



# 2024 Beijing International Hydrogen Technology & Equipment Exhibition

**March 25-27, 2024**

New China International Exhibition Center, Beijing

## Exhibitor Manual

This manual can be downloaded from the official website of HEIE --- <http://www.heieexpo.com/english/>



The 24<sup>th</sup> China International Petroleum & Petrochemical  
Technology and Equipment Exhibition



The 24<sup>th</sup> Beijing International Exhibition on Equipment of Pipeline  
and Oil & Gas Storage and Transportation



The 24<sup>th</sup> Beijing International Explosion Proof Electric  
Technology & Equipment Exhibition



The 24<sup>th</sup> Beijing International Offshore Oil & Gas Exhibition



The 14<sup>th</sup> Beijing International Natural Gas Technology  
& Equipment Exhibition



The 14<sup>th</sup> Beijing International Shale Gas Technology  
and Equipment Exhibition



The 14<sup>th</sup> Beijing International Offshore Engineering Technology  
& Equipment Exhibition



Beijing International Petroleum  
and Petrochemical Safety Production Exhibition



2024 Beijing International Gas Applications and  
Technical Equipment Exhibition



Beijing International Petroleum & Chemical Automation  
Technology & Equipment and Instrumentation Exhibition



2024 Beijing International Underground Engineering Construction  
and Trenchless Technology and Equipment Exhibition

## Our Greeting to Exhibitors

Dear Exhibitors,

Thank you very much for your support and participation in the 2024 Beijing International Hydrogen Technology & Equipment Exhibition (Abbr. HEIE 2024)

HEIE 2024 will be held on March 25-27, 2024 at New China International Exhibition Center in Beijing, China.

We sincerely hope that this manual will help you accomplish all preparations. This manual consists of three parts as follows:

**A. General Information**

**B. Exhibitors Guide**

**C. Technical Seminar/ VIP Customer Service**

In addition, you can visit the official website of HEIE – [www.heieexpo.com/english](http://www.heieexpo.com/english) to consult or download this manual. Beijing Zhenwei Exhibition Co., Ltd., the organizer of HEIE, reserves the right of final interpretation of this manual.

Detailed information about freight forwarding, booth construction, hotel reservation, etc. is all included in this Manual. Please read this manual carefully and fill in the relevant forms according to your respective requirements, and then email or fax them to the contractors directly or the organizer office before the deadline listed in this manual so that we are able to offer you our best service in time.

We look forward to seeing you at HEIE 2024 and wish you every success in the exhibition!

Yours sincerely,

Beijing Zhenwei Exhibition Co., Ltd.  
January 2024

# HEIE 2024 Exhibitor Service Guide

## A. General Information

Content	Page No.		Deadline
Show Name	P02		
Concurrent Exhibitions	P02		
Show Schedule	P02		
Show Venue	P02		
The Organizer	P02		
Official Freight Forwarder	P03		
Official Stand Contractor	P03		
Official Contractor	P04		
Official Hotel/Travel Agent	P09		
The Sketch Map of Beijing Subway and HEIE 2024	P10		
Location & Traffic Sketch Map	P11		
Driving Directions to the Exhibition Center	P12		
Floor Plan of the Exhibition Center	P13		

## B. Exhibitors Guide & Application Forms

Content	Page No.	Reply Needed	Deadline
Flow Sheet of Participation	P16		
Exhibition Hall Tech Data	P17		
Official Contractor	P18		
General Information	P20		
Summary Form	P30	Reply according to the remarks	February 23, 2024
Form 1 Shell Scheme Fascia & Layout	P31	Compulsory for Shell Scheme	February 23, 2024
Form 2 Rental Price List of Furniture and Electrical Appliances for Standard Booth	P32	Optional	February 23, 2024
Form 3 Construction Management	P36	Compulsory for Raw Space	February 23, 2024
Form 4 Application form for Special Design Booth Contractor	P37	Compulsory for Raw Space	February 23, 2024
Form 5 Electricity, Water and Compressed Air	P38	Optional	February 23, 2024
Form 6 Telephone Line and Internet Access	P40	Optional	February 23, 2024
Form 7 Declaration of Work Safety and Security	P41	Compulsory for all exhibitors	February 23, 2024
Form 8 Appointment of Raw Space Contractor	P42	Compulsory for Raw Space	February 23, 2024
Form 9 Declaration of Work Safety and Security - Single Storey	P43	Compulsory for Raw Space	February 23, 2024
Form 10 Declaration of Work Safety and Security- Double Storey	P46	Compulsory for Raw Space	February 23, 2024
Form 11 Punishment Regulation	P48		
Freight Forwarding	P50		
Exhibition Liability Insurance Service (special booth building)	P58		
Exhibitor Badges, Visitors Tickets and Exhibition Catalogue	P60		
Exhibitor Registration/Registration Procedure	P61		
Setting up and Dismantling Schedule	P61		
Hotel Accommodation	P63	Reply according to your requirements	

### C. Technical Seminar / VIP Customer Service

Content	Page No.	Reply Needed	Deadline
Application Form for Technical Seminar	P66	Reply according to your requirements	February 23, 2024
VIP Customer Service	P67	Reply according to your requirements	February 23, 2024

### D. Application for Exhibition Service

Content	Shell Scheme	Raw Space	Filling Methods	Deadline	Completion(Y/N)
Basic Information on a Business	Compulsory	Compulsory	Online	February 23, 2024	
Exhibition Information and Exhibition Scope	Compulsory	Compulsory	Online	February 23, 2024	
Exhibit Management and Release of Exhibits	Compulsory	Compulsory	Online	Immediate Action	
Exhibitor name on Fascia board	Compulsory	-	Online	February 23, 2024	
Exhibitor Badge Application	Compulsory	Compulsory	Online	February 23, 2024	
Exhibition Promotion Opportunities	Optional	Optional	Online or Offline	February 23, 2024	
Conference Room Rental, Technical Exchange Meeting	Optional	Optional	Online or Offline	February 23, 2024	
Invitation Form for Invited Visitors and Electronic Invitation Letter for Exhibitors	Compulsory	Compulsory	Online or Offline	Immediate Action	
Hotel Accommodation	Optional	Optional	Online or Offline	February 23, 2024	
Visa Processing	Optional	Optional	Offline	February 23, 2024	
Special Installation and Construction Declaration	-	Compulsory	Offline	February 23, 2024	
Vehicle Permit Processing	Optional	Optional	Offline	Onsite	
Exhibits and Construction Transportation	Optional	Optional	Offline	March 25, 2024	





## General Information

### Show Name

2024 Beijing International Hydrogen Technology & Equipment Exhibition (HEIE2024)

### Concurrent Exhibitions

The 24<sup>th</sup> China International Petroleum & Petrochemical Technology and Equipment Exhibition (cippe 2024)  
The 24<sup>th</sup> Beijing International Exhibition on Equipment of Pipeline and Oil & Gas Storage and Transportation (CIPE2024)  
The 24<sup>th</sup> Beijing International Offshore Oil & Gas Exhibition (ciooe2024)  
The 24<sup>th</sup> Beijing International Explosion Protection Electric Technology & Equipment Exhibition (Expec2024)  
The 14<sup>th</sup> Beijing International Natural Gas Technology & Equipment Exhibition (CING2024)  
The 14<sup>th</sup> Beijing International Offshore Engineering Technology & Equipment Exhibition (CM2024)  
Beijing International Shale Gas Technology and Equipment Exhibition ( cisge2024 )  
Beijing International Petroleum & Chemical Automation Technology & Equipment and Instrumentation Exhibition (cieca2024)  
Beijing International petroleum and Petrochemical Safety Production Exhibition (cipse2024)  
2024 Beijing International Gas Applications and Technical Equipment Exhibition (GAS2024)  
2024 Beijing International Underground Engineering Construction and Trenchless Technology and Equipment Exhibition (CITTE2024)

### Show Schedule

Registration & Setting Up	March 23, 2024	08:30-17:30
	March 24, 2024	08:30-21:00
International Petroleum		
Industry Leadship Meeting	March 25, 2024	10:30-16:30
	March 26, 2024	09:00-16:30
Exhibition & Trade	March 25, 2024	09:00-16:30
	March 26, 2024	09:00-16:30
	March 27, 2024	09:00-14:00
Closure & Dismantling	March 27, 2024	14:00-21:00

### Show Venue

**New China International Exhibition Center, Beijing, China**  
(No.88, Yuxiang Road, Tianzhu, Shunyi District, Beijing)

### The Organizer

China Smart Energy Industry Alliance  
Zhenwei Exhibition Group  
Beijing Zhenwei Exhibition Co., Ltd.

**Official Freight Forwarder****BTG International Freight Forwarding (Beijing) Co., Ltd.**

Room 1808, Tower C, Fangheng Int'l Center, No.6 Futong East Avenue,  
Chaoyang District, Beijing, China, 100102.

Tel: +86 10 8460 1258 / 8460 1067 ext. 29

Contact: Simon Cao MP: 139 1021 5056 Email: simon.cao@btg.cn

Xiao Ran MP: 159 0123 7671

**Official Stand Contractor****BEIJING GISACA EXHIBITION CO., LTD. (E1\E2\E3)**

Address: 3-1405 Chong Wen Men Wai Street. Chong Wen Men District Beijing, PRC

Contact Person:

Hall E1—E2:

Jia Yuanyuan Tel: +86-10-8479 0199-102 HP: +86-138 1004 9141 Email: gisaca@gisaca.com.cn

Fax: +86-10-8479 4020

Hall E3:

Zhang Jing Tel: +86-10-84790199-110 HP: +86-138 1080 7202 Email: gisaca@gisaca.com.cn

Fax: +86-10-8479 4020

**Beijing Zhongzhuang Ronde Expo Co.,Ltd. (W1\W2\W3\W4\E4)**

Address: Zhenwei exhibition building, No.13 building, international enterprise Avenue III, No.1 yard,  
jinghaiwu Road, Tongzhou District, Beijing

Hall W1

Luo Yahui Tel: +86-10-5091 7075 +86-182 3007 0625 E-mail: lyh@zhenweiexpo.com

Hall W2

Zhou Ya Tel: +86-10-5091 7090 +86-135 5208 1899 E-mail: zhouya@zhenweiexpo.com

Hall W3 / W4

Wang Yunlong Tel: +86-10-5091 7073 +86-185 6610 5090 E-mail: wyl@zhenweiexpo.com

Hall E4

Han Le Tel: +86-10-5617 6920 +86-158 8234 7853 E-mail: hl@zhenweiexpo.com

Phone call:

dianwei Tel: +86-10-5091 7070 +86-136 7103 4414

E-mail: dianwei@zhenweiexpo.com

Website: www.rondexpo.com

Official  
Contractor**1. Beijing Zhongzhuang Runda Exhibition Co., Ltd**

Address: Zhenwei Exhibition Building, Building 13, International Enterprise Avenue, No. 1, Jinghai Fifth Road, Tongzhou District, Beijing

Postal Code: 100176

Contact:

Chen Wei	Tel: 010-50815755	Mob: 15330269333	E-mail: cw@zhenweiexpo.com
Xie Jing	Tel: 010-50917051	Mob: 16600093952	E-mail: xjing@zhenweiexpo.com
Dong Kai	Tel: 010-56176961	Mob: 13939209557	E-mail: dk@zhenweiexpo.com
Sun Zhiyuan	Tel: 010-50917050	Mob: 15810772336	E-mail: szy@zhenweiexpo.com
Wang Yang	Tel: 010-50917080	Mob: 19523766838	E-mail: wangyang@zhenweiexpo.com
Zhou Ya	Tel: 010-50917090	Mob: 13552081899	E-mail: zhouya@zhenweiexpo.com
Luo Yahui	Tel: 010-50917075	Mob: 18230070625	E-mail: lyh@zhenweiexpo.com

Complaints Hotline: 010-50917070

Mob: 13671034414

Fax: 010-56176998

E-mail: dianwei@zhenweiexpo.com

Website: www.rondexpo.com

**2. Beijing DongFang KunYu Exhibition Co., Ltd**

Address: Room 509, Building G,

Postal Code: 101100

Contact: Mr Kane/Miss Zoe/Tao Zhou

Tel: +86-10-8950 5298

Mob: +86-13521719566 / +86-15910969853 / +86-18500618584 / +86-13811913185 / +86-15120097672

Fax: +86-10-8950 5298

E-mail: 962447317@qq.com / 1441579356@qq.com / 1148139084@qq.com / 2390919712@qq.com / 1153626506@qq.com

Website: www.dfky-hope.com

**3. Beijing Oriental Yiyuan International Exhibition Co., Ltd**

Address: 3/F, Block C, Tianlangyuan, Chaoyang District, Beijing

Postal Code: 100020

Contact: Wang Hongxia / Mia / Max

Tel: 010-6420 1489

Mob: 1391 0818 246 / 1591 0289 027 / 1352 0189 973

Fax: 010-6420 1489

E-mail: 375231884@qq.com / 845267417@qq.com

Website: www.dfyybj.com

**4. Yishang (Beijing) Brand Design Co. LTD**

Address: Building 13, III, International Enterprise Avenue, 1 Jinghai Wu Road, Tongzhou District, Beijing

Postal Code: 101100

Contact: Manager Fang Tel: 010-56176988 Mob: 13011221288 / 13712161266

Contact: Manager Fan Mob: 15710070907

Fax: 010-56176988

E-mail: minghsr@163.com

Website: https://www.yishangbeijing.com



**5. Beijing Meisen International Exhibition Co., Ltd**

Address: Room A20035, Block A, No. 9, Fengxiang East Street, Yangsong Town, Huairou District, Beijing  
 Postal Code: 101400  
 Contact: Zhao Jiapeng Tel: 15600682121  
 Zhang Mengmeng Mob: 18997918239  
 E-mail: 2357517403@qq.com

**6. Beijing Zhuolante Exhibition Co., Ltd**

Address: 301, No. 1, Xingfu West Street, Beifang Town, Huairou District, Beijing  
 Postal Code: 101499  
 Contact: Kimi. Regan. Jeny . Leo  
 Mob: 15810644220. 15122334309. 15369664899. 18031618382  
 E-mail: 931753754@qq.com. 26207648@qq.com. 550153722@qq.com. 596624792@qq.com

**7. Beijing Focus Exhibition and Exhibition Co., Ltd**

Address: 5431, South District, No.2 Courtyard, Wuliqiao Second Street, Chaoyang District, Beijing  
 Postal Code: 100024  
 Contact person: Zhang Tao, Liu Lei  
 Mobile phones: 15711098521, 13716306730  
 Email: 3297209520@qq.com  
 Website: www.jujiaoexpo.com

**8. Beijing Zhonglian Yichuang Exhibition Co. , Ltd.**

Address: 6 San Huan East Road, North Chaoyang District, Beijing  
 Postal Code: 10020  
 Contact: Zhang Xianzhong  
 Tel: 15811554835  
 Mob: 13520313570  
 E-mail: 371392350@qq.com  
 Website: www.zlycexpo.com

**9. Chengdu Zhuoweina Exhibition Service Co., Ltd**

Address: Room 1002, Block A, Moore International, Julong Road, Chengdu  
 Contact: Abby  
 Tel: 19182033892  
 E-mail: 1150218711@qq.com  
 Website: www.cdzwn.com

**10. Beijing Huayu Jiamei International Exhibition Service Co.,Ltd.**

Address: Room 1707, Block B, North Road, East Third Ring Road, Chaoyang District, China  
 Postal Code: 100012  
 Contact: Mr. Peng Mob: 15300086816 E-mail: 734984178@qq.com  
 Contact: Ms. Du Mob: 18910681318 E-mail: hyjm.du@126.com  
 Tel: 010-56455980  
 Fax: 010-56455980  
 Website: www.huayujiamei.cn

#### 11. Chengxiang Exhibition Engineering (Shanghai) Co., Ltd

Address: 58 Fumin Branch Road, Hengsha Township, Chongming District, Shanghai

Postal Code: 201914

Contact: Jiang Chuan

Tel: 15601785666

Mob: 15601785666

E-mail: 746031206@qq.com

#### 12. YIHAIJINGONG Exhibition Design & Service CO., LTD.

Address: Room 708, building 6, poly metropolis, No. 156, Xinhua North Street, Tongzhou District, Beijing

Postal Code: 101000

Contact: Summer

Mob: 13810608233

E-mail: 312308653@qq.com

Website: www.e-exposition.com

#### 13. Beijing Serun Creative Expo. Company Ltd.

Address: Room 8155, Block C, Hongxiang 1979 Cultural and Creative Park, No.90 Jiu Ke Shu West Road, Tongzhou District, Beijing, China

Postal Code: 101121

Contact : Mr. Zhang    Mobile: 15901362225    WeChat: 15901362225

                         Mr. Zhou    Mobile: 18801449966    WeChat: 18801449966

Telephone: 010-84819566

Email: xycyzl@163.com

Website: www.xycyzl.com

#### 14. Beijing Layout Exhibition Services Co.,Ltd.

Address: Room 905, Building#2, Zhongdong Road, Chaoyang District, Beijing 102218, China.

Contact: Mr. arren

fb: arrenliang

Mob: 18611617073

whatsapp: 18611617073

E-mail: 78026236@qq.com

Website: www.layout-exhibits.com

#### 15. Beijing Fangcheng International Exhibition Co., LTD

Address: Room 303, XiaoBaoYi Street Art Zone Song Zhuang, Tongzhou District, Beijing, PRC

Postal: 101000

Contact: weny    qingbao.zhang

PN: 15652486888    13910285568

E-mail: qingbaook@163.com

Website: www.fangcheng-china.com

**16. Shanghai Wanbing Architectural Design Engineering Co., Ltd.**

Address: Room 2703, No. 112 Ruilin Road, Jiading District, Shanghai, China

Postal Code: 201802

Contact: Jenny / Liao Bing

Tel: 86-21-65202786

Mob: 13818615488/15021591088

E-mail: 57876026@qq.com

Website: <http://www.wanbingexpo.cn/>

**17. Boyi Chuang Exhibition (Beijing) Exhibition Planning Co., Ltd.**

Address: 4th floor, No. 76 Langba Road, Langfang City, Hebei province

Contact: yangchen

Mob: 13321102202

E-mail: bycz6688@163.com

**18. Beijing Peizhao Exhibition Co., Ltd.**

Address: Room 2703, Building D, Wu No. 2, North road of the east third ring road, Chaoyang District, Beijing, PRC

Postal Code: 100027

Contact: Zhangbin Zhanghongli

Tel: 010-84471007. 84471008

Mob: 13910901800. 13581599925

Fax: 010-84471009

E-mail: zerlinda@peizhaozhanlan.com

Website: <http://www.peizhaozhanlan.com/>

**19. Beijing Ertu Exhibitions Co.Ltd.**

Address: Room 218, building 1, Xiaobao First Street Art District, Songzhuang District, Beijing

Postal Code: 101000

Mob: Yu Yang Mob: 13699225952 QQ: 1053103851

Yu Li Mob: 13552992230 QQ: 1525272169

E-mail: ertuexpo@163.com

Website: [www.ertuexpo.com](http://www.ertuexpo.com)

**20. Beijing Pilotage Exhibition Company .,Ltd**

Address: Tongzhou District Great Wall International 1107

Postal Code: 101100

Contact: Zhitang Liu

Tel: 13311025900

Mob: 18511758900

E-mail: 610018883@qq.com

#### 21. Heping Exhibition Industry (Beijing) International Exhibition Co., Ltd

Address: 13-3-201, South District, Liuhexin Village, Songzhuang Town, Tongzhou District, Beijing

Postal Code: 101100

Contact: Zhang Xuege Ma Zhihao Liu Yang

Tel: 010-89586201 010-81596728

Mob: 15726636744 18911561785 17331686058

Fax: 010-81596726-607

E-mail: 572552486@qq.com 3010781239@qq.com 2881004353@qq.com

Website: <http://www.hpzy-expo.com>

#### 22. Insunmesse International Croup CO., Limited

Address: 6 / F, Building 2, Xiangteng City Plaza, 31 Jiatong Road, Jiading District, Shanghai

Postal Code: 201802

Contact: Ms Janet Tel: 021-80392251 Mob: 15221732281 Email: [janet@insunmesse.com](mailto:janet@insunmesse.com)

Contact: Ms Angela Mob: 18516371430 Email: [service@insunmesse.com](mailto:service@insunmesse.com)

Fax: 021-80392251

Website: [www.insunmesse.com](http://www.insunmesse.com)

#### 23. Beijing Zhicheng Chuangmei Media Advertising Co. , Ltd.

Address: East Asia North Center, No. 9 Huilongguan West Street, Changping District, China

Postal Code: 102200

Contact: Yumei Chen

Tel: 010-53512463

Mob: 13051263368 13681560524

E-mail: 36939281@qq.com 2511525008@qq.com

Website: [www.zccmei.com](http://www.zccmei.com)

#### 24. Beijing Sail Exhibition and Exhibition Co., Ltd

Address: Room 415, No. 143 Yong'an Street, Taishitun Town, Miyun District, Beijing

Postal Code: 101500

Contact: Jin Ping

Tel: 4009606698

Mob: 13810294748

E-mail: 595165685@qq.com

Website: [www.sailzl.com](http://www.sailzl.com)

#### 25. Benjing KENNO Exhibition Services Co., Ltd

Address: Room 3203, 141 Building, Ziyouzhu, Linheli, Tongzhou District, Beijing, China.

Postal Code: 101100

Contact: Eric

Tel: 010-56212801

Mob: 13811431890

Fax: 010-56212802

E-mail: 57939625@qq.com

**26. Shanghai Royal Culture Communication Co., Ltd.**

Address: Room 407, Building 2, Fengchuanggu Kechuang Base, 1588 Huhang Road, Shanghai

Postal Code: 201400

Contact: Zhou xiangwei

Tel: 13167272713

Mob: 15618889167

Fax: 021-57188992

E-mail: 649919957@qq.com

Website: www.expoy.com

**27. Shanghai SG Decoration Design&Manufacture Co.,Ltd**

Address: 3rd Floor, No. 1073 Songquan Road, Qingpu District, Shanghai

Postal Code: 201703

Contact: Mr. Li song

Tel: 021-52211187

Mob: 18019358885

E-mail: Ronaldolee@126.com

**Official Hotel/  
Travel Agent**

**Times International Conference & Exhibition Co., Ltd**

Contact: Fiona Zhang

Tel No.: +86 (10) 64462841

Mobile: +86 18612291377

E-mail: times@sdln.cn

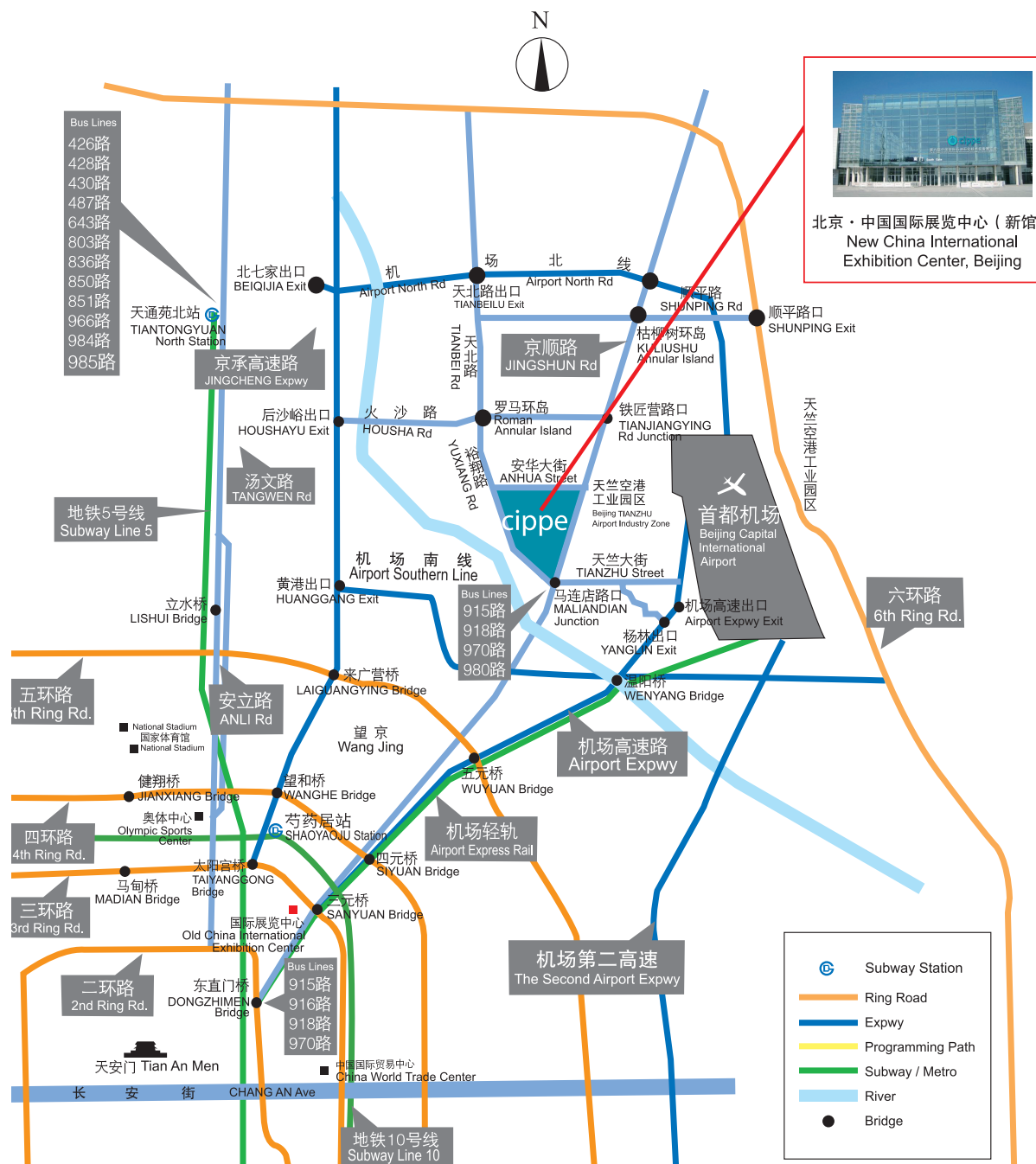
Website: www.sdln.cn

## Destination:Line 15, China Int'l Exhibition Center D Export

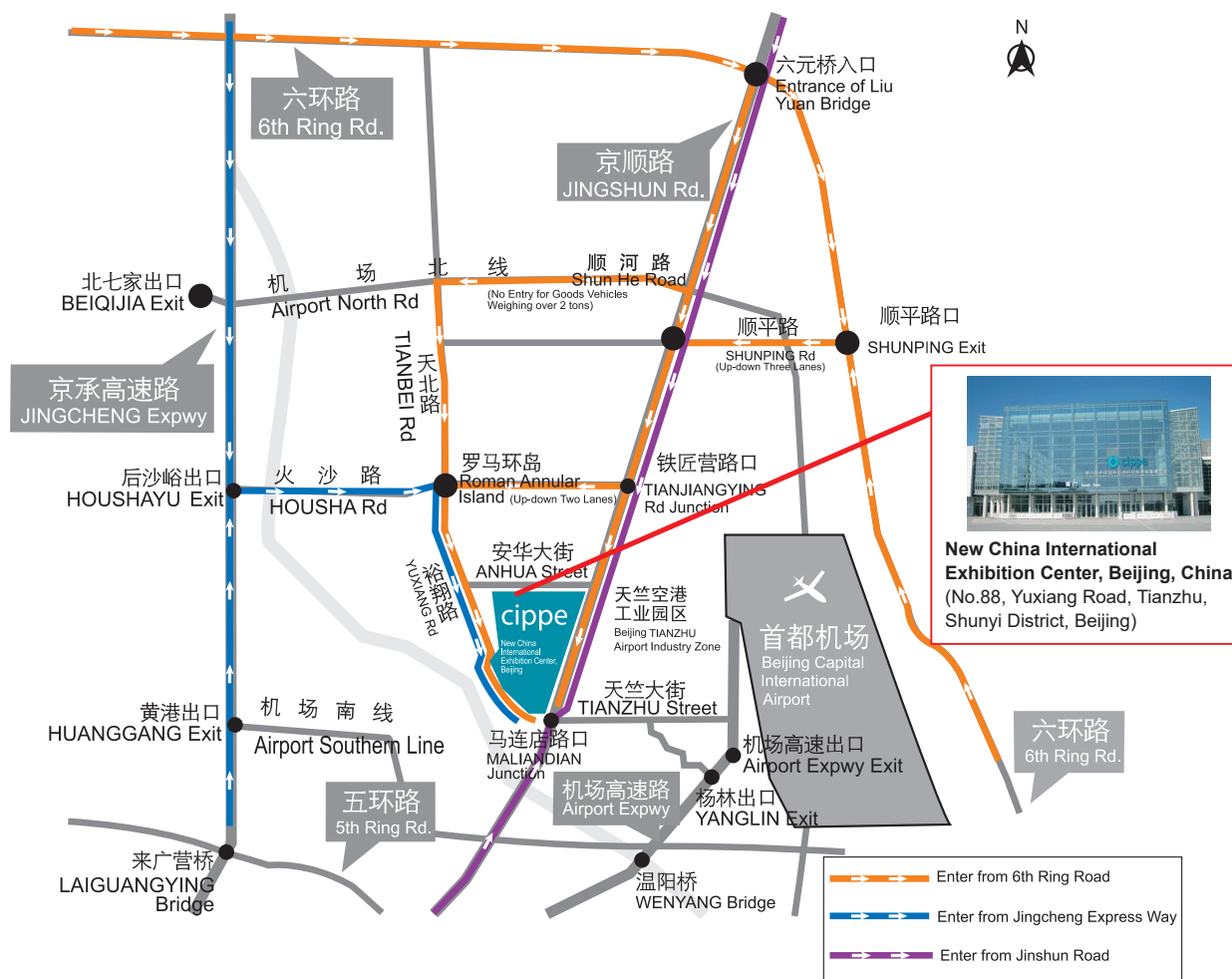


## Location and Traffic Sketch Map

Venue: New China International Exhibition Center, Beijing, China  
Add: No.88, Yuxiang Road, Tianzhu,Shunyi District,Beijing, China



## Driving Directions to the Exhibition Center





## Floor Plan of the Exhibition Center





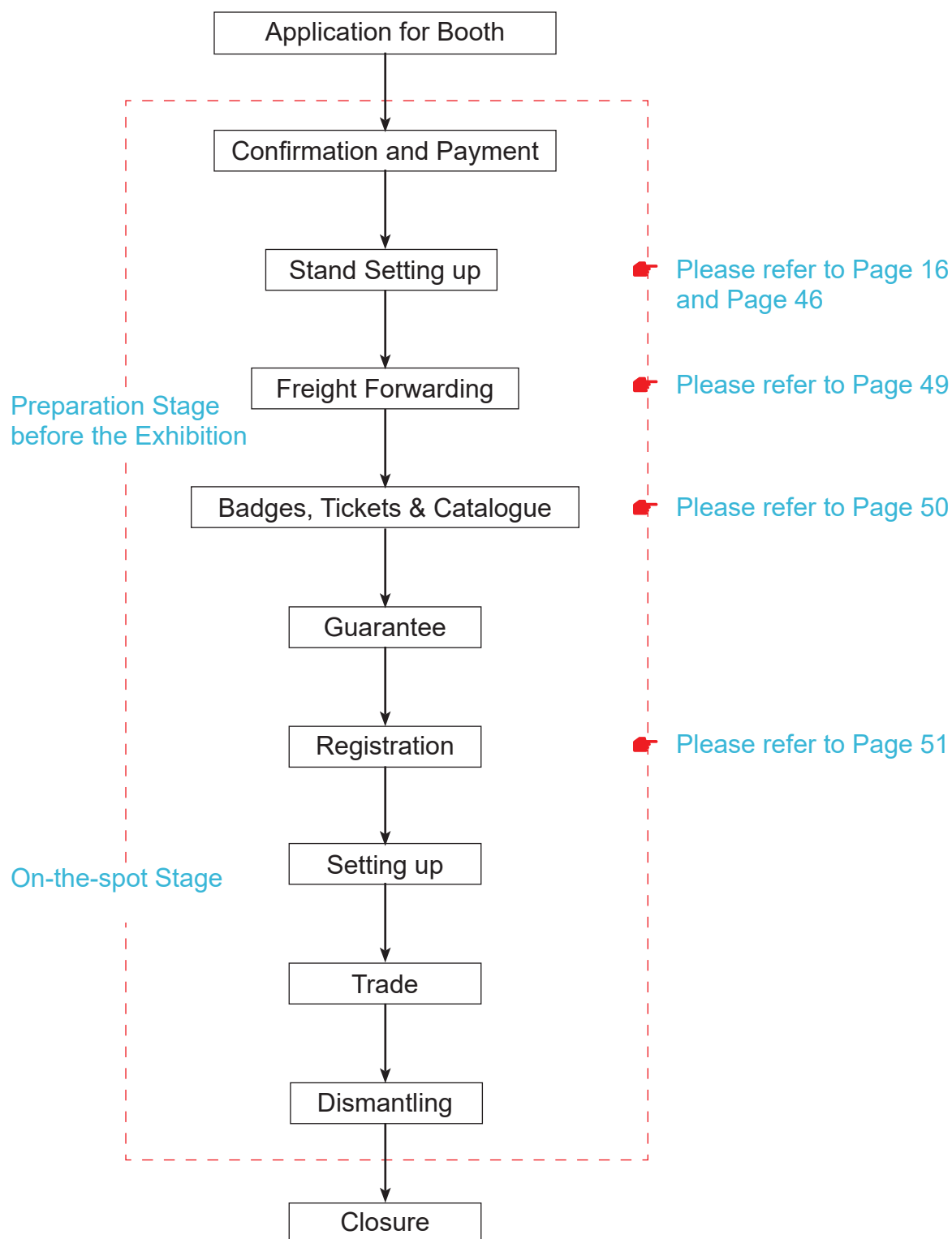
## B Exhibitors Guide





## Exhibitors Guide

### Flow Sheet of Participation



## Exhibition Hall Tech Data

Tech data of each Hall at the Exhibition Center:

Location	Hall E1 / E3 / W1 / W3	Hall E2 / E4 / W2
Size: length×width (m)	168×70+39×39	168×70
Area (m <sup>2</sup> )	12899	11500
Weight Limit	5 tons	5 tons
Floor Covering Material	Epoxy Artesian Flow Floor	Anti-friction Concrete Floor
Net Height	16~19.5m	13~17.5m
Cargo Door	8 doors: 4.3m×4.7m	7 doors: 4.3m×4.7m
Compressed Air	6 – 8BAR	
Power Supply Mode	3-phase, 5-line, 50Hz	
Lighting	About 300LUX	

Distribution Map of the New China International Exhibition Center, Beijing, China (Abbr. NCIEC)



## Official Contractor

BEIJING GISACA EXHIBITION CO., LTD, ZHONG ZHUANG RUN DA INTERNATIONAL EXHIBITION (BEIJING) CO.,LTD, BEIJING INSENO EXHIBITION SERVICE CO., LTD. are appointed as the sole Official Contractor to provide furniture and light fitting rental services, auditing and vetting thru all the raw space stand design, give approval of stand construction and provision of general electricity, water and compressed air for exhibits and equipment.

Exhibitors are required to refer to the relevant Service Order Forms for information and details to read and understand the contents of the manual and forms carefully to ensure all relevant requirements submitted and processed smoothly. Exhibitors are kindly requested to retain a copy of the returned forms for future reference. For any information or enquiries, please contact Official Contractors.

### Beijing GISACA EXHIBITION Co., Ltd.

Tel:+86-10-8479 0199

Fax:+86-10-8479 4020

Address: 3-1405 Chong Wen Men Wai Street. Chong Wen Men District Beijing, PRC

#### Contact Person:

Hall	Contact	HP No.	Email Address
E1—E2	Jia Yuanyuan	+86-10-8479 0199-102	gisaca@gisaca.com.cn
E3	Zhang Jing	+86-10-84790199-110	gisaca@gisaca.com.cn

#### ● Our Bank Account Information:

Company Name:	Beijing GISACA EXHIBITION Co., Ltd.
Name of Bank:	Bank of China Beijing Xuanwu District Subbranch
A/C No.:	3285 5614 8600
Address:	No.1 Nan Xinhua Street Xuanwu District Beijing China

### Beijing ZhongZhuang Ronde Exhibition Co., Ltd.

Tel:+86-10-5823 5123

Address: Zhenwei Exhibition Building, Building III13, International Enterprise Avenue, Yard 1, Jinghai 5th Road, Tongzhou District, Beijing

#### Contact Person:

Hall	Contact	HP No.	Email Address
W1	Luo Yahui	+86-18230070625	lyh@zhenweiexpo.com
W2	Zhou Ya	+86-13552081899	zhouya@zhenweiexpo.com
W3 / W4	Wang Yunlong	+86-18566105090	wyl@zhenweiexpo.com
E4	Han Le	+86-15882347853	hl@zhenweiexpo.com

#### ● Our Bank Account Information:

Company Name:	Beijing ZhongZhuang Ronde Exhibition Co., Ltd.
Name of Bank:	China construction bank Beijing AnHui branch
A/C No.:	1100 1018 5000 5302 1054
Address:	Floor 1, huixin building, no.8 beichen east road, chaoyang district, Beijing

### ● Registration procedures for W1, W2, W3, W4 and E4 Halls

The designated contractors should log on to the online platform (<https://online.rondexpo.com/#/user/login>) of Beijing Zhongzhuang Runda Exhibition Co., Ltd., which is the official contractor of this event, to apply for special booth drawings and water and electricity facilities before February 23, 2024. For initial login, please fill in the info needed for free registration (Note: After registration is completed, please maintain the basic info of your company, upload copies of company business license and the ID card of the person in-charge. For the copies of ID cards, please upload the front and back sides separately). When applying for a stand construction, please complete the information and prepare relevant materials in advance according to the form. The specific operation process is as follows. If the above regulations are not followed, the time for submission of drawings shall be subject to the final completion of drawings and data (please arrange for submission of drawings as early as possible). Contractors that fail to pass the final review will not be allowed to go through the stand setting up procedures.

\*Operation Process: Free Registration → Login → Basic settings and authentication of the "Basic Information" (please fill in the full company name of the contractor) → Click "Apply for Stand Installation", select the exhibition → Fill in Basic Information (note: please fill in the full name) → Submit the Application Materials (ensure that all materials have been sealed before uploading) → Fill in Payment Details (For construction management fees and garbage removal fees, please fill in the area of the stand. For construction deposits, please select the deposit standard corresponding to the stand area and then fill in the quantity. For construction permits, exhibition vehicle permits and lifting points, please fill in the specific quantity. For electricity, water, gas, network, and telephone applications, please select specific specifications and fill in the quantity. Before submitting, please carefully check the data.) → Submit (After submitting, in the column of "Application Management", you can view the progress. After it passes the review, please download the order and complete payment based on the order information. If it fails, please click Modify to view the reason, and submit it after modification.

Invoicing: After the exhibition is over and the payment is completed, please log in to the online platform, request an invoice in the "Invoice Management" column, fill in the invoicing information and submit. Invoices will be issued after review.

### ● Relevant charges:

Description	Unit	Unite Price (RMB)	
Hall Management fees	sqm.	38.00	
Work Pass	Person	38.00	
Move-in/out car pass (limited 2hr)	Car/2hr	70.00	
Garbage clean fees	sqm	6.00	
Hang Point fees	Point/50kg	800.00	
Construction Deposit	Per 100 sqm	≤100 sqm 101~200 sqm. ≥1000 sqm.	20,000.00 40,000.00 200,000.00

Description	Unite Price (RMB)
Lighting Electricity	
15A/220V	1100.00
20A/220V	1700.00
30A/220V	2100.00
40A/220V	3300.00
50A/220V	3600.00
60A/220V	4500.00
Dynamic Electricity	
Temporary construction electricity 15A/220V (single phase)	350.00
15A/220V/24hr (single phase)	2500.00
30A/380V/24hr (three-phase)	7000.00
15A/220V (single phase)	1500.00
30A/380V (three-phase)	2700.00
60A/380V (three-phase)	4700.00
100A/380V (three-phase)	8000.00
150A/380V (three-phase)	12000.00
200A/380V (three-phase)	17000.00

**Note:**

1. Power supply: 220V 50Hz AC single-phase; 380V 50Hz three-phase (fluctuation: +/- 5%). The power supply time during the exhibition period is from 08:30 to 17:00.

2. 24-hour power supply cannot be used as an uninterruptible power supply. Lighting power supply and machine equipment power supply must be declared separately, and mixed use is strictly prohibited. Each operating demonstration machine requires a separate power box to be ordered.

The above prices include the electricity box fees and electricity fees for the exhibition hall. The builder or exhibitor needs to prepare a secondary electricity box that matches the declared specifications.

## General Information

### A1. Stand Set-up, Exhibition Period and Stand Dismantling

	Stand Set up		Exhibition Period	Stand Dismantling
Date	2024.3.23	2024.3.24	2024.3.25-27	2024.3.27
Opening Hours	08:30	08:30	09:00	14:00
Closing Hours	17:30	21:00	16:30	21:00

Notes: Exhibitor who require to work overtime, please contact on site "Customer Services Center"

### A2. Electricity supply period

	Opening Day	Closing Day
Electricity for lighting use - Special design booth	March 24, 2024	March 27, 2024
Electricity for lighting use – Shell scheme booth	March 24, 2024	March 27, 2024



### A3. Payments, Deadline and Surcharges rate

**A3.1** All service reservation forms must be submitted to the home operation service provider before February 23, 2024; An expedited fee of 50% will be charged for booking forms received after the deadline of February 23, 2024, and a 100% expedited fee will be charged for booking forms received between March 23 and 24, 2024; A 100% expedited fee will be charged for booking forms received after March 25, 2024.

**A3.2** Exhibitors should arrange payment within 7 working days after receiving the order confirmation. For payments made by TT, please scan and email the bank bill details to official contractor for reference. The order will be deemed to be valid with the receipt of the payment only. Any late or overdue payment, the order will be automatically canceled. For late submission, there is no guarantee of provision of services.

### A4. Performance Bond

**A4.1** A Performance Bond must be paid to the Official Stand Contractor by all exhibitors for their stand construction. This Performance Bond is a refundable performance Bond. The performance bond is calculated on the basis of stand area. Details of the payment appear in the “**Form 3 Construction Management**”.

**A4.2** The Performance Bond is levied in order to ensure that the rules and regulations are abided by and to cover any damages arising directly or indirectly from any infringement. The Performance Bond will be refunded in full within 30 working days of the completion of the stand dismantling, provided that the stand dismantling is completed on time and no infringement is made during the stand construction, exhibition and stand dismantling periods.

**A4.3** No Performance Bond will be refunded onsite.

**A4.4** All bank charges in relation to the Performance Bond shall be borne by the exhibitor or their appointed contractor. If the amount is insufficient after deduction of Performance Bond, the invoice will be issue on site by the Official Contractor to the exhibitor or their appointed contractor and the balance amount should be made on site

**A4.5** The performance Bond MUST NOT be refunded to a third party.

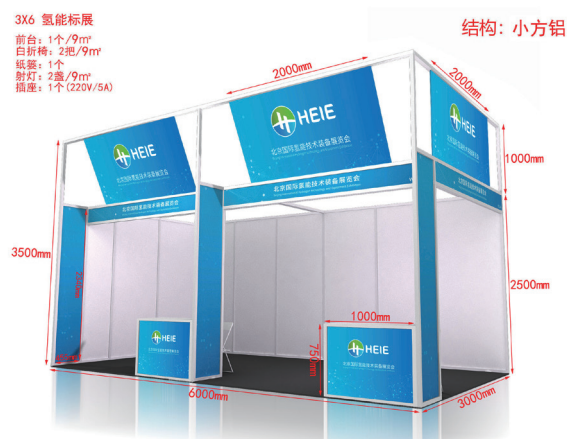
**A4.6** The remitted can only be remitted in the form of corporate remittance, and personal account remittance or cash payment is not acceptable.

## ● Package Booth

### B.1 The design for the package booth (3m x 3m) is depicted as below,

**B.1.1** Every package booth consist of following items:

- System Aluminum supports and 3 sided wooden paneling completed with custom made side panel.
- Carpeted flooring
- Exhibitor Company Name in Chinese and English on the booth fascia board.
- x1 Information Counter, X2 White Folding Chair, x2 Leather Arm Chairs, x1 Round Table, x2 100W Spotlights and x1 220V 5Amp Electrical Outlet. (The package booth is in multiple of 9sqm. will also be furnished with all above facilities in multiple.)



### B.1.2 Shell Scheme Package Booth requirements:

- The Exhibitor Company Name in Chinese and English to be written on the fascia board will be subjected to the contents completed in “**FORM 1, Shell Scheme Fascia & Layout**”.
- In addition to the basic facilities provided for each booth, exhibitors who need to apply for other furniture and facilities shall complete “**FORM 2, Furniture and Electrical Fittings**”.
- All the construction materials and the furniture offered by official contractor are on rental basis. Exhibitors are not allowed to nail/paint or drill on the materials.
- Exhibitors are not supposed to dismantle or hang any heavy weight items on the rented material. For safety reason, exhibitor is prohibited to install the booth by themselves.
- The power socket of 5A/220V is for usage of TV, PC, recharging of mobile phone only.
- The power socket of 5A/220V Connecting to machine and lights are strictly prohibited.
- Please take note that there is no storage space onsite.

## ● Raw Space/Special Design Booth

### C.1 Special Design Booth

**C.1.1** All exhibitors are responsible to ensure their appointed contractors who construct the special design booth are registered Construction Companies and they must proceed as follows:

**Exhibitors or Their appointed contractors are required to submit the following documents to Official Contractor:**

1. Qualification certificate for construction company (registered fund should be up to RMB1,000,000 ):
  - 1) The photocopy of business license; 2) Form 2 Letter of warrants by corporate juridical person; 3) Exhibition construction achievements demonstration.
2. Related service forms:
  - 1) Summary Form 2) Form 3 Construction Management; 3) Form 4 Application form for Special Design Booth Contractor; 4) Form 5 Electricity, Water and Compressed Air; 5) Form 6 Telephone line and Internet Access; 6) Form 7 Declaration of Work Safety and Security (Exhibitors with raw space should fill up this form):Original copy will be needed; 7) Form 8 Appointment of Raw Space Contractor (Exhibitor should fill up this form): Original copy will be needed; 8) Form 9 Declaration of Work Safety and Security - Single Storey (Exhibit producer should fill up this form): Original copy will be needed; 9)Form 10 Declaration of Work Safety and Security - Double Storey (Applicable for Special Design stand Contractor only): Original copy will be needed; 10)Form 11 Exhibition Construction Management Punishment Regulation: Original copy will be needed.
3. Booth design scheme (please mark the booth number and exhibitor name on all the drawings):
  - 1) Color design sketch: a paper document in 1 copies, and an electronic document; 2) Booth plan: a paper document in 1 copies, and an electronic document; please mark the dimension and neighbor booth number, and the position of the machines (if any). 3) Booth elevation: a paper document in 1 copies, and an electronic document; Please mark the booth height; 4)Booth working drawing: a paper document in 1 copies, and an electronic document; dimension and hoisting position (if any) must be marked. 5) Circuit diagram: a paper document in 1 copies, and an electronic document; switch box and the circuit running direction must be marked. 6) Material used for booth construction must be stated; 7) Double storey stand (if any): an original set of stand structural drawing with endorsement and stamped of National Registered Professional Structural Engineer to be submitted to Official Contractor for approval.



The official contractor of the E1/E2/E3 Halls will issue an order to the exhibitors or their stand contractors through email based on the relevant materials submitted.

The official contractor of the W1/W2/W3/W4/E4 Halls will automatically generate an order for the stand contractors based on the approved application data through the application system.



Exhibitors or exhibit producers should sign and email the Order Form to the relevant person in charge, and arrange the payment according to the order amount and bank information. If it is transferred by TT, please scan and email the bank bill. In order to facilitate the issue of the invoice and timely deposit refund, please indicate the following information in the Email: 1. Invoice Title; 2. Refunded deposit information: company name, bank name, bank account, contact telephone number & email, company address, bank address, swift code; 3. Payable Name (company or individual).



After the confirmation of the payment, the order will be deemed to be confirmed, and the items mentioned in the order will be supplied on site.

#### Remarks:

- 1) Exhibitors or contractor for raw space must submit the documents to official contractor before February 23,2024 together with the hall management fee, fees for working pass, move-in car pass, water, electricity and compressed air, and the construction deposit. Otherwise contractor will be prohibited from move-in.
- 2) Overdue order form submitting may result in unavailable service.
- 3) Please mark the booth no. and company name in all the email & forms.

## C.2 Examination and Approval for Raw Space Design

**C.2.1** Beijing GISACA Exhibition Co., Ltd. , Beijing Zhongzhuang Ronde Expo Co.,Ltd., have been appointed as the Official Stand Contractor to provide furniture and lighting rental service, auditing raw space design, approval of construction of special design stand and to provide electricity, water and compressed air for exhibits and equipments. Please refer to the relevant order forms for details.

**C.2.2** All the Raw space booth design sketch must be testified and approved by organizer and official contractor, otherwise booth construction will be prohibited. Organizer reserves the right to inform the constructor to dismantle it at the expense of the exhibitor, if there is any construction without approval.

**C.2.3** If there is any double storey stand, all the double storey design drawings must be endorsed and stamped by National Registered Professional Structural Engineer, and send the original document to Official Contractor for approval.

**C.2.4** For the drawings needed, please refer to the above mentioned process.

### Special Statement:

The following rules have the binding force for all the exhibitors and contractor. The Organizer/Official contractor and the relevant regulating departments reserve the right to make revisions on the construction plans submitted by the Exhibitors and their contractors. All the preparation and construction work shall not be commenced until the approval from the Organizer/official contractor is obtained. **Otherwise the Exhibitor or the constructors shall bear all the consequences incurred.**

## C.3 Raw Space Booth Construction Regulations

**C.3.1** The appointed Contractor need to submit the design plan according to the regulation and to pay for all related fees.

**C.3.2** The height limit of indoor booth and the decoration is set at 5m, outdoor is 4.5m.

**C.3.3** No naked flame or welding is allowed in the exhibition halls. No inflammable, explosives, poison and corrosion shall be allowed to be brought into the exhibition halls.

**C.3.4** Material for booth decoration must comply with the safe standard and rule of the fire regulation. No inflammable, explosives, poison and corrosion shall be used for decoration.

**C.3.5** It is not allowed to hang any heavy weight to the structure of the venue.

**C.3.6** All the appointed constructors must use materials which are permitted by the authorities. There is no storage space on site, as such all contractors must clear their belonging or put it in their booth respectively.

### C.3.7 Booth Rule

a) Carpet or other floor material must be laid on to the contracted floor space, the material used should be national approved and design must be safe and sounds in construction.

b) No part of the booth structure may extend beyond the boundaries of the site allocated.

c) Whether for booth or exhibit fixing, no nailing, drilling on the floor, pillars or walls will be allowed, adhesives and glues on the floors, pillars or walls will be strictly prohibited. Exhibitors shall be liable for all costs arising from restoring or repairing facilities. Exhibitors are responsible for any misbehavior of its staff and the staff of its agents and contractors.

d) For public safety, any glass panel that use for stand construction must be minimum thickness of 8mm in tempered or laminated finished, a significant signs of "beware of glass panel" to be incorporated for glass wall; and the wall must be securely and safely installed. Any glass platform to be designed and constructed from ground support of stainless steel elements and no glass platform as a primary stand support is allowed. Drawings to be submitted to Official Contractor for approval.

e) Any full height wall must be minimum thickness of 120mm. For safety reason, any pelmet or bulkhead that crossing more than 6m in length; an additional column to be incorporated.

f) The installation personnel are required to use the necessary protective equipment such as safety helmet, and must wear safety belt when working range higher than 2 meters.

#### **C.3.8 Booth Fitting & Boundaries**

a) All booths and national pavilions must be carpeted or laid with some form of flooring as clear demarcation of contracted space within the Exhibition hall. Except for island booth and national pavilion structures, a back wall must be installed for all other structures. Booth with adjoining neighbor(s) should also be separated with the necessary side-wall(s).

b) All back walls not covered by neighboring booth must be covered carefully and properly with white solid material. The appearance must be a plain white surface.

c) Exhibitors are not permitted to display, hang, or distribute any exhibit, material, furniture or product, nor extend their structures and fittings, beyond their contracted boundaries.

d) Unless permitted by the Organizers/Official contractor, no exhibitor shall be allowed to hang any decorations or other articles up to the height limit of the decoration or the surrounding banisters of the second floor of the exhibition halls.

e) Erection of partitions or display boards which could hamper the fire fighting system and the air-conditioning diffusers and air flow inside the Halls/Rooms is not allowed, all the entrances and exits shall remain open and clear, booth or exhibits are not allowed to block the passages and entrances which designated by the Organizers and fire safety bureau. In case on violation of such rules, the Organizers/official contractor and fire safety bureau reserve the right to adjust and reconstruct such booth and all charges are to be borne by the exhibitors.

f) Any temporary structures erected must keep a minimum clearance of 1.2 meters (4 feet) from door opening to fire cabinets, electrical and mechanical riser and alarm call points. The back wall of the booth shall keep at least a distance of 60cm from the wall of the halls to make the security check easier.

g) For easy access, The Organiser is to encourage the stand design to be visible and could be seen through from aisles.

h) For consideration of smooth progress, public safety and no obstruction on aisles, Official Contractor are responsible and reserves the rights to advise the exhibitor or their appointed contractor to make any rectifications to any stand construction or set up that could cause the public safety.

#### **C.3.9 Painting**

Major paintings of displays and exhibition materials are not permitted in the exhibition hall during the set up and exhibiting days. However, "touch-up" painting of the displays and Exhibition materials is permitted in the Exhibition hall, provided such work is undertaken during the Move-in period only and all safety precautions and protective surface coverings are put in place.

Any irritable, un-environmental friendly or unsafe paint are strictly forbidden.

These precautions include:

- a) Painting in an area with proper ventilation
- b) Use of Non Toxic Paints
- c) Covering the concrete floor with plastic sheet
- d) No painting near the Center's vertical structure(i.e. walls)
- e) No washing of paint material within or surrounding the center

#### **C.3.10 Instruction for Double-Storey Booth Construction**

Not advisable to construct Double-Storey Booth.

### **C.4 Booth Cleaning**

#### **C.4.1 Move-in**

All raw space exhibitors are responsible to ensure that their raw space site is clear of any bulky or large rubbish during move in. There is no storage space onsite. If the exhibition area is not clean, the official contractor reserved the right to charge accordingly at the exhibitor/contractor expenses.

#### **C.4.2 Show time**

The Organizers will arrange the general cleaning of the aisles prior to the opening of HEIE 2024, it is the responsibility of the exhibitor to keep its booth tidy at all times.

#### **C.4.3 Move-out**

During move out, contractor/exhibitor should remove all items. There is no storage space on site. The official contractor shall deduct the deposit if any exhibitor/contractor found to violate the regulations.

### **C.5 Electricity, Water and Compressed Air Supply**

**C.5.1** GISACA, ZHONGZHUANG RONDE, are the appointed official contractors to carry out all electrical work on all booths (package booth and raw space) at the Exhibition and all charges therefore shall be paid by the exhibitors or contractors.

**C.5.2** For the security reason, the connection of water\power\compress air from main switch is installed by the exhibition hall. The exhibitor is responsible for the connection to their machine and equipment.

**C.5.3** The general ceiling lighting are equipped in the Exhibition hall. The electrical powers are available in 3 phase 380V/50Hz and Single Phase 220V/50Hz. For the standard package booth, the organizer will supply the basic electrical power for general electronic used (220V/50Hz 5 Amp). Exhibitors who are require the electricity and additional order of electricity supply shall complete the "FORM 5 ELECTRICITY, WATER & COMPRESSED AIR" and the electrical plan to be submitted together with the form.

**C.5.4** Electricity will be cut off after the closing of the exhibition each day. However, a 24-hour power supply can be provided at the exhibitor's cost by prior applications to the official contractor.

**C.5.5** Temporary power supply can be arranged during move-in, please contact the official contractor should you require such services.

**C.5.6** The electricity requirement for lighting and power should be applied separately.

**C5.7** The installation personnel for electrical wiring and facilities must hold National Registered and valid electrician operation certificates. A copy of the certificates must be submitted to Official Contractor for verification.

**C5.8** All the electrical items included the connector, light fitting, tools and electronic gears must be China Certified and all wiring and cabling connection to be installed according to local requirement with double-sheath copper wires and cable lines must be used, and the section of the conducting wires must be  $\geq 1.5$  mm. Exposed connection or any improper connection are strictly prohibited.

**C5.9** Exhibitors who rent the compressed air and water from the official contractor should provide their own air drier and water circulation device.

**C.5.10** In accordance to Beijing Authority, no direct discharge of water from machine is allow, exhibitors are responsible to prepare and install the adequate container recycling purpose. For any infringement that found on site, the provision of water supply will be terminated immediately.

**C5.11** For consideration of public safety, air compressor inside hall are strictly prohibited; the air compressor to be placed outside the exhibition hall with Official Contractor approval.

## ATTENTION

- a) Please ensure that you have purchased sufficient power for your exhibits and equipment.
- b) No strong-lights, flashing lights, neon lights could be used by exhibitors. All electrical devices shall be warranted for safety. The Organizers/official contractor shall stop the supply of electricity to those exhibitors whose electrical devices are possibly dangerous or pose other disturbance to other exhibitors and the visitors.
- c) Please ensure that you have ordered one power outlet for each individual machine, and no universal extension outlets shall be used.
- d) If any exhibitor's electricity consumption exceeds the applied consumption, and causes harmful effects to the operation of the machines of other exhibitors or the electrical system of this show, the Organizers/official contractor shall immediately stop the supply of electricity to such booths, and exhibitors should be responsible for any losses caused therefore.
- e) No compressed air system is allowed to be placed in the hall. Please contact the official contractor if you need to order any compressed air for your equipment.

## C.6 BOOTH DISMANTLING

**C.6.1** Booths may be dismantled only after the closure of the exhibition. All dismantling and restoration of the flooring must be completed not later than 9:00 p.m. March 27, 2024

**C.6.2** After this date, the Organizers/official contractor shall be at liberty to remove and store the exhibits until claimed by the exhibitor. All the costs thus caused by the removal and storage and the risk of theft, loss or damage shall then be the exhibitor's responsibility.

**C.6.3** Exhibitors are responsible for their booth area cleanliness and wellness and to ensure that after the booth dismantling, exhibitor or their appointed contractor has to inform Official Contractor for site inspection to ensure there isn't any damage and the debris is cleared.

## C.7 DAMAGE TO HALL FACILITIES CAUSED BY EXHIBITORS

Once the exhibition is closed, stands, including flooring, must be restored to their previous condition.

Exhibitors shall be liable for any damage caused to the building or its equipment and for damage to flooring caused by the leakage of oil.

## C.8 Fire precautions and the dangerous materials

**C.8.1** Materials to be used for the construction and installation of the exhibition stand and any other structures must consist entirely of Non-flammable materials with a burning diffusion rate not lower than Class B1 as required by both national and local fire-control regulations of Beijing. For fire safety precaution, every 50sqm there should be provided at least x1 fire extinguisher.

**C.8.2** All designated hall aisles must not be obstructed or built upon.

**C.8.3** Smoking is strictly prohibited inside exhibition hall, aisles, booth area, and any rooms inside the exhibition hall.

**C.8.4** All Exhibitors must comply with and ensure all their contractors, staff, agents, and servant, etc, comply with the prevailing government fire prevention law and the fire safety regulations and building codes of the Beijing Fire Safety Bureau, the Organizers and the Official Contractor.

a) Any person who encounters an outbreak of fire, however slight, should activate the fire alarm and subsequently endeavor to extinguish it or confine it with the fire extinguishers and/or remove all items in that vicinity.

b) No packing materials or brochures may be stored behind the walls of perimeter booth or any other designated service areas. Fire lane in and around the Center must remain clear and unobstructed.

c) Written approval must be obtained from the Beijing Fire Safety Bureau for the following:

- Display and use of any heater, barbecue, heat producing or open flame devices, candles, lanterns, torches, welding equipment or other smoke emitting materials as part of the exhibit.

- Display and use of any electrical, mechanical, or chemical devices which may be deemed hazardous. If there is any question, if devices may be deemed hazardous, submit them to the appropriate controlling authorities for approval.

- All toxic and hazardous material, including flammable liquids, compressed gas or dangerous chemicals is not



permitted in the hall.

- Each booth should appear a sufficient number of fire extinguishers and other fire-fighting equipment, as detailed in "The provisions of the Beijing Municipal Fire Safety"

## **C.9 LOCAL REGULATIONS**

**9.1** It shall be the exhibitor's duty to respect and honor all local regulations, in particular safety and fire regulations, and local administration laws and regulations.

**9.2** The Organizers are authorized to comply with all the rules and regulations, and execute the punishment, for the non-compliance or violations.

## **C.10 OTHERS**

**10.1** Other Regulations and Notices can be referred to the notes on Order Forms.

**10.2** Exhibitors shall complete all the necessary forms and pay for the relevant expenses in accordance with the schedule of this technical regulation, otherwise the requirements of the exhibitors will not be guaranteed.

**10.3** All the Exhibitors and Constructors must obey the exhibition regulations and notices.

## Summary Form

**\*Deadline: February 23, 2024**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact:	Mobile Phone Number:	
Tel:	Fax:	
Email:	Hall No.:	Stand No.:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

Reply at your request  
Rental Application

Forms	Description	Remark
Summary Form	Summary of Service Forms	-
Form 1	Shell Scheme Fascia & Layout	Submit online
Form 2	Rent Furniture and Plants	Optional
Form 3	Construction Management	Compulsory for raw space
Form 4	Application form for Special Design Booth Contractor	Compulsory for raw space
Form 5	Electricity, Water and Compressed Air	Optional
Form 6	Telephone line and Internet Access	Optional
Form 7	Declaration of Work Safety and Security (Applicable for Special Design stand Exhibitor only)	Compulsory for raw space
Form 8	Appointment of Raw Space Contractor (Applicable for Special Design stand Exhibitor only)	Compulsory for raw space
Form 9	Declaration of Work Safety and Security - Single Storey (Applicable for Special Design stand Contractor only)	Compulsory for raw space
Form 10	Declaration of Work Safety and Security - Double Storey (Applicable for Special Design stand Contractor only)	Optional for raw space
Form 11	Exhibition Construction Management Punishment Regulation	Compulsory for raw space

Reply at your request  
Rental Application

Please email this form to: <b>Official Stand Contractor</b>		
Exhibitor Company Name:		
Contact :	Mobile:	
Tel:	Fax :	
Email:	Hall No.:	Stand No.:

- **Basic Fittings (9 sqm. shell scheme booth):**

● **Fascia Lettering (Applicable for shell scheme booths only):**

● **English Name:**

[illegible][illegible]

















A diagram of a square room. The room is represented by a square with dots at each corner and at the midpoint of each side. A spotlight is shown as a triangle pointing towards the center of the room. A socket is shown as a small rectangle with a vertical line extending from it, located on the bottom wall.















## Form 2 Rental Price List of Furniture and Electrical Appliances for Standard Booth

No	Item	Specifications	Unit-price ( RMB )	Quantity	Price ( RMB )
A-1	Glass Round Table	Dia800*750H mm	90.00		
A-2	White Round Table	Dia600*750H mm	90.00		
A-3	Wood Round Table	Dia600*750H mm	90.00		
A-4	Square Table	800L*800W*750H mm	90.00		
A-5	A set of table&chair (Glass Round Table& Black Leather Chair))		350.00		
A-6	A set of table&chair(Square Table&Folding Chair)		160.00		
A-7	Single Tea Table	550L*550W*450H mm	80.00		
A-8	Double Tea Table	900L*550W*450H mm	150.00		
A-9	White Folding Chair	460W*480D*770H mm	20.00		
A-10	Aluminum Chair	490W*575D*750Hmm	70.00		
A-11	S-shaped Bar Stool	Dia370*850H mm	70.00		
A-12	Bar Stool	440L*650W*870Hmm	70.00		
A-13	Heterotype Bar Stool	360L*400W*710-930Hmm	70.00		
A-14	Black Leather Chair	580L*600W*900H mm	70.00		
A-15	Mannequin	550L*600W*900Hmm	100.00		

Reply at your request  
Rental Application

No	Item	Specifications	Unit-price ( RMB )	Quantity	Price ( RMB )
A-16	One-seat Sofa	730L*660W*660H mm	260.00		
A-17	Two-seat Sofa	1580L*660W*660Hmm	360.00		
A-18	Waste Bin	250L*180W*270Hmm	15.00		
A-19	Literature Rack	270L*250W*1200Hmm	70.00		
A-20	Floor-stand Coat Hanger		100.00		
A-21	Chain Post	1000L mm	60.00		
A-22	Power Socket	5A/220V	80.00		
A-23	Spotlight(Long/short arm)	100W	60.00		
A-24	Jewelry Lights	50W	55.00		
A-25	White Light 1	150W	260.00		
A-26	White Light 2	150W	260.00		
A-27	One -door Refrigerator	50L	500.00		
A-28	Two -door Refrigerator	90L	600.00		
A-29	Floor-stand Water Dispenser (Including 2 barrels of water)		250.00		
A-30	TV50"		800.00		

 <p>A-1 玻璃圆桌 Glass Round Table Dia800X750H mm</p>	 <p>A-2 白色圆桌 White Round Table Dia600X750H mm</p>	 <p>A-3 木纹圆桌 Wood Round Table Dia600X750H mm</p>	 <p>A-4 方桌 Square Table 800LX800WX750Hmm</p>
 <p>A-5 整套桌椅（圆桌 / 皮椅） A set of table&amp;chair (Glass Round Table&amp; Black Leather Chair)</p>	 <p>A-6 整套桌椅（方桌 / 折椅） A set of table&amp;chair (Square table&amp;Folding Chair)</p>	 <p>A-7 单人茶几 Single Tea Table 550X550X450Hmm</p>	 <p>A-8 双人茶几 Double Tea table 900X550X450Hmm</p>
 <p>A-9 白折椅 White Folding Chair 460WX480DX770Hmm</p>	 <p>A-10 铝椅 Aluminum Chair 490WX575DX750Hmm</p>	 <p>A-11 S 型吧椅 S-shaped Bar Stool Dia370XH850mm</p>	 <p>A-12 太空吧椅 Bar Stool Dia440LX650WX870Hmm</p>
 <p>A-13 异型吧椅 Heterotype Bar Stool 360LX400WX710- 930Hmm</p>	 <p>A-14 皮椅 Black Leather Chair 580L X600WX900Hmm</p>	 <p>A-15 精品椅 Mannequin 550mmX600mmX900mm</p>	 <p>A-16 单人沙发 One-seat Sofa 730LX660WX660H mm</p>

 <p><b>S38B</b></p> <p>A-17 双人沙发 Two-seat Sofa 1580 × 660 × 660mm</p>	 <p>A-18 垃圾箱 Waste Bin L250XW180XH270mm</p>	 <p><b>M66D</b></p> <p>A-19 资料架 Literature Rack 270X250X1200mm</p>	 <p>A-20 落地衣架 Floor-stand Coat Hanger</p>
 <p>A-21 栏河柱 Chain Post L1000mm</p>	 <p>A-22 插座 Power Socket 5A/220V</p>	 <p>A-23 长 / 短臂射灯 Spotlight(Long/short arm) 100w</p>	 <p>A-24 珠宝灯 Jewelry Lights 50w</p>
 <p>A-25 大白灯 1 White Light 150w</p>	 <p>A-26 大白灯 2 White Light 150w</p>	 <p><b>E06</b></p> <p>A-27 单门冰箱 45L One-door Refrigerator45L 500LX500WX500Hmm</p>	 <p><b>E03</b></p> <p>A-28 双门冰箱 Two-door Refrigerator90L 600LX500WX1550Hmm</p>
 <p>A-29 立式饮水机 Floor-stand Water Dispenser</p>	 <p>A-30 电视 50 寸</p>		

**Foreign currency payment at real-time exchange rate**

**Note: Exhibitors should rent booth furnitures from the respective contractors based on the venue halls where their booths are located.**

## Form 3 Construction Management

**\*Deadline: February 23, 2024**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact:	Mobile Phone Number:	
Tel:	Fax:	
Email:	Hall No.:	Stand No.:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

Reply at your request  
Rental Application

Description	Unit	Unit Price (RMB)		Qty	Total Cost (RMB)
Hall Management fees	sqm.	38			
Work Pass	Person	38			
Move-in/out car pass (limited 2hr)	Car/2hr	70			
Garbage clean fees	sqm	6			
Hang Point fees	Point/50kg	800			
Construction Deposit	Per 100 sqm	≤100 sqm	20,000.00		
		101~200 sqm.	40,000.00		
		≥1000 sqm.	200,000.00		
Total Cost (RMB):					

### Notes:

1. Pricing for "Hang Point fee" indicated above are means for lease fees only. Any Installation or hanging works is not included. Exhibitor is responsible to arrange their stand hanging installation works.
2. Hang point is for hanging banners only. Hanging of booth structure is strictly prohibited, and the hanging items should not connected with the ground structure for support. All hanging items must have official contractor approval before installation.
3. The actual quantities of the hang point that require for hang item are subjected to the final decisions on site that determined and calculated by the exhibition hall hanging specialist.



## Form 4 Application form for Special Design Booth Contractor

**\*Deadline: February 23, 2024**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact:	Mobile Phone Number:	
Tel:	Fax:	
Email:	Hall No.:	Stand No.:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

Show Name:	The 23 <sup>rd</sup> China International Petroleum & Petrochemical Technology and Equipment Exhibition			
*Exhibitor Company Name:		Tel:		
* Contractor Name:		Tel:		
Location:	Hall No:	Stand No:		
* Number of worker:	Electrician:	Carpenter:	Others:	
	Total:			
* Construction Area:	Area:	* Size:	Long: m	Wide: m
* On-site Manager:	Name:	Cell phone:		
* Security Manager:	Name:	Cell phone:		
* Number of Hang Point:	(each hang point load should less than 50KG.)			
* Materials:				
* Electricity(KW):				
Signature:	Name:	Cell phone:		

Reply at your request  
Rental Application

## Form 5 Electricity, Water and Compressed Air

**\*Deadline: February 23, 2024**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact:	Mobile Phone Number:	
Tel:	Fax:	
Email:	Hall No.:	Stand No.:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

Reply at your request  
Rental Application

Description	Unit Price (RMB)	Quantity	Amount(RMB)
<b>Electricity for Lighting Use</b>			
15A/220V	1100.00		
20A/220V	1700.00		
30A/220V	2100.00		
40A/220V	3300.00		
50A/220V	3600.00		
60A/220V	4500.00		
<b>Electricity for Machine Use</b>			
Temporary 15A/220V (Single Phase Switch Box)	350.00		
15A/220V/24hr(Single Phase Switch Box)	2500.00		
30A/380V/24hr(Three Phase Switch Box)	7000.00		
15A/220V(Single Phase Switch Box)	1500.00		
30A/380V(Three Phase Switch Box)	2700.00		
60A/380V(Three Phase Switch Box)	4700.00		
100A/380V(Three Phase Switch Box)	8000.00		
150A/380V(Three Phase Switch Box)	12000.00		
200A/380V(Three Phase Switch Box)	17000.00		

## Form 5 Electricity, Water and Compressed Air

**\*Deadline: February 23, 2024**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact:	Mobile Phone Number:	
Tel:	Fax:	
Email:	Hall No.:	Stand No.:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

Description	Unit Price (RMB)	Quantity	Amount(RMB)
<b>Water &amp; Compressed Air</b>			
300L/Min,Dia 9mm	2800.00		
600L/Min,Dia 12mm	4000.00		
1000L/Min,Dia 19mm	5500.00		
Water Pipe, Dia 19mm	3000.00		

### Notes:

1. The compressed air supplied has an average pressure of 6-8kg. Exhibitor must ensure extra filtration if they want cleaner and drier air by bringing own filtering facility with official contractor approval. Exhibitor to ensure they have their own compressed air joint for connection to hall compressed air pipe
2. Water supplied has an average pressure of 3kg and supplied by standard flexi PVC pipe.
3. Direct dispose of machine waste water is prohibited, exhibitor have to ensure they have recycling facility, other wise it will be no water supply to the stand.

Reply at your request  
Rental Application

## Form 6 Telephone Line and Internet Access

**\*Deadline: February 23, 2024**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact:	Mobile Phone Number:	
Tel:	Fax:	
Email:	Hall No.:	Stand No.:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

Reply at your request  
Rental Application

Description	Unit Price (RMB)	Qty	Deposit (RMB)	Total Cost (RMB)	Total Deposit (RMB)	Total
<b>Telephone:</b>						
Local telephone line (LDD)	1200.00		0.00			
Domestic telephone line (DDD)	1200.00		500.00			
International telephone line (IDD)	1500.00		3,000.00			
ISDN (Local telephone operation only)	2400.00		0.00			
<b>Total Cost (RMB)</b>						
<b>Internet Services:</b>						
256KB	4500.00		0.00			
512KB	8250.00		0.00			
1MB	12750.00		0.00			
<b>Total Cost (RMB)</b>						

**Note:** The actual telephone fee will be deducted from the deposit.

## Form 7 Declaration of Work Safety and Security (Applicable for Special Design stand only)

**\*Deadline: February 23, 2024**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact:	Mobile Phone Number:	
Tel:	Fax:	
Email:	Hall No.:	Stand No.:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

1. We have carefully read the Letter of Responsibility for Work Safety and Security, and guarantees to the Organizer, Official Stand Contractor and New China International Exhibition Center, Beijing to strictly abide by per provision.
2. We promise to entrust a contractor with necessary qualifications as our appointed contractor, and strictly abide by the management regulations to carry out safe constructions.
3. We will submit the design sketch of the raw space (indicating the length, width and height, stand number and exhibitor company name) and the rendering of the stand to Beijing GISACA Exhibition Co., Ltd. for filing before February 23, 2024. If the booth design does not meet the requirements, the Official Stand Contractor has the right to request to change the design.
4. We will submit construction drawings to Beijing GISACA Exhibition Co., Ltd., Beijing Zhongzhuang Ronde Expo Co., Ltd., and Beijing Inseno Exhibition Service Co., Ltd. for approval before February 23, 2024, including renderings, floor plans, elevations, circuit diagrams, electrical box location drawings and construction detail structure drawing (all drawings must indicate size and specification, as well as size and specification of all structural materials, stand number and exhibitor company name). For multi-storied or complex structure stands and outdoor stands, the following documents will be required: a detailed structure drawing of the stand (with a seal of a National First-Class Registered Structural Engineer and a review seal of the Architectural Design Institute the engineer belongs to) and the structure review report, a copy of enterprise business license of the contractor company (with official seal), the Power of Attorney issued by the corporate Legal Representative of the contractor company (with official seal), confirmation receipt of Letter of Responsibility for Work Safety and Security that is signed and sealed by the exhibitor, copies of special types of work and others.
5. The contractor shall be accountable for all safety incidents and ensued consequences caused by violation of construction management regulations, and shall bear all economic losses caused to the Organizer, Official Stand Contractor and the venue.

### Confirmation Receipt of Letter of Responsibility for Work Safety and Security

Appointed Contractor Company Name:

Address of the Contractor:

Person in Charge of the Contractor Company: \_\_\_\_\_ Tel: \_\_\_\_\_

Mobile: \_\_\_\_\_

Exhibitor Company Name (stamp): \_\_\_\_\_ Stand No.: \_\_\_\_\_

Person in Charge of the Exhibitor Company: \_\_\_\_\_ Tel: \_\_\_\_\_

Mobile: \_\_\_\_\_

Reply at your request  
Rental Application

## Form 8 Appointment of Raw Space Contractor

**\*Deadline: February 23, 2024**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact:	Mobile Phone Number:	
Tel:	Fax:	
Email:	Hall No.:	Stand No.:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

Reply at your request  
Rental Application

I hereby would like to inform the organizer/official contractor that \_\_\_\_\_  
\_\_\_\_\_(contractor name) as my company appointed contractor for the HEIE 2024. My booth is of  
size \_\_\_\_\_(sqm), ie \_\_\_\_\_ m long by \_\_\_\_\_ m Wide. I would like to certify the followings:

1. We shall ensure that the booth is built and dismantle in a safe, systematic and organised manner; within the specified period and the appointed contractor has all relevant insurance covered.
2. We have a legally bidding contract with the appointed contractor and to ensure that the stand is built according to the Fire Safety Bureau and the rules & regulation that is set in the manual for HEIE 2024.
3. Both my company and the appointed contractor have read and fully understand the rules and regulation set by the organizer and the exhibition center. Failure to observe such rules can result in costly alteration on site which will be borne by my company. We will also ensure the appointed contractor will fill up and duly endorsed on form 7 & form 8 as stipulated in the exhibitor manual.
4. We understand that the organizer/official contractor may require amendments or variation of the design layout before approving the same, or may withhold approval at its discretion if the booth structure causes obstruction or pose safety hazards to other exhibitors.
5. The organizer and the official contractor shall not be liable for any damage and/or injury caused by the negligence caused by our company and/or the appointed contractor. The organizer and the official contractor reserved the right to seek compensation from our company if such damage and/or injury happen.

Company Stamp:

Signature:

Date:

## Form 9 Declaration of Work Safety and Security - Single Storey (Applicable for Special Design stand only)

**\*Deadline: February 23, 2024**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact:	Mobile Phone Number:	
Tel:	Fax:	
Email:	Hall No.:	Stand No.:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

According to relevant regulations of Beijing and China International Exhibition Center, to ensure the safety and security of HEIE 2024, all contractors appointed by exhibitors must sign the Letter of Responsibility below. Please read carefully.

### Letter of Responsibility for Work Safety and Security of New China International Exhibition Center

We hereby would like to inform that we are appointed by \_\_\_\_\_ (Exhibitor Company Name) for the construction management of their stand on HEIE 2024, and we are fully responsible for the Work Safety and Security of the stand construction.

1. Strictly abide by the *Regulations of Beijing Municipality on Safety Management of Large-Scale Social Activities, Interim Provisions of Beijing Municipality on The Fire Safety Management of Exhibitions and Commodity Fairs, Regulations on Exhibition Construction Management of China International Exhibition Center, Detailed Rules for The Implementation of Regulations on Exhibition Construction Management of China International Exhibition Center, Management Provisions for Water, Electricity, and Compressed Air in Exhibitions of China International Exhibition Center, Punishment Provisions for Exhibition Construction Management of China International Exhibition Center, Regulations on Environmental Protection of Exhibition Construction of China International Exhibition Center* and other relevant rules and regulations. And subject to the construction management, supervision and inspection of China International Exhibition Center to ensure the safety of stand and personnel.
2. Before stand construction, the construction qualification registration and filing, construction drawing approval and other procedures shall be handled in accordance with relevant provisions of China International Exhibition Center and relevant fees shall be paid.
3. The contractor shall be responsible for the safety and fire prevention during the construction, whereby it must appoint a person to be in charge of the on-site safety and be fully responsible for the safety and fire prevention.
4. The structure of stand must be firm and safe, and the construction materials should be flame-retardant or flame-retardant. It is forbidden to use elastic cloth and needle cotton fabric as decorative materials.
5. It is strictly prohibited to hang or bind the stand with the ceiling, columns, fences on the second floor and various special pipes & pipelines of the venue. All stand structures should be connected with its main structure. It is strictly prohibited to use the space truss on the top of the exhibition hall as a tool for hoisting the booth structure.

Reply at your request  
Rental Application

## Form 9 Declaration of Work Safety and Security - Single Storey (Applicable for Special Design stand only)

**\*Deadline: February 23, 2024**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact:	Mobile Phone Number:	
Tel:	Fax:	
Email:	Hall No.:	Stand No.:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

6. For stands with double stories, complex structures or stands to be built outside the halls, it is necessary to provide detailed structure drawings (with a seal of a National First-Class Registered Structural Engineer and a review seal of the Design Institute the engineer belongs to) and the structure review report. From design to construction, safety and security should be fully considered to ensure the firmness of the connection points of the stand and its overall structure.

7. Double storied stands must be equipped with extinguishers that passed annual inspection.

8. The stand shall not block any fire-fighting facilities, electrical equipment, emergency exits and visitor passages of the exhibition hall. For a stand with raised floor, gentle slopes leading to the public passages must be set at the edge of the floor within the stand space to prevent personal injury caused by drop between the stand floor and the venue ground. Under the fireproof rolling shutter door inside the venue, no display racks, stands, stand floor or stacking of goods are allowed. The columns where the fireproof rolling shutter doors are located shall not be wrapped or covered in any form to ensure a smooth lifting.

9. Special design stands shall not exceed the limited height. The height limit inside the venue is 5m and the outdoor is 4.5m.

10. Wind proof measures shall be taken for outdoor stands to ensure the strength, stiffness, stability.

11. When decorating the stand with glass materials, tempered glass must be used to ensure the strength and thickness (thickness of curtain wall glass shall not be less than 8mm), and the installation shall be reasonable and reliable. Metal frame or professional hardware must be used. Elastic materials shall be used as cushion between the metal frame or hardware and glass materials. Large area glass materials shall be pasted with obvious signs to prevent crushing and wounding. If a glass floor is used, the supportive column and wall must be fixed below the floor, and the stand shall not be erected directly above the smooth glass surface.

12. The construction materials shall comply with the material usage standards of relevant national departments for temporary buildings, and shall be reasonable in combination with the characteristics of the exhibition, and shall meet the national environmental protection requirements as well.

13. Smoking is strictly prohibited inside the venue. Inflammable and explosive articles shall not be used in stand construction, and open frame operation is strictly forbidden.

14. It is strictly forbidden to use fully enclosed ceiling. The stand ceiling shall not block any fire-fighting facilities on the top of the exhibition hall, and should have at least 50% of the plane open area, so as to ensure the fire safety.

15. On-site construction workers shall wear entrance badges entering the exhibition hall. It is strictly prohibited to have inconsistent badges or badges-trafficking. Professional technicians must hold work permits.



## Form 9 Declaration of Work Safety and Security - Single Storey (Applicable for Special Design stand only)

**\*Deadline: February 23, 2024**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact:	Mobile Phone Number:	
Tel:	Fax:	
Email:	Hall No.:	Stand No.:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

16. It is forbidden to use neon lights in stands. Lighting fixtures and other electrical facilities and materials shall have national professional safety certification, and shall be constructed, installed and used in accordance with Beijing electrical code standards. Double insulated sheathed wires shall be used for electrical connection and installation, and the connection terminals must be completely closed, not exposed, and covered with insulation box.

17. The 24-hour power supply provided by China International Exhibition Center cannot be used as uninterruptible power supply.

18. Contractors shall not use the distribution box, water source, gas source and other fixed facilities of the venue. Rain proof lamps, sockets, distribution boards, etc. shall be selected for outdoor installation, and reliable rain proof measures shall be taken for outdoor electrical equipment.

19. After the opening of the exhibition, contractors must arrange on-site safety directors and full-time personnel on duty, and deal with problems in time.

20. When dismantling, contractors must withdraw all construction materials from the venue. It is strictly prohibited to stack them in the stand or exhibition center.

21. The contractor office reserves the right to impose special restrictions on special circumstances. Administrators of the contractor office have the right to enter the stand for inspection. All contractors for special design stands must remove the garbage from the venue before the end of the withdrawal on March 27, 2024, and shall not maliciously discard any garbage around the exhibition venue. Otherwise, the Official Stand Contractors have the right to deduct all construction deposits.

22. Contractors shall conduct civilized construction during the move in / move out, and barbaric operation is strictly prohibited. Contractors will be fully responsible for the safety accidents caused thereby.

23. Contractors shall be fully responsible for all safety accidents such as casualties, fire and damage to venue buildings and facilities caused by any violation of the above provisions during the construction, withdrawal and transportation, and shall bear all reputation and economic losses caused to the Organizer, the Official Stand Contractor and New China International Exhibition Center.

I have carefully read the Letter of Responsibility for Work Safety and Security and guarantee to strictly abide by this provision.

Contractor Company (Stamp):

Signature:

Date:

Mobile:

Reply at your request  
Rental Application

## Form 10 Declaration of Work Safety and Security - Double Storey (Applicable for Special Design stand only)

\*Deadline: February 23, 2024

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact:	Mobile Phone Number:	
Tel:	Fax:	
Email:	Hall No.:	Stand No.:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

According to relevant regulations of Beijing City and China International Exhibition Center, in order to ensure the safety and security of HEIE 2024, all contractors appointed by exhibitors must sign the Letter of Responsibility below. Please read carefully.

### Letter of Responsibility for Work Safety and Security (Double Storey Stand) of New China International Exhibition Center

We hereby would like to inform that we are appointed by \_\_\_\_\_ (Exhibitor Company Name) for the construction management of Stand \_\_\_\_\_ (Stand No.) on HEIE 2024, and we are fully responsible for the Work Safety and Security of the stand construction.

1. Strictly abide by the *Regulations of Beijing Municipality on Safety Management of Large-Scale Social Activities*, *Interim Provisions of Beijing Municipality on The Fire Safety Management of Exhibitions and Commodity Fairs*, *Regulations on Exhibition Construction Management of China International Exhibition Center*, *Detailed Rules for The Implementation of Regulations on Exhibition Construction Management of China International Exhibition Center*, *Management Provisions for Water, Electricity, and Compressed Air in Exhibitions of China International Exhibition Center*, *Punishment Provisions for Exhibition Construction Management of China International Exhibition Center*, *Regulations on Environmental Protection of Exhibition Construction of China International Exhibition Center* and other relevant rules and regulations. And subject to the construction management, supervision and inspection of China International Exhibition Center to ensure the safety of stand and personnel.

2. For double storied stands, it is necessary to provide detailed structure drawings of the stands (with a seal of a National First-Class Registered Structural Engineer and a review seal of the Design Institute the engineer belongs to) and the structure review report. From design to construction, safety and security should be fully considered to ensure the firmness of the connection points of the stand and its overall structure.

3. Carpets shall not be used on the second floor, and fireproof metal decks or other materials meeting Class B1 fire protection requirements shall be used.

4. The double storied stands must be equipped with annually checked-up fire extinguishers, one for every 50 square meters.

5. The stand area of the second floor shall not exceed one third of the first floor, and the stairs are straight stairs, not

## Form 10 Declaration of Work Safety and Security - Double Storey (Applicable for Special Design stand only)

**\*Deadline: February 23, 2024**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact:	Mobile Phone Number:	
Tel:	Fax:	
Email:	Hall No.:	Stand No.:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

spiral stairs.

6. High-power lights shall be avoided for the second-floor, and the roof cannot be sealed.

7. Contractors shall ensure the power safety throughout the exhibition. If the Official Stand Contractors find potential safety hazards or the actual power consumption exceeds the applied consumption, the contractors shall immediately take measures and add additional power box, otherwise the Official Stand Contractors has the right to cut off power supply to the stand.

8. During the period of entry, exhibition and withdrawal, exhibitors and contractors must arrange on-site safety directors and full-time personnel on duty.

9. When dismantling, contractors must withdraw all construction materials from the venue. It is strictly prohibited to stack them in the stand or exhibition center.

10. Contractors shall conduct civilized construction during the move in / move out, and barbaric operation is strictly prohibited. Contractors will be fully responsible for the safety accidents caused thereby.

11. Contractors shall be fully responsible for all safety accidents such as casualties, fire and damage to venue buildings and facilities caused by any violation of the above provisions during the construction, withdrawal and transportation, and shall bear all reputation and economic losses caused to the Organizer, the Official Stand Contractor and New China International Exhibition Center.

I have carefully read the Letter of Responsibility for for Work Safety and Security and guarantee to strictly abide by this provision.

Contractor Company (Stamp):

Signature:

Date:

Mobile:

Reply at your request  
Rental Application

# Form 11 Exhibition Construction Management Punishment Regulation

\*Deadline: February 23, 2024

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact:	Mobile Phone Number:	
Tel:	Fax:	
Email:	Hall No.:	Stand No.:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

Contractors shall be fully responsible for all safety accidents such as casualties, fire and damage to venue buildings and facilities caused by any violation of the relevant provisions during the construction, withdrawal and transportation, and shall bear all reputation and economic losses caused to the Organizer, the Official Stand Contractors and New China International Exhibition Center. The Official Stand Contractors (Beijing GISACA Exhibition Co., Ltd., Beijing Zhongzhuang Ronde Expo Co., Ltd. and Beijing Inseno Exhibition Service Co., Ltd.) will warn, deduct construction deposits, and issue fining announcements in the industry according to the destructive severity.

To ensure Work Safety and Security during the construction, highly strengthen and standardize on-site construction orders, and guarantee the safety of lives and property, so that all unit entering the venue for construction are required to consciously abide by rules and regulations of the exhibition, sign and strictly implement the Letter of Responsibility for Work Safety and Security, and accept the following penalties if violations:

No.	Content	Fines (CNY)
1	For unauthorized access to electricity without written permission, once found, in addition to paying the power connection fee, a fine of more than CNY 5,000 will be imposed.	> CNY 5,000
2	For unauthorized open fire operation in the venue without written permission, the operating equipment will be confiscated and a fine of more than CNY 2,000 shall be imposed.	> CNY 2,000
3	In addition to compensating for the losses caused to the venue, the contractor shall also be fined more than CNY 2,000 for any leakage caused by the equipment or facilities connected to the water source.	> CNY 2,000
4	For stand not built according to the prerecorded drawing, or have major safety hazards, it is required to set up an isolation area immediately, carry out rectification and impose a fine of more than CNY 2,000.	> CNY 2,000
5	For stand blocking fire passages, fire rolling shutter doors, emergency exits, fire-fighting facilities, public passages, power distribution cabinets and cameras etc., it is required demolition and rectification, and a fine of more than CNY 2,000 would be imposed.	> CNY 2,000
6	Those who violate the installation and construction specifications of electrical appliances and engage in electrical constructions without valid certificates shall be required to stop operations immediately and be fined more than CNY 2,000.	> CNY 2,000
7	If the stand construction uses any kinds of combustible textile articles, or the position structure is not painted with fireproof paint, it will be required to rectify immediately, and a fine of more than CNY 2,000 will be imposed.	> CNY 2,000
8	For use of prohibited electrical materials (neon lamp, high-temperature iodine tungsten lamp, high-temperature quartz lamp, parallel wire, twist wire, etc.) or violations of electrical work regulations, shall be required to stop operations immediately and a fine of more than CNY 2,000 shall be imposed.	> CNY 2,000
9	Paint mixing, painting and other acts in violation of Regulations of Beijing Municipality on The Fire Safety Management of Exhibitions and Commodity Fairs, shall be required to stop operation immediately and be fined more than CNY 2,000.	> CNY 2,000
10	If inflammable and explosive materials (thinner and alcohol lamp) are used in construction, the construction shall be stopped and a fine of more than CNY 2,000 shall be imposed.	> CNY 2,000
11	In case of sparks during operation with electric saw, electric planer, electric cutting and other tools, it shall be required to stop immediately and be fined more than CNY 2,000.	> CNY 2,000
12	For dumping of waste oil or other wastes into the ditch of the venue	> CNY 2,000

Reply at your request  
Rental Application

# Form 11 Exhibition Construction Management Punishment Regulation

**\*Deadline: February 23, 2024**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact:	Mobile Phone Number:	
Tel:	Fax:	
Email:	Hall No.:	Stand No.:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

No.	Content	Fines (CNY)
13	The structure between the back-to-back stands that is higher than the other booth, but the back is not covered (the shielding cover must be uniformly white to ensure cleanliness and flatness).	> CNY 2,000
14	Stands exceeds the height limit will be required for immediate rectification. Anyone refuses to rectify should be fined.	> CNY 2,000
15	Immediate rectification is required for the stands hanging, binding, nailing or pasting to the ceiling, walls, columns, railings, doors or windows of the venue. And a fine of more than CNY 1,000 shall be imposed.	> CNY 1,000
16	In case of blocking the passages of the venue and obstructing the passage of others during construction, while dissuasion is invalid, a fine of more than CNY 1,000 shall be imposed.	> CNY 1,000
17	In case of ground damage caused by brutal dismantling or transport, it shall be required to correct immediately and be fined more than CNY 1,000.	> CNY 1,000
18	In case of dismantling by selling the booth structure to the purchased individuals or units without permission, the contractor shall be fined more than CNY 1,000.	> CNY 1,000
19	If the construction waste is not cleaned or not checked for acceptance during the dismantling, more than CNY 1,000 will be fined.	> CNY 1,000
20	For contractors not cooperate with the venue and official stand contractors, it shall be fined more than CNY 2,000 depending on the seriousness of the case.	> CNY 2,000
21	If the safety helmet is not worn as required during construction, the contractors shall be fined CNY 300 per person. If no helmet or safety belt is worn for high-altitude operation, and there is no construction personnel monitoring, then such unsafe behaviors will be fined CNY 500 per person.	CNY 300 per person CNY 500 per person
22	To ensure the fire safety, please carry two fire-fighting supplies (fire extinguishers) for every 18 square meters, less than 18 square meters is calculated as 18 square meters, and so on. Those who fail to comply with the requirements will be fined more than CNY 1,000.	> CNY 1,000
23	All lines in the stand must be piped, and those that are not piped will be fined more than CNY 2,000 per line.	> CNY 2,000
24	It is forbidden to use paint, putty powder, mortar, chemical pigment, glue, etc. in large areas in the venue. Once found, CNY 2,000 will be fined for every 18 square meters.	> CNY 2,000

## Notes:

1. The above fines will be deducted from the construction deposit.
2. For any contractor violates regulations and refuses to carry out rectification after receiving the notice, the official stand contractor has the right to stop its operation at the stand and deduct all the construction deposit.
3. For any contractor has been punished five times in a year, its acquired qualification from any of Beijing GISACA Exhibition Co., Ltd., Beijing Zhongzhuang Ronde Expo Co.,Ltd or Beijing Inseno Exhibition Service Co., Ltd. will be canceled. And will be announced in the industry, and notified to other exhibition organizers and venues.

Contractor Company (Stamp):

Date:

Signature:

Mobile:

Reply at your request  
Rental Application

## Freight Forwarding:

### • CONTACT

For all concerns regarding transportation and on-site handling please contact BTG CHINA - OFFICIAL FREIGHT FORWARDER

#### **BTG International Freight Forwarding (Beijing) Co., Ltd.**

Room 1808 Tower C Fangheng International Center No.6

Futong East Avenue Chaoyang District Beijing China

Contact: Mr. Simon Cao

Tel: +86 10 8460 1258 / 8460 1068 ext. 29

E-Mail: [simon.cao@btg.cn](mailto:simon.cao@btg.cn)

### • DEADLINES

a.List of Exhibits Form	7 working days before shipment departure from origin
b.OBL / MAWB & HAWB	3 working days before shipment departure from origin
c.Shipment arrival at Port of Xingang	
LCL	March 1th, 2024
FCL	March 8th, 2024
d.Shipment arrival at Beijing airport	March 15th, 2024

Should you have difficulties in adhering to above mentioned deadlines, please contact us well in advance so that we can find an appropriate solution.

### • CONSIGNMENT INSTRUCTIONS

All exhibition goods, whether being transported by air or sea have to be consigned on a "FREIGHT PREPAID" basis!

Consignee for SEA FREIGHT shipment:

#### **BTG International Freight Forwarding (Beijing) Co., Ltd.**

Room 1808 Tower C Fangheng International Center

No.6 Futong East Avenue Chaoyang District

Beijing China 100102

Tel: +86 10 8460 1258

Attn: Mr. Simon Cao

Email: [simon.cao@btg.cn](mailto:simon.cao@btg.cn)

Port of destination: Xingang, Tianjin

#### **Notify party: BTG International Freight Forwarding (Beijing) Co., Ltd.**

Tel: +86 10 8460 1258 / 8460 1068

Attn: Mr. Simon Cao

C/O CIPPE 2024 (March 25 - 27, 2024)

Exhibitor Name: xxx

Booth No.: xxx

Consignee for AIR FREIGHT Shipment :

(Master Air Waybill) **VERY IMPORTANT**

**Beijing Y-Axis Int'l Logistics Co., Ltd.**

Room A315, Guomen Building , No.1 Zuoqizhuang Road,

Chaoyang District, Beijing, China. 100028

Tel: +86 10-6466 8100~8086

Fax: +86 10-6466 8100\*8000

USCI: 91110105560437809E

(House Air Waybill) **VERY IMPORTANT** (HAWB IS COMPULSORY)

**BTG International Freight Forwarding (Beijing) Co., Ltd.**

Room 1808 Tower C Fangheng International Center

No.6 Futong East Avenue Chaoyang District

Beijing China 100102

Tel: +86 10 8460 1258

Attn: Mr. Simon Cao

Email: simon.cao@btg.cn

USCI: 9111010566910061XK

Airport of destination:Beijing (PEK) China

**Notify party: BTG International Freight Forwarding (Beijing) Co., Ltd.**

Tel: +86 10 8460 1258 / 8460 1068

Attn: Mr. Simon Cao

C/O CIPPE 2024 (March 25 - 27, 2024)

Exhibitor Name: xxx

Booth No.: xxx

## • SHIPMENT PRE-ADVICE

For Sea shipment, please include the following:

- Name of Vessel/Voyage
- Ocean B/L No.
- Vessel name/Voyage and B/L No. for 2nd carrier (if any)

For Air shipment, please include the following:

- Master Airway Bill No.
- House Airway Bill No.
- F- light No.

## • DECLARATION FORM FOR TEMPORARY IMPORT EXHIBIT (List of Exhibits-LOE)

List of Exhibits are to be completed in English and Chinese. We will help you to arrange Chinese translation if you needed.

Full description is required by China customs, e.g. Model Number, Serial Number, Size of Monitor and H.S. Code, etc. must be given on the List of Exhibits.

Every individual item, incl. give-aways and brochures, has to be given a value based on CIF and expressed in U.S. Dollar. Do not indicate the phrase "No Commercial Value".

The exhibitors will be fully responsible for the delay and not-cleared which occurred by the incorrect information and did not declare in documents.

If you have oversized or dangerous goods, and product of animal or plant, please contact us or our agent in your country to obtain special documentation.

BTG or our agent in your country can assist you on any difficulties you may have with documentation.

## • DOCUMENTATION FOR CUSTOMS CLEARANCE

For seafreight consignments, the following documents are required.

2 originals and 1 copy of Bill of Lading  
1 copy of List of Exhibits (LOE)  
1 copy of Packing Material Declaration

For airfreight consignments, the following documents are required.

1 copy of Airway Bill  
1 copy of List of Exhibits (LOE)  
1 copy of Packing Material Declaration

## • CASE MARKING

All packages shall be marked at least both sides as follows:

CIPPE 2024

c/o BTG China

Name of Exhibitor:

Stand Number:

Gross Weight (kg):

Dimensions (cm):

Case Number:

Net Weight (kg):

Country of Origin:

## • PACKING

Exhibitors are advised to provide strong packing cases for the transportation of the exhibits which can withstand unpacking and repacking operations. For main exhibits, we recommend bolted returnable type of cases to be used. This is to avoid unnecessary repair and reconstruction of cases in the event of damages due to handling whilst in transit.

In addition to the above, markings should be shown on the sides of the crates/cases where applicable:

- Label fragile items on all sides.
- "THIS SIDE UP" labels on 2 sides.
- Items, which cannot be stored outside, must be marked on 2 sides with the umbrella symbol.
- Exhibits, which are only allowed to be moved by crane, should be marked clearly with the sign "SLING".
- CENTER OF GRAVITY, FRONT and BACK signs must be marked clearly. - Other given markings in conjunction with International Laws must be marked as well (e.g. Dangerous Goods, etc.)



## • ANIMAL AND PLANT QUARANTINE, AND FUMIGATION REQUIREMENTS

For cargoes with wooden packing:

Effective from 01 January 2006, Chinese Quarantine Authority strictly request that all cargoes with wooden packing, from all Countries and regions, must undertake fumigation treatment. Please refer to following details:

Observe scope:

All non-manufactured wood packaging material to be used to carry, pack, pad and support, and reinforce the goods, such as wood case, crate, pallet, frame, pal, wood pole, wedge, sleeper and pad.

Exempted scope:

Those wood composite products after being heated and pressed treatment, such as plywood, particleboard and fiberboard, veneer core, saw dust, wood fiber and particle and other wood materials with its thickness equal or less than 6mm.

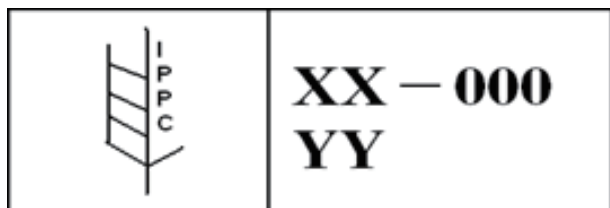
Observe requirement:

All import wood packaging materials should be treated by Heat Treatment (HT) or Methyl Bromide (MB) fumigation at the origin, and put the Mark of IPPC (as below) on two opposite sides of the wooden packaging material.

The Mark should contain the valid symbol approved by IPPC, country code, unique number of producer / treatment designated by the National Plant Protection Organization (NPPO) of exporting countries and treatment methods (HT, MB).

If the wood packaging materials without the approved mark or with approved mark being intercepted the alive-harmful pest, the packing materials will be fumigated or the cargoes will be returned to the origin.

Sample of Marking:



Where:  
 IPPC - Abbreviation of "International Plant Protection Convention";  
 XX - International Standardization Organization (ISO) two letter country code;  
 000 - Wood packing producing enterprise code approved by official plant quarantine authorizations in export countries or territories  
 YY - The phytosanitary treatment measures, Methyl Bromide Fumigating - MB, Heat Treatment - HT

## • IMPORTANT INFORMATION

### STORAGE OF EMPTY CASES

Empty cases will be stored within the exhibition site if space is available. Your cases will be marked and stored systematically under shelter during the exhibition period in order to facilitate quick and early return for the repacking at the end of the exhibition.

### CONTAINER DETENTION

Container detention fee will be levied by shipping lines for containers kept in use for an extended period of time. Free days allowed by shipping lines are usually up to 7 to 10 days after the discharge of containers at the port. Should you require the container to be kept within the exhibition site for storage purposes and subsequent re-export, please inform us whether the container detention fee has been negotiated with the shipping-line.

### HAND-CARRIED EXHIBITS

Exhibitors are strongly advised not to hand-carry goods for the exhibition as they may be detained by China Customs and considerable time and efforts will be required to clear them out in time for the exhibition. Any risk taken will be at the exhibitor's responsibility.

## CATALOGUES, PUBLICITY MATERIALS AND VIDEO CENSORSHIP

It is stipulated by the Ministry of Foreign Economic Relations and Trade of China that "advertising materials and technical information materials including DVDs, VCDs, films, lantern slides, recording tapes, video tapes, records, photographs, maps, illustrations and other publicity materials, shall be allowed for display or use at the exhibition only after you have presented beforehand the above-mentioned materials to Customs Officers for inspection and approval".

Therefore, you shall not make use of these materials before censorship. For this purpose, you should send samples of literature (2 copies each) and souvenirs (2 pieces each) to BTG China together with the List of Exhibits (LOE). All these materials will be handed over to China Customs for inspection in advance.

When "Taiwan" is mentioned in the promotional materials, exhibitors should avoid using any expression from which one would misinterpret, that "Taiwan" is in a position equivalent to a country.

## INSURANCE

Insurance is not included in our tariff. It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by us, and also ensure that Transport Insurance is arranged for exhibits sold locally.

## FORMALITIES / INFORMATION FOR SOLD GOODS IN CHINA

Exhibitors are required to submit a copy of the contract, buyer's company name, address and contact number to BTG China.

After receipt of the above, BTG China will register these information into the customs computer.

Buyer is required to present to customs the sales contract, invoice, packing list, and relevant document or permission for the permanent import declaration, and calculation of duties and taxes.

After duties and taxes have been paid, buyer will be allowed to pick up the goods from the customs bonded warehouse.

For exhibits that are pending sale or awaiting signing of the sales contract, the exhibits will be kept in the customs bonded warehouse. The time allowed is 6 months. After the period of 6 months, the exhibits must either be re-exported or sold.

## • TERMS OF PAYMENT

Payment of the freight charge for inward should be paid before move-in date; the freight charge for outward should be paid before the exhibits return from China.

We will issue the invoice and clearly indicate the Banking details.

Company Name: BTG International Freight Forwarding (Beijing) Co., Ltd.

Bank Name: Industrial and Commercial Bank of China, Beijing XinYuanLi Subbranch

Bank Address: Room 101, 2 Building, No.16 Kunsha Plaze, XinYuanLi, Chaoyang District, Beijing, China

Account No: 0200 204 6190 1160 1583 (USD)

0200 204 6190 1160 1610 (EUR)

0200 204 619 0000 32223 (RMB)

Swift Code: ICBKCN BJBIM

## • INWARD MOVEMENT - SEAFREIGHT

a. Basic handling rate	RMB880.00/cbm or 1,000 kg whichever is the greater
Minimum charges	LCL -5cbm/consignment (HBL) per exhibitor FCL 20'- 23cbm/GP contr., 25cbm/OT/HC/FR cntr. FCL 40'- 46cbm/GP cntr., 50cbm/OT/HC/FR cntr.
b. Consignment service charge	RMB600.00/consignment/exhibitor
c. Customs clearance	RMB40.00/cbm (Min. RMB800.00)
d. THC at Xingang Seaport	At cost.
e. Declaration fee	RMB800.00/consignment
f. Quarantine charges	RMB70.00/case for LCL RMB620.00/20'container RMB900.00/40'container
* Quarantine treatment, such as Fumigation, disinfection that may be requested by the Import/Export Quarantine Authority, and the cost will be debited as per outlay.	
g. Storage in customs warehouse	RMB140.00/20'container/day RMB280.00/40'container/day RMB14.00/cbm/day
h. Warehouse handling	RMB100.00 per m <sup>3</sup> per in&out

## • INWARD MOVEMENT - AIRFREIGHT

From arrival Beijing Airport to exhibition booth, inclusive of removal empty packing cases to storage place on site.

a. Basic handling rate	RMB8.80/kg based on chargeable weight on AWB
Minimum charges	100kgs/consignment
b. Consignment service charge	RMB600.00/consignment/exhibitor
c. Customs clearance	RMB800.00/consignment/exhibitor
d. THC at Beijing airport	RMB2.10/kg (Min. charge RMB210.00)
e. Declaration fee	RMB800.00/consignment
f. Quarantine charges	RMB70.00/case
* Quarantine treatment, such as Fumigation, disinfection that may be requested by the Import/Export Quarantine Authority, and the cost will be debited as per outlay.	
g. Storage in customs warehouse	RMB14.00/100kg/day
h. Warehouse handling	RMB100.00 per m <sup>3</sup> per in&out

- **OUTWARD MOVEMENT CHARGES SAME AS INWARD MOVEMENT**

- **ON-SITE HANDLING RATES**

The handling rate	RMB490.00/cbm or 1,000 kg whichever is greater
Minimum charges	RMB700.00/consignment/exhibitor

- **OVERWEIGHT & OVERSIZED EXHIBITS HANDLING SURCHARGE**

Exhibits in excess of 3,000 kg per package will be additionally charged as follows.

3,001 - 4,000 kg	RMB325.00 per 1,000 kg
4,001 - 5,000 kg	RMB395.00 per 1,000 kg
5,001 - 6,000 kg	RMB465.00 per 1,000 kg
6,001 - 8,000 kg	RMB605.00 per 1,000 kg

An individual quotation will be made for exhibits exceeding 8,000 kg per package or dimensions exceeding L 5 m \* W 2,2 m \* H 2,2 m per package.

These additional charges for overweight & oversized exhibits will apply for inward as well as for outward and on-site movements.

- **CUSTOMS FORMALITIES FEE FOR GIVEN-AWAY OR CONSUMED EXHIBITS**

Customs clearance	RMB500.00/consignment
Documentation of permanent import, if any	RMB1,000.00/consignment
Import duty & tax, if any	At cost.

- **TRANSPORT OF SOLD EXHIBITS FROM EXHIBITION BOOTH TO BONDED WAREHOUSE**

Handling and trucking charge	RMB630.00/cbm or 1,000 kg whichever is greater
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Any charges related with permanent import customs clearance for sold exhibits will be quoted separately upon request.

- **HIRE OF LABOUR**

Weekdays	RMB48.00/hour
Overtime	RMB96.00/hour
Weekends, Holidays	RMB96.00/hour
Minimum charge	4 hours

- **HIRE OF FORKLIFT / CRANE**

3-ton forklift	RMB245.00/hour
5-ton forklift	RMB420.00/hour
Crane	quoted upon request
Minimum charge	4 hours

## • OTHER CHARGES

a. Empty storage charge	RMB100.00/cbm
b. Translation of List of Exhibits (LOE)	RMB50.00/page (Min. RMB300.00)
c. Return/pick-up empty container	RMB2,300.00/20'container RMB3,100.00/40'container
d. Container detention/demurrage	As per outlay + 5 % handling charges
e. Grounding/reloading of container on-site	RMB900.00/20'container RMB1,360.00/40'container
f. Customs bounded permit	RMB1,500.00/customs cover

## • REMARKS

- 1.For hand-carried exhibits arrival at Beijing airport, our handling charges will be same as inward airfreight tariff, plus late arrival surcharges.
- 2.Volume and weight conversion in airfreight rate is 1:6 measurement / weight.
- 3.Cargo arrived beyond our deadline, the late arrival surcharge 30% will be added to cover the additional cost, but it is not a guarantee that the late-come exhibits could be delivered to site/ booth before the opening of exhibition.
- 4.Above rates are based on General Cargoes only. For specialized cargoes, the additional charges will be levied in accordance with actual outlays.
- 5.All overseas shipments (sea freight or air freight) must be consigned as per our instruction at front page on "FREIGHT PREPAID" basis. Otherwise we will levy a 5% commission on the freight which we pay on your behalf to the local carriers.
- 6.There will a surcharge occurred for incorrect consignee shipment.
- 7.Exhibitors shall be responsible for the consequences of improper packing.
- 8.This tariff is complied on volume or weight basis and has no correlation with the value of exhibits, thus no insurance coverage is included. Insurance coverage is subject to separate quotation.
- 9.A 6% VAT will be levied based on total amount of invoice.

## Exhibition Liability Insurance Service (special booth building)

To reduce the liability risk for the construction of booths and ensure the safety of construction workers on-site, exhibitors or constructors are required to purchase exhibition liability insurance with aggregate limit not less than RMB 8 million, per accident limit not less RMB 3 million, per person limit not less RMB 600,000. The constructor, the exhibitor and the organizer shall be the insured together, then provide the insurance policy to obtain the construction permits.

### I Coverage

1. The policy aggregate limit for each special booth is RMB 8 million. The limit per accident is RMB 3 million, and the limit per person is RMB 600,000, including:

- 1) For the loss of buildings, various fixed equipment, ground and foundation of the rented exhibition venue: the limit per accident is RMB 3 million;
- 2) For the pension, medical expenses, and other related expenses caused by the bodily injury of the hired Chinese staff: the limit per accident is RMB 3 million, and the limit per person is RMB 600,000.
- 3) For the pension, medical expenses, and other related expenses caused by the bodily injury of third parties: the limit per accident is RMB 3 million, and the limit per person is RMB 600,000.

The aggregate limit for the above three items is 8 million.

2. Deductible: 0.

### II Insurance Premium

Area	Coverage	Premium (RMB)
9m <sup>2</sup> -99m <sup>2</sup>	See policy terms	220 per booth
100m <sup>2</sup> -199m <sup>2</sup>	See policy terms	240 per booth
200m <sup>2</sup> -299m <sup>2</sup>	See policy terms	260 per booth
300m <sup>2</sup> -399m <sup>2</sup>	See policy terms	280 per booth
400m <sup>2</sup> -499m <sup>2</sup>	See policy terms	300 per booth



众展保  
Public  
Exhibition Insurance

## EXHIBITION INSURANCE SERVICE PROVIDER: PEI — Exhibition Insurance Network Platform Service Provider

III.Website: [www.zhongzhanbao.com](http://www.zhongzhanbao.com)

IV.Wechat Official Account: Scan the QR code.

V.Contact Information:

1.Customer Service Number: 18811616158

2.E-mail Address: [zhongzhanbao@zhongzhanbao.com](mailto:zhongzhanbao@zhongzhanbao.com)



### VI.Insurance Process:

1.Where to Insure : Go to the website “[www.zhongzhanbao.com](http://www.zhongzhanbao.com)” or Follow the Wechat Official Account

( Scan the QR code).

2.How to Insure:

1)Using Computer: Go to the website “[www.zhongzhanbao.com](http://www.zhongzhanbao.com)”, click the Immediate Insurance, fill in the relevant information and follow the instructions.

2)Using Wechat: Scan the QR code, follow the official account, click “insure now” – “Exhibition Liability Insurance”, fill in the relevant information and follow the instructions.

3)After the successful payment of the premium , your E-insurance and E-invoice will be sent to your registered email box.

4)Please provide the insurance policy to obtain the construction permits.

### VII.Claim Process

1.Take photos: Take photos of the scene of the accident (reflect the scene situation as comprehensively as possible).

2.Report Case: You are required to report the case by phone within 24 hours since it happened.

3.Please save ALL the relevant documents, including photos of the accident clarifications and receipts, etc.

4.Submit the claim documents.

5.Insurance Company will do the checking and reimbursement.

## Exhibitor Badges, Visitors Tickets and Exhibition Catalogue

### ● Exhibitor Badges

1. The organizer will provide exhibitors with a certain amount of exhibitor badges for free according to their booths area. Please submit name of attendees on website [www.heieexpo.com/english](http://www.heieexpo.com/english).

Booth area (m <sup>2</sup> )	9	18	36	54	72	90	108	130	150	175	≥200
Badges (pics)	3	6	10	12	16	15	20	20	25	30	50

2. Please pick up exhibitors badges in the registration hall of the venue. Time: March 23-24, 2024.
3. If exhibitors need more badges, please apply for them on site at the registration counter.
4. Please scan the exhibitors badges while entering in the main gate of the exhibition venue and wear the exhibitors badges at all time during the exhibition (also including the setting up and dismantling periods).

### ● Exhibition Catalogue

1. The organizer will provide exhibitors with a limited amount of exhibition catalogues for free. Exhibition catalogues will be distributed to exhibitors when they register at the registration counter.
2. The organizer will allocate a user ID with password to every exhibitor (**only limited to those exhibitors not having joined the National Pavilions**). Please log in the "online register system" on [www.cippe.com.cn](http://www.cippe.com.cn) and contact the Official Contractors or the organizer for completing the related information, including Free listing in Show Catalogue, advertisement booking, Application for Admission Tickets, VIP Customer Service, Application for Conferences & Seminar, Headboard in Shell Scheme, Exhibitors Badges, Hotel Reservation, Freight Forwarding, Rental of Electric Apparatus, Rental for Additional Furniture and etc. Please send them to the organizing committee online before the deadline: **February 23, 2024**
3. **Remarks:** **For those exhibitors having joined the National Pavilions**, since most national pavilions change their inner booth numbers frequently and it's very inconvenient for the organizer to unify management. However, in order to ensure all of them can receive complete information and forms, the organizer will send Exhibitors Manual along with the forms for Catalogue Entry, Headboard and Exhibitor Badges to them in time.



## Exhibitor Registration/Registration Procedure

### ● Date of registration

Type of Booth	Date	Time
Raw Space	March 23, 2024	8:30 – 17:30
Standard Booth with Shell Scheme	March 24, 2024	8:30 – 21:00

Venue of registration:

South Entrance of the New China International Exhibition Center, Beijing, China

Add: No.88, Yuxiang Road, Tianzhu, Shunyi District, Beijing

### Registration Procedure

Please show the original Exhibitor Registration Form issued by the organizer (The form will be sent to exhibitors one month before show opening.).

1. Exhibitors badges pick-up
2. Relevant exhibition materials pick-up

## Setting up and Dismantling Schedule

Important Date

Type of Booth and Periods	Date	Time
Setting up for Raw Space	March 23, 2024	8:30 -- 17:30
	March 24, 2024	8:30 -- 21:00
Setting up for Standard Booth with Shell Scheme	March 24, 2024	8:30 -- 21:00
Dismantling	March 27, 2024	14:00 -- 21:00

### Remarks:

#### 1. Regulation of working overtime

If any exhibitor or contractor needs to work overtime for setting up, please apply for it at the Onsite Service Center of the exhibition center during 15:30 to 16:30 each day and pay working overtime charges. Please apply for it completely for only once. Re-application will be unacceptable.

#### 2. Security

Please keep your exhibits safe throughout the exhibition and carry your personal valuables. Do not leave your personal property, passport, laptop and etc. in the exhibition hall. If you find any suspects or meet sudden emergencies, please notify the Public Security Office in the exhibition center in time.

On the last day of setting up (i.e., March 24, 2024), the organizer will extend the time for setting up to 20:00pm for exhibitors for free. Please make sure to have someone take care of your valuable exhibits.

#### 3. Public Passage

Please do not occupy the public aisle with your exhibits, displays, empty boxes, etc. after the setting up period.

#### 4. Withdrawing Exhibits

The time for withdrawing exhibits will be 14:00 – 21:00 of March 27, 2024. Exhibitors will be forbidden to withdraw their exhibits before 14:00 of March 27, 2024.

#### 5. Deposit for dismantling

According to the exhibition centers' requirement, exhibitors of raw space must provide a certain amount of risk deposit for the Official Stand Contractor as guarantee of dismantling their stands on the day of dismantling. Please dismantle your stands completely and move all related rubbish out of the exhibition hall. Please show the risk deposit receipt and the Official Stand Contractor will return the risk deposit to you once everything has been certificated after checking.

## HEIE 2024 Hotel Accommodation

Times International Conference & Exhibition Co.,Ltd. has been appointed as the only official accommodation reservation agent. To ensure the good accommodation for the exhibitors and visitors during the HEIE 2024 from March 25-27, while saving the cost, we have reserved rooms in the nearest hotels around the CIEC(NEW) with discounted rates as follows.

### HOTEL INFORMATION

Code	Hotel Name	Preferential Rate	Room Type	Internet	Distance to New CIEC
1	Crowne Plaza Beijing International Airport ★★★★★ Address: No.60 Fuqian 1st Street, Shunyi District, Beijing, 101312, China	¥850/N ( Includes breakfast )	Superior Room	Free	0.5km (10min on foot)
2	CITIC Hotel Beijing Airport ★★★★ Address: No.9 Xiaotianzhu Road, Capital Airport, Shunyi District, Beijing, 100621, China	¥480/N ( Includes breakfast )	Superior Room	Free	5km 15-minute by car (free shuttle bus)
3	Ramada by Wyndham Beijing Airport ★★★★ Address: No.13 Fuqian 1st Street, Tianzhu Town, Shunyi District, Beijing, 101312, China	¥630/N ( Includes breakfast )	Superior Room	Free	3.5km 10 minutes by car (free shuttle bus)
		¥680/N ( Includes breakfast )	Deluxe Room		
4	Hampton by Hilton Beijing CIEC New Venue ★★★★ Address: Building 1, No.122 Nanfaxin Street, Shunyi District, Beijing, China	¥550/N ( Includes breakfast )	Superior Room	Free	10km 20 minutes by car (3 stations by15 Line subway)
5	Kaisheng Xingfeng International Hotel ★★★★ Address: No.2 East Tianzhu Road, Tianzhu Town, Shunyi District, Beijing, 101312, China	¥570/N ( Includes breakfast )	Deluxe Room	Free	1.5km 8 minutes by car (free shuttle bus)

**Notes:**

- All hotels bookings are subject to availability. To ensure your reservation successful, please send back your reservation form before 10th/Mar.
- As hotel requested, all your cost will be paid in advance by T/T, PayPal, Wechat Pay, Alipay once you book.
- Any changes or cancellations are not allowed, your payment will fully guarantee all your rooms and nights.
- If you need other services such as car rental, tourism, translator etc., please feel free to contact us.

**Times International Conference & Exhibition Co., Ltd**

Contact: Fiona Zhang

Tel No.: +86 (10) 64462841

Mobile: +86 18612291377

E-mail: times@sdlm.cn

Website: www.sdlm.cn

HEIE 2024 Hotel Accommodation  
Hotel Reservation Form

Hotel Name(code)	Full name (Same as on Passport)	Check-in Date	Check-out Date	Room Type (King-size or Twin bed)	Remark
	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.				
	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.				
	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.				
	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.				
	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.				
	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.				
If you need other services as follows, please mark at the form and email us in details.					
Code	Item	Y/N			
1	Staff Service	YES <input type="checkbox"/> NO <input type="checkbox"/>			
2	Car Rental Service	YES <input type="checkbox"/> NO <input type="checkbox"/>			
3	Conference Service	YES <input type="checkbox"/> NO <input type="checkbox"/>			
4	Travel Service	YES <input type="checkbox"/> NO <input type="checkbox"/>			

Reply at your request  
Rental Application

**Times International Conference & Exhibition Co., Ltd**  
Contact: Fiona Zhang  
Tel No.: +86 (10) 64462841  
Mobile: +86 18612291377  
E-mail: times@sdlm.cn  
Website: www.sdlm.cn



## Application Form for Technical Seminar

**Deadline: February 23, 2024**

Please fax or email the complete form to the Organizer—Beijing Zhenwei Exhibition Co., Ltd.  
Tel: +86-10-5617 6968 Fax: +86-10-5617 6998 E-mail: cippe@zhenweiexpo.com

### Exhibitor information

Company name: \_\_\_\_\_ Booth Number.: \_\_\_\_\_

Add: \_\_\_\_\_

Contact: \_\_\_\_\_ Tel: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

All technical seminars need the approval of the organizer. Exhibitors should invite their targeted attendants by themselves and the organizer will provide an active assistance for them. The capacity of the meeting room is 60-80 audiences.

Cost: CNY8,000/hour

The cost is inclusive of rental of a seminar room, microphone, screen, projector and water and etc.

Seminar Topic: \_\_\_\_\_

Language: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Facilities for rental: \_\_\_\_\_

Abstract: \_\_\_\_\_

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Reply at your request  
Rental Application

## VIP Customer Service

**Deadline: February 23, 2024**

Please fax or email the complete form to the Organizer—Beijing Zhenwei Exhibition Co., Ltd.  
Tel:+86-10-5617 6941 Fax:+86-10-5617 6998 E-mail: lyy@zhenweiexpo.com

### Exhibitor information

Company name: \_\_\_\_\_ Booth No.: \_\_\_\_\_

Add: \_\_\_\_\_

Contact: \_\_\_\_\_ Tel: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

VIP Customer Service will be provided for those exhibitors who intend to invite important buyers to visit the show. VIP Customer will be entitled to enjoy the VIP reception , pre-registration and VIP information counter service, etc. The name of the Exhibiting Company will also be listed in the VIP Customer Invitation Letter.

Please fill in the following form if exhibitors would like to invite VIP customers to visit their stands. Please note that this form can be copied.

(1) Name of Customer: \_\_\_\_\_ Position: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

(2) Name of Customer: \_\_\_\_\_ Position: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

(3) Name of Customer: \_\_\_\_\_ Position: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

(4) Name of Customer: \_\_\_\_\_ Position: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Reply at your request  
Rental Application



ZHENWEI Member

NEEQ : 834316

**Beijing Zhenwei Exhibition Co., Ltd.**

Add: Zhenwei Exhibition Building, Building 13, International Enterprise Avenue III,  
Yard 1, Jinghai 5th Road, Tongzhou District, Beijing

Tel: 86-10-5091 7085

Fax: +86-10-5617 6998

E-mail: HEIE@zhenweiexpo.com

[www.heieexpo.com/english/](http://www.heieexpo.com/english/)