminders**

1. The maximum total construction area of custom-built booths for each contractor in each session of Canton Fair 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 contractor of custom-built booths shall be deemed as contracts between the two parties only. Any incidents, accidents or disputes hence arising shall be subject to the legal procedures by the two parties involved, and the 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 System; 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 Shell Scheme (no more simple decoration is allowed) and we will charge exhibitors Shell Scheme 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 Shell Scheme 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 Shell Scheme 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); submission after Oct. 10, 24:00 (Phase 2); and submission after Oct. 18, 24:00 (Phase 3). If the overdue submission of the drawings is true, points will be deducted from contractors of custom-built booths.

## **2. Contact Office**

Drawing Verification Team

Location: 3F, Comprehensive Service Center, Canton Fair Complex, Area D.

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

Location: Drawings Review Group at West Side of Area D, Canton Fair Complex

Address: Drawings Review Group at West Side of Area D, Canton Fair Complex, No. 380 Yuejiang Middle Road, Haizhu District, Guangzhou 510335.

Service contact: +86-20-89139991、89139995、89139916

All the drawings for Custom-built Booths and Shell Scheme at the Canton Fair shall be submitted online.

## **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 of custom-built booths with qualification certification of Canton Fair and visit Easy Exhibitor System -the official website of the Canton Fair to entrust the qualified contractors of custom-built booths to set up the booth. The Drawings Verification Team of Canton Fair will not accept exhibitors' direct submission of drawings.
- (3) For the 138th Canton Fair, the shell scheme in the roundabout area of each exhibition hall shall not be simply decorated.
- (4) On October 15, the Drawing Verification Team of the Canton Fair will not accept offline business handling.

### **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) colour drawings of design proposals; booth rendering (including detailed dimensions and material specifications, and vertical view is required for large booths greater than 36m<sup>2</sup>);





**Note: size of booths in the drawings required as follows**

(i) Size of customer-built booths:

① 30mm shall be reserved for every 3m if the booth is no longer than 10m and no wider than 10m, and 100mm shall be reserved on each side if the booth is longer than 10m and wider than 10m. The height for one-storey booth shall be 4.5m; the height for one-storey custom-built booth in the open exhibition area (open air or under exhibition shed) shall not exceed 4.5m; while the height of two-stories booth shall be 6m. Showcase or display rack of Shell Scheme shall not exceed 3m (height) \* 2.5m (width) or 2.5m (height) \* 3m (width).

② The height of the PDC booths on the Pearl River Promenade shall not exceed 2.8m. The height of booths inside the counters on the Pearl River Promenade, booths at the central skybridge, and booths on the floating platforms (such as floating platforms on the second floor of Area A) shall not exceed 3m. The length of any single independent wooden display cabinet or display rack in the booth shall not exceed 3m.

③ Booths in the central channel (Y channel) on the first floor of Area A are built inside the function room, and the height of the booth structure shall not exceed 2.8m. No lintels shall be set up for such booths. The distance between adjacent booths of different exhibitors shall be reserved based on the actual conditions:

(a) For two adjacent booths of 6m (length) \* 3m (width), the length of the adjacent part shall not exceed 4m. And the size of any single independent wooden display cabinet or display rack in the booth shall not exceed 2.8m (height) \* 2.5m (width) or 2.5m (height) \* 3m (width);

(b) For two adjacent booths of 6m (length) \* 3m (width) and 3m (length) \* 3m (width), the length of the adjacent part shall not exceed 1.5m.

(c) The booth construction needs to bypass the columns, electrical boxes, and protruding parts of the wall inside the room. The dimensions reserved shall be 1m (length) \* 1m (width) for large columns, and 50cm (length) \* 50cm (width) for small columns.

(ii) Size of Shell Scheme:

① For booth opens on one side, the length of the front display case or display rack shall not exceed 2.8m in length, the length of the other two display cases or display rack shall not exceed 2.9m in length, and the overall height shall not be exceed 2.4m;

② For booth opens on both side, the length of each side of the display case or display frame shall not be greater than 2.9 meters, and the overall height shall not be greater than 2.4 meters.

(iii) Exhibitors' full name (or abbreviation) or logo and booth no# shall be clearly indicated at the booth lintel in the design drawings (if there is no lintel, the prominent location of the booth), and the name of the associated unit and other related content shall not appear.

(iv) World maps, maps of China, and maps including Chinese provinces or cities shall not appear in any kind of design drawings or promotion materials during the fair. Due to the serious political nature, strict scientific nature and strict legal nature of the use of maps, if it is necessary to use maps,



in accordance with the provisions of Article 6 of the Regulations on the Administration of Map Review promulgated by the Ministry of Land and Resources of the People's Republic of China, the standard maps provided by the administrative department of natural resources with map review numbers can be directly used, and the map review numbers shall be marked in the drawings. If it is necessary to draw regional maps of countries, provinces and cities on its own, exhibitors shall apply to the administrative departments of natural resources for map review according to law, and can only use such maps after obtaining the administrative permission and the drawing review number, and shall mark the drawing review number in the drawings.

(v) The national flag, national emblem, military flag and military emblem of the People's Republic of China shall not appear in any kind of design drawings, promotion materials or exhibits during the Canton Fair. If the exhibitor uses national flags, national emblems, military flags, military emblems and other symbols of a country other than the People's Republic of China in the booth design and during the exhibition time, the exhibitor shall assume full responsibility for the accuracy, standardization and the possible consequences arising from the use of the above. (Article 18 of the National Flag Law of the People's Republic of China stipulates: "The national flag and its pattern shall not be used as a trademark or advertisement"; Article 10 of the National Emblem Law of the People's Republic of China stipulates: "The national emblem and its pattern shall not be used for trademarks or commercial advertisement").

(vi) Exhibitors using international, national, provincial and municipal titles such as "China Time-honored Brand", "Fortune 500", "Leading Brand", and "Leader", etc. shall submit relevant certificates (such as official red-headed documents and websites that issue the title). And indicate on the picture that "In the event of any dispute arising from the inconsistency between the titles and the facts, this exhibitor shall bear full responsibilities".

## **(2) Drawings for electricity supply:**

(i) Booth electrical distribution system diagrams must be submitted using the official drawing template (available for download under "Canton Fair Official Website - Exhibitor - Exhibitor Services - Drawing Submission Forms"). The diagram shall clearly indicate: the nature of electrical usage, total power load, rated current and voltage level (220V/380V) of the main switch and all levels of protective switches, as well as the cable specifications and installation methods used.

(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 Commitment for Safety Responsibility in Custom-Built Booths at the 138th Canton Fair" (Please download the form from "Canton Fair Official Website - Exhibitor - Exhibitor Services - Drawing Submission Forms").

(iv) 24-Hour Power Supply Application: For exhibition booths requiring 24-hour power sockets, please complete the "Canton Fair Booth 24-Hour Electricity Application Approval Form" (available for download under "Canton Fair Official Website - Exhibitor - Exhibitor Services - Drawing

Submission Forms”), affix the official seal of your trade delegation, and submit the form in person to the Drawing Review Team on-site.

**(3) Structure drawings, including:**

- (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 24-hour electricity supply:** Exhibitors need to fill out the Canton Fair Booth 24-hour Electricity Supply Form if they want to apply for a 24-hour electricity supply socket for their booth, stamp the form with the official seal of the business groups, and then submit it to the on-site drawings review team.

**(5) Application for table and chair accessories for Custom-built Booths**

In order to standardize management, ensure safety, and meet the diversified needs of exhibitors, the Canton Fair implements unified delivery of tables and chairs to custom-built booths, provides a variety of tables and chairs of different specifications and styles for exhibitors to choose from, and offers preferential prices for delivery.

- (i) Delivery scope: all custom-built booths (except those listed in the Canton Fair VIP exhibitor list).
- (ii) Criteria: (table and chair shall be arranged as per area of the custom-built booths):
  - Areas smaller than 3 Shell Schemes: one set of table and chair;
  - Areas between 4 and 5 Shell Schemes: two sets of table and chair;
  - Areas between 6 and 8 Shell Schemes: three sets of table and chair;
  - Areas between 9 and 12 Shell Schemes: four sets of table and chair;
  - Areas of 13 Shell Schemes or above: five sets of table and chair.

Please refer to table B1-4 for details of the tables and chairs.

- (iii) Application method: service providers of Custom-built Booths can choose the style and quantity of tables and chairs when submitting the drawings online

**(6) Fill in and upload the related contents.**

The copies of valid operation certificates of electricians who work for the contractors of custom-built booths, the contract for stand construction signed between electricians and contractors of custom-built booths 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 System online (homepage of Canton Fair website)**

(2) If online application is not possible due to the special location of the stand, please download the *138<sup>th</sup> 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](mailto:pgk@cantonfair.org.cn), and then the drawings submission record will appear on Easy Exhibitor System; the subsequent procedures for drawings the drawings submission and data filling are similar to online drawings submission procedures of other Shell Scheme.

#### **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 **System**.
- (3) For those unqualified drawings, within three days after receiving the verification paper, the contractor of custom-built booths should re-submit them pursuant to the verifying suggestions.

**Notes: The construction 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 **System** to confirm that the custom-built booths drawings have been qualified.
- (2) According to your Drawing Approval Number, Name of your contractor of custom-built booths 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/m<sup>2</sup> (net area of booths)
- Construction management fee: RMB 45 /Phase/m<sup>2</sup> (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

After the completion of booth construction, it must pass inspection before electrical connection procedures can be conducted and the booth can 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 construction 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 booth wall structure must use an internal framework of square steel tubes with minimum dimensions 40mm×40mm, and the overall wall thickness shall not be less than 60mm.
- (ii) As for custom-built booths without frame structure, the thickness of the wall shall not be less than 30cm to ensure enough contact area between the wall and the ground. And the wall must have square steel or seamless round tube as internal support. 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) The spacing of truss columns shall correspond to the strength and stiffness of the load-bearing truss beams.
- (iii) Truss structure booths must implement appropriate safety measures to ensure overall structural stability. Standardized metal fasteners must be used and tightly engaged between truss columns and beams, with no gaps or looseness. The lifting and lowering of the entire truss structure shall be directed by designated personnel, with calibrated tapes fixed to the columns and all lifting devices operating synchronously.

#### **(3) Bearing pillars (metal and timber structure)**

- (i) During the construction drawing design and on-site construction, to maintain the integrity of the ground, the use of anchor bolts is not permitted under any circumstances.
- (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 load-bearing columns — excluding those truss columns that are directly ground-supported — shall be constructed from non-welded materials with a diameter not less than 10 cm. The wall thickness of the column cross-section shall be determined through structural



calculation based on importance, span, and number of tiers, and shall in no case be less than 2 mm. Each column shall be secured at the base to a metal base plate measuring no less than 50 cm × 50 cm in area and 6 mm in thickness (e.g., when large aluminum alloy columns are used as independent supports, the column cross-sectional dimension shall be no less than 80 mm × 80 mm, and a metal base plate of the same size must be installed at the bottom) to increase the load-bearing area. A top bearing plate shall be welded to the column top to improve load distribution. The base dimensions of metal structural columns shall be determined according to the total load of the exhibition stand, and all columns must be firmly anchored to the base. Metal base plates may be omitted for columns that are integrally connected with bidirectional ground beams.

(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) The fascia board of the exhibit booth shall be integrally connected to the top of load-bearing metal columns, with the continuous connection height being not less than half of the fascia height, to enhance the structural integrity by increasing the load-bearing contact area of the columns.

#### **(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 2m<sup>2</sup> 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, LED display screen, 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.

(iii) The vertical projection of the hanging objects shall not exceed the marked range.

#### **(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, aluminium 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 beams and 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 etc.

(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-stories booths, 6m. Two-stories

(ii) booths can not be built in Area C, outdoor exhibition areas, Pearl River Walkway and service counters.

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

#### **(9) Pillars in Exhibition Hall**

(i) If the pillar of the exhibition hall is all located in the booth area, and is surrounded by the booth of the same enterprise on three sides, the enterprise can decorate the pillar in the way of covering.

(Note: The pillars on the first floor of Area A are all cylindrical, and the diameter of the column increases with the height. The diameter of the pillar is 3.2m at the height of 2.5 meters and 3.5 meters at the height of 6 meters; all the pillars in Area B are cylindrical, with a diameter of 2 meters;





the pillars in Area C are all square pillars with a side length of 1.8 meters; and the pillars on the first floor of Area D are all square pillars with a side length of 2.2 meters).

(ii) The beautification of the pillars in the exhibition hall shall comply with the regulations on the protection of the equipment and facilities of the exhibition hall, and any damage to, polluting or otherwise destroying of the pillars are strictly prohibited. The height of the column decoration should not exceed the height of the stand. Fire-fighting facilities, electric box and other fixed facilities on the pillars must be exposed and free of obstacles, and personnel's operation shall not be affected; The passageway from the fire hydrant to the outside of the booth must be no less than 1 meter, and the fire hydrant signs must be posted at the obvious place of the passageway.

#### **(10) 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.

#### **(11) 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.

#### **(12) 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.

### **13. Booth Dismantling Requirements**

(i) Power Cut-off Requirement: Ensure the booth is fully de-energized before dismantling. Working on live circuits is strictly prohibited.

(ii) Removal of Electrical Components: When dismantling electrical elements such as lamps, light boxes, LED strips, and wiring, the power supply must be disconnected and verified with a voltage tester to confirm the absence of residual electricity. Personnel must wear appropriate personal protective equipment (PPE). For battery-powered equipment, disconnect the power and remove batteries for separate storage to avoid short circuits, crushing, piercing, or exposure to high temperatures.

(iii) Removal of Display Furniture, Cabinets, Glass Items, and Booth Attachments: Isolate the work area and assign dedicated personnel to supervise. Unauthorized personnel are prohibited from entering. When removing single glass panels larger than 2 square meters, suction cup tools must be used for assistance.

(iv) Dismantling of Walls and Load-Bearing Structures: Walls must be dismantled section by section; violent pushing or pulling down of entire structures is prohibited. Assess wall stability before removal and install temporary supports if necessary. The spacing of temporary supports shall be determined based on site conditions, with a minimum interval of no more than 1.2 meters.

Dismantling of primary structures such as load-bearing beams and columns must be conducted using

forklifts or manual hoists to ensure safety. Lifting methods must be controlled, and the direction in which support columns are put down must be carefully managed. For structural components longer than 6 meters, two sets of machinery equipment are required, which should be operated simultaneously and synchronously. Machinery forks shall be positioned at the structural component's center of gravity to ensure balance and stability. Operations must be conducted smoothly and at reduced speed. During lowering of machinery equipment, no personnel are allowed underneath or on either side of the structural component. Unauthorized personnel must stay clear until the structural component is safely grounded. Standing on machinery forks is strictly prohibited.

(v) Truss Dismantling: Trusses must be lowered synchronously. Lighting, AV equipment, and wiring may be removed after the trusses are lowered to 1 meter above ground. The trusses may then be fully lowered to the ground.

#### **(14) Polystyrene boards (KT boards)**

Exhibition halls strictly prohibit the use of KT boards (classified as non-environmentally friendly materials). It is recommended to use Wantong Board as an alternative.

### **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 contractors that use fake fireproof materials for decoration and have other cheating acts.

#### **(4) Materials**

- (i) The construction, Construction and decoration materials should be non-combustible or fire-retardant, whose combustion performance grade shall not be lower than B1-level (fire-retardant). The ceiling material for booth construction must be of Class A fire performance (non-combustible).
- (ii) All materials shall be flame retardant outside the exhibition hall and reach B1-level or above grade of combustion performance, not in the exhibition hall to spray flame retardant and other means of on-site treatment.



## **(5) Fire extinguishers**

Booths should be equipped with portable dry powder fire extinguishers or suspended dry powder fire extinguisher in accordance with the Specifications on Construction Site Fire Extinguisher Configuration and Design (GB 50140-2005). The fire extinguishers should be placed at the obvious and easily accessible places in the booths during the booth construction, exhibition, and booth dismantling period. Construction personnel and exhibitors should know how to use the fire extinguishers. The criteria are listed as follows:

### **(i) Fire Extinguisher for Custom-built Booths**

Single-layer custom-built booths with an area within 18m<sup>2</sup> (including 18m<sup>2</sup>) shall be equipped with one 5kg portable ABC dry powder fire extinguisher; Booths with an area of 18m<sup>2</sup> to 54m<sup>2</sup> (including 54m<sup>2</sup>) shall be equipped with two 5kg portable ABC dry powder fire extinguishers; Booths with an area of more than 54m<sup>2</sup> shall be equipped with three 5kg portable ABC dry powder fire extinguishers. The second floor of a double-layer custom-built booth shall be configured with fire extinguishers according to this standard.

### **(ii) Hanging Fire Extinguisher**

As for double-layer custom-built booths, 6kgs of hanging ABC dry powder fire extinguishers shall be equipped under the flat roof of the first floor; and one fire extinguisher must be set in the center of the booth for every 20m<sup>2</sup> (Areas less than 20m<sup>2</sup> will be calculated as 20m<sup>2</sup>).

## **(6) Capping**

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

## **(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. All exhibitors need to pay attention to security and anti-theft work, take good care of the exhibits and personal belongings, items with anti-theft requirements should be taken away from the exhibition hall before closing. In order to improve the level of security management, prevent and combat criminal behavior and assist with incident investigation, it's recommended that exhibitors can bring or rent at least one set of high-resolution monitoring equipment according to the public security department, and the video should be stored for not less than 90 days.

## **(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 72m<sup>2</sup>, the evacuation exits shall be open, with a net width of no less than 2m and a height of no less than 2.1m, 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) 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.

### **(10) 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.

### **(11) 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.
- (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.

### **(12) 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.

### **(13) 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 through-beam smoke detectors, automatic fire extinguishing system and its pipelines, fire doors, various isolation doors, and emergency exits, etc.

### **(3) No impact on fire-prevention sprinklers and water cannons**

It is strictly prohibited to attach or hang any item on the sprinklers, water cannons or lighting devices in



the exhibition hall; and it is strictly prohibited to aim spotlights or other heat generating 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 contractor.

**(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 shell scheme**

- (i) When building standard green-built booths, construction contractors 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/ m<sup>2</sup> (less than 1m<sup>2</sup> will be calculated as 1m<sup>2</sup>) 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 shell scheme will be charged for any form of sticking on the exhibition panel and will be returned to exhibitors or construction contractors 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.

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 contractors 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 contractors 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.

#### **(13) Use of hand-held power tools**

Class II hand-held tools must be used in field operations. The power cord of hand-held power tools should be kept in original condition and should not be extended.

### **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 contractors will bear compensations for cleaning, water pipe blockage and other related responsibilities arising therefrom.





## **5. Design and Construction Requirements for Outdoor Custom-built Booths of the Canton Fair**

During the design and construction of the outdoor custom-built booths of the Canton Fair, the following requirements must be met on the premise of complying with the general regulations for the indoor custom-built booths:

### **(1) Structural requirements**

The outdoor custom-built booths shall be constructed in a way that the strength, rigidity and stability (especially local stability) of the overall structure of the booth can be secured, which means there should be no deformable system, no excessive deformation under the action of load (mainly wind load), and the designed structural strength should meet the strength required by the load. It is strictly forbidden to use a fully enclosed ceiling.

### **(2) Drawing submission**

In addition to submitting the drawings required for single-story custom-built booths, the design blueprints must also be submitted. The design blueprints must be signed by the designer, and stamped by a construction design unit with structural design qualifications and the registered structural engineer. Moreover, and the name of the drawings signature shall be consistent with the stamp. The design blueprints shall serve as the formal design document used by the construction service provider to guide and supervise the on-site construction; if the design unit is converted into a limited liability company due to restructuring, the official stamp of the limited liability company shall be affixed; and the structure calculation shall be consistent with the construction drawings. No structure calculation of other construction drawings shall not be applied.

### **(3) Weather influence**

The unsafe factors caused by disastrous weather such as wind and rain should be fully considered in booth design and construction. In case of bad weather during the exhibition, inspections should be strengthened to ensure the safety of the booths..

### **(4) Water drainage requirements**

The top of the booth should be free of water, and the drainage slope should be not less than 10%. If a soft tarpaulin is used, its tensility must be enhanced by increasing the truss density and laying metal meshes. The direction of drainage cannot go toward the adjacent booth. A water trough must be designed and installed if it is necessary to go towards the adjacent booth.

### **(5) Wind resistance requirements**

Outdoor booths (especially single-facade booths) must be fixed with anchor with suitable weights and shall be able to withstand level 8 gusts.

### **(6) Waterproof requirements for electrical equipment**

Electrical equipment such as lamps, sockets and distribution boxes should be waterproof and be equipped with rainproof, immersion proof and windproof devices as well as anti-leakage switches etc.; all electrical lines and circuits, especially interfaces, must be waterproof, and cable lines should be connected with waterproof bridge boxes. The electrical box and anti-leakage switches must be installed





10-15cm above the ground and shall not be placed in the open air; the power socket must be installed at a height of more than 1.5m.

#### **(7) Fire extinguishers**

Please refer to fire prevention requirements for indoor booths for the configuration and quantity of fire extinguishers and other fire-fighting equipment.

### **6. 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 (GB2811-2019), 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**

All A-frame ladders exceeding 2 meters in height are strictly prohibited from entering the exhibition hall. The use of wooden, homemade, or substandard ladders is forbidden. The ladder rungs/platforms must have anti-slip surfaces or be made of anti-slip materials, equipped with integrated metal support rods (or locking devices), and feature non-slip foot pads with proven effectiveness and durability. Only one person is permitted to work on a ladder at a time, with at least one person holding the ladder steady. Working from the topmost step of a ladder is prohibited. No personnel shall remain on the ladder during relocation. The use of height-increasing accessories with ladders is strictly forbidden.

#### **(4) High-altitude operation platforms (scaffold)**

- (i) The Scaffold must be qualified Aluminium alloy scaffold 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 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. 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/m<sup>2</sup>.
- (iii) Protective railings with two cross bars shall be installed for operations with a scaffold. The upper rail 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
Aluminium Alloy	$1.2m \leq b < 1.5m$	3.6m	4.8m	Booth aside
	$1.5m \leq b$	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. Requirements for Scaffold and Ladder Assistants

Scaffold and ladder assistants are personnel responsible for stabilizing ladders or scaffolds during booth construction operations to ensure the safety of workers.

### (I) Basic Requirements

Must be at least 18 years old, in good health, and undergo specialized safety training before assignment.

Must be familiar with safety protocols for scaffolds and A-frame ladders, as well as emergency response procedures.

Assistants are direct guardians of operational safety and must remain fully focused on stabilizing the ladder/scaffold and ensuring worker safety throughout the process. They may not perform other tasks (e.g., operating tools) and are prohibited from using mobile phones, engaging in idle conversation, or leaving their post during duty.



## (II) Specific Requirements for Scaffold Assistants

Before operations, inspect the scaffold foundation for stability, ensure all connections are secure, and confirm that platforms are fully laid and fixed. Verify that there is no shaking, tilting, or other hazards before allowing workers to ascend.

During operations, continuously monitor the scaffold's condition. If any abnormal sound, deformation, or scaffold settlement is observed, immediately instruct workers to stop work and evacuate, and report to the booth site supervisor.

In case of an accident (e.g., a worker slipping), the assistant must immediately issue a warning, assist in calling for help, and support rescue efforts while ensuring their own safety.

## (III) Specific Requirements for A-Frame Ladder Assistants

Before operations, inspect the ladder for defects: ensure steps are secure and unbroken, anti-slip feet are intact, hinge connections between both sides are firm, and the Spreader bar (anti-spreading device) functions correctly.

When positioning the ladder, ensure the feet are placed on solid, level ground. The assistant must step on the anti-slip feet with their own feet and hold both sides of the ladder firmly to prevent shaking.

Workers are strictly prohibited from standing on the top step of the ladder.

In emergencies (e.g., ladder tilting, worker losing balance), the assistant should prioritize stabilizing the ladder while guiding the worker to hold on firmly. Avoid reckless pulling that may lead to secondary hazards.

### **(6) Hoisting equipment**

Professional hoisting equipment such as hydraulic elevator, hoist crane and high-altitude operation vehicle should be used at a height of more than 3m. 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.

### **(7) 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.

### **(8) 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.

**(9) 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.

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

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

**(11) 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.

**(12) 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. Training should be carried out for first-time operators.

**(13) 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 contractor 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 custom-built booth, and further supervise the construction 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 contractors 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 contractor of Custom-built Booths of the Canton Fair, Evaluation Measures of construction contractor of Custom-built Booths of the Canton Fair, and Regulations on Special Vehicle Operations.

(ii) Construction contractors 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 contractors 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 contractors 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 contractors 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 contractor 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. The booth security staff is obliged to educate construction personnel in his charge about civilization and law. And the booth security staff must wear a safety officer armband.

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

### **(4) In-time remedy system**

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

### **(5) Relevant requirements for booth building and changing**

(i) Construction contractors 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 contractors 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 contractor (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 contractor, the name and contact number of the booth security staff and electrician on duty on.

**(8) Construction personnel management**

Construction contractors should strengthen the management of their construction personnel and sign labour 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 Labour 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) Labour 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 labour 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 contractors shall provide construction personnel with labour 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 contractor.

**(11) Responsibilities and Insurance**

(i) To ensure the safety during the exhibition, exhibitors and custom-built construction contractors 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





Program	A	B	C	D
Scope (Booth Area m <sup>2</sup> )	72m <sup>2</sup> and below (including 72m <sup>2</sup> )	72m <sup>2</sup> to 180m <sup>2</sup> (including 180m <sup>2</sup> )	180m <sup>2</sup> to 1,000m <sup>2</sup> (including 1,000m <sup>2</sup> )	Above 1,000m <sup>2</sup>
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

Note: The compensation limit for employee liability and third party's personnel liability of this policy is 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 hall 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 aforementioned 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, construction 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 exhibition hall is dark and it is difficult to see clearly the lifting point of the hanging object.
- (ix) Lifting is not allowed if the edge is 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 refuelling 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 contractors 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  $1\text{m}^2$ ).

(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 shell scheme**

It is not permitted to undertake demolition and modification of **shell scheme** without permission; It is not permitted to undertake wording and mounting of the fascia board of **shell scheme** without permission; It is not permitted to undertake to lay carpet in **shell scheme** without permission; It is not permitted to undertake installation of power supply, lightings and light boxes in **shell scheme** 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 may lead to injuries, so as to avoid accidental injuries.

### **(22) Safety during items transport**

All items must be bounded and fixed properly 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 contractors 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 contractors 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) Contractors of custom-built booths meeting**

The Customer Service Center of Canton Fair holds a special meeting of all construction contractors 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 contractors shall operate according to laws and regulations and avoid illegal subcontracting or subordination of booth construction.

### **(26) No labour dispute arisen**

Salary, medical expenses, etc. of construction workers shall not be in arrears to avoid labour 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 cancelled. If the circumstances are especially serious, the contract will be terminated and included in the blacklist.

### **(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-stories booth and custom-built booth covered by a ceiling, surveillance cameras must be installed when the booth is set up, and the video data must be saved for at least ninety (90) days upon 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 contractors 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 Labour 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 contractors.
5. The unit undertakes to be responsible for the booth design drawings it has issued, 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. Meanwhile, the company is responsible for the authenticity of all kinds of patterns, logos and titles and the accuracy of all kinds of flags that appear on the booth design drawings. The unit undertakes to use the maps in accordance with the law, submit them for review in strict accordance with relevant regulations on map management, and provide evidentiary materials for review and approval
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 contractor and the booth user,



the electrical construction contractor and the electricity user of customer-built booths and Shell Scheme, 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. The unit will conduct modular and component-based booth construction, and achieve 100% recycle of construction material wastes.

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)

Legal representative or person responsible for safety:

Contact number:

Date:

Commitment unit (contractors of custom-built booths):(Seal)

Legal representative or person responsible for safety:

Contact number:

Date:

Commitment unit (Booth Fabrication Plant):(Seal)

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 contractor 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 System 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 System, 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 shell scheme will be given oral warning and required to have it renewed to the original state, pay cleaning and maintenance fees of RMB100/ m<sup>2</sup> (less than 1m<sup>2</sup> will be calculated as 1m<sup>2</sup>) 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 contractor 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 will not include it into the recommended list of contractors of custom-built booths 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 shell scheme, carry equipment beyond the height limit of booth building (2.50m for walls of Shell Scheme and no higher than 2.40m for the booth height) to the exhibition hall, and dismantle and alter the configuration of shell scheme 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. 27 (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 canceled 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 contractor 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, discard exhibits or construction material waste in violation of the regulations and other behaviours. While pressing for payment of construction management fees afterwards from non-compliance companies, we will impose fine of RMB 2000 per Shell Scheme with a circulation notice of criticism. For exhibitors who have paid a deposit of RMB 500 per Shell Scheme but still discard the exhibits and construction materials in violation of the regulations waste during the withdrawal period, the deposit will be confiscated and a fine of RMB 1500 yuan per Shell Scheme will be imposed. Those who do not construct the booth based on the submitted drawings will pay RMB 500 per Shell Scheme. For exhibitors that do not construct the booth based on the submitted drawings and refuse to dismantle and clean up, the Shell Scheme allocation fee will be charged with RMB 10,000 per Shell Scheme (charges will be set separately for double-layer custom-built booths or booths with large steel beam, large-area or complex structures for demolition) for booth dismantle, and RMB 2000 per Shell Scheme will be charged for booth construction material clear up.
- (12) Exhibitors who failed to construct the booth based on submitted booth drawings (including custom-built booth and Shell Scheme) shall be reviewed during the exhibition period. And a list of violating exhibitors will be released on the second day of the Phase of exhibition, and such list is subject to the dissident of the exhibitors. Exhibitors who have been confirmed as violating shall accept and implement the decisions made by the Fair within ten (10) working days starting from the fourth day of the exhibition. The list of exhibitors who discard exhibits or construction wastes not in line of regulations will be released after the Fair is closed, and is subject to the dissident of the exhibitors. Exhibitor who have been confirmed as violating shall accept and implement the decisions made by the Fair within ten (10) Working days upon the announcement of list.

Notes: Exhibitors not submitting drawings in conformity with regulations, that is, exhibitors don't entrust a construction unit for booth construction on Easy Exhibitor System or the commission fails (the construction unit 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 Shell Scheme for abandoning exhibits. We will not refund the RMB500 site-clearing deposit per Shell



Scheme if exhibitor abandons exhibits when dismantling the booth. Rather, we will impose fine of RMB1,500 per Shell Scheme. Custom-built construction company who abandons construction wastes will be fined according to previous provisions. Two penalties can be imposed in parallel.

(14) In the iron and stone decorations and outdoor spa equipment exhibition area, exhibitors are strictly prohibited from damaging the ground by drilling holes, nailing, etc. during the exhibition period. Once discovered, exhibitors will receive a verbal warning. In addition to being ordered to restore the original state, the violators will pay RMB100 for each hole they made as compensation. For companies that fail to enter the exhibition hall on time for exhibition setup, an additional exhibition hall usage fee and on-site personnel charges of RMB3,000 will be charged for each late arrival. The Canton Fair only provides power connects, and exhibitors need to bring their own waterproof electrical boxes and cables if they need them.

(15) If custom-built booths or shell scheme 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 contractor shall apply to the power safety officer of the exhibition hall, who will supervise the mutual power box check between electricians of the construction contractor 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 2.5mm<sup>2</sup>.
- (vi) The isolation switch shall be added to the construction power box prepared by the construction contractor. 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 contractor 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.

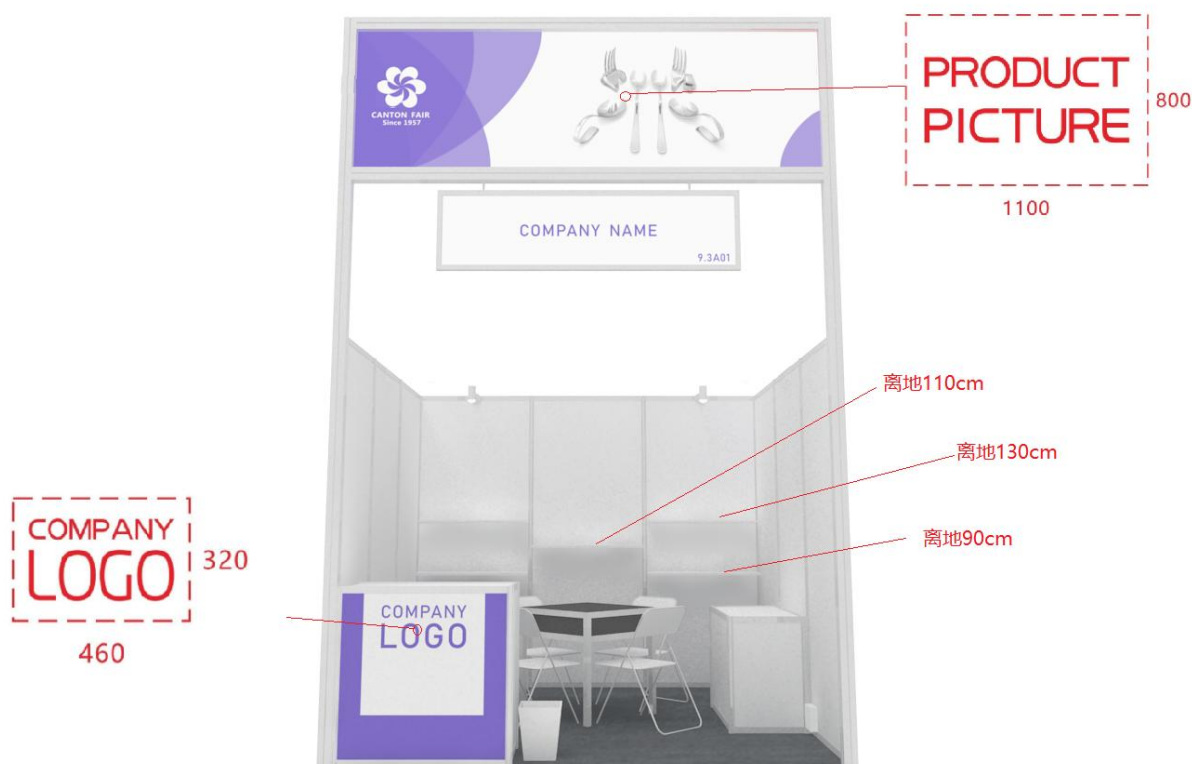
### 5.3 Services and Stipulations of Shell Scheme Construction (For the Shell Scheme exhibitors)

Nominated construction contractor—Canton Fair Exhibition Design and Construction Co., Ltd is in charge of setting up all Shell Scheme, distributing electricity, and configuring booth equipment.

#### 5.3.1 Shell Scheme

The unified standard pattern provided by the Canton Fair include Shell Scheme.

**The Graph and Configuration for Shell Scheme of the 138<sup>th</sup> Session of Canton Fair**



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

#### 1. Basic Configuration for Shell Scheme

As shown in the picture:



Including: panels, 1 front-illuminated board, 1 fascia board, 1 carpet, 2 spotlights, 1 socket, 5 laminates, 1 reception desk, 1 floor cabinet, 1 aluminium desk 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. Construction 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 Shell Scheme**

### **1. Stipulations on Modification of Shell Scheme**

#### **Acceptable Modification Scope:**

- (1) In case the exhibitor has booked two or more than two consecutive Shell Scheme, the construction 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.
- (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 Shell Scheme into two booths.

### **Stipulations**

- (1) If the number of display fixtures, lamps and furniture involved in the modification applied before Sept. 25 (Phase 1 & Phase 2) and Oct. 10 (Phase 3) does not exceed the basic configuration of the Shell Scheme, 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 & Phase 2) and Oct. 10 (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 Shell Scheme 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 Shell Scheme in the International Pavilion. Tables and chairs for Shell Scheme 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 Shell Scheme**

### **Contents of Application**

- (1) Application Form for Modification of Shell Scheme. Please fill in Form B3
- (2) Modification Plan and Descriptions for Shell Scheme. 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: Sept 1- 25 (Phase 1 & 2)

Sept 1- Oct 10 (Phase 3)

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:

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

Address: Room 1320, Canton Fair Tower B, No. 669 Fengpu Middle Road, Haizhu District, Guangzhou.

Tel.: +86-20-89139755, 89139719

Email: cfedcip@cfedc.net

## **Procedures**

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

- (1) The applicant is required to re-submit the application within five (5) working days after receiving the feedback from the construction contractor in case such modification is not feasible.
- (2) For the modification applied that is feasible, the construction 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 122<sup>nd</sup> Canton Fair on, deposit for booth clearance is required for pre-applying dismantles or alters for Shell Scheme. (RMB500/Shell Scheme)
- (3) In case exhibitors require to retain the framework (including fascia board and three-side walls) of the Shell Scheme 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 construction contractor entrusted by the exhibitor.

### **3. On-site Submission Guide for Modification of Shell Scheme**

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 Exhibitor Service Center of the 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 Shell Scheme**

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 Nominated construction 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 Nominated construction 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 Shell Scheme 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 Shell Scheme 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 aluminium products, or paint, drill and nail on the show shelves, the aluminium 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 Shell Scheme; no identical or similar Construction 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 starts from 18:00, Oct. 19 to 14:00, Oct. 20 (Phase 1); 18:00, Oct. 27 to 14:00 Oct. 28 (Phase 2); and 18:00-24:00, Nov. 4, 08:30-22:00, Nov. 5 (Phase 3). Due to the tight time schedule for dismantling, all exhibitors and construction contractors of custom-built booths are required to timely dismantle the booths without influencing construction works for the next Phase of exhibition.

The following arrangements and stipulations of dismantling works determined by Canton Fair should be observed by all the exhibitors:

1. The Nominated Freight Forwarder will distribute packing cases to each booth and return telephones in the booths from 18:00, Oct. 19 (Phase 1); 18:00, Oct. 27 (Phase 2); and 18:00, Nov. 4 (Phase 3). All exhibitors must therefore be ready for dismantling works. Exhibitors are not allowed to pack their exhibits prior to 18:00, Oct. 19 (Phase 1); 18:00, Oct. 27 (Phase 2); and 18:00, Nov. 4 (Phase 3) for early dismantle. Those who pack the exhibits and dismantle the booth in advance and refuse to follow the





instructions shall be blacklisted by Canton Fair and their application for the next Canton Fair shall be rejected accordingly.

2. Booth dismantling will commence from 18:00, Oct. 19 (Phase 1); 18:00, Oct. 27 (Phase 2); and 18:00, Nov. 4 (Phase 3). The Nominated Freight Forwarder will arrange concerned personnel to assist the exhibitors in packing up the exhibits which will be kept inside the booth subsequent to packaging. The exhibitors shall complete procedures with their Freight Forwarder in a timely manner for exhibits handover and outbound shipment of exhibits etc.

3. The exhibitors shall be allowed to move out their exhibits only with an import permit. However, the exhibitors must apply to the Nominated Freight Forwarder for the Discharge Notice [The List of Exhibits for the International Pavilion of Canton Fair is stamped by the Canton Fair after reviewing (exhibits entrusted to the Nominated Freight Forwarder is reviewed and stamped by the respective Freight Forwarder, and the remaining exhibits is reviewed by the Operation Department of Canton Fair), which will serve as a pass for the exhibits move out and will be issued to the exhibitors or the Nominated Freight Forwarder entrusted by the exhibitors]. Exhibits will be released by the hall guards upon receipt of the Discharge Notice. All exhibits with import permit will be moved out of the exhibition hall prior to 23:00, Oct. 19 (Phase 1); 23:00, Oct. 27 (Phase 2); 23:00, 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 Nominated Freight Forwarder prior to 20:00, Oct. 19 (Phase 1); 20:00, Oct. 27 (Phase 2); 20:00, Nov. 4 (Phase 3). Such exhibits will be delivered by the freight forwarder to the supervised locations specified by the customs prior to 06:00, Oct. 20 (Phase 1); 06:00, Oct. 28 (Phase 2); 06:00, Nov. 5 (Phase 3).

5. No persons other than staff of Canton Fair, staff of custom-built contractors, exhibitors of the International Pavilion, and the Nominated Freight Forwarder will be allowed to enter the International Pavilion after 23:00, Oct. 19 (Phase 1); 23:00, Oct. 27 (Phase 2) and 23:00, Nov. 4 (Phase 3).

6. Construction service providers of custom-built booths shall dismantle the booths after 24:00, Oct. 19 (Phase 1); 24:00, Oct. 27 (Phase 2); 08:30, Nov. 5 (Phase 3). The materials for custom-built booth, abandoned panels and wastes in the exhibition hall shall be removed prior to 12:00, Oct. 20 (Phase 1); 12:00, Oct. 28 (Phase 2), and 18:00, Nov. 5 (Phase 3). Exhibits can not be piled up in the exhibition hall, passages around exhibition hall, passages for exhibition planning. To dispose the imported materials for custom-built booth, exhibitors should entrust the imported exhibits carrier to handle customs clearance formalities in advance, otherwise such materials will be handled in the way of abandoning the import exhibits, that is, to be transported to the supervision places designated by the Customs.

7. During the booth withdrawal, exhibitors and their entrusted custom-built booth construction service providers should take good care of their exhibits and construction tools and materials. Custom-built booth and Shell Scheme booth with simplified decoration not withdrawn and unattended after 10:00, Oct. 20 (Phase 1); 10:00, Oct. 28 (Phase 2); 16:00, Nov 5 (phase 3) will be cleaned up by personnel organized by Canton Fair, and the clearance deposit is non-refundable.



8. Transporting vehicles for customs-built booth materials will only be allowed to enter the exhibition hall in turns subsequent to 24:00, Oct. 19 (Phase 1); 24:00, Oct. 27 (Phase 2); 08:30, 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 exhibition hall and rapidly withdraw from the exhibition hall.

9. Vehicles to the access of the exhibition hall with two and three floor 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 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, Nominated Freight Forwarder and construction contractors of the customs-built booths.

2. Any dismantling works later than 14:00, Oct. 20 (Phase 1); 14:00, Oct. 28 (Phase 2); 18:00, Nov. 5 (Phase 3) will cause losses to Canton Fair, who shall therefore reserve the right to claim from the exhibitor or his construction contractors for such losses.

3. Construction 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 Shell Scheme 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 construction contractors shall contact immediately the on-site management staff to check the booth after the construction contractors remove the decorative materials prior to 12:00, Oct. 20 (Phase 1); 12:00, Oct. 28 (Phase 2); 18:00 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 12:00, Oct. 20 (Phase 1 )  
18:00, Oct. 27 to 12:00, Oct. 28 (Phase 2)  
18:00, Nov. 4 to 18:00, Nov. 5 (Phase 3)

Service Tel: +86-20-89120500, 89120503.

(2) On-site sign to confirm return of the distribution box. Upon booth dismantle 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 construction 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)

18:00, Oct. 27 to 10:00, Oct. 28 (Phase 2)

18:00, Nov.4 to 18:00, Nov.5 (Phase 3)

(3) On-site procedure to return telephones: The Fair staff will collect the booth's wireless telephones from 18:00 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 construction contractors shall handle them on time. According to relevant Regulations on Canton Fair, after the closure of the Canton Fair, Finance Department of China Foreign Trade Centre shall return the deposit to the construction contractors who finish procedures completely and in time.

For those booths declaring decoration and leasing distribution box on site, the construction 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 18:00, Nov.5 (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 50 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 a 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 can only be used after being checked by the on-site staff of the security department.

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. Fire Safety Requirements for Lithium Battery Products (Exhibits)

##### (1) General Requirements

Exhibition booths containing lithium battery products (exhibits) must declare and indicate such items during the drawing submission stage. Water-based fire extinguishers shall be provided. Battery storage areas must be kept away from heat sources and maintain a safe distance from all types of combustible materials. Spare batteries shall not be carried. Charging of lithium batteries within the booth should be avoided whenever possible. If charging is necessary, only original manufacturer chargers may be used. The process must be continuously monitored by designated personnel, with strict control of charging duration to prevent overcharging hazards. Before closing each day, all power sources in the booth—including self-powered equipment—must be disconnected to ensure electricity is cut off when unattended.

##### (2) Requirements for Electric Vehicle Booths

Electric vehicle booths must be equipped with vehicle fire blankets and wheeled water-based fire extinguishers with a capacity of no less than 60 liters. Charging of electric vehicles is prohibited during exhibition hours. The use of large-scale energy storage charging devices is strictly forbidden.

If charging is conducted during non-exhibition hours, it must be continuously supervised by designated personnel, and the power supply must be disconnected immediately after charging is completed.

11. 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 pilferage. 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.

12. 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.

13. During the course of exhibition, the exhibitor as well as his contractors of custom-built booths 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.

14. 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 exhibitor recruitment partners of exhibitor recruitment of the International Pavilion and carry out the application procedure at the Exhibitor Service Centre of the International Pavilion. Power supply for 24-hour sockets will be available from 12:00 noon on the final day of the exhibition preparation period until the official power cut-off time for the exhibition dismantling designated by the exhibition organizers.

(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 Shell Scheme 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 Shell Scheme 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-stories custom-built booths of 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-stories 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 booth type is custom-built booths.
- (iii) The net area of booth shall be above 72m<sup>2</sup> (including 72m<sup>2</sup>), i.e., above 8 Shell Scheme (including 8). If two or more enterprises apply for joint exhibition and build a two-stories booth, at least one enterprise's booth needs to meet the area requirements, and the two-stories 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 27m<sup>2</sup>). The two-stories 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-stories 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 contractor 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) Construction Plan**

A quality- and safety-assured construction plan (including both erection and dismantling plans) must be developed based on the booth design for Two-Stories exhibition booths, and construction and dismantling shall be carried out in strict accordance with this plan. The construction plan shall be submitted together with the drawing submission

### **(4) .Pre-build of Exhibition Booths**

Pre-build assembly is mandatory for two-stories booths before on-site construction. Real photos of the pre-build structure must be provided. It is recommended to upload a construction model (3D model).

### **(5) Requirements for structure**

Steel-structure materials should be employed for two-stories booths and reinforcement is made to strengthen the booths. In particular, the load-bearing structures must be made of steel and be protected with good grounding devices to prevent leakage, and should comply with the requirements of the Code for Acceptance of Construction Quality of Steel Structures (GB50253-2020).

### **(6) Requirements for structures**

- (i) For two-stories custom-built booths, the column and beam foundations shall employ either ground beams or load-bearing metal columns with metal base plates. All connections must be fully secured using high-strength bolts. Hard rubber anti-slip pads shall be installed at all ground-contact surfaces to prevent horizontal displacement.
- (ii) Connections between horizontal beams and columns, as well as between intersecting horizontal beams, shall be fully secured using high-strength bolts in all designated positions.
- (iii) High-strength bolts shall not be reused.
- (iv) Anti-slip washers must be installed with all high-strength bolt connections.

### **(7) Evacuation stairs**

- (i) The number and width of evacuation stairs connecting the first and the second storey of the two-stories custom-built booth shall be calculated and determined as required. When the two-stories is used as office and its area is not more than 120m<sup>2</sup>, two evacuation stairs need to be built. If more than two evacuation stairs are required, the horizontal distance between two adjacent evacuation stairs shall be not 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.

### **(8) Railings**

- (i) The railings height of the two-stories 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.

#### **(9) Bearing capacity of the second storey**

The bearing capacity of the second storey of the two-stories booths should be greater than 400kg/m<sup>2</sup> 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.

#### **(10) Configuration of fire extinguishers**

Since automatic sprinkler devices are blocked by the two-stories custom-built booth, the first layer of the booth must be equipped with 6kg hanging dry powder fire extinguisher of palace lamp type in a criterion of one fire extinguisher in the center for every 20m<sup>2</sup> (considered as 20m<sup>2</sup> if less than 20m<sup>2</sup>), and two fire extinguishers for ever 20-30m<sup>2</sup> by analogy, and the area within 0.5m of the nozzle shall be clear of any obstacles. The ceiling material of the booth must be of Grade A in terms of anti-combustion performance (non-flammable).

#### **(11) Fire protection requirements for the second storey of the booths**

(i) No heating electronic devices on the second storey

(ii) No capping for the second layer of the booths. Two-stories booths with a decoration area within 18m<sup>2</sup> (including 18m<sup>2</sup>) are equipped with one 5kg portable ABC dry powder fire extinguisher;

Booths with a decoration area of 18m<sup>2</sup> to 54m<sup>2</sup> (including 54m<sup>2</sup>) are equipped with two 5kg portable ABC dry powder fire extinguishers; Booths with a decoration area of more than 54m<sup>2</sup> are equipped with three 5kg portable ABC dry powder fire extinguisher.

#### **(12) Dismantling Requirements for Two-Stories Custom-Built Booths**

(i) Dismantling Principle: Proceed from top to bottom and from secondary to primary members.

Remove attachments, decorative surfaces, and non-load-bearing structures first, with safety railings being the last to be dismantled.

(ii) Dismantling Sequence: Dismantle the upper structure first, followed by walls and second floor panels, and then remove frame beams and load-bearing columns.

(iii) Wall Dismantling: The maximum height of second-floor booth walls may reach 6 meters. They must be dismantled in sections safely; violent pushing or pulling down of entire structures is strictly prohibited. After each section is removed, debris must be cleared promptly to avoid excessive accumulation. The piled height shall not exceed 1.5 meters.

(iv) Floor and Stair Dismantling: second floor walls and floors shall be removed in sections. The second floor must be cleared of all materials before stair dismantling begins. Prior to dismantling, inspect the load-bearing condition of the floor and the stability of walls and floor panels. Throwing

materials from the second floor is strictly prohibited. A safety perimeter must be established on the ground during second floor dismantling.

(v) Floor Panel Dismantling: During the removal of second floor panels, personnel working at height must wear five-point safety harnesses. A restricted zone shall be established below the floor panels, and unauthorized access or loitering is prohibited.

(vi) On-site Safety Supervision Requirements: The custom-built booth contractor shall designate dedicated safety supervisors to monitor the implementation of safety measures throughout the entire process. Each two-stories custom-built booth must be assigned at least one dedicated safety supervisor, who must hold a valid safety officer qualification certificate.

## **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 with reference to national standards such as the *Technical Standard for Temporary Electrical Safety at Construction and Municipal Engineering Sites (JGJ/T 46-2024)*, taking into account the specific conditions 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 construction 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. Special Operation Qualifications**

If booth setup involves electrical installation, the construction unit must possess electrical installation qualifications. All electricians and welders entering the exhibition hall for construction must hold a valid “Special Operation Permit” issued by the emergency management authorities. The validity of these certificates can be verified via the website of the Ministry of Emergency Management of the People’s Republic of China (<https://cx.mem.gov.cn/>). Personnel must register at the construction permit office with the aforementioned valid certificates. Electricians and welders are required to carry their valid permits while working; otherwise, they will not be permitted to enter the exhibition hall for construction.

### **3. Electricity Load Application Management**



- (1) Prior to commencing on-site setup, construction units must submit their electrical load requirements to the Canton Fair Drawing Review Team for approval. Based on the declared power, the organizing committee will pre-install power distribution boxes with corresponding specifications. The construction unit shall pay a deposit for the power box and settle the electricity fee according to the declared power indicated in the submitted drawings.
- (2) The actual power consumption should closely align with the declared load during drawing submission. If a replacement of the power box is necessitated due to a mismatch between the pre-installed box and the on-site power demand, the construction unit shall bear the box replacement fee.
- (3) Any increase in electricity consumption beyond the originally declared capacity must be reapplied for with the Drawing Review Team. The organizing committee will penalize violations such as unauthorized load increases in shell scheme upgrades and excess consumption beyond declared capacity in custom-built booths.
- (4) The load capacity of all switches and cables shall be maintained within their rated design limits. The protective setting value of the main switch in the booth control panel shall be less than or equal to that of the switch in the exhibition hall's distribution box to which it is connected.
- (5) Unauthorized electrical connections, ad-hoc wiring, or any form of unapproved power installation will result in the termination of power supply to the booth. Additionally, a penalty equivalent to twice the electricity fee based on the unauthorized load capacity will be imposed.

#### **4. Responsibility for Protection of Electrical Equipment and Facilities in Exhibition Hall**

- (1) All exhibitors and construction units must properly protect the electrical facilities and equipment of the exhibition hall. Unauthorized connections or haphazard wiring are strictly prohibited. If an exhibitor disassembles, modifies, or upgrades the lighting or circuits of a shell scheme, or relocates light fixtures or booth distribution panels without authorization, exhibition hall electricians will forcibly restore the original configuration. A penalty equivalent to twice the cost of restoration will be imposed. In cases of damage or loss to lighting, wiring, or distribution panels, the violator will be publicly criticized in the *Canton Fair Newsletter* and required to provide full compensation.
- (2) The distribution panels provided by the organizing committee to custom-built and simply-decorated booths are an extension of the exhibition hall's fixed power facilities. They serve as power connection points for exhibition purposes and must not be used as the main control panel for the booth (which shall be separately configured by the construction unit). These panels shall be placed in the aisle immediately adjacent to the booth.
- (3) On the evening of dismantling, exhibitors or construction units that have pre-installed distribution panels or rented them from the organizing committee must assign personnel to remain at the booth until exhibition hall electricians remove and retrieve the panels.
- (4) Exhibitors or construction units that fail to return distribution panels will have a fee of RMB 1,000 per panel deducted from their deposit or security bond.
- (5) Booths requiring the use of electric tools during setup or dismantling must apply to the organizing

committee for a construction power panel. Power for construction must not be drawn from the exhibition hall-provided distribution panels. While the construction power panel is provided free of charge, only one panel may be applied for per booth.

(6) The construction power panels provided by the organizing committee to custom-built and simply-decorated booths are solely for temporary use during booth construction. They will be retrieved by exhibition hall electricians upon completion of work. These panels must not be used as booth control power sources or for purposes such as exhibition testing. Violations will result in a warning from the organizing committee and an order for immediate rectification. Additionally, depending on the severity of the violation, penalties may include deductions from the security bond, reduction of evaluation scores, blacklisting, or revocation of the right to provide custom-built services at the Canton Fair, in accordance with the *Canton Fair Regulations on Penalties for Violations by Custom-Built Service Providers*.

## **5. 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 construction 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 aluminium 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, metal components and sockets 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) Requirements for wiring and installation of booth distribution boxes:  
A neutral terminal block and a grounding terminal block must be separately installed on the electrical mounting plate. The neutral terminal block must be insulated from the metal electrical mounting plate, while the grounding terminal block must be electrically connected to the metal electrical mounting plate. The neutral wire in the incoming and outgoing lines of the booth distribution box must be connected via the neutral terminal block, and the protective grounding wire must be connected via the grounding terminal block.
- (10) Requirements for the appearance and safety labeling of distribution boxes:  
The enclosure of the distribution box must be intact without missing parts or deformation. Distribution boxes with cracks, holes, structural damage, or severe corrosion are strictly prohibited. The door of the distribution box must close properly and lock securely. Distribution boxes with faulty door locks, excessive gaps after closing, or those that cannot be securely fastened are prohibited from use. The surface of the box must be kept clean, free from oil stains, adhesive residues, or other attachments. A hazard warning label must be affixed to the front of the box, with the label size proportionate to the distribution box. The nameplate and parameter labels must be intact and legible.
- (11) High-heat lamps must be equipped with thermal insulation protection. Advertising boards, lightboxes, and lamp posts should be fixed with drilled holes and equipped with convection cooling openings, as well as ballasts that comply with fire safety requirements. Lamp ballasts and triggers must be certified products that have passed national inspections.
- (12) The use of iodine-tungsten lamps (sun lamps), neon lights, high-temperature high-pressure lamps with triggers that generate excessive heat, and any other lighting fixtures with potential safety hazards is strictly prohibited within exhibition booths. The use of high-power lamps exceeding 500W is also forbidden.
- (13) Temporarily installed electric heating devices in exhibition halls must have adjacent walls and operating surfaces constructed of non-combustible materials.
- (14) Special Notes for LED Light Strips:  
LED light strips with power rectification (low-voltage direct current) must be used.



If 220V directly powered LED light strips (long or block types) are used, the product must be clearly marked with the manufacturer's name (or brand logo) and the national CCC certification mark. On-site exhibition personnel must provide relevant CCC certification documents for such light strips for inspection.

Failure to provide relevant CCC certification or other required documentation will result in removal of the product from the exhibition site, and mandatory replacement with LED light strips equipped with power rectification (low-voltage direct current).

(15) All power strips used must be flame-retardant safety models certified with CCC or CE marks. Daisy-chaining of power strips is strictly prohibited.

## **6. Safety Management Regulations for Electrical Work**

(1) The installation of electrical facilities must comply with national power industry regulations and standards, strictly adhering to the following: *Code for Design of Low Voltage Electrical Installations (GB50054-2011)*, *Technical Standard for Safety of Temporary Electricity at Construction and Municipal Engineering Sites (JGJ/T46-2024)*, *Code for Acceptance of Construction Quality of Building Electrical Projects (GB50303-2015)*, *Code for Design of Power Distribution for General Electrical Equipment (GB50055-2011)*, as well as the exhibition hall's specific fire safety regulations and the detailed requirements outlined in these provisions. Contractors must submit a Letter of Commitment for Electrical Safety in Exhibition Booths to the Canton Fair Drawing Review Team before commencing work.

(2) Electrical work must be carried out strictly in accordance with the drawings and plans approved by the Canton Fair. The electrical load must be kept within the approved total capacity. Exhibition setup units are prohibited from making any unauthorized changes to the approved application content. Unauthorized modifications will result in the Canton Fair refusing to supply electricity and may lead to warnings or penalties. If additional electrical equipment is genuinely needed on-site, exceeding the approved load, the unit must promptly apply for the relevant procedures and pay the corresponding fees in accordance with regulations. If a unit is found to have under-reported electricity usage, the exhibition hall electricians have the authority to demand payment of the outstanding fees. Refusal to pay will be handled in accordance with Article 2, Section 15 of these regulations. Cases that seriously impact electrical safety may result in warnings or public criticism.

(3) The setup of custom-built booths is not permitted to obstruct or cover the exhibition hall's lighting distribution boxes, power distribution boxes, or telephone terminal boxes. If obstruction or covering is necessary, approval must be obtained from the Canton Fair Drawing Review Team. Any obstruction must leave a 600mm-wide access passage. Covering floor-mounted distribution boxes must involve a removable cover larger than the box itself, with sufficient operating space in front of the box. The operating space must allow the box to be opened fully for operation, and shall be no less than 600mm to ensure safety inspections and troubleshooting.





- (4) For non-mechanical three-phase loads, sub-switches with graded protection shall be installed. If the single-phase load exceeds 16A, a three-phase power supply design shall be adopted, and the booth load shall be evenly distributed across the three phases.
- (5) The protective setting value of the main switch in the booth's self-provided distribution box shall be less than or equal to that of the switch in the exhibition hall's distribution box to which it is connected.
- (6) It is strictly prohibited to connect or add lighting fixtures, whether by exhibitors themselves or by non-exhibition hall electricians without authorization. Applied-for power sockets shall not be used to connect booth lighting fixtures. All usage must strictly remain within the permitted maximum capacity of 500W. Connecting electrical equipment that exceeds the permitted capacity will be treated as creating a safety hazard, resulting in power disconnection, and the exhibiting unit will be held responsible.
- (7) Sockets in upgraded shell schemes shall be uniformly installed on the left and right sides at the front of the booth.
- (8) Exhibitors shall not arbitrarily remove, relocate, or remove from the exhibition hall any electrical facilities or equipment configured and installed by the Canton Fair within their booth.
- (9) Upon completion of booth setup and at daily closing, exhibitors must check whether the spotlights installed in the booth have become loose or detached. If any spotlight is found detached, the exhibition hall electricians must be notified immediately to prevent damage to exhibits.
- (10) If a standard distribution box is installed by the Canton Fair within an upgraded shell schemes, its location must not be moved. Exhibitors must plan their layout to avoid it. For specific locations of these distribution boxes, consult the Drawing Review Team.
- (11) Booth distribution boxes shall not be installed inside rooms or cabinets. They must be installed in visible, easily accessible locations convenient for operation and inspection, preferably adjacent to distribution boxes provided by the Canton Fair.
- (12) Custom-built booths must undergo a safety inspection before power-on. The construction unit's electrician shall perform a self-check first. Before enclosing any concealed electrical components, the unit must proactively contact the Canton Fair electrical safety officer for a safety inspection. Booths failing to meet safety requirements will not be energized by exhibition hall electricians.
- (13) The construction and maintenance of custom-built booths are the responsibility of the assigned construction unit, under the supervision of the relevant trade delegation and chamber of commerce.
- (14) Failure to implement rectifications specified in an official rectification notice within 2 hours of acknowledgment will result in power disconnection. Failure to rectify within 8 hours of acknowledgment will lead to booth sealing, registration of the unit on record, and revocation of its eligibility for setup in the next session.

## **7. Important Notes**

- (1) The use of electric heating equipment (such as electric kettles, hot plates, or irons) is prohibited. If such equipment is essential for demonstration purposes, an application must be submitted to the



Customer Service Center for approval.

(2) Exhibits or equipment requiring a 24-hour power supply (applicable only to custom-built booths, excluding upgraded shell schemes) must be applied for in writing by the exhibiting enterprise. The application, endorsed by the respective trade delegation, shall be submitted to the Drawing Review Team. Equipment approved for 24-hour operation must be connected to an independent circuit equipped with a safe and reliable protective switch per regulations, and must be free from potential malfunctions. The exhibiting enterprise will be held financially liable for any losses resulting from power outages caused by equipment failure or malfunction of its own switches.

(3) Lighting fixtures (e.g., downlights, spotlights, quartz lamps) within any booth must be installed at least 30cm away from exhibits and decorative materials. Junction boxes must be installed to ensure no exposed wire connections or bare conductors are visible.

(4) For the safety of upgraded shell schemes, the pre-installed wiring cannot be altered, and the distribution box position is fixed. Exhibitors must avoid these boxes when hanging mesh panels or arranging their own exhibit configurations.

(5) For upgraded shell schemes with rented distribution boxes, the connection work on the load side (output) is the responsibility of the exhibitor's electrician. exhibition hall electricians are only responsible for the supply side (input) connection.

(6) The installation and wiring of all electrical circuits within an upgraded shell schemes, after renting a distribution box, are the responsibility of the exhibitor's assigned electrician.

(7) To ensure overall exhibition hall and personal electrical safety, only additional rented LED floodlights or LED lamps are permitted for lighting in the following exhibition areas: Shoes, Weaving, Rattan and Iron Products, Gifts & Premiums, Festival Products, Home Decorations, and Toys.

(8) The standard 220V/10A power sockets provided in custom-built booths are solely for low-power household appliances (e.g., televisions, water dispensers). The total load on any single circuit must not exceed 1500W. The use of high-energy-consumption, high-power resistive heating appliances (e.g., electric stoves, ovens) is strictly prohibited.

(9) Special Electrical Equipment

a. Independent dedicated circuits shall be established for each category of the following: lighting, mechanical power, frequency conversion equipment, silicon-controlled rectifier (SCR) devices, dimming equipment for stage lights, audio amplification systems, equipment with special requirements (e.g., 24-hour power supply), and any other critical equipment deemed by the exhibitor to require guaranteed supply. Sharing a single circuit for these purposes is strictly prohibited.

b. Critical electrical equipment and supplies for important locations or occasions shall be equipped with dual circuits (primary and backup) for redundant power supply.

c. Devices such as computers and precision instruments must be protected by Uninterruptible Power Supplies (UPS). The exhibitor or contractor shall bear full responsibility for any data loss or equipment damage resulting from power interruptions.



- d. Compressors brought by exhibitors must be declared during the electrical application process, placed in designated locations, and comply with all relevant safety standards and regulations.
- e. Equipment with built-in batteries must be equipped with a power switch. Power supply to such equipment must be switched off during non-exhibition hours, and charging is prohibited after hall closure. For exhibits/samples with built-in batteries, electrodes (anode/cathode) must be separated after display. Storing spare batteries in the booth is strictly forbidden.

#### (10) Circuit Breaker Tripping Handling

- a. In the event of overheating circuits/switches or frequent tripping within a booth, the exhibitor and contractor must immediately cut off power for inspection and resolution. If the issue is caused by faulty cables, lighting equipment, or other apparatus provided by the exhibitor/contractor, immediate repair or replacement is required.
- b. If tripping is caused by unauthorized addition of electrical equipment to an upgraded shell schemes's basic configuration or by overload in a custom-built booth, the exhibitor/contractor must, while rectifying the issue, re-apply for the amended electrical load and replace the power distribution box. The exhibition hall management reserves the right to disconnect power or halt construction for non-compliance with rectification measures.
- c. If a power outage occurs due to the tripping of a fixed exhibition hall distribution facility's protective breaker, exhibition hall electricians must be notified immediately for handling. Unauthorized re-energizing of the circuit is strictly prohibited.

### 8. Penalty Provisions

(1) exhibition hall electricians are authorized to inspect all electrical appliances, wiring, switches, and other distribution facilities on the exhibition site. No construction unit may refuse such inspection. If potential hazards are identified, the unit must cooperate in implementing corrective measures and may not refuse rectification under any pretext. Power will not be supplied to any booth that fails to meet safety requirements and poses an electrical safety hazard, and the unit will be ordered to rectify the issues or dismantle the non-compliant installations.

(2) Construction units that refuse to implement rectifications will be penalized in accordance with the *Canton Fair Regulations on Handling Violations by Custom-Built Booth Service Providers (Detailed Rules)*.

### 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 1<sup>st</sup> storey and 4.5m in height for 2<sup>nd</sup> 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。

## **5.9 Green Development of Canton Fair**

The Green Canton Fair program will continue to be implemented in the 138th session of Canton Fair, and a target of 100% coverage of Green Booths has been established. We will launch a collection of excellent cases of green and beautiful booths at the Canton Fair, as detailed in Annex 9. Strengthen noise control. In principle, sound source devices such as televisions and LED screens used in booths can only be used for visual interpretation, and cannot play any sound; if the sound source device is an exhibit, it is only allowed to play sound when it is introduced to customers for the functions, and the sound volume must not be higher than the normal negotiation volume in the booth. It is not allowed to conduct audio performances (including but not limited to musical instrument performances) that are not for the promotion of exhibits' functions or to carry out other audio activities that are higher than the normal negotiation volume in the booth.

### **Item 1. Criteria for the Green Custom-built Booth of Canton Fair**

The criteria herein define the design, structure, material, workmanship of Booth Construction 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 transportation.

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

- c. Construction 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 115<sup>th</sup> session of the Canton Fair.**

### **Item 3 Call for Submissions Guidelines: Canton Fair Green Booth Award**



## Chapter I General Provisions

**Article 1** To comprehensively enhance the quality of green development at Canton Fair, encourage innovative design and construction materials of customs-built booths, improve booth display effects, and elevate the overall exhibition level of Canton Fair, this evaluation method is specially formulated.

**Article 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.

**Article 3** China Foreign Trade Centre Group, Ltd. (hereinafter referred to as 'Foreign Trade Centre Group') is responsible for the planning, organization and implementation of the selection.

## Chapter II Prizes

**Article 4** The Canton Fair Green Booth Award will include Gold medal, Silver medal, Bronze medal, and award for green small booth, innovative design booth, innovative construction materials booth, recycling booth as well as popularity award.

**Article 5** After a comprehensive consideration from the aspects of the exhibition area setting, exhibits range, display methods and comparability of selection, the current Canton Fair exhibition area shall be categorized into 6 general categories including electronic appliances, industrial manufacturing, housewares, building materials and home decoration, fashion, and health and recreation. Each category will be granted 1 gold medal, 2 silver medals, and 3 bronze medals.

**Article 6** In order to encourage the exhibitors of small booths (with an area of 2-3 shell schemes) to improve green design, 1 to 3 awards for green small booths will be set up in each phase. At the same time, in order to encourage innovation in booth design and construction materials and the recycling of materials, 1 to 3 awards for design innovation booths, material innovation booths and recycling booths will be set up in each phase. And the awards will be assessed by experts and judges and may overlap with the Gold, Silver, Bronze and Popularity Booths. The award can be left vacant if no booth can meet the requirements.

**Article 7** To expand the publicity and promotion of the Call for Submissions, Canton Fair will establish 5 popularity awards for each phase. These 5 awards will be finalized by online voting through Canton Fair Green Booth Award WeChat mini program according to the final number of votes.

**Article 8** In order to encourage all trade delegations to actively organize exhibitors to participate in the green development campaign of Canton Fair, the trade delegations whose number of applications from their affiliated exhibitors rank top 3 of the total number of applications or the number of cases rank top 3 of the total number of cases, and meanwhile, whose affiliated exhibitors neither violate the regulations on booth construction, discard exhibits or construction material waste, violate the noise control regulations of the Canton Fair, nor fail to wear safety helmets during the booth preparation and dismantle period or implement the regulations of Canton Fair, will be rated as excellent organizing units.

**Article 9** The Gold, Silver, Bronze, green small booth, innovative design booth, innovative construction materials booth, recycling booth and popularity booth 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 III Scope of Submission

**Article 10** Custom-built booth (exhibition delegation, unified construction booth and belt-economy booths are excluded).

**Article 11** Participating enterprises have never been blacklisted because of violating the regulations of Canton Fair.

**Article 12** There are no irregularities in the process of use, establishment, construction, dismantlement.

**Article 13** There are no intellectual property disputes or arguments with the applicants.

**Article 14** The design scheme which has been awarded the Canton Fair Green Booth Award shall not be repeatedly submitted within three sessions from next session since it is granted the award. However, when the scheme is used continuously for the third time, the booth can be applied for the recycling award, which can only be applied once, and the booth must be Class A custom-built booth (i.e. pure metal structure).

**Article 15** Only one of the design schemes that have high similarities by one same participating enterprise will be selected during one session of Canton Fair.

### Chapter IV Selection Criteria

**Article 16** Evaluation criteria of the Canton Fair Green Booth Award

(a) Aesthetic design: (30%)

- Full embodiment of green, pro-environment and sustainable concept.
- Integration of exhibition enterprises' culture and exhibits.
- Simple and creative.
- Strong sense of design.

(b) Booth function: (20%)

- Highlight the subject and key exhibits.
- Reasonable layout of internal wiring.
- Complete functions of display and negotiation.
- Well-prepared booth information.

(c) Publicity effect: (25%)

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

(d) Material and techniques: (25%)

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

## Chapter V Process of Call for Submission

### Article 17 Process of Call for Submission

#### Application

1. Applicants: Exhibitors who met the conditions of participation and apply voluntarily.
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)

#### 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 each phase.
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 each phase. Overdue offer or not provided, as a waiver of the selection.

#### 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 Canton Fair through the Canton Fair Green Booth Award WeChat mini program to decide the green booth popularity award.
2. On-site evaluation is conducted by experts through comprehensive scoring, with the highest and lowest scores eliminated. This process determines the Gold award, Silver award, and Bronze award. Separate recognitions are awarded for Small Green Booth, green small booth, innovative design booth, innovative construction materials booth, recycling booth and popularity booth, based on criteria of innovative design and construction materials, and circular utilization performance.
3. On-site checking during dismantle period. During the Dismantle 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 Dismantle period, the booth will be disqualified for the award and the vacancy will be filled in the proper order.

#### Announcement:

The cases of award-winning booths will be reviewed by the CFTC and be publicized on the Canton Fair website for five (5) working days before being formally announced.

## Chapter VI Incentive Measures

**Article 18** The following incentives will be granted to award-winning green booths in Canton Fair:



1. Under similar conditions, the award-winning exhibitors shall enjoy more preferential terms in booth allocation and booth location arrangement than other exhibitors in the next Canton Fair.
2. During the Canton Fair's brand booth evaluation, additional points will be awarded to relevant exhibiting enterprises as follows: Green & Beautiful Five-Star Booth: +3 points per instance; Green & Beautiful Four-Star Booth: +2 points per instance; Green & Beautiful Three-Star Booth, Green & Beautiful Small Booth, Design Innovation Booth, Material Innovation Booth, Recycling Booth, and Most Popular Booth: +1 point per instance (Points are awarded per booth category and are not cumulative for the same booth).
3. Exhibitors winning Green & Beautiful Five-Star Booth will be one criterion for the selection of VIP exhibitors in the international pavilion.
4. Prepare a collection of excellent cases of Green & Beautiful Five-Star Booth in Canton Fair and publish them at the next session of Canton Fair.
5. Widely publicize through the official website of Canton Fair, WeChat official account, "Canton Fair Newsletter", and media highlights etc.
6. Include the effectiveness of various trading groups' participation in organizing and implementing the Green Development Plan of the Canton Fair as an important reference indicator for the evaluation and rewarding of the exhibition work.
7. The relevant constructor of the award-winning custom-built booth will be granted with scores by the Canton Fair, with 4 scores for Green & Beautiful Five-Star Booth, 3 scores for Green & Beautiful Four-Star Booth, and 2 scores for Green & Beautiful Three-Star Booth, Green Small Booth, Innovative Design, Innovative Materials, Recycling Booth and Popularity award.
8. The relevant trade delegations, exhibitors and custom-built booth constructors will be granted award-winning construction contractor will be honorary certificates.
9. If the same booth is selected as the winner of Green & Beautiful Five-Star Booth, Green & Beautiful Four-Star Booth and Green & Beautiful Three-Star Booth award, Green Small Booth, Innovation Design Booth, Innovation Material Booth, Recycling Booth and Popularity Booth at the same time, the highest level of the award will be taken when adding the scores and the award shall not be accumulated.

## Chapter VII Related Responsibilities

**Article 19** The trade delegation 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.

**Article 20** The chamber of commerce/association is responsible for implementing the incentive measures for participating enterprises.

**Article 21** Foreign Trade Centre Group shall be responsible for organizing the entire awarding processes to ensure the transparency, justice and fairness of the activity. Foreign Trade Centre Group shall also responsible for inviting judging panel members and promotion of the awarding initiative as well as dealing with rewarding process with the winners. Foreign Trade Centre Group shall execute publicity and



promotion for the campaign .Foreign Trade Centre Group shall implement incentive measures for qualified special booth construction service providers.

#### **Chapter VIII Supplementary clauses**

**Article 22** This provision shall be interpreted by Foreign Trade Centre Group.

**Article 23** This provision shall take effect from the 136<sup>th</sup> 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 areas set, exhibits category, display methods and comparability of selection, the existing Canton Fair exhibition areas are categorized into six major groups: Electronics & Appliance, Industrial Manufacturing, Home & Consumer Goods, Building Materials & Home Decoration, Fashion & Lifestyle, Health and Leisure. The following information is for reference only.

- 1. Electronics & Appliance.** 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, Hardware tool. Including hardware and tools, etc.
- 3. Home & Consumer Goods.** 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.
- 4. Building materials and Home Decoration.** Including building and decoration materials, bathroom equipment, stone/Iron decoration and outdoor spa equipment, etc.
- 5. Decoration, Fashion & Lifestyle.** Including maternity and baby products, children's wear, men's and women's wear, underwear, sportswear and leisure wear, fur, leather and feather etc. products, clothing ornaments and accessories, textile materials and fabrics, shoes, bags, household textiles, carpets and tapestries.
- 6. 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 (20%)	1.Highlight the subject and key exhibits	8	
	2. Reasonable layout of internal wiring	4	
	3.Complete display and negotiation function	4	
	4.Well-prepared booth information	4	
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 and techniques (25%)	1.Comply with the principle of “3R” and focus on light aromatics and recyclable	10	
	2.Highlight the selection of professional profiles	5	
	3.Fine workmanship, scientific construction	5	
	4. Booth demolition is safe and efficient	5	
Total:		100	





### Appendix 3

#### Application Form for the Canton Fair Green Booth Award

Booth Number				Category	
Company Name		Contact Person		Contact	
Construction Contractor		Contact Person		Contact	
Trade Delegation					
Aesthetic Design (less than 200 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 200 words)	(Elaborate booth's exhibition theme and key exhibits, reasonably set internal lines, distribute, display and negotiation space)				
Promotion Effect (less than 200 words)	(Elaborate how the booth highlights the culture and brand of exhibitors with high-tech display method)				
Material and Techniques (less than 200 words)	(Elaborate 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 onsite Picture (1~3 Pictures)	(Upload the shoot on the first day of each exhibition Phase. <b>Overdue or non-upload is deemed to waive the award declaration</b> )				



### **5.10 Forms for Booth Constructing**

B1 Charge Criteria for Tables and Chairs in the International Pavilion (Custom-built Booth)

B2 Charge Criteria for Electrical Items

B3 Application Form for Modification of Shell Scheme

B4-1 Modification Plan for Shell Scheme

B4-2 Charge Criteria for Service of Shell Scheme

B4-2 Rental of Exhibition Appliance for Shell Scheme

B4-3 Declaration Form for Electricity Supply in Shell Scheme

B5 Rental of Plants

B6 Application Form for Internet Service

B7 Application Form for Installing Radiophone



## B1 Charge Criteria for Tables and Chairs in the International Pavilion (Custom-built Booth)

Unit: RMB

Areas	No.	Specifications	Dimension (cm)	Unit	Advance apply	Late apply	Apply on-site	Figure
Area A	A1	1 aluminium alloy square table and 4 plastic chairs	65*65*68	Set	145	160	175	
	A2	1 glass table and 4 aluminium 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 aluminium 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 aluminium 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	

## 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 System of official website. Fax, paper application or email is not accepted.

For Shell Scheme, please email this application form prior to the deadline to the construction contractor nominated by the Canton Fair.

**Email: [cfedcip@cfedc.net](mailto:cfedcip@cfedc.net)**

## Application

## B2

(Applicable to apply for electricity for machinery, customer-built booths and Shell Scheme)

Unit: RMB/ Phase

S.N.	Item	Master Switch Specs (Voltages /Current)		Unit	Charge Criteria	Deposit
E1	Electricity Usage In Construction 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 (included installation)	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 <sup>2</sup>		

Note:

- Exhibitors who have applied the electrical items above mentioned are required to rent our electricity distribution box. All of the rented electricity distribution boxes will be installed by our electricians. The connection of electricity under the switch pile of the distribution box (inside the booth) should be done by the exhibitor themselves under the supervision of the power distribution personnel of the exhibition hall.
- 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 construction contractor:

Canton Fair Exhibition Design and Construction Co., Ltd

Address: Room 1320, Canton Fair Tower B, No. 669 Fengpu Middle Road, Haizhu District, Guangzhou

Contact Person: Ms Feng (13802796842), Ms. Guan (13711187356)

Tel: +86-20-89139753, 89139719

Email: [cfedcip@cfedc.net](mailto: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 Shell Scheme

Deadline: Sept. 25 (Phase 1 & Phase 2)  
Oct. 10 (Phase 3)

You are requested to fax or email this application form to the construction contractor nominated by the Fair prior to the deadline.

Email: [cfedcip@cfedc.net](mailto:cfedcip@cfedc.net)

Acknowledgement Form for Facilities of Shell Scheme

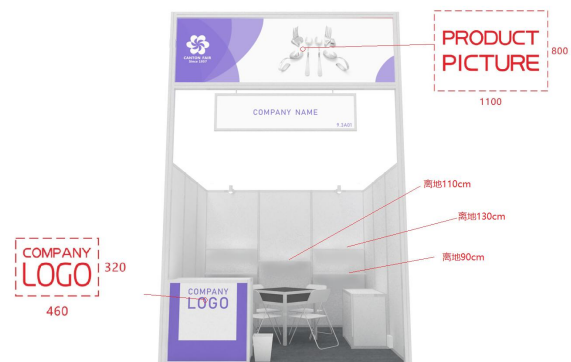
**B3** Phase \_\_\_\_ Booth No.

#### Visual Drawing and Necessary Facilities for Shell Scheme

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, 2 spotlights, 1 socket, 5 laminates, 1 reception desk, 1 floor cabinet, 1 aluminium 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 etc., otherwise such costs shall be borne by the enterprise.. The product pictures provided by enterprises should avoid advertising wording, QR codes, websites, facial images and other information.



The appearance and color of the Shell Scheme 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 nominated construction 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 Shell Scheme 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 Shell Scheme, the construction 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, aluminium frameworks should be allowed inside the Shell Scheme. 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 Shell Scheme 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 nominated construction contractor for 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 nominated construction contractor prior to the deadline in case increased or extra facilities are necessary.

**Please contact the Fair's nominated construction contractor: Canton Fair Exhibition Design and Construction Co., Ltd**

Address: Room 1320, Canton Fair Tower B, No. 669 Fengpu Middle Road, Haizhu District, Guangzhou

Contact Person: Ms Peng (15817159344), Ms. Guan (13711187356)

Tel: +86-20-89139755, 89139719

E-mail: [cfedcip@cfedc.net](mailto:cfedcip@cfedc.net)

---

Booth No.: \_\_\_\_\_ Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-mail: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Company Stamp: \_\_\_\_\_



## B4-1 Modification Plan for Shell Scheme

**Deadline: Sept. 25 (Phase 1 & Phase 2)**  
**Oct. 10 (Phase 3)**

You are requested to fax this application form to the construction contractor nominated by the Fair prior to the deadline.

Email: [cfedcip@cfedc.net](mailto: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 (exhibition appliance, 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.

			<b>Back</b>				<div style="display: flex; flex-direction: column; align-items: center;"> <div style="margin-bottom: 20px;">  14W long-arm spotlights </div> <div style="margin-bottom: 20px;">  40W fluorescent lamp </div> <div>  220V power socket </div> </div>
<b>Left</b>						<b>Right</b>	
			<b>Front</b>				

Booth Plan(Scale:1 grid=1m<sup>2</sup>)

### Remarks:

1. The Fair will nominate the construction 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.**



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CHINA IMPORT AND EXPORT FAIR  
Since 1957

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**Please contact the Fair's nominated construction contractor: Canton Fair Exhibition Design and Construction Co., Ltd**

Address: Room 1320, Canton Fair Tower B, No. 669 Fengpu Middle Road, Haizhu District, Guangzhou

Contact Person: Ms Peng (15817159344), Ms. Guan (13711187356)

Tel: +86-20-89139755/89139753, 89139719

E-mail: [cfedcip@cfedc.net](mailto: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

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Booth No.: \_\_\_\_\_ Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-mail: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Company Stamp: \_\_\_\_\_



## B4-2 Charge Criteria for Service of Shell Scheme

Deadline: Sept. 25 (Phase 1 & Phase 2)  
Oct. 10 (Phase 3)

You are requested to fax this application form to the construction contractor nominated by the Fair prior to the deadline.

Email: cfedcip@cfedc.net

### Application of Exhibition Appliance and Electronics

### B4-2

Phase Booth No.

Unit: RMB/ Phase

S.N.	Items	Specifications (MM)	Unit	Charge Criteria					
				Advance applicat ion	Overdue/ on-site application (installation)	On-site applicat ion(dis mantle)	Depo sed	Qty.	Total
F1	Square Table of Aluminium 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)	Renting this socket requires renting it together with the 6A/220V electrical box and cannot be applied for separately	One	440	440	30			
F19	Long-arm Spotlight	14W	One	105	105	30			
F20	Horizontal Fridge	(Electricity excluded, Advanced Application	One	1800			3000		





		only)							
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		
F25	2.5-meter Stainless Steel Display Frame	Length:2500 Diameter: 25	One	100	100				
Total:									

**Notes:**

1. Please illustrate your allocation of exhibition appliances in Form B4-1. This form and Form B4-1 are valid only if they are returned to the Fair prior to the deadline.
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. The power supply for 24-hour sockets will be available from 12:00 noon on the final preparation day of the current session until the unified power cut-off time for exhibition dismantling designated by the organizer.
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. 100% additional fee shall be charged for late submission or spot-purchasing.**

**Please contact the Fair's nominated construction contractor: Canton Fair Exhibition Design and Construction Co., Ltd**

Address: Room 1320, Canton Fair Tower B, No. 669 Fengpu Middle Road, Haizhu District, Guangzhou

Contact Person: Ms Peng (15817159344), Ms. Guan (13711187356)

Tel: +86-20-89139755, 89139719

E-mail: [cfedcip@cfedc.net](mailto: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 Appliance for Shell Scheme



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

## 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	规格
F10 网片 Steel grid	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)	

项目	
F12 矮饰柜 (只接受提前申请) Short display counter (advanced application only)	
规格	
990X495X1000	

项目	规格
F13 冲孔板 punched-plate	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



广州广交会展览工程有限公司  
CANTON FAIR EXHIBITION DESIGN AND CONSTRUCTION CO., LTD.

此图表仅供进口展区用



### B4-3 Application Form for Electricity Supply in Shell Scheme

**Deadline: Sept. 30 (Phase 1 & Phase 2),  
Oct. 10 (Phase 3)**

The 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 team.

Fax: +86-20-89124244 Tel: +86-20-89124229, 89124242

#### ● Application

Name of Exhibitor			
Booth No.			
Contact Person		Tel (including mobile phone)	
		Fax (including area code)	
Name of the construction 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	
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  $\sqrt{\phantom{x}}$ .

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 may 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. Construction 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, construction contractor shall pay for additional charge.

4. An annex may 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 Construction contractor:

Date:

**Notes: This form can be downloaded at: [www.cantonfair.org.cn](http://www.cantonfair.org.cn)**



## B5 Rental of Plants

Unit: RMB/pot

No.	Plants	Size	Rent/Price	Remarks
1	Spathiphyllum kochii	<0.5m tall	RMB25	1.For rented Plants, the charge is for one Phase (3-5 days); 2. Arranged Plants 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 Plants (small)	30-35cm (diameter)	RMB50	
13	Arranged Plants (medium)	35-40cm (diameter)	RMB80	
14	Arranged Plants (fan)	50cm diameter, 50cm tall	RMB80	
15	Podium Plants	60cm (diameter)	RMB280	

### Notes:

1. The right of interpretation for the above-stated unit prices and specifications shall be reserved by the plants 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. **The deadline** of application for wired broadband: by 12:00, 1 day prior to the Complex Close Time; special optical fiber service: by 12:00, 5 days prior to the exhibition. And the broadband network mainly covers the indoor exhibition halls. The service charges and this form can be filled in optionally.

Please reply to: CHINA FOREIGN TRADE CENTER (GROUP)

Contact: Information Technology Department, Customer Service Center

Tel: +86-20-89139099, 89139090

#### Broadband Network Service

No.	Item	Unit	Fee	Deposit	Remarks
1	Cable network	pcs	RMB960/session		5M broadband (applicable to 1-2 terminals for Internet access, requires separate application for networking service)
			RMB2000/session		15M broadband (applicable to 3-5 terminals for Internet access, requires separate application for networking service)
			RMB3600/session		30M broadband (applicable to 6-10 terminals for Internet access, requires separate application for networking service)
			RMB8000/session		100M broadband (applicable to 6-10 terminals for Internet access, requires separate application for networking service)
2	Cable group network	pcs	RMB240/session		This can be applied when one cable network has been applied. If this is applied when cable network has not been installed, only LAN group and network is provided. Network switch and network cable are available at RMB240 per terminal.
3	Cable broadband	pcs	RMB4800/pcs		10M dedicated line (only contains one common public network IP address. Cable networking can be established by exhibitors with no limit to the number of terminals).
			RMB12000/pcs		30M dedicated line (only contains one common public network IP address. Cable networking can be established by exhibitors with no limit to the number of terminals).
			RMB20000/pcs		60M dedicated line (only contains one common public





					network IP address. Cable networking can be established by exhibitors with no limit to the number of terminals).
			RMB32000/pcs		100M dedicated line (only contains one common public network IP address. Cable networking can be established by exhibitors with no limit to the number of terminals).
			RMB800/pcs		Dedicated public network IP address
4	Link lease	pcs	RMB960/pcs		Network channel of the exhibition hall is available at RMB960/site

#### Notes:

##### Wireless network:

Free wireless network service is provided in the exhibition hall.

Step 1: Search the WiFi signal named as “Cantonfair” or “Cantonfair-a” in the exhibition hall for Internet connections (“Cantonfair-a” is suggested as the first option);

Step 2: Open the browser to visit any website, the Canton Fair Exhibition Hall wireless network authentication page will automatically pop up, enter the user name (Canton Fair badge number) and password (last 6 digits of Canton Fair badge number), and click "login" to get online.

**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

The wired broadband network access service does not include outdoor exhibition halls. Exhibitors should log on the official website of Canton Fair to apply for wired network through “Easy Exhibitor System” 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. It is strictly forbidden for users to use wireless devices to organize their own networks without permission, and shall not interfere with the wireless network signal of the exhibition hall.



## B7 Application Form for Installing Radiophone

### Application Form for Installing Wire Telephone at the 138<sup>th</sup> 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>Canton Fair provides cable telephone installation services in this session. 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 +86-20-89139450.

## 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 IPR and Trade Dispute Complaint Services

To properly address complaints related to IPR and trade disputes occurring in the Canton Fair exhibition halls and online platform, and to maintain the Canton Fair's reputation, a Canton Fair Complaint Station for IPR and Trade Dispute (hereafter referred to as the "Complaint Station") has been established. Under the direct lead of the Canton Fair Business Office, the Complaint Station is responsible for handing complaints from overseas buyers and domestic exhibitors.

#### 6.2.1 Scope of Complaints:

- (1) Complaints related to IPR issues (For offline exhibitions, only complaints concerning exhibits from the current session and phase of Canton Fair will be accepted).
- (2) Complaints regarding trade disputes and contract performance (including product quality) arising from agreements signed at Canton Fair.

#### 6.2.2 Guidelines for Handling IPR Complaints:

##### (1) Offline Exhibitions:

Complainants should upload complaint materials, submit their complaint through the Canton Fair IPR Complaint System and bring the relevant original documents to the Complaint Station for verification. Complaint offices are set up in Areas A, B, C, and D to handle complaints related to alleged infringements of patents, trademarks (including geographical indications), and copyrights arising in their respective areas, according to the Complaint and Settlement Provisions for Suspected Intellectual Property Infringement in the Canton Fair.

##### (2) Online Platform:

Complainants should upload complaint materials and submit their complaint through the Canton Fair IPR Complaint System. The Complain Station (CFTC) will process complaints related to alleged infringements of patents, trademarks (including geographical indications), and copyrights on the online platform, following the Provisional Regulations on IPR Protection on the Canton Fair Online Platform.

#### 6.2.3 Guidelines for Handling Trade Dispute Complaints:

##### (1) During Offline Exhibitions:

Offline: The Complaint Station will process trade dispute complaints in accordance with the Rules for the Prevention and Resolution of Trade Dispute in China Import and Export Fair. Complaints are resolved through mediation, jointly facilitated by staff from the China Foreign Trade Centre (CFTC) and the South China International Economic and Trade Arbitration Commission (also known as Shenzhen Court of International Arbitration, hereinafter referred to as the SCIA) stationed at the Complaint Station.

Online: Trade dispute complaints can be submitted through the trade dispute complaint portal on the Canton Fair website. Complaints are resolved through online mediation via the Canton Fair Trade Dispute Online Mediation System, in accordance with the Interim Provisions on Prevention and Settlement of Trade Disputes in the Online Session of Canton Fair.

**(2) Outside Offline Exhibition Periods:**

During these periods, the trade dispute complaint portal on the Canton Fair website is closed. Complaints are instead handled by the CFTC Canton Fair Operation Department, the Canton Fair Business Office's daily office, which processes materials in accordance with the Measures for the Supervision of Export Exhibit Quality and Trade Dispute Complaints at Canton Fair (Revision) and other relevant regulations.

**6.2.4 Service Locations and Contact Information:**

Area A: Negotiation Rooms 1 and 2 at the east and west sides of the middle platform, between Halls 6 and 8  
Contact: Patent Group 020-89120886, Trademark and Copyright Group 020-89120987, Trade Dispute Group 020-89120986, Fax 020-89120888

Area B: 1F Meeting Room of Administrative Office

Contact: Patent Group 020-89120988, Trademark and Copyright Group 020-89120993, Trade Dispute Group 020-89061307, Fax 020-89120994

Area C (No trade disputes accepted): Counters 14.4-1 and 14.4-2

Contact: Patent Group 020-89075918, Trademark and Copyright Group 020-89075794, Fax 020-89075919

Area D (No trade disputes accepted): M2 Negotiation Room at Pearl Promenade near Hall 20

Contact: Patent Group 020-89078012, Trademark and Copyright Group 020-89077004, Fax 020- 89133983

**Scope of complaint handling:**

1. Complaints about intellectual property rights (only complaints about exhibits exhibited at the current session Canton Fair are accepted);
2. Trade disputes and contract performance issues (including product quality) signed at the Canton Fair

**6.3 Property Loss Registration and Claim of Lost Articles**

Public Security (Police) Review Group of the Canton Fair

Location by Area:

Area A: West side outside North Gate of Hall 6.1

Area B: North side outside West Gate on M1 floor

Area C: Next to Kungfu Restaurant, 1st Floor Central Atrium

Area D: Next to Vehicle Inspection Point 7A, North Ring Road

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 hall 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.
- (3) After exhibitors complete the booth setup, they shall assign personnel to guard booths; otherwise, the exhibitors shall bear the economic losses caused by issues such as loss or damage.

#### 6.4 Foreign Exchange Service

Bank of China, China Construction Bank, Bank of Communications, Bank of Ningbo and Industrial and Commercial Bank of China will offer deposit, withdraw and foreign exchange service in the exhibition halls.

Service Spot:

- Bank of China:
  - Counter 4-3, Hall 4, Pearl River Promenade, Area A;
  - Opposite to Counter 9-4, Hall 9, Pearl River Promenade, Area B;
  - Counter 15.2, Hall 15, Pearl River Promenade (ATM Only), Area C;
  - Counter 18-6, Hall 18, Pearl River Promenade, Area D.
- China Construction Bank:
  - Counter 4-5, Hall 4, Pearl River Promenade, Area A;
  - Counter 9-1, Hall 9, Pearl River Promenade, Area B.
- Bank of Communications:
  - Counter 13-4, Hall 13, Pearl River Promenade, Area B;
  - Opposite to Counter 20-6, Hall 20, Pearl River Promenade, Area D.
- Bank of Ningbo: Counter 17-3, hall 17, Pearl River Promenade.
- Industrial and Commercial Bank of China: Opposite to Counter 20-5, Hall 20, Pearl River Promenade.

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 convenient catering services are provided in the Canton Fair exhibition halls, with Chinese food, Western-style food, Muslim food, business meal, buffet, coffee and desserts, etc.

Guangdong Canton Fair New Mainland Exhibition Service Co., Ltd. offers specially customized catering services for exhibitors. For inquiries, please contact: Mr. Li at +86 15920505692; Ms. Zhong at +86 13268139106.



### **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 your 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, Car Rental, Translation and Etiquette Services**

**Canton Fair International Travel Agency Co. (Ltd.)** shall be able to arrange business travels and offer tickets booking Car Rental, Translation and Etiquette services for exhibitors.

#### **Service Spot and Tel:**

- Business Travel, Hotel Booking and Car Rental, Translation & Interpreting Service and Etiquette staff:

Pearl River Promenade Area A 2-5	Tel: +86-20-89130205, 89130207
Pearl River Promenade Area B 13-1	Tel: +86-20-89130196, 89130197
Area C 14.3-1	Tel: +86-20-89071034, 89071035

- Ticket Booking:

Counter 5&6, Pearl River Promenade, Area A Hall 3	Tel: +86-20-89130099
Counter 1, Pearl River Promenade, Area A Hall 6	Tel: +86-20-89130076
Counter 4, Pearl River Promenade, Area B Hall 10	Tel: +86-20-89131443
Area C, Hall 16	Tel: +86-20-89071011

Service Time: Oct. 15-19; Oct. 23-27; Oct. 31-Nov. 4, 09:00-18:00

#### **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 Macao bus ticket;
- (3) Supplementary service for business travel, hotel booking, car rental, Translation and Etiquette within P.R.China.

Tel: +86-20-89268105, 89268106, 89268102 Fax: +86-20-89268103

Email: 2907760117@qq.com, tour@cantonfairtour.cn, cantonfair.tour@foxmail.com

Please visit <http://booking.cantonfair.org.cn> for more information

### **6.7 Medical Services**

Medical rooms are available at the following locations:

Counter 1, Hall 4, Pearl River Promenade, Area A Service Tel.: +86-20-89130120  
Green Belt Passage opposite to the 1<sup>st</sup> Floor of Hall 4-5, South Square, Area A





Service Tel.: +86-20-89124120

Counter 4, Hall 9, Pearl River Promenade, Area B

Service Tel.: +86-20-89124120

Next to the Escalator on the North Side of the 1st Floor of Hall 15, Area C Service Tel.: +86-20-89074120

East side of the North Truck Passageway on 1st Floor (Northeast exterior of Hall 20.1)

Service Tel.: +86-20-89139921

## 6.8 Reception of Complaints of Services

Service Spot: Reception Counter of Complaints, Customer Service Center (Room 9-M2-07 in Area B)

## 6.9 The Press Service of Canton Fair

Service Item	Introduction	Content
Newsletter of Canton Fair (Chinese/English edition)  +86-20-89061857, 89061854 <a href="mailto:Ccc3721@163.com">Ccc3721@163.com</a>	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 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.	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 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.

## 6.10 Canton Fair Information Service

Service item	Introduction	Content
Official website of China Import&Export Fair <a href="http://www.cantonfair.org.cn">www.cantonfair.org.cn</a>	(1) As the only official website of the Canton Fair, <a href="http://www.cantonfair.org.cn">www.cantonfair.org.cn</a> 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. (2) Both Chinese and English versions are available. Easy browsing through PC and mobile devices.	(1) 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) (+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	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.	<ol style="list-style-type: none"> <li>1. Exhibition news</li> <li>2. Important events of Canton Fair</li> <li>3. Exhibitors &amp; Exhibits inquiry</li> <li>4. Exhibitors online display</li> <li>5. Supply &amp; Purchase connection</li> <li>6. Supply &amp; Purchasing Hall- RFQ</li> <li>7. Free WIFI in exhibition halls</li> <li>8. Online customer services</li> </ol>

### 6.11 Exhibit Online Management Platform

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 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,

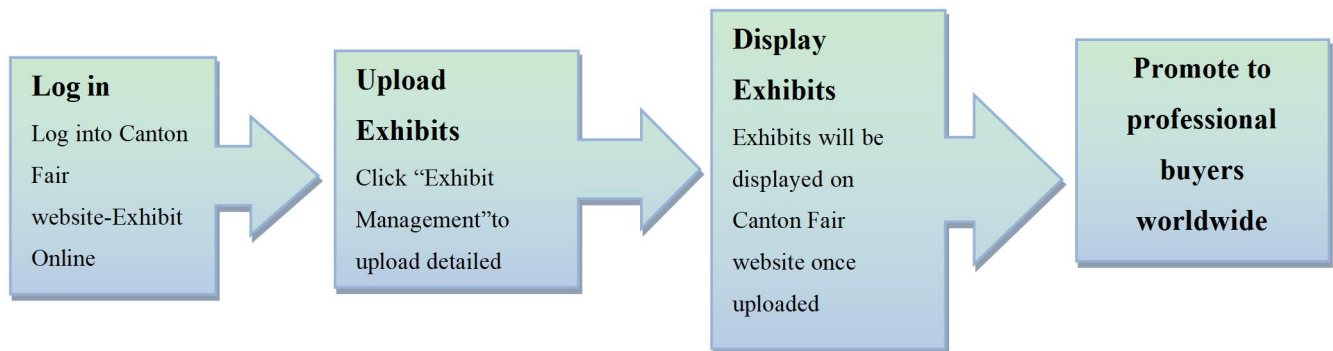


complete details of the enterprise, upload the VR booth link, and update the contact information of the enterprise ect. through the “Enterprise information” on the Exhibit Online Management Platform.

### (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:

- Prepare materials about the exhibits in both Chinese and English in advance in order to successfully upload the exhibits;
- Set the disclosure scope of the exhibits in “Details” section of the exhibits editing page;
- Use batch display and removal function to quickly change the display state of the exhibits.
- Use the exhibit sorting function to optimize the sequence of the exhibits in the exhibition center.
- Use the exhibit grouping function to select the appropriate section of the exhibit on the home page of the display center.
- 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) Matchmaking**

The Exhibit Online Platform of Canton Fair provide exhibitors with matchmaking services. Exhibitors can respond to the buyers' targeted procurement requirements and the public procurement demands issued by the buyers through the Matchmaking 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 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 Upgraded 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).

#### **(9) Desk Labels for Marketing purpose**

Canton Fair provides desk labels with QR code for the the online stores of the exhibitors participating in the offline exhibitions, which demonstrates the QR code of the online stores, enterprise name and booth number etc., Buyers can scan the code on spot to browse and save the information.

### **6.12 Others**

1. Cutting glass, selling all kinds of special-shaped exhibition materials and exhibition accessories, and



offering variable brackets, glass, shelves and various props, etc.

Location:

East Side of the South Gate, 1st Floor of Hall 2, Area A;

East Side of the South Gate, 1st Floor of Hall 10, Area B;

Northwest Corner of the 1st floor of Hall 16, Area C;

Outside of East of the South Gate, Area D.

Safety helmet sales service

Area A: South Gate, Hall 3.1; North Gate, Hall 3.2.

Area B: North Gate, Hall 10.1; North Gate, Hall 10.1.

Area C: North Gate, Hall 15.1; North Gate, Hall 15.2.

Area D: North Gate, Hall 19.1; North Gate, Hall 19.2.



## 6.13 Provisions and Regulations for the On-Site Service

### 6.13.1 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 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.

### 6.13.2 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 sanitation. 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. Exhibitors 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.

#### 6.13.3 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, aluminium materials, lightings, tables and chairs in the Shell Scheme. Details shall be referred to Chapter 5, Services and Stipulations of Shell Scheme 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: +86-220-89138786, 020-89138787;**



**Area B: +86-20-89138768;**

**Area C: +86-220-89138773,89138774**

**Area D: +86-20-89069196**

(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 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.

#### 6.13.4 Regulations on Internet Service of Canton Fair

### Chapter I General Provisions

**Article 1** In order to regulate the network use and ensure the network service quality in Canton Fair Complex, Information Technology Department of Customer Service Center of China Foreign Trade Centre Group, Ltd. (hereinafter referred to as “Information Technology Department”) has formulated these provisions in the light of the actual situation of Canton Fair Complex in accordance with *The Cybersecurity Law of the People's Republic of China, Regulations on Protection of Computer Information System Security of the People's Republic of China, Computer Information Network and the Internet Security Protection and Management, Stipulations on Technical Protection Measures for the Internet Security* (Decree No. 82 of Ministry of Public Security), etc.

**Article 2** These provisions apply to all users of the network service of Canton Fair Complex, including but not limited to exhibitors, buyers, visitors, staff of exhibition organizers and undertakers (hereinafter referred to as “network users”).

### Chapter II Network Service

**Article 3** Network service refers to the service of accessing the Internet through wired or wireless network in Canton Fair Complex for network applications including information browsing, instant messaging, e-mail transmission, etc. Both wired and wireless network are provided.

**Article 4** As stipulated in Decree No. 82 of Ministry of Public Security, real-name authentication is required before use of the network service in the Complex.

**Article 5** Responsibilities of Information Technology Department consist of construction, maintenance and management of public network utilities in the Complex, and service support for network users. Users shall prepare their own network access equipment (such as computers, smartphones, etc.).

**Article 6** To ensure safe and stable network service, Information Technology Department may, without prior notice, control or adjust network in some areas during some time periods, or prohibit access to some



network ports (such as stock and securities, BT, Thunder, online games, etc.).

**Article 7** Information Technology Department may interrupt part or even all of the network service due to unpredictable factors such as server replacement, network adjustment in the Complex, equipment failures, cable damages, network attacks, etc., and shall not be responsible for any loss the interruption caused to network users.

### **Chapter III User Management**

**Article 8** Network users must abide by national laws and regulations and the provisions herein, strictly observe confidentiality rules and regulations, and shall not use the network to engage in illegal activities such as endangering national security, revealing state secrets, harming the interests of Canton Fair Complex, to produce, access, copy or disseminate disorderly, indecent or obscene information, or to attack or damage public network facilities or other users.

**Article 9** Without written approval of Information Technology Department, it is not allowed to access the network of the Complex by setting up or switching on non-terminal equipment such as wireless routers and switches. Should there be any special demand, the network user must report to Information Technology Department for written approval.

**Article 10** Information Technology Department may monitor the network security within Canton Fair Complex with technical approaches. The department owns the right to interrupt the network of any user who uses his/her own wireless router, switch or other equipment to access the network of the Complex without written approval.

**Article 11** Network users are prohibited from installing any Trojan horse software, virus tool or other malicious computer program to illegally attack or intrude into the network of the Complex and interfere with the network use of others.

**Article 12** As the network is open to some extent, network users are responsible for their own computer security by updating system patches and anti-virus software timely, and safekeeping their personal information such as account numbers and passwords. All consequences caused by the leakage of personal password shall be borne by the account owner.

### **Chapter IV Accountability**

**Article 13** Network users shall not damage any network equipment or facility in the Complex. Any network user who causes such a damage shall assume compensation liability.

**Article 14** Information Technology Department may terminate network service for any user with illegal behaviours such as illegal attacks or intrusion into the network of the Complex. Network users in cases of gross violation shall be punished in accordance with national regulations, and those suspected of crimes shall be transferred to departments concerned according to the law.

### **Chapter V Supplementary Provisions**

**Article 15** Matters not covered in these provisions shall be handled in accordance with superior or national regulations.



#### 6.13.5 Regulations on Default Settlement

**Any legal person, natural person or other organization applying for participating in Canton Fair 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 and Interim Provisions on Intellectual Property Protection of the Online Platform of Canton Fair.
- (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 catalogue 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.

(4) 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.

(5) In case that demonstration in the booth (including noise of the acoustics used shall be greater than 70 decibels) causes a disturbance to the neighbouring 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 construction contractor shall be forcibly required to renew the damaged settings to the original status.

**Or**

- For damages that cannot be restored to their original state, the responsible exhibitor or construction contractor, is obligated to compensate based on the repair estimate provided by Canton Fair.

(5) 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 & Construction 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 construction 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 construction contractor from executing construction works in the hall.
- (3) Construction contractor of custom-built booth without Construction License shall be forcibly requested by the Canton Fair to withdraw from the exhibition hall and the construction 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 construction contractor and forcibly order such construction 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 cancelled by Canton Fair and removed from the recommended list of custom-built booth construction contractors. Furthermore, parts or the entire constructional safety deposits of the construction contractor shall be deducted as a penalty for such misconduct following the stipulations agreed upon between the construction contractor and Canton Fair. All consequences arising therefrom shall be borne by the construction contractor. Such breaches shall include but not limit to the following:
  - Construction 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 facilities 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 Shell Scheme**

(1) In case that the exhibitor per se dismantles or alters the Shell Scheme and the fascia, aluminium 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, aluminium materials, exhibition accessories, lighting and distribution circuits.

(2) Without the consent of the Canton Fair, any unauthorized alteration of the booth fascia text or any form of covering of the fascia board will result in the Canton Fair requesting the exhibitor to restore it to its original state. The exhibitor will be required to cover the expenses associated with restoring it, and a penalty of RMB 100 will be imposed for the breach.

(3) All identical installation materials for Shell Scheme or similar exhibition materials and accessories to Canton Fair brought into the hall by the exhibitor without permission of or registration with 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 aluminium materials, or painting, nailing and trilling on the panel or exhibition materials, or losses of exhibition panel and aluminium materials, Canton Fair shall charge from the exhibitor RMB 300 for each lost or damaged panel and RMB 500 for each damaged or lost aluminium 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 construction 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-stories 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 construction contractors shall then be responsible for all consequences arising therefrom. Canton Fair will accordingly investigate the safety responsibilities of the exhibitor and the construction contractors and deduct all safety security of the constructor. Furthermore, Canton Fair shall be entitled to claim from the exhibitor and construction contractor for all losses may arise therefrom.

① Utilization of electronic heaters on the second storey.

② Demonstration and other activities on the second storey which will be treated as unsafe in accordance with the Chinese security and fire-prevention department.

③ 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**

[ Note: This translation is for reference only. In case of discrepancy between the English translation and the original Chinese text, the Chinese text shall prevail. ]

### **7.1 Complaint and Settlement Provisions for Suspected Intellectual Property Infringement in the Canton Fair (Revised in 2017)**

#### **Chapter I General Provisions**

**Article 1** In order to strengthen the protection of intellectual property rights (hereinafter referred to as “IPR”) during the China Import and Export Fair (hereinafter referred to as “the Canton Fair” or “the Fair”), maintain the normal trading, and protect the legitimate rights and interests of exhibitors and IPR holders, the Provisions are formulated in accordance with relevant national laws, administrative regulations and rules.

**Article 2** The Provisions are only applied to the complaint and settlement of suspected infringement of IPR (hereinafter referred to as “suspected infringement”) within the exhibition hall during the Canton Fair.

**Article 3** The “Responsibility Document for Management of Participation in the Export Exhibition of Canton Fair” should be signed between the exhibitor and the affiliated trading delegation before the Fair to stipulate the IPR protecting obligations of both parties. And the exhibitor at the Fair shall strictly fulfil the obligations as he promises in the aforementioned document.

#### **Chapter II Complaint Management**

**Article 4** The Business Office of the Canton Fair sets up the Complaint Station for Intellectual Property Rights and Trade Dispute (hereinafter referred to as the Complaint Station), and sets up sub-stations at different areas of the exhibition hall, which are responsible for accepting suspected infringement complaints within the area during the phase of the session.

**Article 5** The Canton Fair invites officials from government departments related to IPR to work as experts and staff of the Complaint Station, guiding and assisting the Station to investigate and settle complaints about alleged infringement of IPR in accordance with the relevant provisions of the Fair.

The trading delegations, chambers (associations) of commerce shall check their respective exhibits, the exhibits' packaging, promotional materials and any parts in display before and during the exhibition in accordance with the relevant provisions and requirements of the Canton Fair, to prevent the alleged infringement behaviour. They should actively cooperate with the Complaint Station to educate and deal with the exhibitors, who are suspected of infringement and refuse to cooperate with the investigation.

**Article 6** The exhibitors in the Canton Fair, whose exhibits and their packaging, promotional materials and any parts in display having IPR or authorized, should take corresponding supporting documents in case of examination from the Fair.

**Article 7** If the complainant makes a complaint to the Canton Fair in accordance with the Provisions, and requires that the respondent shall be handled in accordance with the Provisions, the complainant should agree to pay the relevant departments of Canton Fair for expenses incurred by the handling of the complaint, and

indemnify the respondent against any loss in case of improper complaint.

### **Chapter III Complaint Procedures**

**Article 8** Participants with the valid documents of the current session of the Canton Fair, if they find any suspected infringement in the exhibits and their packaging, promotional materials and any parts in display, can make on-site complaints to the corresponding sub-station of the Complaint Station, which, however, must comply with the Canton Fair's acceptance conditions for complaints about patent, trademark and copyright, or they will not be accepted. Those who negotiates with the infringing party directly and disturbs the order in the exhibition hall rather than make complaints to the Complaint Station shall be settled with violating the on-site order.

The conditions for acceptance of complaints are stipulated in the “Acceptance of Complaints to Patent Infringement Disputes and Processing Procedures in the Canton Fair”, the “Acceptance of Complaints to Trademark Infringement Disputes and Processing Procedures in the Canton Fair”, and the “Acceptance of Complaints to Copyright Infringement Disputes and Processing Procedures in the Canton Fair” (see Attachment 1-3) at the Canton Fair's “Exhibition Manual” and official website ([www.cantonfair.org.cn](http://www.cantonfair.org.cn)).

**Article 9** In complaint, the complainant shall first submit relevant materials and evidence to the Complaint Station according to the requirements. After being checked as valid by the staff of the Station, the complainant shall fill in the “Letter of Complaint Submission” (see Attachment 4).

The Complaint Station shall not accept the complaints in forms of telephone, e-mail or others.

**Article 10** The Agency for handling alleged infringement complaints about IPR stationed in the exhibition hall during the Canton Fair shall apply for the special intermediary agency license, receive the guidance from the Complaint Station, and consciously abide by relevant regulations of the Fair. The Complaint Station shall not accept the complaints from those agencies without the intermediary agency license.

For the application of the intermediary agency license, please refer to the “Notice on the Application of the Intermediary Agency License for Handling Complaints about Intellectual Property Rights and Trade Disputes in the Canton Fair”.

**Article 11** For the alleged infringement complaint concerning product structure and manufacturing methods, when putting on record, the Complaint Station can require the complainant to submit further proof of suspected infringement in addition to the materials stipulated in the provisions. If the complainant fails to submit, the Complaint Station may not accept it.

For the patent complaint which is difficult to determine on the spot, such as large mechanical equipment, internal structure of precision instruments and manufacturing methods of products, the Complaint Station may not accept it.

**Article 12** Generally speaking, the Complaint Station does not accept the same complainant's repeated complaints on the same IPR to the same respondent. For the infringement case of IPR which had been settled before but is occurred again, the complainant shall present the effective administrative decisions, civil judgments or arbitration documents which are obtained through legal way after the closing of the previous Fair. If the complainant fails to present relevant documents, the Complaint Station may not accept the complaint;



except those cases in which the respondent has malicious infringement though they have been tracked, dealt with by the complainant but not been concluded yet, or those cases which has a significant social influence.

**Article 13** After receiving complaints, the Complaint Station issues to the complainant the acceptance number, with which the complainant can query the handling of complaints and access to the results of the treatment.

The Complaint Station arranges the staff to deal with the complaint cases according to the acceptance sequence and the priority of case.

**Article 14** In the case investigation by the Complaint Station, the respondent should appoint a special person to assist the Complaint Station staff to check the goods complained. After being initially identified as suspected infringement by the Complaint Station, the respondent shall immediately present evidence to prove that it has the legitimate right of the complaint goods, which do not cause infringement.

**Article 15** The respondent who can't present effective evidence for suspected goods of infringement shall cooperate with the Complaint Station by stopping exhibition.

At the same time, the respondent shall immediately sign the "Notice on the Settlement" (see Attachment and the "Letter of Commitment" (see Attachment 6), promising that since being identified as alleged infringement, if unable to provide valid proof, the respondent will no longer exhibit the goods of alleged infringement. The "Letter of Commitment" is in duplicate, which will be preserved by the respondent and the Complaint Station respectively.

If the respondent refuses to cooperate to sign on the "Notice on the Settlement" and the "Letter of Commitment", and it does not affect the results to be identified, the Complaint Station can inform to the trading delegation; if the rejection leads to an adverse effect, the respondent shall be dealt with in accordance with the provisions of Article 24.

**Article 16** If the respondent disagreed with the processing results of the Complaint Station, the respondent shall defence itself and provide relevant evidence to the Complaint Station within one working day (based on the schedule of the Canton Fair). If the defence is established, the Complaint Station immediately allows the respondent to continue to display the complaint items; if the respondent doesn't defence itself within the specified time or the defence is not established, the Complaint Station will still deal with the case according to relevant provisions of suspected infringement.

**Article 17** The evidence required by the Complaint Station according to the case includes documents proving the ownership and other effective evidence, such as documents related to import and export customs, delivery contract or agreement, invoice, inspection report, publications (patent documents, textbooks, magazines).

**Article 18** The Complaint Station can obtain on-site evidence from the booth in alleged infringement through photographs, audio and video, etc., or cooperate with the administrative departments and judicial departments to obtain on-site evidence, or cooperate with the notary department for notarization, during which the exhibitors shall cooperate with the notarization. The Complaint Station shall be responsible for keeping confidential the information obtained by taking pictures, audio and video recordings, and shall not provide to others without going through legal procedures.



**Article 19** After the Canton Fair, the Complaint Station shall promptly notify the trading delegation of the list of suspected infringing exhibitors who are handled by the Canton Fair.

**Article 20** To withdraw a complaint, the complainant should submit in a written form in the current phase, or the Complaint Station will not accept if the application has exceeded the deadline.

#### **Chapter IV Settlement Provisions**

**\*Article 21** For any alleged infringement act that takes place at the booth, the exhibitor who is formally assigned to use the booth at the Canton Fair shall undertake the responsibilities and shall accept the punishment of the Fair.

The responsibilities of the associated enterprises for alleged infringement act shall be borne by the corresponding exhibitors, and the name list shall all be sent to the trading delegation.

**Article 22** The Complaint Station handles the IPR complaints based on the established procedures of the Provisions. For the respondents who cannot provide a “non-infringement” valid proof or fail to defence for themselves, and should be identified as “allegedly infringing” enterprises, the staff of the Complaint Station shall make a “self-withdrawal” or “temporary holding” decision on the relevant exhibits.

Self-withdrawal means that the Complaint Station requires exhibitors to immediately withdraw their allegedly infringing exhibits from the booth, and promise no longer to display them. For those allegedly infringing items, the Complaint Station may cover them or affix seals to them, and make a “self-withdrawal” decision.

Temporary holding means that the staffs of the Complaint Station hold back and register the allegedly infringing exhibits which the exhibitors display at the booth. The respondent may take them back on the afternoon of the last day of current phase of this session's Canton Fair. If overdue, the Complaint Station may dispose of them.

**Article 23** An enterprise that allegedly infringes more than 3 ownership in a session at the Canton Fair shall be notified by the trading delegation. Exhibitor shall be notified by the trading delegation, who has alleged patent or copyright infringement in the same exhibition area for two consecutive sessions or accumulative three sessions within two years, or who has alleged trademark infringement for accumulative two sessions.

(i) Exhibitors receiving the notification of the trading delegation twice shall be notified by the Fair and accept the following decisions:

For the allegedly infringing enterprise using the general booth, the number of general booths for the next session in the infringing area (subject to the last allegedly infringing exhibition area) is arranged by the affiliated trading delegation and shall not exceed the upper limit, namely the number of general booths in the exhibition area within the session when the suspected infringement occurred minus one.

For the allegedly infringing enterprises using the brand booth, the number of brand booths in the infringing area (subject to the last allegedly infringing exhibition area) from the next session on shall not exceed the upper limit, namely the number of brand booths in the exhibition area within the session when the suspected infringement occurred minus two until the next business review of brand booths. If the remaining number of booths after deduction is less than the lower limit of regulated brand booths in the corresponding areas, these enterprises, from the next session on, shall be disqualified to use brand booths in this exhibition





area until the next business review of brand booths. The brand and general adhesion booth infringement is treated the same as the brand booth infringement, accordingly deducting the number of brand booths.

(ii) If the exhibitors involved in the preceding subsection are notified by the trading delegation again, they shall be disqualified to attend the following six sessions of the Canton Fair. After reinstatement, those who are suspected of infringement again shall be permanently disqualified to attend the Canton Fair.

**Article 24** The respondent shall actively cooperate with the staff of the Complaint Station to investigate and handle the cases of alleged infringement complaints. For the respondent, exhibitor and relevant personnel of the case under the following circumstances, the Complaint Station may work together with the Guard Room of the Fair to collect the exhibition certificates of interested parties, cancel their participation qualifications, and, depending on the severity of the case, let them be notified by the trading delegation or the Fair, deduct their number of booths in the next session of Canton Fair or directly disqualify them from attending the next session of the Canton Fair.

(i) Those who ignore the rules set by the Fair, refuse to cooperate, show bad manners and persuasion fails when the Complaint Station investigates the case;

(ii) Those who, by means of blatant violence, threatening or anything else, hamper or prevent the staff of the Complaint Station from investigating and handle the case.

**Article 25** For exhibitors who fail to comply with the Letter of Commitment and display the withdrawn allegedly infringing items again without a successful defence in the Canton Fair, the staff of the Complaint Station will confiscate those items and directly dispose of them after exhibition. If the circumstances are serious, they shall be handled in accordance with Article 24 of the Provisions.

**Article 26** If the exhibitor is identified as infringed by a valid judicial decision or administrative ruling, and still displays its infringing exhibits, product packages and promotional materials at the Canton Fair booth, the exhibitor shall be permanently disqualified to participate in the Canton Fair and be notified by the Fair.

**Article 27** Large-scale complaints during the same period of the Canton Fair, with the consent of the complainant, may be transferred to the Chamber of Commerce for quick processing. Those respondents who actively cooperate with handling of the case, and take the initiative to withdraw the allegedly infringing exhibits, will not be recorded in the complaints system of the Fair; for those respondents who refuse to cooperate with the Chamber of Commerce or display the allegedly infringing exhibits again after withdrawal with serious circumstances, the Complaint Station shall handle the case according to procedures and record the alleged infringement in the complaints system of the Fair.

If the complainant does not agree to transfer the case to the Chamber of Commerce for quick processing, it will be handled by the Complaint Station through the normal procedure.

## **Chapter V Terminology**

**Article 28** “The Intellectual Property Rights” referred to in the Provisions include patents, trademarks and copyrights.

**Article 29** “Exhibitors” referred to in the Provisions are the exhibitors officially recorded to use the booth in the Canton Fair (namely the enterprises in the list of booth sign). If the allegedly infringing enterprise is the



exhibitor itself/its subsidiaries/associated enterprises/suppliers/cooperators, the settlement of allegedly infringing enterprises listed in Chapter 4 shall be borne by the exhibitor.

**Article 30** “The associated enterprises” referred to in the Provisions are non-circulating enterprises with joint operation or supply relationship with the circulation enterprises participating in the Canton Fair.

**Article 31** “The notification of the trading delegation” referred to in the Provisions means the Complaint Station notify relevant trading delegations of the list of enterprises when the allegedly infringing acts reach a certain number, and the relevant trading delegation shall, in accordance with the Provisions of the Canton Fair, circulate a notice of criticism of allegedly infringing enterprises.

**Article 32** “The notification of the Fair” referred to in the Provisions means the Complaint Station, according to the severity of the alleged infringement of the exhibitors and their attitude of accepting punishment, publishes the name of the enterprises suspected of infringement, the infringement situation and settlement opinions on the “Canton Fair News” to the warn all the exhibitors.

**Article 33** “The same exhibition area” referred to in the Provisions is the exhibition area based on the major categories of exhibits in the Canton Fair.

**Article 34** “Large-scale complaints” referred to in the Provisions means the complaints that the complainant complaint against more than 10 exhibitors on the same IPR during the same period in the Canton Fair at one time or more than 10 ownership complaint the same enterprise.

**Article 35** “More than” referred to in the Provisions covers the number itself.

## **Chapter VI Supplementary Articles**

**Article 36** The Complaint Station shall establish a file system to conduct a statistical analysis of complaints data of each session of the Canton Fair and inform relevant departments of the results.

**Article 37** The right of interpretation of these Provisions shall be owned by China Foreign Trade Center.

**Article 38** These Provisions shall come into force on the date of this release and the “Implementation Details for the Complaints about and Settlement Provisions for Infringement of Intellectual Property Rights” shall be invalidated. If the previous relevant provisions of the Canton Fair are in conflict with this Provisions, the Provisions shall prevail.



## 7.2 Provisional Regulations on IPR Protection on the Canton Fair Online Platform

### Chapter I General Provisions

**Article 1** To enhance the protection of intellectual property rights (IPR) on the China Import and Export Fair (Canton Fair) online platform ([www.cantonfair.org.cn](http://www.cantonfair.org.cn), hereinafter referred to as the “Online Platform”), maintain normal trade order, and safeguard the legitimate rights and interests of exhibitors and IPR holders, these Regulations are formulated in accordance with laws, regulations, departmental rules, and normative documents, and in consideration of the Complaint and Settlement Provisions for Suspected Intellectual Property Infringement in the Canton Fair and the operational needs of the Online Platform.

**Article 2** These Regulations apply to complaints and settlements regarding suspected IPR infringements involving exhibitors' exhibition content on the Online Platform.

**Article 3** The China Foreign Trade Centre (CFTC, Canton Fair's organizer), trading delegations, exhibition co-organizers, and exhibitors, through Exhibition Management Commitment, Exhibition Responsibility Commitment, and other forms, shall agree on clauses on IPR protection. Exhibitors must strictly adhere to their IPR protection commitments on the Online Platform.

### Chapter II Complaint Management

**Article 4** Canton Fair receives and processes IPR complaints related to the Online Platform through the IPR Complaint Handling System ([complain.cantonfair.org.cn](http://complain.cantonfair.org.cn), hereinafter referred to as the “Complaint System”). Complainants and respondents must use the Complaint System to complete the required materials and upload supporting documents for lodging complaints, defence, appeals, withdrawals, etc.

**Article 5** During Canton Fair's online exhibition period, the CFTC will invite experts from IPR protection authorities to guide and support investigations into complaints of suspected IPR infringements. During the regular operation of the Online Platform, the CFTC, under the guidance of relevant IPR protection authorities, will process IPR complaints in accordance with the law.

Trading delegations, chambers (associations) of commerce and exhibition co-organizers, in accordance with Canton Fair's regulations and requirements, shall enhance education and training for exhibitors within their management and service scope. They shall also organize self-inspection and self-rectification of exhibition content in the forms of text, images, audio & videos, and live streaming on the Online Platform to prevent potential infringement, and cooperate with Canton Fair in handling suspected infringing exhibitors.

**Article 6** Exhibitors may upload supporting documents for the IPR or legal authorization (e.g., patent certificates, trademark registration certificates, voluntary copyright registration certificates) of the corresponding exhibition content to the Online Platform for verification, defence, or appeals.

**Article 7** If a complainant (including the IPR holder and the agent) files an erroneous complaint that damages the legitimate rights and interests of Canton Fair, exhibitors, or other related parties, the complainant shall bear civil liability in accordance with the law. In cases of maliciously submitted erroneous complaints causing losses to the aforementioned parties, the complainant shall be liable for double compensation according to laws.

### Chapter III Complaint Acceptance and Settlement

**Article 8** Complaints submitted through the Complaint System must meet the following acceptance criteria. Complaints that do not meet these criteria may be returned for supplementation or rejected by Canton Fair:

(1) Complainant Qualifications:

- a. The complainant must be the IPR holder, an IPR licensee with independent claim rights, or a legal IPR inheritor (hereinafter collectively referred to as the “rights holder”). In cases of authorized representation, the complainant can be an agent acting on behalf of the rights holder.
- b. If a foreign national or foreign enterprise without a regular residence or business location in China wishes to file a complaint regarding patent or trademark infringement, the national/enterprise should appoint an authorized agency in accordance with the relevant provisions of the Patent Law and the Trademark Law of the People's Republic of China.

(2) Proof of Complainant Qualifications:

- a. Identity documents of the IPR holder (identity documents of natural persons; registration certificates of legal persons or unincorporated organizations with official seals and identity certificates of their legal representatives or responsible persons) should be provided in all cases.
  - b. If the complainant is an IPR licensee with independent claim rights, a licensing contract and the complainant's identity documents should be provided.
  - c. If the complainant is a legal IPR inheritor, proof of legal IPR inheritance and the complainant's identity documents should be provided.
  - d. If the complainant is an agent representing the rights holder, an authorization letter and the agent's identity documents should be provided. The authorization letter should be signed (in case of a natural person) or stamped (in case of a legal person or unincorporated organization) by the principal and should include details about the authorized matters, scope of authority, and validity period. If the agent is an employee of the rights holder, the identity documents should include the agent's identity certificate and proof of the agent's employment relationship with the rights holder. If the agent is an agency, the identity documents should include the agency's registration certificate, qualifications of the agency and its appointed agent (if applicable), practice certification (if applicable), and a letter of appointment (or an introduction letter).
  - e. For rights holders that are foreign nationals or foreign enterprises, it is required to provide identity documents that are notarized by relevant government agencies in their country and authenticated by the Chinese embassy or consulate in that country, along with their IPR ownership certificates. If these documents are in a foreign language, a Chinese translation, which is signed by a translator and stamped with the seal of a translation agency, should be provided. For rights holders from the Hong Kong SAR, Macao SAR, or Taiwan, their identity documents and IPR ownership certificates should be processed in accordance with the relevant regulations of the Ministry of Justice and other relevant departments of the People's Republic of China.
- (3) Other Required Supporting Documents:
- a. Proof of IPR ownership registered in China, including but not limited to patent certificates, patent gazettes, copies of patent registers that demonstrate the current legal status of patents; trademark registration certificates,



trademark registration proof, geographical indication product protection announcements, geographical indication exclusive logo usage announcements; certificates of voluntary registration of works and accompanying images of works, etc.

b. Supporting evidence regarding the alleged infringement by the respondent, including online platform links related to the alleged infringement, screenshots (if video screenshots are provided, please indicate the timestamps in the video), and a comparative analysis of the suspected infringement features (the features suspected of infringement should be compared one by one and described in detail).

**Article 9** Complainants must ensure that the information provided is truthful, legal, valid, complete, and clear. All relevant materials should be original color scans or photographs.

**Article 10** After accepting a complaint application, Canton Fair will notify the respondent through phone calls, text messages, or emails.

**Article 11** During Canton Fair's online exhibition period, the respondent must take down the complained online exhibition content or submit a defence and provide evidence through the Complaint System within 24 hours after Canton Fair notifies the respondent of the complaint (for cases where there are less than 24 hours left for the online exhibition, the deadline will be the end of the online exhibition).

During the regular operation of the Online Platform, the respondent must take down the complained online content or submit a defence and provide evidence through the Complaint System within 3 working days after Canton Fair notifies the respondent of the complaint. Canton Fair will notify the complainant after receiving the respondent's defence and evidence materials.

**Article 12** If the respondent voluntarily takes down the complained online exhibition content within the stipulated time frame, Canton Fair will not make an infringement determination and will only inform the complainant of the outcome.

**Article 13** If the respondent submits a defence and evidence within the stipulated time frame, or fails to respond to the complaint and provide evidence and does not take down the complained online exhibition content within the stipulated time frame, Canton Fair will conduct an investigation. Based on the investigation results, Canton Fair will make a determination of whether there is a suspected infringement and notify both parties.

**Article 14** During Canton Fair's online exhibition period, if either the complainant or the respondent disputes Canton Fair's handling result, they may submit an appeal application through the Complaint System and provide relevant evidence within 24 hours after Canton Fair notifies the both parties of the handling result (for cases where there are less than 24 hours left for the online exhibition, the deadline will be the end of the online exhibition). If the appeal is successful, Canton Fair will change the original handling result and notify both parties. If the appeal is unsuccessful, Canton Fair will maintain the original handling result and notify both parties.

During the regular operation of the Online Platform, if either the complainant or the respondent disputes Canton Fair's handling result, they may submit an appeal application through the Complaint System and provide relevant evidence within 3 working days after Canton Fair notifies the both parties of the handling



result. If the appeal is successful, Canton Fair will change the original handling result and notify both parties. If the appeal is unsuccessful, Canton Fair will maintain the original handling result and notify both parties.

**Article 15** If either the complainant or the respondent disputes Canton Fair's handling result, they may seek legal remedies through administrative or judicial channels. Canton Fair will handle such cases upon receiving effective administrative penalties or judicial judgments.

**Article 16** Based on the nature of the complaint, Canton Fair may request the respondent to provide relevant evidence, including but not limited to proof of the rights holders, ownership certificates, materials proving no infringement such as customs documents, supply contracts or agreements, invoices, inspection reports, publications (e.g., patent documents, textbooks, and magazines), etc. The respondent must cooperate with Canton Fair and provide the requested materials.

**Article 17** For patent complaints involving internal structures of products, manufacturing methods, or other issues that are difficult to investigate online, Canton Fair will notify both parties of the complaint and keep records of the evidence materials. Canton Fair will not make a determination on the alleged infringement. In these cases, either party can seek legal remedies through administrative or judicial channels, and request access to their complaint materials from Canton Fair through the responsible authority.

**Article 18** If the complainant wishes to withdraw the complaint, the complainant must submit a withdrawal application through the Complaint System. After Canton Fair reviews and approves the withdrawal, the withdrawal will become effective.

#### **Chapter IV Penalty Measures**

**Article 19** In cases of suspected online IPR infringements occurring in any exhibition area of Canton Fair, the registered exhibitor allocated with such exhibition area will be responsible and subject to penalties. Where any associated enterprise of an exhibitor is suspected of infringement, the exhibitor shall be held liable for the corresponding consequences.

**Article 20** During the concurrent online and offline exhibition period of Canton Fair, if a complainant files a offline complaint against the same respondent for the same exhibition content on both the Online Platform and onsite exhibition with a same IPR, the complaint will be handled according to the Complaint and Settlement Provisions for Suspected Intellectual Property Infringement in the Canton Fair. If the exhibition content is found to involve suspected infringement, Canton Fair will take it down directly.

**Article 21** During Canton Fair's online exhibition period and the regular operation of the Online Platform, Canton Fair may take measures, including but not limited to removal, blocking, disconnection, and other necessary actions, against online exhibition content that is suspected of infringement. For exhibition content under judicial or administrative investigation due to alleged infringement, Canton Fair has the right to take immediate measures, including but not limited to removal, blocking, disconnection, and other necessary actions, upon receiving notice and promptly inform the relevant exhibitors.

**Article 22** Canton Fair adopts a points system for exhibitors' online exhibition content suspected of infringement. Detailed requirements are outlined in the Canton Fair Online Platform IPR Protection Penalty Rules attached hereto.



**Article 23** For exhibitors suspected of prominent infringement, Canton Fair will take action against their trading delegations as necessary.

## **Chapter V Violation Publicity**

**Article 24** The Canton Fair will publish information on Online Platform exhibitors that have been warned and had their services suspended or terminated due to suspected IPR infringements on a monthly basis.

## **Chapter VI Definition of Terms**

**Article 25** In these Regulations, “intellectual property rights” or “IPR” includes patents, trademarks, geographical indications, and copyrights.

**Article 26** In these Regulations, “exhibitors” refer to enterprises that meet the requirements specified in the Complaint and Settlement Provisions for Suspected Intellectual Property Infringement in the Canton Fair and have submitted exhibition applications and displayed products on the Online Platform. “Associated enterprises” refer to non-circulating enterprises that have joint operations or supply relationships with the circulation enterprises participating in the Canton Fair. “Exhibition content” includes but is not limited to exhibited products, product packaging, promotional materials, etc.

**Article 27** In these Regulations, “online exhibition period” and “session” generally refer to the period when Canton Fair is conducted online and offline simultaneously (including the transition period) or the specific online exhibition period, as determined by Canton Fair or relevant government departments at the time. The term “regular operation of the Online Platform” generally refers to periods other than the online exhibition period.

**Article 28** Unless otherwise specified in these Regulations, the definitions of related terms are the same as those in the Complaint and Settlement Provisions for Suspected Intellectual Property Infringement in the Canton Fair.

## **VII Supplementary Provisions**

**Article 29** The right to interpret these Regulations shall be vested in the CFTC.

**Article 30** If laws, administrative regulations, or international conventions ratified or acceded to by China have separate provisions regarding the qualifications of complainants and their proof documents, such provisions shall prevail.

**Article 31** These Regulations shall come into effect from the date of publication, and the previous Provisional Regulations on the Complaint and Handling of Suspected IPR Infringement Related to Online Exhibition Content at Canton Fair are hereby repealed.



Annex

## Canton Fair Online Platform IPR Protection Penalty Rules

### I. Points System

Offense	Period	
	During the Online Exhibition Period	During the Regular Operation of the Online Platform
Not responding to complaints (i.e., not removing the content, providing a defence, or submitting evidence within the stipulated time frame)	1	0.5
Being Involved in suspected patent or copyright infringement	2	1
Being Involved in suspected trademark infringement	3	2
Displaying the infringing content on the Online Platform after having received effective administrative penalties or judicial judgments on such content	30	30
Remarks: 1. If an exhibitor is complained against by the same rights holder for the same IPR multiple times within 5 days, this shall be considered as one offense. However, complaints lodged during Canton Fair's online exhibition period and the regular operation period of the Online Platform are calculated separately. 2. Except for the last kind of offense, the cumulative points for all offenses on the same day for an exhibitor shall not exceed 9 points. 3. Each penalty point is valid for 365 days from the date of the penalty.		

### II. Penalty Rules

Accumulative Points	Penalty Measures
5	Give a warning.
10	Restrict exhibition content editing and new postings for 14 days.
15	Restrict exhibition content editing and new postings for 30 days.
20	Close the account until the opening of the Canton Fair Online Exhibition two sessions from the current one.
25	Close the account until the opening of the Canton Fair Online Exhibition three sessions from the current one; for those with physical booths, deduct booth spaces as per the <i>Complaint and Settlement Provisions for Suspected Intellectual Property Infringement in the Canton Fair</i> .
30	Permanently close the account, terminate the contract, and revoke the exhibition qualification; for those with physical booths, cancel exhibition qualifications for Canton Fair as per the <i>Complaint and Settlement Provisions for Suspected Intellectual Property Infringement in the Canton Fair</i> .
Remarks: 1. The above penalty measures will be implemented cumulatively based on the exhibitor's	



cumulative penalty points. If an exhibitor has triggered multiple measures during the penalty period, the most severe measure will be applied.

2. Canton Fair reserves the right to exercise discretion in handling situations involving suspected IPR infringements by exhibitors (including but not limited to the above penalty measures).

3. The China Foreign Trade Centre reserves the ultimate right to interpret these penalty rules.

## **7.3 Rules for the Prevention and Resolution of Trade Dispute in China Import and Export Fair**

### **Chapter I Objectives**

**Article 1** Subject to the applicable laws and regulations of the People's Republic of China and the relevant measures of China Import and Export Fair ( Hereinafter referred to as "Canton Fair" or "the Fair"), the following rules relating to the Fair are hereby made for the purpose of efficiently resolving trade disputes arising among the Fair-participating parties, maintaining fair trading order, protecting the legitimate rights and interests of the parties concerned, and fostering a trustworthy and harmonious environment for international trade.

**Article 2** These Rules shall apply in respect of prevention of trade disputes among the Fair-participating parties, and lodging and thereafter handling of complaints in connection with such disputes.

**Article 3** The Fair-participating parties shall be bona fide and observe the contracts they have concluded; in particular, they shall pay due care to risk control and resolve conflicts in an amicable manner.

**Article 4** The Reception Station of Complaints and Settlements for IPRs and Trade Disputes (hereinafter referred to as "the Complaint Office") set up by the Fair is the only agency for dealing with trade disputes in the Fair's complex while the Fair is in session.

China Foreign Trade Centre, the organizer of the Fair, and China International Economic and Trade Arbitration Commission South China Sub-commission (hereinafter referred to as "CIETAC South China") jointly manage the Complaint Office throughout the Fair so as to deal with complaints and trade disputes.

### **Chapter II Disputes Prevention**

**Article 5** For the purpose of effectively controlling trade risks and resolving disputes, the Fair advocates adopting the recommended model contracts, incorporating clauses for resolving disputes harmoniously and effectively.

**Article 6** The Fair shall, through trade delegations and relevant chambers of commerce, require the Fair-participating sellers to execute the "Responsibility Document for Management of Participation in the Export Exhibition of Canton Fair" so as to encourage them to take active steps in preventing and resolving disputes, if any, with the buyers.

If and when a dispute arises, the Fair-participating party concerned shall lodge a complaint, which upon request shall be dealt with in accordance with these Rules, unless otherwise agreed between the disputing parties as to the manner of solving dispute.

### **Chapter III Complaint and Resolution**

**Article 7** The complainant shall comply in full with the following conditions:

(1) The complainant must disclose his/her real name and must hold a valid badge for the current session of the Fair;



(2) The respondent shall be a participating party at a current session of the Fair, and must be present at the Fair's complex either personally or through an agent;

(3) The complainant shall submit relevant evidences such as contracts, payment documents, etc.

If neither the respondent nor the respondent's agent is present at the Fair's complex, the Complaint Office will assist the complainant in approaching the relevant trade delegation for possible ways and means of settling the dispute concerned.

**Article 8** Upon receipt of a complaint, the Complaint Office shall determine whether or not to accept the case. If the complainant does not comply with any of the conditions as referred to in Article 7 above, the Complaint Office may refuse to accept the case.

Once the case is accepted, the complainant shall complete a Complaint Application Form, which shall be lodged with the Complaint Office. The Complaint Office shall promptly appoint professional(s) to deal with the case.

**Article 9** The Complaint Office shall notify the respondent according to the contact information provided by the complainant.

If the respondent is a Fair-participating seller, the Complaint Office shall at the same time notify the trade delegation to whom the respondent belongs. The respondent as well as the relevant trade delegation shall be cooperative with the Complaint Office in dealing with the dispute(s).

**Article 10** Any dispute shall initially be dealt with by way of mediation which shall be jointly conducted by staff members of China Foreign Trade Centre and CIETAC South China at the Complaint Office.

The Complaint Office may mediate the case in the manner it considers appropriate for the disputing parties to enter into a settlement agreement in writing.

**Article 11** If the dispute is successfully settled, a settlement agreement in writing shall be made and executed by or on behalf of the parties concerned, and the Complaint Office's seal may be affixed.

To make the settlement agreement enforceable, either party shall be entitled to submit the settlement agreement to CIETAC South China for an arbitral award.

**Article 12** If the mediation fails, the dispute shall, unless the parties agree otherwise, be referred to CIETAC South China for arbitration.

The parties concerned may apply for arbitration during and after the Fair session, but in any event within the limitation period prescribed by the law.

#### **Chapter IV Discipline and Enforcement**

**Article 13** At the close of each Fair session, the Complaint Office shall prepare a name list of the Fair-participating sellers having been complained of and a name list of persons allegedly liable for the disputes, and shall deliver the same information to the Operation Department of the Fair, the relevant trade delegation, and/or the chamber of commerce concerned for disciplining the relevant parties in accordance with the Measures of Canton Fair to Monitor the Commodity Quality and Complaints Relating to Trade Disputes.

**Article 14** Upon arising of a dispute, if a Fair-participating party concerned fails to lodge the complaint pursuant to these Rules, or a respondent refuse to respond to the Complaint Office in dealing with the



complaint, then the Complaint Office may approach the relevant trade delegation for possible means and ways of settling the dispute.

**Article 15** If a party refuses to comply with the arbitral award, the other party may apply to a competent court in China, or to a court of foreign jurisdiction according to the United Nations Convention on the Recognition and Enforcement of Foreign Arbitral Awards for enforcement of the award.

## **Chapter V Supplementary Provisions**

**Article 16** When the Fair is out of session, the complainant intending to take further legal proceedings against the respondent shall act in accordance with the terms of the contract and applicable laws and regulations.

**Article 17** Under these Rules, any reference to the term “Fair-participating seller” shall include any of the seller's affiliated suppliers.

**Article 18** These Rules shall be interpreted by China Foreign Trade Centre.

**Article 19** These Rules shall be effective as from the date of promulgation and if there is any inconsistency between these Rules and previously promulgated measures of the Canton Fair, these Rules shall prevail.

## **7.4 Interim Provisions on Prevention and Settlement of Trade Disputes in the Online Session of Canton Fair**

### **Chapter I General Provisions**

**Article 1** Subject to the applicable laws and regulations of the People's Republic of China and based on the Rules for the Prevention and Resolution of Trade Dispute in China Import and Export Fair (hereinafter referred to as “Canton Fair” or “the Fair”) and the actual needs of the online session of the Fair, the following provisions are hereby made for the purpose of efficiently resolving trade disputes arising between exhibitors and buyers, keeping the trade order, protecting the legitimate rights and interests of the parties concerned, and fostering a trustworthy and harmonious environment for international trade during the Fair that is held online.

**Article 2** These Provisions shall apply in respect of prevention of trade disputes arising between the exhibitors and buyers during the online session of the Fair, and the complaint procedures and settlement in connection with such disputes.

**Article 3** Exhibitors, buyers, trade delegations, chamber of commerce and associations shall follow the Rules for the Prevention and Resolution of Trade Dispute in China Import and Export Fair, “Responsibility Document for Management of Participation in the Online Export Exhibition of Canton Fair”, “Responsibility Document for Participation in the Online Export Exhibition of Canton Fair” and other relevant rules and provisions, actively standardize transactions, prevent and resolve disputes, and cooperate with the Canton Fair authority in terms of dispute prevention and settlement.

**Article 4** The Complaint Station for Intellectual Property Rights and Trade Dispute (hereinafter referred to as the Complaint Station) set up by the Fair is the agency for settlement of trade disputes. China Foreign Trade Center invites expert mediators from the South China International Economic and Trade Arbitration Commission (hereinafter referred to as SCIA) to jointly handle the trade disputes.



The Fair opens an online channel for settlement of trade disputes on the official website. The trade disputes occur during the online session of the Fair will be dealt with online through the SCIA's remote case mediation system (herein after referred to as mediation system). Complaints of trade disputes reported from other channels will not be accepted by the Fair.

## **Chapter II Complaint and Settlement of Trade Disputes**

**Article 5** The complainant shall comply in full with the following conditions:

- (1) The complainant must disclose his/her real name and must hold a valid badge for the current session of the Fair; The complainant must agree to be processed through CIETAC South China;
- (2) The respondent shall be a participating party at a current session of the Fair, and must be present at the Fair's complex either personally or through an agent;
- (3) The complainant shall submit relevant evidences such as contracts, payment documents, etc.

**Article 6** The complainant shall fill out the online complaint form on the mediation system via the complaint channel for trade disputes on the official website of the Fair, and upload the original scanned copies or photographs of the certificates and proofs as said in Article 5. If the complainant or the respondent is to entrust a third party to participate in the mediation, a valid power of attorney and relevant identification documents of the entrusted party shall be uploaded to the system. Both parties of the complaint shall ensure that the submitted materials are true, complete (for instance, all pages of the original supporting documents shall be included), legal and valid.

**Article 7** Upon receipt of a complaint, the Complaint Station shall determine whether or not to accept the case after reviewing the submitted materials. If the complaint does not comply with any of the conditions as said in Article 5 and Article 6 of the Provisions, the Complaint Station may refuse to accept the case. If the complaint does comply with the conditions as said in Article 5 and Article 6 of the Provisions, the Complaint Station shall accept the case after confirming that the respondent agrees to settle the dispute through the mediation system and provides an email address to receive the documents related to this mediation.

**Article 8** Once the case is accepted, the Complaint Station shall notify both parties via designated email addresses of getting prepared for the remote mediation and make an appointment with both parties to log in the mediation system.

**Article 9** The identity and authorization of both parties present in the online mediation shall be verified. If one party raises an objection to the identity and authorization of the other party, the staff of the mediation system will immediately suspend the mediation process. The mediation procedure shall be resumed after both parties confirm the identity and authorization of each other.

**Article 10** The Complaint Station may mediate the case in the manner it considers appropriate for the disputing parties to enter into a settlement agreement in writing.

Both the complainant and the respondent can submit their own mediation proposal online. If the dispute is successfully settled, a settlement agreement in writing shall be made based on the mediation proposal. Both parties or their attorneys shall sign the electronic settlement agreement. After the signing is done, the settlement agreement will be sent to both parties via email and will come into force upon the delivery.



To make the settlement agreement enforceable, either party shall be entitled to submit the settlement agreement to CIETAC South China for an arbitral award.

**Article 11** If the mediation fails, the dispute shall, unless the parties agree otherwise, be submitted to SCIA for arbitration.

### **Chapter III Miscellaneous**

**Article 12** Upon arising of a dispute, if an exhibitor or buyer concerned fails to lodge a complaint pursuant to these Provisions, or a respondent refuses to respond to the Complaint Station in handling the complaint, the Complaint Station may approach the relevant trade delegation or other relevant departments for possible means of settling the dispute.

**Article 13** Every delegation shall educate and manage the complained exhibitors and the companies involved in the disputes in accordance with the Measures of Canton Fair to Monitor the Commodity Quality and Complaints Relating to Trade Disputes and other relevant regulations.

**Article 14** If a party refuses to comply with the arbitral award, the other party may make an appeal to a competent court in China, or to a court of foreign jurisdiction according to the Convention on the Recognition and Enforcement of Foreign Arbitral Awards of United Nations for enforcement of the award.

**Article 15** When the Fair is out of session, the complainant intending to resolve a trade dispute arising from the Fair shall handle it in accordance with the terms of the agreement and applicable laws and regulations. In such case, the disputes may be submitted to arbitration of SCIA or a law court with jurisdiction for settlement.

### **Chapter IV Supplementary Provisions**

**Article 16** The “exhibitors” mentioned herein refers to those enterprises that have already been allocated a booth for the current session of the Canton Fair.

**Article 17** China Foreign Trade Center reserves the right of interpretation of these Provisions.

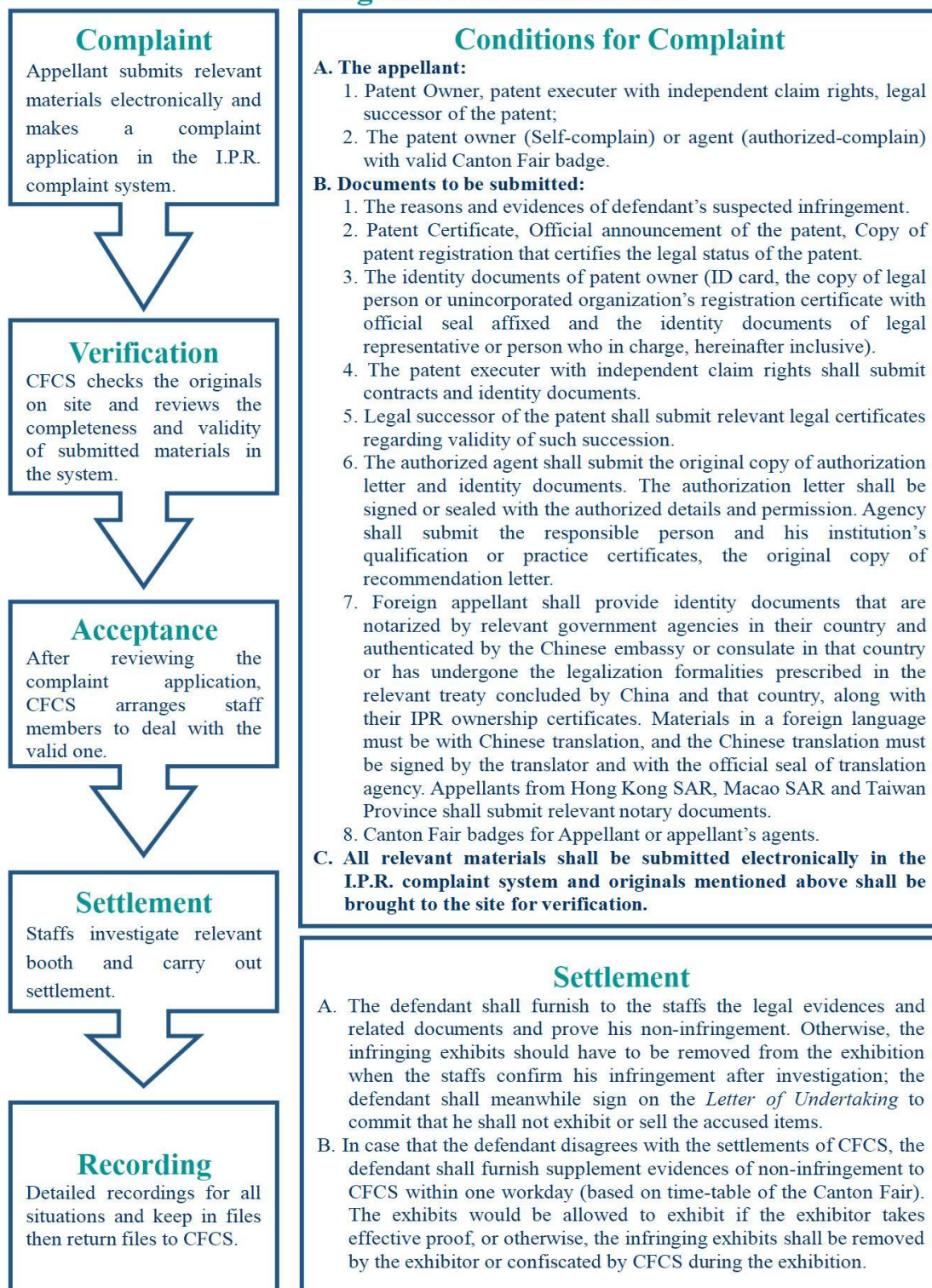
### **7.5 To be updated**



## 7.6 Appendix for Prevention and Resolution of Trade Dispute and IP Right

### Annex 1 Acceptance of Complaints to Patent Infringement

#### Procedure of Complaint & Settlement for Patent Infringement in Canton Fair

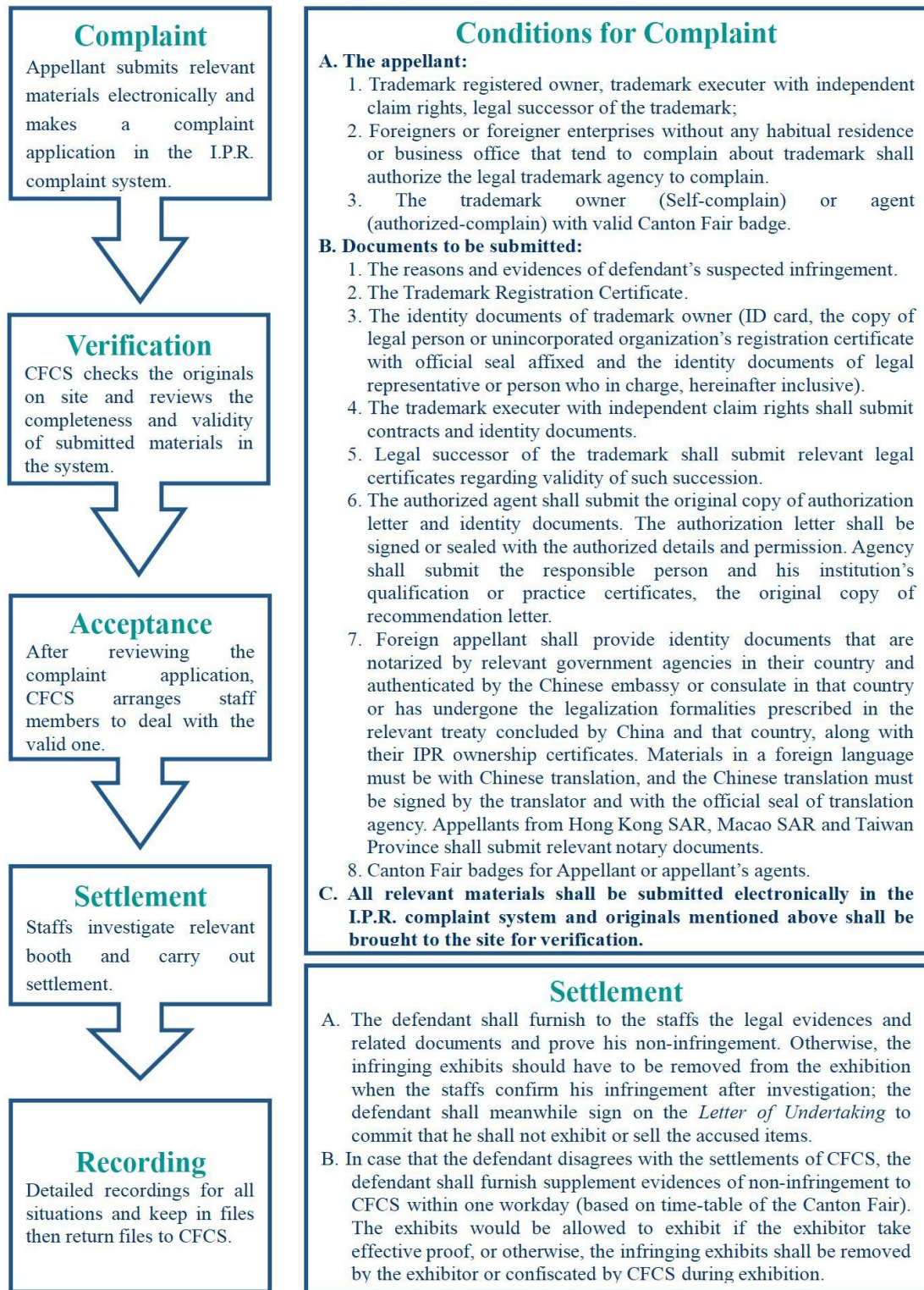






## Annex 2 Acceptance of Complaints to Trademark Infringement Disputes and Processing Procedures in the Canton Fair

### Procedure of Complaint & Settlement for Trademark Infringement in Canton Fair

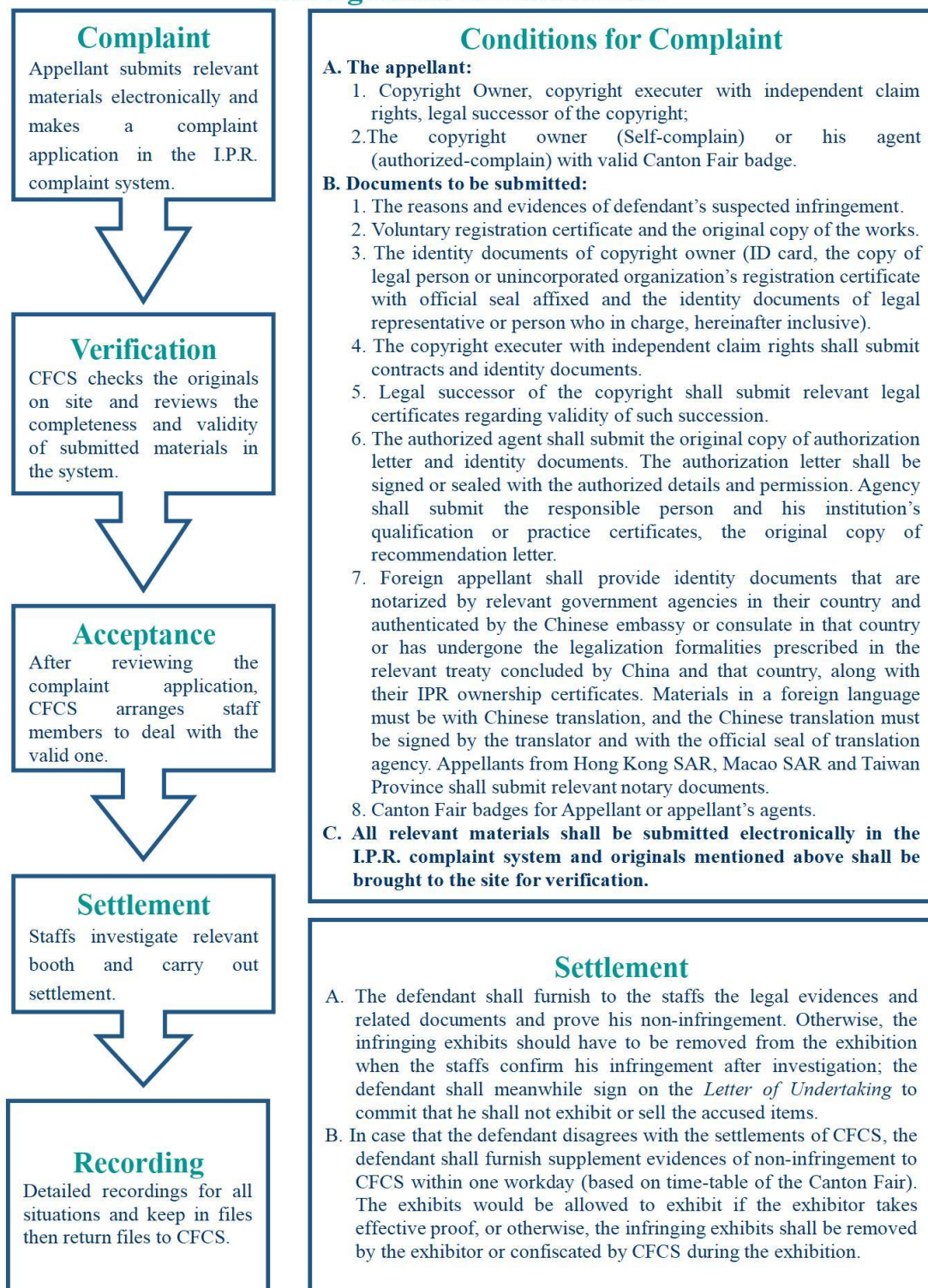






## Annex 3 Procedure of Complaints to Copyright Infringement Disputes and Processing Procedures in Canton Fair

### Procedure of Complaint & Settlement for Copyright Infringement in Canton Fair





## Annex 4 Letter of IRP Complaint Submission

Phase: \_\_\_ Session of the Canton Fair Exhibition Area \_\_\_ submission No.:

Title of Right		No. of Right		Category	
Right Holder		Name	Legal Representative		
		Address	Tel		
Complaint Agent		Name (individual agent or institutional agent)			
		Address	Tel		
Profile	Nationality or Region	<input type="checkbox"/> Mainland China <input type="checkbox"/> Hong Kong/ Macau/ Taiwan <input type="checkbox"/> Japan <input type="checkbox"/> South Korea <input type="checkbox"/> France <input type="checkbox"/> UK <input type="checkbox"/> Germany <input type="checkbox"/> USA <input type="checkbox"/> Others ( )			
	Type	<input type="checkbox"/> Individual <input type="checkbox"/> State-owned enterprise <input type="checkbox"/> Private enterprise <input type="checkbox"/> Foreign-funded Enterprise <input type="checkbox"/> Joint venture			
	Scale	<input type="checkbox"/> Small enterprise <input type="checkbox"/> Medium-sized enterprise <input type="checkbox"/> Large enterprise <input type="checkbox"/> Transnational enterprise			
	Industry	<input type="checkbox"/> Electronics & home appliances <input type="checkbox"/> Automobile and accessories <input type="checkbox"/> Medicine and healthcare <input type="checkbox"/> Petrochemical products <input type="checkbox"/> Construction materials <input type="checkbox"/> Machinery Equipment <input type="checkbox"/> Hardware and tools <input type="checkbox"/> Daily consumer goods <input type="checkbox"/> Gifts <input type="checkbox"/> Textile <input type="checkbox"/> Lighting <input type="checkbox"/> Household decorative items <input type="checkbox"/> Bags and suitcases <input type="checkbox"/> Others ( )			
Respondent	No.	Company Name	Booth No.	Product allegedly IPR infringed	Remarks
	1				
	2				
	3				
	4				
	5				
	6				
	7				
	8				
<p>I hereby accept that the above complaint shall be handled by the Canton Fair Complaint Station in accordance with the provisions of "Complaint and Settlement Provisions for Suspected Intellectual Property Infringement in the Canton Fair". I agree to pay the relevant departments of Canton Fair for expenses incurred by the handling of the complaint, and indemnify the respondent against any loss in case of improper complaint.</p> <p style="text-align: right;">Complaint's signature (seal): Date:</p>					

Note: In accordance with the Article 12 of "Complaint and Settlement Provisions for Suspected Intellectual Property Infringement in the Canton Fair", the Complaint Station shall not generally accept the same complainant's repeated complaint on the same IPR to the same respondent



## Attachment 5: Notice on the Settlement of Suspected (Patent/Trademark/Copyright) Infringement

Phase\_\_\_\_\_Session\_\_\_\_\_of the Canton Fair No.\_\_\_\_\_

### Company:

According to the complaint of (Complainant) and the identification by the Canton Fair Complaint Station for IPR and Trade Dispute, (Name of the Exhibit) of you (Booth No.) exhibited in this Canton Fair session is suspected of infringing the (Patent/Trademark/Copyright) (No. of Right:) of (Complainant). The above exhibit will be handled in accordance with the IPR infringement settlement regulations. Should you have any objection to the settlement, you can supplement the evidence of non-infringement to the Complaint Station within one workday (based on the schedule of the Canton Fair). For invalid evidence or no supplement of evidence, this settlement still takes effective. The respondent may take back the allegedly infringing exhibit on the afternoon of the last day of current period of this session's Canton Fair. If overdue, the Complaint Reception Station may dispose of it.

Handling of the exhibit:

Handler:

Quantity:

Exhibit owner:

Exhibitor's badge ID:

Canton Fair Complaint Station for IPR and Trade Dispute

MM-DD-YY





## Annex 6 Letter of Commitment

### Letter of Commitment

We hereby assure to the Canton Fair Complaint Station for IPR and Trade Dispute that, abiding by the “Complaint and Settlement Provisions for Suspected Intellectual Property Infringement in the Canton Fair”, from this day on, we will not exhibit or sell the following suspected infringing products or relevant promotional items in any place of the China Import and Export Fair Complex until this Canton Fair session terminates **(except for successful defence)**.

Suspected infringing product:

Mode:

No. of Right:

If we breach this Letter of Commitment, we are willing to accept the penalty imposed by the Canton Fair. This Letter of Commitment is in duplicate. The Complaint Station and the undertaker each have one copy. This Letter of Commitment shall come into effect on the date of signature.

Undertaker:

Booth No.:

Representative of Undertaker:

Tel:

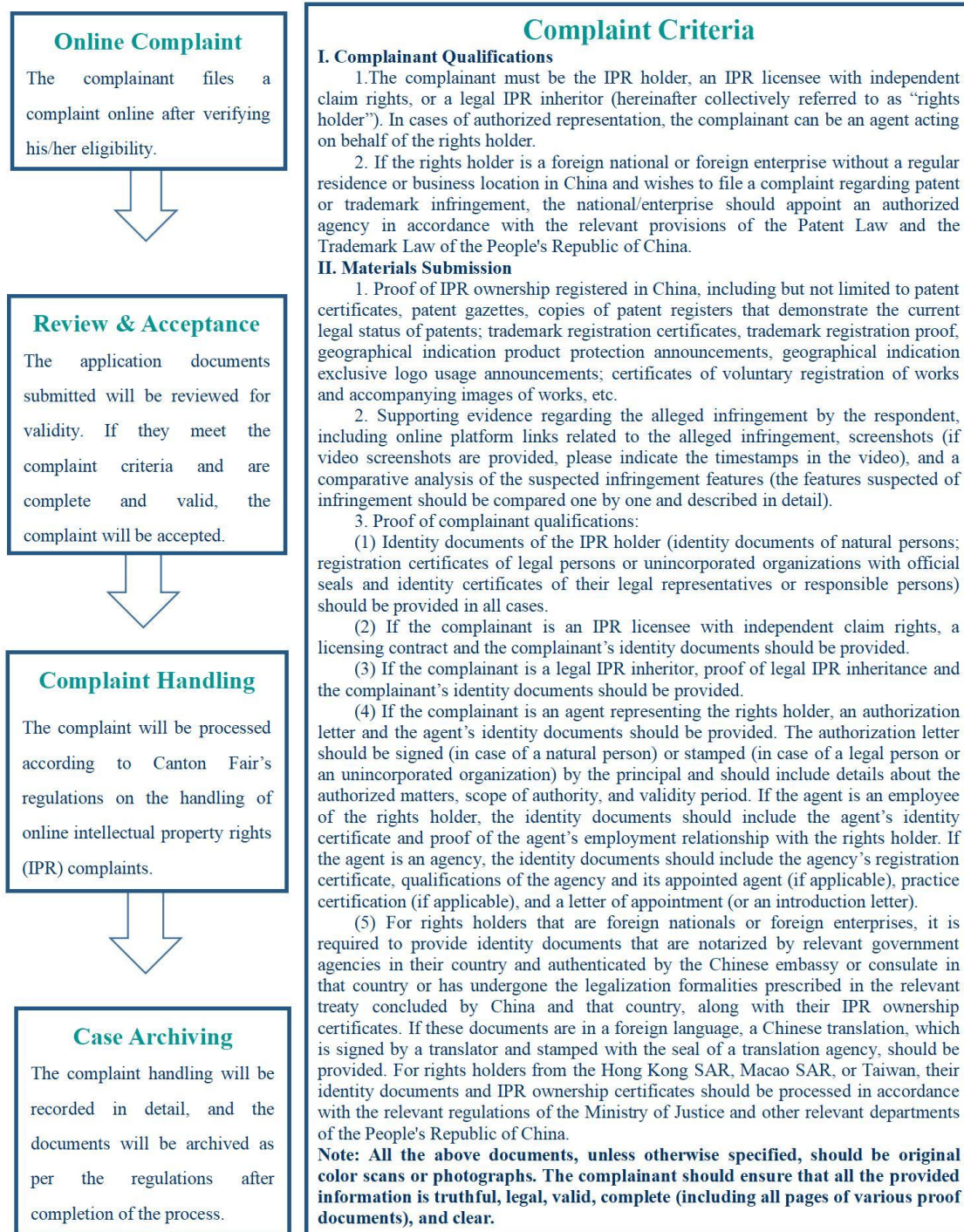
Exhibitor's badge ID:

Date:     YY     MM     DD



## Annex 7 Canton Fair Intellectual Property Rights Online Complaint and Processing Procedure

### Canton Fair Intellectual Property Right Online Complaint and Processing Procedure







## Annex 8 Canton Fair Trade Disputes Prevention and Handling Directions

### To standardize transactions

The Fair-participating parties are recommended to sign a written contract for concluding their transactions so as to prevent trade risks.

### To standardize transactions

- A. The Fair-participating parties adopt the recommended model contracts for their transactions;
- B. The contract is recommended to include effective dispute settlement clauses.

### Complaint

When dispute arises, submit the dispute to CFCS.

### Conditions for Complaint

- A. The complainant must disclose his/her real name and must hold a valid badge for the current session of the Fair;
- B. The respondent must be a participating party at a current session of the Fair, and must be present at the Fair's complex either personally or through an agent.
- C. The complainant shall submit relevant evidences such as contracts, payment documents, etc.

### Acceptance

If the Complaint complies with stipulated conditions, the case shall be accepted, and the complainant shall complete a Complaint Application Form.

### Handling

- A. The mediation shall be conducted by staff members of CFCS;
- B. If the dispute is successfully mediated, a settlement agreement in writing shall be made, and either party shall be entitled to submit the settlement agreement to SCIA for an arbitral award;
- C. If the mediation fails, the dispute shall, unless the parties agree otherwise, be referred to SCIA for arbitration.

### Handling

The dispute shall be mediated first. If the mediation fails, it shall be resolved through arbitration or other means as agreed by the parties concerned.

### Discipline & Enforcement

- A. A name list of the sellers having been complained of and a name list of the persons allegedly liable for the disputes shall be delivered to the Operation Department of Canton Fair, the trade delegation, and/or the chamber of commerce concerned for disciplining the relevant parties in accordance with the measures of canton fair to monitor the commodity quality and complaints relating to trade disputes.
- B. If a party refuses to comply with the arbitration award, the other party may apply to a competent court for enforcement.

### Discipline & Enforcement

At the close of the Canton Fair, a name list of the relevant parties complained of shall be kept in files and noticed to relevant authorities. The arbitral award is enforceable.



## Annex 9 Online Complaint Procedures of Trade Disputes in the Canton Fair

### Verification and Acceptance

To examine the validity of submitted documents. Only when the complaint complies with stipulated conditions and the submitted documents are complete, legal and valid, should the case be accepted.



### Handling the Complaint

The dispute will be mediated online. If the mediation fails, the dispute may be settled through arbitration or in a way agreed by both parties. The complained exhibitors shall be tracked and managed



### Online Complaint

Complaint of trade disputes shall comply with stipulated conditions and be submitted online.



### Recording and Filing

Every details of the procedures of handling the complaint will be recorded and all documents will be filed after the dispute is settled.

### Complaint Conditions

1. The complainant must disclose his/her real name and must hold a valid badge, such as the exhibitor badge or the buyer badge, for the session of the Fair when the contract concerned is made, and shall agree to settle the trade disputes through the mediation system.
2. The respondent shall be an exhibitor or buyer at the current session of the Fair, and thus the complainant shall provide the respondent's identity information, proof of the respondent's participation in the current session of the Fair (including but limited to the screenshot which shows the visit of the respondent to the official website of the Fair or the broadcast room of exhibitors, the screenshot of the respondent's cloud exhibition booth (where the respondent's booth number shall be seen), and the screenshot of the respondent's broadcast room (where the respondent's broadcast room number shall be seen)), and the contact information of the respondent. The respondent shall also agree to settle the trade disputes through the mediation system.
3. The complainant shall submit relevant evidences (including but not limited to transaction contracts and payment documents).

The complainant shall fill out the online complaint form on the mediation system via the complaint channel for trade disputes on the official website of the Fair, and upload the original scanned copy or photography of the certification and proofs as required. If the complainant or the respondent is to entrust a third party to participate in the mediation, a valid power of attorney and relevant identification documents of the entrusted party shall be uploaded to the system. Both parties of the complaint shall ensure that the submitted materials are true, complete (for instance, all pages of the original supporting documents shall be included), legal and valid.



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## Annex 11

To be updated



## 7.7 Forms for Prevention and Resolution of Trade Dispute and IP Right

### D1 List of Files for Trademark, Patent, Copyright & Quality Attestation

**Deadline: Oct. 13 (Phase I)**

**Oct. 22 (Phase II)**

**Oct. 30 (Phase III)**

**Exhibitors whose exhibits are concerned with trademark, patent, copyright and quality attestation shall fill in this form and submit it prior to the deadline. The service herein shall be free of charge.**

Please reply to: Organizer (please submit to Reception Station of Complaints and Settlements for IPRs and Trade Disputes of Canton Fair)

#### ● Application

Exhibitor			
Stand No.			
Trade mark, Patent, Copyright and Quality Attestation	Exhibits Name	Holder of the Rights and Interests	Remarks
Enclosure: <input type="checkbox"/> _____ Copy(s) of Trademark Certificate <input type="checkbox"/> _____ Cope(s) of Patent Certificate <input type="checkbox"/> _____ Copes(s) of Copy Right Registered Certificate <input type="checkbox"/> _____ Cope(s) of Quality Certificate <input type="checkbox"/> Others			

#### ● Reminder

1. In the event that the holder of rights and interests is not the exhibitor, please declare it in the "Remarks" and submit the holder's Letter of Attorney for such use of the rights and interests.

2. This form shall only be accepted by express delivery, fax or direct submission. E-mail shall be rejected.

Stand No.: \_\_\_\_\_ Company Name \_\_\_\_\_ (Company Seal)

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Notes: This form can be downloaded from [www.cantonfair.org.cn](http://www.cantonfair.org.cn)**





**D2 Letter of Complaint for IP Rights (International Pavilion)**

**Letter of Complaint for IP Rights (International Pavilion)**

Session of Canton Fair		Phase		Exhibition Area		No.	
Title of Right				No. of Right		Category of Right	
Right Holder		Name		Legal Representative			
		Address		Tel			
Complaint Agent		Name(Trustee)					
		Address		Tel			
Information of Right Holder		Nationality		<input type="checkbox"/> Mainland China <input type="checkbox"/> HK SAR/Macao SAR/Taiwan Province <input type="checkbox"/> Japan <input type="checkbox"/> South Korea <input type="checkbox"/> France <input type="checkbox"/> UK <input type="checkbox"/> Germany <input type="checkbox"/> USA <input type="checkbox"/> Others( )			
		Attribute		<input type="checkbox"/> Individual <input type="checkbox"/> State-owned Enterprise <input type="checkbox"/> Private Enterprise <input type="checkbox"/> Foreign-funded Enterprises <input type="checkbox"/> Joint Venture			
		Enterprise Size		<input type="checkbox"/> Small Enterprise <input type="checkbox"/> Medium-sized Enterprise <input type="checkbox"/> Large Enterprise <input type="checkbox"/> Multinational Corporation			
		Profession		<input type="checkbox"/> Electronics & Household Electrical Appliances <input type="checkbox"/> Automobiles and accessories <input type="checkbox"/> Medicine and healthcare <input type="checkbox"/> Chemical products <input type="checkbox"/> Building Materials <input type="checkbox"/> Machinery Equipment <input type="checkbox"/> Hardware and tools <input type="checkbox"/> Daily consumption goods <input type="checkbox"/> Gifts <input type="checkbox"/> Textiles <input type="checkbox"/> Lighting <input type="checkbox"/> Household Items <input type="checkbox"/> Bags and Cases <input type="checkbox"/> Miscellaneous ( )			
Defendant		No.	Name of Enterprise	Stand No.	Items Being Suspected of Infringing IP Rights		Remarks
		1					
		2					
		3					
		4					
		5					
		6					
<p>The underwriter hereby commits that the above complaint shall be handled by the Complaint Reception Station of Canton Fair in accordance with the provision of “Complaint and Settlement Provisions of Being Suspected of Infringing IPR”. The underwriter furthermore agrees to pay to relevant departments all expenses incurred herefrom and accordingly promises to compensate for all losses may be incurred against the defendant in case of an incorrect complaint.</p> <p style="text-align: right;">Complainant's Signature (Seal): Date: MM-DD-YY</p>							



Notes: In accordance with provision in Clause 12 of Chapter 7 the "Complaint and Settlement Provisions of Being Suspected of Infringing IPR", a repeated Complaint upon the same respondent for the same infringing of IP rights will not be accepted by this Complaint Reception Station.



## 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 Xingangdong East Station Exit A to Area A and D 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 11 (Longtan-Longtan) :** Get off at Paizhou Station, take exit E or F to Area B of Canton Fair 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 - Hai Bang Station):** Get off at Kecun Station. Then transfer to Line 8 for the Complex; Or get off at South China Normal University Station and transfer to Line 11.

**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-Huangpu New Port Station):** Get off at Yuancun Station. Then transfer to Line 11.

**Metro Line 6 (Xunfenggang-Xiangxue Station) :** Get off at Shahe Station. Then transfer to Line 11;

**Metro Line 18 (Xian Cun - Wanqingsha) :** Get off at Longtan Station. Then transfer to Line 11;

**Metro Line 21 (Tianhe Park - Zengcheng Square):** Get off at Tianhe Park Station. Then transfer to Line 11;

(2) By Taxi

The initial fare for a taxi in Guangzhou, including the first 3 kilometers, is RMB 12 Chinese Yuan, and the rental rate per kilometer is RMB 2.60. The taxi meter is located near the front door of the vehicle.

### 8.2 Climate

Guangzhou has a subtropical monsoon marine climate. The average temperature in October is between 21°C and 29°C. It is sunny, with occasional rains or showers. The average relative humidity is 73%.

### 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.

# GUANGZHOU METRO SYSTEM MAP



## 9. Selection Terms of Canton Fair Design Award

### 9.1 General Provisions

(i) The Canton Fair Design Award (hereinafter referred to as CF Award) selection is held once a year by China Import and Export Commodities Fair (hereinafter referred to as Canton Fair), for setting benchmarks and promoting innovation. The cutting-edge products are selected and presented at Canton Fair to global buyers, demonstrating the value of combining design and business. CF Award is proud of being a boost to the high-quality development of international trade.

(ii) The CF Award is organized by China Foreign Trade Centre Group, Ltd. (hereinafter referred to as the Organizer). The CF Award Selection Office (hereinafter referred to as the Office) under the Organizer is responsible for the specific planning, organization and implementation of awards selection. The Organizer reserves the right of final interpretation for the CF Award selection.

(iii) The participants refer to the subjects participating in the CF Award selection. The participating products refer to the products participating in the CF Award selection. The winners refer to the subjects who participate in the CF Award selection and win the CF Award. The award-winning products refer to the products that participate in the CF Award selection and win the CF Award.

(iv) The Terms apply to all CF Award participants, products, winners and award-winning products. The Terms include the body of the Terms and the rules, disclaimers and copyright notices which have been or may be issued or updated in the future by the Organizer as well as any other rules, policies, statements, notices, warnings, reminders and instructions (hereinafter collectively referred to as Selection Rules). The Selection Rules are an integral part of the Terms and have the same legal effect as the Terms. **By accepting the Terms, the participant shall fully accept the body of the Terms and the Selection Rules.**

**(v) Unless otherwise stipulated in the Selection Terms, the Organizer will not charge the participant participation fees.**

### 9.2 Selection Criteria

(i) The participant must be the designer or owner of the participating product and own independent intellectual property rights or related legal authorization, while the participating product must be marketed in the recent five (5) years (including five (5) years).

(ii) The participating product shall fall into the categories set by the CF Award and those shown on the homepage of the Canton Fair (excluding food products).

(iii) Only one company or organization can apply for participation with the same product. Each company or organization shall participate in the selection with no more than ten (10) (series of) products.

(iv) No company or organization shall apply for participation with the same product or series again, including products similar in function, appearance or design concept.

(5) The participant shall voluntarily sign a commitment to abide by the selection rules and comply with the Organizer's rules on the organization of the selection.





(6) The participating product shall not be involved in any intellectual property rights disputes. If there is an infringement or suspected infringement identified by the authority, the Organizer shall have the right to cancel the participation qualification of such product.

### **9.3 Intellectual Property Rights**

(i) **The participating products shall not be involved in any intellectual property rights disputes.** By submitting the application, the participant shall guarantee that the participating product submitted does not infringe the intellectual property rights or other legal rights of other people, and shall be solely responsible for protecting the intellectual property rights of the product.

(ii) By submitting the application, the participant shall agree to authorize the Organizer free of charge to display the physical product to the public at the CF Award selection and promotion activities and to use and promote the product in ways including but not limited to using, photographing, shooting video materials and making 3D modeling for the product and its packaging, decorations, pictures and text materials. The Organizer will not return, delete or modify the information of the participating product unless a third party raises a claim or an objection to the participating product. Before the end of the current selection, the Organizer will not disclose the information and materials submitted by the participant to the public.

(iii) If the applicant needs to withdraw its application after submission, it shall apply for withdrawal no later than the 10th natural day after the deadline of registration and shall notify the organizer in writing (fax or electronic scan). Failure to notify the Organizer within the aforementioned time limit shall be deemed no application for withdrawal. If the participant believes that relevant information about the product shall not be disclosed, it shall inform the Organizer in writing (fax or electronic scan) during the publicity period of the award-winning product list of the year (subject to the date published on the Organizer's official website) and within ten (10) natural days after the end of the publicity period. Failure to notify the Organizer within the aforementioned time limit shall be deemed no relevant application. The costs incurred by the withdrawal of the application or the destruction and return of relevant materials of the product shall be borne by the participant itself.

### **9.4 Product Transportation, Storage and Insurance**

(i) To ensure the development of the final selection, if the objective conditions are available, the participating product shall be sent to the site designated by the Organizer, and shall be returned to the participant after the selection and the promotional display.

(ii) The participant shall be solely responsible for the transportation costs of the participating product (including the transportation of the award-winning product back to the participant) and relevant risks, and shall buy insurance for the product if necessary. At the same time, the participant shall be solely responsible for the travel expenses and other related expenses of its employees, and shall decide whether to pay to join some follow-up promotion activities.

(iii) **The product eligible for the final selection will be returned to the participant after the CF Award selection or promotion activities.** By delivering the product to the logistics company according to the return address filled by the participant, the Organizer shall have returned the product to the participant. The

participant's refusal to sign for the delivery shall be deemed as waiver of the ownership of the product, and **the Organizer shall have the right to dispose of the product in ways including but not limited to discarding, selling, escrow and storing and the participant shall bear all expenses arising therefrom.**

(iv) The participant fully understands and accepts that the product **may be** subject to theft, fire, loss of use, damage and other risks during the CF Award selection. The participant shall bear all relevant risks independently, while the Organizer shall not assume any responsibility for such risks.

(v) Shipment of the participating product outside mainland China shall be carried out in accordance with relevant regulations and norms of the China Customs. If the participant cannot send or the Organizer cannot receive an overseas product due to objective reasons, both parties shall communicate with each other in a timely manner and shall push forward the selection and promotion activities by means of videos, pictures and so on.

## **9.5 Matters Related to Winners**

### **(i) Rights and Rewards of Winners**

The Organizer has the right to provide one or more of the following rights at its sole discretion within one (1) year from the date of publicity of the winner list. Part of the rights shall be determined according to the holding of the Canton Fair during the aforementioned time limit. The Organizer has the final interpretation right and the right to modify specific promotion methods and approaches as required:

**1. Bonus in Booth Selection.** The award-winning company can get bonus points in the booth selection, as specified in the Canton Fair booth selection criteria.

**2. VIP Exhibitor Services.** Companies that have won the CF Award Silver Award and higher awards can enjoy the VIP exhibitor services at two sessions of the Canton Fair in the next year, including VIP service vouchers, additional permits for vehicles and personnel, preferential access to the Canton Fair Complex, etc.

**3. Onsite Exhibition.** During each session of the Canton Fair onsite exhibition, award-winning products can be exhibited in the CF Award Exhibition Hall physically, which will attract more visitors to the award-winning companies' booths. It will help them gain more exposure and attention from buyers.

**4. Online Exhibition.** An exclusive section is set up on the official website of the Canton Fair to permanently display all previous award-winning products. Award-winning products will be marked as "CF Award Winner" in the exhibitor and exhibit inquiry system of the Canton Fair, and given priority in search results among those of the same conditions.

**5. Publicity and Promotion.** The information about award-winning products and companies will be promoted through the global official social media outlets and News Center of the Canton Fair. Products winning higher awards than the Gold Award may be promoted through China National Archives of Publications and Culture free of charge.

**6. Promotion Events.** Award-winning products and companies will be given priority to participate in the new product release, Trade Bridge, Discover Canton Fair with Bee & Honey or other promotional events organized by the Canton Fair.

**7. Awarding Ceremony.** The CF Award ceremony and design innovation Forum will be held during the

onsite session of the Canton Fair to enhance publicity and promotion effects.

**8. Logo Use:** Award-winning companies can use English and Chinese CF Award logos marked with the year of winning the award for independent promotion and publicity free of charge.

**9. CF Award Yearbook:** Award-winning products and companies will be listed on the CF Award Yearbook to be shared with important global business groups, big buyers and Canton Fair VIP buyers.

#### **9.6 Obligations of Winners**

1. The award-winning products shall comply with the requirements of laws, regulations and industry standards about product quality, and shall not be involved in any violation of laws or regulations or infringement.

2. No fraud or improper means shall be used to win the selection.

3. If the winner significantly modifies the award-winning product, it shall not continue to use the CF Award logo or use it to promote the product.

4. The winner shall accept the authorization of the Organizer and use the CF Award logo in a non-exclusive way, but only to promote its award-winning product. In addition, it shall abide by relevant laws and regulations, such as the *Trademark Law of the People's Republic of China* and the *Anti-Unfair Competition Law of the People's Republic of China*, and shall not cause public confusion or misunderstanding.

5. The CF Award logo or trophy shall not be used to promote any products inconsistent with the winning product, or in other circumstances that may not conform to the legitimate rights and interests of the Organizer.

6. The winner shall promise to own the ownership, related intellectual property rights, or other related rights or legal authorization and sub-authorization of the award-winning product and promotional materials provided for the use by the Organizer (including but not limited to the texts, images, videos, pictures, music, fonts, portraits, etc.), which shall not infringe the intellectual property rights or other legal rights of any third party, and shall authorize the Organizer to use them free of charge (including but not limited to editing, etc.).

7. The winner shall ensure that all the contents of the product and promotional materials submitted for use by the Organizer comply with all laws and regulations.

8. If the Organizer is accused of infringement or claimed for compensation by a third party due to the use of the product and promotional materials provided by the winner, the winner shall negotiate with the third party and guarantee to be responsible for any losses suffered by the Organizer therefrom. At the same time, all legal and financial liability arising therefrom shall be borne by the winner solely.

9. The winner shall bear the legal responsibility for the publicity of the award-winning product. The Organizer has the right to recall relevant CF Award titles and cancel the award-winning qualification if the winner has violated the law or the Terms in its relevant behaviors.

10. The Organizer shall have the right to adjust promotion strategies and plans according to the specific requirements of CF Award promotion activities. The winner shall cooperate to the maximum extent and comply with the regulations and requirements of the Organizer when exercising other award-winning rights.



## 9.7 Disclaimer

(i) The Organizer shall have the right to invite the notary department to notarize the final selection, and sign relevant evaluation commitments with the judges participating in the selection. The Organizer and the judges invited by the Organizer have the right to make independent judgments and decisions without giving any explanation.

(ii) The participant shall participate in the CF Award selection according to the provisions of the Terms. If the participant fails to participate in the CF Award selection due to negligence or misunderstanding of the Terms, the participant shall not make any claims against the Organizer.

**(iii) The Organizer reserves the right to update and/or modify the Terms to a reasonable extent, and any modifications or updates will take effect at the time of publication. If such updates and/or modifications include material changes that may affect the rights and obligations of the participant, the Organizer will notify the participant in an appropriate manner. Please check the Terms on the CF Award selection page on Canton Fair's official website ([www.cantonfair.org.cn](http://www.cantonfair.org.cn)) regularly to ensure awareness of any changes that may occur. By continuing to participate in the CF Award selection after the Terms are updated and/or modified, the participant shall accept the updated and/or modified terms. If the participant does not agree to relevant changes, the participant shall immediately notify the Organizer and apply for withdrawal from the CF Award selection.**

(iv) The Organizer will strictly manage relevant information, pictures, texts and other materials submitted by the participant, and store the physical product submitted by the participant in a closed manner. Only the judges invited by the CF Award and the internal staff members of the CF Award can browse or get access to relevant information and the physical product.

(v) The criteria, date and related matters of the CF Award selection are subject to those published on the CF Award selection page on Canton Fair's official website ([www.cantonfair.org.cn](http://www.cantonfair.org.cn)). If there is any change, the Organizer will publish it on the website in a timely manner. Please pay close attention to any news on the website and any prompts about the processing status of related applications. Please note that no separate notice will be made for this.

## 9.8 Dispute Resolution

(i) The CF Award selection is subject to social supervision. If the public and the participant have any questions or disputes about the CF Award selection, they can raise them and actively communicate with the Organizer during the publicity period.

(ii) The Organizer designates the CF Award Office to receive objection-related materials.

(iii) During the CF Award selection or after the participating product has won the CF Award, if a third party raises any claim or objection to the participant about the participating product according to the laws of the People's Republic of China (excluding Hong Kong SAR, Macao SAR and Taiwan region; the same below), the participant shall promptly notify the CF Award Office in writing. If any third party raises any claim or objection to the Organizer directly according to Chinese laws, the CF Award Office shall inform the participant in writing in a timely manner and require the participant to provide an explanation and sufficient



information to verify the claim. The Organizer has the right to suspend the evaluation, awarding and promotion of the participating product until the final settlement of the dispute. The Organizer also has the right to require the participant to properly resolve the aforementioned dispute within a certain period of time. Otherwise, the Organizer will cancel the award-winning qualification of the product. At the same time, the Organizer reserves the right to hold the participant responsible for suspected infringement.

**(iv) In case of any third-party complaints, lawsuits or claims arising from the violation of the Terms or related matters of the CF Award selection, the participant shall handle the matter by itself and bear all possible legal liability arising therefrom. If the Organizer makes compensation to any third party or suffers punishment from the national authority because the participant has violated the Terms or related matters of the CF Award selection, the participant shall compensate the Organizer in full for all losses incurred thereby (including but not limited to actual losses and investigation fees, attorney fees, preservation fees, appraisal fees, evaluation fees, legal costs, etc. arising from rights protection).**

(v) The CF Award selection is held in Haizhu District, Guangzhou, China. Any disputes, claims or causes of action arising from the Terms, including any disputes related to the existence or validity of the Terms, shall be settled through friendly negotiation and communication. Where a legal solution is necessary, a lawsuit may be filed with the court having jurisdiction in the place where the activity is held.

(vi) The Terms shall be governed by and construed in accordance with Chinese laws.

(vii) The headings in the Terms are for ease of reading only and shall not affect the meaning or interpretation of any of the provisions in the Terms. If any provision of the Terms is deemed ineffective or unenforceable, the invalidity or unenforceability of the provision does not affect the validity of other provisions, and other provisions shall remain effective and shall be enforced.

(viii) Both the participant and the Organizer are independent subjects. Under no circumstances shall the Terms constitute any express or implied guarantee or condition of the Organizer to the participant, nor shall the two parties form an agency, partnership, joint venture or employment relationship.

(ix) If the Organizer publishes or provides an English version of the Terms, the participant agrees that the English version will be used for its convenience only. In case of any discrepancy between the English version and the Chinese version, the Chinese version shall prevail

## **10. Buyers Invitation and Trade Matching Services**

### **10.1 Canton Fair “i-Invite” Event (Exhibitors Invite Buyers to attend the Fair onsite or online)**

To enhance communication and interaction between exhibitors and overseas buyers, Canton Fair hold the “i-Invite” Event for many years. Exhibitors can easily send out invitations through the "Easy Exhibitor System"- “Exhibitor Services”- “Buyers Invitation”. With the official endorsement of the Canton Fair, exhibitors can enjoy services such as inviting new and regular buyers to attend the Fair onsite or online and to browse their online stores etc.

For details, please visit the Canton Fair website or contact official email: [info@cantonfair.org.cn](mailto:info@cantonfair.org.cn)

### **10.2 Online Application Service for Overseas Buyers' Exhibition Access Badges**

Overseas buyers can pre-register and apply for buyer's badge in advance at [buyercantonfair.org.cn](http://buyercantonfair.org.cn) on the official website of China Import and Export Fair (the Canton Fair). Buyers can obtain the badge for free at the badge service locations at the hotel, airport and exhibition halls using the receipt code of application and valid personal overseas ID certificates (overseas passport, Mainland Travel Permit for Taiwan Residents, Mainland Travel Permit for Hongkong and Macao Residents).

Buyer's badge application consulting email: [info@cantonfair.org.cn](mailto:info@cantonfair.org.cn).

### **10.3 Matchmaking Events**

#### **(i) “Trade Bridge” Matchmaking Events**

Driven by Buyers' sourcing requests, the Canton Fair holds promotion conferences and matchmaking events on a regular basis through various formats such as "face-to-face," "screen-to-screen," "face-to-screen," and "screen plus face." It offers customized matchmaking services for global top 250 retailers, well-known chain enterprises, key industry companies, and Canton Fair exhibitors. "Trade Bridge" Matchmaking Service Centers are set up across four Areas in the Canton Fair Exhibition Complex, providing exclusive services such as collecting sourcing requests, searching exhibitors and products, and offering face-to-face matchmaking venues. Exhibitors are welcome to log in to the Canton Fair online platform to promptly view and respond to sourcing requests and gain more opportunities for matchmaking, overseas exposure, and industry information!

For more details, please contact Mr. Huang at [tradebridge@cantonfair.org.cn](mailto:tradebridge@cantonfair.org.cn).

#### **(ii) Discover Canton Fair with Bee and Honey Activity**

To better leverage Canton Fair's role as trade promotion platform and serve the innovative development of foreign trade, Canton Fair uses its mascots “Bee” and “Honey” and integrates overseas buyers' sourcing demand and industrial trends to hold Discover Canton Fair with Bee and Honey, with each show dedicated to a certain theme. The show is live-streamed and played on Canton Fair's official website and overseas social media pages. By company interview, product recommendation and key technique sharing, the show allow exhibitors showcase themselves to the Fair's global buyers and social media fans, elevate brand influence and explore business opportunities. Since the 130<sup>th</sup> session in 2021, the Fair has held 54 activities which were watched over 17.42 million times. Welcome exhibitors to participate.

For more information, please contact Ms. An (Email: [anne@cantonfair.org.cn](mailto:anne@cantonfair.org.cn), Tel.: 020-89138635).





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(iii)Canton Fair Vlogger Activity

Since the 135<sup>th</sup> session in 2024, the Canton Fair launched Canton Fair Vlogger activity for overseas buyers to participate in. By posting buyers' vlogs on the Fair's overseas social media pages, this activity shows the the Fair's online and onsite highlights through buyers' perspective in a multi-dimensional way. This activity is highly welcomed and recognized by overseas exhibitors and buyers. Welcome exhibitors to recommend buyers to join the activity.

For more information, please contact Ms. Li (Email: [irislyt0404@cantonfair.org.cn](mailto:irislyt0404@cantonfair.org.cn), Tel.: 020-89138632).

(iv) Co-creation of the Canton Fair's Facebook Groups

The Canton Fair has 6 pages on Facebook, an overseas social media platform, in simplified Chinese, traditional Chinese, English, French, Arabic and Spanish. With fans exceeding 2.7 million, the Fair promotes excellent exhibitors and their products by posts and videos to elevate the Fair's publicity overseas. Since the 134<sup>th</sup> session in 2023, focusing on US and Australian markets and 4 sections which are New Energy Vehicles and Smart Mobility, Gifts, Men and Women's Cloth and Household Appliances, the Fair opened 6 Facebook groups respectively. We welcome exhibitors in relevant industries to join content creation and promote companies and products.

For more information, please contact Mr. Han (Email: [htd@cantonfair.org.cn](mailto:htd@cantonfair.org.cn), Tel.: 020-89138632).

(v)Promotion by Press Release

Working with world-leading press release company, the Canton Fair invites professional journalists to write articles on highlights of exhibition sections and products, and exhibitors and buyers' stories. The articles are released to around 300,000 comprehensive news agency and industry-specific media in 18 languages including English, French, Spanish, Arabic and Russian, covering over 170 countries and regions worldwide. Internationally renowned news agencies such as the Associated Press (AP), Bloomberg News, Russia's TASS, and Japan's Kyodo News have all republished the related promotional articles. By joint brand promotion and company showcase, exhibitors can enhance the publicity and reputation overseas of their brands and products.

To provide promotional materials, please contact Mr. Chen (Email: [peterchen@cantonfair.org.cn](mailto:peterchen@cantonfair.org.cn), Tel.: 020-89138617)