

Exhibitor's Manual for China International Import Expo

Enterprise & Business Exhibition

Part VI Appendix 5

Notice to Exhibitors for Standard Booth

1. The official constructors of the expo will be in charge of the set-up of standard booths.
2. Exhibitors for standard booth shall 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 constructors by October 5, 2018. Without the organizers' permission, they shall not cover or change their lintels.
3. All applications for water, electricity, gas, network and telephone service shall be submitted to the expo's official constructors; the expo's official constructors shall be 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 shall be tested by professionals.
4. To apply for additional exhibition equipment or plants for rent, please submit the application to the expo's official constructors by October 5, 2018. On-site applications may not be available.
5. Without permission, exhibitors shall not tamper with the structure of their booths, or taint or damage the structure or accessories of their

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booths, including nailing, drilling and pasting wallpapers. For any assistance with hanging or arranging exhibits, please contact the expo's official constructors.

6. No promotional materials shall be hung or pasted on the columns or walls of the venue.
7. Exhibits and exhibition equipment shall not overstep the boundaries of their booths or occupy public area.
8. No objects shall be stacked on wires or circuit boxes; objects, materials and others inside the booths shall 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, lighting devices, etc. In case of any trip, short circuit, wires catching fire, circuit box damage, etc. due to violations committed by an exhibitor, the exhibitor shall 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 shall apply for additional lighting

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power; for exhibition equipment or machinery that requires electricity, exhibitors shall apply for additional engine power; application for lighting power and that for engine power shall be independent of each other; one socket can only be used for one equipment facility or machine. Adapters are forbidden to prevent short circuit caused by overload.

12. Every booth shall have its power switched off at the end of each day's exhibition. Exhibitors shall 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 may need power, water or gas supply around the clock shall submit their applications in advance to the official constructors to prevent any damage to their equipment.
14. For transport procedures and costs and other matters, please refer to the section of *Exhibit Transport* in this manual or consult the expo's official forwarders.