



The 25th China International Petroleum & Petrochemical **Technology and Equipment Exhibition**

March 26-28, 2025

New China International Exhibition Center, Beijing

Exhibitor Manual

This manual can be downloaded from the official website of cippe -- www.cippe.com.cn/en



The 25th Beijing International Offshore Oil & Gas Exhibition



The 25th Beijing International Exhibition on Equipment of Pipeline and Oil & Gas Storage and Transportation



The 15th Beijing International Offshore Engineering Technology & Equipment Exhibition



CING

The 15th Beijing International Natural <mark>G</mark>as Technology & Equipment Exhibition



(C) cieca

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



(C) cipse

Beijing International Petroleum and Petrochemical Safety Production Exhibition



2025 Beijing International Hydrogen Technology & **Equipment Exhibition**



2025 Beijing International Underground Engineering Construction and Trenchless Technology and Equipment Exhibition

Expec

The 25th Beijing International Explosion Proof Electric



cisge

The 15th Beijing International Shale Gas Technology



2025 Beijing International Gas Applications and Technical Equipment Exhibition



Technology & Equipment Exhibition



Our Greeting to Exhibitors

Dear Exhibitors.

Thank you very much for your support and participation in the 25th China International Petroleum & Petrochemical Technology and Equipment Exhibition (Abbr. cippe 2025)

cippe 2025 will be held on March 26-28, 2025 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 cippe – www.cippe.com.cn/en to consult or download this manual. Beijing Zhenwei Exhibition Co., Ltd., the organizer of cippe, 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 cippe 2025 and wish you every success in the exhibition!

Yours sincerely,

Beijing Zhenwei Exhibition Co., Ltd. March 2025

cippe 2025 Exhibitor Service Guide

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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 21, 2025 | |
| Exhibition Information and Exhibition Scope | Compulsory | Compulsory | Online | February 21, 2025 | |
| Exhibit Management and Release of Exhibits | Compulsory | Compulsory | Online | Immediate Action | |
| Exhibitor name on Fascia board | Compulsory | - | Online | March 10, 2025 | |
| Exhibitor Badge Application | Compulsory | Compulsory | Online | February 21, 2025 | |
| Exhibition Promotion Opportunities | Optional | Optional | Online or Offline | February 21, 2025 | |
| Conference Room Rental, Technical Exchange Meeting | Optional | Optional | Online or Offline | February 21, 2025 | |
| 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 21, 2025 | |
| Visa Processing | Optional | Optional | Offline | February 21, 2025 | |
| Special Installation and Construction Declaration | - | Compulsory | Offline | February 21, 2025 | |
| Vehicle Permit Processing | Optional | Optional | Offline | Onsite | |
| Exhibits and Construction Transportation | Optional | Optional | Offline | February 21, 2025 | |





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. 23

Attn: Ms. Laura Liu MP: +86 138 1166 2859 E-mail: laura.liu@btg.cn

Official Contractors

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:+86-10-84790199-105 HP: +86-138 1080 7202 Email: gisaca@gisaca.com.cn Fax: +86-10-8479 4020

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

 $Address: Zhenwei\ exhibition\ building,\ No.13\ building,\ international\ enterprise\ Avenue\ III,\ No.1\ yard,$

jinghaiwu Road, Tongzhou District, Beijing

Hall W1

Luo Yahui Tel: +86-10-5617 6954 +86-182 3007 0625 E-mail: lyh@zhenweiexpo.com

Hall W2

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

Hall W3 / W4

Song Yu Tel: +86-10-5091 7073, +86-138 1162 5009 Email:songyu@zhenweiexpo.com

Hall E4

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

Phone call:

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

E-mail: dianwei@zhenweiexpo.com Website: www.rondexpo.com

Designated Contractors

1.Company Name : Beijing Zhongzhuang Runda Exhibition Co., Ltd

Address:The first floor, Building 13, International Enterprise Avenue, No. 1, Jinghai Fifth Road, Tongzhou

District, Beijing Postal Code: 100176

Contact:

 Zhou Ya Tel: 010-50917057 Mob: 13552081899
 E-mail: zhouya@zhenweiexpo.com

 Xie Jing Tel: 010-56176983 Mob: 16600093952
 E-mail: zhouya@zhenweiexpo.com

 Dong Kai Tel: 010-56176961 Mob: 13939209557
 E-mail: dk@zhenweiexpo.com

 Wang Yang Tel: 010-50917080 Mob: 19523766838
 E-mail: wangyang@zhenweiexpo.com

Mob:13671034414 Fax:010-56176998

E-mail: dianwei@zhenweiexpo.com Website:www.rondexpo.com

2.Company Name : Beijing DongFang KunYu Exhibition Co.,Ltd

Contact: Mr Kane/Miss Zoe/Tao Zhou

Mob: +86-13521719566/+86-15910969853 /+86-18500618584 /+86-13811913185 /+86-15120097672 E-mail: 962447317@qq.com /1441579356@qq.com /1148139084@qq.com /2390919712@qq.com

/1153626506@qq.com Website: www.bjdfky.com.cn

Show Name

The 25th China International Petroleum & Petrochemical Technology and Equipment Exhibition (cippe 2025)

Concurrent Exhibitions

The 25th Beijing International Exhibition on Equipment of Pipeline and Oil & Gas Storage and Transportation (CIPE2025)

The 25th Beijing International Offshore Oil & Gas Exhibition (ciooe2025)

The 25th Beijing International Explosion Protection Electric Technology & Equipment Exhibition (Expec2025)

The 15th Beijing International Natural Gas Technology & Equipment Exhibition (CING2025)

The 15th Beijing International Offshore Engineering Technology & Equipment Exhibition (CM2025)

Beijing International Shale Gas Technology and Equipment Exhibition (cisge2025)

Beijing International Petroleum & Chemical Automation Technology & Equipment and Instrumentation Exhibition (cieca2025)

Beijing International petroleum and Petrochemical Safety Production Exhibition (cipse2025)

2025 Beijing International Gas Applications and Technical Equipment Exhibition (GAS2025)

2025 Beijing International Hydrogen Technology & Equipment Exhibition (HEIE2025)

2025 Beijing International Undergroud Engineering Construction and Trenchless Technology and Equipment Exhibition (CITTE2025)

China International Geothermal Energy Development Technology & Equipment Exhibition(cigee2025)

Show Schedule

Registration & Setting Up March 24, 2025 08:30-17:30 08:30-21:00 March 25, 2025 International Petroleum Industry Leadship Meeting 10:30-16:30 March 26, 2025 March 27, 2025 09:00-16:30 **Exhibition & Trade** March 26, 2025 09:00-16:30 March 27, 2025 09:00-16:30 March 28, 2025 09:00-14:00 Closure & Dismantling March 28, 2025 14:00-21:00

Show Venue

New China International Exhibition Center, Beijing, China

(No.88, Yuxiang Road, Tianzhu, Shunyi District, Beijing)

The Organizer

Zhenwei International Exhibition Group

Beijing Zhenwei Exhibition Co., Ltd.

3. Company Name: Yishang (Beijing) Exhibition Technology Co., Ltd.

Address: No. 1, Jinghai Fifth Road, Beijing Economic and Technological Development Zone (Tongzhou)

Room 701, 7th floor, Building 28

Postal Code: 101100 Contact: Manager Wang Mob: 19980133636

E-mail:wangqn202107@163.com

4. Company Name: 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

5. Company Name: 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 Mob: 13348124011 Zhang Mengmeng

E-mail: 2357517403@gq.com

6.Company Name: Yandu International Exhibition (Beijing) Co., Ltd

Address:8242, 2nd Floor, Building 142, North Brick Factory, Tongzhou District, Beijing

Contact: Miss Jiang Tel: 15369664899 Mob: 17110160155 (WeChat) E-mail: 550153722@qq.com
Contact: Li Hong Contact: Li Hong Tel: 18131698408 Mob: 16756623136 E-mail: 542124676@qq.com
Contact: Cai Ying Tel: 18515241271 Mob: 17331278186 (WeChat) E-mail: 876864650@qq.com
Contact: Xu Li Tel: 13082338981 Mob: 15910406162 (WeChat) E-mail: 38789872@qq.com

7. Company Name: Chengdu Zhuoweina Exhibition Service Co., Ltd

Address: Room 530, Block A, Moore International, Julong Road, Chengdu

Contact: Abby Tel: 19182033892

E-mail: 1150218711@qq.com Website: www.cdzwn.com

8. Company Name : Beijing Jiangjing Exhibition Co., Ltd

Address:807, 8th Floor, Building 5, Xinyuan International, Chengshousi Road, Fengtai District, Beijing

Postal Code: 100079

Contact:Apple 18518818323; Sunny 13902265858; Oscar 17612100309

Tel:010-80880923 Mob:13980561168 Fax:010-80880923 E-mail:767730332@qq.com Website:www.jjzl.com.cn

9. Company Name: 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:13810608233 E-mail:312308653@qq.com Website:www.e-exposition.com

10. Company Name: Beijing Serun Creative Expo. Company Ltd.

Address: Room 8307, Block B, 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

11.Company Name: Beijing Fangcheng International Exhibition Co., LTD

Address: Room 303, XiaoBaoYi Street Art ZoneSong Zhuang, Tongzhou District, BeiJing, PRC

Postal: 101000

Contact: weny qingbao.zhang
Pel: 15652486888 13910285568
PN: 15652486888 13910285568
E-mail: qingbaook@163.com
Website: www.fangcheng-china.com

12.Company Name : WANBING

Address: No. 112, Lane 800, Ruilin Road, Jiading District, Shanghai

Postal Code: 201802 Contact: Jenny Wang Tel: 021-65013591 Mob: 13818615488 E-mail: 57876026@gg.com

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

13. Company Name: 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、13391959658 Fax:010-84471009

E-mail: zerlinda@peizhaozhanlan.com Website:http://www.peizhaozhanlan.com/

14. Company Name: Beijing Leading Exhibition Co., Ltd.

Address:1107, Great Wall International, Tongzhou District, Beijing

Postal Code: 101100 Contact:Liu Zhichang Mob:13311025900

Email: 610018883@qq.com

15.Company Name : 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转607

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

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

16.Company Name: Beijing Panmeiduo International Advertising Co., Ltd.

Address:1505 Ruidu International Center, Jiukeshu, Tongzhou District, Beijing

Postal Code: 101100 Contact: Yang Ling

Tel: 010-53383705 Mob:13261838817 Fax:010-53383707

E-mail:2308988064@gg.com

17. Company Name: 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

18. Company Name: Chengdu Meigao Culture Media Co., Ltd

Address:Room 14, Unit 4, Building 3, No. 191 Haichang Road, Tianfu New Area, Chengdu, China

(Sichuan) Pilot Free Trade Zone.

Postal Code:610213

Contact: Zhang Zhicheng/Sun Yang Mob:16621270502/15208367512 E-mail:79065458@qq.com

19. Company Name: Benjing KENNO Exhinition 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

20.Company Name: Beijing Sail Exhibition and Display Co., Ltd.

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

Postal Code:101500 Contact: Jin Ping Tel: 4009606698

Mob: 15010435471(same as WeChat) 13810294748

E-mail: 595165685@qq.com Website:www.sailzl.com

21. Company Name: Beijing Zhengmei Innovation Exhibition Co., Ltd

Address: 3rd Floor, Building C, Tianbo Center, Shunyi District, Beijing

Contact: Wang Yuntao MP:18514528688 Contact: Liu Yuanyuan MP:18037121179

Mob: 400-6567-618

E-mail: 397252973@gg.com / 1799008604@gg.com

Website: http://www.zmcxzl.com

22. Company Name: 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

23. Company Name: Chengxiang Exhibition Engineering (Shanghai) Co., Ltd

Address: No. 58 Fumin Branch Road, Hengsha Township, Chongming District, Shanghai

Postal Code:200000

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Contact: Gao Jian Tel: 19800230271 Mob:19800230271

E-mail:510316386@qq.com

24.Company Name: 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

25. Company Name: Beijing Jinlongyubo Exhibition Co., Ltd

Address: 19th Floor, No. 38, Binhuinan Sanjie, Tongzhou District, Beijing

Postal Code: 101100 Contact: Wang Chao Tel: 13260009607 Mob: 13260009607 Fax: 010-52429178

E-mail: 1033229600@qq.com Website: www.jlybzl.com

26.Company Name: Huazhan Zhonghe (Beijing) International Convention and Exhibition Co., Ltd

Address: 2089, 2nd Floor, Building 9, No. 116 Beidahua Village, Zhangjiawan Town, Tongzhou District,

Beijing

Postal Code: 101100 Contact: HAIYANG YAO Tel: 010-88608079 Mob:18618272056 Fax: 010-88608079 E-mail: 496936710@qq.com Website:www.HZZH.com

27.Company Name: TianCheng Prospect Culture Media(Beijing) Co.,Ltd

Address:1-301, Building 29, Nanhua Street, Huairou District, Beijing

Postal Code:101400

Contact: Liu Yan Min Liu Bao Tian Mob:18500893552 18612033280 E-mail:tctjwhcm@163.com

28.Company Name: Guangzhou Ruiyou Exhibition Co.,Ltd

Address: Room 409, Dongyu Business Building, No.1 East Hengwu Road, Zhucun, Tianhe District,

Guangzhou City, Guangdong Province

Postal Code: 510660 Contact: Deng Hongmei Tel: 020-31709390 Mob: 18924138585

E-mail: 2632358133@qq.com Website: http://www.ruiyouzl.com

29. Company Name: Beijing Zhicheng Chuangmei Media Advertising Co., Ltd.

Address: Xiaobao Beijing Impression Street Art Park, Songzhuang Town, Tongzhou District, Beijing,

China

Postal Code: 101118

Contact: Yumei Chen Yaru Liu

Mob:13051263368 13681560524 13051756676 E-mail: 36939281@qq.com 2511525008@qq.com

Website: www.zccmei.com

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30.Company Name: Shenzhen Woodpecker Design Engineering Co., Ltd

Address:3rd Floor, Building E, Fuhai Cultural and Creative Park, No. 6095 Bao'an Avenue, Bao'an

District, Shenzhen Contact: Feng Luo Mob:136 1289 6509

E-mail: 1006300316@qq.com Website:www.trungya.com

31.Company Name: Beijing Ertu Exhibitions Co.Ltd.

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

Postal Code: 101000

Mob: 于阳 手机: 13699225952 (微信同号) QQ: 1053103851 于莉 手机: 13552992230 (微信同号) QQ:1525272169

E-mail: ertuexpo@163.com Website: www.ertuexpo.com

32. Company Name: Beijing Qinchuan International Exhibition Co., Ltd

Address:1351, 1st Floor, Building 1, Yard 18, Shuangqiao East Road, Chaoyang District, Beijing

Postal Code: 100000 Contact: Qinfen Lujiayi Tel: 13911200206 18832377489 Mob:13911200206 18832377489

Fax: 010-68367229

E-mail: 2227329847@qq.com

33. Company Name: Beijing Shuguang Haoyuan Culture Media Co., Ltd.

Address: 2302-2303, Building 6, Zhonghong Beijing Pixel South District, Chaoyang District, Beijing

Postal Code: 100010

Contact: Yang Jie/ Zhong Xiaolong (undertaking green construction of truss aluminum materials, etc.)

Mob: 18611762121、18618302029 E-mail: 1609922954@qq.com Website: www.SGHY.com

34. Company Name: Zhengzhou Yafan Exhibition and Display Service Co., Ltd.

Address: Room 1909, Development Building, Jiankang Road, Jinshui District, Zhengzhou City, Henan

Province

Postal Code: 450000 Contact: Zhai Fan Tel: 13203868380 Mob: 13203868380

E-mail: 1299813892@qq.com

Note: Non designated contractors must pay corresponding fees for access permit before entering the venue, otherwise entry and construction permits will not be processed. For charges, please consult the cippe organizing committee. cippe organizing committee shall not be responsible for handling any disputes or safety hazards caused by the use of non designated contractors.

Official Hotel/ Travel Agent

JLBEST Meeting

Add: 101, West Side of South Entry Hall, Shenzhen World Exhibition & Convention Center,

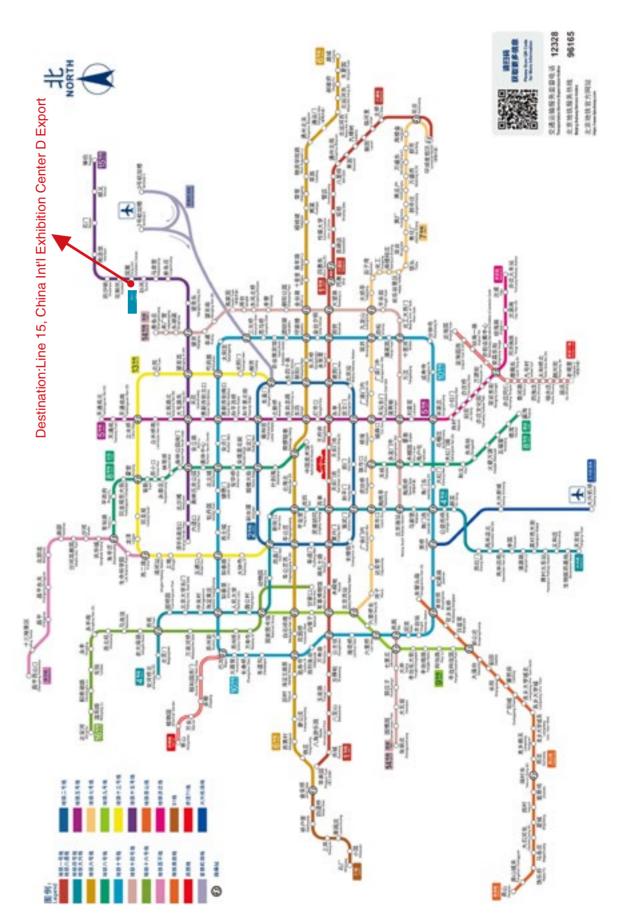
No.1 Zhancheng Road, Fuhai Street, Bao'an District, Shenzhen, China

Tel: 86-21-60700907

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

Email: service@bestmeeting.net.cn

The Sketch Map of Beijing Subway

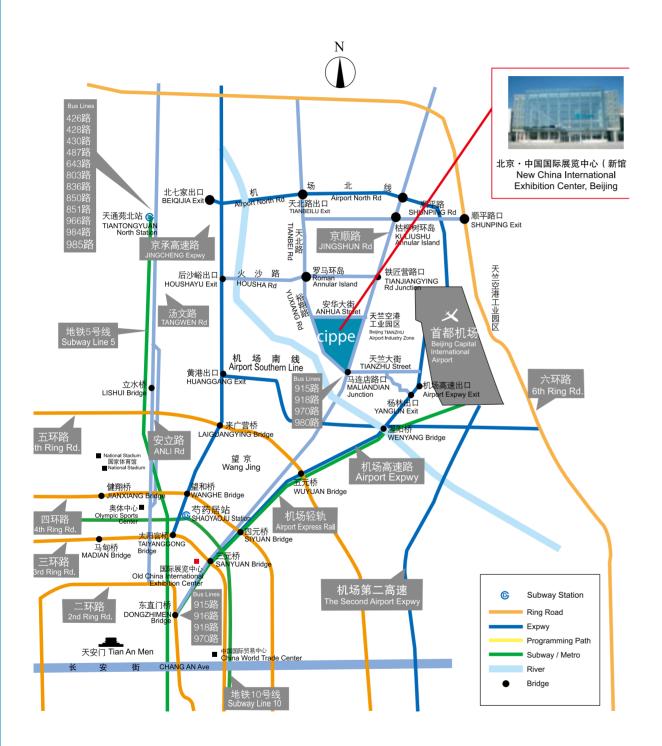


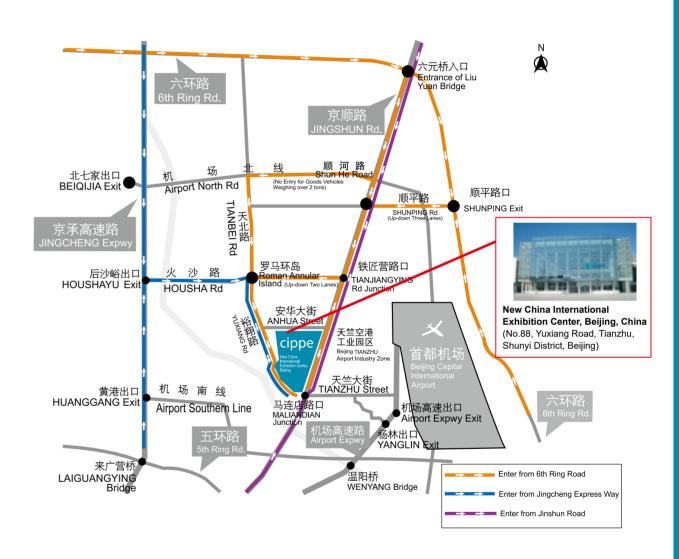
Beijing Subway Sketch Map

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Driving Directions to the Exhibition Center

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





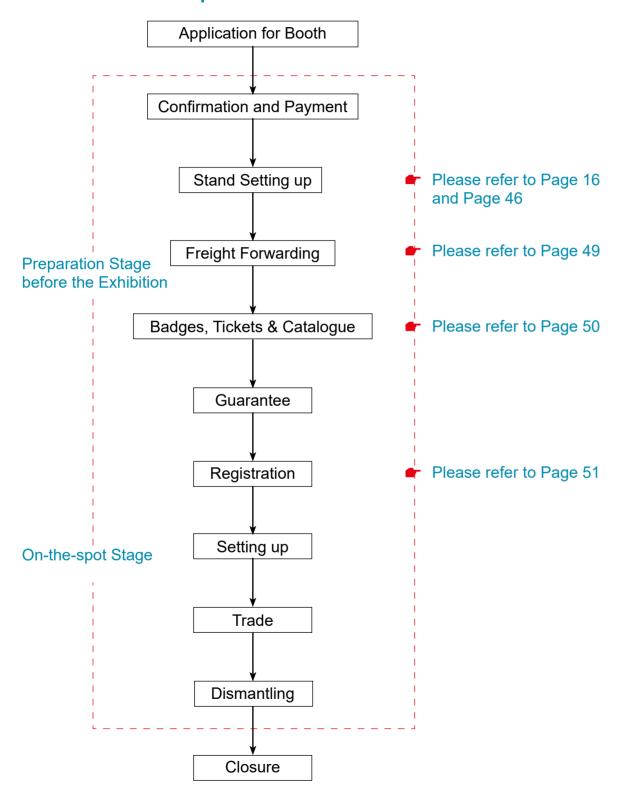
Floor Plan of the Exhibition Center





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/ W4 | | |
|-------------------------|---|--------------------|--|
| Size: length×width (m) | 168×70+39×39 168×70 | | |
| Area (m²) | 12899 11500 | | |
| Weight Limit | 5 tons | 5 tons | |
| Floor Covering Material | Epoxy Artesian Flow Floor Anti-friction Concrete Fl | | |
| 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)



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Official Contractor

Beijing Gisaca Exhibition Service Co., Ltd., Beijing Zhongzhuang Runda Exhibition Co., Ltd.are appointed as the Official Contractors 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:

W

Exhibitors

Guide

| Hall | Contact | HP No. | Email Address |
|-------|--------------|----------------------|----------------------|
| E1—E2 | Jia Yuanyuan | +86-10-8479 0199-102 | gisaca@gisaca.com.cn |
| E3 | Zhang Jing | +86-10-84790199-105 | 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 Runda 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 | +86-182 3007 0625 | lyh@zhenweiexpo.com |
| W2 | Zhou Ya | +86-135 5208 1899 | zhouya@zhenweiexpo.com |
| W3/W4 | Song Yu | +86-138 1162 5009 | Email:songyu@zhenweiexpo.com |
| E4 | Han Le | +86-158 8234 7853 | Email: 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 21, 2025. 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 | each | 3,000 | |
| Manual Hoist (25m chain) | each | 800 | |
| Electric Hoist (25m chain) | each | 2,000 | |
| Construction Deposit | Per 100 sqm | ≤100 sqm 101~200 sqm. ≥1000 sqm. | 20,000.00 40,000.00 200,000.00 |

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|---|---|----|---|
| | | | |

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.

Lighting Electricity

Dynamic Electricity

Unite Price (RMB)

1100.00

1700.00

2100.00

3300.00

3600.00

4500.00

350.00

2500.00

7000.00

1500.00

2700.00

4700.00

8000.00

12000.00

17000.00

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

Description

15A/220V

20A/220V

30A/220V

40A/220V

50A/220V

60A/220V

Temporary construction electricity 15A/220V

(single phase)

15A/220V/24hr (single phase)

30A/380V/24hr (three-phase)

15A/220V (single phase)

30A/380V (three-phase)

60A/380V (three-phase)

100A/380V (three-phase)

150A/380V (three-phase)

200A/380V (three-phase)

| | Stand Set up | | Exhibition Period | Stand Dismantling |
|---------------|--------------|-----------|-------------------|-------------------|
| Date | 2025.3.24 | 2025.3.25 | 2025.3.26-28 | 2025.3.28 |
| 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 25, 2025 | March 28, 2025 |
| Electricity for lighting use – Shell scheme booth | March 25, 2025 | March 28, 2025 |

A3. Payments, Deadline and Surcharges rate

- **A3.1** All service reservation forms must be submitted to the home operation service provider before February 21, 2025; An expedited fee of 50% will be charged for booking forms received after the deadline of February 21, 2025, and a 100% expedited fee will be charged for booking forms received between March 24-25, 2025; A 100% expedited fee will be charged for booking forms received after March 26, 2025.
- **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 4 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:
- a) System Aluminum supports and 3 sided wooden paneling completed with custom made side panel.
- b) Carpeted flooring

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Exhibitors

- c) Exhibitor Company Name in Chinese and English on the booth fascia board.
- d) x1 Information Counter, X2 White Folding Chair, x2 Black 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:

- a) 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".
- b) In addition to the basic facilities provided for each booth, exhibitors who need to apply for other furniture and facilities shall complete "Form 12 Rental Price List of Furniture and Electrical Appliances Optional".
- c) 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.
- d) 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.
- e) The power socket of 5A/220V is for usage of TV, PC, recharging of mobile phone only.
- f) The power socket of 5A/220V Connecting to machine and lights are strictly prohibited.
- g) 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) Letter of warrants by corporate juridical person; 3) Exhibition construction achievements demonstration; 4) Electrician certificate
- 2. Related service forms:
- 1) Shell Scheme Fascia & Layout; 2) Form 2 Authorization Letter for Safety Management; 3) Form 3 Construction Management; 4) Form 4 Application form for Special Design Booth Contractor; 5) Form 5 Electricity, Water and Compressed Air: 6) Form 6 Telephone line and Internet Access: 7) Form 7 Declaration of Work Safety and Security (Exhibitors with raw space should fill up this form): Original copy will be needed; 8) Form 8 Appointment of Raw Space Contractor (Exhibitor should fill up this form): Original copy will be needed; 9) Form 9 Declaration of Work Safety and Security (Contractor should fill out this form): Original copy will be needed; 10) Form 10 Declaration of Work Safety and Security - Double Storey (Applicable for Special Design stand Contractor only): Original copy will be needed; 11) Form 11 Exhibition Construction Management Punishment Regulation: Original copy will be needed; 12) Form 12 Rental Price List of Furniture and Electrical Appliances (for Standard Booth only)
- 3. Booth design scheme (please mark the booth number and exhibitor name on all the drawings):
- 1) Color design sketch: electronic document; 2) Booth plan: electronic document; please mark the dimension and neighbor booth number, and the position of the machines (if any). 3) Booth elevation: electronic document; please mark the booth height; 4) Booth working drawing: dimension and hoisting position (if any) must be marked. 5) Circuit diagram: 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 24, 2025 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.
- 4) Please contact the organizing committee to request the. above forms. Tel: 010-56176968

C.2 Examination and Approval for Raw Space Design

- **C.2.1** <u>Beijing Gisaca Exhibition Service Co., Ltd., Beijing Zhongzhuang Runda Exhibition Co., Ltd.,</u> 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

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The following rules have the binding force for all the exhibitors and contractors. The Organizer/Official contractors 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** Materials for booth construction must be flame-retardant, and 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.

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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 cippe 2025, 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** Beijing Gisaca Exhibition Service Co., Ltd., Beijing Zhongzhuang Runda Exhibition Co., Ltd.,, 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 ≥1.5 mm. Exposed connection or any improper connection are strictly prohibited.
- **C.5.9** 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.
- **C.5.11** 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.6.1** 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 28, 2025
- **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 excute the punishment, for the non-complicance 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.

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

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Summary Form

*Deadline:February 21, 2025

| 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

| Forms | Description | Remark |
|--------------|---|--------------------------|
| Summary Form | Summary Form | - |
| Form 1 | Shell Scheme Fascia & Layout | Submit online |
| Form 2 | Authorization Letter for Safety Management | Compulsory for raw space |
| 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 (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 |
| Form 12 | Rental Price List of Furniture and Electrical Appliances | Compulsory for raw space |
| Appendix 1 | Furniture Catalog (W1, W2) | 1 |
| Appendix 2 | Furniture Catalog (W3) | |
| Appendix 3 | Furniture Catalog (E1-E4) | |

Form 1 Shell Scheme Fascia & Layout

*Deadline:February 21, 2025

| Please email this form to: Official Stand Contractor | | | | |
|--|-----------|------------|--|--|
| Exhibitor Company Name: | | | | |
| Conttact : | Mobile: | | | |
| Tel: | Fax: | | | |
| Email: | Hall No.: | Stand No.: | | |

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

Basic Fittings (9 sqm. shell scheme booth):

Build up with 3 sided walls, selected carpeting, designed fascia board in Chinese and English, x1 Information Counter, x 2 White Folding Chair, x2 Black Leather Arm Chairs, x1 Round Table, x2 100W Spotlights and x1 220V 5Amp Electrical Outlet.

• Fascia Lettering (Applicable for shell scheme booths only):

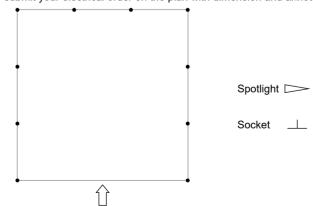
Exhibitors to fill in the English & Chinese fascia name at below clearly. For any alteration of fascia name that make on-site to be charge by on site rate.

English Name:

Chinese Name:

Electrical Layout Plan

Please submit your electrical order on the plan with dimension and annotation clearly as below:



Form 3 Construction Management

*Deadline:February 21, 2025

| 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 | Unite Price | e (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 101~200 sqm. ≥1000 sqm. | 20,000.00 40,000.00 200,000.00 | | |
| | 1 | 1 | Total | Cost (RMB): | |

Notes:

30

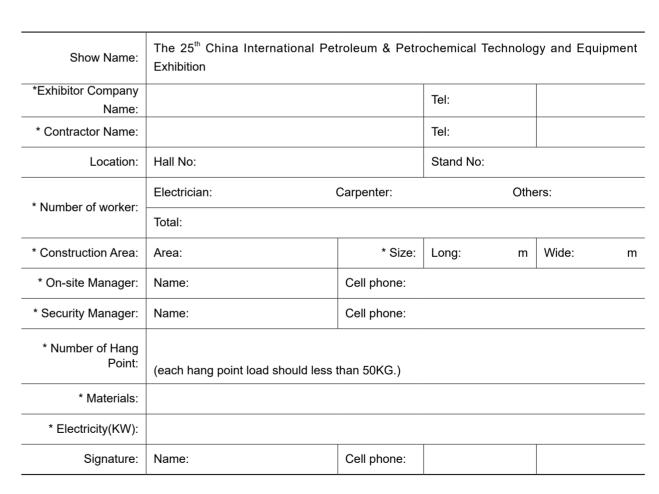
- 1. Pricing for "Hang Point fee" indicated above are means for lease fees only. Any Installation or hanging works is not included. Exhibitor is responsible to arrange their stand hanging installation works.
- 2. Hang point is for hanging banners only. Hanging of booth structure is strictly prohibited, 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 21, 2025

| 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 | Unite Price (RMB) | Quantity | Amount(RMB) |
|---|----------------------|----------|-------------|
| Electr | icity for Lighting l | Use | |
| 15A/220V | 1100.00 | | |
| 20A/220V | 1700.00 | | |
| 30A/220V | 2100.00 | | |
| 40A/220V | 3300.00 | | |
| 50A/220V | 3600.00 | | |
| 60A/220V | 4500.00 | | |
| Electr | icity for Machine I | Use | |
| Temporary15A/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 21, 2025

| 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 | Unite Price (RMB) | Quantity | Amount(RMB) | |
|----------------------|-------------------|-----------|-------------|--|
| | Water & Compr | essed Air | | |
| 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

Reply at your reque Rental Application

Form 6 Telephone Line and Internet Access

*Deadline:February 21, 2025

| 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 | Unite Price (RMB) | Qty | Deposit (RMB) | Total Cost (RMB) | Total Deposit (RMB) | Total |
|---------------------------------------|----------------------|---------|------------------|---------------------|------------------------|-------|
| Telephone: | | | | | | |
| 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 | | | |
| | | Total C | Cost (RMB) | | | |
| Internet Services: | | | | | | |
| 256KB | 4500.00 | | 0.00 | | | |
| 512KB | 8250.00 | | 0.00 | | | |
| 1MB | 12750.00 | | 0.00 | | | |
| | 1 | Total C | Cost (RMB) | | | |

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 21, 2025

| Please email form to: Official Stand Contractor | | | | |
|---|--|--|--|--|
| Exhibitor Company Name: | | | | |
| Contact: Mobile Phone Number: | | | | |
| 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 21, 2025. 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 Runda Exhibition Co., Ltd., for approval before February 21, 2025, 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 | y for Work Safet | y and Security |
|-------------------------|--------------------------|------------------|----------------|
|-------------------------|--------------------------|------------------|----------------|

| communication recorbs of Lotter of Recopositional | or morn outer, and occurry | |
|---|----------------------------|--|
| 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: | | |

at your request Application

Form 8 Appointment of Raw Space Contractor

*Deadline:February 21, 2025

| 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

| United Application | Reply at your request | |
|--------------------|-----------------------|--|

| hereby would like to inform the organizer/official contractor that | | | | |
|---|-----------|-----------|---|--|
| (contractor name) as my company appointed contractor for the cippe 2025. My booth is of | | | | |
| ize | (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 cippe 2025.
- 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 -(Applicable for Special Design stand only)

*Doadling:Fobruary 21 2025

| bedamic represent 11, 2020 | | | | |
|---|--|--|--|--|
| 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 cippe 2025, 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 cippe 2025, and we are fully responsible for t | 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 reque Rental Application

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

*Deadline:February 21, 2025

| Please email form to: Official Stand Contract | ctor | | | |
|---|---------------------------|------------|--|--|
| Exhibitor Company Name: | | | | |
| Contact: | act: 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 has at least 50% of the plane open area, so as to ensure the 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 - (Applicable for Special Design stand only)

*Deadline:February 21, 2025

| Please email form to: Official Stand Contractor | | |
|---|--------|------------|
| Exhibitor Company Name: | | |
| Contact: Mobile Phone Number: | | |
| Tel: | : Fax: | |
| Email: Hall No.: Stand 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 June 2, 2023, 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 for Work Safety and Security and guarantee to strictly abide by this provision.

| Contractor Company (Stamp). | Signature. |
|-----------------------------|------------|
| Date: | Mobile: |

Cantrastar Carranani (Ctarran)



Reply a Rental A

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

*Deadline:February 21, 2025

| 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 cippe 2025, 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 cippe 2025, 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 21, 2025

| Please email form to: Official Stand Contractor | | |
|---|------------------------------|------------|
| Exhibitor Company Name: | | |
| Contact: | ontact: 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:

ur request ication

Reply at your requestion Rental Application

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Form 11 Exhibition Construction Management Punishment Regulation

*Deadline:February 21, 2025

| Please email form to: Official Stand Contractor | | | |
|---|----------------------|------------|--|
| Exhibitor Company Name: | | | |
| Contact: | Mobile Phone Number: | | |
| Tel: | Fax: | | |
| Email: Hall No.: Stand 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 Runda Exhibition 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 |
|------|--|-------|
| 110. | | (CNY) |
| 1 | For unauthorized access to electricity without written permission, once found, in addition to paying the power | > CNY |
| | connection fee, a fine of more than CNY 5,000 will be imposed. | 5,000 |
| 2 | For unauthorized open fire operation in the venue without written permission, the operating equipment will be | > CNY |
| | confiscated and a fine of more than CNY 2,000 shall be imposed. | 2,000 |
| 3 | In addition to compensating for the losses caused to the venue, the contractor shall also be fined more than | > CNY |
| 3 | CNY 2,000 for any leakage caused by the equipment or facilities connected to the water source. | 2,000 |
| 4 | For stand not built according to the prerecorded drawing, or have major safety hazards, it is required to set | > CNY |
| 4 | up an isolation area immediately, carry out rectification and impose a fine of more than CNY 2,000. | 2,000 |
| | For stand blocking fire passages, fire rolling shutter doors, emergency exits, fire-fighting facilities, public | > CNY |
| 5 | passages, power distribution cabinets and cameras etc., it is required demolition and rectification, and a fine | 2,000 |
| | of more than CNY 2,000 would be imposed. | 2,000 |
| | Those who violate the installation and construction specifications of electrical appliances and engage in | > CNY |
| 6 | electrical constructions without valid certificates shall be required to stop operations immediately and be fined more than CNY 2.000. | 2,000 |
| | If the stand construction uses any kinds of combustible textile articles, or the position structure is not painted | 010 |
| 7 | with fireproof paint, it will be required to rectify immediately, and a fine of more than CNY 2,000 will be | > CNY |
| | imposed. | 2,000 |
| | For use of prohibited electrical materials (neon lamp, high-temperature iodine tungsten lamp, high- | > CNY |
| 8 | 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. | 2,000 |
| | Paint mixing, painting and other acts in violation of Regulations of Beijing Municipality on The Fire Safety | > CNY |
| 9 | Management of Exhibitions and Commodity Fairs, shall be required to stop operation immediately and be | 2,000 |
| | fined more than CNY 2,000. | 2,000 |
| 40 | If inflammable and explosive materials (thinner and alcohol lamp) are used in construction, the construction | > CNY |
| 10 | shall be stopped and a fine of more than CNY 2,000 shall be imposed. | 2,000 |
| | In case of sparks during operation with electric saw, electric planer, electric cutting and other tools, it shall be | > CNY |
| 11 | required to stop immediately and be fined more than CNY 2,000. | 2,000 |
| 10 | | > CNY |
| 12 | For dumping of waste oil or other wastes into the ditch of the venue | 2,000 |

Form 11 Exhibition Construction Management Punishment Regulation

*Deadline:February 21, 2025

| 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. | o. Content | |
|------|---|---------|
| INO. | | (CNY) |
| 13 | The structure between the back-to-back stands that is higher than the other booth, but the back is not | > CNY |
| | covered (the shielding cover must be uniformly white to ensure cleanliness and flatness). | 2,000 |
| 14 | Stands exceeds the height limit will be required for immediate rectification. Anyone refuses to rectify should | > CNY |
| | be fined. | 2,000 |
| 15 | Immediate rectification is required for the stands hanging, binding, nailing or pasting to the ceiling, walls, | > CNY |
| | columns, railings, doors or windows of the venue. And a fine of more than CNY 1,000 shall be imposed. | 1,000 |
| | In case of blocking the passages of the venue and obstructing the passage of others during construction, | > CNY |
| 16 | while dissuasion is invalid, a fine of more than CNY 1,000 shall be imposed. | 1,000 |
| | , , , , , , , , , , , , , , , , , , , | , |
| 17 | In case of ground damage caused by brutal dismantling or transport, it shall be required to correct | > CNY |
| | immediately and be fined more than CNY 1,000. | 1,000 |
| | In case of dismantling by selling the booth structure to the purchased individuals or units without | > CNY |
| 18 | permission, the contractor shall be fined more than CNY 1,000. | 1,000 |
| | | , |
| 19 | If the construction waste is not cleaned or not checked for acceptance during the dismantling, more than | > CNY |
| | CNY 1,000 will be fined. | 1,000 |
| | For contractors not cooperate with the venue and official stand contractors, it shall be fined more than CNY | > CNY |
| 20 | 2,000 depending on the seriousness of the case. | 2,000 |
| | | CNY |
| | | 300 per |
| | If the safety helmet is not worn as required during construction, the contractors shall be fined CNY 300 per | |
| 21 | person. If no helmet or safety belt is worn for high-altitude operation, and there is no construction personnel | person |
| | monitoring, then such unsafe behaviors will be fined CNY 500 per person. | CNY |
| | 3, | 500 per |
| | | person |
| | To ensure the fire safety, please carry two fire-fighting supplies (fire extinguishers) for every 18 square | > CNY |
| 22 | meters, less than 18 square meters is calculated as 18 square meters, and so on. Those who fail to comply | 1,000 |
| | with the requirements will be fined more than 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 | > CNY |
| | line. | 2,000 |
| 24 | It is forbidden to use paint, putty powder, mortar, chemical pigment, glue, etc. in large areas in the venue. | > CNY |
| | Once found, CNY 2,000 will be fined for every 18 square meters. | 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 Runda Exhibition Co., Ltd., will be canceled. And will be announced in the industry, and notified to other exhibition organizers and venues.

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| Contractor Company (Stamp): | Signature: |
|-----------------------------|------------|
| Date: | Mobile: |

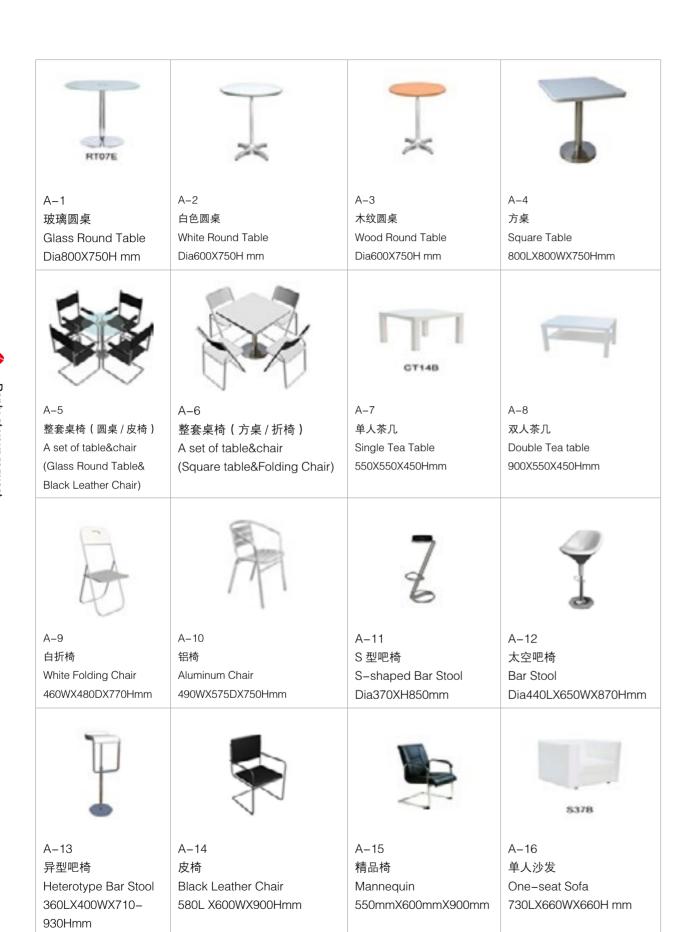
p Date: Mobile:

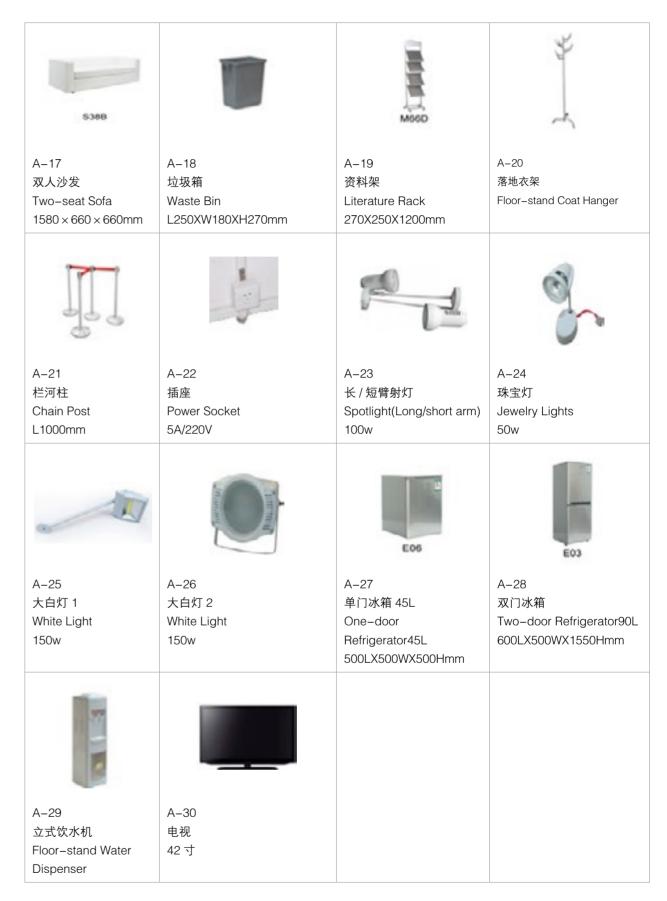
Form 12 Rental Price List of Furniture and Electrical Appliances for Standard Booth

| 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 | | |

Form 12 Rental Price List of Furniture and Electrical Appliances for Standard Booth

| 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 Hange | er | 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 | 901 | | | |
| A-29 | Floor-stand Water Disposition (Including 2 barrels of w | | 250.00 | | |
| A-30 | TV42' | | 800.00 | | |





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 boothes are located.

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Reply at your request Rental Application

B Exhibitors Guide

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: Ms. Laura Liu

Tel: +86 10 8460 1258 / 8460 1068 ext. 23

E-Mail: laura.liu@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 | February 28, 2025 |
| FCL | March 7, 2025 |
| d.Shipment arrival at Beijing airport | March 13, 2025 |

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:

Beijing Sunshine International Freight Co., Ltd.

Room 515, Logistics Service Center Tianzhu Comprehensive Bonded Zone Shunyi District, Beijing, China. 101300 Tel: +86 10 5867 7629 USCI:911101136684423009

Port of destination: Xingang, Tianjin

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

Tel: +86 10 8460 1258 / 8460 1068

Attn: Ms. Laura Liu
Email: laura.liu@btg.cn

C/O CIPPE 2025 (March 26-28, 2025)

Exhibitor Name: xxx Booth No.: xxx Consignee for AIR FREIGHT Shipment:

(Master Air Waybill) VERY IMPORTANT

Just Right International Logistics Co., Ltd.

Room 610, Building A, Hoya Aircity Center,

No. 580, Shunping Road, Shunyi District, Beijing, China. 101399

Contact: Fanghui She

Tel: +86 10 6457 2030

USCI: 91110113596057365Y

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

Beijing Sunshine International Freight Co., Ltd.

Room 515, Logistics Service Center Tianzhu Comprehensive Bonded Zone Shunyi District, Beijing, China. 101300

Tel: +86 10 5867 7629 USCI:911101136684423009

Airport of destination:Beijing (PEK) China

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

Tel: +86 10 8460 1258 / 8460 1068

Attn: Ms. Laura Liu Email: laura.liu@btg.cn

C/O CIPPE 2025 (March 26-28, 2025)

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.

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

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- 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 2025

c/o BTG China

Name of Exhibitor:

Stand Number: Case Number:
Gross Weight (kg): Net Weight (kg):
Dimensions (cm): 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.

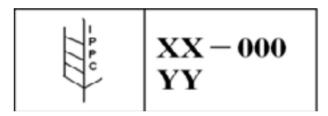
Observe requirement:

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 counties or territories YY - The phytosanitary treatment measures, Methyl Bromide Furnigating - 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.

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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

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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 BJBJM

• INWARD MOVEMENT - SEAFREIGHT

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

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 m³ 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 RMB9.50/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/cas

* 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 m³ 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

Any charges related with permanent import customs clearance for sold exhibits will be quoted separately upon request.

• HIRE OF LABOUR

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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 RMB2,500.00/20'container

RMB3,500.00/40'container

d. Container detention/demurrage As per outlay + 5 % handling charges

e. Grounding/reloading of container on-site RMB1,200.00/20'container

RMB1,800.00/40'container

f. Customs bounded permit RMB1,500.00/customs cover

g.Customs & guarantine inspection

Minimum charges

At cost.

RMB500.00/time

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 transfer the responsibility and risk of using or building special exhibition booths between the customization party and the contractor, and to ensure the safety of on-site construction personnel, each special exhibition booth must purchase exhibition liability insurance that meets the requirements of this regulation in advance, otherwise it will not pass the special exhibition drawing review. As the insurance service provider for this exhibition, Ping An Property Insurance provides preferential unified insurance conditions and services, including pre exhibition insurance services, on-site insurance services, on-site accident reporting and claims processing. Please contact the insurance service provider in advance to issue a policy that meets the above coverage requirements to avoid affecting the reporting time.

1) Requirements for Exhibition Liability Insurance Content

| Booth Area | Aggregate Limit of Indemnity | Limit per accident | Limit per person per session | |
|---|------------------------------|-----------------------|------------------------------|--|
| The cumulative compensation limit | RMB:300 million Yuan | RMB: 100 million Yuan | | |
| Each person per accident compensation limit | RMB: 300 million Yuan | RMB: 300 million Yuan | RMB: 100 million Yuan | |
| The amount of each liability compensation limit | RMB: 400 million Yuan | RMB: 400 million Yuan | RMB: 100 million Yuan | |
| The cumulative compensation for a single booth is 10 million yuan | | | | |

2) Premium standard

| Booth Area | Premium | Notes |
|----------------|----------|---|
| ≤54m² | 200 Yuan | |
| 54 m²—120 m² | 300 Yuan | 1.Deductible: Deductible amount for each accident: Deductible amount for property damage: 0 |
| 121 m²—300 m² | 400 Yuan | 2.Yuan, with a deductible of 0 yuan for personal |
| 301 m²—500 m² | 600 Yuan | injury; |
| 501 m²—1000 m² | 800 Yuan | 3. Insurance period: from 00:00 on the day of construction to 24:00 on the day of dismantling |
| ≥1000 m² | 1Yuan/m² | |

3) Insurance process:

1. Computer official website insurance: Log in to www.zhanhuibao.com, fill in the relevant information as required, click confirm insurance, and pay the premium.



2. Insurance on WeChat official account: WeChat scans the QR code, follow the official account, click "Order Now" - "Login" - select "The 25th China International Petroleum and Petrochemical Technology and Equipment Exhibition", fill in relevant information as required, click "Confirm Insurance", and pay the premium.

4) Insurance company:

China Ping An Property Insurance Co., Ltd

5) Insurance service provider and contact person:

Zhanhuibao - Global Insurance Service Platform www.zhanhuibao.com

Contactor:

Miss Yu Phone: +86 18513928829 E-mail: hzbx004@126.com Miss Du Phone: +86 18613302639 E-mail: hzbx003@126.com



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Exhibitors

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6) Claims service

- 1)If an insurance accident occurs immediately on the scene to take pictures of evidence, and call the scene report phone:
- 2)Mrs. Feng: +86 18500646969
- 3)Requirements for insurance claims documents:
- 4)1, Insurance notice, need to be stamped with official seal;
- 5)2. The loss list, need to be stamped with official seal:
- 6)3, The insured person accident description or damage to the accident handling report, need to be stamped with official seal;
- 7)4, The scene of the accident photos;
- 8)5, The insured business license copy;
- 9)6, Payment vouchers;
- 10)7, Repair or purchase invoice original;
- 11)8. The insured and the venue provider (exhibition center) rental contract copy:
- 12)9, The other documents required by the insurer.

Special reminder: One booth requires one insurance policy for each builder, and cannot be purchased separately. Builders must purchase insurance according to the required coverage amount. After the completion of the exhibition liability insurance for the vacant special booth (i.e. after receiving the policy certificate or policy issued by Zhanhui Insurance), the main venue service provider can issue the construction permit processing certificate to the builder

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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 attandees on website www.cippe.com.cn.

| Booth area (m²) | 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 24-25, 2025.
- 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 (<u>only limited to those exhibitors not having joined the National Pavilions</u>). Please log in the "online register system" on 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 21, 2025
- 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 24, 2025 | 8:30 – 17:30 | |
| Standard Booth with Shell Scheme | March 25, 2025 | 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 24, 2025 | 8:30 17:30 |
| Setting up for Naw Space | March 25, 2025 | 8:30 21:00 |
| Setting up for Standard Booth with Shell Scheme | March 25, 2025 | 8:30 21:00 |
| Dismantling | March 28, 2025 | 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 25, 2025), 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 28, 2025. Exhibitors will be forbidden to withdraw their exhibits before 14:00 of March 28, 2025.

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.

JLBEST Meeting. has been appointed as the only official accommodation reservation agent. To ensure the good accommodation for the exhibitors and visitors during the CIPPE 2025 from 26 to 28 March., while saving the cost, we have reserved rooms in the nearest hotels around the CIEC(NEW) with discounted rates as follows.

HOTEL INFORMATION

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Exhibitors Guide

| Hotel Name | Hotel Grade | Room Type | Room Rate | Brea kfast | Hotel Address | Distance to exhibition hall | Ride to exhibition hall | Free Bus |
|--|----------------|--------------------------------------|--------------|-------------------|---|-----------------------------|-------------------------------|-------------|
| | | Superior King | 898 | one breakfast | | | | |
| | | Superior Twin Room | 898 | two breakfasts | No. 1 Yijing Road, | | | |
| Cordis, Beijing Capital Airport | 5stars | Deluxe Lake View King Room | 1098 | one breakfast | Terminal 3, Beijing Capital International Airport, Shunyi | 6.7km | 20 mins | Yes |
| | | Deluxe Lake View Twin Room | 1098 | two breakfasts | District, Beijing | | | |
| | | 1 King Bed Standard | 798 | one breakfast | | | | |
| | | 2 Twin Beds Standard | 798 | two breakfasts | | 1.9km | 10 mins | Yes |
| Crowne Plaza Beijing International Airport | 5stars | 1 King Bed Standard High Floor | 958 | one breakfast | No.60 Fuqian 1st Street, Shunyi District, Beijing | | | |
| | | 2 Twin Bed Standard High Floor | 958 | two breakfasts | | | | |
| Ramada by | 4stars | Deluxe Room- Big Bed | 628 | one breakfast | No.13 Fuqian 1st Street, Tianzhu Town, Shunyi District, Beijing | 2.7km | 10 mins | Yes |
| Wyndham Beijing Airport | | Deluxe Room- Twin | 628 | two breakfasts | | | | |
| Fuyong Yulong | | Enjoying a Big Bed Room | 558 | one breakfast | No.1 Ronghuiyuan, Zone B, | : | | ., |
| International Hotel | 4stars | Enjoying Double Room | 558 | two breakfasts | Konggang, Shunyi District, Beijing | 3.5km | 15 mins | Yes |
| Qiu Guo Hotel (China International | | Business Room | 528 | one breakfast | No.2 Tianzhu | | | |
| Exhibition Centre Beijing Capital Airport) | 4stars | Business Queen Room | 568 | two breakfasts | Middle Street, Shunyi District, Beijing | 3.5km | 15 mins | Yes |
| Beijing Qihang | 2otoro | Premium king size bed room | 450 | one breakfast | No.6A Tianzhu East Road, Shunyi District, Beijing | 2.6km | 10 mins | Yes |
| International Hotel | 3stars | Premium Twin Room | 450 | two breakfasts | | | | |

| Taihe Deng International Hotel (Beijing Capital Airport) | 3stars | Business Double Room | 468 | one breakfast | No.6, South Side of Fuqian 2nd Street, | 3.2km | 15 mins | Yes |
|--|--------|--|-----|-------------------|---|-------|---------|-----|
| | | Business Room (2 beds) | 468 | two breakfasts | Tianzhu Town, Shunyi District, Beijing | | | |
| Beijing Huabo Fashion Hotel (Capital Airport Xinguozhan Branch) | 3stars | Selected Comfortable King Size Bed Room | 450 | one breakfast | No.3 Anping Road, Shunyi District, Beijing | 7km | 20 mins | Yes |
| | | Selected Comfortable Twin Rooms | 450 | two breakfasts | | | | |
| ELONG R.YUN (Beijing Capital Airport Branch) | 3stars | Elegant King Room | 368 | one breakfast | Huoqi Road Customs Building 2, Chaoyang District, Beijing | 7km | 20 mins | Yes |
| | | Elegant 2-bed 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. The 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

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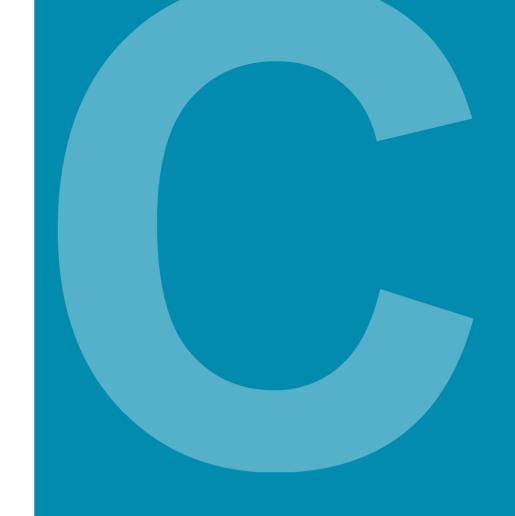
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|------------------|------------------------------------|------------------|-------------------|---|--------|
| | □Mr. □Ms. | | | | |
| | ☐Mr. ☐Ms. | | | | |
| | □Mr. □Ms. | | | | |
| | □Mr. □Ms. | | | | |
| | □Mr. □Ms. | | | | |
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Application Form for Technical Seminar

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