

Exhibitor's Manual for China International Import Expo

Enterprise & Business Exhibition

Part VI Appendix 1

Notice on Fire Safety Control

1. General Requirements

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

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

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

2. Booth Set-up

2.1 Exhibitors and constructors of all special booths shall report to the official constructor of the venue for approval.

2.2 Booths and other structures at the venue shall use non-combustible or fire-resistant materials approved by the Shanghai Fire Brigade for their construction and decoration, and their flammability shall be no lower than Class B1 (not easily flammable); the flammability of the carpets for the booths shall be no lower than Class B1 (not easily flammable); flammable materials used sparingly or partially, including timber

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structure and mesh fabrics used on the top, shall 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 shall not hinder the fire safety system or block fire exits, public passages and entrances at the venue. 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 constructor shall 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 shall be ensured to be normally open or passable; and at least 0.6 meters shall 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 shall be attached to or hung on any sprinkler or lighting device at the venue; no spotlight or heat generating device shall be pointed at or placed close to a fire sprinkler.

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2.7 The ceiling/canopy of a booth, if any, shall use fire-proof materials and shall 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-storey booth shall be determined as required and it shall 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-storey booth, and its total width shall be determined by calculation 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 m² 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 shall be installed; if a fully-enclosed or semi-enclosed booth is larger than 120 m², it shall have at least 2 evacuation exits at least 0.9 meter wide.

2.12 Welding, cutting, drilling and other special construction techniques are forbidden at the venue. Operation with naked fire is also forbidden at the venue.

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2.13 Special workers must possess special operation certificates or special equipment operator permits as per government regulations. They shall strictly follow the code of practice at work, and ensure no operation or activity violates it.

3. Fire Safety and Utilities

For more information, please refer to *Exhibitor Manual's* Appendix 3: *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 exhibiting materials at the venue, or to use any pungent or non-eco paint or coating that violates fire safety requirements, for booth decoration.

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.

4.2 The Organizers or the venue shall hold the exhibitors liable for any damage or harm caused by their painting activities, and they shall have to pay for the restoration of the damaged or contaminated sites.

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4.3 Paints, coatings and other flammable and explosive materials shall 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 device with 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 may be defined as dangerous; it is forbidden to use any toxic or hazardous materials, including flammable liquids and gases, compressed gases or hazardous chemicals; it is forbidden to use naked flame or hydrogen balloons; it is forbidden to use explosives, petroleum or other flammable, explosive, toxic or corrosive materials; it is forbidden to carry weapons, guns, swords, ammunitions, explosives, flammables, radioactive substances and other hazardous substances, or anything forbidden by the concerned government departments, into the venue.

5.2 The inventory of hazardous solids or liquids stored at the booth shall not exceed one day's usage; all remaining stock shall 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 shall be repaired or started, and the amount of fuel in their tanks shall be no higher than 10%.

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5.4 Toxic or hazardous wastes shall be packed and sealed in proper containers, which shall be marked accordingly, and managed or disposed as per the government 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 shall 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 shall comply with relevant safety standards and requirements; devices and tubes using compressed air systems shall be resistant to a pressure level $\geq 15\text{Kg} / \text{cm}^2$ and pipe joints shall 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 to immediately and safely evacuate it or transport it to a designated area, and the exhibitor shall cooperate for the same.

7. Smoking Restriction

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

8. Emergency Support

8.1 Each special booth shall be equipped with independent fire-fighting equipment or other fire safety devices, whose quantity and quality shall

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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 shall be installed in visible areas of the special booths.

8.3 Exhibitors and constructors shall 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 any emergency, the designated personnel shall take appropriate measures and report to the Organizers.