

# 中国国际进口博览会 钻石与宝石精品馆 参展商指南

## **Exhibitor Guide** **China International Import Expo** **Diamond and Gems Theme Pavilion**

2018 年 10 月

**October 2018**

# 前言

## Opening Remarks

尊敬的参展商:

Dear Exhibitors,

2017年5月,中国国家主席习近平在“一带一路”国际合作高峰论坛上宣布,中国将从2018年起举办中国国际进口博览会,首届进口博览会将于2018年11月5-10日在上海举办。进口博览会是中国着眼推进新一轮高水平对外开放作出的一项重大决策,是中国主动向世界开放市场的重大举措,也是世界各个国家和地区展示发展成就、开展国际贸易的开放型合作平台,是推进贸易自由化和经济全球化的国际公共产品。

In May 2017, Chinese President Xi Jinping announced that China will host the China International Import Expo (CIIE) from 2018 onwards and that the first expo will be held in Shanghai on November 5 - 10, 2018 at the Belt and Road Forum for International Cooperation. The CIIE will mark a significant move for the Chinese government to push forward a new round of high-level opening-up, and it is an important measure to open the Chinese market to the world. It will serve as an open, cooperative platform for countries and regions across the world to highlight their development achievements and promote international trade. The CIIE will also serve as an international showcase for promoting trade liberalization and economic globalization.

首届博览会将设企业商业展,包括货物贸易和服务贸易两个板块。

货物贸易板块包括智能及高端装备、消费电子及家电、服装服饰及日用消费品、汽车、食品及农产品、医疗器械及医药保健等展区。服务贸易板块包括新兴技术、服务外包、创意设计、文化教育、旅游服务、物流服务、综合服务 etc. 同期将举办虹桥国际贸易论坛以及一系列内容丰富的贸易促进活动。届时将有超过 100 个国家和地区的企业参展，15 万名专业采购商到会参观采购。

The first CIIE will set up an enterprise showcase, including two divisions for goods and services trade. The goods trade division is comprised of exhibition areas with high-end intelligent and equipment, consumer electronics and appliances, apparel, accessories & consumer goods, automobiles, food & agricultural products, medical equipment & healthcare products etc. The service trade division is comprised of exhibition areas in emerging technology, service outsourcing, creative design, culture & education, tourism service, logistics service, comprehensive service and etc. During the Expo, Hongqiao International & Trade Forum will hold a series of substantial trade promotion activities. Enterprises from more than 100 countries and regions will participate in the Expo, and 150,000 professional buyers are expected to attend the exhibition.

未来五年，中国将进口超过 10 万亿美元的商品和服务，为世界各国企业进入中国大市场提供了历史性机遇。

In the next five years, China will import over USD 10 trillion worth of goods and services, offering a historic opportunity for enterprises

across the globe to expand their business in China.

本次珠宝板块位于 5.1 馆，展览面积约 10000 平方米，涉及 30 余个国家及地区的展商，参展企业 200 余家，产业覆盖宝玉石产业链中上游企业，产品基本覆盖宝玉石产业全品类，包括钻石、红蓝宝石、祖母绿、翡翠、白玉、珍珠、琥珀、水晶、碧玺。九大类的原石、裸石和首饰精准面向国内采购市场。

With an exhibition area of about 10,000 square meters, the Diamond and Gems Theme Pavilion will be located in Hall 5.1 with over 200 exhibitors from over 30 countries and regions, covering all links in the upstream and middle-stream chain of the gemstone industry. This exhibition will feature an extensive product range covering all categories of the gemstone industry including diamonds, rubies, sapphires, emeralds, jades, white jades, pearls, ambers, crystals, and tourmalines. With nine major categories of rough stones, bare stones, and jewelry, the exhibition is targeting domestic buyers.

诚挚感谢您参加中国国际进口博览会，展示最具国际竞争力的产品或服务，促进世界贸易发展，实现更广互利共赢。我们在中国上海欢迎您的到来！

On behalf of the CIIE organizing committee, we hereby sincerely thank you for your participation in the CIIE. We hope you are able to showcase your most competitive products and services, promote global trade growth, and achieve mutual benefits and win-win situations. We

look forward to welcoming you in Shanghai, China!

中国国际进口博览会

**China International Import Expo (CIIE)**

# 展前提示

## Notes

尊敬的参展商:

Dear Exhibitors,

为了帮助您了解展馆设施与展会的各项要求，顺利做好展前准备工作，我们提供本《参展商指南》，以便您更为简便、高效地办理所须参展手续。

With an aim to help you learn about the venue facilities, understand the various requirements of the Expo, and make active preparation for the Expo, we are hereby providing this *Exhibitor Guide* to facilitate participation in a faster and more efficient manner.

### 一、填写表格

#### I. Forms to Fill In

各类所需填写的表单均已在本《参展商指南》的第七部分《附表》中列明，请您仔细阅读后，在本目录及表单分别注明的回传截止日期前提交；同时，建议您在表单填妥回传前做好复印备份。

Forms to be filled in are listed in Part VII “Forms” of the *Exhibitor Guide*. Please read them carefully and submit the filled-out forms by the deadlines indicated separately in the Tables of Content and relative forms. Please make a copy of all the forms as backups before filling them out and sending them back.

### 二、安全提醒

## II. Safety Notes

请参展商仔细阅读本《参展商指南》中有关安全生产、消防安全、文明参展等规定并请督促您委托的服务商严格遵守上述规定。

Please read carefully the rules and regulations in this *Exhibitor Guide* on safe working conditions, fire safety and civilized participation in the Expo, and urge your service providers to strictly follow these rules and regulations.

## 三、免责提醒

### III. Disclaimer

中国国际进口博览会运营单位将尽力提供各方面的优质服务，以求达到参展商的要求；下列情况下，运营单位恕不承担任何责任：

The Organizers of CIIE will make every effort to provide the best quality services in every aspect to meet the exhibitors' requirements. The Organizers, however, should not bear any liability arising from the following situations:

1.逾期回传表格引起的延误或因此未能提供部分或全部服务；

1. Any delay or failure to provide all or part of the services due to delayed return of the forms by the exhibitor after the deadline;

2.逾期申请而导致的附加费或因此未能提供部分或全部服务；

2. Any surcharge or failure to provide all or part of the services resulting from delayed submission of application by the exhibitor after the deadline;

3. 未遵守展会规定及相关法规而导致的延误、赔偿、损失等；
3. Any delay, compensation, or damage due to failure to comply with the Expo rules and regulations and relevant laws by the exhibitor;
4. 未使用展会指定服务商而造成的延误、损失、纠纷等；
4. Any delay, damage, or disputes due to the engagement with any non-designated service provider by the exhibitor;
5. 由参展商、搭建商自行提交的刊登资料的准确性与及时性；
5. Any inaccuracy in the publication materials provided by the exhibitor or contractors, or delayed submission;
6. 非展示期间未使用现场仓库存储而导致的贵重品现场灭失、缺少及损坏等意外情况；
6. Lost or damaged valuable goods or other unexpected accidents due to failure to use on-site warehouse storage during non-display periods;
7. 任何被主承办单位或中国海关拒绝于展览会售卖或陈列之物品；
7. Any item that cannot be sold or displayed at the exhibition as declared by the organizer or China Customs;
8. 任何通过非官方渠道进入场地内的货物；
8. Any goods entering the premises through unofficial channels;;
9. 任何于展会期间展位内失窃、损毁的物品；
9. Any items stolen or damaged in the booth during the exhibition



period;

10. 任何未通过宝交中心系统内登记的物品；

10. Any goods that have not been registered in the SDE system;

11. 因负责结算的主办银行原因，导致超过约定的结算时间而造成的汇率损失；

11. Exchange rate loss caused by exceeding the agreed settlement time due to the fault of the organizer's settlement bank ;

**四：特别提醒**

#### **IV. Special Reminder**

在购买展位内参展品的保险需在展位内配置摄像头。详见您购买的保险条款。

Cameras will be configurated for the exhibitors in the purchased booth. See your insurance terms for details.

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# 第一部分 展会综合信息

## Part I General Information

### 1. 展会基本情况

#### 1. Basic Information

##### 1.1 展会名称

##### 1.1 Expo Name

中国国际进口博览会

China International Import Expo (CIIE)

##### 1.1.1. 专馆名称

##### 1.1.1. Pavilion

钻石与宝石精品馆

Diamond and Gems Theme Pavilion

### 1.2 展览日期及开放时间

#### 1.2 Exhibition Date and Open Hours

展商报到	10月26日—11月2日	9:00—20:00	布展期内 (国家会展中心内)
布展期	10月26日—10月31日	8:00—22:00	专馆搭建布展
	11月1日—11月2日	8:00—22:00	展品布置
闭馆期	11月3日	8:00—24:00	闭馆安全检查
	11月4日	0:00—24:00	
开展期	11月5日	8:00—18:00	开闭馆时间
	11月6日—11月10日	9:00—18:00	
撤展期	11月10日	19:00—22:00	展品运输 展位拆除
	11月11日—11月12日	8:00—22:00	展位拆除
仓库寄存	11月5日—11月10日	08:00-19:30	存取货

Exhibitor registration	Oct. 26 <sup>th</sup> - Nov. 2 <sup>nd</sup>	9:00—20:00	Within the move-in period (in the National Convention and Exhibition Center)
Move-in period	Oct. 26 <sup>th</sup> - Oct. 31 <sup>st</sup>	8:00—22:00	Move-in into the pavilion
	Nov. 1 <sup>st</sup> - Nov. 2 <sup>nd</sup>	8:00—22:00	Exhibits set-up
Closed period	Nov. 3 <sup>rd</sup>	8:00—24:00	Security check during the closed period
	Nov. 4 <sup>th</sup>	0:00—24:00	
Exhibition date	Nov. 5 <sup>th</sup>	8:00—18:00	Opening and closing hours
	Nov. 6 <sup>th</sup> - Nov. 10 <sup>th</sup>	9:00—18:00	
Dismantling period	Nov. 10 <sup>th</sup>	19:00—22:00	Exhibit transportation Booth dismantling
	Nov. 11 <sup>th</sup> - Nov. 12 <sup>th</sup>	8:00—22:00	Booth dismantling
Warehouse storage	Nov. 5 <sup>th</sup> - Nov. 10 <sup>th</sup>	08:00-19:30	Storage and collection

### 1.3 展品存取货时间表

### 1.3 Exhibit storage and collection hours

11月5日	08:00-11:00	取货
	16:30-19:30	存货
11月6日	08:00-10:00	取货
	17:00-19:30	存货
11月7日	08:00-10:00	取货
	17:00-19:30	存货
11月8日	08:00-10:00	取货
	17:00-19:30	存货
11月9日	08:00-10:00	取货
	17:00-19:30	存货
11月10日	08:00-10:00	取货
	17:00-19:30	收货

（如有变化，展品存取时间将同中国国际进口博览会官方时间同步调整）

Nov. 5 <sup>th</sup>	08:00-11:00	Collection
	16:30-19:30	Deposit
Nov. 6 <sup>th</sup>	08:00-10:00	Collection
	17:00-19:30	Deposit

Nov. 7 <sup>th</sup>	08:00-10:00	Collection
	17:00-19:30	Deposit
Nov. 8 <sup>th</sup>	08:00-10:00	Collection
	17:00-19:30	Deposit
Nov. 9 <sup>th</sup>	08:00-10:00	Collection
	17:00-19:30	Deposit
Nov. 10 <sup>th</sup>	08:00-10:00	Collection
	17:00-19:30	Receipt

(In case of any change, exhibit storage and pick-up times will be adjusted in line with the open hours of China International Import Expo)

## 1.4 展会地点

### 1.4 Venue

国家会展中心（上海）

National Exhibition and Convention Center (Shanghai) (NECC)

地址：上海市青浦区崧泽大道 333 号

Address: No. 333, Songze Avenue, Qingpu District, Shanghai

## 1.5 主办单位

### 1.5 Hosts

中华人民共和国商务部

Ministry of Commerce of the People's Republic of China

上海市人民政府

Shanghai Municipal People's Government

## 1.6 合作单位

### 1.6 Supporters

翻译/Translator: ZHANG/PT

日期/Date: 2018 年 10 月 15 日 / October 15, 2018

校对/Proofreader: JAMES/XU

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世界贸易组织

World Trade Organization (WTO)

联合国工业发展组织

United Nations Industrial Development Organization (UNIDO)

联合国贸易和发展会议

United Nations Conference on Trade and Development (UNCTD)

## 1.7 承办单位

### 1.7 Organizers

中国国际进口博览局

China International Import Expo Bureau

国家会展中心（上海）

National Exhibition and Convention Center (Shanghai) Co., Ltd.

## 1.8 运营单位

### 1.8 Operator

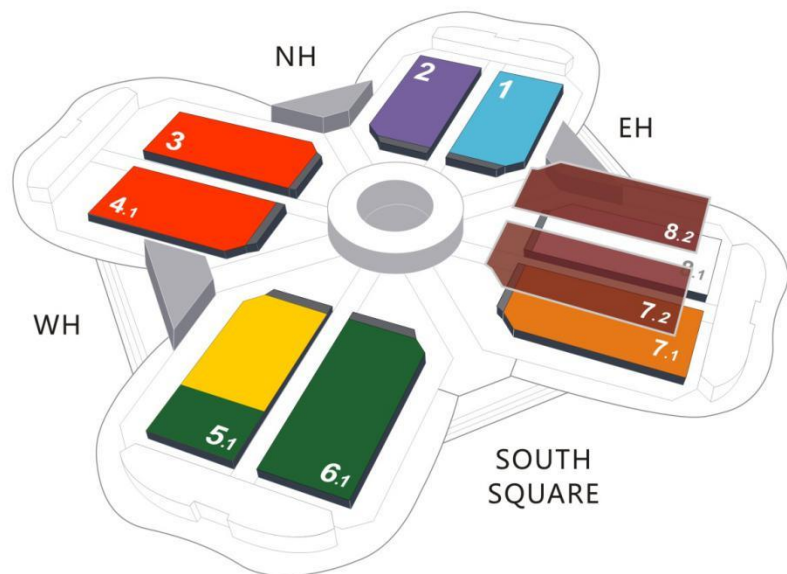
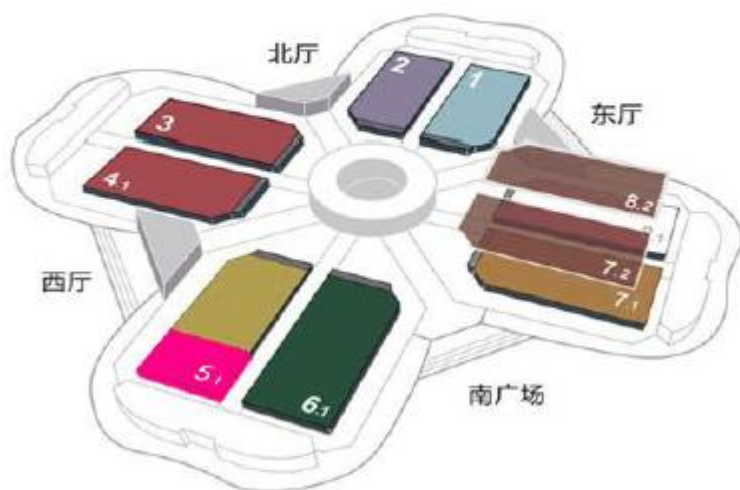
东浩兰生（集团）有限公司

Donghao Lansheng (Group) Co., Ltd.

## 1.9 展会布局

### 1.9 Expo Layout





## 1.10 展会官网

## 1.10 Official Website

[www.ciie.org](http://www.ciie.org)

## 2. 展会服务联系名单

## 2. Expo Service Contact List

### 2.1. 展会指定服务商

#### 2.1. Official Service Suppliers

##### 2.1.1 交易服务商

##### 2.1.1 Transaction Service Suppliers

名称: 上海宝玉石交易中心  
英文名称: Shanghai Gems & Jade Exchange  
地址: 上海市黄浦区淮海中路 8 号兰生大厦 25 楼  
联系人: 陈旭东  
电话: +86 21 6319-1818  
手机: 13611661594  
邮箱: Jack.chen@csgje.com  
名称: 上海钻石交易所  
英文名称: Shanghai Diamond Exchange  
地址: 上海世纪大道 1701 号 A 座 14 楼  
联系人: 金岩  
电话: +86 21 5015-8057  
手机: 18610697876  
邮箱: members@cnsde.com

Chinese Name: 上海宝玉石交易中心  
English Name: Shanghai Gems & Jade Exchange  
Address: 25th Floor, Lansheng Building, No. 8 Middle Huaihai Road,  
Huangpu District, Shanghai  
Contact: Chen Xudong  
Tel: +86 21 6319-1818  
Mobile: 13611661594  
E-mail: Jack.chen@csgje.com  
Chinese Name: 上海钻石交易所  
English Name: Shanghai Diamond Exchange  
Address: Floor 14, Building A, 1701 Century Avenue, Shanghai  
Contact: Jin Yan  
Tel: +86 21 5015-8057  
Mobile: 18610697876  
E-mail: members@cnsde.com

##### 2.1.2 专馆搭建服务商

**2.1.2 Official Contractor**

名称:	上海现代国际展览有限公司
英文名称:	Shanghai Modern International Exhibition Co., Ltd
地址:	上海市黄浦区盛泽路 8 号 18 楼
联系人 1:	马伟栋
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手机:	86 13901994369
邮箱:	SMIE@ciie.org
联系人 2:	汤杰 Peter
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手机:	86 15000800300
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联系人 3:	张译仁 Catherine
电话:	86 21 63288899#163
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English Name:	Shanghai Modern International Exhibition Co., Ltd
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Contact 2:	Tang Jie (Peter)
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Mobile:	86 15000800300
E-mail:	SMIE@ciie.org
Contact 3:	Zhang Yiren (Catherine)
Tel:	86 21 63288899#163
Mobile:	86 13683066291
E-mail:	SMIE@ciie.org

**2.1.3 专馆运输服务商**

**2.1.3 Official Logistics Provider**

名称:	上海东浩兰生国际物流有限公司
英文名称:	Shanghai Donghao Lansheng International Logistics Co., Ltd
地址:	中国上海市静安区光复路 757 号五矿大厦 11 楼
联系人 1:	Mr. Frank Liu
电话:	86 21 50471251
手机:	86 13761961626
邮箱:	Liulei@dlgil.com
联系人 2:	Mr. Leo Zhu
电话:	86 21 50471251
手机:	86 18521311018
邮箱:	Leozhu@dlgil.com
联系人 3:	Mr. Kevin He
电话:	86 21 50471251
手机:	86 18621602201
邮箱:	kevinhe@dlgil.com
专用传真:	86 21 50471252

Chinese Name:	上海东浩兰生国际物流有限公司
English Name:	Shanghai Donghao Lansheng International Logistics Co., Ltd
Address:	Floor 11, Minmetals Building, No.757, Guangfu Road, Jingan District, Shanghai
Contact 1:	Mr. Frank Liu
Tel:	86 21 50471251
Mobile:	86 13761961626
E-mail:	Liulei@dlgil.com
Contact 2:	Mr. Leo Zhu
Tel:	86 21 50471251
Mobile:	86 18521311018
E-mail:	Leozhu@dlgil.com
Contact 3:	Mr. Kevin He
Tel:	86 21 50471251
Mobile:	86 18621602201
E-mail:	kevinhe@dlgil.com
Dedicated Fax:	86 21 50471252

## 2.1.4 审图服务商

### 2.1.4 Drawing Inspectors

名称:	上海海展广告工程有限公司
英文名称:	Shanghai High-Fair Advertising & Engineering Co., Ltd.
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## 2.3 展会推荐服务商

### 2.3 Recommended Expo Service Suppliers

### 2.3.1 特装施工服务商

#### 2.3.1 Special Construction Service Supplier

名称:	上海现代国际展览有限公司
英文名称:	Shanghai Modern International Exhibition Co., Ltd.
地址:	上海市黄浦区盛泽路 8 号 18 楼
联系人 1:	张瑾 jane
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### 2.3.2 推荐翻译服务商

#### 2.3.2 Recommended Translation Services

名称:	中译语通信息科技（上海）有限公司	语言桥翻译集团	北京策马翻译有限公司
英文名称:	Global Tone Communication Technology (Shanghai) Co.,	Lan-bridge Communications	Beijing Grouphorse Translations Co., Ltd.

上海外服（集团）有限公司 翻译中心  
Shanghai Foreign Service (Group) Co., Ltd. Interpretation and Translation Center

翻译件/Translation

W1810018

	Ltd.		
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英文名称:	Transn (Beijing) Information Technology Co., Ltd.	Talking China Language Services Co., Ltd.	Shanghai Foreign Service (Group) Co., Ltd.
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翻译/Translator: ZHANG/PT  
日期/Date: 2018 年 10 月 15 日 / October 15, 2018

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上海外服（集团）有限公司 翻译中心  
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**2.3.3 推荐商旅服务商****2.3.3 Recommended Travel Service Suppliers**

名称:	上海靖达国际商务会展 旅行有限公司	广州交易会国际旅行社有限公司
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Chinese Name:	上海靖达国际商务会展旅行有限公司	广州交易会国际旅行社有限公司
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### 3. 展馆及配套信息

### 3. Venue & Supporting Facilities

#### 3.1 展馆介绍

#### 3.1 Venue Instruction

1. 国家会展中心（上海）总建筑面积近 150 万平方米，是目前世界上面积最大的建筑单体和会展综合体。它由展览场馆、商业中心、办公楼、酒店四部分构成，通过 8 米标高的会展大道联成一体，人们可便捷地穿行其中。

1. With a total floor area of nearly 1.5 million m<sup>2</sup>, NECC (Shanghai) is currently the largest individual building and exhibition complex in the world. It consists of four parts—exhibition halls, commercial centers, office buildings, and hotels, all of which are connected together by Convention Avenue that is 8 m in elevation, providing people easy and convenient access to various parts of the complex.

2. 国家会展中心（上海）可展览面积 50 万平方米，包括 40 万平方米的室内展厅和 10 万平方米的室外展场，室内展厅由 13 个大展厅和 3 个小展厅组成，货车均可直达展厅。各展厅周边配套了充足的会议设施，由 60 多个大小不等的会议厅组成。

2. NECC (Shanghai) covers a total exhibition area of 500,000 m<sup>2</sup> including indoor exhibition halls covering 400,000 m<sup>2</sup> and outdoor exhibition space covering 100,000 m<sup>2</sup>. For the indoor exhibition area, there are 13 large halls and 3 smaller halls, all directly accessible by

trucks. Near each exhibition hall there are more than 60 conference halls, functioning adequately as meeting facilities.

本次钻石与宝石精品馆位于 5.1 馆，展览面积约 10000 平方米，涉及 30 余个国家及地区的展商，参展企业 200 余家。

With an exhibition area of about 10,000 m<sup>2</sup>, the Diamond and Gems Theme Pavilion is located in Hall 5.1 to present over 200 exhibitors from over 30 countries and regions.

### 3.2 展馆技术数据

#### 3.2 Venue Technical Data

##### 3.2.1 基础设施

##### 3.2.1 Infrastructure

展馆编号	展馆标高 (m)	货运入口 (m: 宽×高)	展馆面积 (m <sup>2</sup> )	柱网 (m* m)	展馆净高 (m)
5.1H	±0.00	8 × 6.5	26460	27×36	12
	可搭建高度 (m)	地面承重 (吨/m <sup>2</sup> )	展馆亮度 (LX)	货运方式	
	单层展位 6m、 双层展位 8.5m	3.5	300	专用货车道到达各展馆	

Venue No.	Elevation (m)	Freight Entry (m: width × height)	Venue Area (m <sup>2</sup> )	Column Grid (m* m)	Clear Height (m)
5.1H	±0.00	8 × 6.5	26,460	27×36	12
	Allowed Height for booths (m)	Ground Load (ton/m <sup>2</sup> )	Brightness (LX)	Transport method	
	6 m for single-layer booths; 8.5m for double-layer booths	3.5	300	Venues are accessible by exclusive truck lanes	

### 3.2.2 供水量、供气量

#### 3.2.2 Water and Gas Supply Capacity

展馆号	工艺水供水量(m <sup>3</sup> /h)	展馆总供气量(m <sup>3</sup> /min)
5.1H	100	10

Venue No.	Process Water Supply Capacity (m <sup>3</sup> /h)	Venue Total Gas Supply Capacity (m <sup>3</sup> /min)
5.1H	100	10

### 3.2.3 移动通讯及网络

#### 3.2.3 Mobile Communication and Networks

展馆各区域全面覆盖了 4G 网络信号，话务容量目前可以满足每日约 25 万人次的通话需求；展馆建成了高性能交换网络平台，网络综合布线覆盖全面，可提供的业务包含普通宽带、高速专线宽带、有线固话等；同时，展馆提供覆盖全面的免费无线 WiFi 网“NECC-FREE”，可根据展会需求，提供高密度、高带宽的定制化无线接入服务。

The 4G network signal fully covers all areas of the venue, with its capacity currently able to meet the call demand of about 250,000 people per day; a high-performance switching network platform has been built inside the venue, and the comprehensive network cabling covers a wide range of services. The available services include ordinary broadband, high-speed private line broadband, wired fixed line, etc. At the same time, the venue provides a free wireless Wi-Fi network “NECC-FREE” with

wide coverage, which can offer high-density, high-bandwidth customized wireless access services.

### 3.3 展馆配套信息

#### 3.3 Supporting Facilities

1. 商业：国家会展中心（上海）商业广场集购物、餐饮、展示、娱乐休闲为一体，与各展厅相连，既为展会提供了配套服务，又延伸了展览效应，满足各类不同需求。商业广场除了引进肯德基、麦当劳、必胜客、星巴克等为首的大型餐饮连锁集团和国内、外特色餐饮品牌外，重点设立了银行、超市、进口直销中心等含宣传、销售等功能为一体的知名品牌体验馆，为参展相关人士提供了一站式、个性化的配套服务。

1. Commerce: The Commercial Plaza of NECC (Shanghai) integrates shopping, catering, exhibition, entertainment and leisure, and is connected with various exhibition halls. It not only provides supporting services for the Expo but also meets the various extended needs of the Expo. In addition to the introduction of large-chain restaurants, such as KFC, McDonald's, Pizza Hut, and Starbucks, and domestic and foreign specialty food brands, the plaza has numerous well-known banks, supermarkets, and import direct sales centers, with an aim to provide one-stop, personalized supporting services for exhibitors.

### 3.4 交通配套信息

#### 3.4 Transportation Supporting Facilities

国家会展中心（上海）位于上海虹桥商务区核心区，与虹桥交通枢纽的直线距离仅 1.5 公里，通过地铁与虹桥高铁站、虹桥机场紧密相连。周边高速公路网络四通八达，2 小时内可到达长三角各重要城市，交通十分便利；同时，国家会展中心（上海）内部有小车、客车停车位共计约 5050 个，可以满足举办各种大型展会及重大活动的需求。

Located in Shanghai Hongqiao Central Business District, NECC (Shanghai) is only 1.5 kilometers (straight-line distance) away from the Hongqiao Transportation Hub. It is closely connected to Hongqiao High-speed Rail Station and Hongqiao Airport by subway. The surrounding highway network extends in all directions, making it possible to make a trip to each major city in the Yangtze River Delta within 2 hours. At the same time, NECC (Shanghai) has a total of about 5,050 parking spaces for cars and buses, which can meet the demands of various major exhibitions and events.

## 1. 轨道交通

### 1. Rail Transit

NECC (Shanghai) can be reached by taking Metro Line 2 to East Xujing Station and by Metro Line 17 to Zhuguang Road Station. While taking Line 2, visitors may transfer to Lines 1, 3, 4, 6, 7, 8, 9, 10, 11, 12, 13 and 16 to get to various areas of Shanghai; while taking Line 17, visitors can transfer to Line 2 and Line 10 at Hongqiao Railway Station.

## 2. 机场

### 2. Airport

国家会展中心（上海）距离虹桥机场 1 号航站楼约 4.5 公里（直线距离），距虹桥机场 2 号航站楼约 2 公里（直线距离），距浦东国际机场约 60 公里，均可乘坐地铁至国家会展中心（上海）。

NECC (Shanghai) is approximately 4.5 km away from the Terminal 1 of Hongqiao Airport (straight-line distance), 2 km from Terminal 2 of Hongqiao Airport (straight-line distance), and approximately 60 km from Pudong International Airport. Visitors can reach NECC from all three of these transportation hubs.

#### 1. 虹桥机场 1 号航站楼-国家会展中心（上海）

##### 1) Terminal 1 of Hongqiao Airport-NECC (Shanghai)

地铁：地铁 10 号线至虹桥 2 号航站楼站换乘 2 号线至徐泾东站

By metro: Visitors can take Metro Line 10 to Hongqiao Terminal 2 Station, and then transfer to Metro Line 2 to East Xujing Station.

出租车：约 20 分钟（10 公里）

By taxi: about 20 minutes (10 kilometers)

#### 2. 虹桥机场 2 号航站楼-国家会展中心（上海）

##### 2) Terminal 2 of Hongqiao Airport-NECC (Shanghai)

地铁：乘坐地铁 2 号线至徐泾东站

By metro: Visitors can take Metro Line 2 to East Xujing Station

出租车：约 10 分钟（6 公里）

By taxi: about 10 minutes (6 kilometers)

### 3. 浦东国际机场-国家会展中心（上海）

#### **3) Pudong International Airport - NECC (Shanghai)**

地铁：乘坐地铁 2 号线至徐泾东站

By metro: Visitors can take Metro Line 2 to East Xujing Station

出租车：约 70 分钟（约 60 公里）

By taxi: about 70 minutes (about 60 kilometers)

### 3. 火车站

#### **3. Railway Stations**

##### 1) 上海虹桥火车站-国家会展中心（上海）

#### **1) Shanghai Hongqiao Railway Station - NECC (Shanghai)**

地铁：乘坐地铁 2 号线至徐泾东站、地铁 17 号线至诸光路站

By metro: Visitors may take Metro Line 2 to East Xujing Station, or  
Metro Line 17 to Zhuguang Road Station

出租车：约 10 分钟（6 公里）

By taxi: about 10 minutes (6 kilometers)

##### 2) 上海火车站-国家会展中心（上海）

#### **2) Shanghai Railway Station - NECC (Shanghai)**

地铁：乘坐地铁 3 或 4 号线至中山公园站换乘 2 号线至徐泾东站

By metro: Visitors can take Metro Line 3 or Line 4 to Zhongshan  
Park Station and transfer to Line 2 to East Xujing Station

出租车：约 35 分钟（25 公里）



By taxi: about 35 minutes (25 kilometers)

### 3) 上海火车南站-国家会展中心（上海）

#### **3) Shanghai South Railway Station- NECC (Shanghai)**

地铁：乘坐地铁 3 号线至中山公园站换乘 2 号线至徐泾东站

By metro: Visitors can take Metro Line 3 to Zhongshan Park Station and transfer to Line 2 to East Xujing Station

出租车：约 30 分钟（23 公里）

By taxi: about 30 minutes (about 23 kilometers)

### 4. 自驾车

#### **4. By Car**

##### 1) 长三角地区

##### **1) Yangtze River Delta**

杭州、宁波、苏州方向客流可分别 G60、G2 等高速汇集至 G15 沈海高速-崧泽大道下匝道-崧泽大道-国家会展中心（上海）；或崧泽大道-诸光路-盈港东路-国家会展中心（上海）。

From Hangzhou, Ningbo and Suzhou have access to highways such as G60; the G2 to G15 Shenyang-Haikou Highway - Songze Avenue-NECC (Shanghai); Songze Avenue - Zhuguang Road - East Yinggang Road- NECC (Shanghai).

##### 2) 上海市区高架道路

##### **2) Elevated Roads in Downtown Shanghai**

1. 延安高架、南部外环高速方向：嘉闵高架-建虹高架-盈港东路-国家会展中心（上海）

1. Towards Yan'an Elevated Road & South Outer Ring Highway: Jiading-Minhang Elevated Road - Jianhong Elevated Road - East Yinggang Road-NECC (Shanghai)

2. 北翟高架、北部外环高速方向：嘉闵高架-崧泽高架-蟠龙路下匝道-龙联路-诸光路-崧泽大道-国家会展中心（上海）

2. Towards Beidi Elevated Road & North Outer Ring Highway: Jiading-Minhang Elevated Road - Songze Elevated Road - Panlong Road Exit - Longlian Road - Zhuguang Road - Songze Avenue - NECC (Shanghai).

### 3 地面道路

#### 3) Ground-level Roads

1. 北翟路、天山西路、仙霞西路方向：申长路或华翔路-崧泽大道-诸光路-国家会展中心（上海）

1. Towards Beidi Road/West Tianshan Road/West Xianxia Road: Shenchang Road or Huaxiang Road - Songze Avenue - Zhuguang Road - NECC (Shanghai).

2. 延安路方向：延安西路-沪青平公路-诸光路-国家会展中心（上海）

2. Towards Yan'an Road: West Yan'an Road - Huqingping Highway - Zhuguang Road - NECC (Shanghai).



## 第二部分 展会规定

### Part II Rules and Regulations

本《展会规定》中，“主办单位”为中华人民共和国商务部、上海市人民政府；“承办单位”为中国国际进口博览局、国家会展中心（上海）。“运营单位”为东浩兰生（集团）有限公司。

In these *Rules and Regulations*, the “Hosts” refer to the Ministry of Commerce of the People’s Republic of China and Shanghai Municipal People’s Government; the “Organizers” refer to China International Import Expo Bureau and National Exhibition and Convention Center (Shanghai) Co., Ltd.; and the “Operator” refers to Donghao Lansheng (Group) Co., Ltd.

#### 1. 总则

##### 1. General Rules

1.1 根据中华人民共和国法律法规、上海市人民政府及各有关机构的相关规定，本《展会规定》对包括但不限于安全生产、消防安全、证件管理的相关条款及要求做出了全新的修订，请参展商、搭建商及服务商以本《展会规定》为准并严格遵守。

1.1 According to the laws and regulations promulgated by the People’s Republic of China, the relevant provisions of Shanghai Municipal People’s Government and other relevant authorities, the relevant terms, conditions and requirements including but not limited to production safety, fire control safety and credential management, have

been revised in these *Rules and Regulations* herein for the exhibitors, the contractors and the service providers.

1.2 本《展会规定》是承办单位与参展商签订的《参展合同》的不可分割的组成部分；参展商、搭建商及服务商须遵守本《展会规定》，包括由承办单位推出的任何修订文本。

1.2 These *Rules and Regulations* constitute an integral part of the *Exhibition Contract* between the Organizers and the exhibitors. The exhibitors, the contractors, and the service providers are required to comply with these *Rules and Regulations* herein, including any revised texts released by the Organizers.

1.3 请参展商仔细阅读本《参展商指南》中有关安全生产、消防安全、文明参展等规定，如有任何不明或疑问，可在展会筹备阶段或展会现场向承办单位、展会指定服务商进行咨询。

1.3 The exhibitors should read the regulations concerning production safety, fire control safety and orderly participation in the Expo carefully in the *Exhibitor's Guide*. In case of any questions or issues, please consult the Organizers and CIIE's official service providers during the preparation stage or at the Expo site.

1.4 参展商、搭建商及服务商在本届展会期间必须严格遵守承办单位印发或通知的各项规定及要求，包括《参展商指南》、《展前通知》、《进馆须知》、《安全须知》、《现场通告》等。

1.4 The exhibitors, the contractors, and the service providers should strictly comply with all rules, regulations, and requirements issued or circulated by the Organizers during the Expo, including the *Exhibitor's Guide, Notes for Exhibitors, Entrance Instructions, Safety Instructions, and Expo Announcements*.

## 2. 特别通告

### 2. Special Notice

#### 2.1 有关商品说明条例

#### 2.1 Explanatory Regulations on Relevant Merchandise

参展商的展品应该详尽列明货品资料，例如任何有非天然物质或曾经处理过的宝石、钻石必须清楚的加以说明（包括但不限于展示柜内、商品发票及货品标签等）。成交后贸易单位所发给予买家的产品发票必须列明购买日期、数量、价格、贵金属成份、重量、以及是否天然、合成或者有任何人工加工的成份，并符合国家商品说明条例要求，以免触犯法律及引起买家投诉。若参展商违反有关规定，主办机构有权永久终止其参展资格及禁止其参与主办机构未来举办的所有活动。

Exhibitors should provide detailed information on their exhibits. For instance, a clear statement should be made for any non-natural materials or gemstones/diamonds that have been treated (including but not limited to statements in display cases, merchandise invoices, and goods labels, etc.). In product invoices issued by the trader to buyers upon completion

of the transaction, the date of purchase, quantity, price, precious metal composition, weight, and whether it is natural, synthetic or has any artificially-processed ingredients must be clearly stated. And the statement should meet the requirements of the state regulations on commodity description with an aim to prevent breaches of laws and/or complaints from buyers. If an exhibitor violates relevant regulations, the Organizers reserve the right to permanently terminate the exhibitor's participation and prohibit its participation in all future events organized by the Organizers.

如有需要，参展商及买家可充分利用展会内的各检测服务供应商所提供的检测及监督收费服务。

If necessary, exhibitors and buyers can make full use of paid services for testing and supervision provided by the testing service providers in the exhibition.

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## 2.2 关于参展商违规摆放个人物品

### **2.2 Regulations on Exhibitor's Malpractice in Placing Personal Items**

为安全起见，参展商应在展会前、展会期间及结束后妥善安排所有展品及行李物品等，不可随意摆放于展位外、展位与展位之前、或任何公共走道上（包括不限于电梯、楼梯及安全疏散出口）。如因此举构成的危险，主办机构将保留追究权利。

For security purposes, exhibitors should properly arrange all exhibits and luggage before, during and after the Expo. They should not be casually arranged outside or in front of the booth, or on any public walkway (including but not limited to in elevators, on stairs, and at evacuation exits). The Organizers will reserve the right to take any legal action necessary against any danger posed by exhibitors' actions.

主办机构如发现任何展品或者行李物品放于上述位置，一概不会就该等物件的遗失或损毁负责及有权丢弃处理，不予发还，而不会做出另行通知。

If the Organizers find any exhibit or luggage item placed in the above locations, they will not be liable for any loss or damage of such items and reserve the right to dispose of such items without being returned and further notice.

参展商境外展品有责任自行安排找指定物流供应商存放个人物品，或向专馆搭建商租赁保险箱，妥善存储于展台内。



In regards to overseas exhibits, it is the responsibility of the exhibitors to contact the official logistics providers for storage of their personal belongings or renting safes from the official contractors to store their personal belongings in their own booths.

### **2.3 请勿将贵重展品留于展位视线盲区或无人区域**

**2.3 Do not leave valuable exhibits in blind spots or unmanned areas of the booth**

### **2.4 参展商应安排有经验的职员驻守展位**

**2.4 Exhibitors should arrange for experienced staff to stay in the booth**

参展商遇到紧急事件或可疑人物参展商应立即通知场馆内巡逻保安与承办单位办事处的当值人员。留意进入展位内的买家，如需拿出展品请确保有足够的工作人员在场，至少是一对一的服务观众。易碎品交给观众时须用托盘，不可直接用手传递。每次只展示出少量产品并且锁好陈列柜，以防被偷。

In the event of an emergency or a suspicious person, exhibitors should immediately notify the security personnel in the venue and the duty officer in the Organizer's office. Exhibitors should keep an eye on the buyers entering their booths. In case an item needs to be taken out of an exhibit case, please ensure there are enough employees in the booth to provide at least one-on-one service to visitors. When a fragile product needs to be handed to a visitor, a tray should be used, and such a product

should not be passed by hand. Display only a small amount of products at a time and securely lock display cases for theft prevention.

**2.5 为更有效及全面地防止展品遗失或遭盗窃，需要贵司的合作及提高警觉**

**2.5 Your cooperation and vigilance is required for prevention of theft and exhibit loss.**

各展商应为其展品及摊位装置、会场设备及第三者投保（包括展览期间、进馆及离馆、通宵存货期间），以减低展品遗失或遭盗窃的损失。若展位内贵重物品被偷盗时，应立即保护好现场并告知现场安保或工作人员。由现场安保或工作人员带领物损方至现场值班民警处作报案处理。

Exhibitors should ensure their exhibits and equipment in their booths, venue equipment, and goods handled by third-parties (including during the exhibition period, move-in and move-out of items, and overnight storage period) to reduce exhibit loss or theft. In case any valuables in the booth are stolen, please keep the scene intact and immediately inform the on-site security personnel. On-site security personnel or staff will accompany the exhibitor representative to the on-site police office for reporting.

**2.6 定时检查存货**

**2.6 Check inventory on a regular basis**

建议参展商定时检查存货，以确保能迅速得知任何珠宝遗失。大

会展览期间将在展馆出入口处设置安保系统，展馆内有保安现场驻守。

Exhibitors are advised to check the inventory on a regular basis to keep abreast of any issues including jewelry loss and theft. During the exhibition, a security system will be set up at the entrance and exit of the exhibition hall, and security personnel will be stationed in the exhibition hall.

### 3. 基本规定

#### 3. Basic Rules

##### 3.1 展台运作

##### 3.1 Booth Operation

1. 展台整体布局由承办单位统一规划，如运营单位认为相应展台的布局或位置变动有利于展会，则有权对其分布做出调整。

1. The overall layout of the booths will be based on the Organizers' standardized plan. In case that the Operator deems that any change to the layout or location of the corresponding booth(s) is beneficial to the Expo, they have the rights to make the said change or adjustment.

2. 展会结束前，所有的展台和展品必须处于正常展览和运转状态，不得以任何理由提前结束展览。展期内运营方将每日 14:30 派人员巡察各展台，如发现有展商违反此规定，运营方将予以记录。对连续违规两次或以上的参展商，运营方将考虑其参展资格。

2. Prior to the final close of the Expo, all booths and exhibits must be in a normal exhibition state and should be operational. Exhibitions

cannot be ended in advance for any reason. During the exhibition period, the Operator will send personnel to inspect the booths at 14:30 every day. If any exhibitor violates this regulation, the Operator will record the violation. For exhibitors who have made two or more consecutive violations, the Operator will reconsider their participation qualification.

3. 参展商不得转让、分租其部分或全部的展台，展台实际使用者必须是与承办单位签署《参展合同》的参展单位。

3. The exhibitors are not allowed to transfer or sub-lease their booths, in part or in whole. The actual user of the booth must be an exhibitor who signs the Exhibition Contract with the Organizers.

4. 展台须明显标示出参展商的企业名称及展台编号，标示内容不得违反中国法律法规及展会相关规定。

4. All exhibitors should display their company names and booth numbers prominently on the booths. The displayed content should not violate the laws and regulations of China and the relevant regulations of the Expo.

5. 展台须按照合同签定的面积清晰划分，展台结构不得超出其边界；如有违反，运营单位有权要求其整改并承担相关费用。

5. Booths should be clearly segregated according to the area stipulated in the contract, and the structure of a booth should not exceed its boundary. If there is any violation, the Operator should have the right to request rectification and relevant costs from the exhibitors.

6. 参展商不得在其展台边界以外展示、悬挂或分发任何物品。

6. The exhibitors should not display, hang or distribute anything beyond the boundaries of their booths.

7. 为确保整体视觉效果，所有展台的结构和布置应考虑不对其他展台造成视线上的阻碍；如有违反，运营单位有权要求其整改并承担相关费用。

7. In order to ensure the overall visual effect of the Expo, all booths should be constructed and arranged in such a way as not to obstruct other booths from being visible. If there is any violation, the Operator should have the right to request rectification and relevant costs from the exhibitors.

8. 所有展台须保证完整性及美观性，同时符合承办单位及中国政府有关部门的质量标准和安全标准；如有违反，运营单位有权要求其整改并承担相关费用。

8. All booths should ensure their integrity and aesthetics and meet the quality and safety standards of both the Organizers and relevant departments of the Chinese government. If there is any violation, the Operator should have the right to request rectification and relevant costs from the exhibitors.

9. 不得利用相邻展台的墙板作为自己的墙板；相邻展台搭建高度不一致的，展台高出部分应由参展商或其搭建商负责做好美化处理。

9. No exhibitor may utilize the wall panel(s) of adjacent booths as

their own wall panel(s). In case of consistent height of adjacent booths, the exhibitor or its contractors are responsible for the beautification of the higher part of the booth.

### 3.2 展品演示

#### 3.2 Exhibit Demonstration

1. 参展商须确保其展品都是自身生产、合法代理或经销的产品，其展品、展位设计、宣传品不侵犯他人知识产权；若出现知识产权纠纷的，按照《中国国际进口博览会关于涉嫌侵犯知识产权的投诉及处理办法》处理。

1. The exhibitors should ensure all their exhibits are the products that are manufactured by themselves, or ensure exhibitors are the legal distributors or agents. Exhibits, booth design and publicity materials that are under any Intellectual Property Rights (IPR) dispute, are not permitted. In case of such a dispute, it should be dealt with under *CIIE Rules on Complaints and Resolution of Alleged IPR Infringement*.

2. 参展商不得直接或间接展示、宣传与企业自身产品、服务无关的材料，不得进行违反中国法律或公序良俗，也不得在展览场地以任何形式陈列、展示、宣传任何其他展会的资料或为其进行任何形式的宣传活动；违反中国法律法规和展会举办地政府相关法规和规定的，参展商应依法承担相应的法律责任。

2. The exhibitors are not permitted to directly or indirectly demonstrate or promote any material that is irrelevant to the company's

own products and services, or carry out promotions in breach of Chinese laws or public order and good custom; nor are they permitted to display, demonstrate or promote any materials of other exhibitions or carry out any promotional activities in any form for these materials at the venue. Any exhibitors in breach of Chinese laws and regulations and relevant government regulations and rules of the city where the exhibition is being held should bear the corresponding legal liability.

3. 严禁展示、发放与展会主题或展品范围不相符的宣传资料，包括但不限于海报、文件、影视作品等宣传资料。

3. It is prohibited to demonstrate or distribute any promotional materials (including but not limited to posters, documents, films or TV shows, etc.) not in line with the Expo theme or scope of exhibits.

4. 如展会现场涉及机械类展品需动态演示的，参展商须提前向运营单位提交有关于动态展品演示的详细材料，获承办单位书面批准后方可进行。具体请详见附表 1：《动态展品演示申请表》。

4. If any machinery exhibit requires dynamic demonstration at the venue, the exhibitors should submit detailed data of the demonstration to the Operator in advance and should only carry out the demonstration upon the Operator's written approval. Please refer to Form 1 for details: *Application for Dynamic Exhibit Demonstrations*.

5. 参展商须确保任何参与展示的机械设备由专业人员操作，在无专业人员监管的情况下设备不可进行涉及机械类展品的动态演示活

动。

5. The exhibitors should ensure that all mechanical equipment on display is operated by professional operators. No dynamic demonstration with mechanical equipment should be conducted without professional supervision.

6. 参展商须确保其所有可运转的机器均配有安全装置，且安全装置仅在机器被切断电源后方可移走。

6. The exhibitors should ensure that all their operable machines are equipped with safety devices, and these devices can be removed only after the machines are powered off.

7. 机械设备的出风口、排气口不得面向相邻展台或人行通道；如展品演示过程中产生噪音、热量、气体和烟尘等污染或干扰展会进行的，应采取措施做好防护工作。

7. The outlets and vents of mechanical equipment should not be placed near adjacent booths or pedestrian passageways. Appropriate measures should be taken to protect the surroundings from pollution such as noise, heat, gas, and smoke generated in the exhibits demonstration or remove anything that interferes the process of the Expo.

8. 进行切割、切削、激光等易产生明火、高温、人体伤害的危险展品演示时，必须配备并安装符合中国相关部门质量标准的防护罩，安排专业人员操作且按规定配备灭火器。

8. In the demonstration of dangerous exhibits involving cutting,



shearing, and lasers with the risk of open flame, high temperature, and physical injury, the exhibitors should equip and install protective covers that meet the quality standards of the relevant Chinese authorities, arrange professionals for the operation and furnish fire extinguishers as required.

9. 确保在演示、使用电子、无线通讯、卫星传输设备时均获得了承办方和当地相关政府管理部门的批件、许可，并遵守演示的规定。

9. The exhibitors should ensure that they have acquired the approval and permit of the Organizers and local government authorities for the demonstration and equipment use of electronic, wireless communication and satellite transmission, and should comply with the demonstration rules.

10. 所有展示车辆需根据承办单位和展馆的指定路线，凭展示车证入场；在未经允许的时间内，展示车辆不得在展馆内随意行驶；所有进入展馆的各类展示车辆的油箱油量不得超过 10%，如有违反则不得驶入。

10. All vehicles used for demonstration are required to show an entry permit and should move in along the route designated by the Organizers and the exhibition. Vehicles are not permitted to move around the exhibition hall without authorization. The fuel of all move-in demonstration vehicles should not exceed 10% of the full tank. Otherwise, the vehicles will not be permitted to enter.

11. 参展商或其他单位不得私自通过各种网络设备和手段（包括但不限于无线 WIFI, IBEACON, BLE, NFC 等）收集、使用展会现场的个人信息（包括电子信息）。

11. The exhibitors or other entities should not use any network equipment or devices (including but not limited to wireless networks and devices such as WIFI, IBEACON, BLE, and NFC) to collect or use personal information (including electronic information) at the Expo site without authorization.

### 3.3 现场活动申报

### 3.3 On-site Activity Declaration

1. 参展商须提前向运营单位申报在展会现场进行的活动（包括但不限于会议、活动、新闻发布会、演出、广告宣传、礼品及资料派发等），获运营单位书面批准后方可进行。

1. Exhibitors should submit all information concerning their activities at the Expo site (including but not limited to meetings, activities, press conferences, performances, advertising and publicity, gifts and materials distribution) to the Operator in advance, and can only carry out the activities after receiving the written approval of the Operator.

2. 参展商须确保其现场活动的内容不得违反中华人民共和国法律法规，不得影响展会安全。

2. The exhibitors should ensure that the contents of their on-site activities do not contradict the laws and regulations of the People's

Republic of China, the development of socialist civilization, politics, public order, and good custom, or affect the safety of the Expo.

3. 参展商的宣传活动及材料分发（包括但不限于宣传单、杂志发放、现场巡游等），必须经运营单位书面批准后方可进行，不得超出批准范围。

3. Without the written approval of the Operator, the exhibitors cannot carry out any promotional activities or distribute any materials (including but not limited to the distribution of leaflets and magazines, and on-site parades), and the activities should not exceed the scope of approval.

4. 在已获运营单位书面批准的现场活动中如引起任何问题或不良影响，运营单位有权责令参展商采取包括但不限于降低音量、关闭设备、暂停或停止活动等必要措施；如参展商拒不按照前述要求采取相关必要措施的，运营单位保留切断电源、网络以及其他强行要求参展商终止活动的权利。

4. The Operator has the right to order the exhibitors to take necessary steps including but not limited to reducing the volume, closing the equipment, suspending or stopping the activities, if there are any problems and adverse effects brought by the on-site activities with the written approval of the Operator. The Operator reserves the right to cut off the power, the network and request the exhibitors to terminate their activities if they refuse to take the necessary measures in accordance with

the foregoing requirements.

### 3.4 特殊物品进馆

#### 3.4 Special Items Move-in

1. 特殊物品泛指空压机、润滑油、柴油等丙类油品、惰性气体、助燃或可燃气体等。

1. Special items refer to air compressors, Class-C oil products, such as lubricating oil, diesel oil, and inert gas, combustible or flammable gases, etc.

2. 参展商须严格按照要求填写、办理特殊物品进馆申请表，确保信息完整、准确，获运营单位书面批准后方可带入展馆内，同时做好特殊物品进馆后的现场安全管理工作。具体请详见附表 2：《特殊物品进馆申请表》。

2. Exhibitors should fill in the application form for the move-in of special items pursuant to the requirements and ensure that the information provided is complete and accurate. Only those special items that have already received written approval of the Operator can move in, and the exhibitors should provide proper safety management at the site after the move-in. Please refer to Form 2 for details: *Application for Special Items Entry*.

### 3.5 展场布置

#### 3.5 Decorations and Fittings

1. 展馆的地面承重能力具体请详见本《参展商指南》中“展馆技

术数据”，展品操作或演示时如有垂直振动部件的，应做好减震措施。

1. The ground's load-bearing capacity can be found in the “Technical Data of the Exhibition Hall” in the *Exhibitor Guide*. To operate or demonstrate any exhibit that involves vertical vibration components, appropriate shock absorption measures should be taken.

2. 展品不得借力或倚靠展馆的固定设施设备和结构；展馆地沟、地井的取电口和立式电柜大门必须确保得以正常开启。

2. No exhibit should lean against or be supported by the fixed facilities, equipment, and structures in the exhibition hall. The power sockets in the exhibition hall should be open and operate normally.

3. 不得在展馆地面、墙面等位置使用钉子、胶水等材料粘贴、悬挂装饰物及海报。

3. No nails, glue and other materials may be used to paste or hang decorations and posters on the ground or the walls of the exhibition hall.

4. 不得在展馆内或室外场地使用飞艇、气球、无人机等空中悬停装备。

4. No airships/blimps, balloons, unmanned aerial vehicles (drones) or other hovering equipment may be employed inside or outside the exhibition hall.

5. 严禁在未经采取防漏保护的条件下使用污水、沙土、泥炭、苔等类似材料参与搭建及展示，以防粘污展馆固定设施设备。

5. It is prohibited to adopt sewage, sand, peat, moss and other similar

materials in their display without taking measures to prevent leakage, so as to prevent the contamination of the fixed facilities and equipment in the exhibition hall.

6. 严禁使用含碳酸钙的劣质地毯、双面海棉胶或其它难以清除的材料铺设地毯，必须使用不燃或难燃的环保地毯及布制双面胶。

6. It is prohibited to use inferior carpets containing calcium carbonate, double-sided gelatin sponges or other difficult-to-remove materials to lay carpets. It is necessary to use non-combustible or flame retardant carpets and cloth double-sided adhesive tape.

7. 结构中如有玻璃装饰或搭建的展台，必须确保施工及安装牢固，并在可视的高度设有醒目标识，以防造成人员伤亡。

7. Exhibitors must ensure that their installations are secure enough, and there are bold signs at visible heights to prevent personal injury or death, especially if there are any booths with glass in the structure.

### **3.6 损坏赔偿**

#### **3.6. Compensations for Damage**

1. 参展商及其委托的服务商如未能遵守展会规定所造成展馆固定设施、租用设备、地面、墙面等财物损坏或其他人员的人身损害，须承担相关赔偿责任。

1. In case of any damage to the fixed facilities and equipment, leased facilities, floors, walls and other property, or any personal injury to other people, the exhibitors or their commissioned contractors who fail to

comply with these *Rules and Regulations* should be held liable.

2. 参展商及其委托的服务商如未能遵守展会规定所造成无法正常开通或及时维修展馆设施设备的，须承担相关赔偿责任。

2. If the facilities and equipment at the venue cannot be operated properly or must undergo unscheduled maintenance because the exhibitors and their commissioned contractors fail to comply with the *Rules and Regulations*, exhibitors and contractors should be liable for the indemnification.

### 3.7 摄影及录像

#### 3.7 Photography and Videography

未经运营单位书面批准，参展商不可携带大型专业摄影器材入场；禁止参展商使用无人机、摇臂摄像机等进行摄录。

The exhibitors are not permitted to take large professional photographic equipment to the venue without the written approval of the Operator. The exhibitors are prohibited from using drones or rocker cameras for photography/videography.

### 3.8 音量控制

#### 3.8 Volume Control

展会规定各展台进行展品演示时的设备运转音量最大为 70 分贝，允许在短时间内超过上限 10-20 分贝；获得运营单位批准的特别演出，允许在短时间内超过上限 20 分贝。如中国法律法规或其他规范标准有相关规定的，以其规定为准。

The *Rules and Regulations* provide that exhibit demonstration at each booth should not exceed the maximum volume of 70 decibels during the equipment operation; an increase of 10-20 decibels above the maximum limit is permitted for a short period of time. The volume level for any dedicated performance approved by the Operator is permitted to exceed the maximum limit of 20 decibels for a short period of time. If there are relevant provisions in Chinese laws and regulations or other standards, their provisions should prevail.

### 3.9 展场清洁

#### 3.9 Venue Cleaning

1. 展会期间，展馆公共区域的清洁工作由承办单位负责；参展商须做好自身展台的清洁工作，包括展台内部及展品的清洁，请在每天闭馆离开前将垃圾留在展馆门外垃圾存放点。

1. During the Expo, the Organizers should be responsible for cleaning the public areas of the exhibition hall. The exhibitors should clean their own booths, including the inside of the booth. The exhibitors are required to dispose of the trash at the dump site outside the exhibition hall before leaving at the end of each day.

2. 废弃液体、餐饮排污及非常温液体等须倾倒在展馆指定地点或自备的密闭容器内，不得在展馆室内外展沟、地沟、卫生间洗脸池或水池内倾倒任何垃圾；如有违反，参展商或其搭建商将承担由此造成的污染清理、水管堵塞等费用，以及承担相应的行政处罚和由此产生



的其他相关责任。

2. Liquid waste, catering waste, extreme temperature liquid, and others must be dumped at a designated site of the exhibition hall or in a self-provided closed container. Exhibitors cannot dump rubbish in the indoor or outdoor drains, ditches, sinks or pools in bathrooms. If there is any violation, the exhibitors or their contractors will bear for the pollution cleanup, water pipe blockage, etc., as well as the corresponding administrative penalty and other related liabilities.

3. 展会期间如需额外清洁服务的，可提前向运营单位申请。具体请详见附表 3：《临时保洁申请表》。

3. The exhibitors may apply for additional cleaning services during the Expo to the Operator in advance. Please refer to Form 3 for details: *Application for Temporary Cleaning Service.*

### **3.10 空箱堆放**

#### **3.10 Empty container stacking**

存储或运输展品的各类箱体及包装材料不得存储在展馆内部；参展商须预先通过展会指定的专馆运输服务商安排、存放上述物品。具体请详见本手册《展品运输》。

No boxes, containers or packing materials for storage or shipment of exhibits should be stored inside the exhibition hall. The exhibitors should arrange the storage of such items in advance through an official logistic provider designated by the Expo. Please refer to the Shipping Guidelines

in the *Exhibitor Guide* for details.

### 3.11 安全保卫

#### 3.11 Security Work

1. 展会期间请妥善保管好展品及个人财物，手提电脑必须使用防盗锁，谨防失窃；如有遗失，可及时上报至运营单位。

1. During the Expo, the exhibitors should keep exhibits and personal belongings under proper custody and guard against theft. Laptops must be kept with an anti-theft lock. It is advisable to report to the Operator in time if there is any loss.

2. 参展商应该安排足够有经验的职员驻守摊位，并全天提高警觉（建议每 9 平方米摊位最少有两名职员当值）。请勿随便放置展品，留意进入摊位内的买家，每次只展示小量产品，另请谨记把珠宝陈列柜锁好，以防被盗。

2. Exhibitors should arrange enough experienced staff to stay at their booths and be vigilant throughout the day (it is recommended that at least two staff members be on duty for each 9-square-meters of booth). Take care when constructing the display and keep an eye to buyers entering your booth. Only display a small number of products at a time and securely lock display cases for theft prevention.

3. 为方便参展商展会期间晚上存储贵重物品，专馆运输服务商承运的国际展品由运营单位将提供现场免费存储服务。在闭馆期间请勿将贵重展品留在展位内，展品如在此期间遗失或损坏，大会不负法律

或财务上责任。具体请详见附件 4：《现场仓储服务管理须知》。

3. In order to help exhibitors to store their valuables at night during the Expo, the Operator will provide on-site storage service free-of-charge for overseas exhibits forwarded by the official freight forwarder. Do not leave valuable exhibits in your booth during the closing hours. The Expo will not be legally or financially liable for any exhibit that is lost or damaged during this period. Please refer to Appendix 4: *Notice on Administration of On-site Warehousing Services*.

4. 参展商如需额外配备安保人员的，可填写申请，经运营单位审核、批准后予以派驻，相关费用由参展商自行承担。具体请详见附表 5：《临时保安申请表》。

4. If the exhibitors require additional security personnel, they should fill in the relevant application form. The security personnel will be stationed at the expense of the exhibitors after the approval of the Operator. Please refer to Form 5 for details: *Application for Temporary Security*.

5. 大会一向不遗余力的改善安保措施，在展会期间专馆将会在通道内设置监控设备。参展商如需额外在展位内设置监控设备的，可填写申请，经运营单位审核、批准后予以安装，相关费用由参展商自行承担。具体请详见附表 13：《展位视频监控申请表》。

5. The Expo will spare no effort to improve security measures.

During the Expo, monitoring equipment will be installed along

passageways in the Pavilion. Exhibitors who need to set up additional monitoring equipment in their booths can fill in the application form and install such equipment upon approval from the Operator. However, relevant expenses should be borne by such exhibitor. Please refer to Form 13 *Booth Video Surveillance Application* for details.

### 3.12 责任及保险

#### 3.12 Liability and Insurance

1. 为保障展会期间安全，参展商须为其工作人员、财产等投保，同时责成其委托的服务商购买有关人身、财产等保险。否则，参展商须自行承担相关责任及损失。

1. In order to ensure safety during the Expo, the exhibitors should take out insurance for their staff members, property, etc., and urge the commissioned service providers to purchase the relevant personal and property insurance, etc. Otherwise, the exhibitors should bear the corresponding liability and losses at their own risk.

2. 参展商须为其参展的展品购买全程运输保险及财产保险，包括从出发地到展台（含展期）再回至出发地。

2. The exhibitors should take out the whole-journey transportation and property insurance for their exhibits, including the coverage from the place of departure to the booth (including the exhibition period) and for the return trip.

3. 参展商应投保公众责任险，时效建议是从参展商、搭建商及服

务商进入展馆开始，直到其所有人员、展品和财物从展馆撤出。

3. The exhibitors are encouraged to take out public liability insurance, and the recommended coverage period is from the move-in of the exhibitors, contractors and service providers, to the move-out of their staff members, exhibits and properties from the exhibition hall.

### 3.13 最终未能参展

#### 3.13 Failure to Participate in the Expo

参展商签署《参展合同》后，未征得运营单位书面同意退出参展的，已缴纳的展位费用以及其他费用概不退还，且运营单位有权将相应的展位转给第三方；运营单位因此承担额外费用的，参展单位应赔偿。

Exhibitors who have signed the *Exhibition Contract* but have withdrawn from the Expo without the written consent of the Operator will forfeit the paid booth fee and any other fees. The Operator reserves the right to transfer the corresponding booth to a third party, and the exhibitors should pay for any additional costs thus borne by the Operator.

### 3.14 知识产权保护

#### 3.14 Intellectual Property Rights (IPR) Protection

1. 参展商应在展前和展中加强对其展品、展位设计、包装、广告宣传材料及其他任何展示部分的自查自纠，防止涉嫌侵犯知识产权的行为发生。

1. The exhibitors should monitor their exhibits, booth design,

packaging, advertising materials, and other display parts before and during the Expo, so as to prevent any suspected IPR violation.

2. 运营单位将在展会现场设立知识产权保护及贸易纠纷处理服务中心，为各国参展商、专业采购商提供相关法律咨询与调处服务。

2. The Operator will establish Intellectual Property Rights Protection and Trade Disputes Settlement Service Center at the venue to provide relevant legal consultancy and mediation services for all exhibitors and purchasing agents.

3. 参展商应遵守《中国国际进口博览会关于涉嫌侵犯知识产权的投诉及处理办法》并积极配合知识产权保护及贸易纠纷处理服务中心的工作，相关办法将于后续公布。

3. The exhibitors should abide by *CIIE Rules on Complaints and Resolution of Alleged IPR Infringement* and actively cooperate with Intellectual Property Rights Protection and Trade Disputes Settlement Service Center. Related measures will be announced at a later time.

4. 参展商的展品、展位设计、包装和广告宣传材料若因知识产权侵权而遭到相关部门处理，应按中华人民共和国法律法规自行承担损失。

4. The exhibitors should bear the losses at their own costs if related authorities hold them liable for any IPR infringement arising from their exhibits, booth designs, packaging, and advertising materials.

### 3.15 不可抗力

### **3.15 Force Majeure**

由于地震、台风、水灾、火灾、战争、瘟疫、社会骚乱、罢工、示威游行、恐怖活动或威胁、进口限制、政府干预及其他承办单位不可预见、不可克服并对其发生和后果不能防止或避免的事件，使展会不能如期举办的或如期举办将使履行成本过高，因此取消展会或延迟展会时间的，运营单位将在该事件发生后立即通知参展单位；在上述情况下，运营单位不会退还参展商已付的全部或部分款项，亦无需承担任何违约责任。

In case the Expo cannot be held as scheduled or can only be held as scheduled only with excessive costs due to earthquakes, typhoons, floods, fires, wars, plagues, riots, strikes, demonstrations, terrorist activities or threats, import restrictions, government interventions, or other unpredictable and insurmountable incidents whose occurrence and consequences cannot be prevented or avoided by the Organizers, the Operator will immediately notify the exhibitors after the incident, and cancel or defer the Expo. Under the above-mentioned circumstances, the Operator will not refund all or part of the amount paid by the exhibitors and bear any liability for breach of contract.

### **3.16 展品运输**

#### **3.16 Exhibit Shipment**

1. 展品运输的车辆、时间及路线安排均由展会指定的专馆运输服务商提供，相关咨询与服务请参展商提前联系、申报；如因未使用展

会指定的专馆运输服务商而造成的展品延误、服务差错或纠纷，承办单位不承担任何责任和损失。具体请详见本手册《展品运输》。

1. The vehicles, schedule and route arrangement for the exhibit shipment should be provided by the official logistic provider(s) designated by the Expo. The exhibitors are requested to contact and apply for related consultations and services in advance. In case of any delay in the exhibit shipment, service error or dispute due to the exhibitors' engagement of other logistic providers other than those designated by the Expo, the Organizers will not bear any liability and loss. Please refer to *Shipping Guidelines in the Exhibitor's Guide* for details.

2. 根据中国海关检验检疫的管制要求，如展品因涉及禁止清单或限制清单中相关的品类而导致无法入境或及时进行展示的，相关责任由参展商全权承担，与运营单位无关。运营单位将尽其所能，将相关的政策信息第一时间在展会官网中进行公布。请参展商随时注意官网相关内容的更新。

2. According to the regulatory requirements of China's customs inspection and quarantine, if an exhibit fails to enter the country for the display due to its related categories in the prohibition or restricted list, the relevant responsibilities should be borne solely by the exhibitors. The Operator will do their best to release relevant policy information on the official website. Hence the exhibitors are required to pay attention to



related content updates on the official website.

### 3.17 展品进场及撤场

#### 3.17 Exhibit Move-in and Move-out

##### 1. 时间安排

##### 1. Schedule

	日期	时间
展品进场	11月1日—11月2日	8:00—22:00
展品撤离	11月10日	19:00—22:00

	Date	Time
Exhibit move-in	Nov. 1 <sup>st</sup> – Nov. 2 <sup>nd</sup>	8:00 - 22:00
Exhibit move-out	Nov. 10 <sup>th</sup>	19:00 - 22:00

2. 进场时，请各参展商或指定委托人于规定时间将展品及道具工具运抵展馆。

2. When moving in the exhibits, exhibitors or their designated principals are required to deliver their exhibits and props to the exhibition hall within the stipulated time.

3. 撤展时，请各参展商务必在规定的时间内按要求包装好物品，交付专馆运输服务商处，统一运输离开展馆。（展商不得私自将展品带离展馆，如有违反后果由参展商自行承担。）

3. During the move-out time, all exhibitors are required to pack up their items within the specified time and deliver them to the official

logistic provider. The logistic provider will make an overall arrangement to transport the items away from the exhibition hall. (Exhibitors are not allowed to take their exhibits way from the exhibition hall without permission. Exhibitors will bear the consequences of their breach of such obligation.)

### **3.18 特殊状况及应急保障**

#### **3.18 Special Scenarios and Emergency Plan**

展商及其搭建商须建立安全检查制度，认真负责地遵守并配合主办单位、展馆及有关政府部门关于安全巡查、整改、应急疏散的各项工作，听从指挥并予以落实；如遇突发事件，必须第一时间采取相应措施并报告运营单位。

Exhibitors and their contractors will establish and abide by the safety inspection system, and cooperate with the Organizers, the Expo and relevant authorities for safety inspections, rectifications, emergency evacuation, and other issues. In the event of an emergency, they should take corresponding measures and report it to the Operator the first time they notice it.

### **3.19 最终解释权**

#### **3.19 Right of Final Interpretation**

运营单位保留对本《参展商指南》的最终解释权。

The Operator reserves the right of final interpretation of the

*Exhibitor Guide.*

## 第三部分 交易细则

### Part III. Trading Rules

本交易细则只适用于通过保税监管入境的商品，通过暂时进出口方式入境的展品交易细则以后续官方公布的交易细则为准。

These Trading Rules only apply to goods entering the country through bonded supervision. Trading Rules for exhibits entering the country by means of temporary import and export are subject to the trading rules that will be officially released at a later date.

#### 1. 联系方式

##### 1. Contact

上海宝玉石交易中心（联系人1）：

Shanghai Gems & Jade Exchange (Contact 1):

公司名称：Shanghai Gems & Jade Exchange

Company Name: Shanghai Gems & Jade Exchange

联系人：Mr. Jack Chen

Contact: Mr. Jack Chen

电话：+86 13611661594

Phone: +86 13611661594

电邮：[jack.chen@csgje.com](mailto:jack.chen@csgje.com)

Email: jack.chen@csgje.com

上海宝玉石交易中心（联系人2）：

Shanghai Gems & Jade Exchange (Contact 2):

公司名称: Shanghai Gems & Jade Exchange

Company Name: Shanghai Gems & Jade Exchange

联系人: Mr. Simon You

Contact: Mr. Simon You

电话: +86 15601812062

Phone: +86 15601812062

电邮: [yunkang.you@csgje.com](mailto:yunkang.you@csgje.com)

Email: yunkang.you@csgje.com

## 2. B2B交易流程

### 2. B2B Transaction Process

#### 2.1 Process of Trade Clearance Conducted by Exhibitors

##### 2.1 参展商自行贸易清关流程

2.1 If the exhibit wants to complete trade clearance procedure on its own:

1. 展商、物流商与宝交中心签订服务协议

1. The exhibitor signs a Service Agreement with the logistics company and Shanghai Gems & Jade Exchange (hereinafter referred to as SGJE).

2. 境外展商填写形式发票箱单并提交中心。

2. Overseas exhibitors fill out the performa invoice and packing list and submit them to SGJE.

3. 11月5日至11月10日展商现场布展。

3. Exhibitors move in and completely install all exhibits on-site from November 5<sup>th</sup> to November 10<sup>th</sup>.

4. 物流上门提货并运送至场馆内海关监管仓。

4. The logistic provider conducts door-to-door pick-up and delivers to the customs supervision warehouse in the venue.

5. 11月1日至11月2日为展品及道具工具最晚进入场馆时间。

5. Exhibits, props, and tools should enter the venue no later than Nov 1<sup>st</sup>-2<sup>nd</sup>.

6. 当发生交易时，买卖双方需到销售网点签填写成交意向申请表，系统录入后签订《进博会贸易代理三方协议》。

6. When a transaction occurs, both the buyer and the seller should go to the point-of-sale to fill in and sign the application form for the transaction. The *Tri-Party Trade Agency Agreement for CIIE* should be signed after relevant information has been input into the system.

7. 买卖双方签订外贸协议。

7. The buyer and the seller sign a Foreign Trade Agreement.

8. 参展商及买方向物流公司提交成交货品的形式发票箱单、申报要素（附纸）、外贸协议、手写报关单和电子报关单委托书。

8. The exhibitor and the buyer submit the performa invoice, declaration element (with attached paper), foreign trade agreements, handwritten customs declarations and electronic letter of attorney for declaration.

9. 物流清关收讫以上资料后，5天内完成申报。

9. After collecting all the above materials for customs clearance, the declaration must be completed within 5 days.

10. 如涉及查验则卖方需配合物流公司做好相关海关查验工作，并支付货款、税费、平台交易手续费及第三方服务费后，物流给到买方提货单，客户凭提货单至现场或保税仓进行提货。

10. If inspection is required, the seller will cooperate with the logistics company to assist customs inspection work, and pay the purchase price, taxes, platform transaction fees, and third-party service fees. Then the logistics company will give the buyer a bill of lading, by which the buyer can go to the onsite or bonded warehouse to pick up the goods.

11. 如未涉及查验，则支付货款、税费、平台交易手续费及第三方服务费后物流给到买方提货单，客户至现场或保税仓进行提货。

11. In case no inspection is required, the seller should pay the purchase price, taxes, platform transaction fees, and third-party service fees. Then the logistics company will give the buyer a bill of lading, by which the buyer can go to the onsite or bonded warehouse to pick up the goods.

12 买方或卖方贸易公司自行完成付汇。

12. The trading company of the buyer or seller should complete the payment on its own.

## 2.2 参展商需要贸易代理服务

### 2.2. If the exhibitor needs trade agency services:

1. 展商、物流商与宝交中心签订服务协议。

1. The exhibitor signs a Service Agreement with the logistics provider and SGJE.

2. 境外展商商填写形式发票箱单并提交中心。

2. Overseas exhibitors fill out the performa invoice and packing list and submit them to SGJE.

3. 物流上门提货并运送至保税仓。

3. The logistic provider conducts door-to-door pick-up and delivers to the bonded warehouse.

4. 10月26日至11月2日参展商授权人员持凭证至展会现场仓库提货并预布展。

4. From Oct 26<sup>th</sup> to Nov 2<sup>nd</sup>, the exhibitor's authorized personnel picks up the goods from the on-site warehouse by showing the collection voucher and completing the pre-arrangement the exhibition.

5. 11月5日至11月10日展商现场布展。

5. From November 5<sup>th</sup> to November 10<sup>th</sup>, exhibitors should move in and completely install all exhibits on-site.

6. 当发生交易时，买方需与宝交中心及贸易代理签订贸易代理协议。

6. When a transaction occurs, the buyer should sign a Trade Agency

## Agreement with SGJE and the trade agent.

7. 参展商及买方向物流公司提交成交货品的形式发票箱单、申报要素（附纸）、贸易代理协议、外贸协议、手写报关单和电子报关单委托书。

7. The exhibitor and the buyer submit the performa invoice, packing list, declaration element (with attached paper), trade agency agreement, foreign trade agreements, handwritten customs declarations and electronic letter of attorney for declaration.

8. 物流清关收讫以上资料后，5天内完成制单及申报。如涉及金证，则需要7天内完成制单及申报。

8. After collecting all the above materials for customs clearance, documentation preparation and declaration will be completed within 5 days. In case a gold certificate is required, it will take 7 days to complete documentation preparation and declaration.

9. 如涉及查验则卖方需配合物流公司做好相关海关查验工作，并支付货款、税费、平台交易手续费及第三方服务费后，物流给到买方提货单，客户凭提货单至现场或保税仓进行提货。

9. In case inspection is required, the seller should cooperate with the logistics company to assist customs inspection work, and pay the purchase price, taxes, platform transaction fees, and third-party service fees. Then the logistics company will give the buyer a bill of lading, by which the buyer can go to the onsite or bonded warehouse to pick up the



goods.

10. 如未涉及查验，则支付货款、税费、平台交易手续费及第三方服务费后物流给到买方提货单，客户至现场或保税仓进行提货。

10. In case no inspection is required, the seller should pay the purchase price, taxes, platform transaction fees, and third-party service fees. Then the logistics company will give the buyer a bill of lading, by which the buyer can go to the onsite or bonded warehouse to pick up the goods.

11. 贸易代理一周内完成对外货款的付汇并提供银行流水单。

11. The trading agent makes the external payment within one week and provides the bank receipts.

### 2.3 评估服务

#### 2.3 Evaluation Service

•展商、物流商可根据自身需求选择与宝交中心签订服务协议并标注需要评估服务，或以其他形式处理评估事宜。（注：该服务不是必选项）

•Exhibitors and logistic providers may choose to sign a Service Agreement with SGJE based on their needs and indicate the evaluation services required, or complete evaluation in other ways. (Note: This service is not compulsory)

•宝交中心提供参展商评估专用的形式发票箱单及《商品评级说明表》。

•SGJE provides special performa invoices, packing list, and a *Commodity Rating Description* to exhibitors for evaluation.

•参展商根据《商品评级说明表》填写形式发票箱单，并将项货物的评级代码录入表单中。

•Exhibitors should fill out the performa invoices and packing list according to the *Commodity Rating Description* and input the rating code of each exhibit into the *Description*.

•宝交中心根据展商形式发票箱单所罗列货物情况，出具预评估报告及发票。

•SGJE will issue a pre-evaluation report and invoice based on the information listed in the performa invoices and packing list provided by the exhibitor.

•参展商根据预评估报告修订形式发票箱单后，将服务款项支付到服务发票中的指定账户。

•After the exhibitor has modified the performa invoice and packing list based on the pre-evaluation report, the exhibitor should pay the service fees on the account specified in the service invoice.

•参展商至展会现场进行提货后，凭预评估报告至指定地点或预约现场评估部门人员进行预评估报告核定。

•After the exhibitor has picked up the goods at the exhibition site, arrives at the exhibition site, the exhibitor should take the pre-evaluation report to the specified location or make an appointment with the on-site

appraisers to review and verify the pre-evaluation report.

•核定确认后，参展商清点货物后，由评估人员向参展商开具《评估核定报告》副本。正本将直接交由负责参展商清关的物流部门作为清关程序使用。

•Upon completion of verification and after the exhibitor has counted and inspected the goods, the appraiser will issue a photocopy of the *Evaluation Verification Report* to the exhibitors. The original will be given directly to the logistics service department responsible for exhibitor's customs clearance for later use in customs clearance.

•如涉及评估价格核定有上升，现场人员向参展商提交服务发票的补充发票。参展商需通过向发票制定账户支付差额服务款项。

•In case there is an increase in the price upon completion of the evaluation, the on-site personnel will issue a supplementary invoice for the service invoice to the exhibitor. The exhibitor is required to pay the difference in service payments to the account specified in the invoice.

•现场发生交易后，参展商直接通过系统提交相关产品资料，现场海关完成快速通关，物流给到参展商提货单，由参展商或买家携提货单至现场或保税仓进行提货。

•In the event of an on-site transaction, the exhibitor should directly submit relevant product information through the system, and complete the express customs clearance at the on-site customs office. Then the logistics company will give the exhibitor a bill of lading, by which the exhibitor or

the buyer can go to the onsite or bonded warehouse to pick up the goods.

### 3. B2B2C交易流程

#### 3. B2B2C Transaction Process

个人消费者交易流程

Individual consumer transaction process

1)展商前期准备流程请参照B2B交易流程。

1) Please refer to the B2B transaction process for exhibitors.

2)买卖双方确认成交后，由展商按照《货品零售单》内容填写相关信息。

2) After the buyer and the seller have confirmed the transaction, the exhibitor should fill in the relevant information based on the information in the *Commodity Retail Selling Note*.

3) 消费者持《货品零售单》至交易中心现场交易柜台（简称“销售网点”）支付货款。

3) The consumer should pay the purchase price at the on-site trading counter (hereinafter referred to as point-of-sales) with the *Commodity Retail Selling Note*.

4) 消费者在现场购买货品时，宝交中心工作人员会将消费者信息输入系统，生成订单记录。

4) When the consumer purchases a commodity on-site, the SGJE staff will input the consumer information into the system to generate an order record.

5) 消费者根据订单价格支付货款，现场购物需通过刷卡或网银转账的形式付款至宝交中心指定账户。

5) The consumer should pay the purchase price according to the price listed in the order. In case of purchasing during the Expo, the consumer should make the payment to the account specified by SGJE with a credit card or online banking transfer.

6) 消费者完成支付后，凭收银台开具的提货凭证至展商柜台提货。

6) Upon payment completion, the consumer can pick up the commodity at the exhibitor's counter with the pick-up voucher the goods at the exhibitor counter.

7) 消费者如对货品存有异议，可以与展商挟货品一同前往NGTC检测站再次做复核。

7) If the consumer has any objection to the commodity, they can go to the NGTC test station with the exhibitor and the commodity for review.

8) 现场不提货的买家，可以由销售网点打印提货单，后期可去保税仓自提。

8) Buyers who do not pick up commodities on-site can print the bill of lading from the point-of-sale and can go to the bonded warehouses later.

#### 4. 付汇结算

## 4. Payment Settlement

4.1. 结算银行：本次结算银行为中国银行

4.1. Settlement Bank: The Bank of China is the settlement bank for the Expo.

4.2. 结汇：买卖双方签订购买协议时，结算银行会锁定当日外汇价格。

4.2. Settlement: When the buyer and the seller sign a Purchase Agreement, the settlement bank will use the foreign exchange price on that particular day.

4.3. 兑汇：本次进口博览会兑汇采用美金或人民币结算。

4.3. Exchange: The exchange will be settled in US dollars or RMB.

4.4. 付汇：当买卖双方完成交易后，宝交中心会在展会结束后7个工作日内，按照买方通知或合同约定的时间内操作对展商的付款。

4.4. Payment: After the buyer and the seller complete the transaction, SGJE will make the payment to the exhibitor within seven working days after the final close of the Expo and within the timeframe specified in the buyer's notice or the contract.

4.5. 付汇期间如果买卖双方任何一方提出异议，宝交中心作为资金的共管方，有权停止付汇操作，直至双方问题解决。

4.5. During the payment time limit, if the buyer and/or the seller raise an objection, SGJE, as the co-manager of the funds, reserves the right to suspend the payment process until the issue is resolved.

所有进出口代理商需要在结算银行根据要求开具相应的结算账户。

All import and export agents should open corresponding settlement accounts at the settlement bank upon request.

## 5. 钻石交易

### 5. Diamond Trading

5.1 钻石业务根据驻上海钻石交易所海关目前的规定，须由钻交所会员办理进境手续并缴纳保证金后，才可将保税钻石带到进博会场馆进行展示销售。在签订合同或达成销售意向后，须将钻石送回上海钻石交易所办理进口手续并缴纳进口增值税后方可将钻石交给买家。

5.1 According to the current regulations on diamond trading of the Shanghai Diamond Exchange (hereinafter referred to as SDE), bonded diamond can only be brought to the CIIE venue for display and sale after the SDE member has completed the formalities of entry and paid the deposit. After signing the contract or reaching the sales intention, diamonds should be returned to SDE to complete import procedures and pay the import value-added tax before the diamonds can be handed over to the buyer.

5.2 驻上海钻石交易所海关目前正和上级海关部门联系，讨论制定针对进博会期间钻石现场交易的有关操作办法和流程。后面如有新的办法再另行更新。

5.2 The Customs Office operating at SDE is currently working with

the government customs department to discuss and formulate relevant operational methods and procedures for on-site diamonds trading during the Expo. New measures will be updated upon further notice.

## 6.其他说明

### 6. Other Remarks

6.1 所有业务根据上海宝玉石交易中心“制定流程”执行，全文供索取。

6.1 All operations should be carried out in accordance with the procedure established by SDE with full text available upon request.

6.2 在展会期间或前后，无论全部或部分使用宝交中心的服务，且过程中无论以口头、书面或行为方式所提出的额外服务要求，都表示您已清楚并接受上述各项条款。

6.2 Use of services provided by SDE, in part or full, and any requirement for additional services at any time before, during or after the Expo in the oral or written form during the operation implies your acknowledgment and acceptance of above-mentioned terms.

### 6.3 免责条款：

#### 6.3 Disclaimer:

6.3.1 任何被主承办单位或中国海关拒绝于展览会售卖或陈列之物品；

6.3.1 Any item that cannot be sold or displayed at the exhibition as declared by the organizer or China Customs;



- a. 任何通过非法渠道或非官方渠道进入场地内的货物；  
a. Any goods entering the premises through unofficial channels.
- b.任何于展会期间展位内失窃、损毁的物品；  
b. Any items stolen or damaged in the booth during the exhibition period.
- c.任何未通过宝交中心系统内登记的物品；  
c. Any goods that have not been registered in SDE system.
- d. 因负责结算的主办银行原因，导致超过约定的结算时间而造成的汇率损失，营运单位不会负责。  
d. The operator should not be liable for any exchange rate loss caused by exceeding the agreed settlement time due to the fault of the organizer's bank responsible for settlement.
- e. 税收根据国家颁布的钻石、宝玉石相关税收政策执行。  
e. Taxes implemented in accordance with the taxation policies of diamonds and gemstones promulgated by the state.
- f. 展会结束后有货品退换货的情况。  
f. In the event of return or change of commodities after the final close of the Expo.
- g.如有以上问题的，运营单位将不承担相应的责任。  
g. In case of any issue as above mentioned, the operator will not be responsible for any damage or loss.

## 第四部分 展台设计与搭建

### Part IV Booth Design and Setup

#### 1. 专馆搭建商

##### 1. Official Contractors

名称:	上海现代国际展览有限公司
英文名称:	Shanghai Modern International Exhibition Co., Ltd.
地址:	上海市黄浦区盛泽路8号18楼
联系人 1:	马伟栋
电话:	86 21 63288899#163
手机:	86 13901994369
邮箱:	SMIE@ciie.org
联系人 2:	汤杰 Peter
电话:	86 21 63288899#139
手机:	86 15000800300
邮箱:	SMIE@ciie.org
联系人 3:	张译仁 Catherine
电话:	86 21 63288899#163
手机:	86 13683066291
邮箱:	SMIE@ciie.org

Chinese Name:	上海现代国际展览有限公司
English Name:	Shanghai Modern International Exhibition Co., Ltd.
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Tel:	86 21 63288899#163

Mobile:	86 13683066291
Email:	SMIE@ciie.org

## 2. 配套设施租赁

### 2. Renting Supporting Facilities

#### 2.1 水、电、气设施租赁

##### 2.1 Renting Water, Electricity and Gas Facilities

1. 展台配套用水、电、气设施租赁的，参展商须在 2018 年 10 月 10 日之前向展会专馆搭建商提交申请。具体请详见附表 6：《展会配套设施租赁申请表》。

1. Any exhibitor in need of water supply, electricity or gas facilities at the booth should submit a lease application to the official contractors of the pavilion prior to October 10<sup>th</sup>, 2018. Please refer to Form 6: *Lease of Supporting Facilities Application* for details.

2. 展台如需 24 小时供电的，参展商须在 2018 年 10 月 10 日之前向展会专馆搭建商提交申请。具体请详见附表 7：《展台 24 小时用电申请表》。

2. Any exhibitor in need of 24h power supply at the booth should submit an application to the official contractors of the pavilion prior to October 10<sup>th</sup>, 2018. Please refer to Form 7: *24-hour Power Supply Application* for details.

3. 展台如需提前送水、电、气调试的，参展商须在 2018 年 10 月 10 日之前向展会展区搭建商提交申请。具体请详见附表 8：《展台提

前送水、电、气申请表》。

3. Any exhibitor in need of water, electricity and gas supply in advance at the booth should submit an application to the official contractors of the exhibition hall prior to October 10<sup>th</sup>, 2018. Please refer to Form 8: *Advance Water, Power and Gas Supply Application* for details.

4. 如特殊原因不允许或不适合安装漏电保护器的（如机械动力用电和硅控舞台调光设备等特殊用电的配电线路），参展商须在 2018 年 10 月 10 日之前向展会专馆搭建商提交申请。具体请详见附表 9：《拆除地沟配电箱漏电保护装置申请表》。

4. If it is not permitted, or it is unsuitable to install leakage protectors for special reasons (for example, the distribution lines for special power such as mechanical power consumption and silicon-controlled rectifier), the exhibitor should submit an application to the official contractors of the pavilion prior to October 10<sup>th</sup>, 2018. Please refer to Form 9: *Removal of Distribution Box Leakage Protector Application* for details.

5. 如参展商对压缩空气有特殊要求或超过 1.6m<sup>3</sup>/min 的，建议参展商自带空压机并在 2018 年 10 月 10 日之前向展会专馆搭建商提交申请。具体请详见附表 2：《特殊物品进馆申请表》。

5. If any exhibitor has any special requirements for compressed air or requires a supply of compressed air of over 1.6 m<sup>3</sup>/min, it is recommended that the exhibitor brings their own air compressors and

submits an application to the official contractors of the pavilion prior to October 10<sup>th</sup>, 2018. Please refer to Form 2: *Special Items Entry Application* for details.

## 2.2 网络、电话租赁

### 2.2 Renting Network and Phone Facilities

展台配套用网络、电话设施租赁的，参展商须在 2018 年 10 月 10 日之前向展会专馆搭建商提交申请。具体请详见附表 6：《展会配套设施租赁申请表》。

Any exhibitor in need of renting supporting network and phone facilities should submit an application to the official contractors of the pavilion prior to October 10<sup>th</sup>, 2018. Please refer to Form 6: *Lease of Supporting Facilities Application* for details.

## 2.3 展具租赁

### 2.3 Renting Exhibition Equipment

参展商如需要租赁展具，请在 2018 年 10 月 10 日之前向展会专馆搭建商提交申请，现场申请可能无法满足需求。具体请详见附表 11：《展具租赁申请表》。

Any exhibitor in need of renting exhibition equipment should submit an application to the official pavilion contractors prior to October 10<sup>th</sup>, 2018. Your requirements cannot be fulfilled if the application is made on-site during the Expo. Please refer to Form 11: *Lease of Exhibition Equipment Application* for details.

## 2.4 花草租赁

### 2.4 Renting Flowers and Plants

参展商如需要租赁花草，可在 2018 年 10 月 10 日之前向展会专馆搭建商提交申请，或在现场向大会服务处申请。具体请详见附表 12：《花草租赁申请表》。

Any exhibitor in need of renting flowers and green plants should submit an application to the official pavilion contractors prior to October 10<sup>th</sup>, 2018 or apply at the Expo Service Center at the site. Please refer to Form 12: *Lease of Flowers and Green Plants Application* for details.

## 3. 标准展台

### 3. Standard Booths

#### 3.1 标准展台展商须知

##### 3.1 Notice to Exhibitors Using Standard Booths

1. 标准展台的展商须填写展台楣板信息表，请在 2018 年 10 月 10 日之前回传至展会指定专馆搭建商；不得私自遮盖、修改楣板。具体请详见附表 12：《标准展台楣板信息表》。

1. Exhibitors using standard booths are required to fill out a Booth Fascia Board Information Form. Please send the form to the specified official pavilion contractors prior to October 10<sup>th</sup>, 2018. Please do not cover up or modify the fascia board without permission. Please refer to Form 12: *Standard Booth Fascia Board Information Form* for details.

2. 标准展台的展商不得自带展柜。小件物品、展具、手提物品及

检验检测仪器设备等请参展商于布展期间自行携带进入展馆或委托专馆指定妥善保管。

2. Exhibitors under the standard booth scheme are not allowed to bring their own showcases. Small items, exhibition equipment, hand-carried items, inspection, and testing equipment and other devices are required to be brought into the exhibition hall by the exhibitor during the move-in period or entrusted to the pavilion office for safekeeping.

3. 其他内容具体请详见附件 7：《标准展台展商须知》。

3. For other details, please refer to Appendix 7: *Notice to Exhibitors with Standard Booths*.

### 3.2 展台尺寸

#### 3.2 Booth Size

标摊尺寸：2970MM×2970MM，总高度 4000MM，围板高度为 2500MM，楣板最低点距地面距离为 2450MM，楣板高度 450MM(含框架)，楣板长度 1800MM(含框架)。

Standard size: 2,970 MM × 2,970 MM, total height 4,000 MM, partition wall height 2,500 MM, distance from fascia board bottom to the floor 2,450 MM, fascia board height 450 MM (including frame), fascia board length 1,800 MM (including frame).

### 3.3 基本配置

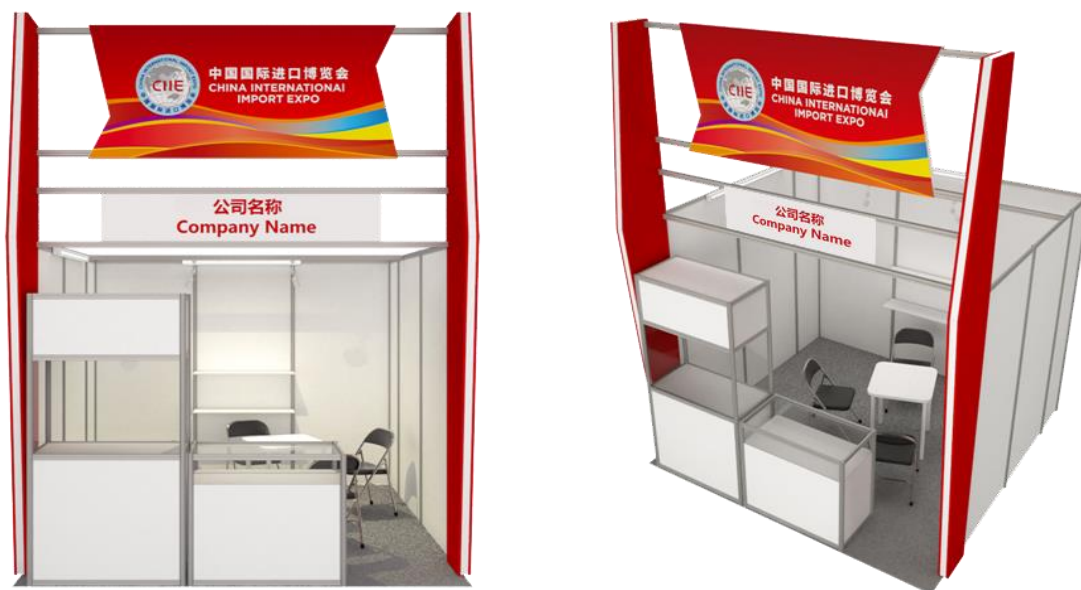
#### 3.3 Basic Equipment

1 张方桌（660\*660\*710H）、4 张黑皮椅、2 个珠宝展示低柜（1000\*500\*500H）、1 米导轨灯（2 盏 LED 白光灯）、2 个灯管（白光）、1 个 500W 插座（中国标准）、2 块层板、1 个垃圾桶。

1 square table (660\*660\*710H), 4 black leather chairs, 2 low jewelry showcases (1000\*500\*500H), 1-meter track light (with 2 LED white lights), 2 fluorescent tubes (white light), 1 500W socket (Chinese standard), 2 laminates and 1 waste container.

\*转角展位改建或展具调配请联系专馆搭建商进行申请。

\* Please contact the official pavilion contractors to apply for corner booth reconstruction or exhibition equipment deployment.



展台图例

Booth Layout

#### 4. 特装展台设计及搭建

#### 4. Special Booth Design and Setup

翻译/Translator: ZHANG/PT

日期/Date: 2018 年 10 月 15 日 / October 15, 2018

校对/Proofreader: JAMES/XU

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## 4.1 安全责任承诺书

### 4.1 Safety Responsibility Letter

为进一步加强展会安全工作，承办单位特拟定特装展台安全责任承诺书，所有特装展台的搭建商须签署并在 2018 年 10 月 10 日之前提交给展会专馆搭建商进行备案。具体请详见附表 18：《特装展台安全责任承诺书》。

In order to further strengthen work safety at the Expo, the Organizers have drawn up the Safety Responsibility Letter for Special Booths, which should be signed by all special booth contractors and submitted to the official pavilion contractors prior to October 10<sup>th</sup>, 2018. For more information, please refer to Form 18: *Special Booth Safety Responsibility Letter*.

## 4.2 特装施工服务商

### 4.2 Recommended Special Booth Contractors

为全面加强展会特装展台的安全生产管理工作，提高展品的安全性、确保展台搭建、拆除及展期维护严格遵守承办单位及展馆的相关安全生产的规定与要求，运营单位特别推荐上海现代国际展览有限公司为钻石与珠宝精品专馆的指定特装施工服务商。

In order to strengthen work safety for special booths and ensure exhibit safety and the Organizers, the venue's relevant rules and requirements on work safety should strictly observed during booth setup, dismantling and maintenance during the Expo. The Operator particularly

recommends Shanghai Modern International Exhibition Co., LTD as the official special booth contractors for the Diamond and Gems Theme Pavilion.

名称:	上海现代国际展览有限公司
英文名称:	Shanghai modern international exhibition co., LTD
地址:	上海市黄浦区盛泽路 8 号 18 楼
联系人 1:	张瑾 jane
电话:	86 21 63288899#190
手机:	86 13022173751
邮箱:	SMIE@ciie.org
联系人 2:	张译仁 Catherine
电话:	86 21 63288899#163
手机:	86 13683066291
邮箱:	SMIE@ciie.org

Chinese Name:	上海现代国际展览有限公司
English Name:	Shanghai Modern International Exhibition Co., LTD
Address:	Floor 18, No. 8, Shengze Road, Huangpu District, Shanghai
Contact 1:	Zhang Jin (Jane)
Tel:	86 21 63288899#190
Mobile:	86 13022173751
Email:	SMIE@ciie.org
Contact 2:	Zhang Yiren (Catherine)
Tel:	86 21 63288899#163
Mobile:	86 13683066291
Email:	SMIE@ciie.org

### 4.3 特装展台展商须知

### 4.3 Notice to Exhibitors with Special Booths

参展商须委托特装施工企业负责展台的设计搭建，展会专馆和审图服务商一律不接受未通过资质审核的特装施工企业报图。特装施工

企业设计搭建展台时应遵守特装展台须知中各项规定。具体请详见附件 8：《特装展台展商须知》。

Exhibitors should entrust the special booth contractors to take charge of booth design and setup. The Pavilion and drawing inspectors will not accept any drawings submitted by special booth contractors that failed the qualification review. Special booth contractors should abide by the rules of the *Notice to Exhibitors with Special Booths* during booth design and setup. Please refer to Appendix 8: *Notice to Exhibitors with Special Booths* for details.

参展商与特装施工企业之间的任何约定或安排纯属双方之间的合约，如发生任何意外、事故或纠纷，双方应循法律途径解决，展会不承担任何责任。

Any agreement or arrangement between an exhibitor and a special booth contractor is a contract between the two sides. In case of any accident or dispute, the two parties should resort to legal means to resolve them, and the Expo will assume no liability.

#### 4.4 图纸审核

#### 4.4 Drawing Inspection

为确保特装展台的搭建结构安全、稳固，避免各类可能存在的风险及隐患，本次展会规定展台的最高搭建高度为：单层展台 6 米，双层 8.5 米。所有特装展台须向展会专馆搭建商提交相关资料进行审核；双层特装展台以及层高超过 4.5 米（含 4.5 米）的单层特装展台，须

同时向审图服务商提交相关资料进行超高结构审核。超高审图参展商需缴纳审图费。

To ensure the safety and stability of special booth setup, the maximum height permitted for the booths at the Expo is 6 meters for single-story booths and 8.5 meters for two-story booths. Exhibitors with special booths should submit relevant documents to the official contractors of the pavilion for examination and review. For two-story special booths and single-story special booths that are taller than 4.5 m (inclusive), the exhibitors should also submit materials to the drawing inspector for height-based structural inspection. Exhibitors subject to height-based structural inspection should pay for the drawing inspection.

**专馆搭建商：**负责单层 4.5 米（不含 4.5 米）以下特装展台的结构审核；单层 4.5 米（含 4.5 米）及以上展台、双层展台的资料备案、水电气、消防的审核工作。

**Official pavilion contractors:** responsible for inspecting the structure of single-story special booths below 4.5 m (exclusive), filing the material details of single-story special booths above 4.5 m (inclusive) and two-story special booths for the record and inspecting facilities (i.e., water, electricity, and gas) and fire control.

**审图服务商：**负责单层 4.5 米（含 4.5 米）及以上展台、双层展台的结构审核，收取审图费。

**Drawing inspectors:** responsible for inspecting the structure of

single-story special booths above 4.5 m (inclusive) and two-story special booths, and should collect the inspection fee.

#### 4.4.1 展会指定审图服务商

##### 4.4.1 Official Drawing Inspectors

负责区域:	5.1H
名称:	上海海展广告工程有限公司
英文名称:	Shanghai High-Fair Advertising & Engineering Co., Ltd.
地址:	上海市青浦区诸光路 1988 号国家会展中心 3H4F
联系人 1:	李劲锋
电话:	+86-21-67008967
手机:	13824411285
联系人 2:	俞乐
电话:	+86-21-67008968
手机:	13922251667
联系人 3:	韩潇蕾
电话:	+86-21-67008968
手机:	13710015934
专用邮箱:	01inspector@ciie.org

Responsible Area:	5.1H
Chinese Name:	上海海展广告工程有限公司
English Name:	Shanghai High-Fair Advertising & Engineering Co., Ltd.
Address:	4th Floor, Exhibition Hall #3, NECC(Shanghai), No. 1988, Zhuguang Road, Qingpu District, Shanghai
Contact 1:	Li Jinfeng
Tel:	+86-21-67008967
Mobile:	13824411285
Contact 2:	Yu Le
Tel:	+86-21-67008968
Mobile:	13922251667
Contact 3:	Han Xiaolei
Tel:	+86-21-67008968
Mobile:	13710015934
Dedicated email:	01inspector@ciie.org

#### 4.4.2 图纸审核须知

#### 4.4.2 Notice on Drawing Inspection

1. 特装展台须在 2018 年 10 月 10 日之前向所在馆的专馆搭建商提交特装展台搭建申请表和相关资料。其中所有双层特装展台以及层高超过 4.5 米（含 4.5 米）的单层特装展台，除向专馆搭建商递交资料外，还需提交至展会指定审图服务商审核。具体请详见附表 19:《特装展台搭建申请表》。

Exhibitors with special booths should submit a special booth setup application and relevant materials to the official venue contractors prior to October 10<sup>th</sup>, 2018. For two-story special booths and single-story special booths taller than 4.5 m (inclusive), the exhibitors should submit materials to both the official contractors and the official drawing inspector for inspection. Please refer to Form 19: *Special Booth Setup Application* for details.

2. 展台审图费用计算方式：按照每平米审图费用乘以展台结构计算面积。审图费用单价标准：室内双层展台审图费为人民币 25 元/平方米，单层展台审图费为人民币 20 元/平方米；室外双层展台审图费为人民币 30 元/平方米，单层展台审图费为人民币 25 元/平方米。审图收费面积计算方式为：单层展台结构计算面积=展台面积，双层展台结构计算面积=上层面积+上层承重结构所引起的底层受力面积。

2. Calculation of booth drawing inspection fee: drawing inspection fee/m<sup>2</sup> × booth area. The unit price of drawing inspection: drawing

inspection fee for indoor two-story booths is RMB25/m<sup>2</sup>; drawing inspection fee for indoor single-story booths is RMB20/m<sup>2</sup>; drawing inspection fee for outdoor two-story booths is RMB30/m<sup>2</sup>; drawing inspection fee for outdoor single-story booths is RMB25/m<sup>2</sup>. Charged area for drawing inspection: single-story booth charged area = booth area; two-story booth charged area = the area of upper story + the load-bearing area of the base floor caused by the upper structure.

## 5. 场地验收

### 5. Site Acceptance

展台搭建商须按本手册“展会时间安排”中所规定的时间，将展台所有材料进行清理、拆除，同时须遵守本手册所涉及的规定条款，具体请详见本手册《展会规定》。

Booth contractors should remove and dismantle all booth materials within the timeframe specified in the *Expo Agenda* in this Manual and should comply with all concerned provisions in this Manual. For more details, please refer to the *Rules and Regulations* in this Manual.

## 第五部分 展品运输

### Part V. Shipping Guidelines

1. 专馆物流服务商联系方式:

1. Official logistics service provider for the pavilion:

公司名称: Shanghai Donghao Lansheng International Logistics Co.,  
Ltd.

Company Name: Shanghai Donghao Lansheng International  
Logistics Co., Ltd.

联系人: Mr. Frank Liu

Contact: Mr. Frank Liu

电话: +86 13761961626

Phone: +86 13761961626

电邮: [Liulei@dlgil.com](mailto:Liulei@dlgil.com)

Email: [Liulei@dlgil.com](mailto:Liulei@dlgil.com)

(2) 联系人: Mr. Leo Zhu

电话: +86 18521311018

电邮: [Leozhu@dlgil.com](mailto:Leozhu@dlgil.com)

(2) Contact: Mr. Leo Zhu

Phone: +86 18521311018

Email: [Leozhu@dlgil.com](mailto:Leozhu@dlgil.com)

(3) 联系人: Mr. Kevin He

电话: +86 18621602201



电邮: kevinhe@dlgil.com

Phone: +86 18621602201

Email: kevinhe@dlgil.com

## 2. 有关说明

### 2. Related Instructions

(1) 具体实施将按中国国际进口博览会官方网站有关规定执行。

(1) The specific implementation will be subject to the relevant provisions specified on the CIIE official website.

(2) 宝石类贵重品航空货运模式必须以“运费预付”发运，且需按下列要求显示收货人及通知人信息：

(2) All gemstones and other valuables must be consigned in “Freight Prepaid” to the following consignees.

空运货物 (on MAWB) Air Freight (on MAWB)	
Consignee: Shanghai East Best & Lansheng Bonded Service Co., Ltd. 37F, Lansheng Building No. 2-8, Huaihai Road (M), Shanghai, China 200021 USCI No: 91310101342107393Y Contact Name: Frank Liu Tel: +86 21 6319 0000	Notify Party: Brink's Security Transportation (Shanghai) Co., Ltd. C/O: China International Import Expo 2018 USCI No: 91310000717858717C Exhibitor Name: H5.1-XXX/ BOOTH No: XXXX ATTN: Leo Zhu Tel: +86 21 5168 8100

### (3) 手提客带货

### (3) Hand-carried goods

- 手提客带贵重品仅限于本馆使用之贵重品。手提参展商必须于指定时间内自上海浦东国际机场出入境。

- Hand-carried valuables are limited to the valuables used in the pavilion. Exhibitors that are allowed to hand carry items must enter and exit from Shanghai Pudong International Airport within the specified timeframe.
- 贵重品需放置于手提行李箱内（20寸/24寸/26寸行李箱），且单件行李箱重量不超过20公斤。
- Valuables should be placed in carry-on baggage (baggage size: 20\*24\*26 inches), and the weight of a single carry-on baggage should not exceed 20 kg.
- 航班到达日期需为10月31日至11月2日，预计到港时间需为08点至18点。参展商如搭乘其他时间段的航班，需与指定物流公司提前确认，并将产生50%的加班操作费。
- The flight arrival date should be between October 31st and November 2nd with estimated arrival time between 08:00 and 18:00. Exhibitors who fly during other time periods should confirm with the designated logistics company in advance. This will incur a 50% overtime operation fee.
- 航班离境日期需为11月11日至11月12日，预计离港时间需为12点至22点。参展商如搭乘其他时间段的航班，需与指定物流公司提前确认，并将产生50%的加班操作费。
- The flight departure date should be between November 11<sup>th</sup> and November 12<sup>th</sup> with an estimated departure time between 12:00 and

22:00. Exhibitors who leave during other periods of time should confirm with the designated logistics company in advance. This will incur a 50% overtime operation fee.

- 按照现行操作规定，参展商务必于预计航班出发前3小时到达上海浦东国际机场，配合指定物流公司在机场海关处进行出口申报。
- As per the current operation regulations, exhibitors should arrive at Shanghai Pudong International Airport 3 hours before the scheduled departure, and cooperate with the designated logistics company to make export declarations at the airport customs office.

#### (4) 时间节点

#### (4) Important Times

- 航空货运说明
- Air cargo

10月30日前	货运贵重物品需抵达上海浦东国际机场贵重品仓库
11月02日前	完成海关申报，贵重品押运至展馆现场监管仓库
11月03日-04日	全场闭馆，安全检查
11月05日-10日	参展商可至展馆现场仓库取存货
11月10日下午	参展商按要求包装好贵重品，交付现场仓库处

Before Oct 30 <sup>th</sup>	Valuable exhibits need to arrive at the Valuables Warehouse at Shanghai Pudong International Airport
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Before Nov 02 <sup>nd</sup>	Complete customs declaration. Valuable goods escorted to the supervision warehouse at the exhibition hall
Nov. 3 <sup>rd</sup> – 4 <sup>th</sup>	Exhibition Hall closed for security check
Nov. 5 <sup>th</sup> – 10 <sup>th</sup>	Exhibitors can go to the Expo's on-site warehouse to collect their deposited exhibits
Afternoon of Nov. 10 <sup>th</sup>	Exhibitors package the exhibits as required and deliver them to the on-site warehouse

- 客带货说明
- Hand-carried items

10月10日前	参展商联系指定物流公司提供航班信息
10月31日-11月02日	参展商携手提货物搭乘预订航班到达浦东机场
11月02日前	完成海关申报，贵重品押运至展馆现场监管仓库
11月03日-04日	全场闭馆，安全检查
11月05日-10日	参展商可至展馆现场仓库取存货
11月10日下午	参展商按要求包装好贵重品，交付现场仓库处

Before Oct 10 <sup>th</sup>	Exhibitors contact the designated logistics company to provide flight information
Oct 31 <sup>st</sup> – Nov 2 <sup>nd</sup>	Exhibitors arrive at Pudong Airport on the scheduled flight with hand-carried items
Before Nov 2 <sup>nd</sup>	Complete customs declaration. Valuable goods escorted to the supervision warehouse at the exhibition hall

Nov 3 <sup>rd</sup> -4 <sup>th</sup>	Exhibition Hall closed for security check
Nov 5 <sup>th</sup> -10 <sup>th</sup>	Exhibitors can go to the Expo's on-site warehouse to collect their deposited exhibits
Afternoon of Nov 10 <sup>th</sup>	Exhibitors package the exhibits as required and deliver them to the on-site warehouse.

(5) 请严格遵守上述对物品运输和文件传递的相关时间规定。

**(5) Please strictly abide by the above-mentioned time regulations for valuable transportation and document delivery.**

- 如因参展商原因贵重品于指定日期之后到达，指定物流公司将收取航空运输操作服务费的百分之三十(30%)及客带货操作服务费的百分之五十(50%)作为晚到附加费。
- For valuables arriving after the deadlines mentioned above due to the fault of the exhibitor, the official logistics company will charge 30% of the operation service fee for air freight and 50% of the operation service fee for hand-carried items as late arrival surcharge.
- 对于晚到贵重品，指定物流公司会尽全力在展会开幕之前将贵重品运至现场仓库，但是不能给予任何承诺。
- In the event of the late arrival of valuables, the official logistics company will make all reasonable attempts to ensure delivery to the on-site warehouse before the opening of the Expo but without a

commitment by the official logistics company.

- 即使不能如期送货至现场，指定物流公司亦会收取晚到附加费及有关费用。
- The official logistics company will also charge the late arrival surcharges and related charges in case the exhibits do not arrive at the booth as scheduled.
- 指定物流公司有权拒绝操作于展会开幕前2天到达上海浦东国际机场的晚到贵重品的权利。所有因晚点产生的附加费用由参展商自行承担。
- The designated logistics company is entitled to refuse to handle the valuables arriving late at Shanghai Pudong International Airport two days before the opening of the exhibition. All surcharges incurred due to late arrival will be borne by the exhibitor.

#### (6) 包装唛头

#### (6) Packing

为方便识别本馆贵重品，所有货物外包装上必须按照指定物流公司的指导印贴如下唛头：

All packages of shipments must be properly marked as valuable upon arrival as follows according to the instructions of the official logistics company:

**CHINA INTERNATIONAL IMPORT EXPO 2018**

Name of Exhibitor : \_\_\_\_\_

Booth Number : \_\_\_\_\_

Case Number : \_\_\_\_\_ / \_\_\_\_\_

(7) 展会现场仓库存取货时间安排

(7) Schedule for Storage and collection at on-site warehouse

11月5日	08:00-11:00	取货
	16:30-19:30	存货
11月6日	08:00-10:00	取货
	17:00-19:30	存货
11月7日	08:00-10:00	取货
	17:00-19:30	存货
11月8日	08:00-10:00	取货
	17:00-19:30	存货
11月9日	08:00-10:00	取货
	17:00-19:30	存货
11月10日	08:00-10:00	取货
	17:00-19:30	收货

Nov 5 <sup>th</sup>	08:00-11:00	Collection
	16:30-19:30	Deposit
Nov 6 <sup>th</sup>	08:00-10:00	Collection
	17:00-19:30	Deposit
Nov 7 <sup>th</sup>	08:00-10:00	Collection
	17:00-19:30	Deposit
Nov 8 <sup>th</sup>	08:00-10:00	Collection
	17:00-19:30	Deposit
Nov 9 <sup>th</sup>	08:00-10:00	Collection
	17:00-19:30	Deposit
Nov 10 <sup>th</sup>	08:00-10:00	Collection
	17:00-19:30	Receipt

## （8）展会现场仓库存取货流程

### (8) On-site warehouse procedure for exhibit storage and collection:

1) 第一次取货时，参展商凭借指定收货人的身份证明（原件）办理取货事宜；

1) When collecting exhibits for the first time, the exhibitor should pick up their exhibits by showing the (original) ID card of the consignor.

2) 第一次存货时，参展商需到现场仓库领取并填写《存储申请单》（附件一），待贵重品存入仓库后，现场仓库工作人员会提供参展商一张《保险库物品存储证》（附件二）作为货物存储证明；

2) When depositing exhibits for the first time, the exhibitor should go to the on-site warehouse to collect and fill out the *Application Form for Exhibit Storage* (Appendix 1). The on-site warehouse staff will provide the exhibitor with a *Security Room Storage Card* (Appendix 2) as proof of storage after the valuables have been put in storage in the warehouse.

3) 从现场仓库取货时，指定收货人的身份证明（原件）+《保险库物品存储证》领取货物；

3) The exhibitor should show the (original) ID card of the consignor and the *Security Room Storage Card* when collecting exhibits from the on-site warehouse.

4) 后续操作以此类推。

4) Please repeat above process at subsequent procedures.

## （9）进馆期间



### (9) Move-in Period

贵重品会于 10 月 31 日至 11 月 2 日送至现场监管仓库，指定物流公司于开展期规定时间内提供现场免费收发货及仓储服务。仓储服务仅适用于参展的贵重物品（私人物品、搭建装饰材料、展具及空箱等除外）。

Valuable goods will be shipped to the on-site supervision warehouse from October 31 to November 2. Official logistics providers will provide free receiving, sending and warehousing service during the specified period of the exhibition. Warehousing service is only applicable to the valuable goods necessary in the exhibition (excluding personal items, construction and decoration material, exhibition equipment and empty container).

但如中国海关需要于展会现场开箱查验的，参展商需到达现场或授权指定物流公司协调海关进行货品审查。

If an open-package inspection is required by the China Customs, exhibitors should present it on site or authorize an official logistic company in order to cooperate with Customs.

展馆现场会为参展商安排暂存空箱的场地。在布展期间，参展商可自行使用及管理该场地存放的空箱。

We will provide exhibitors with venues for the storage of empty containers. Exhibitors are allowed the free use and full management of empty containers in the venue during the installation period.

## （10）撤馆期间

### (10) Move-out Period

在展会闭幕前，指定物流公司会按照参展商既定的方式处理贵重品，如回运、留购、转关、保税仓储等。

Before the end of the exhibition, the official logistics company will deal with the valuable goods according to the methods required by the exhibitor; for example, return transportation, purchase, custom transfer, bonded storage and etc.

在展会闭幕的当天，参展商自行将空包装箱提回各展台进行包装。

On the closing day, exhibitors should take empty packages to their booth for packaging.

参展商售与国内公司或个人消费者的展出贵重品，展中应缴纳足额税款，展后应按中国海关规定办理进口手续；反之，参展商不得将展出展品擅自移出展览场地或中国海关指定之监管地点。

The valuable goods which are sold to the companies or individuals in China during the exhibition are applicable to taxes in full amount. After the exhibition, the goods should go through the import procedures required by China Customs. Otherwise, exhibitors are not allowed to move the exhibits out of the exhibition venue or the supervision venue required by China Customs at their own discretions.

参展商需自行妥善保管好展出贵重品，任何遗失的进口贵重品仍须向中国海关缴纳足额税款。

Exhibitors should take good care of their goods. In case of loss, exhibitors would still have to pay taxes in full amount to China Customs.

参展商需特别注意以下海关规则：

Please pay special attention to the following rules from China Customs:

除了已申报的内容，其他货品（如：个人物品或在中国境内购买的纪念品、化妆品、食品等）不能够随贵重品一同进行后续处理；

Expect the declared contents, other goods (for example, personal items, souvenirs, cosmetics or foods purchased in China) are not eligible for the subsequent process for valuable goods.

违反以上规则的货品将会被罚没或从重处罚。

Goods that in contrast to the above rules will be confiscated or the exhibitors will be punished.

（11）本馆受限制与管制的物品

(11) Restricted and Controlled Goods

本馆仅且接受贵重物品的运输及现场存放。非贵重物品请参展商自行处理或联系有关单位进行租赁。

The pavilion only accepts the transportation and on-site storage for valuable goods. Exhibitors are required to deal with other goods by themselves or rent them from the relevant providers.

根据中国海关的管制要求，如展品因涉及禁止清单或限制清单中相关的品类而导致无法入境或及时进行展示的，相关责任由参展商

全权承担，与承办单位无关。承办单位将尽其所能，将相关的政策信息第一时间在展会官网中进行公布。请参展商随时注意官网相关内容的更新。

If exhibits are not able to enter and exhibit due to China Customs, for instance, have brought in goods included in the list of prohibited items, the relevant liabilities should be borne by the exhibitors, and the undertaking units should not assume any liabilities. However, undertaking units will publicize the relevant policies on the exhibition official website. Exhibitors are advised to read these regulations.

为了避免因展品中含有受中国海关管制的物品而导致被扣留，我们强烈建议参展商从所在国发运贵重品前将清单电邮至指定物流公司以备提前检查确认。

In order to prevent detainment by China Customs because of the exhibits containing restricted substances, we strongly advise that the exhibitors send a list of valuable goods via e-mail to the official logistic company in advance for checking and confirmation.

如必要，指定物流公司可以参与协助参展商国内代理申请海关必须的进口许可证（如：濒危证），但在任何情况下指定物流公司都不保证进口许可证的申请可以获得批准。

In case of need, the official logistics company may assist, or act as a domestic agent on behalf of exhibitors in applying for an import license.

But the official logistic company will never guarantee the approval of

such an import license.

(12) 保险

(12) Insurance

因本馆贵重品操作具有特殊性，指定物流公司将为参展商提供国内段强制货物运输保险。保险范围将涵盖贵重品从上海浦东国际机场贵重品仓库/上海浦东国际机场候机楼指定点发运起到展馆现场仓库指定收货人签收止的运输。

As the special nature of dealing with valuable goods, the official logistics company will provide obligatory goods transportation insurance in China. The insured scope is from the valuable goods warehouse in Shanghai Pudong International Airport or the designated terminal point of Shanghai Pudong International Airport to the signed receipt by the designated personnel in the on-site warehouse in the exhibition venue.

**3. 进馆费用说明（出馆费用同进馆）**

**3. Instructions for Move-in & Move-out Charges**

(1) 基本服务费

(1) Basic Service Fee

服务内容	费用
参展商的综合协调及报关文件准备工作, 包括物品清单的收集, 联络, 翻译, 校对等	USD90 /展商/票

Services	Charges
Exhibitor's comprehensive coordination and preparation of customs documents, including collection of exhibits, liaison, translation, proofreading, etc.	USD90/per exhibitor/per ticket

## (2) 货运操作服务费

## (2) Freight operation service fee

服务内容		费用
上海段浦东国际机场 贵重品仓库至展馆现 场仓库	保税报关、安保押运	USD 680/展商/票
其他 (按实收取)	海关查验费	USD 80/展商/次
	海关进口核价费	USD 80/展商/次
	EDI报关单预录费	USD 10 /5个品名 (超过5个品名, 另 收USD 4/5个)
	港区港杂费 (THC)	USD 2.5/公斤 (最低收费USD 35/票)

Services		Charges
From the valuables warehouse of Shanghai Pudong International Airport to the Expo on-site warehouse	Bonded customs declaration, security escort	USD 680/per exhibitor/per ticket
Others (subject to actual payable service fee)	Customs inspection fee	USD 80/per exhibitor/per time
	Customs import price varification fee	USD 80/per exhibitor/per time
	Input fee for EDI customs declaration	USD 10 /every 5 product names (An extra USD 4/every 5 product names if there are more than 5 product names)
	Port area miscellaneous charges (THC)	USD 2.5/kg (minimum USD 35/per time)

## (3) 客带货操作服务费

## (3) Service fee for hand-carried items

服务内容	费用
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上海段浦东国际机场候机楼至展馆现场仓库	客带货报关、机场安保看管、安保押运	USD 600/展商/票
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Services		Charges
From Shanghai Pudong International Airport Terminal to the on-site warehouse	Customs declaration, safekeeping by airport security, security escort	USD 600 per exhibitor/per time

(4) 保险代理费

(4) Insurance agency fee

服务内容		费用
保税 货运模式 (强制险种)	境内单程险： (覆盖：PVG 贵重品仓库提货起，陆上押运至展馆现场仓库止)	根据申报货值的0.045%收取 (最低USD 300/展商/票)
客带货模式 (强制险种)	境内单程险： (覆盖：PVG 候机楼提货起，陆上押运至展馆现场仓库止)	根据申报货值的0.035%收取 (最低USD 300/展商/票)
可选险种	展位保险： (覆盖：展期内展位陈列的贵重品)	根据申报货值的0.1%收取 (展位内必须按照摄像装置)

Services		Charges
Bonded (compulsory insurance)	Domestic one-way insurance (Coverage: Starts from exhibit collection from the PVG valuables warehouse to land transportation escort, and then end at arrival at the Expo on-site warehouse)	0.045% of the declared value (minimum USD 300/per exhibitor/per time)
Hand-carried (compulsory insurance)	Domestic one-way insurance (Coverage: Starts from exhibit collection from the PVG terminal to land transportation escort, and then end at arrival at the Expo on-site warehouse)	0.035% of the declared value (minimum USD 300 /per exhibitor/per time)
Optional	Booth insurance:	0.1% of the declared value

insurance	(Coverage: valuables displayed in the booth during the exhibition)	(Camera must be installed in the booth)
-----------	--	---

(5) 其他费用（可选）

(5) Other charges (optional)

服务内容	费用
物品进口留购申报费	USD 90/展商/次（税款实报实销）
转关申报费	USD 150/展商/票
安保押运车配送服务费（销售物品）	USD 280/押运车/次（仅限上海市区）
物品包装袋	中袋 72*112cm : USD 3/个 大袋 96*139cm : USD 5/个
东浩兰生保税金库仓储费 （12月1日起征收，之前免仓储费）	保险柜租赁：USD 100/月，最低 1 个月起租 库房租赁：根据实际需要另行报价

Services	Charges
Application fee for purchase of imported exhibits	USD 90/per exhibitor/per time (taxes will be reimbursed for the actual expenses)
Customs transfer declaration fee	USD 150/per exhibitor/per time
Delivery service fee for security escorts (sales items)	USD 280/per escort vehicle/per time (Shanghai area only)
Package bag	Medium-sized bag 72*112cm: USD 3/per bag Large-sized bag 96*139cm: USD 5/per bag
Bonded vault storage fee charge by Donghao Lansheng Group (Tax starts on Dec 1 <sup>st</sup> and is free-of-charge before that day)	Safe rental: USD 100/month, minimum rent: 1 month Warehouse rental: to be quoted separately according to actual needs

4. 支付条款与说明

4. Payment Terms and Instructions

(1) 来程费用：提交账单之后，于现场仓库取货之前。

(1) Payment for inbound journey: After bill submittal and prior to exhibit collection from the on-site warehouse.



(2) 回程费用：提交账单之后，展品后续处理交割之前。

(2) Payment for outbound journey: After bill submittal and prior to the subsequent exhibit transaction.

(3) 所有费用不得因任何索赔，反索赔或补偿而减除或延期支付。

(3) All payments must be made without any deduction or delay on account of any claim, counterclaim or compensation.

## 5. 其他说明

### 5. Miscellaneous

(1) 所有业务根据指定物流公司的“标准条款”执行，全文供索取。

(1) All operations should be carried out in accordance with the Standard Terms and Conditions of the official logistics company with full text available upon request.

(2) 在展会期间或前后，无论全部或部分使用指定物流公司的服务，且过程中无论以口头、书面或行为方式所提出的额外服务要求，都表示您已清楚并接受上述各项条款。

(2) Use of services provided by the official logistics company, in part or in full, and any requirement for additional services at any time before, during or after the Expo in the oral or written form during the operation implies your acknowledgment and acceptance of above-mentioned terms.

(3) 指定物流公司不会负责：

(3) The official logistics company will not be liable for:

- 任何被主承办单位或中国海关拒绝于展览会售卖或陈列之物品；
- 任何贵重品售卖的税款、垫付款；
- 任何于展会期间展位内失窃的物品。
- The exhibits that are rejected by the Hosts/Organizers or China Customs;
- Any tax/advance payment for the selling of the exhibits;
- Any stolen exhibits while they are on display at the venue.

**6. 附件说明：**

**6. Appendix list**

- 附件一：存储申请单
- 附件二：保险库物品存储证
- 附件三：形式发票箱单

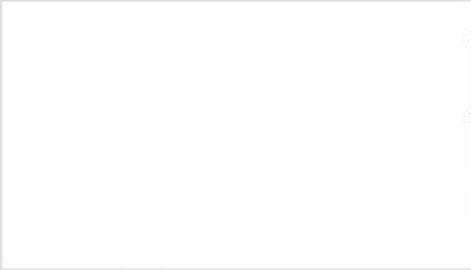
Appendix 1: Application Form for Exhibit Storage

Appendix 2: Security Room Storage Card

Appendix 3: Performa Invoice and Packing List

附件一：存储申请单

Appendix 1: Application Form for Exhibit Storage

		HAWB NO:				
		MAWB NO:				
		BAR CODE:				
SEAL NO:						
EXHIBITOR / BOOTH NAME 参展商		BOOTH NO 参展商展位号码				
TELEPHONE 电话號碼		TELEPHONE 电话號碼				
CONTACT PERSON 授權人姓名		ID/PASSPORT NO 身份証/護照號碼	SIGNATURE 簽署			
CONTACT PERSON 授權人姓名		ID/PASSPORT NO 身份証/護照號碼	SIGNATURE 簽署			
MOBILE / CONTACT NO. 電話號碼						
NO OF PIECES 件數	NATURE OF GOODS 貨品類別	DECLARED VALUE FOR INSURANCE (USD) 貨值	CUSTOMER NAME SIGNATURE 簽署樣本			
DEPOSIT 存貨				WITHDRAWAL 提取		
DATE 日期	NO OF PIECES 件數	NAME 姓名	SIGNATURE 簽署	SEAL(S) NUMBER 封條號碼	DATE 日期	SIGNATURE 簽署
1						
2						
3						
4						
5						
6						

I (I/WE) HEREBY (WE) USE OF THE SECURITY ROOM OF THE (NAME NAMED ABOVE) AND THE COMPANY, I/WE HEREBY CONFIRM AND AGREE THAT NONE OF THE ORGANIZER, THE EXHIBITION CENTER OR THE SECURITY COMPANY ENGAGED TO PROVIDE SECURITY SERVICES (INCLUDING THEIR EMPLOYEE, EMPLOYEES, DIRECTORS, OFFICERS AND AGENTS) IS/LIABLE FOR ANY LOSS (INCLUDING EMBEZZLEMENT AND IN-HOUSE THEFTS), DAMAGE, DEMANDS, COSTS, CLAIMS, CHARGES OR OTHER EXPENSES OF ANY KIND (INCLUDING OR INCLUDING THEREIN) TO ANY OTHER PERSON(S) WITH AN INTEREST IN THE GOODS UNLESS ONLY AS A RESULT OF ANY (GROSS) NEGLIGENCE, BREACH OR WILLFUL DEFAULT ON THE PART OF THE ORGANIZER, THE EXHIBITION CENTER OR THE SECURITY COMPANY (OR OF ITS EMPLOYEE(S) OR AGENT(S)) IN THE PERFORMANCE OF ITS DUTY.

We confirm that we have and shall maintain valid and adequate insurance cover for all our property stored in the Security Room and we acknowledge that such property is stored by us in the Security Room at our own risk.

We also agree to be bound by the provisions set out in the Organizer's Terms and Conditions, Rules and Regulations and Exhibitor's Manual in respect of our use of the Security Room.

We, the Exhibitor, hereby agree to the above terms.

附件二：保险库物品存储证

**Appendix 2: Security Room Storage Card**

	Security Room Storage Card	Sequence No.	
	保险库展品储存证	001	
<b><u>CHINA INTERNATIONAL IMPORT EXPO</u></b>		<table border="1"><tr><td>No. of Cases 保管箱件数</td></tr></table>	No. of Cases 保管箱件数
No. of Cases 保管箱件数			
中国国际进口博览会			
Company Name 公司名称 : _____			
Booth No. 展位号码: _____			
Signature & Company Chop 签署及公司盖章 : _____			
〈We have read the terms of <b>Security Room</b> and agree to them. 本人已细阅并同意保险库的条款〉			



## 第六部分 展会服务

### Part VI. Exhibition Services

#### 1. 会刊

##### 1. Expo Publications

###### 1.1 分配原则

###### 1.1 Distribution Principles

承办单位将根据展台面积的大小为原则，免费为每家参展商配送展会会刊（即参展商名录）并于展会开展后送至各展台。

The Organizers will send the Expo Publications (i.e., Exhibitor Name List) free of charge to each exhibitor based on their booth size. The publications will be sent to each booth after the opening of the Expo.

#### 2. 信息登记

##### 2. Information Registration

承办单位将在展会会刊（即参展商名录）上免费刊登参展商的联系方式，以便未来能够更好地展示其产品风采；同时，为确保会刊印刷内容的准确，承办单位将向参展商收集企业信息，请及时登陆中国国际进口博览会线上服务系统，并在截止日期前填报、核对相关内容。

The Organizers will publish the contact information of the exhibitors on the Expo Publications (i.e., Exhibitors Name List) free of charge. Meanwhile, the Organizers will also collect the information from the exhibitors to ensure the correctness of these publications. Please visit the China International Import Expo Online Service System in time and fill

in and check the relevant content prior to the prescribed deadline.

### 3. 会议室服务

#### 3. Conference Room Services

3.1 参展商如有会议室租赁需求的，须向承办单位提出申请，承办单位将根据汇总后的需求统筹安排会议场地并和参展商确认，具体可详见本《参展商指南》第二部分“展会规定”现场活动申报，申请表单承办单位将于后续公布。

3.1 Any exhibitor who requires the rental of the conference rooms should submit an application to the Organizers. The Organizers will arrange the conference venue after collecting all such requirements and confirming with the exhibitor. The exhibitors may refer to Part II “Rules and Regulations” of this guide for details on the on-site activity application. The application form will be released by the Organizers at a later date.

3.2 如会议室需要使用强电、网络、电话等配套服务，须提前向承办单位申请。具体请详见附表 6：《展会配套设施租赁申请表》。

3.2 Any exhibitor who requires the supporting services such as high voltage electric system, Internet and telephone in the conference rooms should file the application in advance to the Organizers. Please refer to Form 6: *Lease of Supporting Facilities (Electricity) Application* for details.

#### 3.3 会议室使用须知：

### 3.3 Rules of conference room use:

1) 室外摆放签到台必须事先报备承办确认摆放方案；

1) The placement of outdoor registration table should be reported to the Organizers in advance to confirm the arrangement plan.

2) 如需调整会议室内桌椅配置数量及摆桌方式，特别是搬离或增加部分桌椅，请提前向承办单位确认；

2) Any exhibitor who requires the change to the number of tables and chairs inside the conference rooms or the change to table settings (especially the removal or addition of some tables or chairs) should confirm with the Organizers in advance.

3) 如需在会议室内进行餐饮活动，请事先报备承办单位，并做好地毯保护措施，且餐饮垃圾须在会后自行带走；

3) Any exhibitor who requires food and beverage services in the conference rooms should apply to the Organizers in advance and take proper measures to protect the carpet. Any food waste should be taken away by the exhibitor after the conference.

4) 进场前需清点并确认所用会议室内设施设备的数量及状态（含音响、话筒、桌椅等），租赁期间所有物品请自行保管。

4) Exhibitors should count and confirm the quantity and the status of facilities (including audio equipment, microphones, tables, and chairs) in the conference rooms before entering. All belongings of the exhibitors should be under their own custody during the conference room use.



**4. 商旅服务****4. Business Travel Services**

名称:	上海靖达国际商务会展 旅行有限公司	广州交易会国际旅行社有限公司
英文名称:	East Star Event Management	Canton Fair International Travel Agency Co., Ltd.
地址:	上海浦东新区世博展 馆路 111 号	广州海珠区凤浦中路 679 号 广交会大厦 702
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电话:	+86-21-20777030	+86-20-89268102
手机:	13918331237	13922275068
邮箱:	Stanley.hu@sheaststar. com	584610823@qq.com
联系人 2:	吴雯	黄键锋
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手机:	18918559873	13430280974
邮箱:	Jessie.wu@sheaststar.c om	584610823@qq.com
专用传真:	+86-21-20777098	+86-20-89268103

Chinese Name:	上海靖达国际商务会展旅 行有限公司	广州交易会国际旅行社有限公 司
English Name:	East Star Event Management Co., Ltd.	Canton Fair International Travel Agency Co., Ltd.
Address:	No. 111, World Expo Hall Road, Pudong New Area, Shanghai	No. 679 Fengpu Middle Road, Haizhu District, Guangzhou Canton Fair Building 702
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Mobile:	13918331237	13922275068
E-mail:	Stanley.hu@sheaststar.com	584610823@qq.com
Contact 2:	Wu Wen	Huang Jianfeng
Tel:	021-20777005	+86-20-89268105
Mobile:	18918559873	13430280974
E-mail:	Jessie.wu@sheaststar.com	584610823@qq.com
Fax:	+86-21-20777098	+86-20-89268103

## 5. 翻译服务

### 5. Translation Services

名称:	中译语通信息科技(上海)有限公司	语言桥翻译集团	北京策马翻译有限公司
英文名称:	Global Tone Communication Technology (Shanghai) Co., Ltd.	Lan-bridge Communications	Beijing Grouphorse Translations Co., Ltd.
地址:	上海市虹口区溧阳路735号4301室	上海市浦东南路855号世界广场28楼G座	北京市东城区安定门东大街28号雍和大厦A座1007室
联系人 1:	赵清	吴梦思 Tammy	周敬棋
电话:	+86-21-61730877-8128	+86-571-81112037	+86-4000123543
手机:	15221615860	15757852621	18502185884
邮箱:	zhaoqing@ctpc.com.cn	Tammy@lan-bridge.com	transbiz@grouphorse.com
联系人 2:	刘同玉	侯晓红 Connie	韩丽娟
电话:	+86-21-61730876	+86-21-68877803	+86-4000123543
手机:	15000272883	18605103068	18721909027
邮箱:	417322152@qq.com	connie.hou@lan-bridge.com	transbiz@grouphorse.com
专用传真:	+86-21-61730873	+86-21-58369066	+86-10-56158819

名称:	传神联合(北京)信息技术有限公司	上海唐能翻译咨询有限公司	上海外服(集团)有限公司
英文名称:	Transn (Beijing) Information Technology Co., Ltd.	Talking China Language Services Co., Ltd.	Shanghai Foreign Service (Group) Co., Ltd.
地址:	北京市朝阳区东三环中路39号建外SOHO18号楼17层	中国上海市静安区镇宁路200号欣安大厦东峰8E	中国上海市曲阳路1000号外服大厦15楼
联系人 1:	黄斐静 Phil Huang	赵珊珊 Lydia Zhao	黄冰源
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手机:	13671710873	18918707338	13816752323
邮箱:	phil.huang@transn.co	lydia@talkingchina.c	bingyuan.huang@fsg.co

	m	om	m.cn
联系人 2:	王芳 Sinba Wang	柏天燕 Taylor Bai	王佳
电话:	+86-10-58789000-212 2	+86-21-62473596	+86-21-62778682
手机:	13811276660	13816950937	13917341976
邮箱:	sinba.wang@transn.co m	transbiz@grouphorse .com	wangjia@fsg.com.cn
专用传真:	+86-21-61921331-886 6		+86-21-62273663

Name:	中译语通信息科技(上海)有限公司	语言桥翻译集团	北京策马翻译有限公司
English Name:	Global Tone Communication Technology (Shanghai) Co., Ltd.	Lan-bridge Communications	Beijing Grouphorse Translations Co., Ltd.
Address:	Room 4301, No. 735 Liyang Road, Hongkou District, Shanghai	Block G, F28, World Plaza, No. 855 Pudong South Road, Shanghai	Room 1007, Block A, Yonghe Building, No. 28 Andingmen East Street, Dongcheng District, Beijing
Contact 1:	Zhao Qing	Wu Mengsi (Tammy)	Zhou Jingqi
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Mobile:	15221615860	15757852621	18502185884
E-mail:	zhaoqing@ctpc.com.cn	Tammy@lan-bridge.com	transbiz@grouphorse.com
Contact 2:	Liu Tongyu	Hou Xiaohong (Connie)	Han Lijuan
Tel:	+86-21-61730876	+86-21-68877803	+86-4000123543
Mobile:	15000272883	18605103068	18721909027
E-mail:	417322152@qq.com	connie.hou@lan-bridge.com	transbiz@grouphorse.com
Fax:	+86-21-61730873	+86-21-58369066	+86-10-56158819

Name:	传神联合(北京)信息技术有限公司	上海唐能翻译咨询有限公司	上海外服(集团)有限公司
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## 6. 商务中心

### 6. Business Center

展会期间，展馆的驻场商务中心将向所有参展商及观众开放（具体位置请届时参考参观指南和现场导览图），商务中心提供的基础服务包括：复印打印、传真扫描、邮件收发、轮椅租赁、手机充电、图文制作、票务预订等相关服务业务。

The Business Center in the exhibition hall will be open to all

exhibitors and visitors during the Expo (please refer to the Visitor Guide and On-site Guide Map for the specific location). The Business Center services include copying and printing, faxing and scanning, email receiving and sending, wheelchair leasing, mobile phone charging, graphics production, and ticket booking, etc.

## 7. 现场服务处

### 7. On-site Service Office

运营单位设立服务处，参展商可前往主办机构服务处寻求帮助。

Exhibitors can go to the Service Office set up by the Organizer for help.

## 8. 专馆搭建服务处

### 8. Official Construction Service Office

专馆搭建服务处。解决有关一切展位及配套设施的事宜，参展商请直接与专馆搭建服务处的工作人员联系。

The Official Construction Service Office aims to resolve all the issues related to the booth and supporting facilities. Exhibitors can contact the Official Construction Service Office directly for any issues.

## 9. 展会现场仓库存储服务

### 9. On-site Warehouse Storage Services

展馆内设有由专馆物流服务商承运的国际展品免费仓库存储服务。具体请详见附件：《现场仓库存储服务管理须知》。

Free-of-charge warehouse storage services for international exhibit

transported by official logistic service providers will be provided in the exhibition hall. Please refer to the Appendix: *Notice on Administration of On-site Warehousing Services* for details.

## 第七部分 附件

### Part VII Appendix

附件 1：《消防安全管理须知》

Appendix 1: Notice on Fire Safety Control

附件 2：《安全生产管理须知》

Appendix 2: Notice on Work Safety Control

附件 3：《有关防止展品遗失或盗窃的保安措施》

Appendix 3: Security Measure to Prevent Loss or Theft

附件 4：《现场仓储服务管理须知》

Appendix 4: Notice on Administration of On-site Warehousing Services

附件 5：《水、电、气安全管理须知》

Appendix 5: Utilities Safety Management Instructions

附件 6：《网络安全管理须知》

Appendix 6: Notice on Network Security Control

附件 7：《标准展台展商须知》

Appendix 7: Notice to Exhibitors with Standard Booths

附件 8：《特装展台展商须知》

Appendix 8: Notice to Exhibitors with Special Booths

附件 9：《绿色中国国际进口博览会标准》

Appendix 9: Criteria for Green China International Import Expo

附件 10：《绿色展台奖评选办法》

Appendix 10: Green Booth Awards Selection Criteria

## 附件 1 《消防安全管理须知》

### 1. 总体要求

1.1 参展商、搭建商及服务商须认真贯彻中华人民共和国、上海市有关消防安全工作的方针及政策，严格执行各项法规、条例和规定。本届展会的各项消防安全工作将参照《中华人民共和国消防法》、《建筑内部装修设计防火规范》、《重点单位消防安全管理要求》、《展览建筑及布展设计防火规程》等规定执行。

1.2 在展会布展、展期及撤展期间，凡涉及展馆室内外展台搭建、装修、拆除及展期维护施工的，须严格依照并遵守承办单位有关消防安全的规定与要求，包括《参展商指南》、《展前通知》、《进馆须知》、《安全须知》、《现场通告》、《国家会展中心（上海）展馆使用手册》等；同时，积极配合中国政府有关部门及承办单位的监督、检查与管理工作。

1.3 为进一步加强展会安全工作的重视，履行安全工作义务，承担安全责任，承办单位特拟定特装展台安全责任承诺书，参展商及其搭建商须共同签署并加盖公章，在截止日期之前向展会专馆搭建商提交；同时须将搭建商的营业执照复印件一同回传至展会专馆搭建商。具体请详见附表 18：《特装展台安全责任承诺书》。

1.4 参展商及其搭建商须建立安全检查制度，做好消防安全教育和培训；同时指派专人负责消防安全工作，在现场佩戴安全员的标识。

### 2. 展台搭建

2.1 所有特装展台的参展商及其委托的搭建商必须在截止日期



前向展会专馆搭建商申报审核。

2.2 展台或其它建筑所使用的搭建、装修、装饰材料应使用符合上海市消防局认可的不燃或难燃材料，其燃烧性能等级不得低于 B1 级（难燃型）；展台搭建铺设地毯的燃烧性能等级不得低于 B1 级（难燃型）；对于少量或局部使用的可燃材料如木结构、顶部网眼布等必须进行阻燃防火处理，达到 B1 级并经上海市消防局审核同意后方可使用。

2.3 弹力布、毛竹、稻草、泡沫塑料等易燃材料即便经过阻燃防火处理也严禁使用。

2.4 展台搭建物及搭建结构不得妨碍消防系统的正常运作，不得阻碍消防通道、公共通道和展馆的各个出入口；严禁任何妨碍展馆消防安全类设施设备的行为。如：火警警铃触点、消防栓、消防卷帘门、灭火器、安全门等；如有违反，参展商及其搭建商必须调整搭建方案以符合消防要求；如整改过程中产生费用的，由参展商或其搭建商承担。

2.5 展台搭建物及搭建结构与消防栓、设备机房大门及火警警铃触点之间的通道宽度须确保正常开启或通行；与展馆墙面之间须至少留有 0.6 米的检修通道且不得堆物。

2.6 严禁在展馆喷淋装置、照明装置上附着或悬挂任何物品；严禁将聚光灯或其它发热装置对准、靠近消防喷淋装置。

2.7 展台如有天花/顶蓬，须使用防火材料，且不得妨碍展馆消防系统及通风口的正常运作，同时须按消防规定配置灭火器。

2.8 双层展位的上层展区的疏散楼梯的数量和宽度应按要求计算确定，且不应少于 2 个。相邻 2 个疏散楼梯最近边缘之间的水平距离不应小于 5 米。当上层空间作办公用房且面积不大于 120 平方时，可设置 1 个疏散楼梯。双层展位的疏散楼梯可采用敞开楼梯，其总宽度应经计算确定，且楼梯最小净宽度不应小于 1.4 米。

2.9 展会不提倡特装展台做全封闭搭建；当全封闭展示区域展位建筑面积大于 160 平米且影响展馆原有消防设施使用时，须设置火灾自动报警系统和自动喷水灭火系统，设有合格的灭火器；当全封闭展示区域或半封闭展示区域建筑面积大于 120 平米时，疏散门的数量不应少于 2 个，宽度不应小于 0.9 米。

2.10 严禁在展馆室内进行焊接、切割、电钻等特殊施工作业；严禁在展馆进行明火作业。

2.11 特种作业人员须持有政府规定的特种作业操作证或特种设备作业人员证，操作时必须严格按操作规程执行，杜绝一切违章操作和指挥。

### 3. 消防电气

请详见本《参展商指南》附件 5《水、电、气安全管理须知》。

### 4. 油漆及涂料

4.1 在展会布展、展期及撤展期间，严禁在展馆内对展品、展示材料等进行大面积油漆喷涂；严禁使用任何具有刺激性气味、不符合环保要求及消防安全的油漆、涂料进行展台装修；

4.2 布展期内，在所有安全防护措施到位的情况下可申请进行小

面积的补漆作业。安全防护措施包括：在通风处进行油漆；使用无毒油漆；水泥地面上覆盖衬以干纸或塑料膜。

4.3 不得在展馆垂直建筑（即墙、玻璃等）油漆；不得在展馆内外及展馆附近冲洗油漆材料。

4.4 参展商须对因油漆工作而导致承办单位及展馆所产生的任何损害、损坏负责，并承担相应损坏或污染处的修复费用。

4.5 油漆、涂料等用于展台装修的易燃易爆危险品须存放在展馆外的安全场所。

## 5. 危险物品管理

5.1 未经主办单位、展馆及有关政府部门的书面批准：严禁演示、操作暖气、烧烤炉、生热或明火器具、蜡烛、灯笼、火炬、焊接设备或其它生烟材料；严禁演示、操作任何可能被认定危险的电力、机械或化学器具；严禁使用有毒或危险材料，包括易燃液体、易燃气体、压缩气体或危险化学品；严禁使用明火、氢气球；严禁使用爆炸物、石油、易燃、易爆、有毒、腐蚀性物质；严禁将武器、枪支、刀剑、弹药、炸药、易燃物、放射性物质和其他危险物品以及任何被政府有关部门禁止的物品带入展馆。

5.2 展台内的固体或液体危险物品的存量不得超过 1 天的使用量，剩余危险物品应存放至承办单位指定的区域。

5.3 所有进入展馆的汽车、摩托车等内燃机车或其他燃油设备不得维修、发动，油箱内存油量不得超过 10%。

5.4 有毒、有害废弃物品须密封装入适当容器，标明相应记号后

根据政府相关的废弃物处理方法进行管理或处理。

## 6. 压力容器

6.1 参展商如需使用氦、氩、氮气等惰性压缩气体，须提前向承办单位进行书面申请，获得批准后方可带入展馆；同时，参展商须对压力容器的使用、管理、装运、存储、保管及安全承担全部责任。

6.2 所有获得承办单位批准并带入展馆的压力容器或设备必须遵守有关安全标准及要求；使用压缩空气设备的器材、管子的安全耐压必须 $\geq 15\text{Kg} / \text{cm}^2$ ，管口连接应采用喉箍紧固，不得用铁丝或其它物品绑扎。

6.3 压力容器如未能妥善安置，承办单位将通知展商立即将其安全撤离展馆或运送至指定区域，参展商必须配合执行。

## 7. 吸烟限制

所有展馆室内区域以及停车场区域均严禁吸烟。

## 8. 应急保障

8.1 特装展台须独立配备质量、数量均符合法规要求的灭火器材或其他消防设施，以便于应急情况下得以使用。

8.2 特装展台应自觉在展台明显位置安装应急指示灯、疏散标识、疏散指示路径等应急保障设施。

8.3 参展商及其搭建商须建立安全检查制度，指派专人负责展台消防安全，确保在展会布展、展期及撤展期间做好各项消防安全工作；如遇突发事件，必须第一时间采取相应措施并报告承办单位。

## Appendix 1

### *Notice on Fire Safety Control*

#### 1. General Requirements

- 1.1 Exhibitors, contractors and service providers should comply with the fire safety policies and guidelines of the People's Republic of China and Shanghai and strictly observe each rule, regulation, and provision. Matters related to fire safety at the Expo will be carried out in accordance with *Fire Protection Law of The People's Republic of China, Code for Fire Prevention in Design of Interior Decoration of Buildings, Provisions on the Administration of Fire Control Safety of Key Fire Safety Entities, Code of Design for Fire Protection and Prevention of Exhibition Building and Exhibits Arrangement*.
- 1.2 During the move-in, the exhibition period and move-out, all matters related to booth set-up, decoration, dismantling and maintenance should be carried out in compliance with the Organizers' fire safety rules and requirements, including *Exhibitor's Guide, Pre-Expo Notification, Move-in Instructions, Safety Instructions, Venue Notices and NECC (Shanghai) User's Manual*. The exhibitors, contractors and service providers should actively cooperate with the Chinese government departments and the Organizers with respect to the supervision, inspection, and management.

1.3 In order to further strengthen safety at the Expo, fulfill safety-related

obligations and assume safety responsibilities, the Organizers have drawn up the *Special Booth Safety Responsibility Letter*, which should be signed and stamped with the official seal by all exhibitors and their contractors, and submitted to the official venue contractors before the deadline along with a copy of the contractors' business licenses. For more information, please refer to Appendix 18: *Special Booth Safety Responsibility Letter*.

1.4 Exhibitors and contractors must establish a safety inspection system and organize fire safety courses and training. They should assign dedicated personnel for fire safety, who should have a safety officer logo or other appropriate markings on their apparel while at the venue.

## **2. Booth Set-up**

2.1 Exhibitors and contractors of all special booths should report to the official venue contractors for approval.

2.2 Booths and other structures at the venue should use non-combustible or fire-resistant materials approved by the Shanghai Fire Brigade for their construction and decoration, and their flammability should be no lower than Class B1 (not easily flammable); the flammability of the carpets for the booths should be no lower than Class B1 (not easily flammable); flammable materials used sparingly or partially, including timber structure and mesh fabrics, should have undergone fire retardant treatment, and can only be used after their flammability level meets

Class B1, as approved by the Shanghai Fire Brigade.

2.3 Inflammable materials such as elastic fabric, bamboo, straw, foam, etc. are prohibited even after they have undergone fire retardant treatment.

2.4 The materials and structures used during booth set-up should not hinder the fire safety system or block fire exits, public passages and entrances. Any behavior that may impede the functioning of fire safety facilities at the venue such as fire alarms, fire hydrants, shutter doors, fire extinguishers and fire exits, is prohibited. If any such act is committed, the exhibitor and contractors should adjust their set-up program in accordance with fire safety requirements and bear all expenses incurred in the process.

2.5 The width of the channel between the materials or structures used during booth set-up and the fire hydrants, equipment room doors or fire alarms should be ensured to be normally open or passable; at least 0.6 meters should be left between the walls of the exhibition hall and those materials or structures to ensure a clear and open repair passage is available.

2.6 No object should be attached to or hung on any sprinkler or lighting device at the venue; no spotlight or heat generating device should be pointed at or placed close to a fire sprinkler.

2.7 The ceiling/canopy of a booth, if any, should use fire-proof materials and should not impede the functioning of the venue's fire safety system

and air vents. Fire extinguishers should be present at the booth as per fire safety regulations.

2.8 The number and width of an evacuation staircase in the upper exhibition area of a double-story booth should be determined as required by the related design authorities and it should have at least two staircases. The horizontal distance between the nearest edges of two adjacent evacuation exits should not be less than 5 meters. When the upper one is used as an office space and the area is not larger than 120 square meters, one evacuation staircase can be set up. An open staircase can be used for the double-story booth, and its total width should be determined by calculation based on booth size and the minimum net width should be no less than 1.4 meters.

2.9 It is not recommended to install fully-enclosed special booths. If a fully-enclosed booth is larger than 160 m<sup>2</sup> and may hinder the use of the venue's fire safety devices, then an automatic fire alarm system, automatic fire sprinklers and up-to-standard fire extinguishers should be installed; if a fully-enclosed or semi-enclosed booth is larger than 120 m<sup>2</sup>, it should have at least 2 evacuation exits at least 0.9 meter wide.

2.10 Welding, cutting, drilling and other special construction techniques are forbidden at the venue. Operations with open fires are also forbidden at the venue.



2.11 Special workers must possess special operation certificates or special equipment operator permits as per government regulations. They should strictly follow the relevant codes.

### **3. Fire Safety and Utilities**

For more information, please refer to *Exhibitor's Guide Appendix 5: Utilities Safety Control Instructions*.

### **4. Paints and Coatings**

4.1 During the move-in, exhibition period and move-out, it is forbidden to conduct any large-scale painting of the exhibits or exhibit materials at the venue, or to use any pungent or non-ecofriendly paint or coating that violates fire safety requirements.

4.2 With all safety precautions in place, minor paint touch-up is permitted after the application is approved during the move-in. Safety precautions include: painting in a well-ventilated place, using non-toxic paints and covering the cement floor with dry paper or plastic film.

4.3 It is forbidden to paint any vertical structure at the venue (i.e., walls, glasses, etc.) or to wash or dispose of painting materials inside or near the venue.

4.4 The Organizers or the venue can hold the exhibitors liable for any damage or harm caused by their painting, and the exhibitors will have to pay for the restoration of the damaged or contaminated sites.

4.5 Paints, coatings and other flammable and explosive materials should be kept in a secure place outside the venue.

## **5. Management of Hazardous Substances**

5.1 Without the written approval from the Organizers, the venue and concerned government departments, it is forbidden to demonstrate or use any heater, grill, heat-generating device or any device with a naked flame, candle, lantern, torch, welding device or smoke-generating material; it is forbidden to demonstrate or use any electric, mechanical or chemical device that could be dangerous or use any toxic or hazardous materials, including flammable liquids and gases, compressed gases or hazardous chemicals. It is also forbidden to use a naked flame or hydrogen balloons, explosives, petroleum or other flammable, explosive, toxic or corrosive materials. Additionally, exhibitors cannot carry weapons, guns, swords, ammunition, explosives, flammables, radioactive substances, and other hazardous substances, or anything forbidden by the government into the venue.

5.2 Hazardous solids or liquids stored at the booth should not exceed one day's usage; all remaining stock should be kept in an area designated by the Organizers.

5.3 No automobiles, motorcycles and other diesel vehicles or oil-burning equipment at the venue should be repaired or started, and the amount of fuel in their tanks should be no higher than 10%.

5.4 Toxic or hazardous wastes should be packed and sealed in proper containers and marked accordingly then managed or disposed as per the regulations on waste disposal.

## **6. Pressurized Containers**

6.1 If any exhibitor needs to use helium, argon, nitrogen or other inert gases, they need to submit a written application to the Organizers and can only carry them into the venue after approval. They should take full responsibility for the use, management, shipment, storage, safekeeping and safety of pressurized containers.

6.2 All pressurized containers or devices brought into the venue with the approval of the Organizers should comply with relevant safety standards and requirements; devices and tubes using compressed air systems should be resistant to a pressure level  $\geq 15\text{Kg} / \text{cm}^2$  and pipe joints should be fastened with hose clamps, and not tied with iron wires or other materials.

6.3 If a pressurized container is not properly installed, the Organizers will inform the exhibitor immediately and then safely evacuate it or transport it to a designated area.

## **7. Smoking Restriction**

Smoking is forbidden in all indoor areas and parking lots of the venue.

## **8. Emergency Support**

- 8.1 Each special booth should be equipped with independent fire-fighting equipment or other fire safety devices, whose quantity and quality should comply with legal requirements to ensure they can be used in an emergency.
- 8.2 Emergency indicator lights, exit signs, exit instructions and other emergency support devices should be installed in visible areas of the special booths.
- 8.3 Exhibitors and contractors should establish a safety inspection system and appoint dedicated personnel for their booths to ensure fire safety during the move-in, exhibition period and move-out. In case of an emergency, the designated personnel should take appropriate measures and report to the Organizers.

## 附件 2 《安全生产管理须知》

### 1. 总体要求

1.1 参展商、搭建商及服务商须认真贯彻中华人民共和国、上海市有关安全生产和劳动保护的方针及政策，严格执行各项法规、条例和规定，包括《中华人民共和国安全生产法》、《生产安全事故报告和调查处理条例》、《上海市安全生产条例》等。

1.2 在展会布展、展期及撤展期间，凡涉及展馆室内外展台搭建、装修、拆除及展期维护施工的，须严格依照并遵守承办单位有关安全生产的规定与要求，包括《参展商指南》、《展前通知》、《进馆须知》、《安全须知》、《现场通告》、《国家会展中心（上海）展馆使用手册》等；同时，积极配合中国政府有关部门及承办单位的监督、检查与管理工作。

1.3 为进一步加强展会安全工作的重视，履行安全工作义务，承担安全责任，承办单位特拟定特装展台安全责任承诺书，参展商及其搭建商须共同签署并加盖公章，在截止日期之前向展会专馆搭建商提交；同时须将搭建商的营业执照复印件一同回传至展会专馆搭建商。具体请详见附表 18：《特装展台安全责任承诺书》。

1.4 参展商及其搭建商须建立安全检查制度，做好安全生产的教育和培训；同时指派专人负责安全生产工作，在现场佩戴安全员的标识。

### 2. 安全管理

2.1 参展商及其搭建商须认真落实安全责任制，加强现场安全巡

查及管理，接受并服从政府相关部门、承办单位及展馆工作人员在现场作出的安全生产要求和规定等。

2.2 参展商及其搭建商须遵守国家建筑施工行业相关规定和规范，确保现场施工人员及特种作业人员均取得相应的操作资质证书或上岗证。

2.3 凡涉及展馆室内外展台搭建、装修、拆除及展期维护施工的，参展商及其搭建商须遵守文明施工原则，做好安全防护措施；在布、撤展期间，工作人员须佩戴安全帽。

2.4 严禁特装展台搭建、维护或拆除工作发生分包、转包或挂靠行为；同时，为明确责任及损失的承担，参展商应责成其委托的搭建商或服务商购买有关人身、财产等保险。

### 3. 展台搭建及审图

3.1 为确保特装展台的搭建结构安全、稳固，避免各类可能存在的风险及隐患，本次展会规定展台的最高搭建高度为：单层展台 6 米，双层 8.5 米，所有特装展台须向展会专馆搭建商或审图服务商提交相关资料进行结构审核。

3.2 在展台内搭建楼梯、梯子必须符合相关技术规范及安全的要求，扶手必须牢固，以防止人员滑跌。

3.3 为保证展台结构的牢固性，钢结构立柱应使用直径 10 厘米以上的无焊接材料，底部焊接底盘，上部焊接直径不小于 60 厘米的法兰盘以增加立柱的受力面积。钢结构立柱底座尺寸应按照展位整体载荷计算确定，立柱必须焊接在底座的中心位置。

3.4 展台结构主体墙落地宽度不应小于 12 厘米，以确保墙体与地面的接触面积，超过 6 米的大跨度墙体及钢框架结构之间应在顶部加设横梁连接，下部须加设立柱支撑，保证展台整体刚度和稳定性。

3.5 承重构件，所采用的角钢、槽钢、方通等材料必须为国标产品，特装展位承重构件不得采用装饰用柔性金属材料或脆性材料；木质承重柱、承重梁须内衬连续实木方通，以保证构件本身结构完整、稳固。

3.6 木质结构单跨跨度限制在 6 米以内，高度限制在 5 米以内，钢结构和钢木混合结构（包括内衬钢质方筒、铁架）单跨结构限制在 8 米，成型钢网架跨度可根据其截面可适当放宽，但最大不得超过 12 米（专业舞台搭建网架除外）。

3.7 无框架结构特装展位，木质墙体厚度不得小于 30 厘米；框架结构特装展台，木质墙体厚度不得小于 10 厘米。承重木质墙必须有方钢或无缝圆管做内撑。

3.8 使用玻璃材料装饰展台，必须采用钢化玻璃，要保证玻璃的强度、厚度（幕墙玻璃厚度不小于 1 厘米），玻璃的安装方式应合理、可靠，必须制作金属框架或采用专业五金件进行玻璃安装，框架及五金件与玻璃材料之间要使用弹性材料做垫层，确保玻璃使用安全。大面积玻璃材料应在水平面 1.5 米处粘贴明显标识，以防破碎伤人。若使用玻璃地台，则结构支撑立柱、墙体必须固定于地台下方，不得直接在光滑玻璃面上方搭设展台结构。

3.9 展台如需搭建地台，建议使用斜坡式地台，有角地台高度要

求在 10 厘米以下，并配备相关安全标识。

#### **4. 高空作业**

4.1 高空作业是指在坠落高度基准面 2m 以上（含 2m）有可能坠落的高处进行的作业。

4.2 年满 18 岁，经体检检查合格后方可从事高空作业；凡患有高血压、心脏病、癫痫病、精神病或其他隐形疾病的，禁止高空作业。

4.3 实施高空作业的人员必须在施工过程中按要求穿戴整齐个人防护用品（安全帽、安全带等），安全带的栓挂不得低挂高用，不得用绳子代替，酒后人员禁止高空作业。

4.4 实施高空作业必须配备高空作业监护人，确保现场环境安全并落实安全措施，下方严禁站人，必须按指定路线上下。

4.5 实施高空作业过程中搭设脚手架、防护栏必须符合安全规定，固定站位/承重板必须反复检查、加固；作业过程中使用的工具、材料及零件不得手持，不得抛接，必须配备工具袋；工作完毕应及时将工具、零星材料、零部件等一切易坠落物件清理干净，防止落下伤人。

4.6 展台搭建、装修、拆除及展期维护施工所用的升降机械车辆须向主办单位及展馆申报并获准后方可进馆。

#### **5. 用电安全**

请详见本《参展商指南》附件 5《水、电、气安全管理须知》。

#### **6. 应急保障**

展商及其搭建商须建立安全检查制度，认真负责地遵守并配合主办单位、展馆及有关政府部门关于安全巡查、整改、应急疏散的各项



工作，听从指挥并予以落实；如遇突发事件，必须第一时间采取相应措施并报告承办单位。

## **Appendix 2**

### ***Notice on Work Safety Control***

#### **1. General Requirements**

1.1 Exhibitors, contractors and service providers should comply with the work safety and labor protection policies and guidelines of the People's Republic of China and Shanghai, and strictly observe each rule, regulation and provision, including *Production Safety Law of the People's Republic of China*, *Production Safety Accident Report and Investigation Regulations*, *Work Safety Regulations of Shanghai*, and other relevant laws.

1.2 During the move-in, exhibition period and move-out, all matters related to booth set-up, decoration, dismantling and maintenance during the expo should be carried out in compliance with the Organizer's work safety rules and requirements, including *Exhibitor's Guide*, *Pre-expo Notification*, *Move-in Instructions*, *Safety Instructions*, *Venue Notices* and *NECC (Shanghai) User's Manual*. The exhibitors, contractors and service providers should actively cooperate with the Chinese government departments and the Organizers with respect to the supervision, inspection, and management.

1.3 In order to improve the safety at the expo, the Organizers have drawn

up the *Special Booth Safety Responsibility Letter*, which should be signed and stamped with the official seal by all exhibitors and their contractors, and submitted to the official venue contractors before the deadline along with a copy of the contractors' business licenses. For more information, please refer to Appendix 18: *Special Booth Safety Responsibility Letter*.

1.4 Exhibitors and contractors should establish a safety inspection system and organize work safety courses and training. They should assign designated personnel for work safety, and they must have a safety officer logo or other appropriate markings on their apparel while at the venue.

## **2. Safety Control**

2.1 Exhibitors and contractors should enforce a safety accountability system, reinforce their on-site safety inspection and management, and accept and follow the work safety requirements and regulations from the concerned government departments, Organizers and venue staff.

2.2 Exhibitors and contractors should comply with relevant national construction rules and regulations and ensure that on-site contractors and special workers have corresponding operation qualifications or work licenses.

2.3 Exhibitors and contractors should take proper safety precautions with respect to booth set-up, decoration, dismantling, and maintenance

during the expo, both inside and outside the venue. All workers should wear safety helmets while conducting the move-in and move-out related work.

2.4 It is strictly prohibited to subcontract special booth set-up, maintenance, and dismantling. To clarify accountability and liability for damages, exhibitors should instruct their contractors or service providers to purchase relevant life insurance, property insurance, etc.

### **3. Booth Set-up and Plan Review**

3.1 To ensure the safety and stability of the temporary structures and avoid any possible risk, the maximum height permitted for the booths at the expo are 6 meters for a one-floor booth and 8.5 meters for a two-floor booth. Exhibitors with special booths should submit relevant documents to the official contractors of the venue or plan review service provider for approval.

3.2 Staircases and ladders inside the booths should comply with relevant technical specifications and safety requirements and should be equipped with firm handrails to protect people from slipping.

3.3 To ensure the stability of booth structures, the pillars of the steel structure should use non-welded materials at least 10 cm in diameter with welded pedestals at their bottom and have flange plates at least 60 cm in diameter on top to increase the load-bearing area. The size of the pillar base of the steel structure should be determined in accordance

- with the overall load of the booth, and the pillar must be welded to the center of the base.
- 3.4 The main walls of all booths should be at least 12 cm wide at the bottom to ensure sufficient contact area with the floor. Walls and steel structures spanning more than 6 meters should be connected by crossbeams on top and supported by pillars at the bottom to ensure the stability of the booth.
- 3.5 Load-bearing components should use steel angles, U-bars, square tubes and other materials that meet national standards. Load-bearing components in special booths should not use ornamental and flexible metals or brittle materials. Wooden load-bearing columns and supporting beams should be lined with continuous solid wood square tubes inside to ensure their structural integrity and stability.
- 3.6 The single span of any wooden structure should be no more than 6 meters wide and no more than 5 meters in height. The single span of any steel or steel and wooden structure (including those lined with steel square tubes inside or equipped with iron frames) should be no more than 8 meters wide. Molded steel grid structures can be wider depending on their cross-sections but should be no more than 12 meters wide (except those used for professional stages).
- 3.7 The wooden walls of any frameless structure should be at least 30 cm thick. Those with a frame structure should be at least 10 cm thick.

Wooden load-bearing walls should be supported by square steel or seamless tubes inside them.

3.8 All booths decorated with glass should use toughened glass with sufficient strength and thickness (cladding glass should be at least 1 cm thick), and installed stably in an appropriate manner. The glass should be equipped with metal frames or professional hardware, and there should be flexible beading between the frames or hardware and the glass to ensure the safe use of glass. Large glass materials should be clearly marked at a 1.5-meter height to prevent people from running into the glass. If a glass podium is used, the supporting pillars and walls of the structure should be fixed to the ground under the podium, and the booth structure should not be directly built over the smooth glass surface.

3.9 If a booth requires a podium, it is recommended to use a ramp-type podium. Angular podiums should be no higher than 10 cm and marked with corresponding safety markings.

#### **4. Working at Heights**

4.1 Working at heights refers to working at an elevated place where there is a possibility of falling from a height of 2 m or higher.

4.2 A person can work at heights only if they are at least 18 years old and have passed a physical examination; people suffering from high blood pressure, cardiac disease, epilepsy, mental illness or other similar

diseases are forbidden from working at heights.

4.3 Personnel working at heights should wear protective gear (safety helmet, safety belt, etc.). Safety belts should not be lower than the worker and must not be replaced by ropes. Working at heights while intoxicated is forbidden.

4.4 Personnel working at heights should be accompanied by a supervisor to ensure on-site safety. No one should stand below personnel working at heights, and such personnel should follow the designated route to go up and down.

4.5 Scaffolds and protective grating to work at heights should be installed in accordance with safety regulations, and the fixed footholds/load-bearing plates must be repeatedly inspected and reinforced. Tools, materials, and parts used during the work should not be carried directly in hand or thrown away and should only be kept in a tool bag; tools, material fragments, spare parts and any other object that can fall from the height should be removed and cleaned up after the operation.

4.6 Any lifting device used in booth set-up, decoration, dismantling and maintenance during the expo, should be admitted into the venue only after an appropriate application is submitted and approved by the Organizers and venue management.

## 5. Electricity Safety

For more information, please refer to *Exhibitor's Guide Appendix 5*:

*Utilities Safety Control Instructions.***6. Emergency Support**

Exhibitors and contractors should establish a safety inspection system and must cooperate with the Organizers, the venue and government safety patrols, and follow emergency evacuation protocols in a conscientious and responsible manner. In case of an emergency, they should take appropriate measures and report to the Organizers.

### 附件 3：有关防止展品遗失或盗窃的保安措施

大会各相关部门不遗余力改善保安措施，以防止各参展商的展品遗失或遭盗窃。请各参展商在展览期间提高警觉，以保障阁下的财物安全，如您需要大会也会提供下列保安防御措施：

1. 参展商如有意在其展位内装专用摄像头或独立保险柜的，请联系专馆搭建商。

2. 建议参展商定时检查存货，以确保能迅速得知任何珠宝遗失。大会将于展览期间在展馆出入口处设置安保系统，展馆内有保安现场驻守。如展品在展览期间遗失或遭盗窃，请立即通知当值人员。

3. 有需要使用通宵存储仓库服务的参展商请向专馆物流咨询相关事宜。

4. 为更有效的全面防止展品遗失或遭盗窃，除专馆搭建将提供布帘租赁服务，以保障各展位内非开放时间的隐私。

为更有效及全面地防止展品遗失或遭盗窃，除有赖各参展商配合以上保安措施外，最终还是需要阁下的合作及提高警觉。各参展商应替其展品购买保险，以降低展品遗失或遭盗窃后的损失。

#### 突发情况紧急预案：

遇到突发事件请不要围观，保障自身的人生安全的情况下看管好展位内的财物，听从大会工作人员统一指挥。

若展位内贵重物品被偷盗时，应立即保护好现场并告知现场安保或工作人员。由现场安保或工作人员带领物损方至现场值班民警处作报案处理。



### Appendix 3

#### *Security Measures for Prevention of Loss or Theft*

The Expo will spare no effort in improving security measures in order to prevent loss or theft. We would like to kindly remind all the exhibitors during the Expo to raising an alert if needed to protect the safety of your valuables and objects. The Expo will also provide the following safety measures if needed.

1. If the exhibitor is intended to install a special camera or separate safe in the booth, please contact the official contractors.

2. We advise the exhibitor to check the inventory regularly in order to note any possible loss of jewelry. During the Expo, all the entrances and exits will be equipped with a security system and securities will be staffed in the exhibition halls. In case of an exhibits loss or theft during the Expo, please inform the security personnel immediately.

3. Exhibitors wanting to use the overnight warehouse service, please contact the official logistics providers.

4. In order to prevent loss or theft, official contractors will provide drape rental services to maintain the privacy within the booth outside the opening hours.

In order to efficiently prevent the exhibits missing or theft, exhibitors are highly encouraged to raise an alert and cooperate with the above security measures. Exhibits should be insured in order to reduce

the loss in case of loss or theft.

**Emergency plan:**

In case of emergency, please do not gather and watch. People are advised to ensure their safety and look after the valuables and objects in the booth under the direction from the Expo management staff.

In case of valuable being stolen at the booth, people are advised to protect the site and inform the security or management staff immediately. The staff will lead the exhibitor to the on-site police office to report the case.

## 附件 4：《现场存储服务管理须知》

### 1. 展会现场仓库存取货时间安排

11 月 5 日	08:00-11:00	取货
	16:30-19:30	存货
11 月 6 日	08:00-10:00	取货
	17:00-19:30	存货
11 月 7 日	08:00-10:00	取货
	17:00-19:30	存货
11 月 8 日	08:00-10:00	取货
	17:00-19:30	存货
11 月 9 日	08:00-10:00	取货
	17:00-19:30	存货
11 月 10 日	08:00-10:00	取货
	17:00-19:30	收货

### 2. 展会现场仓库存取货流程（详见展品运输）

- 1) 第一次取货时，参展商凭借指定收货人的身份证明（原件）办理取货事宜；
- 2) 第一次存货时，参展商需到现场仓库领取并填写《存储申请单》。待贵重品存入仓库后，现场仓库工作人员会提供参展商一张《保险库物品存储证》作为货物存储证明。
- 3) 从现场仓库取货时，凭借指定收货人的身份证明（原件）+《保险库物品存储证》领取货物；
- 4) 后续操作以此类推。

## Appendix 4

### *Notice on Administration of On-site Warehousing Services*

#### 1 Schedule for storage and collection at on-site warehouse:

Nov. 5 <sup>th</sup>	08:00-11:00	Collection
	16:30-19:30	Storage
Nov. 6 <sup>th</sup>	08:00-10:00	Collection
	17:00-19:30	Storage
Nov. 7 <sup>th</sup>	08:00-10:00	Collection
	17:00-19:30	Storage
Nov. 8 <sup>th</sup>	08:00-10:00	Collection
	17:00-19:30	Storage
Nov. 9 <sup>th</sup>	08:00-10:00	Collection
	17:00-19:30	Storage
Nov. 10 <sup>th</sup>	08:00-10:00	Collection
	17:00-19:30	Receipt

2. On-site warehouse procedure for exhibit storage and collection  
(for details, please refer to exhibit transportation):

1) When depositing exhibits for the first time, the exhibitor should present the original identification documents of the designated receiver for processing collection.

2) The exhibitor should collect and fill out the *Application Form for*

*Exhibit Storage* in the on-site warehouse when collecting exhibits for the first time. After the valuable goods have been stored in the warehouse, the on-site warehouse staff will then, upon verification, provide the exhibit with a *Security Room Storage Card* as a certificate of storage in the warehouse.

3) When collecting exhibits from the on-site warehouse, the exhibitor must present the identification documents (original) of the designated receiver for processing collection and the *Security Room Storage Card*.

4) Please repeat the above process for subsequent procedures.

## 附件 5 《水、电、气安全管理须知》

### 1. 总体要求

在展会布展、展期及撤展期间，凡涉及展馆室内外展台搭建、装修、拆除及展期维护施工的，须严格依照并遵守承办单位有关安全生产的规定与要求，包括《参展商指南》、《展前通知》、《进馆须知》、《安全须知》、《现场通告》、《国家会展中心（上海）展馆使用手册》等；同时，积极配合中国政府有关部门及承办单位的监督、检查与管理工作。

参展商及其搭建商须遵守国家建筑施工行业相关规定和规范，确保现场施工人员及特种作业人员均取得相应的操作资质证书或上岗证。

### 2. 用水安全管理

2.1 展台用水安装不符合有关规范、规定或存在安全隐患的，承办单位或展馆有权要求参展商或其搭建商立即整改；如拒不整改的，可采取断水措施，一切责任由参展商或其搭建商承担；对已造成事故、经济损失的，按有关规定追究责任及赔偿。

2.2 严禁私自接驳生活用水、乱接乱拉或用水设备未经加装阀门前接驳至展馆管路等违规行为，承办单位或展馆有权要求参展商或其搭建商立即整改；如拒不整改的，可采取断水措施，一切责任由参展商或其搭建商承担；对已造成事故、经济损失的，按有关规定追究责任及赔偿。

2.3 废弃液体、餐饮排污及非常温液体必须倒在必须倾倒在展馆

指定地点或自备的密闭容器内，不得在展馆室内外地沟和卫生间的洗脸池、水池内倾倒任何垃圾；如有违反，参展商或其服务商将承担由此造成的污染清理，水管堵塞等赔偿费用和由此而产生的其他相关责任。

2.4 供水管道穿越走道时须有过桥板进行安全保护。

### 3. 用电安全管理

3.1 展馆低压供电系统采用三相五线制，电压等级为 380V, 50HZ, 展台的配电须同样标准；如参展设备要求电压、频率与展馆供电等级不同的，参展商或其搭建商应自带电源转换装置加以解决。

3.2 参展商或其搭建商须自带电箱接入展馆提供的接电电箱；自带电箱须含漏电保护器的开关，且漏电动作电流须不大于 30mA。

3.3 展台既有照明用电又有动力用电的，应分开申请；照明回路必须配置漏电保护器，动力回路若已按流程申请拆除漏电保护器则可以配置漏电保护器。特装展台用电须单独申请电箱，严禁共用电箱。

3.4 展台动力设备自带开关且小于接电电箱开关 80% 负荷的，可相对应接入展馆提供的接电电箱；若多台动力设备共用一个接电电箱的，则参展商或其搭建商须自带总电箱，总开关保护整定值应小于等于接入展馆固定电箱开关保护整定值的 80%，确保展馆供电安全。

3.5 三相非机械动力用电负荷大于或等于 20A 电流的，必须设空气断路器分级保护。单相负荷大于 16A 电流的，应采用三相电源配电，平均分配用电负荷，达到三相用电分布平衡。

3.6 特殊用电设施、24 小时用电设备应按分类设立独立回路，严

禁共用同一回路；重要的电气设备和重要场合、位置用电应安装一主一备双回路供电；照明配电每一保护回路的用电设备（包括灯具、插座）数量不得超过 25 具，总容量小于 3KW 或 16A 电流。

3.7 电气材料和设备设施的选用应符合国家产品质量标准和认证，符合国家消防安全要求；电气材料必须配备充足的安全载流量，载流量须大于所申请展台电箱开关的额定电流；电线应使用 ZR-BVV（难燃双塑铜芯电线）、ZR-RVVB 护套线或 ZR-VV 电缆（参照低压配电系统三相五线制须使用三芯或五芯线缆），禁止使用双绞线（花线）、四芯线（缆）和铝芯电线；灯具整流器和触发器须选用消防部门检验合格产品。

3.8 展台若出现用电故障，承办单位或展馆方有权进入进行安全检查，有权调整展览用电线路和负荷，参展商及其搭建商必须配合。

3.9 承办单位工作人员如发现展台用电安全隐患或严重违反安全的行为，有权在不通知参展商的情况下实施暂停或停止供电。

3.10 严格按照审核批准的方案、图纸进行电气施工，用电负荷控制在批准的总负荷量内；现场如确需增加电器或其他用电设备而超出申报负荷量的，应及时申报办理。

3.11 展台严禁使用 500W 以上大功率灯具，严禁使用碘钨式灯具；发热量大的灯具须设有隔热垫防护；广告灯箱和灯柱内必须留有对流的散热孔。

3.12 所有安装的灯具与展品、装饰、物料之间须保持 30cm 以上的距离；所有带热源设备设施的安装须与展馆固定配电设施保持 3 米



以上距离,不得面向固定配电设施排放热量。

3.13 严禁使用大功率电热设备(如电水壶、电炉、电烫斗),如确需用电,必须向展会指定专馆搭建商申请批准后方可使用。

3.14 计算机、精密仪器等设备应加装不间断电源加以保护,如因供电中断造成计算机、精密仪器等设备数据丢失和损坏的,责任应由参展商及其搭建商自行承担。

3.15 参展商向展会专馆搭建商申请通电前应做好安全检查工作。

3.16 所有电线(缆)接口必须使用端子牌或开关,严禁使用绝缘胶布接驳;线路敷设必须固定,不得随意敷设在展架、地面和通道上;严禁利用天花和管道悬挂电线、照明装置或其他物件。线路穿越人行走道时必须有过桥板保护,通过地毯和暗敷设在装修物内的电线,中间不能有接口,必须用套管保护。

#### 4. 用气安全管理

4.1 展台用气安装不符合有关规范、规定或存在安全隐患的,承办单位或展馆有权要求参展商或其搭建商立即整改;如拒不整改的,可采取断水措施,一切责任由参展商或其搭建商承担;对已造成事故、经济损失的,按有关规定追究责任及赔偿。

4.2 严禁私自接气、乱接乱拉或用气设备未经加装阀门前接驳至展馆管路等违规行为,承办单位或展馆有权要求参展商或其搭建商立即整改;如拒不整改的,可采取断水措施,一切责任由参展商或其搭建商承担;对已造成事故、经济损失的,按有关规定追究责任及赔偿。

4.3 展馆集中提供压缩空气气源,压缩机出口压力为 0.6-0.8Mpa

的一般压缩空气，参展商可根据自身设备情况加装干燥机、过滤器等适配装置。

4.4 如展台单个取气点供气量超过 1m 台单个取气但不大于 1.6m 个取气点供气则参展商须向展会指定专馆搭建商如实提供实际流量需求；如未能提前告知，默认供气量为低于 1 m 商须向展会，参展商须自行承担因此产生的相应责任及后果。

4.5 如参展商对压缩空气有特殊要求或超过 1.6m 对压缩空气的，建议参展商自带空压机并向展会指定专馆搭建商提交申请。

4.6 参展商向展会指定专馆搭建商申请通气前应做好安全检查工作。4.7 供气管道穿越走道时须有过桥板进行安全保护。

## Appendix 5

### *Utilities Safety Management Instructions*

#### **1. General Requirements**

During the move-in, the exhibition period and move-out, all matters related to booth set-up, decoration, dismantling and maintenance should be carried out in compliance with the Organizers' work safety rules, including *Exhibitor's Guide*, *Pre-Expo Notification*, *Move-in Instructions*, *Safety Instructions*, *Venue Notices* and *NECC (Shanghai) User's Manual*. The exhibitors, contractors and service providers should actively cooperate with the government and the Organizers with respect to the supervision, inspection, and management.

Exhibitors and contractors should comply with relevant national rules and construction regulations and ensure that on-site workers and special workers have corresponding operation qualifications or work licenses.

#### **2. Water Safety Management**

2.1 If the installation of water facilities at a booth violates any rule or regulation or poses safety hazards, the Organizers or the venue management are entitled to require the exhibitor or contractors to immediately fix the problem. If they refuse to do so, their water supply can be cut off, and they will be liable for the consequences. If any there is an accident, the exhibitor or contractors will be held liable and be required to compensate for the loss as per relevant regulations.

2.2 Do not illegally transfer water from the venue facilities. If any exhibitor or contractors illegally connect to the water pipes at the venue or uses the equipment without installing a valve at the venue, the Organizers or the venue management are entitled to require the exhibitor or contractors to immediately rectify the problem. If they refuse to do so, their water supply can be cut off, and they will be held liable for the consequences. If an accident occurs, the exhibitor or contractors will be held liable and required to compensate for the loss as per relevant regulations.

2.3 Waste liquids, food waste, and extreme temperature liquids should be disposed at designated locations at the venue in the exhibitor or contractors' own sealed containers and should not be disposed in drains inside or outside the venue, or in wash basins or sinks in washrooms; in case of any violation, exhibitors or their service providers should be responsible for cleaning up the pollutants and must pay compensation for clogged pipes or other related expenses.

2.4 Water pipes crossing corridors should be covered with slot plates.

### **3. Electricity Safety Management**

3.1 The low-voltage power supply system at the venue is a three-phase five-wire 380V 50Hz system. Power distribution at the booths should comply with the same standards. If any exhibit requires different voltage or frequency, the exhibitor or contractors should bring their

- own power converters.
- 3.2 Exhibitors or contractors should bring their own circuit boxes and connect them to the venue's circuit boxes; their circuit boxes should be equipped with leakage protection switches with residual operating current less than 30 mA.
- 3.3 If a booth requires electricity supply for both lighting and power circuits, individual applications for each should be separately submitted. Lighting circuits should be equipped with leakage protectors. If the power circuit has been applied to dismantle leakage protector as per the procedures, then the power circuits don't need additional leakage protectors. Each special booth should apply for its own circuit box and should not share the circuit box with other booths.
- 3.4 Power units with independent switches and a power load of less than 80% of the circuit box that they will be connected to, can be directly connected to a circuit box provided at the venue; if more than one power unit shares one circuit box, the exhibitors or contractors should bring their own master circuit boxes whose protection setting limit value should be less than or equal to 80% of that of the fixed circuit box at the venue to ensure power safety.
- 3.5 If the power load of a three-phase non-mechanical power unit is higher than or equals to 20 A, an air circuit breaker should be installed to provide cascade protection. If the single-phase load is higher than 16

A, the three-phase power supply should be used to evenly distribute the power load and achieve balanced power distribution among the three phases.

3.6 Special electric equipment and 24-hour powered-on electric equipment should have independent and category-specific circuits, and should not share the same circuit with other equipment; important electric equipment or electric equipment for important occasions or positions should have two power supply circuits (one main circuit and one backup circuit); each lighting power protection circuit can only be connected to at most 25 devices (including lighting devices and outlets) whose total load should be lower than 3 kW or 16 A.

3.7 Electric material and equipment used should comply with national product quality standards and certification standards and comply with national fire safety requirements. Electric materials should have sufficient safe load-bearing capacity, which should be higher than the rated current of the circuit box switch for the booth; they should use ZR-BVV (fire-retardant double-insulated copper wires), ZR-RVVB sheathed wires or ZR-VV cables (three-phase and five-wire, referring to low-voltage power distribution system, should use three-core or five-core wires), instead of twisted wire pairs (flexible wires), four-core wires (cables) or aluminum wires. Only lighting rectifiers and triggers that comply with fire safety department standards should

- be used.
- 3.8 In case of any power failure at a booth, the Organizers or the venue staff have the right to enter the booth to conduct a security check and adjust the Expo's power circuits and capacity.
- 3.9 If the Organizers' staff discover any hidden power safety hazards or serious security breaches at a booth, they have the right to immediately suspend or cut off the power supply without notifying the exhibitor.
- 3.10 Electric wiring work and equipment should be set up in accordance with the approved programs and drawings, and the power load should not exceed the approved total load. If an exhibitor needs additional electrical appliances or other equipment that may result in a higher power load, the exhibitor should promptly submit an application for it.
- 3.11 Do not use lighting devices whose power exceeds 500 W or use halogen-tungsten lamps. High heat-producing lighting devices should be protected with insulation pads; light boxes, and lamp posts used for advertising should have convection air vents.
- 3.12 All lighting devices installed should be at least 30 cm from any exhibit, decoration or material; all heat-generating devices should be at least 3 meters from any fixed power supply facility at the venue and should not emit heat towards these facilities.
- 3.13 Do not use high-power electric heating appliances (e.g., electric kettles, stoves or irons). If an exhibitor needs to use such appliances, it

is only permitted after an application is approved by the official Expo contractors.

3.14 Computers, precision instruments and other devices should be equipped with uninterruptible power supply. If any data loss or damage is incurred due to such devices faces any power interruption, then the exhibitors and contractors will be liable for the consequences.

3.15 Exhibitors should complete their security checks before applying for power supply to the official Expo contractors.

3.16 All wire (cable) terminals should use terminal blocks or switches. Do not connect them with electrical tape. The wires must be fixed firmly, and should not be laid on the display stands, floor or the aisles. Do not hang wires, lighting devices or other objects on the ceiling or pipes. Wires crossing passageways should be covered with slot plates, and wires going under a carpet or installed inside a structure should not have terminals in the middle and should be protected by a sleeve.

#### **4. Gas Safety Control**

4.1 If the installation of gas facilities at a booth violates any rule or regulation or poses safety hazards, the Organizers or the venue management are entitled to require the exhibitor or contractors to rectify such problems immediately. If the exhibitor or contractors refuses to do so, then their water supply should be cut off, and they should be liable for the consequences. If there is an accident or



economic loss, the exhibitor or contractors should be held liable and required to compensate for the loss as per relevant regulations.

4.2 Do not connect to gas pipelines without permission. If any exhibitor or contractors connect to the gas pipes at the venue without installing appropriate valves, the Organizers or the venue management can require the exhibitor or contractors to fix the issue immediately. If they do not do so, their water supply can be cut off, and the exhibitor or contractor will be liable for the consequences. If there is an accident or economic loss, the exhibitor or contractors will be held liable and be required to compensate for the loss as per relevant regulations.

4.3 The venue will provide compressed air supply with an outlet pressure of 0.6-0.8 Mpa. Exhibitors can install driers, filters or other compatible devices depending on their own equipment.

4.4 If the air supply at a booth is between 1–1.6 m<sup>3</sup>/min, the exhibitor should provide the actual requirement to the official contractors; in the absence of prior notice, the default air supply should be less than 1 m<sup>3</sup>/min, and the exhibitor is responsible for any liability or consequence.

4.5 If any exhibitor has any specific requirement for compressed air or requires the supply of more than 1.6 m<sup>3</sup>/min, it is recommended that they bring their own air compressors and submit an application to the official contractors.

4.6 Exhibitors should complete their security inspections before applying for gas supply to the official Expo contractors.

4.7 Gas pipes running across corridors should be covered by slot plates.

## 附件 6 《网络安全管理须知》

### 1. 总体要求

参展商、搭建商或服务商须认真贯彻中华人民共和国、上海市有关网络安全管理的方针及政策，严格执行各项法规、条例和规定，包括《中华人民共和国网络安全法》、《中华人民共和国计算机信息系统安全保护条例》、《计算机信息网络国际联网安全保护管理办法》、《互联网安全保护技术措施规定》等。

### 2. 接入须知

2.1 展会现场提供有线网络宽带和免费公共无线 Wi-Fi 接入两种上网方式，网络接入设备（如路由器、电脑、智能手机等）应由用户自行解决。

2.2 承办单位有权采用技术手段监控网络的使用情况，如未经批准利用所申请的网络资源开展经营性活动（如有线宽带跨摊位组网、有线宽带转无线信号组网等），承办单位有权追缴相关网络费用。

2.3 参展商、搭建商或服务商不得损坏展馆内的网络设施或租赁设备；如有损坏的须承担相关赔偿费用。

### 3. 安全管理

3.1 遵守中华人民共和国有关网络安全的法律法规、公共秩序及社会公德，不得危害网络安全；不得利用网络从事危害中华人民共和国国家安全、荣誉和利益，煽动颠覆中华人民共和国国家政权，推翻社会主义制度，煽动分裂、破坏中华人民共和国国家统一。

3.2 不得利用网络宣扬恐怖主义、极端主义，宣扬民族仇恨、民族歧视，传播暴力、淫秽色情信息；不得编造、传播虚假信息扰乱经济秩序和社会秩序，非法获取个人信息以及侵害他人名誉、隐私、知识产权和其他合法权益等活动。

3.3 根据中华人民共和国有关网络安全的法律法规，参展商、搭建商或服务商工作人员需要联网的，需身份验证登录，留存用户注册信息，并在必要时配合政府有关单位提供相关数据支持。

3.4 参展商、搭建商或服务商须合理使用网络服务，不得私自对外提供 WiFi 热点；如存在影响网络安全及正常运营的情况，承办单位有权终止其网络使用权。

3.5 因网络具有一定的开放性，参展商应自主做好计算机安全防护，打好系统补丁，安装安全管理及防病毒软件，以防止个人信息的泄露，因个人信息泄露而导致的一切后果须自行承担。

3.6 参展商若须自行搭建电子大屏对外进行展示的，应安排专业人员进行管理；电子大屏需要连接互联网的，应当做好防侵入、防篡改、防干扰、防未经授权访问的相关工作。

3.7 为确保网络服务安全、平稳运行，承办单位有权在未经提前告知的情况下，在部分时段对部分区域进行网络管制，调整或禁止部分网络访问端口（如证券、BT、迅雷、游戏等）的访问权。

## Appendix 6

### *Notice on Network Security Control*

#### **1. General Requirements**

Exhibitors, contractors and service providers should comply with the network security policies and guidelines of the People's Republic of China and the Shanghai Municipality, and strictly observe each rule, regulation and provision, including *Cyber Security Law of the People's Republic of China, Regulations of the People's Republic of China for Safety Protection of Computer Information Systems, Computer Information Network and Internet Security Protection and Management Regulations, Provisions on the Technical Measures for the Protection of the Security of the Internet.*

#### **2. Access Instructions**

2.1 There are two ways to access the Internet at the Expo site: wired broadband connection and free public Wi-Fi. Users should arrange their own network access devices (including routers, computers, smartphones, etc.).

2.2 The Organizers should have the right to use appropriate technologies to monitor network access. If any commercial activity is conducted through the network without permission (e.g., using the wired broadband to build a cross-booth network or build a wireless network, etc.), the Organizers should have the right to claim corresponding

charges.

2.3 Exhibitors, contractors or service providers should not damage any network facility or leased equipment inside the venue. If there is any damage, exhibitors, contractors or service providers will be liable for compensation.

### **3. Safety Control**

3.1 Exhibitors should abide by the Internet security laws, public order and social mores of the People's Republic of China and should not undermine the network security. They should not use the Internet to endanger the national security and interest of the People's Republic of China, instigate any attempt to subvert the state power of China, overthrow the socialist system or divide the country.

3.2 Do not use the Internet to advocate terrorism, extremism, racial hatred, discrimination, or spread violent or pornographic information. Do not fabricate or spread false information that may disrupt economic and social order; and do not illegally access personal information of others or infringe on others' reputation, privacy, intellectual property rights, and other legitimate rights and interests.

3.3 In accordance with the cybersecurity laws of the People's Republic of China, the exhibitor's staff members, contractors and service providers that intend to access the Internet should log in to the network using their verified IDs and retain their user registration information and

cooperate with concerned government departments and provide relevant data when required.

3.4 Exhibitors, contractors or service providers should use the network services according to these rules and not create Wi-Fi hotspots without permission; if there is any situation that undermines the network security and operation, the Organizers have the right to terminate users' Internet access.

3.5 As the network is partially open, exhibitors should take precautions to protect their computers, update their operating systems and install security management and antivirus software, to prevent data leakage or the loss of any personal information; exhibitors will be liable for data loss in any such circumstances.

3.6 Any exhibitor intending to set up large LED screens for presentation purposes should appoint professional personnel to manage it. If the screen needs to be connected to the Internet, the exhibitor must take the appropriate precautions against hacking, tampering, interruption or unauthorized access.

3.7 To ensure safe and smooth operation of network services, the Organizers have the right to conduct network control and management during certain periods of high-traffic time and adjust or disable certain network access ports (including securities, BT, Thunder, games, etc.) without prior notice.

## 附件 7 《标准展台展商须知》

1. 标准展台的搭建将统一由展会指定的专馆搭建商负责。
2. 标准展台的参展商须填写展台楣板信息，内容须与签约合同的信息一致，并在 2018 年 10 月 10 日前回传至展会专馆搭建商；未经承办单位同意，不得私自遮盖、修改楣板。
3. 所有水、电、气、网络、电话申请须向展会专馆搭建商申请；所有租赁设施设备的安装、布线和撤除都必须由展会专馆搭建商完成；在通电之前，所有用电设备、装置都须由专业人员测试。
4. 展台如需展具租赁服务，请在 2018 年 10 月 10 日前向展会专馆搭建商提交申请，现场申请可能无法满足需求。
5. 参展商不得擅自改动展台结构，不得污染或损坏展台结构及配置，如钉钉、钻孔及粘贴墙纸等；参展商如需对展板或珠宝展示柜进行装饰，请与展会专馆搭建商联系。
6. 不得在展厅的柱子、墙面悬挂或张贴宣传资料。
7. 展品、展具等不得超出展台边界，不得占用公共区域。
8. 不得在电线、电箱上堆物，展台内部的物品、资料等堆放须规范，与电线等保持安全距离。
9. 不得私自拉接电线、私接灯具等，若由于参展商违规操作而造成跳闸、短路、电线起火、电箱损坏等情况，参展商须承担责任并赔偿损失。
10. 承办单位或展馆有权对可能发生危险的设备设施等采取断电或其他处理措施。



11. 标准展台内提供的插座只可用于电视、电脑、饮水机等一般家用设备，不能用于展示设备机器接驳或者照明接驳。若参展商自带灯具，须另外申请照明电源；若有展示设备或机器需要使用电源的，须另外申请动力电源；照明电源和动力电源须分开申请；一个插座只能用于一台展示的设备或机器。多项插座不允许使用，以防由于超负荷造成短路。

12. 各展台须在每天展览结束闭馆时，切断电源，参展商须承担因未切断电源而造成的一切损失。

13. 展馆于每天闭馆后实施统一断电，如有需要 24 小时不间断供电、供水、供气设备的展台，请提前向专馆搭建商申请，以免损坏机器设备。

14. 运输相关流程、费用等事宜具体请详见本手册《展品运输》，或咨询展会指定专馆运输商。

## Appendix 7

### *Notice to Exhibitors with Standard Booths*

1. The official Expo contractors will be in charge of the set-up of standard booths.
2. Exhibitors with standard booths should fill in the lintels of their booths with information consistent with the information on their signed contracts and return them to the Expo's official contractors by October 10, 2018. Exhibitors cannot cover or change their lintels without the Organizers' permission.
3. All applications for water, electricity, gas, and network/telephone services should be submitted to the Expo's official contractors; the Expo's official contractors are in charge of the installation, wiring, and demolition of all the facilities for rent. Before the power is switched on, all electric facilities and appliances must be tested by professionals.
4. To apply for exhibition equipment or plants for rent, please submit the application to the Expo's official contractors by October 10, 2018. On-site applications may not be available.
5. Exhibitors should not tamper with the structure of their booths, or damage the structure or accessories of their booths, including nailing, drilling or pasting wallpaper without permission. If the exhibit needs to decorate the display board or jewelry display case, please contact

the Expo's official contractors.

6. No promotional materials should be hung or posted on the venue columns or walls.
7. Exhibits and exhibition equipment should not overstep the boundaries of their booths or occupy the public area.
8. No objects should be stacked on wires or circuit boxes. Objects inside the booths must be kept in accordance with regulations and at a safe distance from wires and other dangerous objects.
9. No exhibitor is allowed to privately connect wires or lighting devices. In case of any short circuit, wires catching fire, circuit box damage, etc. due to exhibitor actions, the exhibitor will take responsibility and compensate for the losses.
10. Organizers or the venue are entitled to take appropriate measures against potentially dangerous equipment and facilities, including power cutoff.
11. The sockets inside standard booths are exclusively used for television, computer, water cooler and other general home appliances, rather than exhibition equipment or lighting devices. Exhibitors that intend to bring their own lighting devices should apply for additional lighting power. For exhibition equipment or machinery that requires electricity, exhibitors should apply for additional engine power.

Applications for lighting power and that for engine power should be

- independent of each other; one socket can only be used for one equipment facility or machine. Adapters are forbidden to prevent short.
12. Every booth should have its power switched off at the end of each day's exhibition. Exhibitors should take full responsibility for any loss caused by failure to do so.
  13. The power at the venue will be cut off at the closing time every day. Exhibitors that need power, water or gas supply around the clock should submit their applications in advance to the official contractors to prevent any damage to their equipment.
  14. For transport procedures and costs, please refer to the section of *Exhibit Transport* in this manual or consult the Expo's official logistic providers.

## 附件 8 《特装展台展商须知》

### 1. 特装展台

参展商租用中国国际进口展会光地（36 m<sup>2</sup>起租），委托展会推荐的或通过审核的特装施工企业使用与展会标准展台装搭材料不同的制式材料进行复杂装修布展的展台。

### 2. 特装布展施工单位

2.1 在展会布展、展期及撤展期间，凡涉及展馆室内外展台搭建、拆除及展期维护施工的，请认真阅读并严格遵守承办单位的有关规定与要求，包括《参展商指南》、《展前通知》、《进馆须知》、《安全须知》、《现场通告》、《国家会展中心（上海）展馆使用手册》等；同时，积极配合中国政府有关部门及承办单位的监督、检查与管理工作。

2.2 参展商与特装施工企业之间的任何约定或安排纯属双方之间的合约，如发生任何意外、事故或纠纷，双方应循法律途径解决，展会不承担任何责任。

### 3. 展台特装申报办理

#### 3.1 报审内容

须向所在展区的专馆搭建商提交特装展台搭建申请表和相关资料。双层特装展台以及层高超过 4.5 米（含 4.5 米）的单层特装展台，须同时向审图服务商提交相关资料进行超高结构审核。请详见《参展商指南》第三部分 展台设计与搭建部分中的 4.4 图纸审核。

#### 3.2 审图流程

3.2.1 展会专馆或审图服务商收到特装施工企业的申报材料后，于 5 日内进行审核。

3.2.2 未通过图纸审核的，特装施工企业在接到展会专馆或审图服务商修改意见书后 5 日内，应按整改要求重新申报。

3.2.3 展会专馆和审图服务商审核完毕后，及时通知到申报单位，高度 4.5 米及以上展台的审图费由审图服务商收取。

#### 4. 展台有关要求

##### 4.1 单层展台特装布展有关要求

4.1.1 展台设计及搭装高度为 6m，其垂直正投影不得超出租用光地范围。

4.1.2 展台结构设计必须稳固安全，以免展台倒塌造成人员伤亡等事故。

##### 4.2 两层展台特装布展有关要求

4.2.1 展台设计及搭装高度不得超过 8.5 米。

4.2.2 展台设计恒载及活载的总和不得超过展览场地的核定承载值。

4.2.3 展台结构设计必须稳固安全，以避免展台倒塌造成人员伤亡等事故。

4.2.4 背靠背展位间的结构一方高于对方展位的，结构高出展位的搭建商需对超高部分进行美化处理，统一印制中国国际进口博览会 LOGO；针对拒不美化处理的，承办单位有权采取措施强制处理，由此产生的一切费用和责任将由该展位搭建商负责。

## 5.展会特装展台结构安全指引

展会特装展台结构强度应当满足荷载所需要的强度，确保展台结构的整体强度、刚度、稳定性和各连接点的牢固性，具体如下：

### 5.1 一般性要求（适用于单层特装展台和两层特装展台）

5.1.1 展台结构主体墙落地宽度不小于 120mm，以确保墙体与地面的接触面积；超过 6m 的大跨度墙体及钢框架结构之间应在顶部加设横梁连接，下部须加设立柱支撑。

5.1.2 所有顶部加设横梁连接的特装展台，须提供横梁与主体连接的细部结构图，结构强度应当满足荷载所需要的强度。横梁必须采用钢结构并连接牢固，柱梁连接必须要用螺栓或者其他安全固定材料，不得采用搭接、绑扎等连接形式。

5.1.3 使用玻璃材料装饰展台的，必须采用钢化玻璃，要保证玻璃的强度、厚度（幕墙玻璃厚度不小于 8mm）；玻璃的安装方式应合理、可靠，必须制作金属框架或采用专业五金件进行玻璃安装，框架及五金件与玻璃材料之间要使用弹性材料做垫层，确保玻璃使用安全；大面积玻璃材料应粘贴明显标识，以防破碎伤人，若使用玻璃地台，则结构支撑立柱、墙体必须固定于地台下方，不得直接在光滑玻璃面上方搭设展台结构。

5.1.4 钢结构立柱应使用直径 100mm 以上的无焊接材料，底部焊接底盘，上部焊接法兰盘以增加立柱的受力面积。

### 5.2 两层特装展台的特殊要求

5.2.1 搭建两层特装展台须提供展台结构图。另须提供：

1) 分布图（标明灯具、插座、总控制开关电箱的规格种类，安装位置，具体安装方式）；

2) 两层特装展台柱梁结构图（标明静载技术数据，活载技术数据）。

5.2.2 搭建两层特装展台必须使用钢结构材料并作相应的加固处理，尤其承重结构必须采用钢材搭建，并做好接地保护。

5.2.3 两层特装展台柱梁的基础应采用地梁连接方式，并采用高强度螺丝连接加固，与地面接触面加硬胶防滑垫，以防平移。

5.2.4 两层特装展台手扶梯护栏杆不得低于 1.5m，栏杆扶手面应做成弧形面，以防误放物体从栏杆上滑落。

5.2.5 两层特装展台上层区域承载力不得小于  $400\text{kg/m}^2$ ，且上层区域仅限作洽谈交易或休息之用，不得以摆放展品为主要用途，严格控制在上层区域逗留的人员数量。

## 6. 施工管理约定

6.1 按参展手册的筹展时间进场施工，如需加班施工，应提前申请。

6.2 严格按已通过审核确定的展台设计图纸进行施工，未经展会审图服务商同意，不得擅自更改。

6.3 施工时不得超出其约定范围。

6.4 展台设计搭装的材料应选用不燃或难燃材料，不得使用草、竹、藤、纸、树皮、泡沫、芦苇、可燃塑料板、可燃地毯、布料和木板等物品作为装修材料。因特殊原因确需使用非不燃或难燃材料的，



应事先征得展会书面同意，并采用展会认为适当的防火处理措施，经展会验收合格后方可使用。

6.5 严禁在施工现场使用切割机、电锯、喷漆和香蕉水、酒精、立时贴等易燃品。

6.6 展馆内严禁烧焊（电焊、气焊）和明火作业。

6.7 施工时不得损坏或改变展台内或展台附近的任何固定设施，也不得利用展馆任何固定设施进行固定或悬挂，展台上方天花也不允许进行任何装饰、吊挂。

6.8 展台范围内或附近如有消防设施、供电设施、通讯设施等设施的，施工时不得遮挡，应保持至少 60cm 的安全或可操作距离，并在展台适当位置粘贴指示标识。

6.9 不得骑压封闭展馆地井配电箱，确需在其上面作特装布置时，必须至少预留 1 个面积大于配电箱盖尺寸的活动检修口，确保能顺利打开地井配电箱盖板并方便故障处理。

6.10 原则上单层展台封顶面积不得大于 160m<sup>2</sup>，双层展台严禁封顶。如因特殊原因确需突破规则的，须先书面征得展会消防安全部门同意，然后才能进行施工，并采用展会消防安全部门认为适当的安全措施。

6.11 展台背面或侧面裸露部分均应采用双饰面美化处理，其中外饰面不允许有任何广告内容。

6.12 施工临时用电，应按临时用电规定要求执行。

6.13 展会安全部门人员、专业电工及上海市公安消防局人员按消防批文、本章相关约定及参展手册的相关规定对所有施工展台进行监管检查，施工单位应自觉接受并配合检查，对不符合安全要求或存在安全隐患的，应按检查人员提出的整改要求及时整改。

6.14 施工完毕后，所有的施工工具及施工物料不得存放于展台内或展台背面（侧面）的空间内，应在封馆前全部清出展馆外。

6.15 全面实施绿色布展，绿色展台普及率 100%。

## Appendix 8

### *Notice to Exhibitors with Special Booths*

#### **1. Special Booths**

The exhibitors first rent the clearing ground (minimum 36m<sup>2</sup> for leasing) for CIIE, and then, for special booths, entrust the special construction companies recommended or approved by the Organizers to use different materials from the standard booths for their complex decoration.

#### **2. Construction Companies for Special Booths**

2.1 During the move-in, exhibition period and move-out, all matters related to booth set-up, dismantling and maintenance during the Expo should be carried out in compliance with the rules and requirements by the Organizers, including *Exhibitor's Guide*, *Pre-Expo Notification*, *Move-in Instructions*, *Safety Instructions*, *Venue Notices* and *NECC (Shanghai) User's Manual*. Furthermore, the exhibitors, contractors and service providers should actively cooperate with the Chinese government departments and the Organizers with respect to the supervision, inspection, and management.

2.2 Any agreement or arrangement by the exhibitor and the special construction company is purely a contract between the two parties. If any

accidents or disputes occur, the two parties should resolve them by legal means and the Organizers will not bear any responsibility.

### **3. Application for Special Booth Set-up**

#### 3.1 Application Content

A special booth application form and related materials should be submitted to the official contractors. For double-story special booths and single-story ones with a height of 4.5m (including 4.5m), relevant materials should be submitted to the drawing inspectors for height-based structural inspection. Please refer to 4.4 Drawing Inspection, Part III: Booth Design and Set-up in *Exhibitor Guide* for further details.

#### 3.2 Drawing Inspection Process

3.2.1 The official contractors or drawing inspectors will review the application materials submitted by the special construction companies within five days.

3.2.2 For the drawings having not passed the review, the special construction company should, within five days after receiving the modification opinions from the official contractors or drawing inspectors, re-submit the application according to the rectification requirements.

3.2.3 Having completed the review, the official contractors and drawing inspectors will promptly notify the application company that the

drawing approval fee for the booth at the height of 4.5m or more will be collected by the drawing inspectors.

#### **4. Relevant Requirements for Special Booths**

##### 4.1 Relevant Requirements for Single-story Special Booths

4.1.1 The booth installation height is 6m, and its vertical orthographic projection should not exceed the scope of leased clearing ground.

4.1.2 The design of the booth structure must be stable and safe so as to avoid accidents such as casualties caused by the collapse of the booth.

##### 4.2 Relevant Requirements for Double-story Special Booths

4.2.1 The booth design and installation height must not exceed 8.5m.

4.2.2 The sum of the dead load and the live load for the designed booth should not exceed the approved bearing value of the exhibition venue.

4.2.3 The design of the booth structure must be stable and safe so as to avoid accidents such as casualties caused by the collapse of the booth.

4.2.4 If the structure of back-to-back booths is higher than that of the booth of the other party, the higher structure contractors should beautify the height-based structure and also print the logo of CIIE. If the contractors refuse to beautify it, the Organizers have the right to take

measures for compulsory enforcement. All resulting costs and responsibilities will be solely borne by the booth contractors.

## **5. Safety Guidelines on Special Booth Structure**

The strength of the special booth structure should meet the requirements by the load and please ensure the overall strength, stiffness, stability, and firmness of the joints of the booth structure. Specifics are as follows:

5.1 General Requirements (applicable to both single-story special booths and double-story ones):

5.1.1 The ground width of the main wall of the booth structure should not be less than 120mm to ensure the contact area between the wall and the ground; for the large-span wall body and the steel frame structure exceeding 6m, the crossbeam between them should be connected at the top, and the lower part should be provided with column support.

5.1.2 All special booths with crossbeams connected at the top should provide detailed structural drawings, and the structural strength should satisfy the requirements by the load. Crossbeams must be in steel structure and firmly attached. Bolts or other security fixing materials must be used for the connection of columns and beams. Lapping and

banding connections are prohibited.

5.1.3 For the decoration of booths using glass materials, tempered glass must be adopted, and please ensure the glass strength and thickness (thickness of the curtain wall glass is not less than 8mm); glass installation method should be reasonable and reliable, using metal frames and professional hardware. Elastic materials should be used as the cushion between the frame, the hardware, and the glass material in order to ensure the safety of the glass; large-area glass materials should be clearly marked to prevent crushing and injuring people. If a glass platform is used, the structural support column and wall must be fixed under the platform, and the booth structure constructed directly above the smooth glass surface is prohibited.

5.1.4 Steel structure pillars should be made of a non-welded material with a diameter of more than 100mm. The bottom is welded to the chassis, and the upper part to flange so as to increase the bearing area of the pillars.

## 5.2 Special Requirements for Double-story Booths

5.2.1 Booth structural drawings are needed for double-story booth set-up. Besides, it is also necessary to offer materials as follows:

1) Distribution diagram (specify the types of lamps, sockets and total

control switch box, the installation location, and the specific installation method).

2) Pillar and beam structure chart for two-story booths (specify static load technical data and live load technical data).

5.2.2 Double-story special booths must adopt materials in steel structure and reinforcement processing. In particular, the load-bearing structure must be constructed of steel and be well grounded.

5.2.3 The pillar foundation and beam for double-story special booths should be in ground beam connection and reinforced with high-strength screws. Moreover, hard rubber non-slip pads should be added to the ground contact surface as well to prevent translation.

5.2.4 The escalator guard railings of the double-story special booth should not be less than 1.5m. The railings should be made into curved surfaces so as to prevent objects from slipping off.

5.2.5 The capacity of the upper area of the double-story special booth should not be less than  $400\text{kg/m}^2$ , and the upper area should be used only for business negotiation or rest purposes. Exhibitors cannot place displays in the upper area, and the number of people should be strictly controlled.

## **6. Construction Management Agreement**



6.1 The construction will be carried out according to the preparation time in *Exhibitor Guide*. If overtime construction is required, an application must be made in advance.

6.2 The construction must be conducted complying strictly with the booth design drawings that have passed the inspection, and do not change them without permission from the drawing inspectors.

6.3 It is prohibited to exceed the agreed scope during construction.

6.4 The materials used in the booth set-up should be non-combustible or flame-retardant. Grass, bamboo, rattan, paper, bark, foam, reeds, flammable plastic panels, flammable carpets, fabrics, and wood planks should not be used as decoration materials. If it is absolutely necessary to use combustible or inflammable materials for special reasons, prior written consent from the Organizers must be obtained, and fire prevention measures deemed appropriate by the Organizers should be adopted. These materials should not be used until acceptance by the Organizers.

6.5 It is forbidden to use cutting machines, electric saws, spray paints, and inflammable materials like lacquer thinner, alcohol, and instant stickers on the construction site.

6.6 Welding (electric and gas welding) and operation with naked fire

are forbidden at the venue.

6.7 No fixed facilities within or near the booth should be damaged or changed, or any fixed facilities in the exhibition hall should be used for fixing or hanging. No decoration or hanging should be allowed on the ceiling above the booth.

6.8 If there are fire-fighting, power supply, or communication facilities within or near the booth, they should not be blocked during construction, and a safe or operable distance (minimum 60 cm) should be kept, and also instructions should be affixed at an appropriate position on the booth.

6.9 No pressing on the distribution box for the underground well in the exhibition hall. It is obligatory to reserve at least one movable inspection opening larger than the size of the distribution box cover when it is absolutely necessary to make special arrangements on the top of the distribution box, to ensure that the distribution box cover can be smoothly opened.

6.10 In principle, the ceiling area of a single-story booth should not be larger than 160m<sup>2</sup>, and capping for double-story booths is prohibited. If it is absolutely necessary to break the rules for special reasons, prior written consent from the fire safety department must be obtained before the construction and safety measures deemed appropriate by the fire

safety department will be adopted.

6.11 The Exposed part on the back or side of the booth should be treated with double-finish beautification. No advertising should be contained on the exterior.

6.12 The temporary use of power during construction should be conducted under the provisions of temporary power use.

6.13 The staff from the Expo security department, professional electricians and the personnel from Shanghai Fire Department should supervise and inspect all booths construction in accordance with the fire approval and the relevant provisions in this part and also *Exhibitor's Guide*. Construction companies should accept inspection, and promptly make rectifications as per the requirements put forward by the inspectors in case of unqualified safety requirements or hidden safety problems.

6.14 All construction tools and materials must not be placed within or in the backside of the booth and should be cleared out of the exhibition hall before its closing time after completed.

6.15 Green construction should be fully implemented throughout the Expo.

## 附件9 《绿色中国国际进口博览会标准》

本标准规定了中国国际进口博览会绿色展台、绿色运营、绿色物流、绿色餐饮方面的要求，具体标准如下：

### 一、绿色展台标准

全过程中遵循“6R概念”。

**Respect(尊重原则):** 尊重自然的理念和思维的方式。在展览工作中尽可能地减少对环境产生负面的影响，包括对场地和人的影响，减少对资源和能源的过度使用。

**Renew(使用可再生材料和新材料):** 在展览施工中尽可能多地使用可再生性材料，鼓励对新材料、新产品和新技术的使用。

**Reuse and Recycle(可再利用和可循环利用的材料):** 施工应尽量多地使用“可再利用和可循环利用的材料”。

**Reduce(减少废弃物和污染物):** 减少展台施工对环境的负面影响，包括减少使用对人的健康有害的物质，使用无害材料、节能、减少污染和废弃物。

**Remember(加强记忆和教育):** 加强对可持续发展的宣传，在展览工作中，对参与展览会的单位或个人采用教育方式贯彻可持续发展理念和环保意识。

### (一) 绿色设计

1. 简化设计。摒弃富丽豪华的装饰观念，在展台的空间构造、隔断的体量设计上实行简化，在简约中追求材质肌理色彩的细腻变化，节省材料和做工。

2.可循环展示设计。对展示企业进行特有的展示形象识别系统设计,并通过设计该公司的专用标准展具和可多次使用的展览系统,实现几年内长期稳定的重复实施,既创造了统一的公司品牌形象,又诠释现代绿色企业的内涵所在。

3.环保材料利用设计。展示设计所运用到材料须为环保材料,包括了天然材料、人工生产的生物降解材料、循环与再生材料净化材料。

4.可拆装展具设计。多选用可拆卸性强,装卸难度小,便于运输的展具。

5.模块化设计。设计单位在可拆装展具的基础上,针对不同的展出环境展厅面积和造价范围,设计出多种风格的组装模块,供客户选择或修改重组,以获得最快捷的服务,提高效率,节省前期工耗。

6.安全设计。所有设计须通过中国国际进口博览会消防、结构、用电等安全审核。

7.其它设计。设计单位还可参照仿生设计、绿色景观设计和情感体验设计。请各设计单位以高度的社会责任感和创新精神去完成绿色设计。

**\*注:** 单层展台限高 6 米, 双层展台限高 8.5 米。

## (二) 绿色选材

1.展台搭建采用再生和可循环利用、无毒无害的环保材料或可回收材料,且符合 A 或 B 标准:

**A.纯金属型材结构:**装饰性材料使用量低于搭建材料总量的 10%

(按体积计算),且全部为非木质材料,搭建材料回收率达到 100%。

**B.混合型材结构：**木质材料使用量低于搭建材料总量的 30%（按体积计算），搭建材料回收率达到 100%。

2.轻质，可拆卸性强，装卸难度小，便于运输。

3.节能灯具使用率不低于 80%。

4.关于单层绿色展台特别说明

（1）**A 纯金属型材结构：**整个展台主体结构不涉及一块木质材料；**B 混合型材结构**主体结构接受一面木质材料，其他面可选用槽板或 PVC 展板。

（2）现场模块化拼装的地台板所使用的木质材料不计入 30% 的木质材料中。

（3）展台接受金属材质冲孔板、挂网等材料。

（4）展台内的展柜，在不涉及安全结构前提下，建议为活动式（与主体结构分离），且不能重叠加高，不在展馆现场施工的独立地柜不计入 30% 的木质材料中。

（5）楣板不接受木质材料制作，可用型材作为框架结构，外饰用有机玻璃或灯布。

5.关于双层绿色展台特别说明

（1）一楼主体结构在满足结构性安全的前提下，接受有两面背板使用钢铁等型材加木板结构（含 PVC 展板），其它两面和二楼四面（含房间）均采用非木质材料搭建。

（2）现场模块化拼装的一、二楼地台板所使用的木质材料不计入 30% 的木质材料中。

(3) 展台接受金属冲孔板、挂网等设计。

(4) 展台内的展柜，在不涉及安全结构前提下，建议为活动式（与主体结构分离），且不能重叠加高，不在展馆现场施工的独立地柜不计入 30% 的木质材料中。

(5) 楣板不接受木质材料制作，可用型材作为框架结构，外饰用有机玻璃或灯布。

6. 在选用展台搭建结构基材（包括但不限于细木工板、密度板、饰面板等）和展台搭建装饰表材（包括但不限于防火板、铝塑板等）时，所选木质材料穿孔萃取法甲醛释放量 $\leq 9\text{mg}/100\text{g}$ ；选用不添加甲醛、苯及其他挥发性有机物（VOC）的涂料；搭建过程中使用的胶黏剂须符合环保标准。

### （三）绿色安全施工

1. 现场拼装模块化、构件化，搭建和拆除有序、可控、方便、安全快捷。

2. 不对人员、展览场地及设备设施等造成损伤。

3. 施工现场无大面积灰尘，灰尘扩散控制在本展台内部；施工噪音控制在 75 分贝以内；施工现场严禁打磨、滚涂料或喷漆，禁止使用切割机、电锯。

4. 施工现场没有违规施工现象。

## 二、绿色运营标准

### （一）展区无污染

1. 光污染。展台灯光使用应合理布置，防止过量的光辐射对人和

环境造成不良影响。

2.噪声污染。展会规定各展台进行展品演示时的设备运转音量最大为 70 分贝，允许在短时间内超过上限 10-20 分贝；获得承办单位批准的特别演出，允许在短时间内超过上限 20 分贝,承办单位有权根据该展台特殊情况规定其展品的演示时间段及时长。

3.废气污染。严禁各类展品或其他物品排出有毒有害气体。

4.视觉污染。倡导文明生态宣传，宣传资料电子类覆盖率 100%。参展商展会期间的宣传材料，应以 LED 屏幕、移动设备、二维码等电子渠道宣传为主，纸质版为辅，纸质版宣传材料每天发放量控制在 500 份以下。禁止各类环境污染在人视觉上的体现。

5.固体废弃物污染。展区固体废弃物无公害分类处理率 100%。

## （二）绿色办公

遵循资源的减量化、循环化和再利用原则，选用可回收、简包装、可再生材料制造的办公用品；采用无水印刷和无 VOC 油墨；办公用纸双面打印、复印；展台办公选用环保家具；做到闭馆断电，减少能源消耗。

## （三）绿色出行

展会倡导“绿色、低碳、文明”出行。在选择会议场所、住宿酒店、餐厅时遵循就近原则。倡导乘坐公共汽车、地铁等公共交通工具，合作乘车，环保驾车；短距离鼓励骑自行车或步行。

## （四）绿色服务

承办方将全面整合资源，围绕全面提升参展体验，通过合理规划



展会方案、设置功能丰富的一站式服务专馆以及高效的管理标准，提供覆盖展前、展中、展后的快速高效、减少浪费的国际化专业化一流服务。

### 三、绿色物流标准

在物流过程中抑制物流对环境造成危害的同时，实现对物流环境的净化，使物流资源得到最充分利用。请各参展商、专馆运输服务商遵守绿色物流标准。

#### （一）绿色运输

采用绿色运输方式。采用节俭燃料，使用清洁燃料，实现节能减排的运输工具；尽量进行近距离配货和夜间运输，避免交通堵塞；合理规划运输路线，避免空车运输、过远运输和重复运输。

#### （二）绿色仓储

合理选择仓库地址，有效地安排仓库的使用空间，提高运输的效率，减少运输里程、节约运输成本。充分考虑仓库运营对所在地的环境影响。

#### （三）绿色包装

包装物无毒、无副作用；注重包装物的减量化、便于拆卸、再利用和再循环，有效保护商品，节约资源、降低废弃物排放。

#### （四）智慧物流

通过智能硬件、物联网、大数据等智慧化技术与手段，提高物流系统分析决策和智能执行的能力，提升整个物流系统的智能化、自动化水平，从而达到降低社会成本，提高生产效率，整合社会资源的

目的。

#### 四、绿色餐饮标准

中国国际进口博览会期间，所有餐饮服务单位须合法经营，符合中华人民共和国《食品卫生法》。运用安全、健康、环保理念，须保证食品生产与服务过程的绿色化。

##### （一）采购环节的绿色化

保证食品原料的安全与环保。采购的货物必须来自于合法和安全的货源；货物的数量与储备水平一定要与企业的生产和经营规模相适应；严禁采购野生动物作为吸引顾客的卖点，餐饮企业须明白自身在保护野生动物方面所承担的责任和义务。

##### （二）生产环节的绿色化

食品生产方法要确保食品的营养与卫生，生产过程要注意运用绿色技术组织生产；采用节能、节水和其他有利于环境保护的技术和设备，减少使用或者不使用浪费资源、污染环境的消费品；采用清洁工艺生产，集中使用水、电、汽，降低能耗，做好污水、废气和垃圾的处理工作，做到达标排放。

##### （三）食品服务环节的绿色化

使用能生物降解、光生物降解和易于回收材料制成的一次性餐饮具，禁止使用一次性发泡餐具；当用餐客人点菜时，服务员要本着“经济实惠、合理配置、减少浪费”的原则推荐食品，并尽可能介绍绿色、健康食品、饮品；提供整洁、安静、雅致的消费环境；餐厅的装饰采用环保无污染材料，色彩明快协调，空气清新，温度宜人，工作人员

着装整洁大方，且服务员与食品直接接触必须使用防护用品。

五、企业商业展特装展台的参展商与国家展参展国承办机构须填写《绿色特装展台评定表》（请详见附件），与图纸一并提交专馆搭建商和审图服务商。专馆搭建商、审图服务商对特装展台设计进行审核，并有权退回不满足绿色标准的展台设计方案。

六、本标准为中国国际进口博览会使用，由中国国际进口博览会负责解释。

七、本标准自 2018 年首届中国国际进口博览会开始执行。

## Appendix 9

### *Criteria for Green China International Import Expo*

These Criteria specify the requirements for green booths, operations, logistics, and catering of China International Import Expo (CIIE). The specific standards are as follows:

#### **I. Criteria for Green Booths**

“**6R Concept**” will be followed throughout the Expo process.

**Respect:** The notion of respect for nature and similar thinking should be valued. The Expo’s negative impact on the environment should be reduced to the greatest extent, including its impact on venues and people, and reduce the excessive use of resources and energy.

**Renew** (utilize renewable materials and new materials): Renewable materials should be utilized as far as possible in Expo-related construction, and the utilization of new materials, new products, and new technologies is encouraged.

**Reuse and Recycle** (reusable and recyclable materials): Reusable and recyclable materials should be utilized as far as possible in construction.

**Reduce** (reduce waste and pollutants): The adverse impact of construction of booths on the environment should be reduced, through a reduction in utilization of substances harmful to human health, and through utilization of harmless materials and energy-efficient materials,

to reduce pollution and waste.

**Remember** (deepen impression and strengthen education): The plan is to communicate the concept of sustainable development to Expo participants. The aim is to help enterprises and individuals participating in the Expo to implement the concept of sustainable development and increase their awareness of environmental protection through education, during the course of the Expo.

## 1. Green Design

(1) Simplified design: This means simplifying the spatial layout of booths and the dimensional design of partitions, instead of pursuing magnificent and luxurious decoration, and placing emphasis on detailed changes in texture and color, to move towards simplicity, and save materials and labor.

(2) Recyclable display design: Long-term and stable recycling should be implemented by providing distinctive visual image identification system design unique to an exhibitor, and dedicated standard display furniture and reusable display systems for the enterprise should be designed, which can not only create a uniform corporate image but also represent the connotation of a modern green enterprise.

(3) Utilization of eco-friendly materials in design: Materials to be used in display design must be environmentally friendly, and should include natural materials, man-made biodegradable materials, and

recycled and reclaimed materials.

(4) Removable Expo furniture: The Expo furniture should be removable and easy to transport, and it should not be difficult to assemble or disassemble.

(5) Modular-based design: Design companies will, keeping in mind removable Expo furniture, design different styles of assembly modules for customers to choose from, or modify or restructure original design based on different Expo environments, the Expo hall area, and cost range, to provide the quickest service, improve efficiency and save the work at the preliminary stage.

(6) Safety design: All designs must pass the safety review concerning fire protection, structure, and electricity supply for CIIE.

(7) Other design: It is advisable that design companies refer to biological design elements, green landscape design and include elements of an emotional experience in their design. All design companies should be committed to green design, and possess a strong sense of social responsibility and a sense of innovation.

**\*Note:** The maximum height of single-story booths is 6m and that of two-story booths is 8.5m.

## **2. Green Material Selection**

(1) Materials for setup of booths should be reclaimed environmentally friendly or reclaimable materials that are recyclable,

non-toxic and harmless, and meet standards A or B:

**A. All metal profile structure:** Decorative materials are less than 10% of the total building materials (calculated based on volume) and are all non-wood. The reclamation rate of the building materials should be 100%.

**B. Mixed profile structure:** Wood materials used are lower than 30% of the total building materials (calculated based on volume). The reclamation rate of building materials should be 100%.

(2) Lightweight, possess high detachability, should not be difficult to assemble or disassemble, and easy to transport.

(3) 80% or more of the lamps used should be energy-saving ones.

(4) Specific instructions on single-story green booths

a. All metal profile structure: There is no wood material in the entire main body structure of the booth. Mixed profile structure: The main body structure can be made of wood material on one side, with a slot board or PVC panels.

b. Wood materials used for the floor deck that is modular and assembled on site are not included in the 30% wood materials.

c. Materials like punched metal plates and suspended mesh can be used for booth setup.

d. It is recommended to use movable display cases (separate from the main body structure) for a booth on the precondition that it doesn't

affect the safety of the structure, and it does not increase the height through stacking. Independent floor cabinets that are not constructed on site at the Expo hall are not included in the 30% wood materials.

e. It is not permitted to create the fascia board for the Expo booth using wood materials. A profile can be used for the frame structure, and organic glass or a cloth lamp box can be used as exterior decoration.

(5) Specific instructions on double-story green booths

a. On the premise that structural safety requirement can be met, the back plate on two sides of the first-floor's main body structure can be made of steel or iron profiles plus wood plate (including PVC panel). The other two sides and the four sides of the second story (including the room) should be constructed with non-wood materials.

b. The wood materials used for the first and second-story floor deck that is modular and assembled on site are not included in the 30% wood materials.

c. Materials like punched metal plates and suspended mesh can be used for booth setup.

d. It is recommended to use movable display cases (separate from the main body structure) for a booth on the precondition that it doesn't affect the safety of the structure, and it does not increase the height of the booth. Independent floor cabinets that are not constructed on site at the Expo hall are not included in the 30% wood materials.



e. It is not permitted to create the fascia board for the Expo booth using wood materials. A profile can be used for the frame structure, and organic glass or a cloth lamp box can be used as exterior decoration.

(6) When structural base materials (including but not limited to laminate wood board, density fiberboard, and wood veneer) and decorative surface materials (including but not limited to fireproof board and aluminum-plastic composite plate) are chosen for constructing the booths, the formaldehyde emission from the wood materials selected should be  $\leq 9\text{mg}/100\text{g}$  using the perforator method. Paint without formaldehyde, benzene and other volatile organic compounds (VOCs) should be used, and the adhesive agent used during construction must meet environmental protection standards.

### **3. Green and Safe Construction**

(1) On-site assembly should be modular and use individual pieces for assembly, and construction and disassembly should be conducted in an orderly, controllable, convenient and safe manner.

(2) The people, exhibition venues, equipment, and facilities should not be damaged.

(3) Construction dust must be kept to a minimum. Construction noise should not exceed 75 decibels. Sanding, paint rolling or spraying paint is prohibited at the construction site, and it is not permitted to use cutting machines or electric saws.

(4) No actions should be conducted that violate Expo construction regulations.

## **II. Criteria for Green Operations**

### **1. No Pollution at the Expo Areas**

(1) Light pollution: Lighting for the booth should be properly installed to prevent causing an adverse impact on people and the environment.

(2) Noise pollution: The maximum volume of the display exhibit equipment at the Expo booth is 70 decibels; it is permitted to exceed the upper limit by 10-20 decibels for a short duration of time; in case of special performances approved by the Organizers, it is permitted to exceed the upper limit by 20 decibels for a short duration of time. In addition, the Organizers have the right to stipulate the period and duration for display of exhibits based on the specific situation of a booth.

(3) Waste gas pollution: The discharge of toxic and harmful gases from exhibits or other articles is strictly prohibited.

(4) Visual pollution: Publicity and promotional activities should be conducted in a civilized and eco-friendly manner, and all publicity materials should have an electronic version. Exhibitors should conduct publicity mainly through electronic channels such as LED displays, mobile devices and QR codes, and print versions should be used as

supplements. No more than 500 pieces of printed publicity materials should be released each day. Any other visual environmental pollution is prohibited.

(5) Solid waste pollution: All solid waste should be segregated and treated as per their category, in an eco-friendly manner.

## **2. Green Office**

In order to minimize waste, promote recycling and reuse of resources, exhibitors should choose office supplies that are recyclable and made from renewable materials, with simple packaging. Waterless printing and VOC-free printing ink should be used while two-sided printing and photocopying is preferred. Eco-friendly furniture should be used for the office at the booth and electricity will be cut off when the Expo hall is closed to reduce energy consumption.

## **3. Green Commuting**

The Expo advocates the use of “green, low-carbon and civilized” commuting means. Proximity should be considered while selecting a meeting venue, hotel and dining hall. Using public transportation vehicles including buses and subway, car-sharing and environmentally-efficient driving modes is encouraged as well as using bicycles or walking to cover short distances.

## **4. Green Services**

The Organizers will consolidate resources and provide top-class

internationalized and professionalized services in a fast, efficient, and energy-efficient manner. These services will remain before, during and after the Expo, and the Organizers will set up a one-stop special service area with extensive functions, and adherence to high-efficiency management standards.

### **III. Criteria for Green Logistics**

In addition to controlling environmental damage caused by logistics, the logistics area should be cleaned regularly, and logistics resources should be fully utilized. Each exhibitor and official logistic providers should comply with the criteria for green logistics.

#### **1. Green Transportation**

Green modes of transportation should be used. It is required that transportation methods use clean fuel and save energy and reduce emissions. Short-distance allocation of cargo and night transportation should be chosen as far as possible to avoid traffic jams, and transportation routes should be reasonably arranged so as to avoid excessive loads, unnecessary long-haul transportation and repeated transportation.

#### **2. Green Warehouse**

The location of the warehouse should be in a reasonable location, the warehouse space should be effectively utilized, transportation efficiency

should be improved, transport distance should be reduced, transportation costs should be reduced, and the impact of warehouse operations on the local environment should be fully considered.

### **3. Green Packaging**

Packaging used should be non-toxic and free from harmful side effects. Exhibitors should try to reduce packaging and ensure that packaging is easy to remove, renewable, recyclable, and can protect goods effectively, so as to save resources and reduce waste.

### **4. Smart Logistics**

Through technology such as intelligent hardware, Internet of Things, and big data, the ability of logistics system analysis and decision-making and intelligent implementation has been improved, thereby reducing societal costs, increasing production efficiency, and integrating societal resources.

## **IV. Criteria for Green Catering**

Throughout the entire CIIE, all catering service providers concerned must conduct business pursuant to applicable laws, including the *Food Hygiene Law* of the People's Republic of China. It is necessary to ensure green food production and provision of services by adhering to the notion of safety, health and environmental friendliness.

### **1. Green Procurement**

Raw food materials purchased must be safe and environment-friendly. Materials must be sourced from legitimate and safe sources. It is necessary to determine the quantity and stock level of materials according to its production and operation scale. It is not permitted to purchase wild animals to attract customers, and each catering enterprise must recognize its responsibility and obligation in protecting wild animals.

## **2. Green Production**

The nutrition and hygiene of food must be guaranteed in its production method, and it is required to use green technologies for organizing and conducting production. The technology and equipment utilized should be energy-and water-saving and conducive to environmental protection. The use of consumer goods that waste resources and pollute the environment should be minimized or avoided completely. It is required to use clean technology for production, water usage, electricity, and gas in a centralized manner to reduce energy consumption, and sewage, waste gases and garbage should be treated properly.

## **3. Green Provision of Food-related Services**

It is required to use disposable dishware and drinkware that is biodegradable, light-degradable and made from easily recycled materials.

It is not permitted to use disposable dinnerware made of plastic foam.

When a customer orders dishes, the waiter should recommend food on the principle of “economy, reasonable collocation, and waste minimization”, and recommend green and healthy foods and drinks as far as possible. The eating area should be tidy and clean. The restaurants should be decorated using environment-friendly and pollution-free materials, and should have lively and coordinated colors – each restaurant must have fresh air and a pleasant temperature. The staff’s attire should be tidy and formal, and they should use appropriate means to avoid touching the food directly.

V. Each exhibitor having a special booth at the Enterprise & Business Exhibition, and the organizing institution of each country participating in the Country Exhibition must fill in the “Green Special Booth Assessment Form” (please refer to Appendix for details) and submit it along with drawings to the corresponding official contractors and drawing inspectors. Official contractors and drawing inspectors are responsible for reviewing the design of every special booth and have the right to reject a booth design plan that does not satisfy these green Criteria.

VI. These Criteria are established for the purpose of CIIE, and CIIE holds the sole rights for their interpretation.

VII. These Criteria are implemented as of the first China International Import Expo 2018.



绿色特装展台评定表

实施阶段	类别	申报是否达到绿色标准		服务商审核是否相符		备注
		是	否	是	否	
设计阶段	简化设计					
	可循环展示设计					
	环保材料利用设计					
	可拆装展具设计					
	模块化设计					
	展台选材					
	模块构件化					
	有序可控					
施工阶段 (布撤展)	无粉尘					
	无噪音					
	无有毒排放					
	现场安全施工					
	是否按图纸施工					

是否全部达到绿色标准					
------------	--	--	--	--	--

- 注：** 1.请在相应框内划“√”；
- 2.上述项，一项不达标，视为非绿色展台；
- 3.设计阶段由专馆搭建商、审图服务商审核；施工阶段由专馆搭建商、审图服务商、现场物业共同监管；
4. 所有展台评定汇总表，开展前由各服务商交承办单位。

**Green Special Booth Assessment Form**

Implementation Stages	Category	Are Green Criteria Met?		Is it Consistent with Service Provider's Review?		Remarks
		Yes	No	Yes	No	
Design	Simplified design					
	Recyclable display design					
	Environment-friendly material utilization design					
	Removable Expo equipment design					
	Modular design					
	Booth material					
	Component-based modules					
	Orderly and controllable					
	Construction (Move-in and move-out)	No dust				
No noise						
No toxic discharge						

	Safe on-site construction					
	Construction based on drawings					
Are All Green Criteria Met?						

- Notes:**
1. Please check the corresponding box with “√”.
  2. If any of the above items fails to meet the Criteria, the booth will be deemed as a non-green booth.
  3. The design stage will be checked by the official contractors and drawing inspectors; the construction stage will be jointly supervised by the official contractors, drawing inspectors and the on-site property management company.
  4. All summary statements of booths’ design assessment will be provided by service providers to the Organizers before the Expo.

## 附件 10

### 《“四叶草杯”中国国际进口博览会绿色展台奖评选办法》

#### 第一章 总则

第一条 为进一步推进绿色中国国际进口博览会，引导中国国际进口博览会特装展台设计、施工、运营向绿色、环保潮流趋势发展，提高中国国际进口博览会整体水平，特制定本评选办法。

第二条 遵循绿色、环保、创新、安全、美观的评选标准，体现公开、公平、公正的评选原则。

第三条 本评选办法适用于参与中国国际进口博览会的参展商和特装施工服务商。

第四条 评选由中国国际进口博览局、国家会展中心负责具体策划、组织和实施。

#### 第二章 奖项设置

第五条 企业商业展区评选设置中国国际进口博览会绿色展台奖，设金奖 1 名、银奖 3 名、铜奖 5 名。以上奖项授予获奖展台的参展商和特装施工服务商。

第六条 国家馆展区评选设置中国国际进口博览会绿色展台奖，下设金奖 1 名，银奖 2 名，铜奖 3 名。以上奖项仅授予获奖展台的特装施工服务商。

#### 第三章 参评条件

第七条 展台面积在 36 平米及以上的独立特装展台。

第八条 参评企业从未被列入中国国际进口博览会黑名单。

第九条 参评展台在展台搭建、运营、拆除等过程中不存在违规现象。

第十条 参评展台不得存在任何知识产权纠纷或争议。

第十一条 已获得中国国际进口博览会绿色展台奖的同一种设计方案，自获奖的下一届起计 3 届内不重复参评。

第十二条 同一参展商申报的相似度高的设计方案在同一届评选中只选评其中一个。

#### 第四章 评选标准

第十三条 中国国际进口博览会绿色展台奖评选标准：

（一）规划设计：（30%）

- 1.充分体现绿色、环保、可持续理念。
- 2.有机融合参展国/商的文化、展品。
- 3.简约新颖、富有创造性，设计感强。

（二）选材施工：（30%）

1.遵循 6R 概念，注重采用可再生、可回收、可循环利用的环保材料。

- 2.突出展览专业型材的选用。
- 3.工艺精细、施工科学。
- 4.搭建拆除依法合规，注重安全、有序、高效。

（三）展台效果：（40%）

- 1.突出国家/企业形象、品牌。
- 2.展品主题、重点展品表现突出。

- 3.展示手段多样、新颖。
- 4.展台内部路线布局合理。
- 5.展示、洽谈功能完备。

## 第五章 评选程序

### 第十四条 评选程序

#### （一）申报

##### 1.申报主体：

- （1）符合参评条件且自愿申报的参展国/商。
- （2）组展机构推荐的参展商。

2.申报方式：参展国/商或其委托的特装施工服务商在线提交《中国国际进口博览会绿色展台奖申报表》，须对展台方案的规划设计、选材施工、展台效果进行文字（中、英文双语）说明，并附展台设计效果图。

##### 3.申报截止时间：10月20日。

#### （二）初评

评审小组根据申报材料进行初评，参考评分标准，按最终得分高低评出入围展台，并由评审小组到展台现场核查是否符合中国国际进口博览会绿色特装展台标准。

#### （三）复评

1.评审小组在现场对入围展台进行综合评分，评选出中国国际进口博览会绿色展台奖候选名单。

2.撤展期现场核查。撤展期间，评审小组到现场核查候选展台。

如发现撤展时没有安全施工以及未将搭建材料 100%回收，则取消该展台候选获奖资格，并依次递补候选获奖展台。

#### （四）审批、公示及公布

1.审批：中国国际进口博览会闭幕后，将最终获奖候选名单报中国国际进口博览局审批。

2.公示：将获奖展台在中国国际进口博览会网站上公示，时间为 5 个工作日。

3.公布：以中国国际进口博览局的名义，将获奖名单抄报中国国际进口博览会筹委会，通报各组展机构，并在中国国际进口博览会网站和其他官方渠道上公布。

### 第六章 奖励措施

第十五条 对获奖展台的企业和特装施工服务商，给予以下奖励：

1.在下届中国国际进口博览会展台预定及展台位置安排时，同等条件下优先安排获奖参展商。

2. 授予获奖展台的参展商和特装施工服务商中国国际进口博览会绿色展台奖，并在下届中国国际进口博览会进行颁奖。

3.在中国国际进口博览会网站或其他官方渠道广泛宣传，并在下一届中国国际进口博览会展馆醒目位置 LED 显示屏给予获奖展台 3 天宣传奖励。宣传内容主要为获奖展台参展商简介、特装施工服务商名称、展台照片等。

（1）金奖：宣传时长约 120 秒/天。

（2）银奖：宣传时长约 60 秒/天。



(3) 铜奖：宣传时长约 30 秒/天。

第十六条 同一参展商在每届中国国际进口博览会获得的奖项，原则上不超过 2 个。

## 第七章 相关职责

第十七条 承办单位、组展机构向参展商宣传和推广；组织参展商积极参与评选活动。

第十八条 承办单位负责落实获奖参展商的奖励措施。

第十九条 中国国际进口博览局、国家会展中心负责评选活动的牵头组织工作，确保评选活动公开、公平、公正；负责组建评审小组；负责评选活动宣传和推广；负责落实获奖设计单位及特装施工服务商的奖励措施；牵头组织修订评选办法。

## 第八章 附则

第二十条 本办法为中国国际进口博览会使用，由中国国际进口博览会负责解释。

第二十一条 本办法自首届中国国际进口博览会开始实施。

## **Appendix 10**

### ***Four Leaf Clover Cup China International Import Expo Green Booth Awards Selection Criteria***

#### **Chapter I General Rules**

Article 1: These Selection Criteria are formulated to facilitate a green China International Import Expo (CIIE), guide the design, construction and operation of special booths at CIIE towards a green and environment-friendly approach, and raise the overall level of CIIE.

Article 2: We will follow the selection criteria of green, ecological, innovative, safety and aesthetics, and reflect the selection principles of transparency, fairness, and impartiality.

Article 3: These Selection Criteria apply to the exhibitors participating at the CIIE and special booth contractors.

Article 4: The selection will be planned, organized and implemented by CIIE and the National Exhibition and Convention Center.

#### **Chapter II Awards**

Article 5: The CIIE Green Booth Awards for Enterprise & Business Exhibition area include one Gold Award, three Silver Awards, and five Bronze Awards. All these awards will be given to the exhibitors and the special contractors of the winning booths.

Article 6: The CIIE Green Booth Awards for Country Exhibition area include one Gold Award, two Silver Awards, and three Bronze Awards.

All these awards will be solely given to the special contractors of the winning booths.

### **Chapter III Eligibility**

Article 7: Independent special booths with a booth area above 36 m<sup>2</sup> (inclusive).

Article 8: Candidate companies must not have been blacklisted by CIIE.

Article 9: Candidate booths should not have broken the rules in the process of booth set-up, operation, and dismantling.

Article 10: There should be no controversy or dispute over intellectual property rights.

Article 11: Any design winning the CIIE Green Booth Award will be ineligible to be nominated for the next three CIIEs.

Article 12: If one exhibitor has several highly similar designs, only one of them may be submitted for nomination during the same CIIE.

### **Chapter IV Selection Criteria**

Article 13: Selection criteria for CIIE Green Booth Awards:

(I) Planning & Design: (30%)

1. Fully reflect the concepts of green, ecology and sustainability.
2. Organically integrate the culture and the exhibits of the participating countries/ the exhibitors.
3. Simple, innovative, creative and great sense of design.

## (II) Material Selection & Set-up: (30%)

1. Follow the 6R concept and use renewable, recoverable and recyclable environment-friendly materials.
2. Highlight the use of materials especially used for the exhibition.
3. Fine craftsmanship and scientific booth set-up.
4. Lawful and standardized set-up and dismantling, emphasis on safety, order, and efficiency.

## (III) Booth Effect: (40%)

1. Highlight the image and the brand of the country/company.
2. Highlight the theme of exhibits and the key exhibits.
3. Diversified and novel exhibition.
4. Reasonable layout for the interior route of the booth.
5. Fully functional display and negotiation.

## Chapter V Selection Process

### Article 14 Selection Process

#### (I) Application

##### 1. Applicants:

- (1) Eligible participating countries/exhibitors who voluntarily apply.
- (2) Exhibitors recommended by the Organizers.

2. How to apply: Participating countries/exhibitors or special booth contractors entrusted by them are required to submit a *CIIE Green Booth*

*Awards Application Form* online and explain the planning, design,

material selection, set-up and booth effect in writing (in both Chinese and English) along with the booth design rendering.

3. Application deadline: Prior to October 20<sup>th</sup>.

#### (II) Preliminary Assessment

The assessment panel will make a preliminary assessment according to the application materials and score based on the scoring criteria. The entries will be determined based on the final score. The assessment panel will then conduct an on-site inspection to determine if the booth meets the CIIE green special booth standards.

#### (III) Re-assessment

1. The assessment panel will conduct a comprehensive assessment of the entries on the spot and determine the list of nominees of the CIIE Green Booth Awards.

2. On-site inspection during move-out. The assessment panel will inspect the nominated booths at the site during move-out. Lacking safe construction or failure to recycle all set-up materials during move-out, the nomination will be revoked, and the vacancy will be filled by the next eligible applicant.

#### (IV) Approval, Publicity, and Announcement

1. Approval: The final nominee list will be submitted to China International Import Expo Bureau for approval after the closing ceremony.

2. **Publicity:** The winning booths will be publicized on the website of CIIE in five working days.

3. **Announcement:** The winner list will be submitted to the preparatory committee of CIIE, reported to the exhibition invitation service providers and announced on the website and other official channels of CIIE under the name of China International Import Expo Bureau.

## **Chapter VI Incentives**

Article15: Companies and special contractors of winning booths will be given the following incentives:

1. Winning exhibitors will be given priority in booth reservation and location arrangement for the next CIIE under the same conditions.

2. Exhibitors and special contractors of winning booths will be granted CIIE Green Booth Awards, and the awards will be presented at the next CIIE.

3. Winning booths will be publicized on the website or other official CIIE channels. Furthermore, they will also be publicized at a conspicuous place on the LED screen in the Expo hall at the next CIIE for three days. The publicity content mainly includes the profile of the exhibitor of the winning booth, the special contractor's name, and booth photos.

(1) **Gold Award:** publicity for 120 seconds/day.

(2) **Silver Award:** publicity for 60 seconds/day.

(3) Bronze Award: publicity for 30 seconds/day.

Article 16: In principle, an exhibitor may not win more than two awards at each CIIE.

## **Chapter VII Responsibilities**

Article 17: The Organizers and exhibition invitation service providers should publicize and promote the award to exhibitors and organize exhibitors to actively participate in the awards.

Article 18: The Organizers should be responsible for putting in place the incentives for the winning exhibitors.

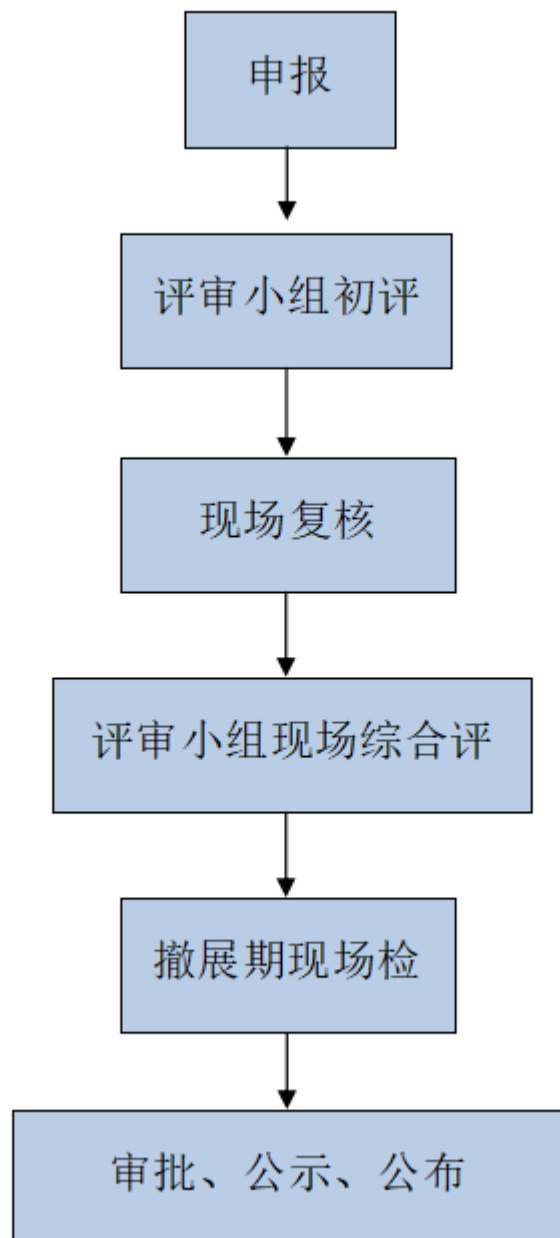
Article 19: China International Import Expo Bureau and National Exhibition and Convention Center (Shanghai) should be responsible for leading the organization work to make sure the selection is transparent, fair and impartial, form the assessment panel, publicize and promote the selection, put in place the incentives for the winning designers and special booth contractors, and amend the selection criteria.

## **Chapter VIII Supplementary Provisions**

Article 20: These Selection Criteria are established for the purpose of CIIE, and CIIE holds the sole rights for their interpretation.

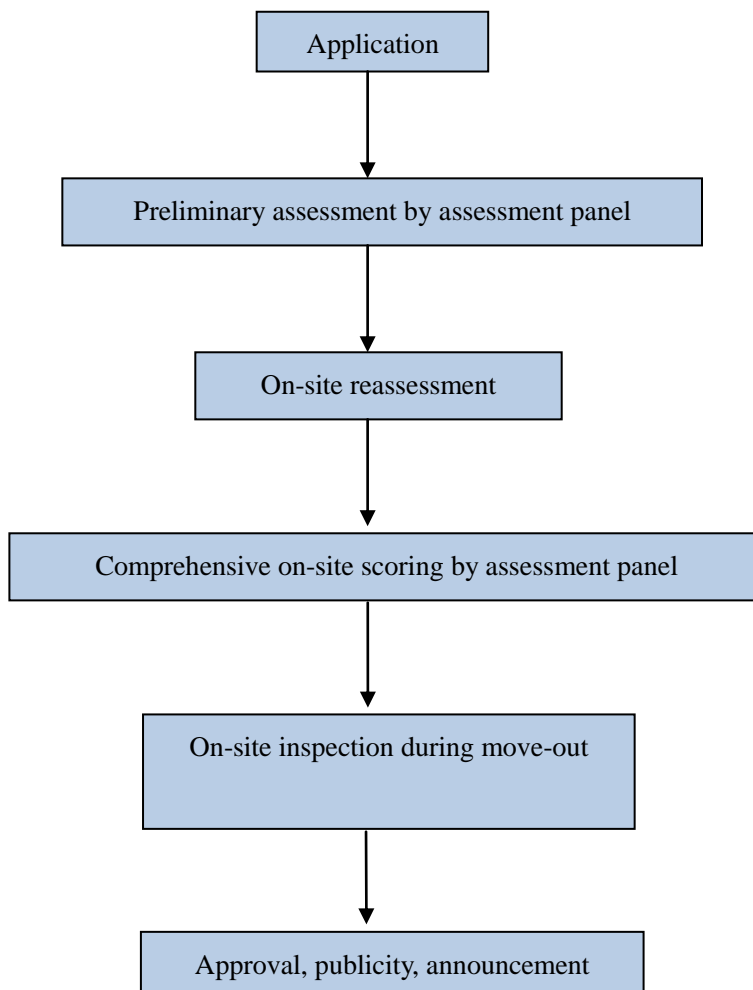
Article 21: These Selection Criteria will take effect as of the first CIIE.

## 中国国际进口博览会绿色展台奖评选流程示意图





## CIE Green Booth Awards Selection Process Diagram



## 第八部分 附表

### Part VIII Forms

附表1：动态展品演示申请表

Form 1: Dynamic Exhibit Application

附表2：特殊物品进馆申请表

Form 2: Special Items Entry Application

附表3：临时保洁申请表

Form 3: Temporary Cleaning Application

附表4：临时保安申请表

Form 4: Temporary Security Application

附表5：展会配套设施租赁申请表（电）

Form 5: Lease of Supporting Facilities (Electricity) Application

附表6：展会配套设施租赁申请表（水/气）

Form 6: Lease of Supporting Facilities (Water/Gas) Application

附表7：展会配套设施租赁申请表（网络/电话）

Form 7: Lease of Supporting Facilities (Internet/Telephone) Application

附表8：展台24小时用电申请表

Form 8: 24-hour Power Supply Application

附表9：展台提前送水、电、气申请表

Form 9: Advance Water/Power/Gas Supply Application

附表10：拆除地沟配电箱漏电保护装置申请表

Form 10: Removal of Distribution Box Leakage Protector Application

附表11: 展具租赁申请表

Form 11: Lease of Exhibition Equipment Application

附表12: 花草租赁申请表

Form 12: Lease of Flowers and Green Plants Application

附表13: 展位视频监控申请表

Form 13: Booth Video Surveillance Application

附表14: 标准展台楣板申请表

Form 14: Standard Booth Fascia Board Information Form

附表15: 中国国际进口博览会绿色展台奖申报表

Form 15: Application for Green Booth Award

附表16: 特装展台安全责任承诺书

Form 16: Special Booth Safety Responsibility Letter

附表17: 特装展台搭建申请表

Form 17: Special Booth Setup Application

附表 1:

动态展品演示申请表	
表单回传截止日期: 2018.10.10	
参展单位:	展台负责人:
展台号:	电 话:
移动电话:	传 真:
邮 箱:	
申请内容	
<p>因参展产品需要进行动态演示, 现向承办单位申请:</p> <p><input type="checkbox"/> 切割机现场演示;</p> <p><input type="checkbox"/> 电焊机现场演示;</p> <p><input type="checkbox"/> 切削类机器现场演示;</p> <p><input type="checkbox"/> 其他: _____</p> <p>为了做好现场演示相关安全保障工作, 现我司承诺做好以下安全措施: 委派专职安全负责人_____ (联系电话: _____) 负责现场管理, 由专业人员进行现场操作演示。同时, 我司现郑重承诺上述动态演示不会对本次展会造成任何不良影响, 若发生任何安全事故由我司承担一切责任。</p>	
签名/盖章:	日 期: 2018 年      月      日

名称:	上海现代国际展览有限公司
英文名称:	Shanghai Modern International Exhibition Co., Ltd.
地址:	上海市黄浦区盛泽路 8 号 18 楼
联系人 1:	马伟栋
电话:	86 21 63288899#163
手机:	86 13901994369
邮箱:	SMIE@ciie.org
联系人 2:	汤杰 Peter
电话:	86 21 63288899#139
手机:	86 15000800300
邮箱:	SMIE@ciie.org
联系人 3:	张译仁 Catherine
电话:	86 21 63288899#163
手机:	86 13683066291
邮箱:	SMIE@ciie.org

## Form 1

<b>Dynamic Exhibit Demonstrations Application</b>	
<b>Please return this form by Oct. 10, 2018</b>	
Exhibitor:	Booth Manager:
Booth No.:	Tel:
Mobile:	Fax:
Email:	
<b>Application Content</b>	
<p>We hereby apply to the organizer for the following dynamic demonstrations of exhibits:</p> <p><input type="checkbox"/> On-site demonstration of the cutter;</p> <p><input type="checkbox"/> On-site demonstration of electric welder;</p> <p><input type="checkbox"/> On-site demonstration of cutting machines;</p> <p><input type="checkbox"/> Others: _____</p> <p>In order to ensure the safety and security of on-site demonstrations, we hereby undertake to take the following security measures: appoint a full-time safety director____ (Contact No.: _____) to be responsible for on-site management, and on-site demonstrations will be performed by professionals. We also solemnly pledge that the above dynamic demonstrations will not have any adverse impact on the Expo. Otherwise, we will bear all liability for any safety accident.</p>	
Signature/Seal:	Date: _____, 2018

Chinese Name:	上海现代国际展览有限公司
English Name:	Shanghai Modern International Exhibition Co., Ltd.
Address:	Floor 18, No. 8, Shengze Road, Huangpu District, Shanghai
Contact 1:	Ma Weidong
Tel:	86 21 63288899#163
Mobile:	86 13901994369
Email:	SMIE@ciie.org
Contact 2:	Tang Jie (Peter)
Tel:	86 21 63288899#139
Mobile:	86 15000800300
Email:	SMIE@ciie.org
Contact 3:	Zhang Yiren (Catherine)
Tel:	86 21 63288899#163
Mobile:	86 13683066291
Email:	SMIE@ciie.org

附表 2:

特殊物品进馆申请表	
表单回传截止日期：2018.10.10	
参展单位：	展台负责人：
展台号：	电 话：
移动电话：	传 真：
邮 箱：	
申请内容	
<p>因参展设备须使用以下特殊物品，现向承办单位申请：</p> <p><input type="checkbox"/> 惰性气体钢瓶进场使用；</p> <p><input type="checkbox"/> 润滑油、柴油等进场使用；</p> <p><input type="checkbox"/> 空压机；</p> <p><input type="checkbox"/> 其他：_____</p> <p>申请上述特殊物品进馆需另行情况说明，详细阐述具体用途、规格、尺寸等要素，并附上物品图例、检验报告等材料。</p> <p>为了做好现场相关安全保障工作，现我司承诺做好以下安全措施：委派专职安全负责人（联系电话：_____）负责现场管理，由专业人员进行现场操作演示。同时，我司现郑重承诺上述物品使用不会对本次展会造成任何不良影响，若发生任何安全事故由我司承担一切责任。</p>	
签名/盖章：	日 期：2018 年      月      日



名称:	上海现代国际展览有限公司
英文名称:	Shanghai Modern International Exhibition Co., Ltd.
地址:	上海市黄浦区盛泽路 8 号 18 楼
联系人 1:	马伟栋
电话:	86 21 63288899#163
手机:	86 13901994369
邮箱:	SMIE@ciie.org
联系人 2:	汤杰 Peter
电话:	86 21 63288899#139
手机:	86 15000800300
邮箱:	SMIE@ciie.org
联系人 3:	张译仁 Catherine
电话:	86 21 63288899#163
手机:	86 13683066291
邮箱:	SMIE@ciie.org

## Form 2

<b>Special Items Entry Application</b>	
<b>Please return this form by Oct. 10, 2018</b>	
Exhibitor:	Booth Manager:
Booth No.:	Tel:
Mobile:	Fax:
Email:	
<b>Application Content</b>	
<p>We hereby apply to the organizer for the following special items that are required in the demonstration of exhibits:</p> <p><input type="checkbox"/> move-in of inert gas cylinders;</p> <p><input type="checkbox"/> move-in of lubricants, diesel and etc.;</p> <p><input type="checkbox"/> air compressors;</p> <p><input type="checkbox"/> others: _____</p> <p>Application for the above special items requires a detailed explanation of their specific uses, specifications, and dimensions, etc., together with other relevant materials like pictures and inspection reports.</p> <p>In order to ensure on-site safety and security, we hereby undertake to take the following security measures: appoint a full-time safety director _____ (Contact No.: _____) to be responsible for on-site management, and on-site demonstrations will be performed by professionals. We also solemnly pledge that the using of the above items will not have any adverse impact on the Expo. Otherwise, we will bear all liability for any safety accident.</p>	
Signature/Seal:	Date : _____, 2018

Chinese Name:	上海现代国际展览有限公司
English Name:	Shanghai Modern International Exhibition Co., Ltd.
Address:	Floor 18, No. 8, Shengze Road, Huangpu District, Shanghai
Contact 1:	Ma Weidong
Tel:	86 21 63288899#163
Mobile:	86 13901994369
Email:	SMIE@ciie.org
Contact 2:	Tang Jie (Peter)
Tel:	86 21 63288899#139
Mobile:	86 15000800300
Email:	SMIE@ciie.org
Contact 3:	Zhang Yiren (Catherine)
Tel:	86 21 63288899#163
Mobile:	86 13683066291
Email:	SMIE@ciie.org

附表 3:

临时保洁申请表			
表单回传截止日期: 2018.10.10			
参展单位:	展台负责人:		
展台号:	电 话:		
移动电话:	传 真:		
邮 箱:			
收费标准			
8:00--22:00	50 元人民币/人/小时		
22:00--次日 8:00	100 元人民币/人/小时		
友情提示: 参展商临时雇佣承办方的保洁人员, 须填写工作内容(可另附纸张填写); 承办单位将根据需求安排保洁人员, 经现场签字确认后统一收费; 如所提工作要求不能满足的, 将以邮件形式告知展商, 敬请谅解。			
工作要求			
工作人数:		工作时间:	
工作地点:			
工作内容:			
签名/盖章:	日 期: 2018 年      月      日		

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Form 3

Temporary Cleaning Service Application			
Please return this form by Oct. 10, 2018			
Exhibitor:	Booth Manager:		
Booth No.:	Tel:		
Mobile:	Fax:		
Email:			
Charging Standards			
8:00 -- 22:00	RMB 50 /person/hour		
22:00 -- 8:00 the next day	RMB 100 /person/hour		
<p>Notes: Any exhibitor in need of hiring the Organizer's cleaner(s) for the time being should fill in the following Job Requirements (you may fill in on separate paper if needed and attach it). The Organizer will arrange the cleaner(s) pursuant to the exhibitor's demands and charge the required fees after the on-site signature. The exhibitor, however, will also be informed by email if the job requirements cannot be met. Thank you for your understanding.</p>			
Job Requirements			
Number of Cleaner (s):		Working Hours:	
Workplace:			
Work Content:			
Signature/Seal:	Date :                      , 2018		

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Mobile:	86 15000800300
Email:	SMIE@ciie.org
Contact 3:	Zhang Yiren (Catherine)
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Email:	SMIE@ciie.org

附表 4:

临时保安申请表			
表单回传截止日期: 2018.10.10			
参展单位:	展台负责人:		
展台号:	电 话:		
移动电话:	传 真:		
邮 箱:			
收费标准			
8:00--18:00	80 人民币/人/小时		
18:00--次日 8:00	100 元人民币/人/小时		
友情提示: 参展商临时雇佣承办方的保安人员, 须填写工作内容(可另附纸张填写); 承办单位将根据需求安排保安人员, 经现场签字确认后统一收费; 如所提工作要求不能满足的, 将以邮件形式告知展商, 敬请谅解。			
工作要求			
工作人数:		工作时间:	
工作地点:			
工作内容:			
签名/盖章:	日 期: 2018 年      月      日		



名称:	上海现代国际展览有限公司
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Form 4

<b>Temporary Security Application</b>			
<b>Please return this form by Oct. 10, 2018</b>			
Exhibitor:	Booth Manager:		
Booth No.:	Tel:		
Mobile:	Fax:		
Email:			
<b>Charging Standards</b>			
8:00--18:00	RMB 80 /person/hour		
18:00--8:00 the next day	RMB 100 /person/hour		
<p>Notes: Any exhibitor in need of hiring the Organizer's security staff member(s) for the time being should fill in the following Job Requirements (you may fill in on separate paper if needed and attach it). The Organizer will arrange the security staff member(s) pursuant to the exhibitor's demands and charge the required fees after the on-site signature. The exhibitor, however, will also be informed by email if the job requirements cannot be met. Thank you for your understanding.</p>			
<b>Job Requirements</b>			
Number of Security Staff Member (s):		Working Hours:	
Workplace:			
Work Content:			
Signature/Seal:	Date: _____, 2018		

Chinese Name:	上海现代国际展览有限公司
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Email:	SMIE@ciie.org

附表 5:

展会配套设施租赁申请表（电）				
表单回传截止日期：2018.10.10				
填表人信息： <input type="checkbox"/> 参展公司 <input type="checkbox"/> 搭建公司				
公司名称：		展台负责人：		
展台号：		电 话：		
移动电话：		传 真：		
邮 箱：				
项 目	规 格	单价（元） （人民币/展期）	数 量	金 额
照明用电	15A 380V	770		
	30A 380V	1100		
	60A 380V	1980		
	100A 380V	3410		
机器用电	15A 380V	770		
	30A 380V	1100		
	60A 380V	1980		
	100A 380V	3410		
	150A 380V	5280		
	200A 380V	8580		
	250A 380V	10780		
	300A 380V	13200		
	350A 380V	16500		
400A 380V	19800			

展厅外部申请的价格在原单价基础上加收 50% 费用； 所有物品均为租赁，不得交换、转移、退换； 参展商须保证租赁物品的完好无损，如有遗失或损坏，需照价赔偿。	
签名/盖章：	日期：2018 年      月      日

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手机：	86 13683066291
邮箱：	SMIE@ciie.org

Form 5

<b>Lease of Supporting Facilities (Electricity) Application</b>				
<b>Please return this form by Oct. 10, 2018</b>				
<b>Applicant Info.:</b>		<input type="checkbox"/> <b>Exhibitor</b>	<input type="checkbox"/> <b>Contractors</b>	
Company Name:	Booth Manager:			
Booth No.:	Tel:			
Mobile:	Fax:			
Email:				
Items	Specifications	Rate (RMB/Session)	Quantity	Amount
<b>Power for Lighting</b>	15A 380V	770		
	30A 380V	1100		
	60A 380V	1980		
	100A 380V	3410		
<b>Power for Machinery</b>	15A 380V	770		
	30A 380V	1100		
	60A 380V	1980		
	100A 380V	3410		
	150A 380V	5280		
	200A 380V	8580		
	250A 380V	10780		
	300A 380V	13200		
	350A 380V	16500		
400A 380V	19800			
<ol style="list-style-type: none"> <li>1. The rates for facilities outside the venue are 150% of the basic rates.</li> <li>2. All items are exclusively for rent and should not be swapped, transferred or exchanged.</li> <li>3. Exhibitors should guarantee that the leased items are returned intact and should compensate for any loss or damage if any.</li> </ol>				
Signature/Seal:		Date: _____, 2018		

Chinese Name:	上海现代国际展览有限公司
English Name:	Shanghai Modern International Exhibition Co., Ltd.
Address:	Floor 18, No. 8, Shengze Road, Huangpu District, Shanghai
Contact 1:	Ma Weidong
Tel:	86 21 63288899#163
Mobile:	86 13901994369
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Contact 2:	Tang Jie (Peter)
Tel:	86 21 63288899#139
Mobile:	86 15000800300
Email:	SMIE@ciie.org
Contact 3:	Zhang Yiren (Catherine)
Tel:	86 21 63288899#163
Mobile:	86 13683066291
Email:	SMIE@ciie.org

附表 6:

展会配套设施租赁申请表（水/气）				
<b>表单回传截止日期：2018.10.10</b>				
填表人信息： <input type="checkbox"/> 参展公司 <input type="checkbox"/> 搭建公司				
公司名称：	展台负责人：			
展台号：	电 话：			
移动电话：	传 真：			
邮 箱：				
项 目	规 格	单 价（元） （人民币/展期）	数 量	金 额
水	展台用水（DN15mm）	1980		
	机器用水（DN20mm）	2200		
气	排量≤量≤0 立方米/分钟 （DN15mm，压力 8bar）	3300		
	排量≤量≤r 立方米/分钟 （DN20 mm，压力 8bar）	3850		
	排量≥量≥r 立方米/分钟 （DN25 mm，压力 8bar）	4400		
	备注：1.6 立方米/分钟 > 排量 ≥ 钟 > 排立方米/分钟（DN25mm，压力 8bar） 价格为 4400 人民币/展期，具体需量如实填报：_____立方米/分钟。			
展厅外部申请用水价格在原单价基础上加收 50% 费用，不接受展厅外用气申请； 所有物品均为租赁，不得交换、转移、退换； 参展商须保证租赁物品的完好无损，如有遗失或损坏，需照价赔偿。				
签名/盖章：			日 期：2018 年      月      日	



名称:	上海现代国际展览有限公司
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地址:	上海市黄浦区盛泽路 8 号 18 楼
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## Form 6

<b>Lease of Supporting Facilities (Water &amp; Gas) Application</b>				
<b>Please return this form by Oct. 10, 2018</b>				
<b>Applicant Info.:      <input type="checkbox"/> Exhibitor      <input type="checkbox"/> Contractors</b>				
Company Name:		Booth Manager:		
Booth No.:		Tel:		
Mobile:		Fax:		
Email:				
Items	Specifications	Rate (RMB/Session)	Quantity	Amount
<b>Water</b>	Water for the Booth (DN15mm)	1980		
	Water for Machinery (DN20mm)	2200		
<b>Gas</b>	Displacement $\leq 0.4 \text{ m}^3/\text{min}$ (DN15mm, pressure: 8bar)	3300		
	Displacement $\leq 0.9 \text{ m}^3/\text{min}$ (DN20mm, pressure: 8bar)	3850		
	Displacement $\geq 1.0 \text{ m}^3/\text{min}$ (DN25mm, pressure: 8bar)	4400		
	<b>Note:</b> For facilities with $1.6 \text{ m}^3/\text{min} > \text{displacement} \geq 1.0 \text{ m}^3/\text{min}$ (DN25mm, pressure: 8bar), the rate is RMB 4400 yuan/session. Please report honestly the displacement you need: _____ $\text{m}^3/\text{min}$ .			
<p>1. The rates for water outside the venue are 150% of the basic rates and any request for gas outside the venue will not be accepted.</p> <p>2. All items are exclusively for rent and should not be swapped, transferred or exchanged.</p> <p>3. Exhibitors should guarantee that the leased items are returned intact and should compensate for any loss or damage if any.</p>				
Signature/Seal:		Date: _____, 2018		

Chinese Name:	上海现代国际展览有限公司
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Mobile:	86 13683066291
Email:	SMIE@ciie.org

附表 7:

展会配套设施租赁申请表（网络/电话）				
表单回传截止日期：2018.10.10				
填表人信息： <input type="checkbox"/> 参展公司 <input type="checkbox"/> 搭建公司				
公司名称：		展台负责人：		
展台号：		电 话：		
移动电话：		传 真：		
邮 箱：				
项 目	规 格	单价（元） （人民币/展期）	数 量	金 额
电话	市内直线	660		
	国内直拨	880		
	国际直拨	2530		
	话费另计： 1. 市内直线（300 元押金，0.5 元/分钟）； 2. 国内直拨（1000 元押金，2 元/分钟）； 3. 国际直拨（4000 元押金，20 元/分钟）。			
网络	10M 宽带 （适用 5 个终端）	3300		
	15M 宽带 （适用 10 个终端）	5500		
	30M 宽带 （适用 20 个终端）	8250		
	10M 专线 （仅含一个普通公网 IP）	6600		
	15M 专线 （仅含一个普通公网 IP）	11000		
	30M 专线 （仅含一个普通公网 IP）	16500		
	40M 专线 （仅含一个普通公网 IP）	22000		
	60M 专线 （仅含一个普通公网 IP）	27500		

网络	100M 专线 (仅含一个普通公网 IP)	66000		
	专线普通公网 IP 地址 (每条限 5 个同类型 IP)	1650		
	专线国际公网 IP 地址 (每条限 5 个同类型 IP)	3300		
	专线国内国际公网 IP 地址 (每条限 5 个同类型 IP)	4950		
	1.网络通道服务: 15000 元起/展期 (使用展厅综合布线系统, 每个点收费 3000 元, 5 个点起算, 即 15000 元起。每增加一个点增加元, 互联网接入价格另议。) 2.特殊规格宽带: 超过 100M 专线, 个性化 wifi 服务或其他特殊需求, 价格另议。			
所有物品均为租赁, 不得交换、转移、退换; 参展商有须保证租赁物品的完好无损, 如有遗失或损坏, 需照价赔偿。				
签名/盖章:		日期: 2018 年      月      日		

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邮箱:	SMIE@ciie.org

Form 7

<b>Lease of Supporting Facilities (Internet/Telephone) Application</b>				
<b>Please return this form by Oct. 10, 2018</b>				
<b>Applicant Info.:</b> <input type="checkbox"/> Exhibitor <input type="checkbox"/> Contractors				
Company Name:		Booth Manager:		
Booth No.:		Tel:		
Mobile:		Fax:		
Email:				
Items	Specifications	Rate (RMB/Session)	Quantity	Amount
<b>Tel.</b>	Urban Direct Line	660		
	Domestic Direct Line	880		
	International Direct Line	2,530		
	<b>Phone calls are independently charged:</b> 1. Urban direct line (a RMB 300 deposit, 0.5 yuan/min). 2. Domestic direct line (a RMB 1,000 deposit, 2 yuan/min). 3. International direct line (a RMB 4,000 deposit, 20 yuan/min).			
<b>Internet</b>	10M broadband (applicable to 5 terminals)	3,300		
	15M broadband (applicable to 10 terminals)	5,500		
	30M broadband (applicable to 20 terminals)	8,250		
	10M DDN (with only one normal public IP)	6,600		
	15M DDN (with only one normal public IP)	11,000		
	30M DDN (with only one normal public IP)	16,500		

	40M DDN (with only one normal public IP)	22,000		
	60M DDN (with only one normal public IP)	27,500		
<b>Internet</b>	100M DDN (with only one normal public IP)	66,000		
	Normal Public IP Addresses for DDN (5 IPs of the same type maximum per line)	1,650		
	International Public IP Addresses for DDN (5 IPs of the same type maximum per line)	3,300		
	Domestic and International Public IP Addresses for DDN (5 IPs of the same type maximum per line)	4,950		
<p><b>1. Network Channel Services:</b>                      From 15,000 yuan/session (using the venue's integrated wiring system; 3,000 yuan/point multiplied by 5 points minimum amounts to 15,000 yuan or more. 3,000 yuan for each point more and rates negotiable for internet access)</p> <p><b>2. Special Broadband Services:</b>                      Rates negotiable for personalized WiFi services or other special demands from users of 100M DDN or DDN of higher capacity</p>				
<p>1. All items are exclusively for rent and should not be swapped, transferred or exchanged.                      2. Exhibitors should guarantee that the leased items are returned intact and should compensate for any loss or damage if any.</p>				
Signature/Seal:		Date: , 2018		

Chinese Name:	上海现代国际展览有限公司
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Email:	SMIE@ciie.org



附表 8:

展台 24 小时用电申请表	
表单回传截止日期: 2018.10.10	
填表人信息: <input type="checkbox"/> 参展公司 <input type="checkbox"/> 搭建公司	
公司名称:	展台负责人:
展台号:	电 话:
移动电话:	传 真:
邮 箱:	
申请内容	
电箱规格:	用电时间:
用 途:	
<p>工作要求: 申请 24 小时用电的电器设备及管线须符合消防安全规范及要求; 申请 24 小时用电的, 应配置独立用电回路, 不得接入照明及其他相关器材。</p> <p>安全承诺: 我司已阅读并同意上述内容, 现郑重承诺上述 24 小时用电申请不会对本次展会造成任何不良影响, 若发生任何安全事故由我司承担一切责任。</p>	
签名/盖章:	日 期: 2018 年      月      日

名称:	上海现代国际展览有限公司
英文名称:	Shanghai Modern International Exhibition Co., Ltd.
地址:	上海市黄浦区盛泽路 8 号 18 楼
联系人 1:	马伟栋
电话:	86 21 63288899#163
手机:	86 13901994369
邮箱:	SMIE@ciie.org
联系人 2:	汤杰 Peter
电话:	86 21 63288899#139
手机:	86 15000800300
邮箱:	SMIE@ciie.org
联系人 3:	张译仁 Catherine
电话:	86 21 63288899#163
手机:	86 13683066291
邮箱:	SMIE@ciie.org

Form 8

<b>24-hour Power Supply Application</b>	
<b>Please return this form by Oct. 10, 2018</b>	
<b>Applicant Info.:</b> <input type="checkbox"/> Exhibitor <input type="checkbox"/> Contractors	
Company Name:	Booth Manager:
Booth No.:	Tel:
Mobile:	Fax:
Email:	
<b>Application Content</b>	
Circuit Box Specifications:	Power Supply Duration:
Purpose(s):	
<p><b>Requirements:</b></p> <ol style="list-style-type: none"> <li>1. Electric appliances and pipelines requesting 24-hour power supply should meet fire safety regulations and requirements.</li> <li>2. Facilities requesting 24-hour power supply should be equipped with independent power circuits which should not be connected to lighting or other equipment.</li> </ol> <p><b>Safety Commitment:</b></p> <p>Upon reading and agreeing to the above terms and conditions, our company hereby pledges that our 24-hour power usage will not have any adverse effect on the Expo and that we will take full responsibility for any related safety incident.</p>	
Signature/Seal:	Date: _____, 2018

Chinese Name:	上海现代国际展览有限公司
English Name:	Shanghai Modern International Exhibition Co., Ltd.
Address:	Floor 18, No. 8, Shengze Road, Huangpu District, Shanghai
Contact 1:	Ma Weidong
Tel:	86 21 63288899#163
Mobile:	86 13901994369
Email:	SMIE@ciie.org
Contact 2:	Tang Jie (Peter)
Tel:	86 21 63288899#139
Mobile:	86 15000800300
Email:	SMIE@ciie.org
Contact 3:	Zhang Yiren (Catherine)
Tel:	86 21 63288899#163
Mobile:	86 13683066291
Email:	SMIE@ciie.org

附表 9:

展台提前送水/电/气申请表			
表单回传截止日期: 2018.10.10			
填表人信息: <input type="checkbox"/> 参展公司 <input type="checkbox"/> 搭建公司			
公司名称:		展台负责人:	
展台号:		电 话:	
移动电话:		传 真:	
邮 箱:			
申请内容			
序号	水/电/气种类	时间	提前原因
1			
2			
<p>安全承诺:</p> <p>由于上述原因, 我司申请在上述时间对展台提前送水/电/气, 以确保展会的顺利举办。我司已阅读相关规定、要求及注意事项, 现郑重承诺上述提前送水/电/气申请不会对本次展会造成任何不良影响, 若发生任何安全事故或不良后果均由我司承担一切责任。</p>			
签名/盖章:		日 期: 2018 年      月      日	

名称:	上海现代国际展览有限公司
英文名称:	Shanghai Modern International Exhibition Co., Ltd.
地址:	上海市黄浦区盛泽路 8 号 18 楼
联系人 1:	马伟栋
电话:	86 21 63288899#163
手机:	86 13901994369
邮箱:	SMIE@ciie.org
联系人 2:	汤杰 Peter
电话:	86 21 63288899#139
手机:	86 15000800300
邮箱:	SMIE@ciie.org
联系人 3:	张译仁 Catherine
电话:	86 21 63288899#163
手机:	86 13683066291
邮箱:	SMIE@ciie.org

Form 9

<b>Advance Water/Power/Gas Supply Application</b>			
<b>Please return this form by Oct. 10, 2018</b>			
<b>Applicant Info.:</b>		<input type="checkbox"/> <b>Exhibitor</b>	<input type="checkbox"/> <b>Contractors</b>
Company Name:	Booth Manager:		
Booth No.:	Tel:		
Mobile:	Fax:		
Email:			
Application Content			
No.	Water/Power/Gas Type	Duration	Reasons for Advance Supply
<b>1</b>			
<b>2</b>			
<p><b>Safety Commitment:</b></p> <p>For reasons given above, our company would like to apply for advance water/power/gas supply at our booth during the period specified above. Upon reading relevant regulations, requirements, and precautions, our company hereby pledges that our application for advance water/power/gas supply will not have any adverse effect on the Expo and that we will take full responsibility for any related safety incidents or adverse effects.</p>			
Signature/Seal:		Date: _____, 2018	

Chinese Name:	上海现代国际展览有限公司
English Name:	Shanghai Modern International Exhibition Co., Ltd.
Address:	Floor 18, No. 8, Shengze Road, Huangpu District, Shanghai
Contact 1:	Ma Weidong
Tel:	86 21 63288899#163
Mobile:	86 13901994369
Email:	SMIE@ciie.org
Contact 2:	Tang Jie (Peter)
Tel:	86 21 63288899#139
Mobile:	86 15000800300
Email:	SMIE@ciie.org
Contact 3:	Zhang Yiren (Catherine)
Tel:	86 21 63288899#163
Mobile:	86 13683066291
Email:	SMIE@ciie.org



附表 10:

拆除地沟配电箱漏电保护装置申请表 (仅针对确有需要的动力回路)		
表单回传截止日期: 2018.10.10		
填表人信息: <input type="checkbox"/> 参展公司 <input type="checkbox"/> 搭建公司		
公司名称:	展台负责人:	
展台号:	电 话:	
移动电话:	传 真:	
邮 箱:		
申请内容		
序号	电箱规格	拆漏原因
1		
2		
<p>安全承诺:</p> <p>由于上述原因, 我司申请拆除地沟配电箱漏电保护装置, 以确保展会的顺利举办, 我司已阅读相关规定、要求及注意事项, 现郑重承诺拆除地沟配电箱漏电保护装置后会做好安全用电管理工作。同时, 如因拆除地沟配电箱漏电保护装置所导致的开关越级跳闸, 影响展会正常供电, 或引发任何消防与用电安全相关的问题, 由我司承担全部责任。</p>		
签名/盖章:	日 期: 2018 年      月      日	

名称:	上海现代国际展览有限公司
英文名称:	Shanghai Modern International Exhibition Co., Ltd.
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手机:	86 13901994369
邮箱:	SMIE@ciie.org
联系人 2:	汤杰 Peter
电话:	86 21 63288899#139
手机:	86 15000800300
邮箱:	SMIE@ciie.org
联系人 3:	张译仁 Catherine
电话:	86 21 63288899#163
手机:	86 13683066291
邮箱:	SMIE@ciie.org

## Form 10

<b>Removal of Distribution Box Leakage Protector Application (Only for Power Circuits with Such Needs)</b>		
<b>Please return this form by Oct. 10, 2018</b>		
<b>Applicant Info.:            <input type="checkbox"/> Exhibitor    <input type="checkbox"/> Contractors</b>		
Company Name:	Booth Manager:	
Booth No.:	Tel:	
Mobile:	Fax:	
Email:		
<b>Application Content</b>		
No.	Circuit Box Specifications	Reasons for Removal
<b>1</b>		
<b>2</b>		
<p><b>Safety Commitment:</b></p> <p>For reasons given above, our company would like to apply for the removal of RCDs from distribution boxes in the trenches to ensure Expo success. Upon reading relevant regulations, requirements, and precautions, our company hereby pledges that we will be responsible for power safety management after the RCDs are removed from the distribution boxes. In addition, we will take full responsibility for any override trip caused by the removal that may affect the normal power supply at the Expo or any resulting issue related to fire safety and power safety.</p>		
Signature/Seal:		Date: _____, 2018

Chinese Name:	上海现代国际展览有限公司
English Name:	Shanghai Modern International Exhibition Co., Ltd.
Address:	Floor 18, No. 8, Shengze Road, Huangpu District, Shanghai
Contact 1:	Ma Weidong
Tel:	86 21 63288899#163
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Email:	SMIE@ciie.org
Contact 2:	Tang Jie (Peter)
Tel:	86 21 63288899#139
Mobile:	86 15000800300
Email:	SMIE@ciie.org
Contact 3:	Zhang Yiren (Catherine)
Tel:	86 21 63288899#163
Mobile:	86 13683066291
Email:	SMIE@ciie.org

附表 11:

展具租赁申请表					
表单回传截止日期: 2018.10.10					
参展商信息					
公司名称:			展台负责人:		
展台号:			电 话:		
移动电话:			传 真:		
邮 箱:					
编 号	项 目	规 格 (mm)	单 价 (元) (人民币/展期)	数 量	金 额
所有物品均为租赁，不得交换、转移、退换； 参展商有义务保证租赁物品的完好无损，如有遗失或损坏，需照价赔偿； 逾期申请将可能无法满足需求。					
签名/盖章:			日 期: 2018 年      月      日		

名称:	上海现代国际展览有限公司
英文名称:	Shanghai Modern International Exhibition Co., Ltd.
地址:	上海市黄浦区盛泽路 8 号 18 楼
联系人 1:	马伟栋
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手机:	86 13901994369
邮箱:	SMIE@ciie.org
联系人 2:	汤杰 Peter
电话:	86 21 63288899#139
手机:	86 15000800300
邮箱:	SMIE@ciie.org
联系人 3:	张译仁 Catherine
电话:	86 21 63288899#163
手机:	86 13683066291
邮箱:	SMIE@ciie.org

**Form 11**

<b>Lease of Exhibition Equipment Application</b>					
<b>Please return this form by Oct. 10, 2018</b>					
<b>Exhibitor Info.</b>					
Company Name:			Booth Manager:		
Booth No.:			Tel:		
Mobile:			Fax:		
Email:					
No.	Items	Specifications	Rate (RMB/Session)	Quantity	Amount
1. All items are exclusively for rent and should not be swapped, transferred or exchanged. 2. Exhibitors should guarantee that the leased items are returned intact and should compensate for any loss or damage if any. 3. For late applications, the demands may not be satisfied.					
Signature/Seal:			Date:                      , 2018		

Chinese Name:	上海现代国际展览有限公司
English Name:	Shanghai Modern International Exhibition Co., Ltd.
Address:	Floor 18, No. 8, Shengze Road, Huangpu District, Shanghai
Contact 1:	Ma Weidong
Tel:	86 21 63288899#163
Mobile:	86 13901994369
Email:	SMIE@ciie.org
Contact 2:	Tang Jie (Peter)
Tel:	86 21 63288899#139
Mobile:	86 15000800300
Email:	SMIE@ciie.org
Contact 3:	Zhang Yiren (Catherine)
Tel:	86 21 63288899#163
Mobile:	86 13683066291
Email:	SMIE@ciie.org



## 展具租赁及配套服务清单

### Exhibition Equipment Leasing and Relevant Services List

编号 No.	物品 Item	尺寸 (mm) Size (mm)	标准价格 Standard Price	现场增租 On-site Addition
ZJ1	皮椅 Leather chair	560L*550W*820H	70	
ZJ2	折椅 Folding chair	440L*590W*780H	40	
ZJ3	单人沙发 Single person sofa	730L*660W*660H	300	
ZJ4	双人沙发 Two-seater sofa	1580L*660W*660H	500	
ZJ5	会议桌 Conference table	1400L*700W*750H	200	
ZJ6	茶几(方) Tea table (square)	550L*550W*450H	200	
ZJ7	茶几(长) Tea table (rectangular)	1100L*550W*450H	250	
ZJ8	圆桌 Roundtable	Φ800*750H	150	
ZJ9	吧台 Bar counter	Φ600*1100H	150	
ZJ10	吧椅(方) Barstool (square)	360L*400W*760-860H	100	
ZJ11	吧椅(圆) Barstool (round)	400*650-870H	100	
ZJ12	咨询桌 Information desk	1000L*500W*750H	150	
ZJ13	锁柜 Lockers	1000L*500W*750H	200	
ZJ14	平层板 Flat layer	1000L*300W	50	
ZJ15	资料架 Brochure shelf	270L*250W*1200H	100	
ZJ16	铁网格片 Iron grid deck	1500L*1000H	100	
ZJ17	S形挂钩 S-hook	2.5kg-5kg	5	
ZJ18	槽板 Through plate	1000W*2500H	300	

ZJ19	槽板挂钩 Pothook for the through plate	≤1KG	5	
ZJ20	围栏 Railing	1500L*800H	60	
ZJ21	不锈钢衣架 Stainless steel clothes hanger	1200W*1200H	180	
ZJ22	饮水机（含 1 桶矿泉水） Water dispenser (with a jug of mineral water)	300L*300W*960H	200	
ZJ23	矿泉水 Mineral water	19L	40	
ZJ24	标准展板 Standard display board	1000W*2500H	150	
ZJ25	锁门 Lockable door	1000L*2000H	400	
ZJ26	名片盒 Cardcase	220L*120W*130H	50	
ZJ27	双门冰箱 Double-door refrigerator	220L	750	
ZJ28	单门冰箱 Single-door refrigerator	90L	500	
ZJ29	液晶屏电视（含落地架或底座） LCD TV (with a floor pedestal)	42 inch	900	
ZJ30	LED 长臂灯 LED long arm spotlight	9W	90	
ZJ31	金卤灯 Metal halide lamp	100W	200	
ZJ32	转换插座 Adaptor	50L*50W*65H	70	
ZJ33	安全帽 Helmet		50	
ZJ34	1 米导轨灯（2 盏 LED 白光灯） 1m track lamp (2 LED white lamp)		300	
ZJ35	灯管（白光） Lamp tube (white lamp)		150	
ZJ36	珠宝展示低柜（白色） Low jewelry cabinet (white)	1000L*500W*1000H	650	
ZJ37	珠宝展示高柜（白色） High jewelry cabinet (white)	1000L*500W*2000H	1250	
ZJ38	80cm 保险箱 80cm safe	410L*470W*800H	1250	
ZJ39	100cm 保险箱 100cm safe	450L*510W*1000H	1650	

ZJ40	120cm 保险箱 120cm safe	475L*580W*1200H	2450	
ZJ41	150cm 保险箱 150 safe	560L*600W*1500H	3850	
ZJ42	美工套餐（含人工辅料） Art design service (including manpower and auxiliary material)	1000W*2500H*3	200	

\*备注:

Note:

1. 所有额外设施申请必须连同所需款项交回，所需款项可以开支票或银行转账支付。  
Application for all additional facilities should be returned by the required amount, which can be paid by check or bank transfer.
2. 所有额外设施申请必须连同所需款项交回，否则数不受理。若申请被接受，所有已缴的费用将不予退回。  
Application for all additional facilities should be returned by the required amount. Otherwise the application will not proceed. If the application is approved, payments made will not be refunded.
3. 租用物品截止日期：  
Item leasing deadline:  
标准价格：2018年9月25日或之前。  
Standard Price: Before September 25, 2018  
现场增租：2018年9月25日或之后，如遇截止日期后提交申请，专馆方视情况决定是否保留接受申请权利。  
On-site Addition: On or before September 25. If the application is made after the deadline, the official contractors reserve the right of approval.
4. 展位保险柜租赁及就位费（需提前预订，不提供现场临时租赁）。  
Booth safe leasing and position fee. (Please reserve in advance as we do not provide on-site leasing for this item).
5. 所有订单需全额付款至大会指定账户

All payments should be made to the following designated accounts:

**人民币账户 RMB Account**

账 户：上海现代国际展览有限公司

Account Name: Shanghai Modern International Exhibition Co., Ltd.

开户银行：中国银行上海市分行营业部

Opening Bank: Bank of China, Shanghai Branch

银行账号：444259214551
















Account No.: 444259214551

**外汇账户 Foreign Currency Account**

Account name: Shanghai Modern International Exhibition Co., Ltd.

Account no.: Bank of China, Shanghai Branch 444259214551

Swift Code :BKCHCNBJ300

<p>ZJ01</p>  <p>皮椅 leather chair</p> <p>560L*550W*820H</p>	<p>ZJ02</p>  <p>折椅 folding chair</p> <p>440L*590W*780H</p>	<p>ZJ03</p>  <p>单人沙发 single person sofa</p> <p>730L*660W*660H</p>
<p>ZJ04</p>  <p>双人沙发 two-seater sofa</p> <p>1580L*660W*660H</p>	<p>ZJ05</p>  <p>会议桌 conference table</p> <p>1400L*700W*750H</p>	<p>ZJ06</p>  <p>茶几 tea table</p> <p>550L*550W*450H</p>
<p>ZJ07</p>  <p>茶几 tea table</p> <p>1100L*550W*450H</p>	<p>ZJ08</p>  <p>圆桌 round table</p> <p>φ 800*750H</p>	<p>ZJ09</p>  <p>吧台 bar counter</p> <p>φ 600*1100H</p>
<p>ZJ10</p>  <p>吧椅 barstool</p> <p>360L*400W*760-860H</p>	<p>ZJ11</p>  <p>吧椅 barstool</p> <p>440*650-870H</p>	<p>ZJ12</p>  <p>咨询台 information desk</p> <p>1000L*500W*750H</p>
<p>ZJ13</p>  <p>锁柜 lockers</p> <p>1000L*500W*750H</p>	<p>ZJ14</p>  <p>平层板 flat layer</p> <p>1000L*300W 承重(load-bearing)≤20KG</p>	<p>ZJ15</p>  <p>资料架 brochure shelf</p> <p>270L*250W*1200H</p>





附表 12:

花草租赁申请表					
<p style="color: red;">表单回传截止日期：2018.10.10</p>					
参展商信息					
公司名称：			展台负责人：		
展台号：			电 话：		
移动电话：			传 真：		
邮 箱：					
编 号	品 名	规 格	单价（元） （人民币/展期）	数 量	金 额
所有物品均为租赁，不得交换、转移、退换； 参展商有义务保证租赁物品的完好无损，如有遗失或损坏，需照价赔偿。					
签名/盖章：			日 期：2018 年      月      日		

名称:	上海现代国际展览有限公司
英文名称:	Shanghai Modern International Exhibition Co., Ltd.
地址:	上海市黄浦区盛泽路 8 号 18 楼
联系人 1:	马伟栋
电话:	86 21 63288899#163
手机:	86 13901994369
邮箱:	SMIE@ciie.org
联系人 2:	汤杰 Peter
电话:	86 21 63288899#139
手机:	86 15000800300
邮箱:	SMIE@ciie.org
联系人 3:	张译仁 Catherine
电话:	86 21 63288899#163
手机:	86 13683066291
邮箱:	SMIE@ciie.org



Form 12

<b>Lease of Flowers and Green Plants Application</b>					
<b>Please return this form by Oct. 10, 2018</b>					
<b>Exhibitor Info.</b>					
Company Name:			Booth Manager:		
Booth No.:			Tel:		
Mobile:			Fax:		
Email:					
No.	Name	Specifications (mm)	Rate (RMB/Session)	Quantity	Amount
1. All items are exclusively for rent and should not be swapped, transferred or exchanged. 2. Exhibitors should guarantee that the leased items are returned intact and should compensate for any loss or damage if any.					
Signature/Seal:			Date: _____, 2018		

Chinese Name:	上海现代国际展览有限公司
English Name:	Shanghai Modern International Exhibition Co., Ltd.
Address:	Floor 18, No. 8, Shengze Road, Huangpu District, Shanghai
Contact 1:	Ma Weidong
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Email:	SMIE@ciie.org
Contact 2:	Tang Jie (Peter)
Tel:	86 21 63288899#139
Mobile:	86 15000800300
Email:	SMIE@ciie.org
Contact 3:	Zhang Yiren (Catherine)
Tel:	86 21 63288899#163
Mobile:	86 13683066291
Email:	SMIE@ciie.org

# 鲜花类

## Flowers



# 绿植类

## Green Plants



附表 13:

展位视频监控申请表	
表单回传截止日期: 2018.10.10	
参展单位:	展台负责人:
展台号:	电 话:
移动电话:	传 真:
邮 箱:	
申请内容	
<p>因参展产品需要视频监控设备, 现向展会专馆搭建单位申请:</p> <p><input type="checkbox"/> 高清广角视频监控一套: <u>31200</u> (人民币/展期)</p> <p>1、鱼眼广角高清数字摄像机 1 台; 2、数字高清摄像机 1 台; 3、数字高清专业 NVR (含存储) 1 台; 4、19 英寸显示器 1 台。</p> <p><input type="checkbox"/> 高清广角视频监控一套: <u>21700</u> (人民币/展期)</p> <p>1、数字高清摄像机 2 台; 2、数字高清 NVR (含存储) 1 台; 3、19 英寸显示器 1 台。</p> <p><input type="checkbox"/> 标清视频监控一套: <u>13200</u> (人民币/展期)</p> <p>1、数字标清枪机 2 台; 2、数字标清 NVR (含存储) 1 台; 3、19 英寸显示器 1 台。</p> <p>为了做好现场演示相关安全保障工作, 现我司承诺做好以下安全措施: 委派专职安全负责人_____ (联系电话: _____) 负责现场管理, 由专业人员进行现场操作。</p>	
签名/盖章:	日 期: 2018 年      月      日

名称:	上海现代国际展览有限公司
英文名称:	Shanghai Modern International Exhibition Co., Ltd.
地址:	上海市黄浦区盛泽路 8 号 18 楼
联系人 1:	马伟栋
电话:	86 21 63288899#163
手机:	86 13901994369
邮箱:	SMIE@ciie.org
联系人 2:	汤杰 Peter
电话:	86 21 63288899#139
手机:	86 15000800300
邮箱:	SMIE@ciie.org
联系人 3:	张译仁 Catherine
电话:	86 21 63288899#163
手机:	86 13683066291
邮箱:	SMIE@ciie.org

Form 13

<b>Booth Video Surveillance Application</b>	
<b>Please return this form by Oct. 10, 2018</b>	
Company Name:	Booth Manager:
Booth No.:	Tel:
Mobile:	Fax:
Email:	
Items Applying for	
<p>We would like to apply for the use of video surveillance devices from the official contractors:</p> <p>High-definition wide angle video surveillance system - 1 set: <u>31200</u> RMB/Session</p> <ol style="list-style-type: none"><li>1. Fisheye wide angle high definition digital camera - 1 set</li><li>2. High-definition digital camera - 1 set</li><li>3. High-definition professional NVR (including memory) - 1 set</li><li>4. 19-inch monitor - 1 set</li></ol> <p>High-definition wide angle video surveillance system - 1 set: <u>21700</u> RMB/Session</p> <ol style="list-style-type: none"><li>1. High-definition digital camera - 2 sets</li><li>2. High-definition professional NVR (including memory) - 1 set</li><li>3. 19-inch monitor - 1 set</li></ol> <p>Standard definition video surveillance system - 1 set: <u>13200</u> RMB/Session</p> <ol style="list-style-type: none"><li>1. Digital standard definition camera - 2 sets</li><li>2. High-definition professional NVR (including memory) - 1 set</li><li>3. 19-inch monitor - 1 set</li></ol> <p>In order to carry out the on-site demonstration and relevant safety works, we promise that we have designated personnel(s) _____ (Tel: _____) for on-site management and ensure the systems is operated by professionals.</p>	
Signature/Seal:	Date: _____, 2018

Chinese Name:	上海现代国际展览有限公司
English Name:	Shanghai Modern International Exhibition Co., Ltd.
Address:	Floor 18, No. 8, Shengze Road, Huangpu District, Shanghai
Contact 1:	Ma Weidong
Tel:	86 21 63288899#163
Mobile:	86 13901994369
Email:	SMIE@ciie.org
Contact 2:	Tang Jie (Peter)
Tel:	86 21 63288899#139
Mobile:	86 15000800300
Email:	SMIE@ciie.org
Contact 3:	Zhang Yiren (Catherine)
Tel:	86 21 63288899#163
Mobile:	86 13683066291
Email:	SMIE@ciie.org



附表 14:

标准展台楣板信息表	
表单回传截止日期: 2018.10.10	
参展单位:	展台负责人:
展台号:	电 话:
移动电话:	传 真:
邮 箱:	
楣板内容(至少提供一种)	
中文名称: 请在下列空格中填写公司中文名称	
英文名称: 请在下列空格中填写公司英文名称	
若参展商未能交回此表格, 承办单位将根据展商合同信息制作; 现场对楣板信息如有改动的, 由参展商自行承担费用。	
签名/盖章:	日 期: 2018 年      月      日

名称:	上海现代国际展览有限公司
英文名称:	Shanghai Modern International Exhibition Co., Ltd.
地址:	上海市黄浦区盛泽路 8 号 18 楼
联系人 1:	马伟栋
电话:	86 21 63288899#163
手机:	86 13901994369
邮箱:	SMIE@ciie.org
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邮箱:	SMIE@ciie.org
联系人 3:	张译仁 Catherine
电话:	86 21 63288899#163
手机:	86 13683066291
邮箱:	SMIE@ciie.org

## Form 14

<b>Standard Booth Fascia Board Information Form</b>	
<b>Please return this form by Oct. 10, 2018</b>	
Exhibitor:	Booth Manager:
Booth No.:	Tel:
Mobile:	Fax:
Email:	
<b>Content on the Fascia Board (at least one provided)</b>	
Chinese Name: Please fill in the company's Chinese name in the space below	
English Name: Please fill in the company's English name in the space below	
<p>1. The Organizers will make the fascia board according to the information in <i>Exhibition Contract</i> if the exhibitor fails to return the form;</p> <p>2. Any change to the fascia board information on-site is at the exhibitor's expense.</p>	
Signature/Seal:	Date: _____, 2018

Chinese Name:	上海现代国际展览有限公司
English Name:	Shanghai Modern International Exhibition Co., Ltd.
Address:	Floor 18, No. 8, Shengze Road, Huangpu District, Shanghai
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Tel:	86 21 63288899#139
Mobile:	86 15000800300
Email:	SMIE@ciie.org
Contact 3:	Zhang Yiren (Catherine)
Tel:	86 21 63288899#163
Mobile:	86 13683066291
Email:	SMIE@ciie.org

附表 15:

## 中国国际进口博览会绿色展台奖申报表

填表日期:

展台号		届数	(首届)	类别	(展区)
国家/企业名称		联系人		电话	
				邮箱	
施工服务商		联系人		电话	
				邮箱	
规划设计 (小于 200 字)	注: 说明展台设计的创新理念和思路, 展台设计如何体现参展国/商和展品的关系。				
选材施工 (小于 200 字)	注: 说明搭建材料与 6R 概念相符性; 搭建与拆除的工艺, 注重安全、有序、高效。				
展台效果 (小于 200 字)	注: 说明展台如何突出国家/企业形象、品牌, 说明展品的主题和重点展品, 合理规划设置展台内路线以及各类空间的分配。				

名称:	上海现代国际展览有限公司
英文名称:	Shanghai Modern International Exhibition Co., Ltd.
地址:	上海市黄浦区盛泽路 8 号 18 楼
联系人 1:	马伟栋
电话:	86 21 63288899#163
手机:	86 13901994369
邮箱:	SMIE@ciie.org
联系人 2:	汤杰 Peter
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手机:	86 15000800300
邮箱:	SMIE@ciie.org
联系人 3:	张译仁 Catherine
电话:	86 21 63288899#163
手机:	86 13683066291
邮箱:	SMIE@ciie.org

注: 1.上传申报表的同时, 上传展台设计效果图;  
2.表格须提交中文、英文两个版本。

Form 15

## Application for Green Booth Award

Date of Filling-in:

Booth No.		Session:	(1 <sup>st</sup> Session)	Type:	(Section)
Nation/Company		Contact		Tel	
				Email	
Contractors		Contract		Tel	
				Email	
Planning and designing (less than 200 words)	Note: Please explain the innovative concepts in booth design and how it represents the relation between the exhibit and nation/company.				
Material and construction (less than 200 words)	Note: Please explain the conformity between construction material and 6R Concept, the methods applied in construction and dismantling, and the awareness of safety, order, and efficiency.				
Booth effect (less than 200 words)	Note: Please explain how the booth is a showcase of the nation/company/brand, the topic of the exhibit, the booth layout design and the distribution of space.				

Chinese Name:	上海现代国际展览有限公司
English Name:	Shanghai Modern International Exhibition Co., Ltd.
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Contact 1:	Ma Weidong
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Contact 2:	Tang Jie (Peter)
Tel:	86 21 63288899#139
Mobile:	86 15000800300
Email:	SMIE@ciie.org
Contact 3:	Zhang Yiren (Catherine)
Tel:	86 21 63288899#163
Mobile:	86 13683066291
Email:	SMIE@ciie.org

Note: 1. Please upload the design effect together with the application form.

2. Please submit both Chinese and English forms.



附表 16:

特装展台安全责任承诺书	
<b>表单回传截止日期: 2018.10.10</b>	
参展商信息	
公司名称:	展台负责人:
展台号:	电 话:
移动电话:	传 真:
邮 箱:	
搭建商信息	
公司名称:	搭建负责人:
电 话:	移动电话:
传 真:	邮 箱:
承诺书	
<p>为确保安全，本单位郑重承诺在布展、展期及撤展期间，凡涉及室内外展台搭建、装修、拆除及展期维护施工的，均遵守以下规定并承担安全责任：</p> <p>1. 本单位承诺将认真贯彻中华人民共和国及上海市相关主管部门颁发的有关安全生产、消防工作的的方针及政策，严格执行各项法规、条例和规定，包括《中华人民共和国消防法》、《建筑内部装修设计防火规范》、《重点单位消防安全管理要求》、《展览建筑及布展设计防火规程》、《中华人民共和国安全生产法》、《生产安全事故报告和调查处理条例》、《上海市安全生产条例》等。</p> <p>2. 本单位承诺将严格遵守承办单位及展馆的有关规定与要求，包括《参展商指南》、《展前通知》、《进馆须知》、《安全须知》、《现场通告》、《国家会展中心（上海）展馆使用手册》等；同时，积极配合政府有关部门、承办单位及展馆的监督、检查与管理工作。</p> <p>3. 本单位承诺对所有现场工作人员做好安全教育和培训，指派专人负责本展</p>	

台消防及安全生产工作，加强现场安全巡查与管理，认真落实安全责任制。

4. 本单位承诺遵守国家建筑施工行业相关规定和规范，保证现场施工人员及特种作业人员都已取得相应的操作资质证书或上岗证；同时做好各类安全防护措施，如施工人员佩戴安全帽，高空作业系好安全带等。

5. 本单位承诺将严格执行防火、防爆制度，展位搭建所用装修和装饰材料均采用不燃或难燃材料（燃烧性能等级不得低于 B1 级），保证现场所有搭建材料不使用易燃易爆物品如弹力布、稻草、毛竹等，可燃材料如木结构等须严格经过防火处理并不得大面积使用木结构；保证相关人员不在展厅内吸烟；保证不将易燃、易爆物品（如油漆、香蕉水、二钾苯等）带进展馆；保证不在展厅内动用明火、使用电炉和焊接；保证不使用国家明令淘汰的装修材料和设施。

6. 本单位承诺在施工过程中规范操作，安全作业，配备足够的灭火器材，并确保展台内的搭建物或展品不妨碍消防系统、空调出风口、通风口、监控系统的正常运作，不占用消防、公共通道，保证展厅各出入口畅通无阻。

本单位自愿签署特装展台安全责任承诺书，对所搭建的展台的材料、施工、结构等安全负责；对因施工、安全生产、消防安全等问题引起的一切后果负责并承担由此引起的法律和经济责任；如有违反，本单位承诺将根据承办单位、展馆及政府有关部门的要求进行停工、整改等措施，并在接受处理的同时，承担全部责任并赔偿所有相关损失。

搭建商签名/盖章：

日期：2018 年 月 日

日期：2018 年 月 日

名称:	上海现代国际展览有限公司
英文名称:	Shanghai Modern International Exhibition Co., Ltd.
地址:	上海市黄浦区盛泽路 8 号 18 楼
联系人 1:	马伟栋
电话:	86 21 63288899#163
手机:	86 13901994369
邮箱:	SMIE@ciie.org
联系人 2:	汤杰 Peter
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联系人 3:	张译仁 Catherine
电话:	86 21 63288899#163
手机:	86 13683066291
邮箱:	SMIE@ciie.org

Form 16

<b>Special Booth Safety Responsibility Letter</b>	
<b>Please return this form by Oct. 10, 2018</b>	
<b>Exhibitor Info.</b>	
Company Name:	Booth Manager:
Booth No.:	Tel:
Mobile:	Fax:
Email:	
<b>Contractors Info.</b>	
Company Name:	Set-up Manager:
Tel:	Mobile:
Fax:	Email:
<b>Letter of Commitment</b>	
<p>To ensure safety, our company hereby pledges to observe the following regulations and take responsibility for the security of any matters related to indoor and outdoor booth set-up, decoration, demolition and maintenance during the move-in, the Expo and the move-out:</p> <p>1. Our company pledges to conscientiously observe the guidelines and policies related to safety production and fire safety issued by relevant departments of the People's Republic of China and Shanghai Municipality and strictly execute all the related regulations, rules and provisions, including <i>Fire Control Law of the People's Republic of China</i>, <i>Code for Fire Prevention in Interior Decoration and Design</i>, <i>Requirements on Fire Safety in Key Organizations</i>, <i>Code for Fire Prevention in Exhibition Buildings and Exhibition Design</i>, <i>Production Safety Law of the People's Republic of China</i>, <i>Regulations on the Reporting, Investigation and Disposition of Work Safety Accidents</i>, and <i>Regulations of Shanghai Municipality on Safe Production</i>.</p>	

2. Our company pledges to strictly observe relevant rules and requirements of the Organizers and the venue, including *Exhibitor's Guide*, *Pre-Expo Notices*, *Move-in Notices*, *Safety Precautions*, *On-site Notices*, and *National Exhibition and Convention Center (Shanghai) User's Manual*. In addition, we will cooperate with government departments concerned, Organizers and the venue regarding their supervision, inspection, and management.

3. Our company pledges to offer our entire field staff safety education and training sessions, assign a special staff for the fire safety and safe production matters at our booth, strengthen our on-site security inspections and management and implement the safety accountability system.

4. Our company pledges to observe relevant national construction rules and regulations and guarantee that all our site operation workers and special operation workers hold corresponding operation qualifications or work licenses. In addition, we will take all the necessary safety precautions, including safety helmets for workers and safety belts for working at heights.

5. Our company pledges to strictly observe fire and explosion prevention regulations. All our decoration and finishing materials for booth set-up will be non-flammable, or flame retardant (with a burning behavior class of at least B1) and none of our building materials at the site will be flammable or explosive materials, including elastic fabric, straws, and bamboo, etc. Flammable materials, such as the timber structure, will be treated with fire retardant and excessive wood will be avoided. We guarantee that our personnel will not smoke in the venue or bring flammable or explosive objects (such as paint, thinner, and paraxylene, etc.) into the venue. We pledge not to use naked flame, electric stove or welding in the venue or use finishing materials and facilities clearly defined as obsolete by national regulations.

6. Our company pledges to be compliant with operation requirements, observe safety regulations, equip ourselves with adequate fire-fighting equipment, and guarantee that no temporary structure or exhibit will impede the fire-fighting system, air vents, outlets or monitoring system or occupy fire exits or public passages so as not

to obstruct any doorway of the venue.

Upon voluntarily signing the Letter of Commitment to the Safety of Special Booths, our company pledges to take full responsibility for the safety of booth set-up materials, construction, structures, etc., and take full responsibility for any consequence caused by construction, safe production or fire safety issues and the resulting legal and economic obligations. In case of any breach, our company pledges to take appropriate measures, including shutdown and rectification, as per the requirements of Organizers, the venue and government departments concerned. In addition, we will take full responsibility and will compensate for any damage.

Contractors Signature/Seal:

Date: , 2018

Date: , 2018

Chinese Name:	上海现代国际展览有限公司
English Name:	Shanghai Modern International Exhibition Co., Ltd.
Address:	Floor 18, No. 8, Shengze Road, Huangpu District, Shanghai
Contact 1:	Ma Weidong
Tel:	86 21 63288899#163
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Contact 3:	Zhang Yiren (Catherine)
Tel:	86 21 63288899#163
Mobile:	86 13683066291
Email:	SMIE@ciie.org

附表 17:

特装展台搭建申请表	
<b>表单回传截止日期: 2018.10.10</b>	
参展商信息	
公司名称:	展台负责人:
展台号:	电 话:
移动电话:	传 真:
邮 箱:	
搭建商信息	
公司名称:	搭建负责人:
电 话:	移动电话:
传 真:	邮 箱:
现场安全负责人:	移动电话:
基本情况	
展台总面积: _____平方米	展台总高度: <input type="checkbox"/> <4.5 米
	<input type="checkbox"/> ≥4.5 米
是否双层展位: <input type="checkbox"/> 是 <input type="checkbox"/> 否	
双层展台填写	
上层面积: _____平方米	底层面积: _____平方米
上层高度: _____米	底层高度: _____米
允许参观者入内的上层展台面积: _____平方米	
预计二层展台人数限额: _____ 名	
递交材料	
(作为本表附件, 加盖公章及骑缝章)	
1. 展台整体效果图 (正、立面)	2. 展台平面图 (双层展台需提供底层及上层平面图)
3. 施工结构图	4. 材质说明图
5. 剖面图	6. 电路图及灯位图 (需注明灯具种类及规格)
7. 消防设施布局图及配备清单	8. 设施位置图 (需标注电箱、水源、气源、网络等设施的具体位置, 并且注明通道和相邻展台号)

9. 电工证复印件	10. 绿色特装展台评定表（请详见《绿色中国国际进口博览会标准》）
<b>备注：</b> 1. 特装展台递交材料需一式两份提交至专馆搭建商审核。 2. 所有双层特装展台，以及层高超过 4.5 米（含 4.5 米）的单层特装展台，除向专馆搭建商递交资料外，还需一式两份提交至展会指定审图服务商审核。 3. 图纸尺寸必须用阿拉伯数字具体标识，切忌只用网格线标明；如有违反，图纸将会被退还；若因此而造成的延误，后果由参展商及搭建商承担。 4. 电子版图纸和纸质版图纸一并提交。	
参展商签名/盖章：	搭建商签名/盖章：
日期：2018 年 月 日	日期：2018 年 月 日



名称:	上海现代国际展览有限公司
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电话:	86 21 63288899#163
手机:	86 13683066291
邮箱:	SMIE@ciie.org

Form 17

<b>Special Booth Setup Application</b>	
<b>Please return this form by Oct. 10, 2018</b>	
<b>Exhibitor Info.</b>	
Company Name:	Booth Manager:
Booth No.:	Tel:
Mobile:	Fax:
Email:	
<b>Contractors Info.</b>	
Company Name:	Construction Manager:
Tel:	Mobile:
Fax:	Email:
Site Safety Officer:	Mobile:
<b>Basic Info.</b>	
Total area of the booth: _____ square meter(s)	Overall height: <input type="checkbox"/> <4.5 meters <input type="checkbox"/> ≥4.5 meters
Whether it is a double-story booth: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>For a Double-story Booth</b>	
Area of the upper-story: _____ square meter(s)	Area of the base story: _____ square meter(s)
Height of the upper-story: _____ meter(s)	Height of the base story: _____ meter(s)
Permissible area of the upper-story for visitors: _____ square meter(s)	
Estimated number of people in the base story: _____	
<b>Submission Materials</b>	
(Attached to this form and affixed with official seals and seals on the perforation)	
1. Booth perspective drawing (front, elevation)	2. Booth plan (For two-story booths, plans of both the upper-story and the base story are necessary.)

3. Structural drawing for construction	4. Material description
5. Cutaway view	6. Circuit diagram and light plot (with the types and specifications of lamps)
7. Fire facilities layout and equipment list	8. Facility location map (specific facility location including electric box, water source, gas source, network, etc. together with the passage and the neighboring booth number)
9. A copy of electrician certificate	10. Green Special Booth Assessment Form (For further information, please refer to <i>Criteria for Green China International Import Expo</i> )
<p><b>Remarks:</b></p> <p>1. Submission materials for special booths must be submitted in duplicate to the contractors for review.</p> <p>2. For all two-story special booths and single-story special booths with a height of 4.5 meters (including 4.5 meters), it is necessary to submit the relevant materials in duplicate to the official drawing inspectors for review, in addition to submissions to the contractors.</p> <p>3. The size of all drawings must be identified with Arabic numerals. Do not mark them with grid lines only. The drawings will be returned if there is any violation. The consequences will be borne by the exhibitor and the contractors if there are any delays.</p> <p>4. Both the electronic drawings and their printed versions are submitted together.</p>	
Exhibitor Signature/Seal:	Contractors Signature/Seal:
Date: _____, 2018	Date: _____, 2018

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