



第十六届上海国际石油化工技术装备展览会

The 16th Shanghai International Petrochemical Technology and Equipment Exhibition

2024年11月19-21日

国家会展中心（上海）

参展商手册 Exhibitor Manual

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第十六届上海国际化工技术装备展览会

第十六届上海国际防爆电气技术设备展览会
上海国际塑料橡胶工业制品及设备展览会
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Greetings to Exhibitors

Dear Exhibitors,

We appreciate your participation in cippe Shanghai 2024 to be held on November 19-21, 2024 at National Exhibition and Convention Center (Shanghai). We sincerely hope that this manual will facilitate all your preparations. Please read carefully and fill out the relative forms accordingly, then email or fax to the contractors directly or to the organizer's office before the deadline so that we can provide you our most timely service.

Meanwhile, if you have any question about this manual, please feel free to contact us.

We look forward to greeting you at cippe Shanghai 2024 and wish you every success in the exhibition!

Organizer: Zhenwei International Exhibition Group

Beijing Zhenwei Exhibition Co., Ltd.

Address: Zhenwei Exhibition Building, Building 13,
International Enterprise Avenue III, Yard 1,
Jinghai 5th Road, Tongzhou District, 100101, Beijing

Telephone: 86-10-56176947

Fax: 86-10-56176998

Website: <http://www.cippe.com.cn>

Email: cippe@zhenweiexpo.com



I. Exhibition Info

1. Date & Venue

Exhibition Name: The 16th Shanghai International Petrochemical Technology and Equipment Exhibition

Date: November 19-21, 2024

Venue: Hall 3 & Hall 4.1, National Exhibition and Convention Center (Shanghai)

Address: No.333 Songze Avenue, Qingpu District, Shanghai, China)

Registration for Setting Up: North Entrance (North Hall) of the venue

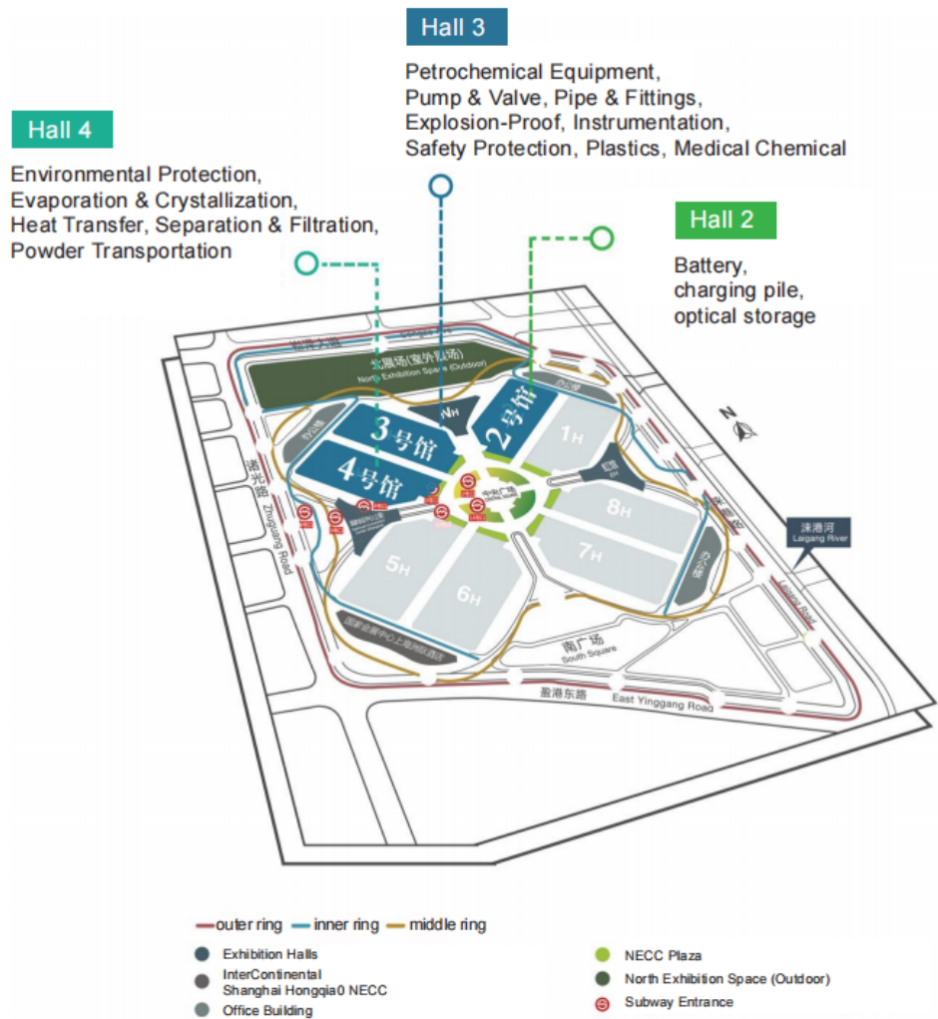
For more details: <https://sh.cippe.com.cn/en/>

Registration & Setting Up			
Raw Space	November 17, 2024	09:00-18:00	Sunday
	November 18, 2024	09:00-21:00	Monday
Shell Scheme Booth	November 18, 2024	09:00-19:00	Monday
Exhibition & Trading			
Opening Hours	November 19, 2024	09:00-16:30	Tuesday
	November 20, 2024	09:00-16:30	Wednesday
	November 21, 2024	09:00-14:00	Thursday
Closure & Dismantling			
Dismantling	November 21, 2024	14:00-18:00	Thursday

Overtime during Setting up: Exhibitors or contractors should apply for working overtime during setting up **before 14:00p.m. on the same day and pay the required overtime costs in cash to the Official Contractor.** Please arrange your time properly, an **additional 50% of the urgent fee** will be charged if overdue.

Overtime	Costs
Before 22:00p.m.	CNY 2,600 per hour
After 22:00p.m.	CNY 5,000 per hour

2. Overall Floor Plan



3. Contacts

Content of Services	Company	Contact	Cell
Official Contractor	EYECHOICE International Convention & Exhibition Group Co., Ltd.	Zhang Chi	86-15607637711
Freight Forwarder	Shanghai Jinquan Exhibition Service Co., Ltd.	Li Ming	86-19921057848

Hotel Reservation	Shenzhen JL International Conference And Exhibition Co., Ltd.	Ms. Yang	86-15014137498
Logistics Inside the Venue (on-site handling of small size exhibits, mechanical loading and unloading)	Shanghai ITPC International Transportation Co., Ltd.	Manager Zhang	86-13564454585
		Ms. Zhu	86-13162300332
Personalized Requirements for Wired Broadband/WiFi	On site authorized service provider	Manager Gong	86-18916171910

II. Traffic

The National Convention and Exhibition Center (NECC) covers an exhibition area up to 600,000 square meters, including 500,000 square meters of indoor exhibition area and 100,000 square meters of outdoor exhibition area. It has a total of 17 exhibition halls, including 15 large exhibition halls with a unit area of 30,000 square meters and 2 multi-functional exhibition halls with a unit area of 10,000 square meters, and all could be directly accessed by trucks. Fully meet the usage needs for large, medium, and small exhibitions.

➤ Metro

Metro Line2: National Exhibition and Convention Center Station, Exit 4, 5, or 6 (enter from the West Square escalator to the West Entrance)

➤ Public Bus

- ① Public Transport Line 865: connect to Shanghai Zoo Station (Metro Line 10), Caohejing Hi-Tech Park Station (Metro Line 9), Jinjiang Park Station (Metro Line 1)
- ② Public Transport Line 706: connect to Jiuting Station (Metro Line 9)
- ③ Public Transport Line 776: connect to Ziteng Road Station (Metro Line 10), Zhongshan Park Station (Metro Line 2, 3 and 4)

➤ By Taxi

National Convention and Exhibition Center (NECC) is about 70km away from Shanghai Pudong International Airport, 11km from Shanghai Hongqiao International Airport, 25km from Shanghai Railway Station, and 6km from Shanghai Hongqiao Railway Station.

Parking Fees:

P2 and P3 parking lots: CNY 20 each time

Other parking lots: CNY 6 per hour, capped at CNY 48 (subject to the actual standard onsite).

III. Booth Management

1. The booth is only for exhibiting purpose of signed exhibitors. Any exhibitors shouldn't transfer their booths to others without permission of the organizer.
2. On principle, exhibitors are not allowed to alter their standard shell scheme booths without permission of the organizer. If necessary, the exhibitors should submit their alteration plan to get a written approval from the organizer, then the organizer notice the official contractor. Related costs will be covered by the exhibitors.

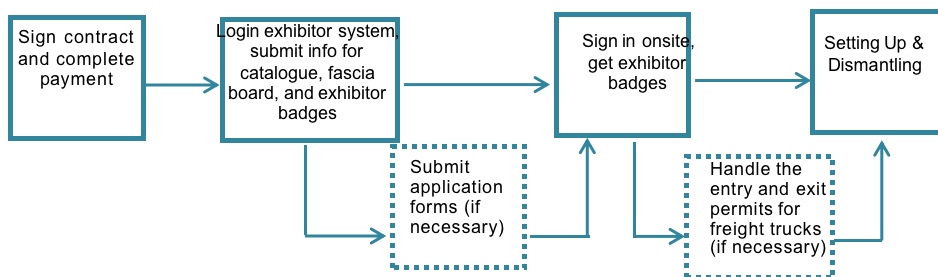
Empty Box Stack: There is no stacking place on site. If necessary, please contact your contractor or forwarding agent. Otherwise, you will be responsible for clearing your empty boxes or other rubbish.

Overtime during Setting up and Dismantling: Exhibitors should apply for working overtime before 14:00p.m. on the same day to the Official Contractor's office, and there will be extra cost for working overtime. Please arrange your time properly.

A/V Presentation: Please make sure your presentation will not block the passageway or influence the booths around. The contents should not be reactionary. It also should not against the patent law, national law or other related regulations. The highest volume of sound should be under 70dbs*. (The measurement will be conducted within 3 meters around the booth and the decibel meter is used).

IV. Operation for Shell Scheme Booth

1. Procedure



2. Key Note of Deadline for Payment of Participation Fees

The deadline for the participation fees is November 19, 2024. Exhibitors must remit all fees before the deadline. Or their qualifications as exhibitors will be canceled.

Payee: Beijing Zhenwei Exhibition Co., Ltd.

Bank Name: China Construction Bank Beijing Branch Anhui Sub Branch

Swift Code: PCBCCNBJBJX

Account No.: 1100 1018 5000 5300 5496

3. Online Login System for Exhibitors

Please fill out information and submit files needed in the online login system for exhibitors, which includes

info for catalogue, fascia board, and exhibitor badges.

Please contact your sales for your user name and password.

Web Link:

Via PC: <https://c.zhenweexpo.com/eip-app-vip/pages/frontend/zzy-denglu.html?p=985>

Via Cellphone: <https://c.zhenweexpo.com/eip-app-vip/mobile-vipcenter/login.html?p=985>

Deadline: October 21, 2024

4. Submit Application for Exhibition Services

If exhibitors need transportation service for exhibits, hotel reservation, booth furniture rental, extra electricity, and other services, please contact the corresponding service providers in advance and submit the application form as required.

Standard Shell Scheme Booth: size : 3m×3m. It is equipped with carpet, fascia board, one consulting desk, two folding chairs, two lights, one panel of power points (220V, 5A), one trash can. (Any additional electricity demand, please notice the organizer in advance. There will be extra costs).

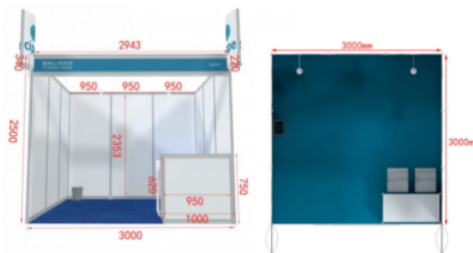


Diagram of Shell Scheme Booth



Diagram of Deluxe Shell Scheme Booth

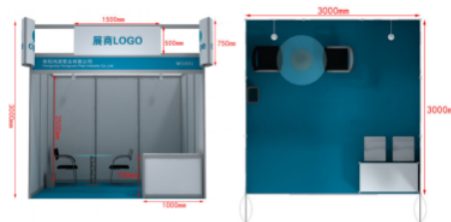


Diagram of International Area Shell Scheme Booth

※ Deluxe/International Area Shell Scheme Booth: With an increase in height of the fascia board and company logo, one more round table, two leather chairs, and is constructed with square aluminum

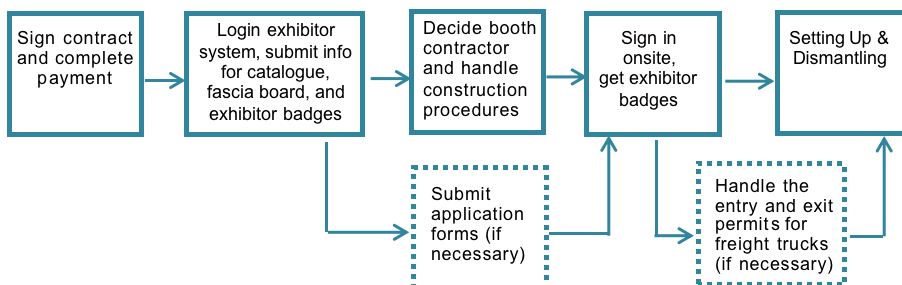
materials.

5. Notes

- (1) The above is the basic configuration and cannot be interchanged with other furniture. If any booth furniture is not needed, no corresponding fees will be refunded.
- (2) If you apply for two or more standard booths, no partitions will be installed between your booths. If partitions are needed, please inform the official contractor in writing in advance.
- (3) In addition to the basic configuration above, if you need to rent other booth furniture, please fill out the "Application Form for Standard Booth Furniture Rental", submit to the official contractor and pay corresponding fees.
- (4) It is strictly prohibited to dismantle or modify the booth structure without authorization. If adjustments are needed, please contact the official contractor in advance, handle the relevant procedures, and have their staffs responsible for construction.
- (5) It is strictly prohibited to directly paste images with adhesive backing onto booth walls or any part of the venue. If necessary, the pictures can be made as exhibition boards and hang on the booth wall panels by hanging structures. It is strictly prohibited to nail or drill holes on the wall panels. If there is any violation, the cleaning fees will be covered by the exhibitor.
- (6) It is strictly prohibited to connect or add lighting fixtures and sockets without authorization. The applied power socket shall not be plugged with the booth lighting fixtures, and its maximum capacity is within 500W. Electrical equipment exceeding the capacity shall not be used. It is strictly prohibited to bring your own power socket and use in series. If you need extra electricity services, please apply to the official contractor and pay corresponding fees. If you exceed the prescribed declaration time, an urgent construction fee will be charged.
- (7) The non lighting electrical equipment brought by exhibitors (such as televisions, video recorders, refrigerators, etc.) must be reviewed by the official contractor, and it is strictly prohibited to use electrical devices with non compliant circuits inside the booth.
- (8) The dismantling of the standard booth will be carried out immediately when the exhibition closing and dismantling time starts. Exhibitors are requested to promptly remove all items from the booth and promotional materials on the booth wall panels.
- (9) If any damage is caused to the booth equipment due to the exhibitor's violation of regulations, the exhibitor will bear full responsibility and economic compensation.
- (10) If the wall panels of the standard booth obstruct the fire hydrants or power cabinets of the exhibition venue, the corresponding wall panels will be replaced by removable panels, foldable doors or curtains that can be opened and closed at any time.

V. Operation for Raw Space

1. Procedure



2. Online Login System for Exhibitors

Please fill out information and submit files needed in the online login system for exhibitors, which includes info for catalogue, fascia board, and exhibitor badges.

Please contact your sales for your user name and password.

Web Link:

Via PC: <https://c.zhenweexpo.com/eip-app-vip/pages/frontend/zyy-denglgu.html?p=985>

Via Cellphone: <https://c.zhenweexpo.com/eip-app-vip/mobile-vipcenter/login.html?p=985>

Deadline: October 21, 2024

3. Submit Application for Exhibition Services

If exhibitors need transportation service for exhibits, hotel reservation, booth furniture rental, extra electricity, and other services, please contact the corresponding service providers in advance and submit the application form as required.

4. Designed booth contractors

➤ Official Contractor

EYECHOICE International Convention & Exhibition Group Co., Ltd.

Add: Room 2112, West Tower, Tower C, Poly World Trade Center, No. 1000, Xingang East Road, Haizhu District, Guangzhou

Mobile: +86-15607637711

Email: eyechoice@163.com

➤ Designated booth contractors:

1. Beijing Zhongzhuang Ronde Expo Co., Ltd.

Address: Zhenwei Exhibition Building, No.13, International Enterprise Avenue III, Yard 1, Jinghai 5th Road, Tongzhou District, Beijing, 100176, China

Website: www.rondexpo.com

Contact: CHEN Wei +86 10-50815755 +86-15330269333 cw@zhenweiexpo.com
 XIE Jing +86 10-50917051 +86-16600093952 xjing@zhenweiexpo.com
 DONG Kai +86 10-56176952 +86-13939209557 dk@zhenweiexpo.com
 SUN Zhiyuan +86 10-50917050 +86-15810772336 szy@zhenweiexpo.com
 WANG Yang +86 10-50917080 +86-19523766838 lyh@zhenweiexpo.com
 Tel: +86 10-50917070 +86-13671034414 dianwei@zhenweiexpo.com

2. Beijing Dong Fang Kun Yu Exhibition Co., Ltd.

Contact: ZHANG Kun +86-13521719566 962447317@qq.com
 ZHOU Tao +86-18500618584 1148139084@qq.com
 YANG Miao +86-13811913185 2390919712@qq.com

Website: www.bjdfky-hope.com

3. Beijing Oriental Yiyuan International Exhibition Co., Ltd

Address: 3/F, Block C, Tianlangyuan, Chaoyang District, Beijing, 100020, China

Tel/Fax: +8610-6420 1489

Email: 375231884@qq.com, 845267417@qq.com

Website: www.dfyybj.com

Contact: WANG Hongxia +86-139 1081 8246
 GAO Qi +86-1591 0289 027
 WANG Jianzhi +86-135 2018 9973

4. EYECHOICE International Convention & Exhibition Group Co., Ltd.

Add: Room 2112, West Tower, Tower C, Poly World Trade Center, No. 1000, Xingang East Road, Haizhu District, Guangzhou

Mobile: +86-15607637711

Email: eyechoice@163.com

5. Beijing Meisen International Exhibition Co., Ltd.

Address: Room A20035, Block A, No. 9, Fengxiang East Street, Yangsong, Huairou District, Beijing, 101400, China

Contact: TAN Xing'ao +86-166 2011 6661
 ZHANG Mengmeng +86-133 4812 4011
 HAN Xuechun +86-150 9955 3704

6. Chengdu Zhuoweina Exhibition Service Co., Ltd.

Address: Room 1002, Building A, Morr International, Jvlong Road, Chengdu City

Contact: SHENG Ge/CAI Qiao/LI Jinfeng

Tel: +86-19182033892/+86-19182030371/+86-17313061991

Email: 1150218711@qq.com

Website: www.cdzwn.com

7. Guangzhou YITOP

Address: Room 1109, Tower C, South Tower, Zhongzhou Center, No. 1068, Xingang East Road, Haizhu District, Guangzhou, 510310, China

Contact: HUANG Jianke

Tel: +86-135 8059 4929

Email: 1028466606@qq.com

8. Guangzhou Jingying Exhibition Co., Ltd.

Contact: ZHU Zheyuan +86-13632203220 zzy@jingyingexpo.com

Address: Room 1115, 11F, No. 2433 Xingang East Road, Haizhu District, Guangzhou, China

9. Guangzhou Chuangersen Exhibition Co., Ltd.

Contact: WANG Man +86-13013647279 AmanDID0099@126.com

Address: Room 3011, Building A, Mingfeng Plaza, No. 109 Pazhou Avenue, Haizhu District, Guangzhou City

10. Guangdong Borui Exhibition Decoration Co., Ltd.

Contact: LIU Lijiao +86-18602604697 1013955028@qq.com

Address: No.107 Dawen Road, Tangmei Village, Tanbu Town, Huadu, Guangzhou

Email: 1013955028@qq.com

Note: To make sure the exhibition construction quality, exhibitors are advised to choose from the above designated booth contractors. Non-designated contractors have to pay corresponding fees for the entry procedures. Please consult the organizing committee for charge standards. The organizing committee will not be responsible for any disputes or safety hazards caused by the use of non-designated contractors.

➤ Raw Space Declaration Notes

Raw space booths should complete booth construction declaration and pay corresponding deposits, construction management fees, garbage disposal management fees before October 15, 2024. Overdue payment will be charged at a rate of 0.1% per day.

➤ Raw space booth contractors should contact the Official Contractor (EYECHOICE) before **October 15, 2024** to obtain their working permit. The below materials should be provided.

(1) The booth design rendering, vertical plan, plan sheet, circuit diagram, structural diagram (size and dimension should be marked) should be sent to EYECHOICE via email (eyechoice@163.com). Also with copies of the booth contractor's business license (which should be stamped, only for filing purposes with the Construction Management Office) and copies of special work license.

(2) Fill out relevant forms (Name, Type of work, ID Number).

(3) Sign the booth construction safety responsibility agreement by the person authorized by the legal representative of the construction units.

(4) Expenses for construction management, construction badges, raw space cleaning deposits have to be paid before applying *Transport Vehicle Entry and Exit Permit*. With the approval of the venue, construction could begin at 9:00 am on November 17, 2024, and the must be completed within two days.

➤ **Relevant fees:**

ITEMS	CHARGE
Construction Management	10USD/sqm
Construction Badge	5USD/Person
Construction Vehicle Passage	50USD each time, Maximum 1.5 hours

Raw space booth cleaning deposits: CNY10,000 for booths with a space less than 36 square meters; CNY20,000 for booths with a space over 36 square meters.

Booth contractors are requested to pay the above fees to **EYECHOICE International Convention & Exhibition Group Co., Ltd.** before October 13, 2024. Overdue contractors have to apply at the on-site service office of the National Convention and Exhibition Center (Shanghai). Those who have not paid the above fees are not allowed to apply for *Transport Vehicle Entry and Exit Permit* to enter the construction site.

Account info of the Official Contractor:

Company: **EYECHOICE International Convention & Exhibition Group Co., Ltd.**

Bank: Zhejiang E-Commerce Bank

Account No.: 888888887306668

Reminders:

1. All contractors entering the NEEC (Shanghai) for raw space construction must have the following files: management fee receipt, raw space cleaning deposit receipt, construction badge fee receipt. Otherwise, transport vehicle passes are not available for you to apply.

2. For rental of booth furniture, water, electricity, gas, lifting points, etc., on November 17-18, an extra 50% expedited fee will be charged. And for rental during exhibiting & trading days, there will be an extra 100% expedited fee. Due to the busy on-site work, please wait patiently for any rent. To save your time and money, it is better to rent necessary items in advance.

VI. Application for Badges and Permits

➤ Exhibitor Badges:

All exhibitors must wear a valid exhibitor badge during the exhibition setup, opening, and dismantling period to enter the venue. Exhibitors should login the exhibitor platform and submit info for exhibitor badges within the required time. And get your Exhibitor Badges when sign in at the Exhibitor Registration window on November 17-18, 2024.

➤ Contractor Badges:

- Target Person: Construction personnel during the exhibition setup and dismantling period
- Note: During the exhibition opening period, this badge is not allowed to enter the exhibition area
- Fees: CNY30/piece
- Validity Period: During the exhibition setup and dismantling period

Process:

All contractor companies that will apply for contractor badges, should complete real name authentication for both the contractor company and construction manager, via the NECC (Shanghai) Enterprise Customer Online Self-service Platform (website: <http://cc.neccs.com>). It is required to upload the company business license, real name authentication form, copy of the safety commitment letter and the ID photo of the construction manager. After passing the authentication, contractor companies could choose to handle the badge application online or on-site.

Online Application:

Upload the ID photos of the construction personnel, and after approval, apply for contractor badges and complete online payments. The construction manager shall collect the contractor badges from the onsite certification center with his/her own original ID card, printed copy of the order, and certificates (such as certificates for construction and transportation, and deposits, issued by the official contractor).

Offline Application:

With certificates for construction and transportation, and deposits, issued by the official contractor, and all original ID cards of the construction personnel, to apply for contractor badges at the onsite certification center.

Note: The company applying for contractor badges must be the same as the company name shown on the deposits, otherwise the badges will not be issued.

➤ Special Operation Contractor Badges:

- Target Person: Construction personnel that will carry out special operations during the exhibition setup and dismantling period
- Note: During the exhibition opening period, this badge is not allowed to enter the exhibition area
- Fees: CNY30/piece
- Validity Period: During the exhibition setup and dismantling period

Process:

All contractor companies that will apply for Special Operation Contractor Badges, should complete real name authentication for both the contractor company and construction manager, via the NECC (Shanghai) Enterprise Customer Online Self-service Platform (website: <http://cc.neccsh.com>). It is required to upload the company business license, real name authentication form, copy of the safety commitment letter and the ID photo of the construction manager, and copies of the applicants' special operation certificates issued by the country (currently supporting electrician certificate, high-altitude operation certificate, welder certificate, forklift certificate, mobile crane driver's license). After passing the authentication, contractor companies could handle the badge application via online platform. Their badges could be collect from the onsite certification center with the recipient's original ID card, printed copy of the order.

➤ **Loading and Unloading Area Vehicle Pass Permit (with Loading and Unloading Area Vehicle Guidance)**

Applicable to vehicles will enter and exit the loading and unloading area during the exhibition setup and dismantling period.

•**Fees:** CNY350/piece, including a production cost of CNY30, a management fee of CNY20, and a deposit of CNY300. The total cost of production and management fees is CNY50, which is non refundable. The deposit is free within 90 minutes, after 90 minutes, a deposit of CNY100 will be deducted every 30 minutes. And it will be calculated as 30 minutes if less than 30 minutes.

•**Validity Period:** During the exhibition, one entry and exit on the same day, within a duration of 90 minutes.

•**Note:** The Loading and Unloading Area Vehicle Pass Permit is used in conjunction with the Loading and Unloading Area Vehicle Guidance. If the Pass Permit is lost or damaged, a new one must be obtained and the deposit will not be refunded. If the Guidance is lost, a deposit of CNY50 will be deducted. For transactions processed through online payment, the remaining deposit will be refunded to the payment account. For transactions processed through cash payment, the vehicle driver must go to the certification center to handle the procedures for refunding the deposit.

•**Application Documents:** exhibitor badge, certificates for construction and transportation, and deposits, issued by the official contractor, or other certificates provided by the organizer.

Process:

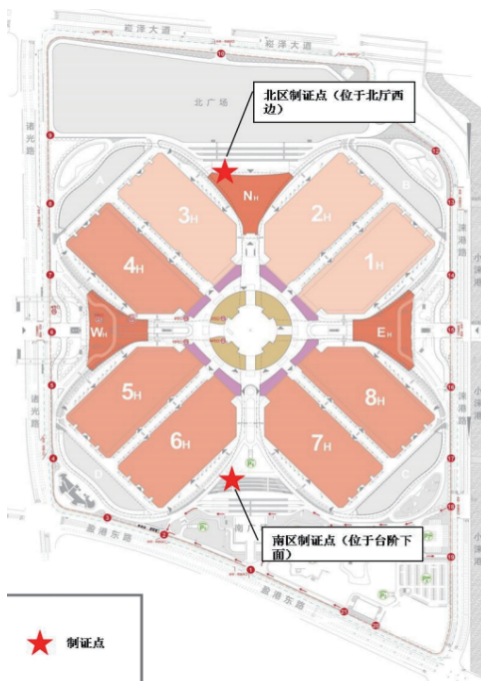
Apply via the NECC (Shanghai) Enterprise Customer Online Self-service Platform (website: <http://cc.neccsh.com>), firstly complete real name authentication of the company. It is required to upload the company business license, real name authentication form, copy of the safety commitment letter. After passing the authentication, you could choose to handle the application online or on-site.

Online Application:

Upload relevant vehicle information, and after approval, apply for the vehicle pass and complete online payment. The person in charge of obtaining the pass permits shall bring their original ID card and a printed copy of the order to the certification center to get the pass permits.

Offline Application:

The applicants could apply for vehicle pass permits with documents required at the certificate center. The license plate number is required.



The NECC (Shanghai) certificate center is located on the second floor, west of the main entrance of NH Hall.

Tel: 86-21-67008487

Note: Currently, it is only available for cash payments.

VII. Exhibits Transportation

Official Freight Forwarder: Shanghai Jinquan Exhibition Service Co., Ltd.

Shanghai Jinquan Exhibition Service Co., Ltd. (hereinafter referred to as "Jinquan") is entrusted by the organizer to undertake domestic and international cargo transportation and on-site operation services for the exhibition. Jinquan handles the storage of exhibits and related goods in Shanghai, provide on-site loading and unloading, positioning, assembly and disassembly of exhibits. The freight service items and quotations are as follows. Exhibitors could fill out the attached form as needed and fax to Jinquan. Exhibitors are requested to make arrangements in accordance with the relevant provisions of this guide to ensure the timely and safe delivery of relevant exhibits. This guide and rates are only applicable to domestic goods at the Chinese booth.

Shanghai Jinquan Exhibition and Exhibition Service Co., Ltd.

Address: Room 521, Block A, National Convention and Exhibition Center, No. 333, Songze Avenue,
Qingpu District, Shanghai

Domestic Transportation Contact:

Li Ming +86-199 2105 7848 jinquan@jq56.com

Li Minghui +86-166 2200 7575 lmh@jq56.com

International Transportation Contact:

Zhu Xinjie +86-187 0197 33525 conney.zhu@jq56.com

> Jinquan Account Info:

Company Name: Shanghai Jinquan Exhibition and Exhibition Service Co., Ltd.

Bank Name: Bank of Shanghai Xujing Branch

Account number: 0300 2492 848

> Items

1. Jinquan provides on-site loading and unloading, positioning, external packaging disassembly, exhibits assembly/disassembly, and other related transportation services for this exhibition.
2. The services covered in this guide are limited to the exhibits and construction materials of the exhibitors. Daily necessities or office supplies that require loading/unloading services must have good packaging conditions, with a packaging volume of no less than 1 cubic meter. To avoid causing injury accidents to personnel or packaged items, we will not accept parcels that do not meet the handling conditions.

1. Delivery Formats and Time Requirements

A	Exhibitors send exhibits to the official freighter's warehouse in Shanghai - the freight forwarder is entrusted to temporarily store the exhibits and then deliver to the exhibition hall.	Exhibits should arrive the freighter's warehouse in Shanghai during November 10 to 13, 2024.
B	Exhibitors send exhibits to the Venue - the freight forwarder is entrusted to unload the exhibits at the unloading area and then deliver to the booth.	Exhibits should arrive the designated unloading area of the venue during November 17 to 18, 2024.

For the above-mentioned delivery formats, exhibitors are requested to provide the completed Appendix I and relevant shipping documents seven working days before the scheduled arrival dates of the exhibits in Shanghai, so that the freight forwarder could check the freight status in time. And please arrange according to Jinquan's cargo transportation guidelines to avoid unnecessary losses. (Due to the inability to provide a formal invoice for freight collect, Jinquan does not recommend "freight collect".)

➤ **Recipient Information**

Delivery Format A	<p>Recipient: Shanghai Jinquan Exhibition Service Co., Ltd.</p> <p>Address: Jinquan Warehouse, No.109 Xunan Village, Huaxin Town, Qingpu District, Shanghai, China</p> <p>Contact: Li Pingliang 86-136 7186 6897</p>
Delivery Format B	<p>Recipient: Exhibitor Name</p> <p>Jinquan will pick up the exhibits from the exhibitors at the entrance of the venue and deliver to the designated unloading area of the venue.</p> <p>Address: National Convention and Exhibition Center, No. 333, Songze Avenue, Qingpu District, Shanghai, China</p>

➤ **Outer packaging requirements**

- ① Due to the repeated loading and unloading of goods during transportation and operation, packages are inevitably subject to vibration or rubbing, and may encounter adverse weather conditions. Therefore, the outer packaging must be sturdy and easy to disassemble, and must have waterproof and rainproof measures. If there is a deviation in the center of gravity of the goods, clear standard markings must be placed on the outer packaging. Any damages caused by improper packaging shall be borne by the owner of the goods.
- ② Please make sure to indicate the exhibition name, exhibitor company name, booth number, and box number on the outer packaging of the exhibits. Each package must be affixed with two unified labels (see label sample for details).

➤ **Price List**

No.	Items	Services	Rate	Note
1	International Delivery	Complete the "Exhibition Customs Clearance Application Form", email to lmh@jq56.com with an exhibits list. Shipment can only be made with the consent of customs and inspection and quarantine departments.	Quote based on actual situation	Consult 60 days prior to exhibition setup
2	Agent	Pick-up service from port, station, airport (in main urban area of Shanghai) and transport to the freighter's warehouse.	CNY 380/m ³	The minimum fee for each package is CNY 760, and all miscellaneous fees incurred will be borne by the exhibitors. Less than 1 cubic meter will be charged as 1 cubic meter.
3	Warehouse	Receiving services, forklift and unloading, warehouse management, and deliver to the booth.	CNY 280/m ³	Only available 3 days before the exhibition until the end of the exhibition setup, the minimum fee is CNY 560. Less than 1 cubic meter will be charged as 1 cubic meter. If it exceeds the setup period, an additional CNY15/m ³ /day will be charged.

4	Unloading at the Venue	Light Goods , Heavy Goods				CNY 95/m³/ton	Less than 1 cubic meter will be charged as 1 cubic meter. And extra charges for oversized or overweight goods will be calculated according to item 10.			
5	Loading at the Venue	The same as unloading.				CNY 95/m³/ton				
6	Onsite Management					CNY 60/m³	Less than 1 cubic meter will be charged as 1 cubic meter.			
7		Empty container storage fee				CNY 20/m³/day	Less than 1 cubic meter will be charged as 1 cubic meter.			
8	Machine power usage	Construction or equipment installation (limited to assembly only, excluding loading and unloading)	3-ton forklift			CNY 90/hour	Starting from 4 hours, if less than 4 hours, it will be counted as 4 hours. After exceeds 4 hours, less than 1 hour will be counted as 1 hour.			
			5-ton forklift			CNY150/hour				
			10-ton forklift			CNY200/hour				
			16-ton forklift			CNY300/hour				
			25-ton forklift			CNY505/hour				
			50-ton forklift			CNY915/hour				
	others			negotiable						
9	Cart usage	cart (free within 1 hour)				CNY 80 /hour	A deposit of CNY 500 is available for free within one hour. If exceeds one hour, a fee will be charged. Less than 1 hour will be counted as 1 hour.			
		Manual hydraulic forklift (free within 1 hour)				CNY 100/hour	A deposit of CNY 1,500 is available for free within one hour. If exceeds one hour, a fee will be charged. Less than 1 hour will be counted as 1 hour.			
10	exceeding limit charges	Length	Width	Height	Weight	Extra fees will be charged as the rate.	Exceeding 1 item	Exceeding 2 items	Exceeding 3 items	Exceeding 4 items
		3M	2M	2M	2T		20%	30%	50%	negotiable
11	overtime pay	Exceeding the designated move-in and move-out time by the organizing committee and the venue.				An extra 50% of the total costs will be charged	A deposit of CNY 500 is needed, and ultimately refund or compensate for any excess or shortfall based on actual expenses			
12	Loading and unloading insurance premium	Charge at 5 ‰ of the total insured amount				For damages on the exhibit caused by the freight forwarder during the loading and unloading without insurance, the maximum compensation from the freight forwarder shall not exceed three times the loading and unloading costs of the exhibit.				

Notes:

Jinquan does not suggest to contain dangerous goods in the exhibits. If there are any, a dangerous goods situation report should be provided and sent to our company two weeks before the goods arrive in Shanghai. The additional fee for handling dangerous goods is 100% of that for ordinary exhibits.

Exhibitors must arrange their staff in charge of guidance and supervision for on-site operations (including loading, unloading, unpacking, boxing, hoisting); Otherwise, Jinquan will not be able to provide the above services and will not bear any economic losses or consequences arising therefrom.

Exhibitors should truthfully declare the quantity, volume, and weight of their exhibits, so that Jinquan could arrange corresponding machinery and manpower for operation. If the on-site operation is ineffective or delayed due to non-compliance with the declaration, the exhibitor shall bear the relevant responsibilities and expenses on their own.

Jinquan is only responsible for delivering the goods with intact outer packaging. If there are any issues with the quality, damage, or shortage of the internal goods, exhibitors are requested to claim compensation from the insurance company. If the above-mentioned problems arise during long-distance transportation, Jinquan will provide exhibitors with relevant records and vouchers from the freight company, so that exhibitors can claim compensation from the freight company or insurance company.

All service fees of Jinquan do not include insurance premiums. To safeguard the rights and interests of exhibitors, Jinquan reminds you to arrange appropriate full insurance coverage (including the loading and unloading, transportation, also during the exhibition opening period). Exhibitors are requested to keep the text or copy of the insurance contract with them for the purpose of declaring inspection in case of any shortage or damage that may be found at the exhibition site.

If there is any damage to the exhibits, Jinquan is responsible for providing business records and assisting in compensation matters. If the exhibitor has not purchased loading and unloading insurance, and the damage to the exhibit is caused by Jinquan during the loading and unloading process, Jinquan shall negotiate with the exhibitor for compensation (the maximum compensation amount shall not exceed three times the loading and unloading fee of the exhibit). Jinquan could handle insurance for exhibitors, but the insurance costs will be borne by the exhibitors themselves. Insurance premium collection standard: charged at 5 ‰ of the total insured amount.

➤ **Requirements for Freight Vehicles Entering the Venue:**

- (1) Parking Lot Location: 1005 Mingzhu Road (Waiting Area)
- (2) Pass Permits Application: Certificate Center, 2F, next to the entrance of the North Entrance
- (3) Fees: CNY350/piece, including a handling fee of CNY 50, and a deposit of CNY 300. (Free parking for the first 1.5 hours in the unloading area, with a penalty for exceeding the time limit)

Reminder:

According to the notification from relevant departments, there have been multiple disputes recently caused by the shipment during the dismantling. Some individuals or non regular freight companies distributed business cards or flyers to attract customers at low prices, and increased the shipping fees during the shipping, causing losses or troubles to exhibitors. To avoid similar situations, all exhibitors are requested to entrust qualified and legitimate enterprises when shipping their goods.

Label Sample

EXHIBITION :

展会名称: The 16th Shanghai International Petrochemical Technology and Equipment Exhibition
(cippe2024 Shanghai)

SHOW DATE :

展会日期: November 19-21, 2024

VENUE:

展 馆: National Exhibition and Convention Center (Shanghai)

BOOTH NO.:

展 台 号: _____

CASE NO.:

箱 号: No. () / In total () Boxes

展商联系人 Exhibitor Contact: _____ 电话 Cell: _____

国 内 货

VIII. Hotel Accommodation

The organizer of cippe Shanghai 2024 had designated Shenzhen JL International Conference And Exhibition Co., Ltd as the hotel service provider. JLBEST Meeting is a commercial travel agency which provides professional travel management services to the exhibition industry. JLBEST Meeting regularly handles hotel bookings, air-ticket bookings and travel or the conference and exhibition industry.

Service Hotline: 86-21-60700907 (Mr. Huang)

Mobile/WeChat: 86-15014137498 (Miss Yang) / 86-13027900947 (Mr. Huang)

Booking website: <http://jl.miceclouds.com/en/bookingquery.htm?id=2263>

Reservation email: yangmei@bestmeeting.net.cn

Grade	Hotel Name	Room Type	Room Rate (CNY)	Breakfast	Address	Distance to the Venue	Metro Station	Free Bus
5stars	InterContinental Shanghai Hongqiao NECC	*Please call to check			Gate 3, No. 1700 Zhuguang Road Shanghai 201702	900M	East Xujing Subway Station	No

5stars	Radisson Hotel Exhibition Center Shanghai	Superior King Room	688	two breakfasts	1550 Xinfu Middle Road, Qingpu District, Shanghai	10.3km	/	Yes
		Superior Twin Room	688	two breakfasts				
5stars	Shanghai Fuyue Hotel	Superior King Room	678	two breakfasts	Lane 208, Zhuoyue Road (across the road from Wanda Plaza), Songjiang District, Shanghai	20km	/	Yes
		Superior Twin Room	678	two breakfasts				
4stars	Holiday Inn Shanghai Hongqiao West Suburbs	Superior King Room	618	two breakfasts	2000 Huqingping Highway, Qingpu District	7.5km	/	Yes
		Superior Twin Room	618	two breakfasts				
4stars	Shanghai Ruiting West Suburb S Hotel	Superior King Room	568	one breakfast	No. 88 Shuanglian Road, Xujing Town, Qingpu District, Shanghai	2.8km	/	Yes
		Superior Twin Room	568	two breakfasts				
4stars	Kaichang Hotel Shanghai	Superior King Room	598	two breakfasts	No. 66, Lane 6, Panyang Road, Minhang District, Shanghai	4.4km	/	Yes
		Superior Twin Room	598	two breakfasts				
4stars	Suning Yayue Hotel(Shanghai Hongqiao International Exhibition Center)	King Room	558	two breakfasts	No. 227 Huilong Road, Qingpu District, Shanghai	3.4km	/	Yes
		Twin Room	558	two breakfasts				
3stars	Shanghai Huijin Zhixuan Holiday Inn	Superior King Room	498	two breakfasts	No. 7776 Yinggang East Road, Qingpu District, Shanghai	16km	Huijin Road Subway Station	Yes
		Superior Twin Room	498	two breakfasts				
3stars	Metropolo Hotel Shanghai Songjiang Sijing Subway Station	Superior King Room	438	two breakfasts	2347 Husong Road, Sijing Town, Songjiang District	22km	Sijing Subway Station	Yes
		Superior Twin Room	438	two breakfasts				
3stars	Jinjiang Inn (Shanghai Hongqiao Hub National Convention and Exhibition Center)	Superior King Room	398	two breakfasts	888 Ji Zhai Road, Minhang District, Shanghai	4.5km	/	Yes
		Superior Twin Room	398	two breakfasts				
3stars	The Platinum Hotel Shanghai Hongqiao	Superior King Room	388	two breakfasts	Building 1, No. 1818 Huqingping Road, Qingpu District	4.6Km	/	Yes
		Superior Twin Room	388	two breakfasts				
4stars	Golden Tulip Shanghai National Convention and Exhibition Center store	Superior King Room	388	two breakfasts	Shanghai Qingpu District Huilong Road 227	3.2Km	/	Yes
		Superior Twin Room	388	two breakfasts				

3stars	ibis Styles Shanghai Qingpu Metro Station	Superior King Room	368	two breakfasts	35 Shadaibang Road, Qingpu District, Shanghai	23km	Qingpu Metro Station	Yes
		Superior Twin Room	368	two breakfasts				

Notes:

1. All rates are net inclusive of 15% service charge and tax per room (single or double) per night, and including the fee of shuttle bus from the hotel to the convention center. All charges will be settled in RMB currency.
2. All reservation need to pay room rate in advance or provide credit card information to guarantee. Rooms without advance payment will not be reserved
3. Please contact the official travel agency for the other hotel or further information

Attachment: Reservation Form

Please fill out the form below and contact travel agent's staff by email or phone.

Deadline of booking: Nov 15, 2024.

Hotel Booking Information:

Company Name			Contact Person	
Telephone			Mobile Phone	
Facsimile			Email	
Hotel Name				
Guest Name	check-in Date	Check Out Date	Room type	
			King room <input type="checkbox"/> Double room <input type="checkbox"/>	
			King room <input type="checkbox"/> Double room <input type="checkbox"/>	

Overseas remittance account info is as follows:

Company Name: SHENZHEN JL ICAE CO.,LTD.

Company Address: 213, Service area,2th Floor, SZCEC, FuHua 3 Road, Fu Tian, Shenzhen China.

Bank Name: BANK OF CHINA, SHENZHEN BRANCH, ZHONGXINQU SUB-BRANCH

Bank account: 756269210606 (RMB)

Bank Address: 1/F, DINGHE Bldg., No.100 FUHUA 3 ROAD,FUTIAN DISTRICT,SHENZHEN,CHINA

SWIFT CODE: BKCHCNBJ45A

(Note: Please fill in your name of the company in the remarks column during payment)

Or you can pay the room charge by PAYPAL, and a 4% service fee will be charged.

Sign & Seal:

Date:

IX. Venue Fire Precaution Regulations

1. Contractors shall conscientiously implement the guidelines and policies on safety production and fire protection issued by the national, Shanghai municipal, and related labor protection and safety production competent departments, and strictly enforce relevant labor protection laws, regulations, and provisions.
 2. Smoking is prohibited in the exhibition hall.
 3. The electrical appliances used by exhibitors must meet safety requirements. It is strictly prohibited to use electric stoves and heating appliances. The direct wires of lightboxes and lamps should be sheathed, and it is prohibited to use flower wires, rubber wires, etc. The self provided electrical box needs to have a leakage switch and an air switch. If hot work (open flame, electric welding, gas welding) is required for exhibition preparation, a hot work permit must be obtained from the venue in advance.
 4. The electricity supply and installation of light boxes of the booths must be declared to the venue for review in advance, and can only be implemented with approval of the venue. An electrician dispatched by the venue shall guide the installation of the power supply. It is strictly prohibited to install and connect power supplies without authorization, pull and connect wires randomly, and cover the main power box.
 5. It is prohibited to install electrical equipment such as lamps on flammable objects that have not undergone fire prevention treatment or isolation protection. Electrical equipment and high-temperature lighting fixtures that are prone to heat generation can only be used with the written consent of the venue. There shall be no flammable or combustible materials within a range of 0.5 meters around high-temperature lighting fixtures.
- ✧ Exhibition Responsibilities:
6. It is prohibited to align or approach spotlights and other heating devices with fire sprinklers.
 7. Prohibit any behavior that hinders the normal operation of fire safety and monitoring facilities such as fire alarm bell contacts, fire hydrants, fire extinguishers, safety doors, etc.
 8. The fire hydrant, safety passage and distribution box of the venue are not allowed to be blocked. No debris should be piled up within the exhibition halls. Temporary goods stacking must be centralized, firm and reliable, and tipping or dumping is prohibited.
 9. It is not suggested to cover the top of raw space booth. If it needs to be covered, an automatic fire alarm system, automatic sprinkler system, and fire extinguishers that have passed annual inspections should be installed. When the building area of a fully enclosed or semi enclosed booth is larger than 120 square meters, the number of evacuation gates should not be less than 2, and the width should not be less than 0.9 meters.
 10. The materials used for building booths or other buildings shall be non flammable materials as stipulated by the fire safety regulations of the People's Republic of China and Shanghai, and the combustion diffusion rate shall not be lower than B1 level. Flammable materials used locally must undergo fire protection treatment to achieve a flame-retardant performance level before they can be used. Venue staffs have the right to remove materials that do not meet fire safety requirements from the

venue. The use of flammable materials without fire prevention treatment is prohibited on the construction site.

11. The carpet must be flame retardant, and the contractor must provide a certificate of flame retardancy not lower than B1 level for the carpet.

12. Electrical circuits laid in concealed areas should be protected by metal pipes or flame-retardant PVC pipes, and enclosed lightboxes should have sufficient ventilation openings for heat dissipation.

13. It is prohibited to attach or hang any objects on the ceiling sprinkler or lighting device.

14. Mechanical exhibits such as diesel locomotives, cars, tractors, and various gasoline and diesel engines should not exceed 10% of the total fuel in the tank.

15. Without written approval from the venue, all kinds of flammable, explosive, toxic, corrosive, radioactive substances, weapons, firearms, and knives are not allowed to be brought into the venue. If display is required, a model should be used instead.

16. The use of hydrogen balloons is prohibited. Without written approval from the venue, it is prohibited to bring balloons into the venue. Once discovered, the venue staffs has the right to remove them. And the clearance fee shall be borne by the organizer or exhibitor.

17. Matters not covered in this regulation shall be implemented in accordance with the *Shanghai Exhibition Venue Fire Safety Management Standards* and the *Key Unit Fire Safety Management Requirements (DB31/540)*.

X. Venue Security Regulations

1. All participants must wear related badges issued by the Organizing Committee or the Venue, to enter the corresponding exhibition area at the designated time of the exhibition.

No admission for minors.

2. Venue staffs and security staffs authorized by the organizer have the right to inspect entry badges within the exhibition area. Before inspection, inspectors should present valid identification to the person being inspected. If the person being inspected is unable to present a valid badge or enters the venue through abnormal means, once discovered, they must immediately leave the venue.

3. Exhibitors should raise their awareness of theft prevention, enter and leave the venue on time to ensure the safety of their exhibits. During the set-up and dismantling period, it is necessary to assign a staff to take care of the items to avoid loss. Once lost, please report to the police station timely. Exhibitors shall be responsible for and properly keep their exhibits, samples, and personal belongings. Items with anti-theft requirements should be taken out of the venue by themselves or entrusted to the organizing party to take security measures such as storage, installation of monitoring equipment, and dispatching personnel to guard before closing.

4. During the exhibition, no unit or individual is allowed to place exhibits or other items outside the

designated area.

5. When leaving the venue with products, the related badges (taking out proof) are needed, and will be checked by the guards.

6. When leaving the venue with products, a permit issued by the organizing party (taking out proof) are needed, and will be checked by the guards.

7. When the excessive flow of people in the venue may pose a safety hazard, the venue will communicate with the public security departments and the organizer, adopt emergency measures to control and divert the flow of people, including suspending the processing of entry permits and prohibiting subsequent personnel from entering.

8. Commercial photography activities within the area of the venue must obtain the consent of the venue in advance and be conducted at designated times and locations as required by the venue staff. Non commercial photography shall not be carried out in the prohibited photography area, nor shall they affect the normal exhibition order and public order of the venue, otherwise will be stopped.

9. To ensure the normal and orderly conduct of the exhibition and maintain public order and safety, the venue has the right to stop the following behaviors within the area of the venue:

- (1) Any on-site commercial or promotional activities without the permission of the venue, including the sale of goods and food, charged and free services.
- (2) Posting or distributing flyers, posters, magazines, and other advertising materials in exhibition areas or public areas without permission.
- (3) Any behavior that affects, pollutes, or damages the hygiene and environment of the venue.
- (4) Staying in the venue without permission after closing.
- (5) Bringing pets in without permission.
- (6) Carrying public security controlled items and flammable and explosive dangerous goods without permission.
- (7) Any behavior that violates national laws, regulations, and social public ethical norms.

XI. Traffic Safety Regulations

1. Passenger and Freight Vehicles

(1) During the exhibition period, a vehicle pass permit is required for passenger and freight vehicles entering the parking area of the venue.

(2) After arriving the venue, vehicles should follow the instructions of the onsite staff, enter the designated parking area through the designated transportation route, park and wait in line. During the set-up and dismantling period, when the freight vehicles in the loading and unloading area exceed the

capacity limit, subsequent vehicles should temporarily wait in the parking area and follow the instructions of onsite staffs.

(3) For vehicles will enter the loading and unloading area, please apply for a Loading and Unloading Area Vehicle Pass Permit, and a Loading and Unloading Area Vehicle Guidance at the venue certification center in advance. Security personnel have the right to prevent vehicles that do not comply with on-site instructions from entering the loading and unloading area.

(4) Once the relevant permits are processed, the production and management fees will not be refunded. When leaving after completing the loading and unloading on time, the deposit will be refunded with your Loading and Unloading Area Vehicle Pass Permit, Loading and Unloading Area Vehicle Guidance, and the deposit receipt. If the Guidance is damaged or lost, a compensation of CNY 150/piece will be required.

(5) The duration for each Pass Permit to the loading and unloading area is 90 minutes. And the deposit (CNY 500) will be fully refunded within 90 minutes, after 90 minutes, a deposit of CNY100 will be deducted every 30 minutes. And it will be calculated as 30 minutes if less than 30 minutes. Once the full deposit has been deducted, the venue has the right to take compulsory measures to require the corresponding units, vehicles, and personnel to leave immediately.

(6) During loading and unloading, drivers must follow the instructions of security personnel and are not allowed to leave the cab. And should leave immediately after loading and unloading. Those who cause traffic congestion will be punished by deducting their deposit.

(7) Vehicles are not allowed to park in public passages or block fire exits. Violators will bear all consequences resulting from this. Unauthorized parking of vehicles or storage of goods shall be towed away or removed, and the necessary costs shall be borne by the carrier or consignor.

(8) Effective protective measures should be taken during loading and unloading to avoid damage to venue facilities. Otherwise, the carrier or consignor will be responsible for compensation.

(9) The operation of vehicles in the venue should strictly follow the safety operating procedures, and the operators must hold related certificates. Vehicles entering the venue area should follow the designated route during the exhibition period, with a maximum speed of 15km/hour, and a maximum speed of 5km/hour when entering the exhibition halls.

(10) In principle, vehicles entering the second floor of exhibition halls shall not exceed 17.5 meters in length (including the front of the vehicle), 4.5 meters in height, and a total weight and load capacity of no more than 30 tons. Overlong, overweight, and supertall vehicles must unload and pass through the designated parking lot of the venue.

(11) After the vehicle is parked, the doors and windows should be closed in time, and valuable items should be kept by oneself. During the exhibition opening period, vehicles are prohibited from parking

overnight in the North Square.

(12) Vehicles that leak oil or carry flammable, explosive, toxic, radioactive, or polluting materials are prohibited from entering the venue. Smoking, open flames, car washing, and vehicle maintenance are strictly prohibited in the venue parking lot.

(13) Any accidents caused by the driver's responsibility, resulting in casualties and property losses to the venue or third parties, the vehicle owner or driver shall bear all compensation responsibilities and related legal liabilities.

2. Special Vehicles

(1) Special vehicles include but are not limited to cranes, forklifts, aerial work vehicles, etc. Special vehicles entering the venue must comply with relevant national regulations on special equipment safety management, with complete licenses, be in good condition, pass annual inspections, and be within their validity period. Drivers must hold corresponding certificates and licenses.

(2) A special vehicle entry permit and a matching IC card issued by the venue certification center is required for special vehicles entering the venue. The entry permit must match the vehicle type (forklift certificate or crane certificate, etc.), and the issued entry permit must be prominently posted on the surface of the vehicle. Drivers must hold an operating license and are not allowed to hand over the operation to others without authorization. Driving without a license is strictly prohibited.

(3) It is required to strictly follow the speed limit requirements of the venue.

(4) It is required to strictly abide by the safety production operation regulations. No risky work, no illegal operations, no drunk driving, and no smoking in the cab.

(5) Special vehicles can only be used for work purposes, and it is strictly prohibited to drive or carry passengers without work tasks.

(6) When a special vehicle is not in use, it must be turned off and the power must be disconnected.

(7) It is strictly prohibited to park at will. During non working hours during the exhibition period, vehicles must be parked in the designated area (for those with special situations, must be supervised by a dedicated person). Vehicles are prohibited from parking in the venue during non exhibition period, and violators will be charged a storage fee of CNY300/vehicle/day.

(8) Any accidents caused by the vehicle drivers or their vehicles', resulting in casualties and property losses to the venue or third parties, the vehicle owner or driver shall bear all compensation responsibilities and related legal liabilities.

(9) For special vehicles that violate relevant regulations of the venue in terms of permit application, operation, parking, etc., shall be punished according to the regulations. Please refer to the Special Vehicle Management Regulations of NECC (Shanghai) for details.

3. Other Transportation Tools

(1) Any unit or individual is prohibited from carrying and using vehicles such as balance bikes, electric scooters, scooters, and jump bars within the venue without permission.

(2) Any accidents caused by the unauthorized use of the above-mentioned transportation tools, resulting in casualties and property losses to the venue or third parties, the owner or driver of the transportation tools shall bear all compensation responsibilities and related legal liabilities.

4. Guidance

(1) All construction vehicles, equipment trucks, and freight vehicles should go to the P24 truck waiting area to obtain the North Square waiting permit issued by the parking lot. Follow the instructions of the parking lot staff, enter the North Square through Gate 10 with this permit.

(2) Please apply for the Loading and Unloading Area Vehicle Pass Permit at the certification center on the 2F of the North Entrance with your exhibitor badge or construction deposit certificate. Enter the venue according to the designated entry route and the pass permit.

XII. Exhibition Guidelines and Rules

To ensure that the exhibitors of the 16th Shanghai International Petrochemical Technology and Equipment Exhibition (hereinafter referred to as "this exhibition") enjoy legal intellectual property patents in the People's Republic of China, and to ensure the legality and smooth opening of this exhibition, the behaviors of all exhibitors must comply with the relevant provisions of the Patent Law of the People's Republic of China, the Trademark Law of the People's Republic of China, the Copyright Law of the People's Republic of China, and the Anti-Unfair Competition Law of the People's Republic of China. For exhibitors who violate the above laws and regulations, the organizer and relevant institutions have the right to require them to close some/all of their booths or remove some/all of their exhibits from the venue. Moreover, the organizer shall not be held responsible for any losses incurred as a result.

1. Booth Rule

The organizer will confirm the ownership of booths according to the principle of "register first, reserve first; pay first, confirm first". The exhibition agreement shall come into effect upon the signature and seal of both parties, and both parties shall assume their respective rights and obligations in accordance with its provisions.

Within 7 working days from the date of signing the agreement, exhibitors shall pay 50% of the total amount; and the remaining 50% shall be paid before the date specified in the agreement. If the exhibitor fails to pay within the specified date, the organizer has the right to charge a late fee of 1% per day of the unpaid amount. If the final payment is not done within three months before the exhibition opening, the organizer has the right to cancel the booth and sell it to a third party, without returning the payment already received.

The organizer will make a unified plan for the layout of booths and public areas.

The organizer has the right to change the entrances, exits, and the passages of the exhibition.

Exhibitors are not allowed to transfer all or part of their booth usage rights to third parties for free or in any other way. If any violation of the above terms is found, the organizer could remove unauthorized exhibits, and the consequences shall be borne by the booth owner. The organizer shall not be held responsible for any losses or consequences incurred.

2. Subleasing and Transfer of Booth

The exhibitor company name must be consistent with the one displayed on the booth fascia board. Exhibitors are not allowed to subleasing or transfer their booths to third parties in any form. Counterfeit and inferior products shall not be exhibited, and goods shall not be sold in the venue. Without written consent from the organizer, exhibitors are not allowed to directly or indirectly display or promote any products that are not represented by them. The organizer reserves the right to cover or remove any products that violate above regulations. Any third-party information other than the proxy products or related materials shall not appear on the booth.

3. Booth Staff Management

During the exhibition, all booths must be staffed and operate normally. Minors under the age of 18 are not allowed to obtain entry badges, and are not allowed to enter the venue during the set-up, dismantling, and exhibition opening period. Before the end of the exhibition, all exhibits must be in exhibition status and shouldn't be ended prematurely for any reason.

4. Booth Layout and Floor Plan

The organizer reserves the right to change any booth layout and location. If the organizer deems the corresponding changes necessary and beneficial to the overall exhibition and exhibitors, the exhibiting unit shall comply with the arrangements.

5. Demonstration of Exhibits

Exhibitors showcasing their products at the booth must comply with:

- 1). Submit details of the exhibits to be demonstrated in writing to the organizer in advance and obtain approval before the exhibition, including operating components, flammable materials, lasers, and other hazardous materials, etc.
- 2). Ensure that the machines are equipped with safety devices during operation and can only be removed when the power is cut off.
- 3). Ensure that any displayed machines are only operated by professionals within the booth and cannot operate without professional supervision.
- 4). Ensure exhibits are equipped with safe installation and protective measures to prevent slipping. The placement of exhibits within the booth should not pose a danger or injury to any personnel.
- 5). Running devices should be placed independently to prevent unauthorized operation by visitors or others.

- 6). Ensure that toxic gases or other irritants are not emitted inside the venue. In addition to the organizer, the demonstration of such exhibits also requires approval from relevant regulatory authorities.
- 7). Ensure that gas cylinders, open flames, and welding are equipped with protective covers before demonstrating. Prior approval from the fire department and compliance with prescribed conditions are required.
- 8). Ensure that sufficient protective measures are taken to prevent damages to the floors, carpets, and other facilities of the venue. All losses caused by this shall be borne by the exhibitor.
- 9). Ensure that exhibits such as roofs, canopies, ceilings, or lighting box covers are marked on the booth diagram and submitted to the organizer for approval from the fire department. Without approval, such products shall not be displayed.
- 10). Ensure that relevant approvals and licenses from local government management departments have been obtained before demonstration or use electronic, wireless communication, and satellite transmission equipment, meet the demonstration requirements, and comply with relevant regulations.
- 11). Ensure that only the products you represent/distribute can be demonstrated. If there is a dispute between exhibitors, the organizer reserves the right to make a ruling.
- 12). Only exhibits, posters, promotional materials related to the exhibition theme could be displayed during the exhibition, with the permission of the organizer. If any exhibits or materials violate this regulation, the organizer has the right to move the exhibits, materials, or any attachments on the exhibits from the booth.
- 13). Exhibits are not allowed to be moved within the booth during exhibition opening hours. If necessary, please get it done during non opening hours.

XIII. Insurance and Liability

1. The organizer is not responsible for the safety of exhibitors, agents, visitors, or anyone else, as well as the items brought in by them. It is recommended that exhibitors insure their exhibits in advance for the entire period of transportation, exhibition setup, opening, closing, and dismantling (including theft, loss, damage, and fire).
2. Exhibitors shall ensure compensation for any losses incurred by the organizer due to the actions of exhibitor staffs, their agents, contractors, or booth visitors.
3. The organizer shall not be held responsible for any restrictions beyond its control that result in the suspension, renovation, or dismantling of booths, the inability of the venue to provide certain services, or any changes to regulations and rules.
4. The organizer reserves the right to completely cancel, partially cancel, or postpone the exhibition. The booth costs will be arranged according to specific circumstances at that time.

✧ Exhibition Liability Insurance

To reduce the liability risk for the construction of booths and ensure the safety of construction workers on-site, exhibitors or booth constructors are required to purchase exhibition liability insurance that meets

the requirements of this regulation before handling entry procedures such as electricity reporting, drawing review, deposit payment, etc.

- ✧ Requirements: Exhibitors (customization parties) and booth constructors (contractors) must be listed as co insured parties.

Each raw space booth should be individually insured, and the specific requirements for this exhibition are as follows:

1) Cross regional insurance is not allowed. According to Article 41 of the Provisions on the Administration of Insurance Companies (CIRC Decree No. 3, 2015, hereinafter referred to as the "Provisions") issued by the CBIRC, branches of insurance companies shall not operate insurance business across provinces, autonomous regions, or municipalities directly under the Central Government, except under the circumstances specified in Article 42 of the Provisions and otherwise specified by the CBIRC. Except for Internet insurance.

2) The aggregate limit for each booth is CNY 20 million. The limit per accident is CNY 20 million, and the limit for each person per accident is CNY 2 million, including:

a) For the loss of buildings, various fixed equipment, ground and foundation of the rented exhibition venue: the limit per accident is CNY 4 million;


b) For the pension, medical expenses, and other related expenses caused by the bodily injury of the hired Chinese staff: the limit per accident is CNY 8 million, and the limit for each person per accident is CNY 2 million.

c) For the pension, medical expenses, and other related expenses caused by the bodily injury of third parties: the limit per accident is CNY 8 million, and the limit for each person per accident is CNY 2 million.

The above three terms share the aggregate insurance limit.

3) Insurance period: 00:00 of November 17, 2024 - 24:00 of November 21, 2024

Premium standard:

The 16th Shanghai International Petrochemical Technology and Equipment Exhibition			
Insurance Limit	Square Meters	Premium (CNY)	Exclusive QR Code for the Exhibition
Renting Space: CNY 4 million	1-55	400	
Employee Injuries and Fatalities: CNY 8 million	56-100	500	
Third-party personnel injuries: CNY 8 million	101-200	600	
Accumulated total coverage: CNY 20 million, CNY 2 million per person	201-1000	800	

Insurance Process:

1. Exclusive link: Click to purchase insurance
2. Exclusive QR code

Recommended Insurance Service Provider:

BoXianTong one-stop insurance platform

Inquiries:

Mr. Lu 86-18917688837 (WeChat) Email: sam@exposure.top

Mr. Wang 86-13810203761 (WeChat) Email: adam@exposure.top

Claim Process:

Once an accident occurs, please immediately take photos and evidence of the accident scene, and call the hotline:

Miss Zhou': 86-15021430999 (WeChat)

Requirements for insurance claim:

1. Photography: Take photos, videos, or retrieve surveillance footage of the scene of the accident (reflect the scene situation as comprehensively as possible).
2. Case Reporting: You are required to report the case by phone within 24 hours since it happened.
3. Please save ALL relevant documents, invoices, receipts, etc.
4. Submit the claim documents as required. Insurance company will do the checking and reimbursement.

Annex I: Booth Declaration Procedure

Official Contractor: EYECHOICE International Convention & Exhibition Group Co., Ltd.

Mobile: +86-15607637711

Email: eyechoice@163.com

All drawings of the booths should be submitted to the official contractor before October 15, 2024. The organizer and the official contractor have the right to refuse and request exhibitors to make modifications to design drawings that do not meet requirements. If the review deadline is exceeded due to design reasons, any additional costs incurred shall be borne by the exhibitors' contractor.

1. For single story booths below 4.49 meters, the construction drawings shall be submitted directly to the official contractor for review.

Application materials include:

C1 Construction Application Form

C2 Commitment Letter for Safe Construction of Raw Space Booths

C3 Contractor Safety Commitment Letter

C4 Water, Electricity, and Gas Application Form

C5 Contractor Insurance Registration Form, Copy of Insurance Policies for Booth Construction Personnel and Objects

The construction checklist includes:

Copy of the business license of the contractor (stamped with company official seal)

Confirmed booth drawings and indicate the location of the electrical boxes

Colorful 3D rendering of booths (including aerial view)

Booth plan sheet (indicating dimensions and materials)

Front and side elevation views (indicating height and material)

Profile chart

Electrical distribution diagram (indicating the location of electrical materials and boxes)

Booth planning manual and technical data report on construction materials

Indoor booths exceeding 4.5 meters (including 4.5 meters) and 2-story booths must have their drawings reviewed and stamped by a first-class registered structural engineer in China, and submitted to the official contractor for double-check:

Materials for double-check include:

C1 Construction Application Form

C2 Commitment Letter for Safe Construction of Raw Space Booths

C3 Contractor Safety Commitment Letter

C4 Water, Electricity, and Gas Application Form

C5 Contractor Insurance Registration Form, Copy of Insurance Policies for Booth Construction Personnel and Objects

The construction checklist for double-check includes:

Copy of the business license of the contractor (stamped with company official seal)

Confirmed booth drawings and indicate the location of the electrical boxes

Overall rendering of the booth (front, two sides)

Booth plan sheet (2-story booths, plan sheets for the first and second floors are required)

Front and side elevation views

Profile chart

Fire protection design scheme

List of firefighting equipment

Live load, wind load, static load calculation data and structural diagram, stamped with the seal of a national first-class registered structural engineer

Qualification certificate of the national first-class registered structural engineer

Electrical distribution diagram (indicating the location of electrical materials and boxes)

Booth planning manual and technical data report on construction materials

Structural calculation sheet

Circuit diagram

Annex II: Application for Furniture/Flowers to Enter the Exhibition Hall

Declaration of Furniture

No.:

National Exhibition and Convention Center (Shanghai):

We hereby certify that _____ (Company Name), Booth No. _____, designate _____ as our booth contractor. Here are some furniture required for the exhibition (see attachment). During the exhibition, our company and our designated booth contractor are responsible for the listed furniture. If there is any loss or damage, the Expo Center shall not be held responsible, and we hereby declare that.

Attachment:

ITEMS	UNIT	REMARKS
		1. Exhibits, furniture (tables and chairs, aluminum materials, display cabinets, plasma) should be declared while entering. Contractors should bring with booth deposit slip, renderings and construction certificate. Exhibitors should bring with renderings, exhibitor badges and business cards. Raw space booths must carry a full set of renderings.
		2. After receiving the entry certificate, please enter by the dedicated passages. (No. 2 and No. 8 unloading areas are dedicated for plants, while No. 4 and No. 10 are for furniture)
		3. If only the deposit slip, but without renderings, a corresponding number of furniture and plants will be issued according to the booth space.
		4. Any items required for declaration during the exhibition must be declared by the exhibitor with renderings, exhibitor badge and business card.

Exhibitor: _____

Stand Contractor: _____

Organizing Committee: _____

Declaration of Plant

No.:

National Exhibition and Convention Center (Shanghai):

We hereby certify that _____ (Company Name), Booth No. _____, designate _____ as our booth contractor. Here are some plants required for the exhibition (see attachment). During the exhibition, our company and our designated booth contractor are responsible for the listed plants. If there is any loss or damage, the Expo Center shall not be held responsible, and we hereby declare that.

Attachment:

ITEMS	UNIT	REMARKS
		5. The plants must be declared by the exhibitor with exhibitor badge, business card and renderings, and special design booths must carry a full set of renderings.
		6. After receiving the entry certificate, please enter by the dedicated passages. (No. 2 and No. 8 unloading areas are dedicated for plants, while No. 4 and No. 10 are for furniture)
		7. If only the deposit slip, but without renderings, a corresponding number of furniture and plants will be issued according to the booth space.
		8. Any items required for declaration during the exhibition must be declared by the exhibitor with renderings, exhibitor badge and business card.

Exhibitor: _____

Stand Contractor: _____

Organizing Committee: _____

Annex III: Application for Water, Electricity, and Gas

DEADLINE: October 15, 2024

Application Form for Water, Electricity, and Gas							
Exhibitor Company Name:				Booth No.:			
Contact:				Mobile:			
Email:				Application Content:			
NO.	Items	Specification	Unit Price /CNY	Smart Power Box Unit Price /CNY	QTY	Total Amount (CNY)	REMARKS
B01	Electricity distribution service fee	380V/15A	1,850.00	400.00			
B02		380V/30A	2,600.00	450.00			
B03		380V/40A	3,020.00	500.00			
B04		380V/60A	4,000.00	600.00			
B05		380V/100A	10,000.00	700.00			
B06		380V/150A	13,000.00	800.00			
B07		380V/200A	16,000.00	900.00			
B08		380V/250A	19,000.00	1,000.00			
B09		380V/300A	21,000.00	1,100.00			
B11	Compressed air: Displacement: ≤0.4m3/min, DN15mm, Pressure: 8bar)		4,000.00	/			
B12	Compressed air: Displacement: ≤0.9m3/min, DN20mm, Pressure: 8bar)		5,000.00	/			
B13	Compressed air: Displacement: ≥1.0m3/min, DN25mm, Pressure: 8bar)		6,000.00	/			
B14	Water Supply for Booth (DN15mm)		4,000.00	/			
B15	Water Supply for Machinery (DN20mm)		5,000.00	/			

Remarks:

1. Please submit your application before October 15, 2024. Late orders will incur a 50% surcharge.
2. Exhibitors who apply for the above-mentioned power supply must rent the smart power box of the venue (and pay an additional deposit of CNY 500).
3. Contractors should prepare their own electrical control box for the booth, and equip it with safe and reliable air circuit breakers and leakage protectors (30mA, with an action time of less than 0.1s).
4. During dismantling, exhibitors should arrange someone to stay at the booth and wait for the electrical staff of the venue to collect the electrical boxes, and handle related procedures with the signature of the electrical staff and the deposit with the recycling mark attached.
5. Exhibitors should rent smart power boxes from the venue, and the connection between the electrical boxes and the fixed facilities of the venue must be operated by the venue electrician. The location of the electrical boxes will be allocated by exhibitors. The connection of the lower pile of the electrical box switch shall be operated by the exhibitors. Booth contractors are required to bring their own secondary electrical boxes to connect with the electrical boxes of the venue. It is strictly prohibited to directly connect with the electrical boxes of the venue.
6. In principle, the venue does not provide electricity supply after exhibition closing. If there are extremely special circumstances that require 24-hour uninterrupted power supply, a fee of twice the above quotation will be charged, and a 24-hour electricity application form must be submitted.
7. All applications will only take effect after the full payment has been made.
8. All applied electrical boxes cannot be changed, and on-site changes will incur a 50% surcharge.
9. Please remit all fees to the organizing committee before October 31, 2024 and confirm with the remittance receipt. We do not accept any payment methods such as checks or remittances thereafter.

Annex IV: Furniture Rental

Booth Furniture Rental Application Form

DEADLINE: October 15, 2024

Please fill out and send to: Eyechoice International Convention & Exhibition Group Co., Ltd. Room2112, West Tower, Tower C, Poly World Trade Center, No. 1000, Xingang East Road, Haizhu District, Guangzhou City, Guangdong, China Contact: Mr. ZHANG Chi Tel:+86-20-31953810-8012 / 22233579 Mobile: +86-15607637711 E-mail: eyechoice@163.com Website: www.eyechoice.com.cn	Company: _____ Booth No. _____ Contact: _____ Tel: _____ E-mail: _____
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The items in the list are rented and used for the exhibition period.

NO.	ITEMS	Unit Price /CNY	QTY	AMOUNT
F01	Folding Chair (450W*400D*455H mm)	45.00		
F02	Leather Chair (570W*440D*455H mm)	100.00		
F03	Aluminium Chair (490W*575D*455H mm)	100.00		
F04	Bar Stool (350W*440D*650H mm)	100.00		
F05	Information Counter (1030L*535W*750H mm)	190.00		
F06	Lockable Cupboard (1030L*535W*750H mm)	200.00		
F07	Tall Glass Showcase (1030L*535W*2000H mm)	550.00		
F08	Low Glass Showcase (1030L*535W*1000H mm)	350.00		
F09	TV-Video Stand (1030L*530W*1000H mm)	120.00		
F10-1	Display Cube (535L*535W*750H mm)	150.00		
F10-2	Display Cube (535L*535W*500H mm)	150.00		
F11	Square Table (650L*650D*750H mm)	150.00		
F12	Coffee Table (650L*650D*500H mm)	150.00		
F13	Aluminium Door (950W*1910H mm)	350.00		
F14	Folding Door (950W*2000H mm)	200.00		
F15-1	Flat Plate (950L*300W mm)	50.00		

F15-2	Inclined Plate (950W*2000H mm)	50.00		
F16	Plate with holes (950W*2180H mm)	300.00		
F17	Glass Round Table (750D mm)	150.00		
F18	Panel (950W*2400H mm)	150.00/piece		
F19	Net Piece	40.00/piece		
F20	Add Top Flat Aluminum (1000L mm)	100.00		
F21	Add Ceiling Grid (1000L*1000W mm)	100.00		
F22	Magazine Rack	150.00		
F23	Carpet (m ²)	30.00		
E01	Long-arm Spotlight	150.00		
E02	Short-arm Spotlight	150.00		
E03	Fluorescent Tube	150.00		
E04	Power Socket (220V limited to 500W) (Note: Only for Standard Shell Booth)	150.00		
E05	HQI Floodlight (150W)	400.00		
E06	HQI Floodlight (150W)	400.00		
E07	Refrigerator (90L)	400.00		
E08	Refrigerator (140L)	600.00		
E09	Water Fountain	300.00		one bucket of water is included
E10	42 inch Plasma TV	1,500.00		
D01	Barricade (tow poles with 1 m chain)	150.00		
D02	Wastepaper Basket	20.00		

Remarks:

1. Unless otherwise specified, the above prices are valid throughout the exhibition period.
2. Rental of water, electricity, gas and other facilities within the booth must be declared before October 20, 2024.
3. Full payment should be made before October 20, 2024. Otherwise, the order would be automatically expired.
4. Overdue Order: Additional 50% charge will be added from October 27, 2024.
5. All ordered items are on leasing basis, cannot be converted into other items or returned. No refunds will be made for pre-ordered items changed or canceled on site.
6. Pre-ordered items (ordered before October 20, 2024) will be sent to your booth in the afternoon of

November 17.

7. Onsite ordered items would be in place within 6 hours after payment.

8. The rental does not include any service for connection from our items to exhibitor's device.

9. The organizers appoint EYECHOICE INTERNATIONAL CONVENTION&EXHIBITION GROUP CO., LTD. as the official contractor for the exhibition. Exhibitors with raw space booths must order electricity, water and gas supply service from EYECHOICE .

10. According to the regulations of the exhibition, all power supplies and sockets in the standard booth are only used for exhibits, and exhibitors are not allowed to connect lights without permission.

11. It is not allowed to wear wire and nails on the aluminum bracket or booth board, otherwise the damaged items shall be compensated by relevant exhibitors (RMB 160 per panel).

12. Within 24 hours of the end of the Exhibition, we will deduct the phone bill from your domestic and international calls and refund the balance to you.

13. Payment details: All order payment should be made payable to the bank account as follows, and please notify booth number and company name:

ACCOUNT NAME: EYECHOICE INTERNATIONAL CONVENTION & EXHIBITION GROUP CO., LTD.

BANK'S NAME: Zhejiang E-Commerce Bank Co., Ltd.

ACCOUNT NUMBER: 888888887306668

14. We would send you payment notice after received order forms. Your order would be effective only after full payment was made before the deadline on notice .

15. Any other special service or item not listed here could be available upon your inquiry.

Sign and Stamp

Date:

家具租赁目录 Furniture & Fittings Catalogue



F01 折椅
450W*400D*455H mm



F02 皮椅
570W*440D*455H mm



F03 铝椅
490W5750D*455H mm



F04 吧椅
350W*440D*650H mm



F05 咨询桌
1030L*535W*750H mm



F06 锁柜
1030L*535W*750H mm



F07 高玻璃展示柜
1030L*535W*2000H mm



F08 低玻璃展示柜
1030L*535W*1000H mm



F09 电视架
1030L*530W*1000H mm



F10 展示柜
535L*535W*750H / 500H mm



F11 方桌
650L*650D*750H mm



F12 咖啡桌
650L*650D*500H mm



F13 铝门
950W*1910H mm



F14 折门
950W*2000H mm



F15 平 / 斜层板
950L*300W mm



F16 洞洞板
950W*2180H mm

家具租赁目录 Furniture & Fittings Catalogue



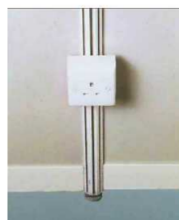
E01 长臂射灯



E02 短臂射灯



E03 日光灯



E04 插座
220V限500W内



E05 镝灯150W



E06 镝灯150W



E07 90升冰箱



E08 140升冰箱



E09 立式饮水机



E10 等离子电视机



D01 一米栏



D02 垃圾篓

压缩空气/水源注意:

- 关于水源和压缩空气，参展商须自行负责提供与之相连的调节器。如果有敏感的设备，请自带稳定装置。
- 展馆内不准存放、使用充压的压力容器。
- 参展商可根据自身设备情况加装干燥机、过滤器等适配装置。

严禁私自接气、乱接乱拉或用气设备未经加装阀门前接驳至展馆管路等违规行为，展台用气安装不符合有关规范、规定或存在安全隐患的，主办单位、大会指定搭建商、展馆有权要求参展商或其搭建商立即整改，拒不整改的，将采取断气措施，一切责任由参展商或其搭建商承担。对已造成事故、经济损失的，按有关规定追究责任及赔偿。

压缩空气连接器数据

展馆提供的 15HP 排量 1.1~1.8 立方米/分钟 供气接口 (DN25)	展馆提供的 10HP 排量 0.41~1.0 立方米/分钟 供气接口 (DN20)	展馆提供的 5HP 排量≤0.4 立方米/分钟 供气接口 (快速接头母头)
		
展商自带的 15HP 接头 连接方式为国际公制 1 寸 管螺纹接口	展商自带的 10HP 接头 连接方式为国际公制 3/4 寸 管螺纹接口	展商自带的 5HP 接头 10mm 直径快速接头公头

水源连接器数据

展馆提供机器用水的球阀 (DN20)	展馆提供生活用水的球阀 (DN15)
展商自带机器用水的宝塔头	展商自带生活用水的宝塔头