



搭建商手册  
CONTRACTOR'S MANUAL

# 2023 大湾区工业博览会

## 2023 GREATER BAY AREA INDUSTRIAL EXPO

**DMP** 第二十四届DMP国际模具及金属加工展  
24th DMP International Mould & Metalworking Exhibition

**DMP** 塑胶展  
Plastics Exhibition

**铸业展** 第十一届国际（深圳）铸业展  
11th International (Shenzhen) Metal Casting Show

**DME** 第八届3D打印智能装备展  
8th 3D Printing Intelligent Equipment Exhibition

**race** 国际机器人与自动化展览暨会议  
Int'l Robotics & Automation Conference & Exhibition (IRACE)

大湾区工业互联网生态展  
Greater Bay Area Industrial Internet Exhibition

先进涂层与薄膜技术、装备、制造博览会  
Expo on Advanced Coating & Film Technologies (ACFT2023)

**IFIMA** 亚洲国际创新发展展  
Asia International Innovative Invention Exhibition

**五金展**  
Hardware Show

**FuMaTech** 国际未来制造技术展览暨会议  
Future Manufacturing Technology Exhibition & Conference (Fumatech)

**Logimat China** 国际内部物流解决方案及流程管理展览会  
International Trade Fair For Intralogistics Solutions & Process Management (Logimat)

**2023.11.27-30** 深圳国际会展中心(宝安新馆)  
SHENZHEN WORLD EXHIBITION & CONVENTION CENTER




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PAPER COMMUNICATION EXHIBITION SERVICES  
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# Content

<b>PART I OFFICIAL SERVICE PROVIDER AND SERVICE .....</b>	<b>2</b>
1. CONTACT DETAILS .....	2
2. GL OFFICIAL SERVICE PROVIDER PROCEDURE MANUAL .....	5
<b>PART II STANDARD BOOTH .....</b>	<b>6</b>
1. STANDARD BOOTH DESCRIPTION AND PRECAUTIONS .....	6
1) DESIGN AND SETTING OF 9 m <sup>2</sup> STANDARD BOOTH (AS FOLLOWING) .....	6
2) FOLLOWING EQUIPMENT AND SIZE WILL BE INCLUDED IN EACH STANDARD BOOTH .....	7
3) MANAGEMENT REGULATIONS OF STANDARD BOOTH .....	8
4) STANDARD BOOTH PRECAUTIONS .....	8
5) STANDARD BOOTH MODIFICATION APPLICATION FORM .....	10
2. STANDARD BOOTH FURNITURE-RENTAL LIST .....	11
<b>PART III RAW SPACE .....</b>	<b>16</b>
1. DESCRIPTION ON RAW SPACE CONSTRUCTION PROCEDURE .....	16
1) MOVE -IN AND MOVE -OUT PROCEDURE .....	16
2) NOTICE FOR UPLOADING CONSTRUCTION PLAN (DEADLINE: 15/10/2023) .....	18
3) SUBMISSION DOCUMENTS .....	20
4) RAW SPACE CAVEATS (MUST READ) .....	21
2. WATER, ELECTRICITY, GAS AND INTERNET SERVICE .....	24
1) WATER SUPPLY AND CONNECTION SERVICE .....	24
2) POWER RENTAL SERVICE .....	25
3) COMPRESSED AIR SERVICE .....	27
4) INTERNET SERVICE .....	28
5) LIFTING POINT RENTAL SERVICE .....	30
3. RELATED EXPENSES .....	31
1) MANAGEMENT FEE, LICENSE FEE, AND DEPOSIT .....	31
2) OVERTIME CHARGE .....	32
<b>PART VI APPENDIX .....</b>	<b>33</b>

## Part I Official Service Provider and Service

### 1. Contact Details

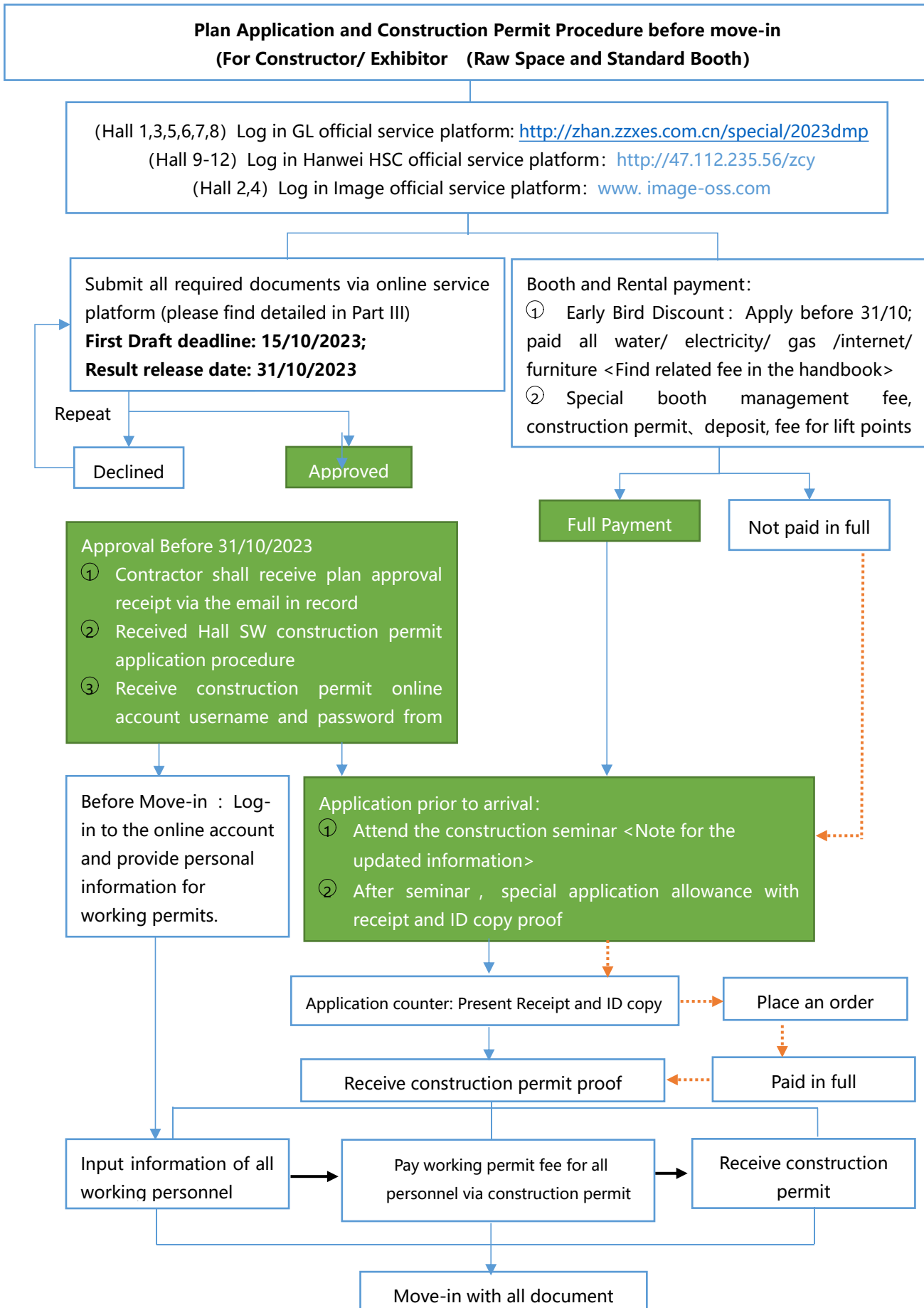
GL events Live (Shenzhen) Co., Ltd. Hall 1,3,5,6,7,8 – Official Service Provider Project Team Contact Details			
Position/ Information	Details	Person in Charge	Contact Details
<b>Exhibitors Service Team</b>	1) Pre- Exhibition Period: Enquiry on furniture, lightings for standard booth; Enquiry on electricity, water, gas and internet services	Standard Booth Ms. Wenyi Li	(0755) 6682 1098-832 86+18128860292 <a href="mailto:vikki@gl-events-zzx.live">vikki@gl-events-zzx.live</a>
	2) Construction Period: Move-in of raw space formalities; enquiry on water, electricity, gas, internet; overtime formalities		
<b>Exhibitors Service Team</b>	3) Exhibition Period: All relevant service enquiries	Raw Space Ms. Vicky Zou	(0755) 6682 1098-827 86+19925211908 <a href="mailto:vicky@gl-events-zzx.live">vicky@gl-events-zzx.live</a>
	4) Move- out Period: Booth cleansing and safety enquiries		
	5) Post- Exhibition Period: All relevant enquiries including deposit refund		
<b>Lift Points Enquiry</b>	1) Lift Points construction regulations management; 2) Lift Points procedures requirements	Mr. Wallace Liang	(0755) 8148 8483-634 86+19925215077
<b>Drawings Reviewing &amp; Construction Safety Management</b>	1) Pre-Exhibition: Constructors contact, enquiry on drawing plans reviewing and safety investigation	Mr. Junsong Jiang	(0755) 8148 8483-634 86+19925215077
	2) Construction Period: Drawing plans reviewing, on-site examination; on-site emergency, on-site move-in procedure formalities and other relevant on-site oversight	Mr. Jinsong Chen	(0755) 6682 1098-811 86+18128801790
	3) Exhibition Period: Safety oversight and management; 4) Move-out Period: Oversight on all safety and time management; deposit refund confirmation	Email Address <b>Non- Drawing plans use</b>	<a href="mailto:zxzxl@zzexhibit.com">zxzxl@zzexhibit.com</a>
<b>Wechat Application</b>	Available for all water, gas, electricity, furniture rental services/ deposit refund/ invoice application	GL Official Service Provider	
<b>Service Platform</b>	Drawings submission, Water, Electricity, Gas, Internet, Furniture rental services: <a href="http://zhan.zzxes.com.cn/special/2023dmp">http://zhan.zzxes.com.cn/special/2023dmp</a>		
<b>Service Handbook</b>	Platform services guidelines: <a href="https://www.kancloud.cn/geestu/v002/1071989">https://www.kancloud.cn/geestu/v002/1071989</a>		
<b>Management Regulations</b>	Exhibition Centre Management Regulations and Official Service Provider Management Mechanisms <a href="https://www.kancloud.cn/xdl_922/zhuguest/1760827">https://www.kancloud.cn/xdl_922/zhuguest/1760827</a>		
<b>Technical Customer Service</b>	Official Service Provider Consultation; Technical Services QQ: 3224763878		
<b>Address</b>	14/F, Tianjian Venture Building, 7 Shangbao Road, Futian District, Shenzhen, China		

**Guangdong Hanwei Main Construction Exhibition Co.,Ltd  
Hall 9-12 -Main Service Provider Contact Detail**

<b>Position/ Information</b>	<b>Details</b>	<b>Person in Charge</b>	<b>Contact Details</b>
<b>Exhibitors Service Team</b>	1) Pre- Exhibition Period: Enquiry on furniture, lightings for standard booth; Enquiry on electricity, water, gas and internet services	Stand Booth: Ms. Aixian Wu	020-84019728-819 <a href="mailto:3237568897@qq.com">3237568897@qq.com</a>
	2) Construction Period: Move-in of raw space formalities; enquiry on water, electricity, gas, internet; overtime formalities 3) Exhibition Period: All relevant service enquiries 4) Move- out Period: Booth cleansing and safety enquiries 5) Post- Exhibition Period: All relevant enquiries including deposit refund	Raw Space: Ms. Meiyang Huang	18026299800 <a href="mailto:3237568897@qq.com">3237568897@qq.com</a>
<b>Drawings Reviewing &amp; Construction Safety Management</b>	1) Pre-Exhibition: Constructors contact, enquiry on drawing plans reviewing and safety investigation 2) Construction Period: Drawing plans reviewing, on-site examination; on-site emergency, on-site move-in procedure formalities and other relevant on-site oversight 3) Exhibition Period: Safety oversight and management; 4) Move-out Period: Oversight on all safety and time management; deposit refund confirmation	Mr.Zhi su	13380027940
<b>Service Platform</b>	Booth application, Drawing plans review, water/ electricity/ gas/ internet/ furniture rental service: <a href="http://47.112.235.56/zcy">http://47.112.235.56/zcy</a>		

Shenzhen Image Exhibition Service Co., Ltd Hall 2, 4 - Main Service Provider Contact Detail			
Position/ Information	Details	Person in Charge	Contact Details
<b>Exhibitors Service Team</b>	1) Pre- Exhibition Period: Enquiry on furniture, lightings for standard booth; Enquiry on electricity, water, gas and internet services	Standard Booth Mr. Fan Li	15011761519 <a href="mailto:image_oss@163.com">image_oss@163.com</a>
	2) Construction Period: Move-in of raw space formalities; enquiry on water, electricity, gas, internet; overtime formalities 3) Exhibition Period: All relevant service enquiries 4) Move- out Period: Booth cleansing and safety enquiries Post- Exhibition Period: All relevant enquiries including deposit refund	Raw Space: Ms. Ling Du	13719342519 <a href="mailto:szyimage668@163.com">szyimage668@163.com</a>
<b>Drawings Reviewing &amp; Construction Safety Management</b>	1) Pre-Exhibition: Constructors contact, enquiry on drawing plans reviewing and safety investigation 2) Construction Period: Drawing plans reviewing, on-site examination; on-site emergency, on-site move-in procedure formalities and other relevant on-site oversight 3) Exhibition Period: Safety oversight and management; 4) Move-out Period: Oversight on all safety and time management; deposit refund confirmation	Mr. Jian Huang	13428888296 <a href="mailto:119297207@qq.com">119297207@qq.com</a>
<b>Service Platform</b>	Booth application, Drawing plans review, water/ electricity/ gas/ internet/ furniture rental service: <a href="http://www.image-oss.com">www.image-oss.com</a>		

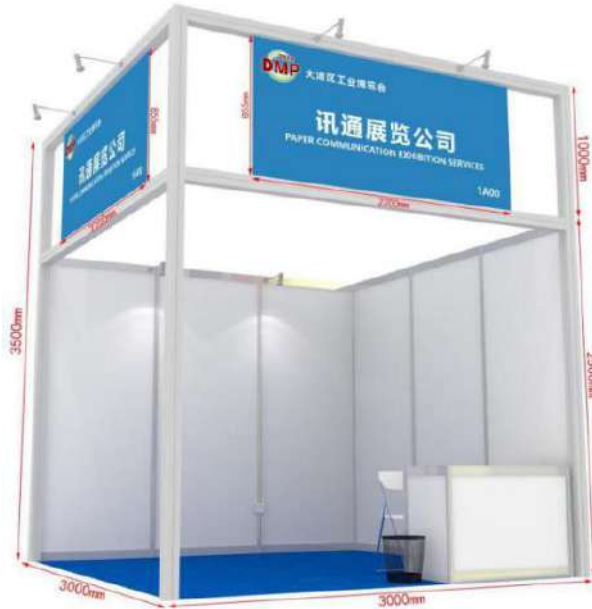
## 2. GL Official Service Provider Procedure Manual



## Part II Standard Booth

### 1. Standard Booth Description and Precautions

#### 1) Design and Setting of 9 m<sup>2</sup> Standard Booth (As following)



## 2) Following Equipment and Size will be included in Each Standard Booth

Equipment and Size of Standard Booth									
Fascia Board, Carpet	Fascia Board with White on Blue; and blue carpet								
Panel	The booth is composed of aluminum brackets and three white panels. The corner booth has two panels and two fascia boards								
Furniture	Information Table *1 (1000x500x750Hmm)、Folding Chair*2、Dustbin*1								
Electrical appliances	A 500W single-phase socket (for small electrical appliances only, not to connect to lightings and machines)								
	Four 28W long arm spotlights (2 in the booth, 2 on the lintels)								
Reference:									
1.	Please see the following equipment of different sizes of booth. All standard booth equipment (including furniture and electrical appliances) cannot be replaced.								
Item	≤9 m <sup>2</sup>	12 m <sup>2</sup>	15 m <sup>2</sup>	18 m <sup>2</sup>	21 m <sup>2</sup>	24 m <sup>2</sup>	27 m <sup>2</sup>	30 m <sup>2</sup>	36 m <sup>2</sup>
Information Table	1	1	2	2	2	3	3	3	4
White Folding Chair	2	2	3	4	4	5	6	6	8
Dustbin	1	1	1	2	2	2	3	3	4
500W Single-phase Socket	1	1	1	2	2	2	3	3	4
28W Long arm spotlights	2	2	3	4	4	5	6	6	8
2.	If an exhibitor orders two or more consecutive booths, unless the exhibitor specifically requests, the organizer will remove the panel between the booths.								
3.	Other equipment, such as special decorations, additional lighting, furniture, etc., are subject to additional charges. (Hall 1,3,5,6,7,8) Log in GL official service platform: <a href="http://zhan.zzxes.com.cn/special/2023dmp">http://zhan.zzxes.com.cn/special/2023dmp</a> (Hall 9-12) Log in Hanwei HSC official service platform: <a href="http://47.112.235.56/zcy">http://47.112.235.56/zcy</a> (Hall 2,4) Log in Image official service platform: <a href="http://www.image-oss.com">www.image-oss.com</a>								



### 3) Management Regulations of Standard Booth

The standard booth configuration is unified, and all exhibitors are not allowed to disassemble or modify by themselves. Otherwise, the organization has the right to force the original state to be restored, and all the costs and consequences will be responded by the exhibitor.

### 4) Standard Booth Precautions

**Exhibitors of standard booths need to further implement the following terms proposed by the official contractor before booth setting:**

- 1、 All booths are built by high quality aluminum wares, so it is prohibited for exhibitors to use drills, nails, or screws, metal spikes, pins etc. to set the booth;
- 2、 Booth height limit: The height of the standard booth panel is 2.5 meters, and all items installed by the exhibitor shall not exceed this height. During the exhibition, any items of exhibitors shall not exceed their booth area, otherwise the organizing committee has the right to request exhibitors to restore the booth to its original state, and the expenses incurred shall be borne by the exhibitor;
- 3、 Charging equipment: If the exhibitor' s equipment comes with its own power supply (lithium battery), the power supply must be stopped before the exhibition is closed and reported to the official contractor for record;
- 4、 It is not allowed to decorate the booth by pasting stickers on the exhibition board, using glue, destructive tape, adhesive paper and paint, etc.;
- 5、 Exhibitors are not allowed to add other additional configurations to the structure of the standard booth;
- 6、 Standard booth configuration and fascia board are set up uniformly. Exhibitor should follow the rules of organizer if they prefer self design;
- 7、 If an exhibitor orders two or more consecutive booths, unless the exhibitor specifically requests, the organizer will remove the panel between the booths.;
- 8、 Exhibitors shall keep all rented items intact(standard and additional rental equipment, electrical boxes, industrial plugs, etc.). If they are damaged or lost, compensation shall be made according to the price;
- 9、 According to Regulations on electrical equipment and devices in Shenzhen and Venue management regulations: in order to ensure the power safety of standard booths, all the power consumption of standard booths must be installed and supervised by the official contractor. It is strictly forbidden to pull or add lighting fixtures by engaging the unofficial contractor without permission. In case of violation of the regulations, power will not be supplied;
- 10、 It is prohibited to connect plug board bring by exhibitor or lighting fixtures to the provided socket. **Maximum allowed electricity power is 500W**, high capacity electric appliances (like kettle, stove or iron) are

forbidden. Exhibitor shall take the full liability for damage caused by outage or short circuit;

11、 The Organizer reserves the right to place the distribution box and the overload protection distribution box in the appropriate position in the booth;

12、 If the facilities in exhibition hall are damaged due to work at the booth, the exhibitor or related personnel shall be responsible for compensation at the price;

Note: For exhibitor who design the reconstruction scheme, especially who intend to nest their own structures inside the structure of standard booth, please check the size of booth and communicate with official construction contractor in advance. Otherwise, exhibitors should be responsible for any problem caused. Besides, exhibitors are required to submit the design scheme to official construction contractor. Details please refer to the relevant pages for raw space construction drawings auditing.

### 5) Standard Booth Modification Application Form

Standard Booth Modification & Location Map	Deadline 31/10/2023
--	------------------------

If your exhibits are higher than 2.4 meters, which need to place the products first, and then install the fascia board, please indicate the date and time of this progress: \_\_\_\_\_.

If you need to construct by yourself, please click  to show your preference:

Standard Item	Retain / Cancel	Remarks (Amount)
Fasica Board:	( ) Retain / ( ) Cancel	
Aluminum support:	( ) Retain / ( ) Cancel	
Panel:	( ) Retain / ( ) Cancel	
Carpet:	( ) Retain / ( ) Cancel	
Information Table:	( ) Retain / ( ) Cancel	
Folding Chair:	( ) Retain / ( ) Cancel	
Dustbin:	( ) Retain / ( ) Cancel	
500W Single-phase Socket:	( ) Retain / ( ) Cancel	
Long-Arm Spotlight:	( ) Retain / ( ) Cancel	

**Rental conditions and rules:**

All leased sockets are limited to small electrical appliances. Exhibitors or private contractors who bring their own lights or tubes for booth decoration must pay the connection fee, and the installation and connection of the lights must be consulted by the exhibition contractor. Connectors and wires/cables must be provided by the exhibitor.

**Location Map:**

Please mark the location of all lights, sockets, cabinets and shelves on the following location map, including basic and additional facilities. If the exhibitor fails to submit this map, the exhibition contractor will install it at the appropriate location. If change the location on site, exhibitor shall pay the additional fee RMB150.


**cutline:** Long-Arm Spotlight

Flat/Sloped Shelf

Socket

Panel

## 2. Standard Booth Furniture-Rental List

Furniture-Rental List					
No.	Item	Size (L×W×H) mm	Unit	Discount Rental Price (RMB)	Original Rental Price (RMB)
CH01	Leather Chair	Black/White	pcs	100	130
CH02	Gourd Chair	Black/White	pcs	100	130
CH03	Folding Chair	Black/White	pcs	25	35
CH04	Lift Stool Chair	White	pcs	100	130
CH05	Eames Chair	Black/White	pcs	120	155
CH06	Single Sofa	1350Lx800Wx800H	pcs	300	390
DE01	Makeshift Table	1000Lx500Wx750H	pcs	80	105
DE02	Information Table A	1000Lx500x750H	pcs	100	130
	Information Table B	1000Lx500x1000H	pcs	150	195
DE03	Round Glass Table	DM600mm	pcs	180	215
DE04	Round Wooden Table	DM600x740H	pcs	180	235
DE05	High Bar Table	DM600x1100H	pcs	200	260
DE06	Foldable Table	1200Lx600x750H	pcs	120	155
DC01	Low Cabinet	1000Lx500x750H	pcs	350	455
DC02	The Square Displaying Cabinet	500Lx500x750H	pcs	200	260
DC03	Low Displaying Cabinets	1000Lx500x1000H (Without lamp)	pcs	400	520
DC04	High Displaying Cabinet	1000Lx500x2000H (Without lamp)	pcs	600	780
DC05	Single arc-shaped Counter	100Lx750H	pcs	250	325
DC06	Ladder-shaped Counter	1000Lx500x750H/1000	pcs	250	325
EA01	Metal Halide Lamp		pcs	250	325

EA02	Long Arm Spotlight	28W White light	pcs	80	105
EA03	Plasma TV (Movable)	42 Inch	set	1200	1560
EA04	Fridge	93L	set	800	1040
EA05	Drinking fountain	/	set	100	130
	Drinking fountain	/	set	30	40
OT01	Flat Shelf	950L×270W	pcs	50	65
	Sloped Shelf	950L×270W	pcs	60	80
OT02	Coffee table	600Lx600x400H	pcs	200	260
OT03	Table Cloth	1500Lx1500W	pcs	50	65
OT04	Catalogue Holder	/	pcs	150	195
OT05	One meter chain post	At lease Rent for 2	pcs	50	65
OT06	Carpet	Color can be chosen	m <sup>2</sup>	30	40
OT07	Safety Helmet	(Sell)	pcs	50	65
OT08	Folding door	950x2000	pcs	250	325
OT09	Dustbin		pcs	25	30
OT10	Remove Panels	2500H×1000W	pcs	80	105
OT11	Remove Booth	9 m <sup>2</sup>	pcs	300	390

注:

- Discount-Rental price: pay and apply before 31/10/2023; Original rental price: pay and apply after 31/10/2023;
- The quotations for the above items are all rental prices, unless otherwise specified, the rental time is all one exhibition period; **【Safety helmets are for sale on site and not for lease】**
- This service only provides rental services for standard booth exhibitors; If the reservation is not paid or the exhibition equipment is rented on site (during the installation period), the supply may not be guaranteed; Please reserve and pay in advance;
- Exhibits that are standard, reserved or delivered to the booth cannot be returned or exchanged; 30% surcharge shall be paid if the above items are used for after the pre-leased time and on-site;

## Chairs



CH01  
Leather Chair  
430Lx440Wx810mmH



CH02  
Gourd Chair  
370Lx450Wx800mmH



CH03  
Folding Chair  
400Lx400Wx780mmH



CH04  
Lift Stool chair  
390Lx340Wx830mmH-1030mmH



CH05  
Eames Chair  
460Lx460Wx800mmH



CH06  
Single Sofa  
1350Lx800Wx800mmH

## Tables



DE01  
Makeshift Table  
1000Lx500Wx750mmH



DE02  
Information Table A/B  
1000Lx500Wx750H/1000mmH



DE03  
Round Glass table  
直径 600mm Diameter 600mm



DE04  
Round Wooden table  
DM600x740mmH



DE05  
High Bar  
DM600x1100mmH



DE06  
Collapsible Table  
1200Lx600Wx750mmH

## Cabinet



DC01  
Low Cabinet  
1000Lx500Wx750mmH



DC02  
The Square Displaying Cabinet  
500Lx500Wx750mmH



DC03  
Low cabinets  
1000Lx500Wx1000mmH



DC04  
High Displaying Cabinet  
1000Lx500Wx2000mmH



DC05  
Single person arc-shaped Counter  
460Lx460Wx800mmH



DC06  
Ladder Counter  
1000Lx500Wx500H/1000mmH

## Electrical Appliances



EA01  
Metal Halide Lamp



EA02  
Long Arm Spotlight (White light)



EA03  
Plasma TV (Potable)



EA04  
Refrigerator



EA05  
Drinking fountain

## Others



OT01  
Flat/Sloped Shelf  
950L x 300mmW



OT02  
Coffee Table  
600L x 600W x 400mmH



OT03  
Table cloth  
1500L x 1500mmW



OT04  
Catalogue Holder



OT05  
One meter chain post



OT06  
Carpet



OT07  
Safety Helmet



OT08  
Folding Door  
950L x 2000mmH



## Part III Raw Space

### 1. Description on Raw Space Construction Procedure

#### 1) Move -in and Move -out Procedure

Raw Space Construction Move- in & Move- out Procedure (Hall 1,3,5,6,7,8) Log in GL official service platform: <a href="http://zhan.zzxes.com.cn/special/2023dmp">http://zhan.zzxes.com.cn/special/2023dmp</a> (Hall 9-12) Log in Hanwei HSC official service platform: <a href="http://47.112.235.56/zcy">http://47.112.235.56/zcy</a> (Hall 2,4) Log in Image official service platform: <a href="http://www.image-oss.com">www.image-oss.com</a>			
No.	Deadline	Details	
1	Pre- Exhibition Period Deadline: 31/10/2023	Submission for construction plan review	Login to online service platform: Submit construction plans/ drawings and other relevant documents for examination and approval within the designated time. Please check and download the required manual under 【 Files of Raw Space Submission】 in Download Information (Deadline for submission: 31/10/2023)
		Pre-rental Service	Login to GL online service platform: <a href="http://zhan.zzxes.com.cn/special/2023dmp">http://zhan.zzxes.com.cn/special/2023dmp</a> Please apply and pay for the electricity, water, internet, lift points, industrial medium and furniture in advance. Apply for the raw place construction approval certification and pay for the booth deposit. (Credit card payment is suggested for deposit)
2	Construction Period 24/11/2023 – 26/11/2023	Prepare forms below for registration at service counter on site: Please bring along all relevant chopped document in paper forms 1. <Plan approval receipt> - You are supposed to get it from e-mail after your plan is approved online. 2. Original ID card of the responsible person of construction for scanning.	
		Submit paper forms at plan examination counter and scan ID card of the responsible person of construction.	
		At billing counter, A. Payment undone: Pay booth deposit, building permit charge, and working pass on site. B. Payment done: Get certificate and building permit at counter. C. Rental of electricity, water, internet and industrial plugs is provided at billing counter. (According to the actual situations, the order may not guarantee supply)	
		Pay all the relevant bills at the billing counter.	
		Get building permit with your proof of payment at issuing counter.	
		Get working pass with your building permit and ID card at accreditation counter.	

3	<p>Exhibition Period 27/11/2023 – 30/11/2023</p>	<p>Staying electrician:(for raw space contractors) During the exhibition period, electricians must be staying, and all equipment of the booth should be turned off when the hall is closed daily if there is no 24-hour power application.</p>
4	<p>Move-out Period 30/11/2023 After14:00</p>	<p>Please go to service counter and get the signature of our security staff. Deposit refund will be processed after double check. <b>Reminder: take the site photo as a proof</b></p>
5	<p>Post-exhibition Period 03/12/2023 – 03/03/2023</p>	<p>About Invoice Application: Please login to the online service platform for invoice application 3 days after the exhibition ends.</p> <ol style="list-style-type: none"> <li>1. Pre-exhibition Payment : Login the platform and fill in all the invoice details for application, please provide your payment identifier code.</li> <li>2. On-site Payment: Login to the platform for application, input identifier code according to the payment slip.</li> <li>3. Choice of Invoice: All payment under ¥ 10000 can only issue in digital VAT invoice (Normal) , download link will be available through SMS; other that issued in VAT invoice (Special) will be sent to designated address provided.</li> </ol> <p>Reminder:</p> <ol style="list-style-type: none"> <li>① Please not that only one invoice can be issued for the same company in the same exhibition. Please check for all your payment. Please identify the category for each payment (exhibitor or constructor), once it is applied not change is allowed.</li> <li>② If applying under the account, please ensure and maintain only one type of invoice can be issued.</li> <li>③ Issued date: 30 working days after approval.</li> </ol> <p>About deposit refund:</p> <p>A. Refund Receipt: If the installation and dis-assembly of the booth is safe and clean, the cleaning confirmation sheet for the special booth will be given out on site for application of deposit refund.</p> <p>B. Deduction of deposit: During the construction period (including the period for dismantling) and during the exhibition period, if any violation of the relevant regulations and fire safety regulations happens or if there is any major accident or unclean booth, the organizer will deduct the deposit accordingly. A debit note will be issued and the damage to the leased item and the lost price will be deducted from the deposit.</p> <p>C. Deposit refund instructions:</p> <ol style="list-style-type: none"> <li>1) Online remittance/online payment: Will refund to your company account through the online bank. Please login to the service platform within three days after the move-out The refund period is within 60 working days from the next day after receiving the company' s account information for refund.</li> <li>2) On-site pre-authorization: Pay the deposit with your credit card pre-authorization on-site. Freeze the credit card amount in the bank card. The frozen amount will be thawed automatically within 30 days.</li> </ol> <p><b>Reminder: Deposit refund or any other refund will be valid for business to business.</b></p>

Reminder: Exhibitors can designate your own construction contractor but must submit the plan to official service provider for examination and approval. All booths must be examined and approved and complete the registration procedure before entering the hall for construction. For those contractors who have not approved and entered without authorization, the organizing committee and venue have own the right to ask for dismantlement, loss will be assumed by exhibitor or his contractor.

- **Construction height limit for single-story booth is 6 meters, Single layer height 4.5 m, including platform height and cantilever shape, etc.**
- **Lifting point of the booth shall not block near facilities and neighboring booth. All hanging structure shall be located within and right above the booth only and it must not hang directly next to the lifting point. Special booth shall have four opening exits with no any blockage, for the enclosed design of the opening area shall not exceed 50% (except for 6m x 6m raw space). The right of final interpretation of the Terms resides with the organizing committee.**
- During the construction and move out period, all enterers must wear the safety helmet. An electrician must be on duty every day, and before closing, electrician should turn off electricity for all devices and lighting during the exhibition (including move-in and move-out).
- Please find full construction regulations of the exhibition center and official service provider management measurements of Hall 1, 3, 5, 6, 7, 8 via [https://www.kancloud.cn/xdl\\_922/zhuguest/1760827](https://www.kancloud.cn/xdl_922/zhuguest/1760827).

## 2) Notice for Uploading Construction Plan (Deadline: 15/10/2023)

- All raw space booths must submit design plan and relevant documents to official service provider for safety examination and approval. Then go through registration process for construction after being approved, otherwise it will be forbidden.
- Submission of construction plan: exhibitor must login to GL online service platform **before 15/10/2023** and submit your plans (please provide valid documents according to requirements), for those who have not submitted their plans and documents after the **15/10/2023**, a **delay fee 2000RMB/booth** will be charged.
- For those who have submitted plans and documents but are not approved or with amendment on the plans, please submit your modified or additional documents **before/on 31/10/2023** for examination and get approved **before 31/10/2023**. If miss the deadline, a delay fee **2000RMB/booth** will be charged, and construction time may be delayed accordingly.

● **Instruction on Construction Plan Auditing Procedure**

After approval, applicants will receive a plan approval confirmation receipt through applied email. Please check for the attached files.

**Download Available on platform:  
Raw Space Plan Application  
→Application Record**

展位号	搭建公司	参展商	审核状态	申请时间	操作
1A05	智奥会展(深圳)有...	公司	审核通过	2021-06-10 14:39:29	下载审核回执 更多 v
1A04	智奥会展(深圳)有...	公司	审核通过	2021-06-10 14:37:19	下载审核回执 更多 v

**Application Receipt Sample:**



### 3) Submission Documents

Files of Raw Space Submission			
No.	File's Name	Reference	Procedure
<b>(一) Qualification certificate of constructor</b>			
1	Copy of Business license	Need to be stamped	
2	Copy of ID Card	Need to be stamped	
3	The Copy of of the person in charge of the construction site	Need to be stamped	
4	Copy of electrician certificate (special operation certificate, front and back)	Need to be stamped	
<b>(二) Application Form and Files of Relevant Service</b>			
1	Raw Space Construction Application Form	Form 1 (Fill by constructor and Need to be stamped)	
2	Safety Commitment for Construction	Form 2 (Fill by constructor and Need to be stamped)	
3	The Fire Protection and Construction Safety Notice for exhibitions and events	Form 3 (Fill by constructor and Need to be stamped)	carry
4	Self-inspection Form	Form 4 (Fill by constructor and Need to be stamped)	carry
5	Prove of Insurance Purchase	(by insurance company, and Need to be stamped)	
6	Contractor's Drawing Commitment	Form 5 (Fill by constructor and Need to be stamped)	
7	Volume Control Commitment	Form 6 (only fill in when necessary, and Need to be stamped)	
8	Special Electricity Safety Commitment	Form7 ( <b>only fill in when</b> necessary, need to be stamped, If you need to apply, please upload it together with "Product Qualification Certificate", "Equipment Manufacturing Enterprise Business License" and "Product Circuit Diagram"	carry
<b>(三) Booth design plan: (all drawings must be marked with booth number and exhibitor name)</b>			
1	Effect Picture (Color)	Requirements: including plan view, top (through) view and elevation view, need to be stamped	
2	Structure Picture (Color)	Requirement: Indicate the main load-bearing structure (position of supporting points, load-bearing beam and connection technology), and need to be stamped	
3	Material and Size Picture (Color)	Requirements: Indicate the main material (B1 flame-retardant grade), and the dimensions of each part (beam span, wall thickness, material used, etc.), and need to be stamped	
4	Material flame retardant report	Requirements: flame-retardant carpet test report, fire-retardant coating test report, fire-retardant material factory inspection report, and need to be stamped	
5	Electrical system diagram	Requirements: Indicate the total power consumption, the rated current/voltage of the main switch, the specifications of the wires and the laying method, the calculation of the power consumption of the booth, and need to be stamped	
6	Location map of electricity, gas, water, and Internet	Form 8 Requirements: Mark the location requirements of all water, electricity, gas, and network cables on the booth (not required if there is no lease); Mark the booth number around the booth to distinguish the position, and need to be stamped	
<b>Note: In addition to the above documents, the plan approval document and the original ID card of the person should also be reviewed.</b>			

#### 4) Raw Space Caveats (MUST READ)

1. The total height for single story structure is limited to 4.5m (including floor panel and suspensions), while the maximum height for double story is 6m (including floor panel and suspensions). For out-span of wood structure, it shall not exceed 6m; while steel/ steel-wood mixed structure (including steel cylinder, iron framing) shall not exceed 8m; and for steel grid, shall not exceed 12m.
2. Two emergency exits shall be shown, for booth that has more than 75% enclosed are, while the two shall not distanced less than 5m. For booth that sized not larger than 72m<sup>2</sup>, there shall be no less than 2 opened exits (width not shorter than 2; height no shorter than 2m); while the two exits shall not apart longer than exceed 15m, and no blockage within 2m near the exits.
3. Ladder in the exhibition hall shall not exceed 2.5m and the maximum working height is limited with 2, no construction work is allowed standing at the top of any ladders. No one shall be working on the ladder when moving the ladder; and only one person is allowed on the ladder when work performed at height, and at least one shall be holding.
4. For work that must performed at height exceeding 2m, electric sandwich panel and scaffold shall be used, while board for construction scaffolds and safety fences shall be installed to meet the national safety requirements. Reminder: At least one worker shall be holding, and all wheels are locked to ensure it is stabilized.
5. During the construction of any special designed/ large scale booth, it is necessary to reserve openings to the ground manholes not to cover any of the exhibition hall facilities (electric box, gas supply, water supply). As to prevent any emergency and repairing problems with the exhibition hall facilities. If the background wall or the panel cannot avoid the manhole cover where the venue's outlet is located, you shall apply for facility shifting services at the service counter.
6. All exhibition materials shall use flame-retardant or fire-resistant materials, and the combustion performance level of the construction materials shall not be lower than B1 (flame-retardant type). It is strictly forbidden to use flammable fabrics such as knitwear, various stretch cloths, stretchers, etc (even the above materials have processed fire-resistant method). Bare wooden structures must be treated with fire-resistant paint; while all glasses must be tempered glasses. All wire must be protected by sheathed wire. The burning performance level of carpets laid on the ground shall not be lower than B1 level (flame-retardant type).
7. The glass used in the booth must use toughened glass and provide certain certification as a proof for on-site inspection and must be indicated with the national standard 3C mark. The thickness of glass with an area of more than 2m<sup>2</sup> shall not be less than 8 mm. Large areas of glass should be affixed with

- obvious signs to prevent breakage and injury. When using a glass platform, it is not allowed to set up a booth structure directly above the smooth glass surface.
8. It is strictly prohibited to make holes, nails and stick tape on the exhibition boards and exhibition hall buildings of the standard booth. If there is any violation, compensation will be made at the market price.
  9. The structural enclosed ceiling area of a special booth shall not exceed 50% of the area of the structure (calculated as an independent space). If there is confined space in the bottom structure of the second-story booth, a fire extinguisher must be equipped, and no locks should be installed.
  10. Special booths must be equipped with 5Kg ABC dry powder fire extinguishers, in accordance with the standard of no less than 2 fire extinguishers per 100 square meters of floor space.
  11. If the height of the background panel between adjacent booths is within the height limit, but the height is not uniformed, the construction structure is not allowed to be exposed, and clean white materials must be used to cover it.
  12. After the construction of the booth is completed, the remaining construction materials and waste must be moved out of the exhibition hall and properly disposed, and shall not be piled up in the fire evacuation passage/safety exit or the passage between the booth and the wall of the exhibition hall.
  13. All lightings and power must be turned off every day after the end of the exhibition. Once that has not been followed, all normal power supply of the booth will be cut off. Electricians, welders and other special types of workers must hold certificates when performing work.
  14. Facilities such as electric boxes, water sources and networks must be placed in the booth and not on public passages.
  15. Pyrotechnics and flames are strictly prohibited during the construction, deployment, official exhibition and dismantling in the exhibition hall.
  16. If the exhibitor's equipment comes with its own power supply (lithium battery), the power supply must be stopped powering before closure, and it must be reported to the home contractor for record.
  17. The area of the double-story booth shall not exceed 50% of the area of a first-story booth; the construction of the second-story booth must be submitted with the seal of the architectural design institute that with structural design qualification, the seal of the national registered structural engineer and the audit report, and the drawing (with signature) and the name of the stamp must be consistent.
  18. Lifting points management: The applied lift point is allowed to hang above the booth only (on the principle of not affecting the display of adjacent booths), and the height of the bottom end (lower edge) of the suspensions shall not be less than 6 meters. The lifting point structure cannot be connected to the ground structure in any form.
  19. Construction permit processing: The construction permit is uniformly processed by the Official Service

Counter. The specific process is detailed in the following <Application for construction permit procedure>.

20. Parking fees: Shenzhen International Convention and Exhibition Center has implemented parking fees to all private cars or trucks entering the ground parking lot (including the waiting area) or underground parking lot of the exhibition hall, they must pay the parking fee according to the standard parking fee of the exhibition center. The parking fee is subject to the price published on site in the exhibition hall.



## 2. Water, Electricity, Gas and Internet Service

### 1) Water Supply and Connection Service

No.	Item	Details	Special offer before 31/10/2023 (single price per period)	Original Price after 31/10/2023 (single price per period)	Price of Overtime
1	Water Supply and drainage	supply 16 millimeter; drainage 50 millimeter	2185	2405	115/per hour
2	Water Supply and drainage	supply 19 millimeter; drainage 50 millimeter	3335	3670	
3	Water Supply and drainage	supply 25 millimeter; drainage 50 millimeter	3680	4050	

Note:

- Pre-rental for the water supply and drainage should be submitted with floor plan of installation location and remarks the location of connection point. (Please indicate drainage position when handing in drawing plan of the booth)
- Except for domestic water, it is forbidden to directly discharge other grease sewage and waste water in the exhibition hall. The machine grease water needs to be equipped with its own circulating water device.
- Drainage rental shall apply before 8th November within the pre-rental period, application is not guaranteed successful after the time.
- The price listed is for the whole exhibition period, if any need using early, please contact official service provider for rental. For the outdoor connection fee, it is 1.5 times of the indoor price will be charged;
- If changes needed after the fixed water supply and drainage connection has been completed, apply to the on-site service desk in time and pay for it. It is strictly prohibited to operate without
- The reserved or installed drainage connection is not allowed to be replaced. If the location needs to be moved, or withdrawal a transfer fee (30% of the on-site price of the transfer facility) shall be charged.
- For safety reasons, the water supply will be stopped one hour before the end of the exhibition. Those who dismantle the exhibition in advance under special circumstances should apply for the removal of water supply and drainage pipes at the on-site service desk in advance. Any damage to the pipeline components shall be compensated; it is strictly forbidden to dump various liquids and garbage into the trenches of the exhibition hall.

#### Diagram of Water Supply Connecting

Provide by Venue		Bring Exhibitor Own (or purchase from official constructor)		
Water Pipe Connect to the booth (Should Book in Advance)	Image Display	Supporting Components Image Display	Data of Size	Reference
Water supply 16mm Ball Value(male)			16mm Directly Insert	In order to prevent the pipe and ball valve falling off due to the excessive pressure, the hose clamp must be used to lock.
Water supply 19mm Ball Value(male)			19mm Directly Insert	
Water supply 25mm Ball Value(male)			25mm Directly Insert	
50mm Water supply pipe			50mm Ball Value	

## 2) Power Rental Service

No	Specification	Special offer before 31/10/2023 (single price per period)	Original Price after 31/10/2023 (single price per period)	Overtime Fee	Deposit	Remark
<b>A. Lighting</b>						
A1	220V/16A	865/period	955/period	30/4hrs	/	
A2	380V/16A	1380/period	1520/period	90/4hrs	/	
A3	380V/32A	2415/period	2660/period	175/4hrs	/	
<b>B. Machinery</b>						
B1	220V/16A	865/period	955/period	30/4hrs	/	
B2	380V/16A	1380/period	1520/period	90/4hrs	/	
B3	380V/32A	2415/period	2660/period	175/4hrs	/	
B4	380V/63A	4255/period	4085/period	345/4hrs	/	
B5	380V/125A	8625/period	9490/period	685/4hrs	/	
B6	380V/200A	13800/period	15180/period	1090/4hrs	/	
B7	380V/250A	17250/period	18975/period	1360/4hrs	/	
B8	380V/400A	34500/period	37950/period	2180/4hrs	/	
<b>C. Temporary Power for construction period</b>						
C1	220V/16A (26/11-25/11/2023)	345/period	380/period	120/day	Only for construction use only, machine adjustment is forbidden	
C2	380V/16A (26/11-25/11/2023)	1210/period	1335/period	250/day		
<b>D. High Power (Standard Booth Only and need to rent in advance)</b>						
D1	1000W	500/ period	/	Price included electric box rental, industrial socket and manpower connection fee. No on-site rental service is available		
D2	2000W	700 /period	/			
<b>E. Industrial plug (can be self-prepared)</b>						
No	Specification	Price	Deposit for standard booth	Remarks		
E1	220V/16A	200	500	1. Receive at the on-site service counter with payment order during the move-in period. 2. The industrial plug deposit of raw space has been		
E2	380V/32A	300	500			
E3	380V/63A	300	500			

E4	380V/125A	300	500	<p>included in the deposit of raw space.</p> <p>3. If you need the 2nd level electrical box, you must connect of it with the 1st electrical box from the exhibition hall with the industrial interface (there is no 380V/16A industrial interface rental).</p> <p>4. If there is any damage, compensation is needed. If the industrial plug is not returned or completely damaged and cannot be repaired, the full amount of deposit will be deducted as compensation.</p> <p>5. If you need to lease 200A or above industrial interface, please submit the application before 31/10, and the lease application will not be accepted after 31/10.</p>
E5	380V/200A	1000	800	
E6	380V/250A	1000	2000	
E7	380V/400A	1000	2000	
E8	Cable segments cut off	50	Compensation Standard	
E9	Cable Damage	150	Compensation Standard	

**F. Secondary switch box (only for standard booth)**

No	Specification	Price	Deposit	Remarks
F1	220V/16A	400	1000	<p>1. Connection fee is included in the fee, but no industrial interface is included (you may have your own appliances or rental, no extra fee is needed)</p> <p>2. The deposit will be returned after exhibition through banking account.</p>
F2	380V/32A	500	2000	
F3	380V/63A	750	2000	

**Notes:**

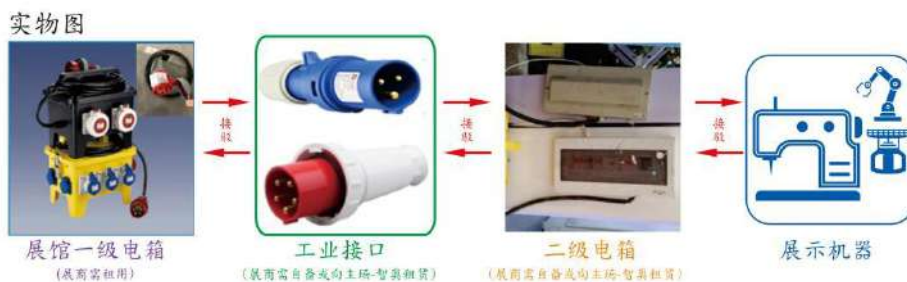
- Pre-rental for the electricity should be submitted with floor plan of installation location and remarks the location of connection point.
- Deadline for electricity application is 31/10. Application is not guaranteed successful after 8th November.
- The distribution box of Shenzhen World Convention and Exhibition Center adopts leakage protection device, <Letter of Abandonment of Leakage Protection>, <product certificate> and <product circuit diagram> on Form 8 must be submitted when you choose not to use the device.
- The reserved or installed power connection is not allowed to be replaced. If the location needs to be moved, or any withdrawal, a transfer fee (50% of the on-site price of the facility) shall be charged. (Note: High power appliances cannot be added on-site)
- 30% of the rental price will be charged for industrial interface return and exchange.
- If you need to use electricity in advance, please apply to the contractor (the fee is shown in the table). Outdoor electricity connection is charged at 1.5 times the indoor price. In case of special reasons, on-site declaration is required. Exhibitors need to apply to the official service counter and the technical personnel will evaluate the construction conditions, and the application can only be

processed after the construction conditions are met.

- g) During the installation period, electricity is only used for construction and is not allowed to be used for machinery adjustment. If you need to use electricity during the exhibition in advance, you must go to the service counter to apply.
- h) Please refer to the "Administrative Regulations" for relevant regulations on power connection; the setting value of the master switch protection of the power control box of the booth should be lower than or equal to 80% of the set value of the switch protection of the fixed power box connected to the exhibition hall
- i) During the construction of special booths or the placement of large-scale exhibits, it is necessary to reserve openings for the ground manhole covers of the outlets of the exhibition hall facilities (electric boxes) to prevent the exhibition hall's technical staff from handling problems in the exhibition hall facilities. If the background wall or the platform cannot avoid the manhole cover where the outlet is located, you need to apply for the facility relocation service at the service counter.

**Diagram of Electricity Connecting**

Provide by Venue		Bring Exhibitor Own (or book from official constructor in advance)	
Connect from pits to booths (Booked in advance)	Image Display of Socket	Supporting Components Image Display	Supporting Components of Electric Control Box and Electric Wires
Single-phase for 16A Link Socket			Need to be equipped with corresponding specifications of (Single-phase for 16A) switches and wires
Three-phase& Five-core for 32A Link Socket			Need to be equipped with corresponding specifications of (Three-phase& Five-Core 32A) switches and wires
Three-phase& Five-Core for 63A Link socket			Need to be equipped with corresponding specifications of (Three-phase& Five-Core 63A) switches and wires
Three-phase& Five-Core for 125A Link Socket			Need to be equipped with corresponding specifications of (Three-phase& Five-Core 125A) switches and wires <b>(Book before 31st July)</b>



### 3) Compressed Air Service

No	Specification	Special offer before 31/10/2023 (single price per period)	Original Price after 31/10/2023 (single price per period)	Overtime Fee
1	1/2HP-2HP flow rate ≤ 0.17 cubic meter/min	1725	1900	330/hr

2	3HP-5HP flow rate≤0.48 cubic meter/min	3450	3795
3	6HP-7HP flow rate≤0.71 cubic meter/min	3680	4050
4	10HP flow rate≤0.85 cubic meter/min	4025	4430
5	15HP flow rate≥1.0 cubic meter/min	4600	5060

**Note:**

- Advanced rental for the compressed air should be submitted with floor plan of installation location and remarks the location of connection point.
- No discount is applied for the compressed air application, and the application is not guaranteed successful after deadline 31/10.
- The reserved or installed compressed air connection is not allowed replaced. If the location needs to be moved, or withdrawal, a transfer fee (30% of the on-site price of the transfer facility) shall be charged.
- All compressed air is applied for the whole exhibition period, if you need it before the exhibition held, please apply the service counter. Outdoor electricity connection is charged at 1.5 times the indoor price. In case of special reasons, on-site declaration is required. Exhibitors need to apply to the official service counter and the technical personnel will evaluate the construction conditions, and the application can only be processed after the construction conditions are met.
- The reserved or installed irrigation connection is not allowed replaced. If the location needs to be moved, or withdrawal, a transfer fee (30% of the on-site price of the transfer facility) shall be charged.
- Outdoor irrigation connection is charged at 1.5 times the indoor price.
- It is strictly forbidden to bring air compressor in the exhibition hall. Please consult the official contractor in case of special circumstances;

**压缩空气接驳示意图**

展馆方提供		参展商自备 (或现场租用)		
供气管接驳至展位 (预留)	预留接头图示	配套接头图示	接口尺寸形式	备注
1/2HP~2HP (0.17M3/min) C式快插母头 8mm气管			C式快插公头8mm 宝塔头连接气管	为防止气压过大导致管子与宝塔接头脱落, 必须使用喉箍锁死
3HP~5HP (0.48M3/min) C式快插母头 10mm气管			C式快插公头10mm 宝塔头连接气管	
6HP~7HP (0.71M3/min) C式快插母头 12mm气管			C式快插公头12mm 宝塔头连接气管	
10HP (0.85M3/min) C式快插母头 16mm气管			C式快插公头16mm 宝塔头连接气管	
15HP (1M3/min) (大流量快插接头) C式快插母头 19mm气管			C式快插公头19mm 宝塔头连接气管	

**4) Internet Service**

Category	Specification	Special offer before 31/10/2023 (single price per period)	Original Price after 31/10/2023 (single price per period)	Overtime Fee
Internet	VIP WIFI broad-band (one 5G terminal only) -5M	460	555	40/Day
	VIP WIFI broad-band (one 5G terminal only) -10M	865	1050	70/Day
	VIP WIFI broad-band (one 5G terminal only) -20M	1725	2070	135/Day

5G broadband	2070	2485	170/Day
Optic fiber broadband -500 downstream rate/50M upstream rate	5750	6900	275/Day
Optic fiber broadband -1000 downstream rate/100M upstream rate	6900	8280	330/Day
Optical fiber dedicated line (upstream rate=downstream rate, 5 IP address) -20M	16100	19320	770/Day
Optical fiber dedicated line (upstream rate=downstream rate, 5 IP address) -50M	25300	30360	1210/Day
Optical fiber dedicated line (upstream rate=downstream rate, 5 IP address) -100M	4600	55200	3025/Day

**Note:**

- Advanced rental for the internet service should be submitted with floor plan of installation location and remarks the location of connection point.
- No discount is applied for the internet application, and the application is not guaranteed successful after deadline 8<sup>th</sup> November.
- All internet application is applied for the whole exhibition period, if you need it before the exhibition held, please apply the service counter.
- Deadline:**  
**Optical fiber dedicated line, optical fiber broadband deadline: 3/11/2023**  
**WIFI broad-band: 10/11/2023;**  
**No late application**
- The reserved or installed internet connection is not allowed replaced. If the location needs to be moved, or withdrawal, a transfer fee (30% of the on-site price of the transfer facility) shall be charged.

## 5) Lifting Point Rental Service

No	Category	Fee	Remarks
1	Lifting Point	2300/ period	After the plan is approved, the official constructor will notify the rental payment
2	Chain Block—15m/1T	345/ period	
3	Chain Block—25m/1T	520/ period	
4	Electrical Chain Block—15m/1T	1380/ period	
5	Electrical Chain Block—25m/1T	1725/ period	

### About Lifting point service guideline

#### 1) Construction requirement:

- i. Before 15/10/2023, the contractor shall provide with lifting point needs and related files, who will uniformly apply to the exhibition hall for lifting points and chain block;
- ii. After the application for the lifting point is approved, the main building contractor prepares the plan, and the contractor pays the corresponding lifting point fee and chain block fee;
- iii. The "Lifting Point Service Plan" shall be confirmed by the person in charge of the exhibition hall, the main building contractor and the contractor, and the contractor shall prepare the hanging items as needed;
- iv. Before the exhibition is set up, the main contractor assists the technical staff of the exhibition hall to put the steel wire rope and gourd hook zippers to the specified height according to the construction requirements (the hanging work below the gourd hook is the responsibility of the contractor), and the contractor puts the items that need to be hung to the hook.
- v. Before the exhibition is set up, the contractor will fix the construction and raise it to the specified height after confirmation. The home contractor will notify the exhibition hall technicians to put the chain into the chain bag and hang it;
- vi. After the hanging work is completed, the three parties (the exhibition hall, the main contractor' s responsible person and the constructor' s responsible person) must confirm the actual number and quality of the hanging points and sign;
- vii. Before the exhibition is set up, the contractor must go to the exhibition hall in advance to complete the lifting point construction work.

**Note: The specific dates for the above work other than the date of report are determined by SW Pavilion, and the later notice of the home arena shall prevail according to the official service provider.**

#### 2) Requirements for lifting point removal

- i. The main contractor cooperates with the contractor to put the components to the specified height according to the progress of the dismantling;
- ii. After the contractor removes the components, the home contractor will recycle the sling, wire rope, hoist and other materials.

#### 3) Lifting point requirements

- i. The contractor must inform the main contractor in advance before raising/lowering the truss

rack;

- ii. Only the SW exhibition hall technical staff, the head of the home contractor, and the constructor are present before lifting;

**Note: The booth raising/lowering truss frame must be present by the SW Pavilion, the main contractor, and the contractor**

### 3. Related Expenses

#### 1) Management Fee, License Fee, and Deposit

No.	Category	Price	Remark
1	Management Fee for Raw Space	20/m <sup>2</sup>	<b>Must Paid Item for raw space exhibitor</b>
2	Working Pass for constructor	20	Necessary for entering in hall for raw space construction. <b>One per person.</b>
3	Building Permit for Raw Space	50	Necessary for entering in hall for raw space construction. <b>One per booth.</b>
4	Booth Deposit	10000	Less than 100 m <sup>2</sup> (Include 100 m <sup>2</sup> )
		20000	101-300 m <sup>2</sup> (Include 300 m <sup>2</sup> )
		30000	More than 301 m <sup>2</sup>

Notes:

1. Booth deposit includes but not limited to construction safety, cleaning, industrial interface (not included if bring your own) and facilities damage penalty. The fees must be paid to official service provider by raw space constructors before the construction.
2. Constructors shall clean their wastes and garbage during move-in and move-out time, if not, there will be a deduction of deposit, please see the deduction standards for more details.
3. The above deposit is recommended to be paid by the Special design Construction Contractor. Any violations of the construction work (such as overtime work, damage to the exhibition hall facilities, leftover special construction garbage, etc.) penalties will be deducted from deposit;
- 4. Reminder: The deposit is recommended to be paid by offline remittance before the exhibition and refunded after the exhibition.**



## 2) Overtime Charge

Overtime Charge			
No	Time Period	¥ /Unit (area)	Remarks
1	17:00-22:00	23/m <sup>2</sup>	Minimum charge unit is 72m <sup>2</sup> , each overtime charge is calculated based on whole time period;
2	22:00-24:00	10/hr/m <sup>2</sup>	Minimum charge unit is 72m <sup>2</sup> , overtime charge is calculated based on hour within this time period;

- 1、 Minimum area charge is 72m<sup>2</sup>, area not exceeding 72m<sup>2</sup> shall be calculated as 72m<sup>2</sup>;
- 2、 Temporary electricity for construction is included, except water and gas supply. For any need, please contact the official service counter.
- 3、 Exhibitor shall work within the designated working time period throughout the whole construction and dismantle period, if overtime working is needed, exhibitor shall apply before 14:00 on the same day at the service counter. The overtime procedures can only be carried out after reviewing and agreeing to pay the corresponding overtime pay; 30% handling fee will be charged for overtime applications; overtime applications will be closed after 16:30 on the day of overtime.
- 4、 Overtime must be calculated from the closing day of the overtime;
- 5、 The contractor is not allowed to work overtime after 24:00. In special circumstances, if it is required after 24:00, the official contractor shall apply to the venue and execute it after obtaining approval.

**Part VI Appendix**

**Table 1**

**Application Form 1 for Special Booth Construction**

Name of Exhibition:							
Booth Number:		Name of Exhibitor:					
Total Area:		Booth Size:	Length:		Width:		Height:
Construct Company:					Security Principal:		
Position:		Email Address:		Mobile Phone:			

**We apply for special booths. To ensure safe construction and smooth development, we promise to the organizing committee and the exhibition hall:**

- 1.The two parties have signed a construction contract and the construction unit has legal construction qualifications. Therefore, is the only designated contractor for the booth.
- 2.Area confirmation: the construction of the booth shall be in strict accordance with the area determined by the organizer, the vertical projection of the booth construction (including the door head, floating window, decoration, etc.) shall not exceed the marking position, shall not block the fire passage (door) of the exhibition hall in any form, and shall not press the yellow line of the exhibition hall.
- 3.Construction materials: In strict accordance with fire protection requirements, it is forbidden to use polyurethane materials such as bubble words and KT plates, and it is forbidden to use elastic cloth, velvet, gauze, etc. (Fire-retardant materials must provide relevant material testing certificates.)
- 4.The glass used to build booths must be tempered glass, and the glass used to make doors, windows, and fans that are larger than 2 square meters must be tempered glass., and the thickness shall not be less than 10 mm. It is also required to provide relevant material inspection reports and affix the official seal of the construction unit. Tempered glass installation requires the use of card slots
- 5.Fixing the glass must use glass nails, and a written installation and fixing plan must be provided. Safe use of electricity: the use of electricity wire material must be the national standard wire. It is strictly prohibited the use of twisted pair and flower line. Prohibit the use of high-power heating lamps such as halogen lamps. The connection process requires all joints to be connected with connectors, and the electricity load shall be within 80% of the application amount. Installation of electrical equipment and circuit must comply with fire safety requirements. Electricians must be qualified with "special operation certificate".
- 6.Construction safety management: All constructors must wear safety helmets correctly (must tighten the chin straps). , Professional tools must be equipped for climbing operation. When working on ladders over 2m, there must be someone underneath for protection. The use of wooden ladders is prohibited.
- 7.Dirt difficult to remove (such as coating, paint, elastomeric foam, etc.) on the floor of the exhibition hall or other facilities and equipment will be handled in accordance with relevant regulations.
- 8.Structural safety: The span of the wooden structure of the booth is limited to within 6 meters, and the single span of the steel structure and the mixed structure of steel and wood is limited to within 8 meters. The span of formed steel grid can be widened properly, but the maximum span shall not exceed 12 meters. All beam connection processes must meet the structural requirements. Both ends are required to be embedded in the wall or built on the walls on both sides, and the "broken beam" structure is not allowed.
- 9.All carpets must be flame-retardant carpets. Material inspection reports are required. Test with fire will be operated on site.

The above contents have been read by our company, and we fully understand that it will be strictly enforced. If there is any violation, we accept the penalties imposed by organizer and exhibition hall service providers in accordance with relevant management regulations.

Exhibitor:  
(Official seal)  
Legal representative or safety principal (signature)  
On-site safety principal:  
Contact number:  
Date:

Booth contractor:  
(Official seal)  
Legal representative or safety principal (signature)  
On-site safety principal:  
Contact number:  
Date:

**Table 2**

## **Commitment Letter for Safely Move in Operation of Shenzhen World Exhibition & Convention Center**

In order to carefully implement the Production Safety Law of the People’s Republic of China, the Fire Prevention Law of the People’s Republic of China, the Regulations on Security Administration of Large-scale Mass Activities, When our unit enters the exhibition hall of Shenzhen World Exhibition & Convention Center for work, as the unit responsible for the safety of the entering work area, we further implement the responsibility for production safety, strengthen the safety management of on-site operations in the exhibition hall, improve the safety awareness and protection responsibilities of the operators entering the exhibition hall. Our unit is willing to take full responsibilities for the consequence caused by the violation of regulations during move-in operation. We make the following promises:

1. Our unit assigns Mr./Ms., with work phone or mobile of , at Shenzhen World Exhibition & Convention Center from \_\_\_\_\_(Date)to \_\_\_\_\_(Date)

Booth location: No \_\_\_\_ Hall. Booth Number: \_\_\_\_\_ Exhibitor: \_\_\_\_\_

Booth location: No \_\_\_\_ Hall. Booth Number: \_\_\_\_\_ Exhibitor: \_\_\_\_\_

To take in charge of safety management within the booth, responsible for the safety implementation of our unit on the operation site of the exhibition hall.

2. During the operation, our unit strictly abides by various laws and regulations of Shenzhen and the Country on fire safety and construction safety management, strictly observes various regulations of World Exhibition Center on construction fire safety and booth building safety, accepts the safety inspection and supervision of public security organization, fire department and World Exhibition Center.

3. Equipment and tools used in site operation shall meet safety requirements, and all special operation personnel must work with certificate; according to the conditions on the operation site, sufficient number of firefighting equipment shall be equipped.

4. During the operation, construction materials used shall meet the fire and structure safety requirements of exhibition hall, the power load of engineering in operation shall be assessed correctly, and electric switches and cable capacity matching with the load shall be adopted to ensure the power safety of engineering.

5. Standardize construction in strict accordance with the requirements of the operation design construction drawing, and adopt corresponding safety protection measures during climbing, hoisting and other dangerous operations to ensure the safety of construction personnel.

6. In case of any fire, security and other contingencies during operation, notify the on-site management of World Exhibition Center as soon as possible, and take necessary protection measures in advance to prevent accident from further deterioration.

7. During the move-in operation, if the management of World Exhibition Center finds that the operation

personnel steals or damages properties of World Exhibition Center, enters or damages the closed area set by World Exhibition Center without permissions, or behaves against the management regulations of World Exhibition Center, World Exhibition Center has the right to, depending on the severity, give him/her a warning, transfer him/her to the public security organization, or take other appropriate measures, and reserve the right to cancel the qualification of safety accident operation unit for entering World Exhibition Center to make a construction in the future according to the safety accident filing of move-in operation unit.

8. In case of any violation to the above commitments, our unit accepts the punishment given by the public security organization, fire department and World Exhibition Center according to the laws and regulations or the “Regulations on Use of Exhibition Halls of World Exhibition Center” .

9. This commitment letter shall be made in duplicate, with one used for handling entry formalities that will be kept in the customer service center of World Exhibition Center, and one for move-in operation unit.

Operation unit (must be stamped):

Representative on Safety Management of the operation unit:

Date:

Remarks: 1. The commitment letter must be stamped ;  
2. Name of exhibitor must be matched with the booth number and exhibitor name provided by the organizer.



specifications and fire control safety requirements, and shall have leakage switch protection. The electrical installation operators shall be equipped with valid special operation certificates, and the authenticity of the certificates have to be verified.

9、展位配电线路必须在线管或线槽内敷设、线路必须使用接线柱、针玉、接线帽等连接，电器设备及线缆的负荷承载应控制在设计容量的 80%以内，严禁使用塑料平行线、花线；

The distribution line of the booth must be laid in the line pipe or the wire trough. The line must be connected with the binding post, needle jade, wiring cap, etc. The load of electrical equipment and cables should be controlled within 80% of the designed capacity. Plastic parallel lines and twisted pair cabling is strictly prohibited;

10、展位配电箱必须完好无缺，离地 30 公分以上安装、固定且安装紧密。严禁使用缺损、拼凑的配电箱；

The booth distribution box must be intact, fixed and installed 30 cm above the ground. It is strictly forbidden to use a defective and patched distribution box;

11、展位内仓储间、LED 屏控制室不得存放纸箱、包装物等易燃、可燃物品，且 LED 屏控制室不得封顶，并有不少于 0.6 米的维护通道；

The storage room and LED screen control room in the booth shall not store flammable or combustible materials such as cardboard boxes and packaging materials, and the LED screen control room shall not be capped, and there shall a maintenance passage whose length is not less than 0.6 meters;

12、展位的总体结构限高 6 米（单层限高 4.5 米）（包括地台高度和悬挑造型等）。展位木质结构单跨跨度限制在 6 米以内，钢结构和钢木混合结构（包括内衬钢质方筒、铁架）单跨结构限制在 8 米以内，成型钢网架跨度可根据其截面适当放宽，但最大不得超过 12 米。

The overall structure of the booth has a height limit of 6 meters (a single floor height limit of 4.5 meters) (including the height of the platform and the cantilever shape, etc.) The single span of the wooden structure of the booth is limited to 6 meters. The single-span structure of the steel structure and steel-wood mixed structure is limited to 8 meters, including the steel-lined square tube and iron frame. The span of the steel mesh frame can be appropriately adapted according to its cross section, the length of which has to be within 12 meters.

13、展台搭建必须使用堆高机堆高展台构件物，当堆高构件物跨度 4 米以上的大型结构时必须使用两台堆高机；

The components of booth must be stacked up during booth construction. Two stackers must be used when the span of the bulky component exceeds 4 meters;

14、搭建展位所使用玻璃必须为钢化玻璃或是夹胶玻璃，并出示证明，玻璃必须进行有效安全防护或处理；The glass used for booth construction must be tempered glass or laminated glass, with the proof displayed. Safety measures or treatment must be developed for the glass.

15、搭建二层结构展台、舞台必须提供注册结构工程师盖章的结构安全承载评估检测报告及图纸

The structural safety load assessment report and drawings stamped by the licensed structural engineer must be submitted for the construction of a two-story booth and stage.

16、搭建防护护栏高度 105cm--120cm,栏杆杆与杆之间宽度空置 15cm，如加装玻璃须做好玻璃固定及做好有效安全防护或是处理。

The height of the protective guardrail is around 105cm--120cm, and the width between the railing pole should be 15cm. If the glass is installed, the glass must be fixed, with effective protection or treatment applied.

17、以上事项必须严格遵守，一经发现将停工、停电整改，并扣除未按要求整改的展位安全押金，由此产生的后果由该展位自行承担，其他请详见《深圳国际会展中心展馆使用手册》。

The above matters must be strictly observed, otherwise the construction will be suspended, with power cut off, for rectification, and the booth safety deposit will be taken for the unrectified condition. The consequences will be borne by the booth independently. For details, please refer to the *Shenzhen World Exhibition & Convention Center User's Manual*.

Table 4

**展位搭建完工自查自验表**

**Booth Construction Completion Self-Check List (by Constructor)**

展会或活动名称 Event name		展会时间 Event period	
展位名称: Booth name:	展位号: Booth number:	面积: Area:	检查日期 Checking date
自查自验情况记录      Self-checking Record			
展位 布局 类 Booth layout	1、展位搭建现场是否与展会报审布局图相符。 Whether the on-site booth construction is consistent with the submitted floor plan. <span style="float:right">是 Yes <input type="checkbox"/> 否 No <input type="checkbox"/></span>		
	2、展位是否违规占用、堵塞馆内消防通道和安全出口。 Whether the booth has occupied or blocked the fire-control aisle and emergency exit. <span style="float:right">是 Yes <input type="checkbox"/> 否 No <input type="checkbox"/></span>		
	3、展位是否违规遮挡、圈占、埋压馆内消防设备、设施。 Whether the booth has shielded, circumscribed, buried or pressed on the firefighting equipment and facilities in the hall. <span style="float:right">是 Yes <input type="checkbox"/> 否 No <input type="checkbox"/></span>		
	4、展位是否按要求配置有效灭火器材。 Whether the booth is equipped with effective firefighting tools according to the requirements. <span style="float:right">是 Yes <input type="checkbox"/> 否 No <input type="checkbox"/></span>		
材料 类 Material	5、展位搭建和装饰材料燃烧性能是否达到阻燃 B1 级及以上。 Whether the booth construction and decoration materials are B1 flame retardant and above. <span style="float:right">是 Yes <input type="checkbox"/> 否 No <input type="checkbox"/></span>		
	6、展位使用的木质材料是否为阻燃 B1 级材料或满涂防火涂料处理。 Whether the wooden materials applied to booth construction are B1 flame retardant or covered with fire retardant coating. <span style="float:right">是 Yes <input type="checkbox"/> 否 No <input type="checkbox"/></span>		
	7、展位使用的布蔓材料是否为阻燃 B1 级材料或阻燃处理达到 B1 级。 Whether the curtain materials are B1 flame retardant or the fire-retardant treatment is B1. <span style="float:right">是 Yes <input type="checkbox"/> 否 No <input type="checkbox"/></span>		
	8、展位是否使用聚氨酯、KT 板、海绵、弹力布等消防部门禁止使用材料。 Whether materials forbidden by the fire bureau, such as polyurethane, KT board, sponge, elastic cloth, etc. are used in the booth. <span style="float:right">是 Yes <input type="checkbox"/> 否 No <input type="checkbox"/></span>		
	9、展位是否设危险品仓库或储存间，展位电气设备间是否与易燃、可燃物共用。 Whether there is a warehouse or storage room for hazardous good, whether flammables and combustible materials are stored in the electrical equipment room. <span style="float:right">是 Yes <input type="checkbox"/> 否 No <input type="checkbox"/></span>		
电气 电线 类 Electricity and electric wire	9、展位电气作业人员是否持有效特种作业证件。 Whether the electricians working in the booth hold valid special operation license. <span style="float:right">是 Yes <input type="checkbox"/> 否 No <input type="checkbox"/></span>		
	10、展位线路是否套管或线槽敷设。 Whether the booth wire is laid in a casing pipe or wire trough. <span style="float:right">是 Yes <input type="checkbox"/> 否 No <input type="checkbox"/></span>		
	11、展位接线是否牢固、可靠。 Whether the wiring of the booth is solid and reliable. <span style="float:right">是 Yes <input type="checkbox"/> 否 No <input type="checkbox"/></span>		
	12、展位使用大功率加热电器额定功率是否为 1.5KW 及以下。 Whether the rated power of the high-power heating appliances in the booth is 1.5 KW or below. <span style="float:right">是 Yes <input type="checkbox"/> 否 No <input type="checkbox"/></span>		
	13、展位是否违规使用大功率照明灯具。 Whether high-power lamps are used in the booth. <span style="float:right">是 Yes <input type="checkbox"/> 否 No <input type="checkbox"/></span>		
	14、展位是否有违规使用压力容器。 Whether pressure vessel is used in the booth. <span style="float:right">是 Yes <input type="checkbox"/> 否 No <input type="checkbox"/></span>		
	15、展位配电箱、负荷开关、线材的设置及接线是否符合规范。 Whether the distribution box, load switch, cable setting and wiring in the booth comply with the specifications. <span style="float:right">是 Yes <input type="checkbox"/> 否 No <input type="checkbox"/></span>		
	16、展位是否使用塑料双绞线或花线。 Whether plastic twisted pair cable or plain twisted pair cable are applied in the booth. <span style="float:right">是 Yes <input type="checkbox"/> 否 No <input type="checkbox"/></span>		
17、展位 LED 屏控制室是否存放纸箱、包装物等易燃、可燃物品。 Whether the LED screen control room stores flammables or combustible items such as cardboard boxes and packaging materials. <span style="float:right">是 Yes <input type="checkbox"/> 否 No <input type="checkbox"/></span>			



结构 类 Struc ture	18、展位搭建结构是否存在安全隐患。Is there any safety hazards in the booth structure. 是 Yes <input type="checkbox"/> 否 No <input type="checkbox"/>
	19、展位搭建是否违规超跨度 (木质结构 6 米、钢木混合结构 8 米、钢架结构不超 12 米) 。Whether the booth construction has exceeded the span limit (The span limit for wooden structure is 6 meters, 8 meters for steel-wood mixed structure is 8 meters, and the steel frame structure is within 12 meters). 是 Yes <input type="checkbox"/> 否 No <input type="checkbox"/>
	20、展位搭建是否违规超高 (限高 6 米) 。 Whether the booth construction has exceeded the height limit (height limit is 6 meters). 是 Yes <input type="checkbox"/> 否 No <input type="checkbox"/>
	21、展位搭建是否违规封顶 (封顶面积不超过展位总面积 50%) 。Whether the booth has been capped illegally (the capped area should not exceed 50% of the total booth area) 是 Yes <input type="checkbox"/> 否 No <input type="checkbox"/>
	22、展位搭建二层结构是否出具有资质的结构安全评估文件和安装烟感探测器。Whether the two-story structure is equipped with qualified structural safety assessment documents and smoke detectors. 是 Yes <input type="checkbox"/> 否 No <input type="checkbox"/>
	23、展位结构是否违规挂、靠、破坏展馆固定设施。Whether the booth structure depends on and destroys the fixed facilities of the exhibition hall. 是 Yes <input type="checkbox"/> 否 No <input type="checkbox"/>
	24、展位搭建有封顶独立空间的是否安装烟感探测器。Whether a separate smoke detector has been installed in the capped area of the booth. 是 Yes <input type="checkbox"/> 否 No <input type="checkbox"/>

我司已阅读“深圳国际会展中心展馆使用手册”并承诺按照深圳国际会展中心展馆使用手册相关要求规范施工搭建，若未能按其要求所造成的一切损失，一律由我司承担。

We have read Shenzhen World Exhibition and Convention Center User' s Manual and promise to comply with the regulations in construction. The losses generated due to the violation of the regulations would be borne by us.

参展单位 Exhibitor:

参展单位安全负责人 Safety personnel (exhibitor):

搭建单位 Constructor:

搭建单位安全负责人 Safety personnel (constructor):

注：此表必须于展会（活动）开展前交与深圳国际会展中心安保部消防与展位施工模块，否则不予送电。

Note: This form must be submitted to the personnel in charge of firefighting and booth construction in HSSE Department of Shenzhen World Exhibition and Convention Center prior to the event, otherwise power will not be provided.

## **Letter of Commitment For Booth Construction Layout**

To the organizer of the DMP 2023:

All drawings submitted by our company for the DMP 2023 (including construction drawings, design effect drawings, booth power distribution drawings) and other construction declaration materials are true and will be consistent to the on-site effect during the exhibition (DMP 2023).

The company promises:

During the exhibition construction, installation, and dismantling period, if any information that does not conform to the drawing or is complained, our company is willing to abide by all the rules and regulations of exhibitions and related penalties and bear all the consequences once verified.

Contractor:

Stamp:

Signature:

Date:

## Table 6

### Video Play Management and Volume Control Commitment Letter

Booth number:

As an exhibitor of the DMP 2023 Greater Bay Area Industry Fair, we clearly know that the exhibition area is a public area and should consciously maintain the order of the exhibition in this area, create a good visiting environment for the visitors, and avoid being too loud. Therefore, our company will strictly abide by the video playback management and volume control requirements set by the organizer, and promise not to install any sound reinforcement equipment such as speakers in the booth; the video equipment comes with sound playback and does not turn on the sound reinforcement mode (such as subwoofer mode). The volume is controlled below 60 decibels; and during the exhibition, a designated person is responsible for the volume control of video playback in the booth; the video equipment will face towards the inside of the booth. At the same time, the company will cooperate with the organizer and monitor other exhibitors. If there is any violation of relevant regulations, we will proactively lodge a complaint with the organizer.

If we violate the video playback management and volume control regulations of the exhibition, our company accepts the relevant penalties of the organizer and take the responsibility the consequences.

Company Stamp:

Company Name:

Person in Charge:

Tel:

Punishment measures for violation of volume control regulations:

Step 1: the official contractor shall issue a written notice of rectification;

Step 2: still refuse to rectify, cut off the power to the booth, and deduct all video and audio deposits.

This letter of commitment must be filled in by the exhibitor, stamped with the company's official seal, and sent to the exhibition hall organizer for review at the time of special installation submission. Please read the contents carefully. Once filled in, it will be deemed to have agreed to this letter of commitment.

## Table 7

Name of Event: DMP 2023

### Letter of Special Power Use

(IT SHOULD BE SUBMITTED TOGETHER WITH <PRODUCT CERTIFICATE> AND <PRODUCT CIRCUIT  
DIAGRAM>

Due to the conflict between the power consumption protection mode of the equipment and the distribution mode with leakage protection device provided by Shenzhen World Convention and Exhibition Center during the operation of the exhibition, the equipment cannot be started normally, so our company needs to be provided the following specifications by Shenzhen World Convention and Exhibition Center: (the specifications of the electrical box to be removed with leakage protection) the distribution box without leakage protection, and promises to give up the leakage protection .The responsibility for equipment damage, personal injury, property loss or other problems caused by the device shall be undertaken by ourselves.

Company name:

Booth Number:

Person in Charge:

Tel:

Date:

Organizer Confirmation:

Date:

Technical Service Department:

Date:

Official Contractor Confirmation:

Date:

Equipment management:

Date:

## Table 8

### Water/Electricity/Compressed Air/Network/ Location Map

Exhibitors who have facilities reservation (electric box, air compressor, water supply and drainage, telephone line, Internet line, etc.) must fill in this form completely, and submit to the online platform of official contractor before the deadline. We will arrange the location as close as possible according to the facilities of the exhibition hall.

If the exhibitor /constructor fails to return this form on time, we will place the pre-rented facilities of your company in or around your booth. The actual location is subject to the pipe trench of the exhibition hall. The arrangement may not be completely consistent with the location map provided by your company. If the location of the site is changed, the relocation fee of the relocated facilities shall be charged (50% of the on-site price of the relocated facilities shall be charged), and no relocation shall be accepted from the last move-in day of the exhibition. Please place the pre-rented facilities of your company, mark the rental facilities of the booth in the drawing.

Booth No.: \_\_\_\_\_;

Exhibitor name: \_\_\_\_\_;

Name: \_\_\_\_\_;

Tel: \_\_\_\_\_;

数量统计：	规格	数量
电：		
气：		
水：		
网：		

分类	图形模板
电	
气	
水	
网	

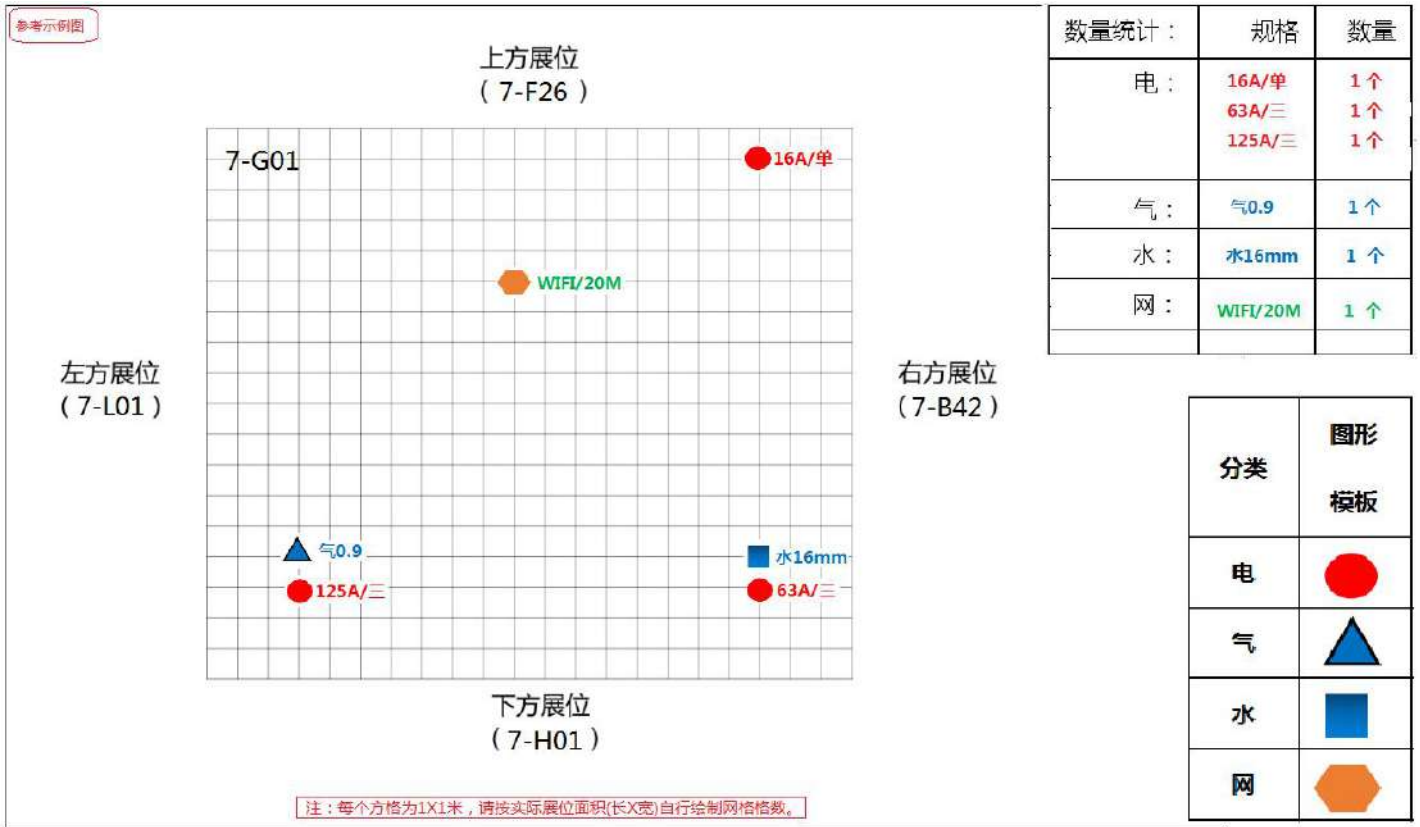
上方展位  
(      )

左方展位  
(      )

右方展位  
(      )

下方展位  
(      )

注：每个方格为1X1米，请按实际展位面积（长X宽）自行绘制网格格数。



注：每个方格为1X1米，请按实际展位面积(长X宽)自行绘制网格格数。

分类	图形 模板
电	
气	
水	
网	

Remark requirements:

1. All water/power/ networks on the booth shall be marked (including the facilities rented by the exhibitors and constructors)
2. Mark the location (booth surrounding)
3. Exact size (1 meter per square)
4. If there are more than one specifications, and space of the form is limited, other location plans should be attached in detail.