



The 26th China International Petroleum & Petrochemical Technology and Equipment Exhibition

March 26-28, 2026

China International Exhibition Center (Shunyi Hall), Beijing

Exhibitor Manual

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



The 26th Beijing International Offshore Oil & Gas Exhibition



The 26th Beijing International Exhibition on Equipment of Pipeline and Oil & Gas Storage and Transportation



The 26th Beijing International Explosion Proof Electric Technology & Equipment Exhibition



The 16th Beijing International Offshore Engineering Technology & Equipment Exhibition



The 16th Beijing International Natural Gas Technology & Equipment Exhibition



The 16th Beijing International Shale Gas Technology and Equipment Exhibition



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



Beijing International Petroleum and Petrochemical Safety Production Exhibition



2026 Beijing International Gas Applications and Technical Equipment Exhibition



2026 Beijing International Hydrogen Technology & Equipment Exhibition



2026 Beijing International Underground Engineering Construction and Trenchless Technology and Equipment Exhibition



China International Geothermal Energy Development Technology & Equipment Exhibition

Our Greeting to Exhibitors

Dear Exhibitors,

Thank you very much for your support and participation in the 26th China International Petroleum & Petrochemical Technology and Equipment Exhibition (Abbr. cippe 2026)

cippe 2026 will be held on March 26-28, 2026 at China International Exhibition Center (Shunyi Hall), 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 2026 and wish you every success in the exhibition!

Yours sincerely,

Beijing Zhenwei Exhibition Co., Ltd.
March 2026

cippe 2026 Exhibitor Service Guide

A. General Information

Content	Page No.	Deadline
Show Name	P02	
Concurrent Exhibitions	P02	
Show Schedule	P02	
Show Venue	P02	
The Organizer	P02	
Official Freight Forwarder	P03	
Official Stand Contractor	P04	
Official Contractor	P05	
Official Hotel/Travel Agent	P08	
The Sketch Map of Beijing Subway and cippe	P09	
Location & Traffic Sketch Map	P10	
Driving Directions to the Exhibition Center	P11	
Floor Plan of the Exhibition Center	P12	

B. Exhibitors Guide & Application Forms

Content	Page No.	Reply Needed	Deadline
Flow Sheet of Participation	P14		
Exhibition Hall Tech Data	P15		
Official Contractor	P16		
General Information	P18		
Summary Form	P28	Reply according to the remarks	February 28, 2026
Form 1 Shell Scheme Fascia & Layout	P29	Compulsory for Shell Scheme	February 21, 2026
Form 3 Construction Management	P30	Compulsory for Raw Space	February 28, 2026
Form 4 Application form for Special Design Booth Contractor	P31	Compulsory for Raw Space	February 28, 2026
Form 5 Electricity, Water and Compressed Air	P32	Optional	February 28, 2026
Form 6 Telephone Line and Internet Access	P34	Optional	February 28, 2026
Form 7 Declaration of Work Safety and Security	P35	Compulsory for all exhibitors	February 28, 2026
Form 8 Appointment of Raw Space Contractor	P36	Compulsory for Raw Space	February 28, 2026
Form 9 Declaration of Work Safety and Security -	P37	Compulsory for Raw Space	February 28, 2026
Form 10 Declaration of Work Safety and Security- Double Storey	P40	Compulsory for Raw Space	February 28, 2026
Form 11 Punishment Regulation	P42		
Form 12 Rental Price List of Furniture and Electrical Appliances for Standard Booth	P44	Optional	February 28, 2026
Freight Forwarding	P48		
Exhibition Liability Insurance Service (special booth building)	P56		

Exhibitor Badges, Visitors Tickets and Exhibition Catalogue	P58	
Exhibitor Registration/Registration Procedure	P59	
Setting up and Dismantling Schedule	P59	
Hotel Accommodation	P61	Reply according to your requirements

C. Technical Seminar / VIP Customer Service

Content	Page No.	Reply Needed	Deadline
Application Form for Technical Seminar	P64	Reply according to your requirements	February 21, 2026
VIP Customer Service	P65	Reply according to your requirements	February 21, 2026

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, 2026	
Exhibition Information and Exhibition Scope	Compulsory	Compulsory	Online	February 21, 2026	
Exhibit Management and Release of Exhibits	Compulsory	Compulsory	Online	Immediate Action	
Exhibitor name on Fascia board	Compulsory	-	Online	February 21,2026	
Exhibitor Badge Application	Compulsory	Compulsory	Online	February 21, 2026	
Exhibition Promotion Opportunities	Optional	Optional	Online or Offline	February 21, 2026	
Conference Room Rental, Technical Exchange Meeting	Optional	Optional	Online or Offline	February 21, 2026	
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, 2026	
Visa Processing	Optional	Optional	Offline	February 21, 2026	
Special Installation and Construction Declaration	-	Compulsory	Offline	February 21, 2026	
Vehicle Permit Processing	Optional	Optional	Offline	Onsite	
Exhibits and Construction Transportation	Optional	Optional	Offline	February 21, 2026	





General Information

Show Name

The 26th China International Petroleum & Petrochemical Technology and Equipment Exhibition (cippe 2026)

Concurrent Exhibitions

The 26th Beijing International Exhibition on Equipment of Pipeline and Oil & Gas Storage and Transportation (CIPE2026)

The 26th Beijing International Offshore Oil & Gas Exhibition (ciooe2026)

The 26th Beijing International Explosion Protection Electric Technology & Equipment Exhibition (Expec2026)

The 16th Beijing International Natural Gas Technology & Equipment Exhibition (CING2026)

The 16th Beijing International Offshore Engineering Technology & Equipment Exhibition (CM2026)

Beijing International Shale Gas Technology and Equipment Exhibition (cisge2026)

Beijing International Petroleum & Chemical Automation Technology & Equipment and Instrumentation Exhibition (cieca2026)

Beijing International petroleum and Petrochemical Safety Production Exhibition (cipse2026)

2026 Beijing International Gas Applications and Technical Equipment Exhibition (GAS2026)

2026 Beijing International Hydrogen Technology & Equipment Exhibition (HEIE2026)

2026 Beijing International Underground Engineering Construction and Trenchless Technology and Equipment Exhibition (CITTE2026)

China International Geothermal Energy Development Technology & Equipment Exhibition(cigee2026)

Show Schedule

Registration & Setting Up	March 24, 2026	08:30-17:30
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	March 25, 2026	08:30-21:00
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International Petroleum

Industry Leadship Meeting	March 26, 2026	10:30-16:30
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	March 27, 2026	09:00-16:30
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Exhibition & Trade	March 26, 2026	09:00-16:30
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	March 27, 2026	09:00-16:30
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	March 28, 2026	09:00-14:00
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Closure & Dismantling	March 28, 2026	14:00-21:00
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Show Venue

China International Exhibition Center (Shunyi Hall), Beijing, China

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

Organizer

Zhenwei International Exhibition Group

Beijing Zhenwei Exhibition Co., Ltd.

Official Freight Forwarder

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

Room 1808, Tower C, Fangheng Int'l Center, No.6 Futong East Avenue,
Chaoyang District, Beijing, China, 100102.
Tel: +86 10 8460 1258 / 8460 1067, ext. 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	
Hall E3: Zhang Jing	Tel:+86-10-84790199-105	HP: +86-138 1080 7202
	Email: gisaca@gisaca.com.cn	

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

Kang Yifan Tel: +86-10-5823 5423 +86-139 3302 2517 Email: kangyifan@zhenweiexpo.com

Hall W3

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

Hall W4

Wu Sen +86-10-50917073 +86-183 2215 7775 Email: ws@zhenweiexpo.com

Hall E4

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

Complaint:

Dian Wei 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 Ronde Exhibition Co., Ltd.

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

Postal Code: 101111

Contact: Xie Jing Tel: +86-10-56176983 Mob:+86-16600093952 E-mail: xjing@zhenweiexpo.com

Dong Kai Tel: +86-10-56176961 Mob: +86-13939209557 E-mail: dk@zhenweiexpo.com

Fax: +86-10-56176998

E-mail: xjing@zhenweiexpo.com

Website: www.rondexpo.com

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

Address: Room 2002, Building 2, ZiZhuWan Commercial Plaza, Yanjiao Town, Sanhe City, Hebei Province

Postal Code: 065201

Contact: Kun Zhang Mob: +86-13521719566 Email: 962447317@qq.com

Hang Zhou Mob: +86-15910969853 Email: 1441579356@qq.com

Tao Zhou Mob: +86-18500618584 Email: 1148139084@qq.com

Miao Yang Mob: +86-13811913185 Email: 2390919712@qq.com

Website: www.dfky-hope.com

3.Company Name: Yishang Silk Road (Beijing) International Convention & Exhibition Technology Co.,

Ltd.

Address: Room 106, 1st Floor, Building 13, Courtyard 1, Jinghai 5th Road, Beijing Economic and Technological Development Zone (Tongzhou)

Postal Code: 101100

Contact: Manager Wang Mob: +86-19980133636 E-mail: wanggn202107@163.com

Contact: Manager Fan Mob: +86-15710070907 E-mail: 15710070907@163.com

Contact: Manager Wang Mob: +86-13552424912 E-mail: 2529296235@qq.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: +86-10-6420 1489

Mob: +86-1391 0818 246 / +86-1591 0289 027 / +86-1352 0189 973

Fax: +86-10-6420 1489

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

Website: www.dfybj.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: +86-15600682121

Contact: Zhang Mengmeng Tel: +86-13348124011

Contact: Tan Xingao Tel: +86-16620116661

E-mail: 2357517403@qq.com

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

Address: Room 1002, Block A, Moore International, Julong Road, Chengdu

Postal Code:

Contact: Abby

Tel: +86-19182033892

E-mail: 1150218711@qq.com

Website: www.cdzwn.com

7.Company Name: Shandong Xizhan Exhibition Service Co., Ltd.

Address: Room 2102, Building A, Block C3, Greenland Central Plaza, Huaiyin District, Jinan City, Shandong Province

Postal Code: 250000

Contact: Cui Guoguo

Tel: +86-531-85866767

Mob: +86-13065028844

Fax: +86-531-85866767

E-mail: 450539063@qq.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 +86-18518818323 Sunny +86-13902265858

Tel: +86-10-80880923

Mob: +86-13980561168

Fax: +86-10-80880923

E-mail: 767730332@qq.com

Website: www.jjzl.com.cn

9.Company Name: Shanghai jingjiu Exhibition Designer Co.,LTD

Address: Room 309, Building 2, No. 618, Jianyun Road, Pudong New Area, Shanghai

Postal Code: 200000

Contact: Zhang Tao

Tel: +86-21-33562308
 Mob: +86-18621170960
 E-mail: 2880130720@qq.com

10. Company Name : Beijing Fangcheng International Exhibition Co., Ltd.

Address: Room 303, XiaoBaoYi Street Art Zone Song Zhuang, Tongzhou District, BeiJing, PRC
 Postal: 101000
 Contact: Weny Qingbao ZHANG
 Tel: +86-15652486888 +86-13910285568
 E-mail: qingbaoook@163.com
 Website: www.fangcheng-china.com

11. 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: +86-15901362225 (WeChat)
 Mr. Zhou, Mobile: +86-18801449966 (WeChat)
 Telephone: +86-10-84819566
 Email: xycyzl@163.com
 Website: www.xycyzl.com

12. Company Name: Beijing New Perspective Exhibition Co., Ltd.

Address: Zhonghong Pixel, Chaoyang North Road, Chaoyang District, Beijing
 Contact: Li Peng
 Tel: +86-13383856122
 Mob: +86-13383856122
 E-mail: 1527430812@qq.com
 Website: http://www.xjdgf.cn

13. Company Name: Beijing Panmeido International Advertising Co., Ltd

Address: 1505 Ruidu International Center, Jiukeshu, Tongzhou District, Beijing
 Postal Code: 101100
 Contact: Yang Ling
 Tel: +86-10-53383707
 Mob: +86-13261838817
 Fax: +86-10-53383705
 E-mail: 2308988064@qq.com

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

Address: 1107, Great Wall International, Tongzhou District, Beijing.
 Postal Code: 101100
 Contact: Liu Zhitang +86-13311025900 (WeChat) 610018883@qq.com
 Li Juan +86-15901598233 (WeChat) 3307404509@qq.com
 Wang Kun +86-18511758900 (WeChat) 1524727907@qq.com
 Fe Xia +86-18518319832 (WeChat) 1524727907@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: +86-10-89586201 +86-10-81596728
 Mob: +86-15726636744 +86-18911561785 +86-17331686058
 Fax: +86-10-81596726 ext.607
 E-mail: 572552486@qq.com 3010781239@qq.com 2881004353@qq.com
 Website: http://www.hpzy-expo.com

16. 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: +86-15811554835
 Mob: +86-15939271833
 E-mail: 371392350@qq.com
 Website: www.zlycexpo.com

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

Address: Room 14, Unit 4, Building 3, Sichuan Pilot Free Trade Zone, No. 191 Haichang Road, Tianfu New Area, Chengdu, China
 Postal Code: 610213
 Contact: Zhang Zhicheng / Sun Yang
 Mob: +86-16621270502 / +86-15208367512
 E-mail: 79065458@qq.com

18. Company Name: Beijing KENNO Exhibition Services Co., Ltd

Address: Room 3203, 141 Building, Ziyouzhu, Linheli, Tongzhou District, Beijing, China.
 Postal Code: 101100
 Contact: Eric
 Tel: +86-10-56212801
 Mob: +86-13811431890
 Fax: +86-10-56212802
 E-mail: 57939625@qq.com

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

Address: 19th Floor, No. 38, Binhuinan Sanjie, Tongzhou District, Beijing
 Postal Code: 101100
 Contact: Wang Chao
 Mob: +86-13260009607
 Fax: +86-10-52429178
 E-mail: 534397105@qq.com
 Website: www.jlybzl.com

20. 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: +86-21-52211187
 Mob: +86-18019358885
 F-mail: Ronaldolee@126.com

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

Address: 3rd Floor, Building C, Tianbo Center, Shunyi District, Beijing
 Contact: Wang Yuntao MP: +86-18514528688
 Contact: Liu Yuanyuan MP: +86-18037121179
 Tel: 400-6567-618
 E-mail: 397252973@qq.com / 1799008604@qq.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: Zhang Tao, Liu Lei
 Mobile: +86-15711098521, +86-13716306730
 Email: 3297209520@qq.com
 Website: www.jujiaoexpo.com

23. Company Name: Tiancheng Tujing Culture Media (Beijing) Co., Ltd.

Address: Huai Bei Town, No. 308, Huai Bei Road, Huairou District, Beijing, China

Contact: Liu Yanmin / Liu Baotian
 Tel: +86-18500893552 / +86-18612033280
 E-mail: tctjwhcm@163.com

24. 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
 Mob: +86-13203868380
 E-mail: 1299813892@qq.com

25. 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, China
 Postal Code: 100027
 Contact: Zhang Bin / Zhang Hongli
 Tel: +86-10-8447 1007/1008
 Mob: +86-13910901800 / +86-13391959658
 Fax: +86-10-84471009
 E-mail: zerlinda@peizhaozhanlan.com
 Website: <http://www.peizhaozhanlan.com/>

26. 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 +86-13810608233 312308653@qq.com
 Website: www.e-exposition.com

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

Address: 4th Floor, Building 3, Qiniu Art Commune, Xiaopu Village, Songzhuang Town, Tongzhou District, Beijing, China
 Postal Code: 101118
 Contact: Yumei CHEN / Yaru LIU
 Mob: +86-13051263368 +86-13051756675
 E-mail: 2511525008@qq.com 36939281@qq.com
 Website: www.zccmei.com

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

Address: 311, 3rd Floor, Building E, Fuhai Cultural and Creative Park, No. 6095, Bao'an Avenue, Bao'an District, Shenzhen
 Postal Code: 518103
 Contact: Luo Feng
 Tel: +86-755-23057524
 Mob: +86-13612896509 / +86-18688993030
 E-mail: 1006300316@qq.com
 Website: www.trungya.com

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

Address: No. 58 Fumin Branch Road, Hengsha Township, Chongming District, Shanghai
 Postal Code: 200000
 Contact: Gao Jian / Miss Miao
 Tel: +86-19800230271 / +86-15514697899
 E-mail: 510316386@qq.com

30. 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: Aurora Mob: +86-15010435471 (WeChat) E-mail: 595165685@qq.com
 Contact: Alice Mob: +86-13720061917 (WeChat) E-mail: 64345339@qq.com
 Contact: Liu Xu Mob: +86-13810294748 (WeChat) E-mail: 2636015666@qq.com
 Tel: 400-9606698
 Website: www.sailzl.com

31. Company Name: Huazhan Zhonghe (Beijing) International Exhibition Co., Ltd.

Address: Room 2089, 2nd Floor, Building 9, No. 116 Beidahua Village, Zhangjiawan Town, Tongzhou District, Beijing, China
 Postal Code: 101104
 Contact: Yao Haiyang
 Tel: +86-10-88608079
 Mob: +86-18618272056 (WeChat)
 Fax: +86-10-88608079
 E-mail: 496936710@qq.com
 Website: www.hzzh.com

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

Address: 811, 8th Floor, Building 27, Taihu Beili, Tongzhou District, Beijing
 Postal Code: 101100
 Contact: Longlong LIU / Xiaoge ZHANG
 Tel: +86-13552799523 / +86-13311342603
 E-mail: 603303838@qq.com / 1047802472@qq.com

33. Company Name: Shanghai Super Geometry Exhibition Co., Ltd. (Beijing Branch)

Address: 3rd floor, Building 2, 511 Xiaowan Road, Fengxian District, Shanghai
 Postal Code: 20000
 Contact: Wang Yuan / Gao Yan
 Mob: +86-185 1360 5025 / +86-155 3796 9009
 E-mail: 1059782728@qq.com
 Website: www.cjhexpo.com

34. Company Name : Yeedaa Environmental Protection Technology (Guangzhou) Co.,Ltd.

Address: 301, Building A, 2228 Lianhua South Road, Minhang District, Shanghai, China
 Postal Code: 201108
 Contact: Peri Sun
 Tel: 021-66615192
 Mob: 15901732123
 E-mail: peri@yeedaa.com
 Website: www.yeedaa.com

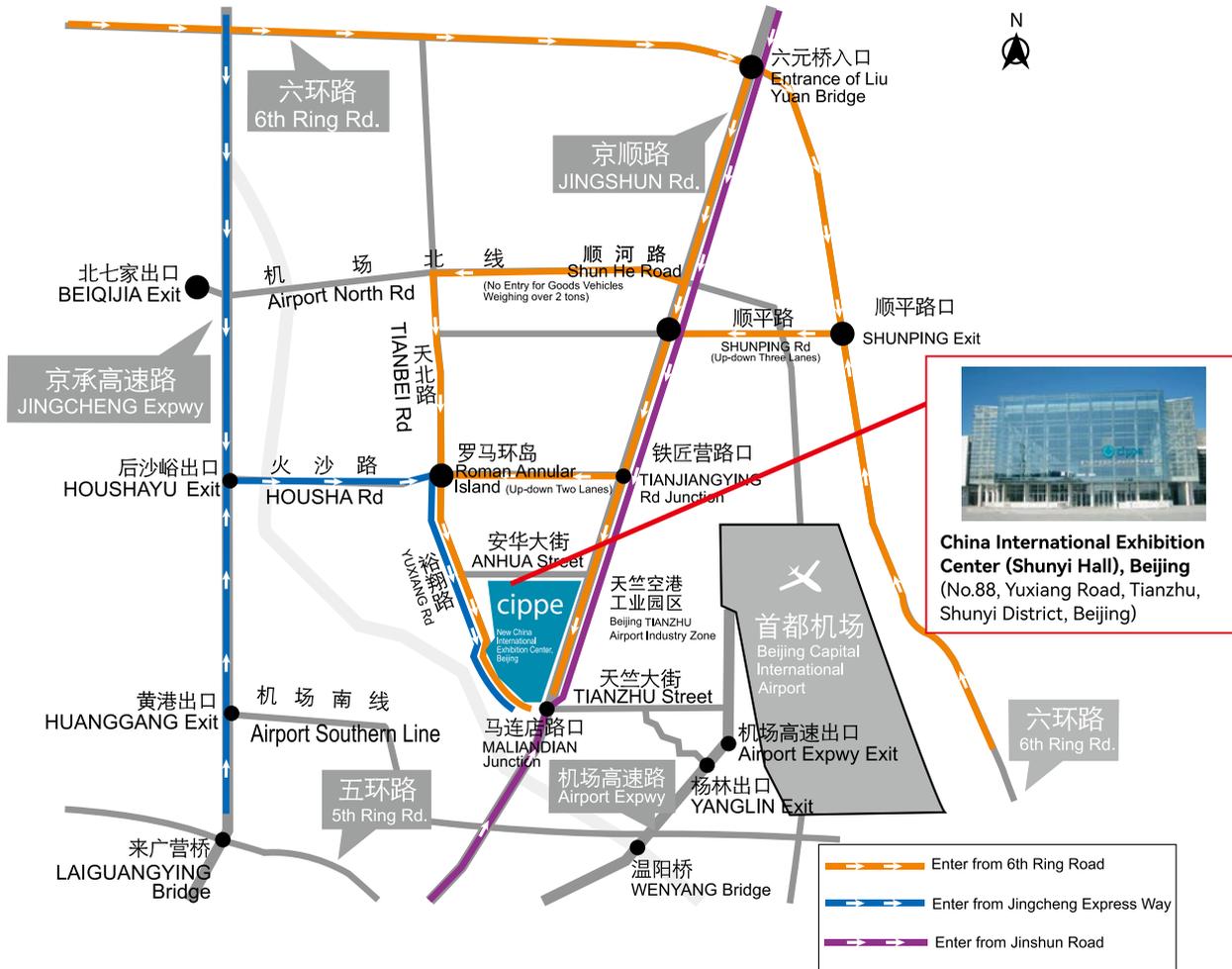
Note: Non designated contractors must pay corresponding fees for access permit before entering the venue, otherwise entry and construction permits will not be processed. For charges, please consult the cippe organizing committee. cippe organizing committee shall not be responsible for handling any disputes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

**Official Hotel/
Travel Agent**

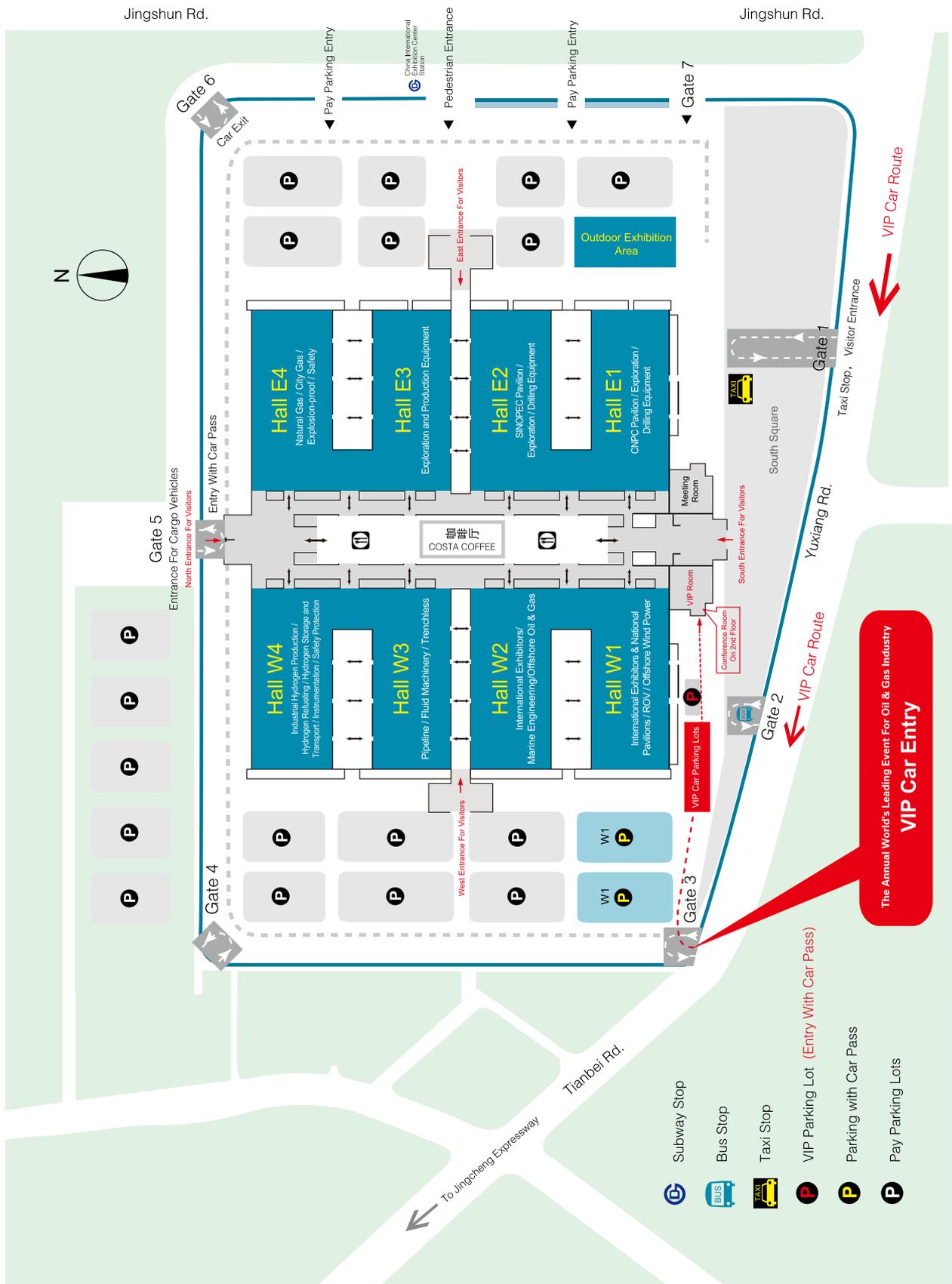
JLBEST Meeting

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

Driving Directions to the Exhibition Center



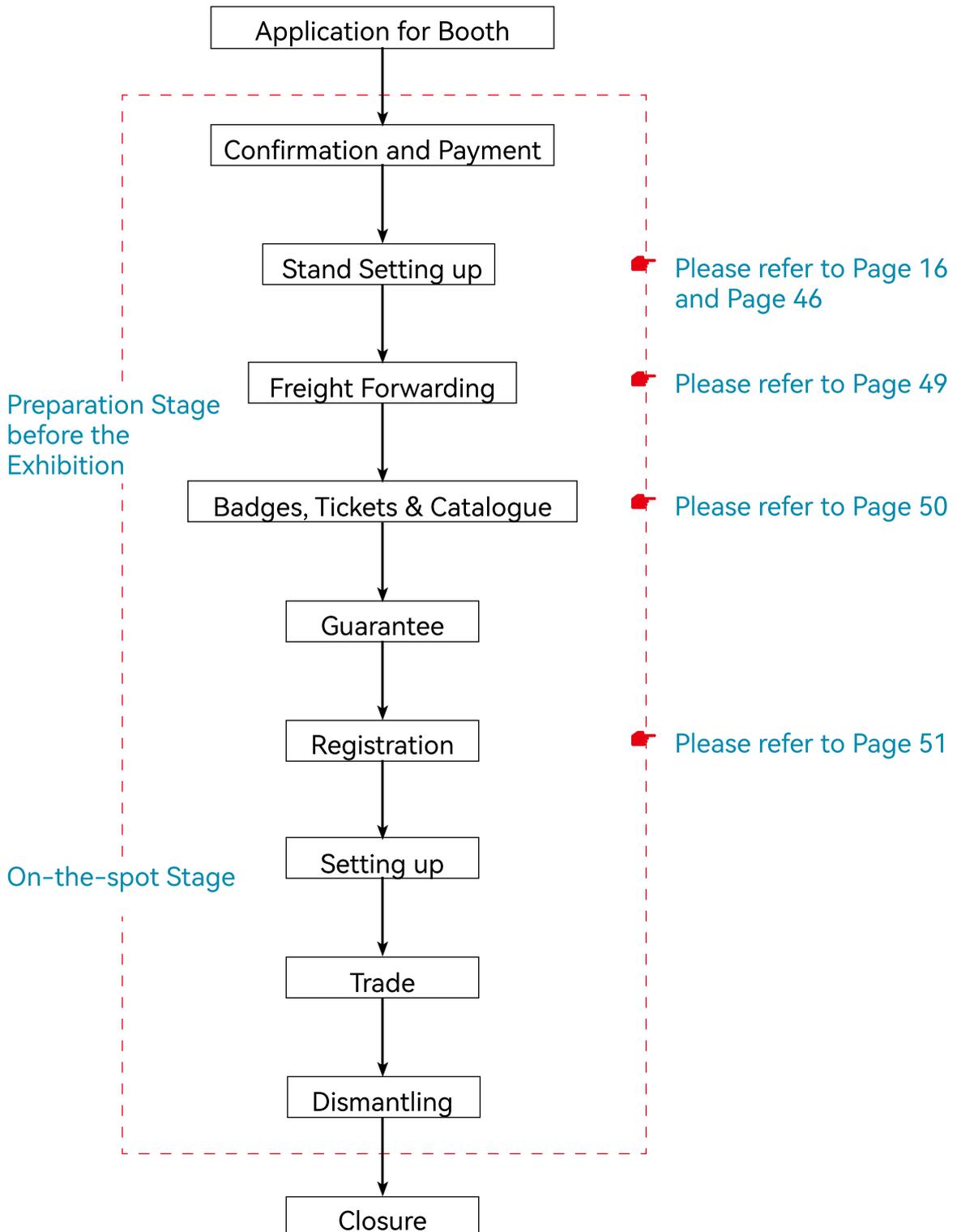
Floor Plan of the Exhibition Center



B Exhibitors Guide

B

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 (m ²)	12899	11500
Weight Limit	5 tons	5 tons
Floor Covering Material	Epoxy Artesian Flow Floor	Anti-friction Concrete Floor
Net Height	16~19.5m	13~17.5m
Cargo Door	8 doors: 4.3m×4.7m	7 doors: 4.3m×4.7m
Compressed Air	6 – 8BAR	
Power Supply Mode	3-phase, 5-line, 50Hz	
Lighting	About 300LUX	

Distribution Map of the China International Exhibition Center (Shunyi Hall), Beijing



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:

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
E3	Zhang Rong	+86-10-84790199-103	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	Kang Yifan	+86-139 3302 2517	kangyifan@zhenweiexpo.com
W3	Song Yu	+86-138 1162 5009	songyu@zhenweiexpo.com
W4	Wu Sen	+86-183 2215 7775	ws@zhenweiexpo.com
E4	Han Le	+86-158 8234 7853	hl@zhenweiexpo.com

● Our Bank Account Information:

Payee:	Beijing ZhongZhuang Runda Exhibition Co., Ltd.
Bank Name:	China Construction Bank Beijing Branch Anhui Sub Branch
Account No.:	1100 1018 5000 5300 5496
SWIFT Code:	PCBCCNBJBJX
Bank Address:	Huixin Plaza, Beichen Dong Road, Chaoyang District, Beijing, China
Postal Code:	100101

● 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 28, 2026. 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	Unit 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 (≤150kg, including the weight of the hoist)	each	3,000	
Manual Hoist (35kg)	each	800	
Electric Hoist (65kg)	each	2,000	
Construction Deposit	Per 100 sqm	≤100 sqm 101~200 sqm. ≥1000 sqm.	20,000.00 40,000.00 200,000.00

Description	Unite Price (RMB)
Lighting Electricity	
15A/220V	1100.00
20A/220V	1700.00
30A/220V	2100.00
40A/220V	3300.00
50A/220V	3600.00
60A/220V	4500.00
Dynamic Electricity	
Temporary construction electricity 15A/220V (single phase)	350.00
Temporary construction electricity 30A/380V (three-phase)	1400.00
15A/220V/24hr (single phase)	2500.00
30A/380V/24hr (three-phase)	7000.00
15A/220V (single phase)	1500.00
30A/380V (three-phase)	2700.00
60A/380V (three-phase)	4700.00
100A/380V (three-phase)	8000.00
150A/380V (three-phase)	12000.00
200A/380V (three-phase)	17000.00

Note:

1. Power supply: 220V 50Hz AC single-phase; 380V 50Hz three-phase (fluctuation:+/- 5%). The power supply time during the exhibition period is from 08:30 to 17:00.
2. 24-hour power supply cannot be used as an uninterruptible power supply. Lighting power supply and machine equipment power supply must be declared separately, and mixed use is strictly prohibited. Each operating demonstration machine requires a separate power box to be ordered.
3. 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.
4. Temporary electricity usage requirements are the same as formal electricity usage. The temporary electricity consumption during the exhibition set-up period is limited to 3kw for 15A/220V and 12kw for 30A/380V, and cannot exceed the declared specifications. Please apply according to actual needs.
- 5. If you need hanging point services, please be sure to contact the official contractor in advance to understand the relevant requirements and regulations.**

General Information

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

	Stand Set up		Exhibition Period	Stand Dismantling
Date	2026.3.24	2026.3.25	2026.3.26-28	2026.3.28
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

	Starting Time	Closing Day
Electricity for lighting use - Special design booth	14:00, March 25, 2026	March 28, 2026
Electricity for lighting use - Shell scheme booth	14:00, March 25, 2026	March 28, 2026

A3. Payments, Deadline and Surcharges rate

A3.1 All service reservation forms must be submitted to the official contractor before February 28, 2026; An expedited fee of 50% will be charged for booking forms received after the deadline of February 28, 2026, and a 100% expedited fee will be charged for booking forms received between March 24-25, 2026; A 100% expedited fee will be charged for booking forms received after March 26, 2026.

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

A4. Performance Bond

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

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

A4.3 No Performance Bond will be refunded onsite.

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

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

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

● Package Booth

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

B.1.1 Every package booth consist of following items:

- System Aluminum supports and 3 sided wooden paneling completed with custom made side panel.
- Carpeted flooring
- Exhibitor Company Name in Chinese and English on the booth fascia board.
- x1 Information Counter, X2 White Folding Chair, x2 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:

- The Exhibitor Company Name in Chinese and English to be written on the fascia board will be subjected to the contents completed in “[FORM 1, Shell Scheme Fascia & Layout](#)”.
- In addition to the basic facilities provided for each booth, exhibitors who need to apply for other furniture and facilities shall complete “[Form 12 Rental Price List of Furniture and Electrical Appliances Optional](#)”.
- All the construction materials and the furniture offered by official contractor are on rental basis. Exhibitors are not allowed to nail/paint or drill on the materials.
- Exhibitors are not supposed to dismantle or hang any heavy weight items on the rented material. For safety reason, exhibitor is prohibited to install the booth by themselves.
- The power socket of 5A/220V is for usage of TV, PC, recharging of mobile phone only.
- The power socket of 5A/220V Connecting to machine and lights are strictly prohibited.**
- Please take note that there is no storage space onsite.

● Raw Space/Special Design Booth

C.1 Special Design Booth

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

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

1. Qualification certificate for construction company (registered fund should be up to RMB1,000,000):
 - 1) The photocopy of business license; 2) 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 28, 2026 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: 8610-56176968

C.2 Examination and Approval for Raw Space Design

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

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

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

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

Special Statement:

The following rules have the binding force for all the exhibitors and 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.

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 Construction exceeding 2 meters in height requires the use of aluminum alloy scaffolding or mobile work platforms. It is strictly prohibited to use a step ladder. Step ladders are not allowed to be brought into the venue.

C.3.11 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 2026, 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.

C.5.7 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.

C.5.8 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 BOOTH DISMANTLING

C.6.1 Booths may be dismantled only after the closure of the exhibition. All dismantling and restoration of the flooring must be completed not later than 9:00 p.m. March 28, 2026

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

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

C.7 DAMAGE TO HALL FACILITIES CAUSED BY EXHIBITORS

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

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

C.8 Fire precautions and the dangerous materials

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

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

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

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

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

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

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

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

- Display and use of any electrical, mechanical, or chemical devices which may be deemed hazardous. If there is any question, if devices may be deemed hazardous, submit them to the appropriate controlling authorities for approval.
- All toxic and hazardous material, including flammable liquids, compressed gas or dangerous chemicals is not permitted in the hall.
- Each booth should appear a sufficient number of fire extinguishers and other fire-fighting equipment, as detailed in” The provisions of the Beijing Municipal Fire Safety”

C.9 LOCAL REGULATIONS

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

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

C.10 OTHERS

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

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

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

Summary Form

*Deadline: February 28, 2026

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)	
Appendix 2	Furniture Catalog (W3)	
Appendix 3	Furniture Catalog (E1-E4)	

Reply at your request
Rental Application

Form 3 Construction Management

*Deadline: February 28, 2026

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	Unit Price (RMB)		Qty	Total Cost (RMB)
Hall Management fees	sqm.	38			
Work Pass	Person	38			
Move-in/out car pass (limited 2hr)	Car/2hr	70			
Garbage clean fees	sqm	6			
Hang Point Fees (≤150kg, including the weight of the hoist)	each	3,000			
Manual Hoist (35kg)	each	800			
Electric Hoist (65kg)	each	2,000			
Construction Deposit	Per 100 sqm	≤100 sqm 101~200 sqm. ≥1000 sqm.	20,000.00 40,000.00 200,000.00		
Total Cost (RMB):					

Reply at your request
Rental Application

Notes:

- 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.
- 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.
- 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 28, 2026**

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

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

Show Name:	The 26 th China International Petroleum & Petrochemical Technology and Equipment Exhibition			
*Exhibitor Company Name:		Tel:		
* Contractor Name:		Tel:		
Location:	Hall No:	Stand No:		
* Number of worker:	Electrician:	Carpenter:	Others:	
	Total:			
* Construction Area:	Area:	* Size:	Long: m	Wide: m
* On-site Manager:	Name:	Cell phone:		
* Security Manager:	Name:	Cell phone:		
* Number of Hang Point:	(each hang point load should less than 50KG.)			
* Materials:				
* Electricity(KW):				
Signature:	Name:	Cell phone:		

Reply at your request
Rental Application

Form 5 Electricity, Water and Compressed Air

***Deadline: February 28, 2026**

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

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

Reply at your request
Rental Application

Description	Unit Price (RMB)	Quantity	Amount(RMB)
Electricity for Lighting 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		
Electricity for Machine Use			
Temporary 15A/220V (Single Phase Switch Box)	350.00		
Temporary construction electricity 30A/380V (three-phase)	1400.00		
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 28, 2026**

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 & Compressed 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

Form 6 Telephone Line and Internet Access

***Deadline: February 28, 2026**

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

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

Reply at your request
Rental Application

Description	Unite Price (RMB)	Qty	Deposit (RMB)	Total Cost (RMB)	T o t a l 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 Cost (RMB)						
Internet Services:						
256KB	4500.00		0.00			
512KB	8250.00		0.00			
1MB	12750.00		0.00			
Total 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 28, 2026**

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

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

1. We have carefully read the Letter of Responsibility for Work Safety and Security, and guarantees to the Organizer, Official Stand Contractor and China International Exhibition Center (Shunyi Hall), 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 28, 2026. 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 28, 2026, including renderings, floor plans, elevations, circuit diagrams, electrical box location drawings and construction detail structure drawing (all drawings must indicate size and specification, as well as size and specification of all structural materials, stand number and exhibitor company name). For multi-storied or complex structure stands and outdoor stands, the following documents will be required: a detailed structure drawing of the stand (with a seal of a National First-Class Registered Structural Engineer and a review seal of the Architectural Design Institute the engineer belongs to) and the structure review report, a copy of enterprise business license of the contractor company (with official seal), the Power of Attorney issued by the corporate Legal Representative of the contractor company (with official seal), confirmation receipt of Letter of Responsibility for Work Safety and Security that is signed and sealed by the exhibitor, copies of special types of work and others.
5. The contractor shall be accountable for all safety incidents and ensued consequences caused by violation of construction management regulations, and shall bear all economic losses caused to the Organizer, Official Stand Contractor and the venue.

Confirmation Receipt of Letter of Responsibility for Work Safety and Security

Appointed Contractor Company Name:

Address of the Contractor:

Person in Charge of the Contractor Company: _____ Tel: _____ Mobile: _____

Exhibitor Company Name (stamp): _____ Stand No.: _____

Person in Charge of the Exhibitor Company: _____ Tel: _____ Mobile: _____

Reply at your request
Rental Application

Form 8 Appointment of Raw Space Contractor

***Deadline: February 28, 2026**

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

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

Reply at your request
Rental Application

I hereby would like to inform the organizer/official contractor that _____
 _____(contractor name) as my company appointed contractor for the cippe 2026. My booth is of size
 _____(sqm), ie _____ m long by _____ m Wide. I would like to certify the followings:

1. We shall ensure that the booth is built and dismantle in a safe, systematic and organised manner; within the specified period and the appointed contractor has all relevant insurance covered.
2. We have a legally bidding contract with the appointed contractor and to ensure that the stand is built according to the Fire Safety Bureau and the rules & regulation that is set in the manual for cippe 2026.
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)

***Deadline: February 28, 2026**

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 cipe 2026, all contractors appointed by exhibitors must sign the Letter of Responsibility below. Please read carefully.

Reply at your request
Rental Application

Letter of Responsibility for Work Safety and Security of China International Exhibition Center (Shunyi Hall)

We hereby would like to inform that we are appointed by _____ (Exhibitor Company Name) for the construction management of their stand on cipe 2026, and we are fully responsible for the Work Safety and Security of the stand construction.

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

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

*Deadline: February 28, 2026

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

- 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.
- 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

Reply at your request
Rental Application

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

***Deadline: February 28, 2026**

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

lamps, sockets, distribution boards, etc. shall be selected for outdoor installation, and reliable rain proof measures shall be taken for outdoor electrical equipment.

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

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

21. The contractor office reserves the right to impose special restrictions on special circumstances. Administrators of the contractor office have the right to enter the stand for inspection. All contractors for special design stands must remove the garbage from the venue before the end of the withdrawal on March 28, 2026, 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 China International Exhibition Center (Shunyi Hall).

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

Contractor Company (Stamp):

Signature:

Date:

Mobile:

Reply at your request
Rental Application

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

*Deadline: February 28, 2026

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 2026, 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 China International Exhibition Center (Shunyi Hall)

We hereby would like to inform that we are appointed by _____ (Exhibitor Company Name) for the construction management of Stand _____ (Stand No.) on cippe 2026, 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,

Reply at your request
Rental Application

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

***Deadline: February 28, 2026**

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

not 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 China International Exhibition Center (Shunyi Hall).

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

Contractor Company (Stamp):

Signature:

Date:

Mobile:

Reply at your request
Rental Application

Form 11 Exhibition Construction Management Punishment Regulation

***Deadline: February 28, 2026**

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

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

Contractors shall be fully responsible for all safety accidents such as casualties, fire and damage to venue buildings and facilities caused by any violation of the relevant provisions during the construction, withdrawal and transportation, and shall bear all reputation and economic losses caused to the Organizer, the Official Stand Contractors and China International Exhibition Center (Shunyi Hall). 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 (CNY)
1	For unauthorized access to electricity without written permission, once found, in addition to paying the power connection fee, a fine of more than CNY 5,000 will be imposed.	> CNY 5,000
2	For unauthorized open fire operation in the venue without written permission, the operating equipment will be confiscated and a fine of more than CNY 2,000 shall be imposed.	> CNY 2,000
3	In addition to compensating for the losses caused to the venue, the contractor shall also be fined more than CNY 2,000 for any leakage caused by the equipment or facilities connected to the water source.	> CNY 2,000
4	For stand not built according to the prerecorded drawing, or have major safety hazards, it is required to set up an isolation area immediately, carry out rectification and impose a fine of more than CNY 2,000.	> CNY 2,000
5	For stand blocking fire passages, fire rolling shutter doors, emergency exits, fire-fighting facilities, public passages, power distribution cabinets and cameras etc., it is required demolition and rectification, and a fine of more than CNY 2,000 would be imposed.	> CNY 2,000
6	Those who violate the installation and construction specifications of electrical appliances and engage in electrical constructions without valid certificates shall be required to stop operations immediately and be fined more than CNY 2,000.	> CNY 2,000
7	If the stand construction uses any kinds of combustible textile articles, or the position structure is not painted with fireproof paint, it will be required to rectify immediately, and a fine of more than CNY 2,000 will be imposed.	> CNY 2,000
8	For use of prohibited electrical materials (neon lamp, high-temperature iodine tungsten lamp, high-temperature quartz lamp, parallel wire, twist wire, etc.) or violations of electrical work regulations, shall be required to stop operations immediately and a fine of more than CNY 2,000 shall be imposed.	> CNY 2,000
9	Paint mixing, painting and other acts in violation of Regulations of Beijing Municipality on The Fire Safety Management of Exhibitions and Commodity Fairs, shall be required to stop operation immediately and be fined more than CNY 2,000.	> CNY 2,000
10	If inflammable and explosive materials (thinner and alcohol lamp) are used in construction, the construction shall be stopped and a fine of more than CNY 2,000 shall be imposed.	> CNY 2,000
11	In case of sparks during operation with electric saw, electric planer, electric cutting and other tools, it shall be required to stop immediately and be fined more than CNY 2,000.	> CNY 2,000
12	For dumping of waste oil or other wastes into the ditch of the venue	> CNY 2,000

Reply at your request
Rental Application

Form 11 Exhibition Construction Management Punishment Regulation

***Deadline: February 28, 2026**

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

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

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

Notes:

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

Contractor Company (Stamp):
Date:

Signature:
Mobile:

Reply at your request
Rental Application

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		


 Reply at your request
 Rental Application

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 Hanger		100.00		
A-21	Chain Post	1000L mm	60.00		
A-22	Power Socket	5A/220V	80.00		
A-23	Spotlight(Long/short arm)	12W	60.00		
A-24	Jewelry Lights	5W	55.00		
A-25	Shovel lamp	75W	260.00		
A-26	White Light 2	150W	260.00		
A-27	One -door Refrigerator	50L	500.00		
A-28	Two -door Refrigerator	90L	600.00		
A-29	Floor-stand Water Dispenser (Including 2 barrels of water)		250.00		
A-30	TV50"		1000.00		


 Reply at your request
 Rental Application

 <p>RT07E</p> <p>A-1 玻璃圆桌 Glass Round Table Dia800X750H mm</p>	 <p>A-2 白色圆桌 White Round Table Dia600X750H mm</p>	 <p>A-3 木纹圆桌 Wood Round Table Dia600X750H mm</p>	 <p>A-4 方桌 Square Table 800LX800WX750Hmm</p>
 <p>A-5 整套桌椅 (圆桌 / 皮椅) A set of table&chair (Glass Round Table& Black Leather Chair)</p>	 <p>A-6 整套桌椅 (方桌 / 折椅) A set of table&chair (Square table&Folding Chair)</p>	 <p>CT14B</p> <p>A-7 单人茶几 Single Tea Table 550X550X450Hmm</p>	 <p>A-8 双人茶几 Double Tea table 900X550X450Hmm</p>
 <p>A-9 白折椅 White Folding Chair 460WX480DX770Hmm</p>	 <p>A-10 铝椅 Aluminum Chair 490WX575DX750Hmm</p>	 <p>A-11 S型吧椅 S-shaped Bar Stool Dia370XH850mm</p>	 <p>A-12 太空吧椅 Bar Stool Dia440LX650WX870Hmm</p>
 <p>A-13 异型吧椅 Heterotype Bar Stool 360LX400WX710- 930Hmm</p>	 <p>A-14 皮椅 Black Leather Chair 580L X600WX900Hmm</p>	 <p>A-15 精品椅 Mannequin 550mmX600mmX900mm</p>	 <p>S37B</p> <p>A-16 单人沙发 One-seat Sofa 730LX660WX660H mm</p>

 <p>S38B</p> <p>A-17 双人沙发 Two-seat Sofa 1580 × 660 × 660mm</p>	 <p>A-18 垃圾箱 Waste Bin L250XW180XH270mm</p>	 <p>M66D</p> <p>A-19 资料架 Literature Rack 270X250X1200mm</p>	 <p>A-20 落地衣架 Floor-stand Coat Hanger</p>
 <p>A-21 栏河柱 Chain Post L1000mm</p>	 <p>A-22 插座 Power Socket 5A/220V</p>	 <p>A-23 长 / 短臂射灯 Spotlight(Long/short arm) 12W</p>	 <p>A-24 珠宝灯 Jewelry Lights 5W</p>
 <p>A-25 铲灯 Shovel lamp 75W</p>	 <p>A-26 大白灯 2 White Light 150w</p>	 <p>E06</p> <p>A-27 单门冰箱 45L One-door Refrigerator45L 500LX500WX500Hmm</p>	 <p>E03</p> <p>A-28 双门冰箱 Two-door Refrigerator90L 600LX500WX1550Hmm</p>
 <p>A-29 立式饮水机 Floor-stand Water Dispenser</p>	 <p>A-30 电视 50 寸 TV 50'</p>		

Foreign currency payment at real-time exchange rate

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

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 FCL	February 28, 2026 March 7, 2026
d.Shipment arrival at Beijing airport	March 13, 2026

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 Sunrise International Freight Co., Ltd.

Rm. 808, No. 5 Shi Jian Guo Ji Building,

No. 6 Shu Guang Xi Li, Chaoyang District,

Beijing, China. 100028

USCI: 91110113MA01GB2LX9

Tel: +86 10 58677629

Attn: Li Yinhua

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 2026 (March 26-28, 2026)

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 Shen

Tel: +86 10 6457 2030

USCI: 91110113596057365Y

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

Beijing Sunrise International Freight Co., Ltd.

Rm. 808, No. 5 Shi Jian Guo Ji Building,

No. 6 Shu Guang Xi Li, Chaoyang District,

Beijing, China. 100028

USCI: 91110113MA01GB2LX9

Tel: +86 10 58677629

Attn: Li Yinhua

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 2026 (March 26-28, 2026)

Exhibitor Name: xxx

Booth No.: xxx

● **SHIPMENT PRE-ADVICE**

For Sea shipment, please include the following:

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

For Air shipment, please include the following:

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

● **DECLARATION FORM FOR TEMPORARY IMPORT EXHIBIT (List of Exhibits-LOE)**

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

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

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

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

declare in documents.

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

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

● **DOCUMENTATION FOR CUSTOMS CLEARANCE**

For seafreight consignments, the following documents are required.

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

For airfreight consignments, the following documents are required.

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

● **CASE MARKING**

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

CIPPE 2026

c/o BTG China

Name of Exhibitor:

Stand Number:

Gross Weight (kg):

Dimensions (cm):

Case Number:

Net Weight (kg):

Country of Origin:

● **PACKING**

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

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

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

● ANIMAL AND PLANT QUARANTINE, AND FUMIGATION REQUIREMENTS

For cargoes with wooden packing:

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

Observe scope:

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

Exempted scope:

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

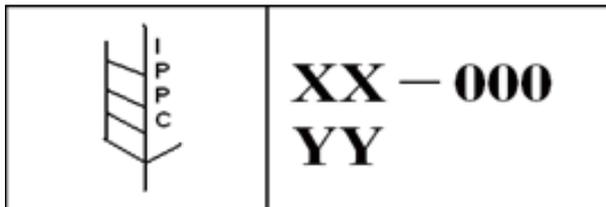
Observe requirement:

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

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

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

Sample of Marking:



Where:

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

● IMPORTANT INFORMATION

STORAGE OF EMPTY CASES

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

CONTAINER DETENTION

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

HAND-CARRIED EXHIBITS

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

CATALOGUES, PUBLICITY MATERIALS AND VIDEO CENSORSHIP

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

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

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

INSURANCE

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

FORMALITIES / INFORMATION FOR SOLD GOODS IN CHINA

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

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

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

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

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

● TERMS OF PAYMENT

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

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

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

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

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

Account No: 0200 204 6190 1160 1583 (USD)

0200 204 6190 1160 1610 (EUR)

0200 204 619 0000 32223 (RMB)

Swift Code: ICBKCN BBJJM

● 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 Minimum charges	RMB880.00/cbm or 1,000 kg whichever is the greater LCL -5cbm/consignment (HBL) per exhibitor FCL 20' - 23cbm/GP contr., 25cbm/OT/HC/FR cntr. FCL 40' - 46cbm/GP cntr., 50cbm/OT/HC/FR cntr.
b. Consignment service charge	RMB600.00/consignment/exhibitor
c. Customs clearance	RMB40.00/cbm (Min. RMB800.00)
d. THC at Xingang Seaport	At cost.
e. Declaration fee	RMB800.00/consignment
f. Quarantine charges	RMB70.00/case for LCL RMB620.00/20'container RMB900.00/40'container
* Quarantine treatment, such as Fumigation, disinfection that may be requested by the Import/Export Quarantine Authority, and the cost will be debited as per outlay.	
g. Storage in customs warehouse	RMB140.00/20'container/day RMB280.00/40'container/day RMB14.00/cbm/day
h. Warehouse handling	RMB100.00 per m ³ 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 Minimum charges	RMB9.50/kg based on chargeable weight on AWB 100kgs/consignment
b. Consignment service charge	RMB600.00/consignment/exhibitor
c. Customs clearance	RMB800.00/consignment/exhibitor
d. THC at Beijing airport	RMB2.10/kg (Min. charge RMB210.00)
e. Declaration fee	RMB800.00/consignment
f. Quarantine charges	RMB70.00/case
* Quarantine treatment, such as Fumigation, disinfection that may be requested by the Import/Export Quarantine Authority, and the cost will be debited as per outlay.	
g. Storage in customs warehouse	RMB14.00/100kg/day
h. Warehouse handling	RMB100.00 per m ³ per in&out

● **OUTWARD MOVEMENT CHARGES SAME AS INWARD MOVEMENT**

● **ON-SITE HANDLING RATES**

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

● **OVERWEIGHT & OVERSIZED EXHIBITS HANDLING SURCHARGE**

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

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

An individual quotation will be made for exhibits exceeding 8,000 kg per package or dimensions exceeding L 5 m * W 2.2 m * H 2.2 m per package.

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

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

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

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

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

● **HIRE OF LABOUR**

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

● **HIRE OF FORKLIFT / CRANE**

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

● **OTHER CHARGES**

a. Empty storage charge	RMB100.00/cbm
b. Translation of List of Exhibits (LOE)	RMB50.00/page (Min. RMB300.00)
c. Return/pick-up empty container	RMB2,500.00/20'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 & quarantine inspection	At cost.
Minimum charges	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: 3 million	RMB: 1 million	
Each person per accident compensation limit	RMB: 3 million	RMB: 3 million	RMB: 1 million
The amount of each liability compensation limit	RMB: 4 million	RMB: 4 million	RMB: 1 million
The cumulative compensation for a single booth is 10 million yuan			

2) Premium standard

Booth Area	Premium	Notes
≤54m ²	RMB200	1.Deductible: Deductible amount for each accident: Deductible amount for property damage: 0 Yuan, with a deductible of 0 yuan for personal injury; 2.Insurance period: from 00:00 on the day of construction to 24:00 on the day of dismantling
54m ² - 120m ²	RMB300	
121m ² - 300m ²	RMB400	
301m ² - 500m ²	RMB600	
501m ² - 1,000m ²	RMB800	
≥1,000m ²	RMB1/m ²	

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 26th 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

Contacto:

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

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



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.

Exhibitor Badges, Visitors Tickets and Exhibition Catalogue

● Exhibitor Badges

1. The organizer will provide exhibitors with a certain amount of exhibitor badges for free according to their booths area. Please submit name of attendees on website www.cippe.com.cn.

Booth area (m ²)	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, 2026.
3. If exhibitors need more badges, please apply for them on site at the registration counter.
4. Please scan the exhibitors badges while entering in the main gate of the exhibition venue and wear the exhibitors badges at all time during the exhibition (also including the setting up and dismantling periods).

● Exhibition Catalogue

1. The organizer will provide exhibitors with a limited amount of exhibition catalogues for free. Exhibition catalogues will be distributed to exhibitors when they register at the registration counter.

2. The organizer will allocate a user ID with password to every exhibitor (**only limited to those exhibitors not having joined the National Pavilions**). Please log in the “online register system” on www.cippe.com.cn 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, 2026**

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, 2026	8:30 – 17:30
Standard Booth with Shell Scheme	March 25, 2026	8:30 – 21:00

Venue of registration:

South Entrance of the China International Exhibition Center (Shunyi Hall), Beijing

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, 2026	8:30 -- 17:30
	March 25, 2026	8:30 -- 21:00
Setting up for Standard Booth with Shell Scheme	March 25, 2026	8:30 -- 21:00
Dismantling	March 28, 2026	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, 2026), 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, 2026. Exhibitors will be forbidden to withdraw their exhibits before 14:00 of March 28, 2026.

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.

cippe 2026 Hotel Accommodation

JLBEST Meeting is a commercial travel agency which provides professional travel management services to the exhibition industry. JLBEST Meeting regularly handles hotel bookings, air-ticket bookings and travel or the conference and exhibition industry.

Service Hotline ①: +86-755-8288 0090

Mobile/WeChat: +86-15014137498 (Miss Yang)

Booking website: <http://www.miceclouds.com/en/bookingquery.htm?id=2736>

Reservation email: service@bestmeeting.net.cn

Hotel Recommendation

Hotel Grade	Hotel Name	Room Type	Room Rate	Breakfast	Hotel Address	Distance to exhibition hall	Ride to exhibition hall	Free Bus
5stars	Hilton Beijing Capital Airport	1 King Bed Standard	858	one breakfast	No. 1, Sanjing Road, Terminal 3, Capital Airport, Shunyi District, Beijing	7km	17 mins	Yes
		2 Twin Beds Standard	858	two breakfasts				
5stars	Capital International Convention and Exhibition Center Hotel	1 King Bed Standard	798	one breakfast	Building 1, No. 55 Yudong Road, Shunyi District, Beijing	1km	5mins	Yes
		2 Twin Beds Standard	798	two breakfasts				
5stars	Crowne Plaza Beijing International Airport	1 King Bed Standard	798	one breakfast	No.60 Fuqian 1st Street, Shunyi District, Beijing	1.9km	10 mins	Yes
		2 Twin Beds Standard	798	two breakfasts				
4stars	Ramada by Wyndham Beijing Airport	Deluxe Room-Big Bed	628	one breakfast	No.13 Fuqian 1st Street, Tianzhu Town, Shunyi District, Beijing	2.7km	10 mins	Yes
		Deluxe Room-Twin	628	two breakfasts				
4stars	Beijing Capital Airport New International Exhibition Meilun Hotel	1 King Bed Standard	538	one breakfast	Building 1, No. 10 Tianwei 4th Street, Shunyi District, Beijing	1.1km	8mins	Yes
		2 Twin Beds Standard	598	two breakfasts				
4stars	Fuyong Yulong International Hotel	Enjoying a Big Bed Room	558	one breakfast	No.1 Ronghuiyuan, Zone B, Konggang, Shunyi District, Beijing	3.5km	15 mins	Yes
		Enjoying Double Room	558	two breakfasts				

4stars	Qiu Guo Hotel (China International Exhibition Centre Beijing Capital Airport)	Business Room	528	one breakfast	No.2 Tianzhu Middle Street, Shunyi District, Beijing	3.5km	15 mins	Yes
		Business Queen Room	568	two breakfasts				
3stars	Beijing Guodu Hotel	1 King Bed Standard	458	one breakfast	No. 9 Xiaotianzhu Road, Shunyi District, Beijing	5km	12mins	Yes
		1 King Bed Standard	458	two breakfasts				
3stars	Taihe Deng International Hotel (Beijing Capital Airport)	Business Double Room	468	one breakfast	No.6, South Side of Fuqian 2nd Street, Tianzhu Town, Shunyi District, Beijing	3.2km	15 mins	Yes
		Business Room (2 beds)	468	two breakfasts				
3stars	Beijing Huabo Fashion Hotel (Capital Airport Xinguozhan Branch)	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				
3stars	ELONG R.YUN (Beijing Capital Airport Branch)	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

2.Attachment I: Exhibitor Service Reservation Form

please fill out the form below and contact the staff By email or telephone.The deadline of booking is March23th,2026.

1.Hotel Booking Information:

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


 Reply at your request
 Rental Application

2.Vehicle services Booking Information:

Transfer machine quotation (oil fee, road and bridge fee, parking fee, driver's tip)					
Guest Name	Flight No.	pick-up/Drop-off Date	Pick-up/drop-off destination	Vehicle model	C o n t a c t Number
				<input type="checkbox"/> Buick/Sedan <input type="checkbox"/> Minibus Bus	
				<input type="checkbox"/> Buick/Sedan <input type="checkbox"/> Minibus Bus	


 Reply at your request
 Rental Application

3.Other service

<input type="checkbox"/> Basic English interpretation (8 hours per person per day from 800 yuan)	<input type="checkbox"/> Flowers (from 150 yuan per basin)	<input type="checkbox"/> Photographers 2000 yuan / machine
<input type="checkbox"/> Booth staff (8 hours per person per day from 300 yuan)	<input type="checkbox"/> Banners (from each 150 yuan)	<input type="checkbox"/> Cameraman 2000 yuan / machine
<input type="checkbox"/> Miss Common Etiquette (8 hours per person per day from 550 yuan)	<input type="checkbox"/> Roll up banner(from each 180 yuan)	<input type="checkbox"/> Stenographer 1600 yuan / person
<input type="checkbox"/> Tourism and ticketing services(Domestic and International round-trip air tickets and train ticket)		

4.Payment method

Our company has overseas remittance account, the account details are as follows:

Company Name: SHENZHEN JL ICAE CO.,LTD.

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

Bank of deposit: BANK OF CHINA ,SHENZHEN BRANCH,ZHONGXINQU SUB-BRANCH

Bank account: 756269210606 (RMB)

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

SWIFT CODE:BKCHCNBJ45A

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

Or you can pay the room charge by PAYPAL, and the 4% service charge will be depend on yourself.

Our company account details is: service@bestmeeting.net.cn



Application Form for Technical Seminar

Deadline: February 21, 2026

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

Exhibitor information

Company name: _____ Booth Number.: _____

Add: _____

Contact: _____ Tel: _____

Fax: _____ E-mail: _____

 Reply at your request
Rental Application

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

Cost: CNY8,000/hour

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

Seminar Topic: _____

Language: _____ Date: _____

Additional Facilities for rental: _____

Abstract: _____

VIP Customer Service

Deadline: February 21, 2026

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

Exhibitor information

Company name: _____ Booth No.: _____

Add: _____

Contact: _____ Tel: _____

Fax: _____ E-mail: _____

VIP Customer Service will be provided for those exhibitors who intend to invite important buyers to visit the show. VIP Customer will be entitled to enjoy the VIP reception , pre-registration and VIP information counter service, etc.

The name of the Exhibiting Company will also be listed in the VIP Customer Invitation Letter.

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

(1) Name of Customer: _____ Position: _____

Company Name: _____

Company Address: _____

Telephone: _____ E-mail: _____

(2) Name of Customer: _____ Position: _____

Company Name: _____

Company Address: _____

Telephone: _____ E-mail: _____

(3) Name of Customer: _____ Position: _____

Company Name: _____

Company Address: _____

Telephone: _____ E-mail: _____

(4) Name of Customer: _____ Position: _____

Company Name: _____

Company Address: _____

Telephone: _____ E-mail: _____

Reply at your request
Rental Application



ZHENWEI

Member

NEEQ : 834316

Beijing Zhenwei Exhibition Co., Ltd.
Zhenwei International Exhibition Group

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

Tel: +86-10-5617 6968 / 5617 6958

Fax: +86-10-5617 6998

E-mail: cippe@zhenweiexpo.com

www.cippe.com.cn/en