



The 12th China(Guangzhou) International
Musical Instruments Expo 2015

Official Contractor Service Manual



广州顶美展览工程有限公司
Guangdong Dmake Exhibit Design Engineering Co.,Ltd

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1. Work Schedule for Booth Construction

Work Schedule	Remarks
Booth Construction Application for Custom-built Stand / Raw Space Booth Application for Furniture and Electrical Equipment	Deadline 13 Feb. 2015
Payment for Hall Management Fee and Electricity Fee of Custom-built Stand / Raw Space Booth Furniture and Electrical Equipment Rental	Deadline 18 Mar. 2015
Booth Construction Period (Move-in Period)	Raw Space Booth 3 - 4 Apr. 2015 (9:00 - 20:00) Standard Booth 4 Apr. 2015 (9:00 - 20:00)
Exhibition Period	5 - 8 Apr. 2015

Important Note

Please read this manual carefully and be familiar with all the rules and regulations before the exhibition. Exhibitors must strictly adhere to the work schedule given by the Organizers and Official Contractor. Please fill in the forms and return to the Official Contractor by the deadline. Application will be confirmed once payment has been fully settled. Late application will be subjected to 30%-50% surcharge.

The Organizers and Official Contractor reserve the right to interpret, alter and amend the rules and regulations in the manual at any time they consider necessary for the orderly operation of the Exhibition. All interpretations of these rules and regulations by the Organizers and Official Contractor shall be final.

Official Contractor:

Guangzhou Dmake Exhibit Design Engineering Co Ltd

Address: Room 201-206, east wing of Guangdong Science Center, 171 Lianxin Road, Guangzhou, P. R. China
 Website: <http://d-make.com.cn/>

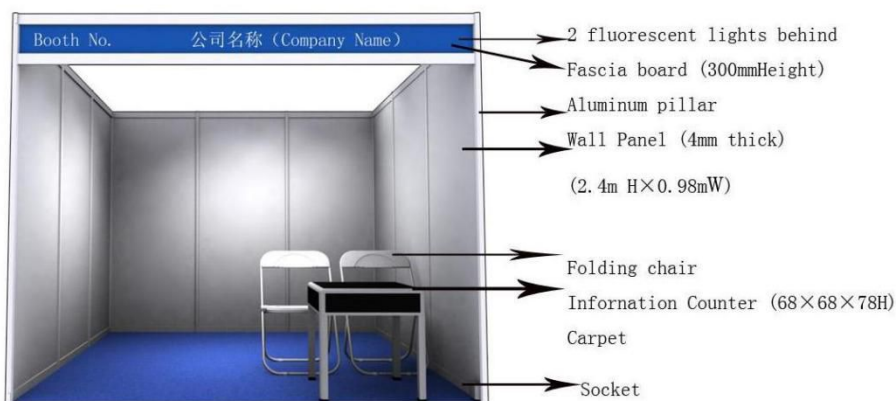
2. Standard Booth

1. Standard Booth Description

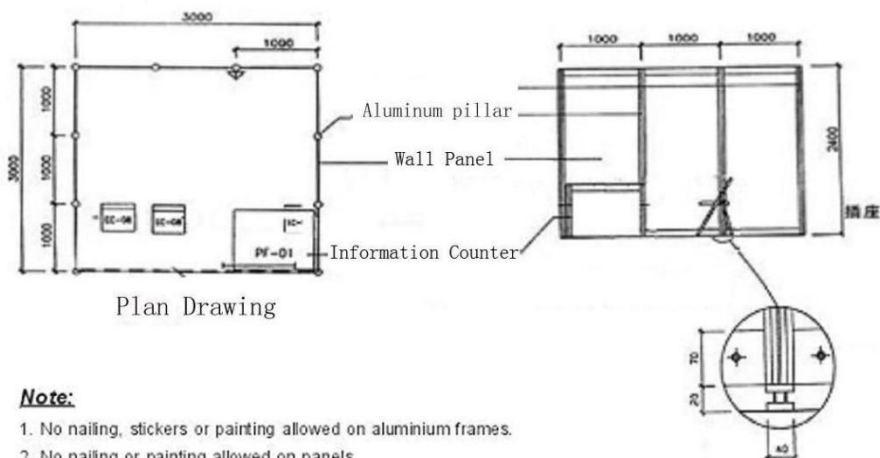
➤ **A Standard Booth (3m×3m) / (6m×2m) / (3m×4m) / (3m×5m) / (5m×2m) includes:**

- **Booth Structure:** Wall panels on 3 sides (white laminated panels) supported by a modular system of aluminum structure, carpet covering entire floor area of booth
- **Fascia Board:** With exhibitors company name and booth number in both English and Chinese.
- **Furniture:** 1 information counter (68cm×68cm×78cm), 2 folding chairs and 1 waste basket.
- **Lighting & Power:** 2 fluorescent lights, 220V/ 500W power socket (500W power socket: for non-lighting items ONLY)

➤ **Booth Design Diagram of Standard Booth:**



Perspective Drawing



Plan Drawing

Note:

1. No nailing, stickers or painting allowed on aluminium frames.
2. No nailing or painting allowed on panels.
3. Double-sided tape, stickers placed by exhibitors on panels must be removed by exhibitors at end of exhibition.

2.Important Notes to Standard Booth Exhibitors

Structural Safety of Standard Booth

- a. Please do not make any alternations to the booth structure, such as: dismantling, nailing, painting or drilling on the booth materials. Any damage caused will be charged according to the price list issued by the Exhibition Venue.
- b. No furniture and equipment are allowed to be removed from the booth or exhibition halls during move out.
- c. No fixture or painting on wall panels. Please do not use any adhesive medium except Velcro or double tape.
- d. Unless requested by exhibitors, the Organizers shall assume that exhibitors occupying two or more adjoining standard booths will choose to remove the wall panels in between. Exhibitors should notify the Organizers in written if they want to retain the wall panels.
- e. An ordinary standard booth has three wall panels while a corner booth has two. For corner booth, wall panels only stand on the adjoining booth, leaving the rest sides empty with fascia board. Exhibitors should inform the Organizers in written **15 days before the show** if you want to change the booth setting. Application after the deadline will be subjected to surcharge according to the price set by the Exhibition Venue.

Electrical Safety of Standard Booth

- a. There will be ONE 3A socket (500W power) for each standard booth and it can be connected to non-lighting items only, such as PC, cell phone chargers. No lighting fixture is allowed to be connected. If exhibitors bring their own lighting devices for booth decoration or need extra electricity supply, please fill in **Form 2** and submit to the Official Contractor by **13 Feb. 2015**. Please be reminded to settle the electricity fee and related deposit by the deadline, any delay or surcharge caused by overdue payment will be borne by the exhibitors.
- b. Late application will lead to extra cost and delay of provision of services.
- c. All electrical installation and wiring must be installed by the Official Contractor. Exhibitors are not allowed to carry out electrical installation work on their own. Organizers reserve the right to stop any private/ improper installation at anytime and exhibitors will be charged at double of the electricity consumption. For more information, please refer to "Custom-built Stand / Raw Space Booth Description".
- d. All electrical installation and stand-building works must be complying with the safety regulations and standards set by the Government. For the improper installation and stand-building work, exhibitors have to modify them until they are up to standard. Organizers reserve the right to disconnect the electricity supply to the booth with improper installation and all the cost incurred will be borne by exhibitors.
- e. Exhibitors are not allowed to make any alterations to the booth structure or remove any parts from the booth. Exhibitors who have removed or changed the location of any standard facilities (e.g. spotlights, lamps, etc.) of the booth will be subjected to penalty. The Organizers and Official Contractor will return the booth structure to their original condition, all the cost incurred by such action and the damage caused to the booth facilities will be borne by exhibitors. Exhibitors will be charged at double of the value of damaged items.
- f. For safety reasons, main switch and distribution board may be required to install at a designated location within the booth at official contractor's discretion.

3. Raw Space Booth

1.Raw Space Booth Description

- a. Exhibitors should have their appointed contractors responsible for booth design and construction. Also they must order the power from the Official Contractor and **settle the electricity fee, hall management fee and related deposit (including construction deposit, power distribution deposit and security deposit) by the deadline before construction.** Any delay or surcharge caused by overdue payment will be borne by the exhibitors.

***Exhibitors of standard booth requiring three-phase circuits or over 500w power consumption should follow the guidance above-mentioned.**

***For those exhibitors with construction insurance, security bond is not required.**

- b. Exhibitors and their appointed contractors have to submit all the forms and document required by the Official Contractors for booth construction application and they must adhere to all the rules and regulations listed in the manual. The booth design and proposal submitted by exhibitors will be reviewed and examined by relevant departments. For more information, please refer to “**Rules & Requirements for Raw Space Booth Construction**” and the attachment “**Regulations and Guidelines**”.

- c. Application will be confirmed when full payment has been settled. Late application may not be considered.

- d. The maximum height of booth structure in exhibition halls is 6 meters. While for the booth under 27sqm, the maximum height of booth structure is 4.5 meter.**

- e. Two-storey booth is only permissible if the booth size is larger than 90m² and it cannot be connected to other booths. Besides, area of the 2nd level must be larger than 30 m² but shall not exceed 50% of the contracted floor space. The 2nd level can only be used for business negotiation.

In compliance with fire and safety regulations, exhibitors have to prepare hanging dry-chemical fire extinguisher at the contracted floor. E.g. One extinguisher for 20 m² booth, two extinguishers for

- 20m² - 30m² booth and so on. Hall management fee of the 2nd level will be 50% of the contracted floor space.

- f. No neighboring booth’s wall or structure may contain any company names or company logos. Any constructions containing company name or company logo directly facing adjacent booths have to have at least 0.5m set back from the adjacent booth(s).

- g. Raw Space exhibitors are responsible for laying their own floor covering. All carpets and floor coverings should be affixed with double-sided tapes. The use of paint or glue on the floor of exhibition hall is strictly forbidden. No damages on the floor of exhibition hall is allowed.

- h. All surfaces of booth construction facing to the aisle shall be decorated to a finish approved by the Organizers. Any frontages up to 10mL or longer must have at least half opening.

- i. The back side of the panel wall must be covered by clean white materials, either by wood or textile material, as a smooth flat surface. No logo or decoration is permitted. If the finishing cannot fulfill the standard as instructed by the Organizers onsite, the Organizers

reserve the right to appoint the Official Contractor to cover the structure, and charge the exhibitor for any additional cost incurred.

- j. Exhibitors must provide approved protection between carpet and any raised platform. All materials used in the construction and decoration of exhibition stands or set-up must be non-flammable and subjected to inspection of the Venue and / or the Organizers. Exhibitors should also conform to the rules and regulations of the Exhibition Venue and those from any public authority or department of the Chinese Government. Company name and booth number must be prominently displayed and faced to the aisle.

2.Requirements of the Licensed Contractors

- a. Two-Storey (Double-deck) Booth
 - 1. Contractor’s company should have at least RMB 3,000,000 of registered capital.
 - 2. Contractor should pay RMB 50,000 to the Official Contractor as deposit by the deadline.
 - 3. The beam structure and mechanical drawings should be issued by the Design Institute (with the chop from Design Institute and registered structural engineer).
 - 4. Exhibition liability insurance with over RMB 200,000 coverage is required.
- b. Single-Storey Booth
 - 1. Contractor’s company should at least RMB 500,000 of registered capital.
 - 2. Contractor should pay the required deposit to the Official Contractor by the deadline.

3.Contacts of Raw Space Booth Construction Application

Area	Hall	Tel.	Email.
Area B	9.3,10.3,11.3	+86 20 83550601	M1@d-make.com.cn

Please send the application materials to:

Address: Rm201, C/O Department of Science & Technology of Guangdong Province,
171 Lianxin Road, Guangzhou, P.R.China

Receiver: Area B: Ms. Luo +86 20 8355 0601

*The courier fee must be settled by exhibitors. “Cash on delivery” parcel will not be accepted by the Official Contractor. Any cost or delay incurred will be borne by exhibitors.

4.Raw Space Booth Construction Application

- a. Deadline for booth construction application is **13 Feb. 2015**. Please send the required materials and document to the Official Contractor by the deadline. Application after the deadline will be subjected to 30% or 50% surcharge.

30% surcharge: Application received within **14 Feb. – 2 Apr. 2015**

50% surcharge: Application received within **Move-in and exhibition period**

- b. Exhibitors or their appointed contractors have to settle the electricity fee, hall management fee and related deposit before **18 Mar. 2015**. Overdue payment will be subjected to surcharge. For detailed information, please refer to “**Instructions for Payment and Deposit**”.
- c. For safety reasons, exhibitors and their appointed contractors shall install the electricity equipment according to the rules and regulations set by the Exhibition Venue. Besides, exhibitors have to settle the price difference between the actual electricity consumption and the application capacity base on the price settled onsite.
- d. Please contact the Official Contractor if the power box you need is not listed on the application form.
- e. Important notes for Booth Construction Application:
- Please send TWO sets of complete required materials and document to the Official Contractor by **13 Feb. 2015**. Information should be printed by A4 paper with company chop (do not print on recycle paper). For more details, please refer to “**Required Forms and Document for Custom-built Stand / Raw Space Booth Construction Application**”.
 - “Cash of delivery” parcel, document sent by fax, by email and unclear document will not be accepted by the Official Contractor. Any cost or delay caused by above reasons will be borne by exhibitors.
 - We will send the “Service Order” to the qualified booth contractors and they have to settle all related fees and deposit by the deadline. Otherwise, it will be treated as overdue application.

5.Required Forms and Document for Raw Space Booth Construction

Application

1. Booth Design and Proposal, include perspective plans, structure plans & floor plans
2. Form 1 Raw Space Booth Construction Application
3. Form 2 Construction Management and Electricity Services Application
4. Form 3 Booth Construction Safety Pledge
5. Form 4 Electricity Safety Pledge
6. Form 5 Responsibility Pledge of Security Administrator
7. Form 6 Liability Statement about Intellectual Property Right of Booth Design and Proposal
8. Form 7 Construction safety regulations and penalties
9. Power Distribution System Diagram
10. Power Distribution Plan
11. Electricians' Operation License
12. Business Registration License of the Appointed Contractor
13. ID Copy of Contractor's Legal Representative
14. Copy of Insurance Document (Liability Insurance)
15. Mechanical Structure Plan (to be provided by Double-Storey Booth Exhibitors)

* Requirements of Booth Design and Proposal

1. Booth design drawings must include: elevation view, side view, 3D view and colorful effect. Also, the drawings must be fully dimensioned and list out all fittings and materials to be used for decoration.
2. Please mark below information on the right bottom of booth design:
Booth Number; Company Name; Booth Size; Total Power Consumption; Maximum Height of Booth; Height of Back Wall.
3. All the booth design and document should be printed on A4 paper. (Do not print on recycle paper)
4. The color drawings do not less than two views.
5. Proportion of booth design do not less than 1: 100.
6. If the roof of booth has been blocked, please indicate the materials used and equipped with a ABC hanging dry-chemical fire extinguisher.
7. **No obstacle is allowed within 1.8m from all fire service installations.**

Form 1 Raw Space Booth Construction Application

The 12th China(Guangzhou) International Musical Instruments Expo 2015

Booth No.: _____

■ **Booth Information:**

Booth Size: _____ × _____ = _____ sqm

Maximum Height of Booth: _____ m

Height of Back Wall: _____ m

Power: _____ W

■ **Exhibitor Information:**

Exhibitor: _____

Contact Person: _____ Contact No.: _____

■ **Contractor Information:**

Contractor: _____

Contact Person: _____ Contact No.: _____

Mobile: _____ Email.: _____

Security Administrator: _____ Mobile: _____

Electrician: _____ Electrician certificate number: _____

Signature: _____ Official Company Chop: _____

Form 2 Construction Management and Electricity Services Application

The 12th China(Guangzhou) International Musical Instruments Expo 2015

Booth No.: _____ Exhibitor: _____
 Contractor (with company stamp): _____ Booth Size: _____ sqm
 Contact Person: _____ Tel: _____ Mobile: _____ Email: _____

No.	Item	Unit Price (RMB)			Quantity	Amount (RMB)
		before 13 Feb. 2015	14 Feb. - 2 Apr. 2015	3 Apr. 2015 - Exhibition		
Expense Items (For the entire Exhibitor Period)						
1.	10A/ 220V (2200W)	800.00	1040.00	1200.00		
2.	16A/ 220V (3500W)	1000.00	1300.00	1500.00		
3.	10A/ 380V (5000W)	1300.00	1690.00	1950.00		
4.	16A/ 380V (8000W)	1800.00	2340.00	2700.00		
5.	20A/ 380V (10000W)	2200.00	2860.00	3300.00		
6.	25A/ 380V (13000W)	2600.00	3380.00	3900.00		
7.	32A/ 380V (16000W)	3000.00	3900.00	4500.00		
8.	40A/ 380V (20000W)	3500.00	4550.00	5250.00		
9.	50A/ 380V (25000W)	4200.00	5460.00	6300.00		
10.	63A/ 380V (30000W)	5000.00	6500.00	7500.00		
11.	Electric box reinstallation	/	/	200.00		
12.	Hall Management Fee	RMB 33.00/ sqm				
13.	Construction Worker Permit (2 permits per 9 sqm)	RMB 20.00/ extra permit				
14.	Construction Car Permit (2 permits per stand)	RMB 50.00/ extra permit				
Total Expense						
Deposit Items						
1.	Electricity Protection Box deposit (including 15 meters cable)		1500.00			
2.	54sqm and below	Construction Deposit	5000.00			
3.		Security Deposit	10000.00			
4.	55-108sqm	Construction Deposit	8000.00			
5.		Security Deposit	15000.00			
6.	Over 108sqm	Construction Deposit	10000.00			
7.		Security Deposit	20000.00			
Multiple choice: a. to pay the security deposit ()						
b. to buy exhibition liability insurance and third-party insurance ()						
Total Deposit:						
Total Amount:						

Remarks:

1. Deposit: Each exhibitor must pay the construction deposit. As for the exhibitors who have bought

the exhibition liability insurance and third-party insurance, there is no need to pay the security deposit after official constructor's approval. The security deposit is prepared for compensation, therapy cost and penalties involving accident while the exhibitor should be responsible for the exceeding cost. In this way, to buy the insurance is the best choice.

2. Insurance: Please bring the original copy of the exhibition liability insurance and third party liability insurance when you collect the construction worker permit. Contractors are not permitted to start construction without the document.

3. For safety reasons, please do not connect to the power load in the lighting circuit. Otherwise, exhibitors or their contractors take the full responsibility of all adverse consequences. They are advised to apply for a dedicated power circuit to connect the power load.

4. Electric expense including: electricity fare, electric box rent, 15-meter cable, accessories. Please find the following standard fee of the exceeding cable: below 63A: RMB 25/m, 63A-100A: RMB 35/m; 150A: RMB 50/m; 200A: RMB 60/m; 250A: RMB 80/m; 300A and above: RMB 100/m. Contractors should prepare a Secondary Protection electric box themselves in order to access. (with precautionary measure to electric leakage)

5. Electric box reinstallation fee will be charged if exhibitor requires to reinstall, change or cancel the electric box.

6. If there is a need, exhibitor should apply 24-hour power supply 15 days ahead of move-in period. After official approval, triple amount of electric expense will be charged.

Insurance instruction

- a. **Without insurance, exhibitors must pay the security deposit.**
- b. For the safety of the on-site construction, workers and the third-party, exhibition liability insurance is required by official contractor. The copy of exhibition liability insurance is required for raw space booth construction application. Please bring the original copy of the exhibition liability insurance and third party liability insurance when you collect the construction worker permit. Contractors are not permitted to start construction without the document.
- c. Type of the insurance: **Exhibition liability insurance including exhibition construction liability insurance and the third-party insurance.**
- d. Should you have any further questions regarding to the insurance, please feel free to contact official contractor: Guangzhou Dmake Exhibit Design Engineering Co., Ltd.

Form 3 Booth Construction Safety Pledge

The 12th China(Guangzhou) International Musical Instruments Expo 2015

Exhibitor:		Contractor:	
Contact Person:		Contact Person:	
Mobile:		Mobile:	
Booth Size:	sqm	★ Please indicate if you are Double-Storey booth	
List of Booth Construction Safety Management: (There must be TWO Security Administrators for Double-Storey booth)			
Name of Security Administrator	Region of Responsibility (Booth No.)	Mobile	ID Number
Commitment of Exhibitor	<p>Our company promise: We will strictly supervise the contractors, ensure the contractors adhere to relevant compulsory technical norms, standards and requirements written in "Fire Safety Regulations" stipulated by the Exhibition Venue when carrying out booth design and fitting-out work. We will bear the responsibility if the contractors violate the rules and regulations.</p> <p>Signed (by Responsible Person): _____ (with Company Chop) Date: _____</p>		
Commitment of Contractor	<p>Our company promise: We will carry out the booth design and fitting-out work in accordance with the relevant compulsory technical norms, standards and requirements written in "Fire Safety Regulations" stipulated by the Exhibition Venue. We will ensure the safety of booth structural and construction during move-in, move-out and exhibition periods. If there are accidents caused by booth collapse, falling objects, fire, and lead to loss of life and property, we will bear all the economic loss and legal responsibilities. Our company promises to accept the supervision of the Official Contractor and relevant management departments of the exhibition, so as to ensure the security measures can be carried out effectively and hidden dangers can be eliminated.</p> <p>Signed (by Responsible Person): _____ (with Company Chop) Date: _____</p>		

Form 4 Electricity Safety Pledge

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To tie in with the China Foreign Trade Center (Group) (hereinafter referred to "**Pavilion**"), carrying out electricity safety management work, clear lines of responsibility and ensuring exhibition and construction safety, under the "Safety in the Use of Electricity at China Import and Export Fair" (hereinafter referred to "**Regulations**"), as the exhibitor of _____ (Name of Exhibition), our company _____ (with booth No) and our booth construction contractor _____ are now pledge to the "**Pavilion**":

1. Strictly abided by the "**Regulations**" written in the Contractor Service Manual, if any consequences arising from illegal installation or use of electricity during the exhibition period (including move-in and move-out periods), we will bear all the related economic compensation and legal responsibilities.
2. A person will be sent to the exhibition venue during exhibition period (including move-in and move-out periods). He/ she will be responsible for the safety of electrical and maintenance work and should be able to eliminate any hidden danger to ensure booth security.
3. Comply with the supervision and management of the "**Pavilion**", implementing the safety use of electricity and corrective measures earnestly.

The "**Electricity Safety Pledge**" should be printed in triplicate (TWO sets for the "**Pavilion**", ONE set for the Official Contractor). It will be considered as effective on the date of signature with company chop. (This is a compulsory document for Custom-built Stand / Raw Space Booth Construction application)

Exhibitor: _____ (with Company Chop)

Legal Representative or Responsible Person for Security _____ (Signature)

On-site Responsible Person for Security or Electrician _____ (Signature)

Contact No.: _____

Date: _____

Contractors: _____ (with Company Chop)

Legal Representative or Responsible Person for Security _____ (Signature)

On-site Responsible Person for Security or Electrician _____ (Signature)

Contact No.: _____

Date: _____

Form 5 Responsibility Pledge of Security Administrator

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Exhibitor:		Contractor:	
Security Administrator:		ID number:	
Mobile:		Booth Size	sqm

Commitment of Security Administrator

I am _____ ID number _____, the Security Administrator of Exhibitor: _____ Booth no.: _____, I commit to do the following:

- a) Read the Official Contractor Service Manual and the management regulations carefully, following the principle of "Safety First" when managing the booth construction work.
- b) Carry out booth construction work in accordance with the national decoration engineering mandatory technical regulations, standards and requirements written in "Fire & Safety Regulations" stipulated by the Exhibition Venue".
- c) To be on guard during exhibition period (including move-in and move-out periods). Ensure the safety of booth structure and construction work.
- d) If there are accidents caused by booth collapse, falling objects or fire that lead to loss of life and property, I commit to bear the responsibility. Also, I will send the victim to hospital immediately and pay for the medical fee.
- e) Subject to the supervision and management of the Official Contractor, Organizers and Exhibition Venue, implementing the safety measures and corrective actions, eliminating the hidden dangers in time.
- f) Responsible for handling all of the site operation work.
- g) Keep the construction worker permits. Do not lose and transfer to others.
- h) Ensure the construction workers wear a safety helmet and belt during work. Herringbone ladder must be connected with metal (Cannot connect with cloth or other materials), scaffolding must not exceed 2 layers and workers must get off the ladder when they move.
- i) During move-out period, do not pull down the booth structures when you tear down. And will not tear down the booth by other workers who hired elsewhere.

Security Administrator: _____(Signature) Company Chop: _____
 Cover the finger print: _____ Date: _____

ID copy of Security Administrator (Front)	ID copy of Security Administrator (Back)
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Form 6 Liability Statement about Intellectual Property Right of Booth Design and Proposal

The 12th China(Guangzhou) International Musical Instruments Expo 2015

Exhibitor:		Contractor:	
Contact Person:		Contact Person:	
Mobile:		Mobile:	
Booth No:		Design Source:	Own by Exhibitor <input type="checkbox"/> Design from Contractor <input type="checkbox"/>
Commitment of Exhibitor	<p>Our company promise: The booth designs and proposals we own and use in the exhibition will not infringe intellectual property right. If there is any intellectual property right infringement dispute regarding the booth designs and proposals that cause negative consequences to the exhibition or financial loss to the Organizers and Official Contractor, we will bear the responsibility.</p> <p>Legal Representative Or Responsible Person for Security: _____(Signature)</p> <p>Date: _____</p>		
Commitment of Contractor	<p>Our company promise: The booth designs and proposals we use for construction are under our exhibitor's own intellectual property right or are legally and effectively licensed. If there is any property right infringement dispute regarding the booth design and proposal during move-in, move-out and exhibition periods that cause negative consequences to the exhibition or financial loss to the Organizers and Official Contractor, we will bear the responsibility. Also we agree to compensate the Official Contractor with the payment of deposit.</p> <p>Legal Representative Or Responsible Person for Security: _____(Signature)</p> <p>Date: _____</p>		

Power Distribution System Diagram

(must fill this form with who possess the Chinese electrician certificate)

The 12th China(Guangzhou) International Musical Instruments Expo 2015

Sample

特装展位配电系统图

总开关电箱/分路控制开关

熔断导线规格及敷设方式

回路编号: N1, N2, N3, N4, N5, N6

回路编号	数量×功率	容量(KW)	灯具名称	备注
N1				
N2				
N3				
N4				
N5				
N6				

总共功率: W

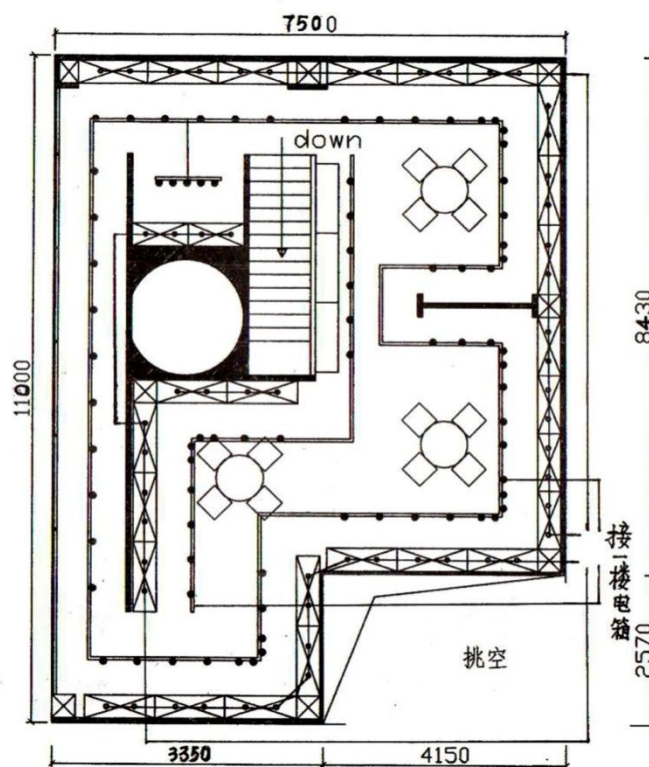
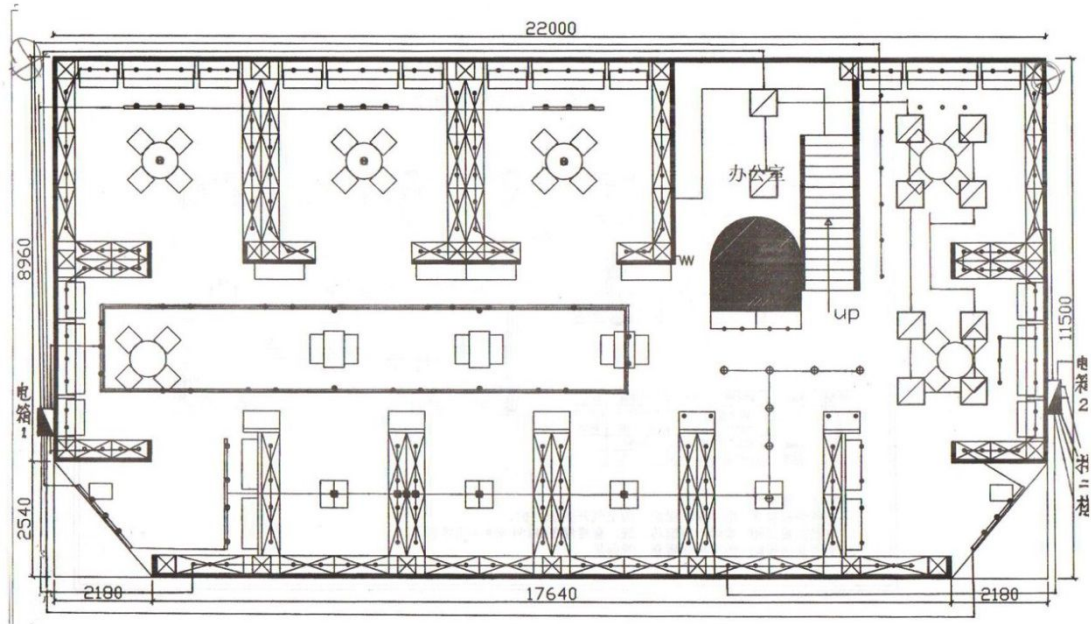
特装展位报审图纸		参展单位	图纸内容
审定	设计	施工单位	展位号:
审核	制图		日期:
项目负责人	核对		

图例	说明	灯具名称	功率因素	电流计算方式
	三相带漏电开关	白炽灯、电子式光源	1	单相电流=功率(W)/220V功率因数
	单极分路开关	电感式光源	0.5	三相电流=功率(W) / (√3×220V功率因数)
	单相插座	金属卤化物灯	0.6	

Power Distribution Plan

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Sample



Remarks:

Please indicate the electrical peak current of the stage light equipment and amplification during display.

Form 7 Construction Safety Regulations and Penalties

★Remarks:

1. Where serious accident (e.g. booth's collapse, casualties, fire hazard) arise because of contractor's violation of the construction safety regulations, the appointed contractor should bear all consequences and economic losses of Organizers, official contractor and the venue.
2. Regarding to the degree of violation, official contractor would give the violator verbal or written warnings and deduct the construction deposit.
3. For the purpose of construction process going well, all appointed contractors and exhibitors ought to obey and sign *Construction Safety Regulations and Penalties*.

		Violated conducts	Penalties
Electricity Safety	1	Electrical installation work without application or official contractor's approval	To pay supplementary costs and penalty: RMB 2000.00
	2	Violation of electric installation regulations, workers without electrician license	Penalty: RMB 500.00
	3	The use of forbidden materials (e.g. neon light, iodine tungsten lamp, quartz lamp, parallel circuit, twisted circuit)	Penalty: RMB 1000.00
	4	Without turning off power supply (except arrangement of 24-hour power supply with official approval)	Penalty: RMB 500.00
Construction safety	1	The use of naked fire without written approval	Confiscation of the forbidden devices and penalty: RMB 2000.00
	2	Painting at the exhibition hall	Penalty: RMB 500.00
	3	The use of flammable and explosive items (e.g. alcohol)	Penalty: RMB 1500.00
	4	Emitting sparks when using electric saw, planer, cutting	Penalty: RMB 1000.00
	5	Tearing down the booth roughly during move-out period	Penalty: RMB 3000.00
	6	Booth waste left resulting from reselling booth materials	Penalty: RMB 3000.00
	7	Being uncooperative with official contractor and the venue	Penalty: RMB 500.00
	8	Without wearing helmets and seat belts during construction	Penalty: RMB 100.00/person
	9	No preparation of dry-chemical fire extinguisher during construction	Penalty: RMB 800.00/booth

	10	Encroaching the aisle ways during construction	Penalty: RMB 1000.00
Booth	1	The booth structure emerging serious safety threats	Penalty: RMB 2500.00
	2	Water leakage	Penalty: RMB 2000.00 or extra penalties compensation for the losses of the venue
	3	Damage or obstruct any fire-fighting facilities, fireproof door, emergency exits, public passage, power distribution cabinet and cameras	Penalty: RMB 1500.00
	4	Making use of flammable textile for booth construction; making use of wood for construction without fireproof coating	Penalty: RMB 2000.00
	5	No cover for the back of the higher structure adjacent to the next booth	Penalty: RMB 1500.00
	6	Over height or oversize construction	Over height penalty: RMB 2000.00 Oversize penalty: RMB 1000.00/sqm (less than 1sqm referring to the standard of 1sqm)
	7	Making use of exhibition venue (e.g. the ceiling, wall, pillar, railing, window) for construction	Oversize penalty: RMB 250.00/sqm (less than 1sqm referring to the standard of 1sqm)
	8	Dismantling, nailing, painting or drilling on the booth materials	Wall panel: RMB 250.00 Aluminum pillar: RMB 250.00 Flat aluminum pillar: RMB 200.00
Booth cleaning	1	Waste to be disposed in the sinks or sewer	Penalty: RMB 2500.00
	2	Construction waste left in the booth during move-out period	Penalty: RMB 2500.00

Special Notice:

Official contractor will deduct construction deposit for the penalties mentioned above. As exhibitors or appointed contractor violating the construction regulations and conducting no correction, official contractor could bar the construction and deduct all construction deposit. With 5 penalties in total, the appointed contractor will be disbarred for the construction license in Prolight + Sound.

Our company have well acknowledged the construction safety regulations and penalties.

Company Name:

Security Administrator (Signature):

Company Chop:

4. Application for Furniture and Electrical Equipment

























1. Important notes

- a. In addition to the basic configuration, exhibitors who need extra furniture or electrical equipment, please fill out the order form of Furniture and Electrical Equipment Application and return to the Official Contractor (please kindly find the contact info at page6) by **13 Feb. 2015**. A “Service Order” will be sent to you within 3 days when the application received by the Official Contractor.
- b. The price listed on the order form of “**Furniture and Electrical Equipment Application**” is effective for the entire exhibition period.
- c. Applications made during **14 Feb. to 2 Apr. 2015** will be subjected to 30% surcharge. While application made during move-in and exhibition periods will be subjected to 50% surcharge.
- d. Please bank in the rental to the Official Contractor’s account by **18 Mar. 2015**. All bank charges should be borne by exhibitors. Application is considered as confirmed when payment is fully settled. Otherwise it will be treated as overdue application. Official Contractor may not accept the application after deadline.
- e. For the furniture and equipment ordered during move-in period, they will be delivered to your booth within 90 minutes when application confirmed. If your application is confirmed on **4 Apr. 2015 (before 11 am)**, the ordered furniture and equipment will be delivered to the booth in 120 minutes. If the application is confirmed on **4 Apr. 2015 (after 11 am)**, the ordered furniture and equipment will be delivered to the booth in 180 minutes. All application is considered as confirmed when the payment is fully settled.
- f. The furniture and the equipment are specially designed for exhibition, they are not able to support heavy exhibits or not sensitive to thievery. Exhibitors should pay full attention on it.
- g. The power socket (500W) provided to standard booth are for non-lighting electrical devices use only (such as laptop, mobile recharge, etc.). Exhibitors and their appointed contractors shall not bring their own lighting devices for booth decoration or alter the light setting of the booth. The Official Contractor and Exhibition Venue reserve the right to disconnect electricity supply to the booth with improper installation and may not return the deposit to the exhibitors. Exhibitors who need to install their own lighting devices or need extra electricity supply, please apply to the Official Contractor.
- h. Deposit of IDD telephone line will be deducted when any IDD calls are made. The remaining amount will be returned to exhibitors when other costs are deducted.
- i. Do not privately connect your laptop to the network of exhibition venue with any switch, hub or other network switching devices. The Official Contractor and Exhibition Venue reserve the right to disconnect electricity supply to the booth with improper installation and may not return the deposit to the exhibitors.
- j. During exhibition period, exhibitors can change the ordered furniture or electrical equipment **ONLY** if they have quality problems.
- k. Please contact the Official Contractor if the furniture and electrical equipment you need are not listed in the form.

2. Contact of Furniture and Electrical Equipment Application

Please kindly find the contact information at **page 6** .

3.Furniture and Electrical Equipment List

Code	A1	A2	A3	A4	A5
Pattern					
Item and description (mm)	Tall Glass Show Case 1000x500x2500	Display Stand 1000x500x2500	Glass Show Case with 1 locks 1000x500x1000	Glass Show Case with 2 locks 1000x500x1000	Information Counter 1000x500x750
Code	A6	A7	A8	A9	A10
Pattern					
Item and description (mm)	Cabinet with lock 1000x500x750	Rectangle Table 1000x500x750	Square Table 700x700x700	Glass Round Table diameter= 700mm	Round Table diameter= 700mm
Code	A11	A12	A13	A14	A15
Pattern					
Item and description (mm)	Aluminum Chair	Folding Chair	Leather Chair	Bar Chair 1	Bar Chair 2
Code	A16	A17	A18	A19	A20
Pattern					
Item and description (mm)	Flat Shelf 1000x300	Slant Shelf 1000x300	Catalogue Holder 1000mm	Store Room with folding door 1000x1000x2500	Store Room with wood door 1000x1000x2500
Code	A23	B1	B2	B3	
Pattern					
Item and description (mm)	Rubbish Bin	40W Fluorescent Light	100W Spotlight	3A/500W Socket (China modulation, for PC, cell phone chargers etc.)	

4. Order Form for Furniture and Electrical Equipment Application

Booth No.: _____ Exhibitor (with Company Chop): _____

Contact Person: _____ Tel: _____ Mobile: _____ Email: _____

Code	Item	L×W×H mm	Unit Price (RMB)			Quantity	Amount (RMB)
			Before 13 Feb. 2015	14 Feb. 2015 – 2 Apr. 2015	Exhibition		
A1	Tall Glass Show Case	1000x500x2500	700	910	1050		
A2	Display Stand	1000x500x2500	400	520	600		
A3	Glass Show Case with 1 locks	1000x500x1000	300	390	450		
A4	Glass Show Case with 2 locks	1000x500x1000	400	520	600		
A5	Information Counter	1000x500x750	150	195	225		
A6	Cabinet with lock	1000x500x750	250	325	375		
A7	Rectangle Table	1000x500x750	130	170	195		
A8	Square Table	700x700x700	150	195	225		
A9	Glass Round Table	diameter= 700mm	200	260	300		
A10	Round Table	diameter= 700mm	200	260	300		
A11	Aluminum Chair		50	65			
A12	Folding Chair		30	39	45		
A13	Leather Chair		100	130			
A14	Bar Chair 1		100	130			
A15	Bar Chair 2		100	130			
A16	Flat Shelf	1000x300	50	65	75		
A17	Slant Shelf	1000x300	50	65	75		
A18	Catalogue Holder	1000	100	130	150		
A19	Store Room with folding door	1000x1000x2500	450	585			

A20	Store Room with wood door	1000x1000x2500	600	780			
A21	Addition Wall Panel		80	104	120		
A22	Reduction of Wall Panel		80	104	120		
A23	Rubbish Bin		20	26	30		
B1	40W Fluorescent Light		120	156	180		
B2	100W Spotlight		120	156	180		
B3	3A/500W Socket	(China modulation, for PC, cell phone chargers etc.)	150	200	225		
C1	42" Plasma TV		1200	1560	1800		
C2	11M Bandwidth Wireless Broadband		700	910	1050		
C3	100M Bandwidth ADSL Broadband		1000	1300	1500		
C4	Local Telephone Line		800	1040	1200		
C5	Deposit of IDD Line		3000	3000	3000		
C6	Deposit of Telephone, Wireless card		1000	1000	1000		
C7	Deposit of Wireless Broadband Network Card		200	260	300		
C8	Deposit of Broadband		1000	1000	1000		
Total:							

Note:

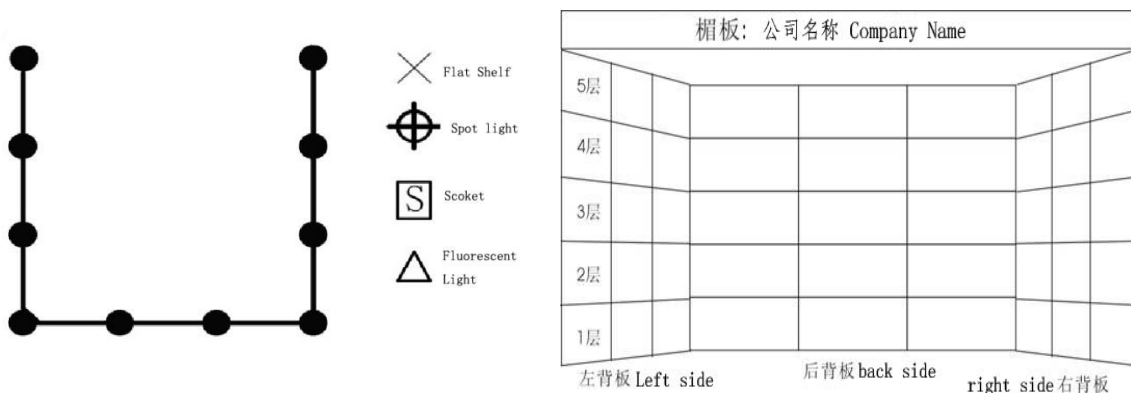
1. Please fill out this form and email to appointed email (please check at page 6) by **13 Feb. 2015**. Full payment should be settled by **18 Mar. 2015**. A "Service Order" will be sent to you within 3 working days when your application is received by the Official Contractor.
2. Alteration or dismantlement of devices above would be subjected to RMB 100.00 for each time.
3. Cancellation of devices above would be subjected to 30% surcharge.

5. Sketch Map for Furniture and Electrical Equipment

Exhibitors who need (A9) Flat Shelf, (B1) 100W Spotlight, (B2) 40W Fluorescent Light and (B3) 3A/500W Socket, please fill out the following Sketch Map based on the booth size for pre-install. For the Flat Shelf, we will make it 1.2 meter above the ground. If you want to change it, please mark on the map as well.

Booth No.: _____ Company: _____

For 9 m² Booth Exhibitors:



For Other Exhibitors:

(Please take the above diagram as reference)



5. Instructions for Payment and Deposit

1. After receiving the "Service Order" from the Official Contractor, please fill it out and sign with company chop and return to the Official Contractor by email. At the same time, please settle the payment by the deadline. Payment after the deadline will be subjected to surcharge.
2. Payment can be settled by cash or remittance, please follow below instructions:

Item	Payment time	Price	Payment Method and Attention Matters
Electricity and Management Fee and Furniture Rental	Application made by 13 Feb. 2015 and settled by 18 Mar. 2015	Original Price	Remittance or Cash
	Payment settled between 19 Mar. - 2 Apr. 2015	30% surcharge!	Remittance
	Payment settled during exhibition period	50% surcharge!	Cash
Deposit	Should be settled with the Electricity and Management Fee		Remittance or Cash (please do not bank in with private account)

➤ **If the payment settled by remittance, please use below account for your processing:**

Account Information	Name of A/C: Guangzhou Dmake Exhibit Design Engineering Co. Ltd. Account No.: 3602000619200117708 Bank: Industrial and Commercial Bank of China (ICBC), Guangzhou Jixiang Branch	★ Please indicate the booth no. when you settle by remittance
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➤ **If the payment settled by cash, please come to our company at the time below:**

Time	5 – 6 Mar. 2015 (9am – 12pm)
	17 - 18 Mar. 2015 (9am-12pm)
Address	The first floor, C/O Department of Science & Technology of Guangdong Province, 171 Lianxin Road, Guangzhou, P.R.China (D2 subway exit of Sun yat-sen the memorial hall)
Please bring the "Service Order" with you (with company chop)	

3. Arrangement of Deposit Return:

- If the deposit settled by remittance, we will return the deposit to your account in 30 days. We will not return the deposit to the third party!
- If the deposit settled by cash, please come to our company at the time below:

Time	21 – 24 Apr. 2015 (14:00 pm – 16:00 pm)
Address	The first floor, C/O Department of Science & Technology of Guangdong Province, 171 Lianxin Road, Guangzhou, P.R.China (D2 subway exit of Sun yat-sen the memorial hall)
Please bring the "Deposit Receipt" with you	

4. Remarks:

- 1) We will inform the exhibitors if there is any change regarding the cash refund arrangement. Please keep the deposit receipt well.
- 2) Payer should bear the bank charges. The "Service Order" is considered as effective when full payment has been settled.
- 3) Invoice will only be issued to the payer, we will not issue to the third party. Once the invoice issued, exhibitors cannot make any amendments. Exhibitors can collect the invoice at the onsite service counter of the Official Contractor with their "Service Order". For exhibitors we need the invoice by post, please email the courier information to the Official Contractor. Exhibitors have to pay for the courier fee.

6.Attachment A: Rules & Requirements for Custom-built Stand

1.Attachment

1. Workers need to be holder of valid licenses in the related specialty issued by the Government (e.g. move-out certificate, electrical certificate, etc.). They should construct base on the regulations of the exhibition and accept the supervision and management by the Organizers, Official Contractor and Exhibition Venue. Booth structure should be built beyond the boundaries of the site allocated.
2. Workers have to pay attention to exhibition safety, strictly follow the fire and construction requirements set by government and the exhibition, such as wearing helmets and seat belts during construction. Spray painting, cutting machines, saws and welding machines are not allowed to use in the exhibition halls. Also, exhibitors and workers are not permitted to build any decorative molding in the area other than their booth. The decorate frameworks must be firm and secure enough to avoid casualty and property loss. Otherwise, exhibitors and their contractors have to bear the full cost.
3. Exhibitors who cover the roof with materials like with glass or wood, they are required to prepare the 6kg hanging dry-chemical fire extinguisher at their booth. E.g. One extinguisher for 20 m² booth, two extinguishers for 20 m² - 30 m² booth and so on. Exhibitors who cover the roof with cloth, please ensure that there is 20 cm spacing in between the cloth. They should also sprinkle the cloth with 1kg of flame retardants per 5 m² (For nylon cloth and mesh cloth, sprinkle the cloth with 1kg of flame retardants per 8 m²).
4. Two-storey booth is only permissible if the booth size is larger than 90m² and it cannot be connected to other booths. Besides, area of the 2nd level must be larger than 30 m² but shall not exceed 50% of the contracted floor space. The 2nd level can only be used for business negotiation. In compliance with fire and safety regulations, exhibitors have to prepare hanging dry-chemical fire extinguisher themselves. One extinguisher for 20 m² booth, two extinguishers for 20 m² - 30 m² booth and so on. Two-Storey booth is only allowed to construct if the application is approved by the Organizers and Exhibition Venue.
5. All decoration materials shall use non-combustible or flame retardant materials. Flammable materials such as grass, bamboo, rattan, wood, foam, plastic plates, combustible carpets, fabrics and others without flame-retardant handling are prohibited in the exhibition halls. For the semi-finished or finished decoration products which cannot be made by flame retardant materials, exhibitors should declare to the Security Department of the Exhibitor Venue before move-in. Besides, the decoration materials should be coated with 0.5kg of non-flammable paint per sqm. Exhibitors and their appointed contractors can start construction when they get the approval from the Exhibition Venue.
6. If the booth set up with glass structure, please comply with the rules below:
 - a. Use tempered glass if the glass area over 1.5 m² or the height of installation over 1.5m;
 - b. Use tempered glass if the height of installation over 1.5m, regardless of the glass area. The glass cannot be used for weight support. (All the glasses must use depression bar)
7. For the booths 60 m² or above in a closed design, there must be a minimum of two exits. On the other hand, every custom-built / raw space booth should retain at least one pit mouth electric box for checking.
8. Notes to unsheltered booth:
 - a. Open-air electricity leakage protection switch (electrical box) should be 10-15cm above the ground. The electrical box cannot be placed at outdoor without cover and exhibitors have to pay attention to water.
 - b. In case of typhoon, rainstorm and other natural disasters, exhibitors are required to take precautionary measures at once, as well as following the arrangement of the Organizers and Exhibition Venue.
9. According to the principle of balanced three-phase power distribution. If the 3-phase non-mechanical power is greater than or equal to 20A load current, the switch should set up section protection. If the single-phase non-mechanical power electricity load currents greater than 16A, it must be use the design of 3-phase power.
10. When exhibitors apply for power consumption, please consider the maximum capacity and security level of the

- actual electricity load of the booth, make sure the electrical wire and equipment can operating safely.
11. Please indicate the nature of electricity, including: power level, general lighting electricity, mechanical power and electricity conversion devices, SCR control equipment, stage light dimming equipment, public address equipment, etc. The use of electricity cannot be mixed for the above facilities. They should own an independent power supply circuit. Electricity use at important occasions or use for important equipment should be prepared with a master double-circuit power supply.
 12. The main control electric box of the booth should be installed at a safe and convenient location where easy for operation and checking. The power distribution box provided by the Exhibition Venue cannot be used as the control electric box of booth.
 13. Information submitted for electricity application should be accurate. For any cost caused by inaccurate report of electricity consumption, exhibitors are responsible for all the damage and loss caused to the third party.
 14. Any late electricity application that leads to delay in booth construction, the cost has to be borne by exhibitors and the appointed contractors. Exhibition Venue will not provide electricity to the unapproved application or booth without declaration. For the unqualified application, exhibitors have to modify their electricity plans until they are approved. Any loss caused by delay will be borne by exhibitors and their contractors.
 15. Only truck is allowed to enter the exhibition halls during move-in and move-out periods. For trucks getting access to the second floor, the size cannot exceed: 10m (length), 5t (weight) and 3.8m (height). Oversize trucks have to unload at designated area appointed by the Organizers. Truck owners and drivers should bear all the costs and liabilities of breaking the rules and causing damage to hall facilities. Trucks should follow the routes and instructions designed by Organizers and Exhibition Venue and all handling equipment must be operated in the designated areas. After entering the hall, please park your vehicles properly, drivers should stay in the vehicle, comply with the regulations of Exhibition Venue and unload your materials quickly.
 16. The booth and power supply box must keep a safe distance. The distance between the booth and fire hydrant should be over 1.5m. Please do not block the fire protection systems and occupy the fire control passageway. Booth decoration should not cover the power distribution box on ground. If it is necessary to decorate on the power distribution box, please leave one or more exits on ground which is larger than the power distribution box for checking and inspection purposes.
 17. Exhibition halls in Area A and C do not allow hanging point.
 18. Please do NOT make any alternations to the booth structure, such as: dismantling, nailing, painting or drilling on the venue facilities. And no fixture or painting on wall panels and ground are allowed. Only non residue single-sided or double-sided cloth bottom glue are permitted if you need to stick on the wall panels and ground.
 19. No wall panel or structure directly facing adjacent booth(s) may contain any company name or company logo. Any construction containing company name or company logo directly facing adjacent booths must have at least 0.5m set back from the adjacent booth(s).
 20. Exhibition venue will not provide exhibitors with air compressor. Air compressor should be prepared by exhibitors themselves and can only be placed at outdoor area. Operation of this device cannot cause any consequences to other exhibitors, visitors and the exhibition.

7.Attachments B: Regulations and Guidelines

Attachment 1: Electricity Regulations

A. General Provisions

1. These regulations have been formulated in accordance with the "Large-scale Mass Activities of Safety Management Regulations" (come into force since 1 Oct 2007), fire safety regulations promulgated by the Government and relevant national norms of electrical design and construction, so as to strengthen the management of electrical safety and ensure a safe and reliable electricity supply.
2. Exhibitors and their appointed contractors have to comply with the Regulations and Guidelines during the use of electricity at the exhibition (including move-in, move-out and exhibition periods).
3. In order to protect the power supply system, the Exhibition Venue has the right to reject the requests of exhibitors regarding the use of electricity and the Exhibition Venue can examine the electrical safety at exhibitors' booth. Exhibition Venue also has the right to restrict or stop the electricity supply if the situation is considered as unsafe.
4. Exhibitors, their appointed contractors and the Exhibition Venue should share the responsibility of maintaining electrical safety and carrying out the safety management work together.

B. Liabilities of Electrical Safety

1. Responsibilities of Exhibitors
 - Responsible for the electrical safety of the booth during construction and exhibition periods.
 - Monitor and urge their appointed contractors to comply with the rules and regulations set by the Exhibition Venue, Organizers and Official Contractors.
 - Sign and submit the "Electricity Safety Pledge" with your appointed contractors.
2. Responsibilities of the Appointed Contractors
 - Responsible for the electrical safety of the booth during construction and exhibition periods.
 - Sign and submit the "Electricity Safety Pledge" with the exhibitors.
3. Responsibilities of the Exhibition Venue
 - Ensure electricity supply and electrical facilities of the venue in line with industry's technology and national safety standards and regulations. Ensure power supply is safe and reliable.
 - Accept and review the electricity application materials submitted by exhibitors.
 - Monitor and examine the use of electricity by the exhibitors and their contractors in the venue. If any problems are found, urge them to rectify at once.
 - Provide power supply to the approved booth.
 - Provide technical guidance and management to the exhibitors and contractors regarding electricity safety.
 - Supervise the exhibitors and their appointed contractors to comply with all the rules and regulations, urge them to pay full attention to electrical safety and carry out booth inspection work, provide technical advices and support to the exhibitors.

C. Electricity Installation and Construction Safety Management

1. When the electricity application approved by the Exhibition Venue, exhibitors or their appointed contractors could apply for admission formalities before construction. All electrical installation work

shall be carried out by the licensed electricians. Electricians should bring along with their license during construction, the management of Exhibition Venue will check the license randomly, and reserve the right to stop the electrical installation work of those electricians who found without proper license.

2. When applying for admission formalities, exhibitors have to submit the copy of relevant certificates and license of the onsite electricians and an on duty schedule with electricians' contact number.
3. Electrical installation must comply with the rules of country's electrical industry, the regulations set by the Government, including "Design Parameters of Low Voltage Distribution (GB50054-95)", "Temporary Safe Use of Electricity Onsite Technical Specifications (JGJ 46-2005 J 405)", "Electrical Engineering Building Construction Quality Acceptance of Norms (GB50303-2002)", "Universal Design Specifications of Electricity Distribution Equipment (GB50055-94)", the requirements of the Exhibition Venue, as well as the design drawings and construction proposals approved by the Exhibition Venue.
4. Main control boxes should use metal boxes. The Exhibition Venue is adopting a three-phase five-wire power system. The voltage level is 380V/220V, 50HZ. Pavilion (Booth) distribution should use three-phase five-wire system or single-phase three-wire system. If the voltage and frequency of the exhibits are at different level with the exhibition venue, exhibitors or their appointed contractors should bring their own power conversion devices in order to solve the problem.
5. Quantity of the distribution of each lighting circuit to electrical equipment (including lamps, socket) cannot over 25 pieces, with the total capacity less than 3KW or 16A current. If the 3-phase non-mechanical power is greater than or equal to 20A electric current, the switch should set up section protection. If single phase non-mechanical power is greater than 16A electric current, it must follow the design of 3-phase power system. Besides, exhibitors or their appointed contractors must bring their own main control electric box which has equipped with a safe and reliable air break switch and ALCI device (30mA, operating time less than 0.1S) according to the rules. The main control electric box should be set at a safe and convenient location at the booth where easy for operation and inspection. To ensure a safe and smooth operation of Venue's power system, the total power capacity of the main control electric box at booth is strictly controlled at maximum 80% of the total power capacity of Venue's fixed power distribution box. Exhibitors and their contractors have ensure their total power capacity of the booth do not exceed the limit .If booth switch protection setting values cannot adaptation, exhibitor or their contractor should adjust electricity, until comply with this requirement.
6. Selection of electrical materials and equipment should be in line with national standards and the fire safety requirements in Guangzhou. Electrical materials must be equipped with adequate supply of safe carrying capacity. Wire should use ZR-BVV (dual-retardant plastic copper wire), ZR-RVVB jacket ZR-VV line or cable, twisted-pair (flowers line) and aluminum wire are not allowed. Rectifier of the lighting equipment should meet the standard of fire department.
7. Products under the categories of general lighting equipment, mechanical power, frequency conversion devices, SCR control equipment, stage lighting equipment, public address equipment and 24-hour classification of electrical equipment are required to use an independent circuit, sharing the same loop is strictly prohibited. For the important electrical equipment and at important occasions, location of electricity should install a master of a double-loop power supply.
8. All the metal frameworks, metal equipment and facilities must lie on the ground (using not less than 2.5mm² core multi-strand soft copper). The electrical wires must be fixed on the ground and cannot lay on passageway improperly. All wiring overhead passages or gangway shall be firmly and adequately fixed and protected by guarding equipment. Wires built under the carpet and other decorations must be protected by metal pipe or retardant plastic pipe. The use of the ceiling suspension wires and plumbing, lighting and other objects are prohibited.
9. The use of high-power 500W lighting equipment in booth is prohibited and the use of heat lamps (such as quartz lamps, iodine-tungsten lamps) must install protective covers. Down lamps and quartz lamps must have a heat protection mat. Advertising light boxes and lamp posts must have convection

cooling holes. Electrical and lighting equipment used at outdoor booth must be waterproof and equipped with safety measures which can protect your equipment under bad weather. On the other hand, the lighting equipment installed in booth must keep at least 0.3m away from the exhibits. Installation of all heat-generating facilities should keep at least 3m away from the fixed power distribution equipment of the exhibition halls. The facilities cannot emit heat to the fixed power distribution equipment.

10. Booth decoration should not block the lighting, power electrical box (cabinet) or telephone wiring box in the exhibition halls. And please leave at least 0.6m passageway and adequate operation area for safety check and maintenance. When booth electrical construction and installation complete, exhibitors and their appointed contractors should have a self-check of their electricity distribution systems. Exhibition venue will switch on the power after checking the construction and installation work of booth.
11. During exhibition period, exhibitors or their appointed contractors should arrange at least one electrician on duty at their booth. If any problems are found, the electrician should handle immediately and maintain electrical safety. Also, during move-in and exhibition periods (especially before exhibition closes), the electrician should check the lighting equipment of their booth every day in order to avoid accident or damage to exhibits.
12. Contractors should educate their workers about construction safety. Construction can only be carried out at the designated areas during designated time periods. Contractors should take the full responsibilities for all accidents and damages caused due to violation of rules. Also, they have to bear all the economic loss caused to the Organizers and third parties. Contractors or individual are not allowed to operate any electrical facilities or carry out any electrical installation and connection work in the exhibition halls without the approval of the Exhibition Venue. The offenders shall be liable and compensate for any costs incurred.

D. Power Failure Emergency

1. Exhibitors or the appointed contractors are responsible for handling all emergencies. During exhibition, the on duty electricians should immediately deal with the power failure cases. Problematic electrical equipment is not allowed to use in the exhibition.
2. If the stoppage of booth electricity is caused by the fault of the fixed power distribution equipment of Exhibition Venue, the on duty electricians should check on their electrical equipment and inform the electricians of Exhibition Venue. They are not allowed to switch on the power without Venue's permission. The violator shall liable for the economic loss caused. If the power system of your booth fails to function during exhibition period, exhibition venue has the right to adjust the power line and load, exhibitors and contractors have to cooperate with the venue.
3. If there are any electrical problems found by the Exhibition Venue, the on duty electricians should immediately deal with them or the exhibition venue may stop the power supply and take other protective measures to ensure safety without prior notice.
4. If the electrical equipment requires 24-hour electricity supply, exhibitors or their contractor should apply to the Exhibition Venue. For safety reasons, the 24-hour electrical equipment should equip with an independent power circuit and a suitable and reliable protection switch. Also, there should be at least one electrician on duty at booth.
5. If the electricity distribution lines of the special electrical equipment, such as mechanical power consumption equipment, silicon-controlled stage dimmer equipment, are not allowed (or inappropriate) to install 30mA leakage protection devices, exhibitors or their appointed contractors have to declare to and seek for the approval from the Organizers and Exhibition Venue. They should also sign the "Special Electrical Safety Undertaking", liable for all responsibilities. Exhibitors or their appointed contractors are required to take strict and adequate protective measures to ensure the safety of power supply systems and personnel during implementation.
6. Computers, precision instruments and other equipment should be retrofitted with uninterruptible power protection. Data loss and damage due to power stoppage will not be responsible by the

Exhibition Venue.

7. The use of high-power electrical equipment (e.g. kettle, electric stove, electric iron) is not allowed. Please apply to the Exhibition Venue if you need to use it.
8. If exhibitors and their appointed contractors need to use their own compressors, please declare to the Official Contractor when you submit the electricity application form. All the compressors should meet the safety standards and regulations and must be placed at the designated locations in exhibition halls.
9. Exhibitors or their appointed contractors should bear all the responsibilities and costs under below circumstances:
 - Failure of their booth equipment and electrical circuit which lead to malfunction or stoppage of the power switch protection of the Exhibition Venue.
 - Do not install the power distribution lines base on the rules and regulation that cause power failure; Do not construct base on the approved drawings that cause power failure; The power load and distribution lines do not match with their application details that cause power failure.
 - No electrician on duty at exhibitors' booth so no one handle the problems caused by power stoppage.
 - In order to ensure exhibition safety, the Exhibition Venue will stop the power supply if they discover any hidden danger and non-compliance behavior. Loss caused by these reasons will be borne by exhibitors or their appointed contractors.
 - No protective measures have been taken by exhibitors and their contractors to protect the important, valuable and special equipment and exhibits that cause loss or damage during power failure.
 - Fault caused by other exhibitors or contractors.
10. No one will be liable for the loss caused by power stoppage due natural disasters (e.g. earthquakes, floods, etc.), emergencies from the Government and other irresistible factors.
11. Power of the exhibition halls will be shut down when exhibition closes and during move-out period. If exhibitors need to maintain electricity temporarily, you should apply to the Exhibition Venue in advance in written.
12. For exhibitors who build their standard booths by their appointed contractors, electricity management will responsible by the contractor. Exhibitors should apply to the contractor if they need any electrical items or services that cause extra power (such as sockets, lamps, etc.). The contractor should be responsible for the provision of services and the control and arrangement of the power load.
13. For exhibitors who build their standard booths by the Exhibition Venue, electricity management will responsible by the Exhibition Venue. Exhibitors should apply to the onsite service counter of the Exhibition Venue if they need any electrical items or services that cause extra power (such as sockets, lamps, etc.). Installation of lighting equipment and socket is only permitted by the electricians of exhibition venue. The equipment and socket will be taken away if exhibitors or their contractors violate the rules. Besides, sockets of standard booth cannot be connected to the lighting fixtures (such as spotlight, fluorescent light, etc.), and the use of self-socket board is prohibited. The maximum capacity of socket should be controlled at 500W power. You are not to remove or take away the electrical equipment and facilities of your booth.
14. The exhibition venue will monitor and check the construction work of exhibitors, ensure they meet the safety standard. Exhibitors should cooperate with the Exhibition Venue, modifying their construction plans when they are not qualified.

E. Violation of the Rules and Regulations

1. Electrical equipment installation which does not comply with the national norms, standards or the

- existence of security rules will not be permitted. If exhibitors or their appointed contractor refuse to modify, the exhibition venue will stop the power supply. Exhibitors are responsible for all the consequences caused and take the full responsibility.
2. Exhibitors who install electricity power without permission from the Organizers will be subject to the following penalties:
 - No electricity supply
 - Will be charged at double according to the cost of power consumption of private access
 3. For those who damage or loss the electrical equipment of Exhibition Venue, they will be charged at double base on the value of the equipment and have to take the full responsible for any cost incurred.
 4. Electricity consumption should be reported accurately. Exhibitors will be charged at double base of the price difference of **actual** and **reported** electricity consumption if they provide inaccurate information.
 5. Exhibitors are not allowed to alter the standard configuration of lamps or wires in the standard booth. Also they cannot change the setting of mobile lighting and power distribution box which set up by Exhibition Venue. Electricians of the Exhibition Venue will help to restore the equipment and facilities to their original locations, exhibitors should liable for all the cost incurred. Also, they will be charged at double base on the value of the equipment if they are damaged or loss.

Attachment 2: Regulations on the Management of Broadband Access at the Exhibition Venue

These regulations have been formulated in accordance with the interim regulations of the People's Republic of China on the International Networking of Computer Information Networks, and laws and regulations on computer networks, basing on the practical situation of the Exhibition Venue in order to strengthen the security management of the venue's broadband network, so as to ensure the proper operation of the venue's network system and protect the rights and interests of network users, creating a secure, stable and efficient network environment.

These regulations apply to exhibitors, contractors, other organisations and individuals that need broadband services provided by the Exhibition Venue.

A. Use and Management of the Broadband Network of Exhibition Venue

1. When the users successfully applied for the broadband service and settle relevant charges, Exhibition Venue shall complete construction within a specified time and the network will be available from the date of exhibition opening.
2. Exhibition Venue offers broadband access according to pairing system, which means the number of applications is equal to the number of computers. For multiple computers, users shall apply the equal number of broadband access or for broadband networking.
3. Users shall not use any switch, hub or other network switching devices to utilize the broadband access offered by the Exhibition Venue for multiple computers without authorization.
4. Users shall not build a network with a wireless router or AP without authorization, and shall not use any other devices that may interfere with the Venue's wireless network signal to connect or interfere with the Venue's network.
5. Users shall not install any Trojan Horse software, virus tools or other malicious computer software to attack or invade Venue's network illegally or interfere with the normal service of other users.
6. Users is prohibited from using Thunder, FlashGet, BT, easyMule or any other multi-thread or P2P download software to download movies, video and other bandwidth-demanding applications.

7. Users must keep the network cables, wireless network cards, switches and other network devices which supplied by the Exhibition Venue properly. Before dismantling, users shall notify the Exhibition Venue for recovery.

B. Punishment To Violations and Disclaimer

1. Any broadband service offered by the Exhibition Venue refers only to a physical link for access to the Internet. The Exhibition Venue does not assume any liability or risk arising from the use of any broadband service by any user. The use of any broadband service of the Exhibition Venue by a user means that such user is aware of and willing to assume all liabilities and risks arising from the use of such service.

2. If a user uses any wired or wireless router, hub or other switching device to connect the Exhibition Venue's wired broadband network, the Exhibition Venue shall have the right to stop such act and reserve the right to impose additional broadband service charges or withhold the broadband access deposit depending on the severity of such act.

3. If a user uses any wireless AP, wireless router or other wireless transmitting device for networking or access to the Exhibition Venue's wireless network without authorization, thereby interfering with the Exhibition Venue's wireless network signal or affecting the normal service of other users, Exhibition Venue shall have the right to stop such act or prevent such user from using the wireless network immediately and hold such user further liable depending on the severity of such act.

4. If a user installs any Trojan Horse software, virus tool or other malicious computer software to attack or invade the network of Exhibition Venue illegally or interfere with the normal service of other users, the Exhibition Venue shall have the right to terminate any broadband service being used by the user without assuming any liability or any resulting loss, and hold such user further liable depending on the severity of such act.

5. When the Exhibition Venue notices that a user of any broadband service launches a malicious attack to the Venue's network or uses the Venue's network for any violation of law or crime, Exhibition Venue shall have the right to terminate such service without assuming any liability, withhold its broadband access charge and deposit, and reserve the right to hold such user criminally or civilly liable.

C. Special Precautions

1. Exhibition Venue's broadband network is a platform for network communication, product displaying and online trading, and all network users shall comply with applicable network laws and regulations self-consciously.

2. Users of any broadband service must install genuine antivirus software on their computer and update the virus library. If the Exhibition Venue notices that users' computer have been infected by any computer virus or may threaten the security of the Venue's network, Exhibition Venue shall have the right to terminate such service without assuming any liability or any resulting loss.

3. The Exhibition Venue reserves the right to interrupt or terminate part of or all wireless network services of a user without prior notice. The Exhibition Venue does not have to be liable for any loss arising from the interruption or termination of any wireless network service.

4. The Exhibition Venue reserves the right to interrupt or terminate part of or all wired network services in case of server replacement, adjustment of the Venue's network, equipment failure, optical fiber damage, network attack or in any other unforeseeable case. The Exhibition Venue does not have to be liable for any loss arising from the interruption or termination of any wired network service.

5. Anyone who does not agree with these regulations may apply for broadband services with any other operator itself.

6. These regulations shall come into effect on 1 Aug 2009, and the Exhibition Venue reserves all the final power of interpreting these regulations.