

***Exhibitor's Manual for China International Import Expo***

**Enterprise & Business Exhibition**

**Part VI Appendix 2**

***Notice on Work Safety Control***

**1. General Requirements**

1.1 Exhibitors, constructors and service providers shall 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*, etc.

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 shall be carried out in compliance with the Organizer's work safety rules and requirements, including *Exhibitor Manual*, *Pre-expo Notification*, *Move-in Instructions*, *Safety Instructions*, *Venue Notices* and *NECC (Shanghai) User Manual*. The exhibitors, constructors and service providers shall 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 the importance attached to safety at the expo, fulfill safety-related obligations and assume safety responsibilities,

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the Organizers have drawn up the *Special Booth Safety Responsibility Letter*, which shall be signed and stamped with the official seal by all exhibitors and their constructors, and submitted to the official constructor of the venue before the deadline along with a copy of the constructors' business licenses. For more information, please refer to Appendix 13: *Special Booth Safety Responsibility Letter*.

1.4 Exhibitors and constructors shall establish a safety inspection system and organize work safety courses and trainings. They shall assign designated personnel for work safety, who shall have a safety officer logo or other appropriate markings on their apparel while at the venue.

### **2. Safety Control**

2.1 Exhibitors and constructors shall earnestly enforce a safety accountability system, reinforce their on-site safety inspection and management, and accept and follow the work safety requirements and regulations by the concerned government departments, Organizers and venue staff at the site.

2.2 Exhibitors and constructors shall comply with relevant national rules and regulations of the construction industry and ensure that on-site constructors and special workers have corresponding operation qualifications or work licenses.

2.3 Exhibitors and constructors shall follow the principles of civilized construction and take proper safety precautions with respect to booth

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set-up, decoration, dismantling and maintenance during the expo, both inside and outside the venue. All workers shall 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, or entrust the same to a subcontractor. To clarify accountability and liability for damages, exhibitors shall instruct their constructors 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 for special booth set-up and avoid any possible risk and hidden danger, 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 shall submit relevant documents to the official constructor of the venue or plan review service provider for approval of their structures.

3.2 Staircases and ladders inside the booths shall comply with relevant technical specifications and safety requirements and shall 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 shall 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

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diameter on top to increase the load-bearing area. The size of the pillar base of the steel structure shall 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 shall 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 shall be connected by crossbeams on top and supported by pillars at the bottom to ensure the rigidity and stability of the booth.

3.5 Load-bearing components shall use steel angles, U-bars, square tubes and other materials that meet national standards. Load-bearing components in special booths shall not use ornamental and flexible metals or brittle materials. Wooden load-bearing columns and supporting beams shall 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 shall 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 hybrid structure (including those lined with steel square tubes inside or equipped with iron frames) shall be no more than 8 meters wide. Molded steel grid structures can be wider depending on their cross-sections but shall be no more than 12 meters wide (except those used for professional stages).

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3.7 The wooden walls of any frameless structure shall be at least 30 cm thick; and those with a frame structure shall be at least 10 cm thick. Wooden load-bearing walls shall be supported by square steel or seamless tubes inside them.

3.8 All booths decorated with glass shall use toughened glass with sufficient strength and thickness (cladding glass shall be at least 1 cm thick), installed stably in an appropriate manner. The glass shall be equipped with metal frames or professional hardware, and there shall be flexible beading between the frames or hardware and the glass to ensure the safe use of glass. Large glass materials shall be clearly marked at a 1.5-meter height to prevent people from smashing into the glass and getting injured. If a glass podium is used, the supporting pillars and walls of the structure shall be fixed to the ground under the podium, and the booth structure shall 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 shall 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 he or she is at least 18 years old and has passed a physical examination; people suffering from high blood

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pressure, cardiac disease, epilepsy, mental illness or other similar diseases are forbidden from working at heights.

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

4.4 Personnel working at heights shall be accompanied by a supervisor to ensure on-site environment safety and the implementation of safety measures. 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 shall 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 shall not be carried directly in the hand or thrown away and shall only be kept in a tool bag; tools, material fragments, spare parts and any other object that can fall from the height shall be removed and cleaned up after the operation to prevent any injury by falling objects.

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

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### **5. Electricity Safety**

For more information, please refer to *Exhibitor Manual's* Appendix 3: *Utilities Safety Control Instructions*.

### **6. Emergency Support**

6.1 Exhibitors and constructors shall establish a safety inspection system and comply with it, and shall cooperate with the Organizers, the venue and concerned government departments in safety patrols, renovation and emergency evacuation protocols in a conscientious and responsible manner. They shall follow the instructions and implement them accordingly. In case of any emergency, they shall take appropriate measures and report to the Organizers.