

prolight+sound

GUANGZHOU

Guangzhou International Professional
Light and Sound Exhibition

25 – 28.2.2022

Official Contractor **Service Manual**



广州顶美展览工程有限公司
Guangdong Dmake Exhibit Design Engineering Co., Ltd

Dear Exhibitor,

Thank you for your participation in **Prolight +Sound Guangzhou 2022 (PLSG22)**.

This contractor manual contains detail information of the exhibition services we provide, including registration procedure for construction badge and vehicle pass (NEW!! Please read carefully, page 56), onsite epidemic prevention measures (page 38) and other relevant important notes on COVID-19 prevention measures. We kindly ask you to read this manual carefully and send all relevant order forms before the deadlines to avoid any inconvenience or extra charge. As the official contractor, we will try our best to fulfill your requirements.

Under the regular epidemic prevention and control period, please take proper precautions and follow relevant regulations.

If you require any assistance or additional information, please contact us:

Area	Hall	Tel	Email
A	1.1, 2.1	+8620 8355 0680	SL1@d-make.com.cn
	3.1, 3.2	+8620 8360 2701	SL2@d-make.com.cn
	4.1, 5.1	+8620 8360 2686	SL3@d-make.com.cn
	1.2, 2.2	+8620 8355 0586	SL5@d-make.com.cn
	4.2, 5.2	+8620 8355 0960	SL6@d-make.com.cn
B	9.2, 10.2	+8620 8360 2897	SL7@d-make.com.cn
	11.2	+8620 8329 3772	SL8@d-make.com.cn

Important Note:

1. All materials should be printed on A4 paper, stamped and signed, scanned in the form of jpg files, and sent to the corresponding email. The size of each picture should not exceed 200kb.
2. Application material for two-storey booths need to be printed on A4 paper, stamped and delivered to Dmake Company in duplicate before the deadline.

Remarks: After reviewing the electronic application documents, the official contractor will request the contractor of the booth to provide two copies of the document if necessary. For delivery information, please refer to page 10 of this manual.

Deadline for raw space booth construction application: 15 January, 2022

Deadline for payment of electricity and management fee: 30 January, 2022

Deadline for furniture rental: 18 February, 2022

Reminder: Guangdong Dmake Exhibit Design Engineering Co., Ltd (Dmake) is the official contractor who is responsible for custom-built stand / raw space booth construction issue. Please refer to the details of following items in the manual.

1 Standard Booth Description	2 Custom-Built / Raw Space Booth Description	3 Guideline for Raw Space Booth Construction	4 Electricity and Electrical Equipment Rental, Construction Badges and Vehicles Pass Application	5 Furniture Rental
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* All contractors will be notified soon if there is any updates of this manual.

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1. Exhibition Schedule

1. Move-in Date & Time

Booth Type	22 Feb (Tuesday)	23 Feb (Wednesday)	24 Feb (Thursday)
Custom-built Stand / Raw Space	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00
Standard Booth	----	----	09:00 - 17:00

Important Note:

- To enhance the security of exhibits and personal belongings, the move-in time of construction materials and exhibits are as follows:
 - Construction materials: 09:00 - 17:00, 22 - 24 Feb
 - Exhibits: 09:00 - 17:00, 23 - 24 Feb
- Only construction materials are allowed to move-in on 22 Feb. Move-in of exhibits is forbidden until 23 - 24 Feb. All exhibitor / contractor shall pay attention to the safety of exhibits and construction.
- During move-in and move-out period, only trucks with corresponding hall's vehicle pass can enter the exhibition halls. No vans, cars or less than 15-seater minibus can enter the exhibition halls.
- According to exhibition hall regulation, application for overtime working is not accepted on 22 Feb. Exhibitors who need to work overtime after 17:00 on 23 - 24 Feb must apply at service centre (Area A: Counter 2-3, Pearl Promenade; Area B: Counter 10-2, Pearl Promenade) before 15:30 with full payment. Exhibitors work overtime without approval will cause electricity cutoff and bear all loss by themselves.
- The entrance for truck will be closed at 16:30 during 22 - 24 Feb. No trucks can enter the exhibition halls after closing time. Exhibitors should consider and plan their move-in arrangement as per the time frame scheduled.

2. Move-out Date & Time

	28 Feb
Electricity Cut-off	13:00
Truck Entering	13:00 - 19:00
Exhibitor Move-out	13:00 - 17:00
Contractor Move-out	15:00 - 20:00

Reminder: Exhibitors / Contractor have to pay extra fee for overtime work. If exhibitors need to work overtime, please apply at service centre before 15:30 on that day. Anyone working overtime without approval will be deducted the overtime working fee and security fee from construction deposit. During move-in and exhibition period, exhibitors must enter the exhibition hall at opening time to operate their own booth.

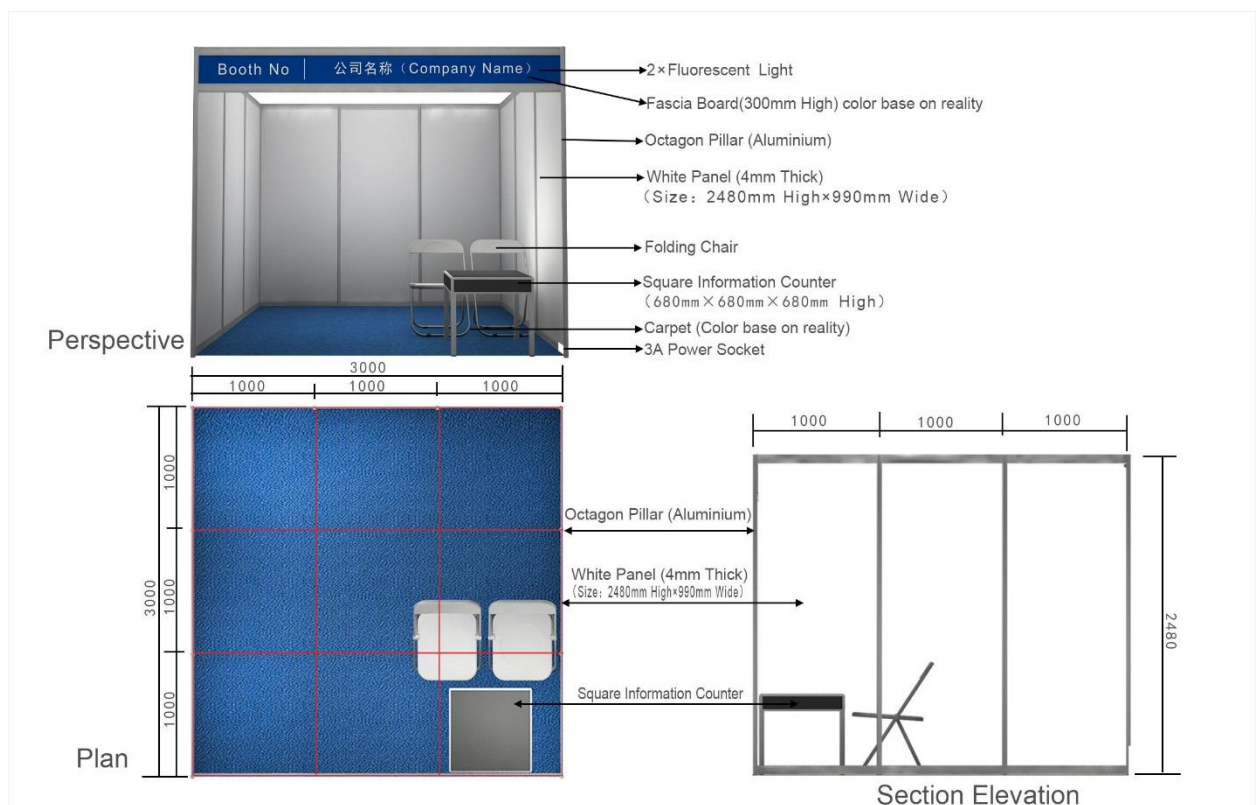
2. Standard Booth

1. Standard Booth Description

➤ A Standard Booth (3m×3m) / (6m×2m) / (3m×4m) / (5m×2m) / (3m×5m) includes:

- **Booth Structure:** Wall panels on 3 sides (white laminated panels) supported by a modular system of aluminum structure, carpet covering entire floor area of booth.
- **Fascia Board:** With exhibitors company name (in both English and Chinese) and booth number.
- **Furniture:** 1 information counter (680mm×680mm×680mm), 2 folding chairs and 1 waste basket.
- **Lighting & Power:** 2 fluorescent lights, 3A/220V (500W) power socket (for non-lighting items ONLY).

➤ **Booth Design Diagram of Standard Booth:**



2. Important Note to Standard Booth Exhibitors

Structure Safety of Standard Booth

- a. Please do not make any alternations to the booth structure, no furniture and equipment are allowed to be removed from the booth or exhibition halls.
- b. No fixture on wall panel, aluminum pillar, carpet, ceiling, wall, pillar or firefighting equipment. Any violation or damage will be compensated by penalties listed on "Form 6 Construction Safety Regulations and Penalties Agreement".
- c. No painting on wall panels. Please do not use any adhesive medium except Velcro or double tape. Exhibitors shall remove all stickers during move-out.
- d. Unless requested by exhibitors, the Organisers shall assume that exhibitors occupying two or more adjoining standard booths will choose to remove the wall panels in between. Exhibitors should notify the Organisers in writing if they want to keep the wall panels.
- e. For corner booth, wall panels only stand on the adjoining booth, leaving the rest sides empty with fascia board. Exhibitors should inform the Organisers in writing **on or before 16 Jan** if exhibitors want to change the booth setting. Application after the deadline will be subjected to surcharge according to the price list by the Exhibition Venue.

Electrical Safety of Standard Booth

- a. There will be ONE 3A socket (500W) for each standard booth. No lighting fixture or equipment over 500W is allowed to be connected. Any violation, the exhibitors will be forbidden to use the socket and no deposit will be refund.
- b. If exhibitors bring their own lighting devices for booth decoration or need extra electricity supply, they must rent an extra electric box and **hire an electrician with electrician certificate**, please refer to the relevant part from the Custom-built Stand/Raw Space Booth Construction Instruction. Any violation will result in electricity cut-off and double charge of the electricity consumption. All electrical installation and wiring must be installed by the exhibition venue electrician.
- c. All electrical installation and stand-building works must comply with the safety regulations and standards set by the Government. For the improper installation and stand-building work, official contractor has the right to request the exhibitors to modify them until they are up to standard. Official contractor will disconnect the electricity supply to the booths with improper installation and all the cost incurred will be borne by exhibitors.
- d. Exhibitors are not allowed to make any alterations to the booth lighting, wiring structure or remove any parts from the booth. Exhibitors who have removed or changed the location of any standard facilities (e.g. spotlights, lamps, etc.) of the booth will be subjected to penalty. The Organisers and Official Contractor will restore the booth structure to their original condition, all the cost incurred by such action and the damage caused to the booth facilities will be borne by exhibitors. Exhibitors will be charged at double cost of damaged items.
- e. For safety reasons, electrician of the Exhibition Venue has the right to request main switch and distribution board be installed at a proper location.

3. Custom-built Stand and Raw Space Booth

1. Important Note to Custom-built Stand / Raw Space Booth Exhibitors

- a. The rental of raw space booth does not include any electricity supply and construction deposit. Exhibitors must supervise their appointed contractors to order the electricity from Official Contractor and **settle the electricity fee, hall management fee and related deposit (including construction deposit, power distribution deposit and security deposit) before the deadline.** Exhibitors of standard booth requiring three-phase circuits or over 500w power consumption should follow the guidance above-mentioned.
- b. Regarding to **construction badge and vehicle pass application (very important and please read carefully)**, exhibition venue has performed a centralised registration system. **Every custom-built stand / raw space booth contractor must first complete the custom-built stand / raw space booth construction application and approved by the Official Contractor, Dmake with full payment settled, then after receiving the Application Consent Notice from Dmake, contractor can apply for construction badge and vehicle pass.** Please refer to “**Appendix II Construction Badge and Vehicle Pass Registration Guideline**” for more details (process may further be revised by exhibition venue).
- c. **An important reminder for the application of construction badge and vehicle pass, according to exhibition venue's requirement, contractor will only obtain the right to apply for the contractor badge / vehicle pass for Prolight + Sound Guangzhou (PLSG) after completing the account verification by exhibition venue (may take few days to proceed), choose to apply as custom-built stand / raw space contractor of PLSG and verified by exhibition venue again. Therefore, it is recommended that all contractors (including self-built exhibitors) complete the account verification by exhibition venue ASAP for 2022 after 1 Jan 2022.**
- d. Raw space appointed contractors must supervise all workers to obtain the Health Code-Yuekang Code or Suikang Code via Wechat mini-program and declare personal health status and travel history in the past 14 days. All workers entering the exhibition hall must present the Health Code and scan the QR code provided by the exhibition hall. **Yellow or red** code holders or anyone without health code are forbidden to enter the hall. Overseas workers are required to provide nucleic acid test results in the past 7 days, only workers with negative results are allowed to enter the hall. The contractors are required to have real-name registration and make sure all information can be traced afterwards. If serious consequences are caused by false declarations, the exhibition hall reserves the right to pursue responsibility.
- e. If raw space appointed contractors find out any workers showing symptoms such as fever (of or above 37.3 degrees Celsius) or cough, they must send the workers to hospital immediately. Any abnormal situation shall be reported to the Official Contractor, Organisers, exhibition hall department and local disease control centres.
- f. Raw space appointed contractors must prepare enough pandemic prevention materials according to the number of workers and their arrival time, such as medical masks (each worker carries no less than 3 per day), goggles, protective suit and disposable medical gloves if required, rinse-free hand sanitizer (prepared at least 500ml per booth per day), disinfectant wipes, etc. Fire prevention work is required. Use or storage of pandemic prevention materials must avoid fire hazards.
- g. All persons entering the exhibition hall must have **body temperature check and present their construction badge along with the ID card for verification**, wearing masks and paying attention to personal hygiene throughout the process. It is strictly forbidden to work with shirtless and wear slippers,

and avoid direct contact between personnel to prevent infection. Proper pandemic prevention measures must be taken to reduce the risk of infection. Pandemic prevention materials used such as face masks, protective suit, glove and shoe cover must be disposed in the specific trash can as required.

- h. Raw space appointed contractors have to submit all the forms and documents required by the Official Contractor for booth construction application and they must adhere to all the rules and regulations listed in the manual. The booth design and proposal submitted by exhibitors will be reviewed and examined by relevant departments. For more information, please refer to **“Rules and Requirements for Custom-built Stand / Raw Space Booth Construction”** and **“Related Regulations of Exhibition Venue”**.
- i. The copy of “Exhibition Liability Insurance” or “Third Party Liability Insurance” is required to submit to Official Contractor before construction badge registration. Please scan the insurance original copy and invoice to corresponding email, otherwise the application for construction badge will not be proceeded.
- j. Application will be confirmed when full payment has been settled. Late application may not be accepted.
- k. **The maximum height of two-storey booth structure is 6 meters, while for one-storey booth, the maximum height of booth structure is 4.5 meters. Special requirement of booth height should be applied to Official Contractor in writing (please refer to page 28), construction is only allowed with written approval. If the booths are enclosed at four sides in a proportion of more than 75%, there shall be no less than two evacuation exits and the horizontal distance between two adjacent evacuation exits shall not be less than 5 meters. For booths over 72m², the evacuation exits shall be open, with a net width of no less than 2m and a height of no less than 2m, and the furthest distance between the booth and the evacuation paths of the exhibition hall shall not exceed 15m. There shall not be any form of cover with 2m of the evacuation exits.**
- l. **Two-storey booth is approved only if the booth size is larger than 90m² and it cannot be adjoined to other booths. Construction is only allowed with written approval.** Area of the second storey must be larger than 30m² but shall not exceed 50% of the bottom storey. The second storey can only be used for business negotiation. Hall management fee of the second storey will be 50% of the contracted floor space. In compliance with fire and safety regulations, the bottom storey shall be equipped with hung 6-kilogram powder fire extinguisher in a criterion of every 20m² with one fire extinguisher, 20 - 30m² with two, 30 - 40m² with three and so on.
- m. Raw Space exhibitors are responsible for their own floor covering. All carpets and floor coverings should be affixed with double-sided tapes. The use of paint or glue on the floor of exhibition hall is strictly forbidden. No damage on the floor of exhibition hall is allowed.
- n. Exhibitor shall make sure all sound-producing devices must be facing inside exhibitor's own booth (please refer to the picture on right side), facing to aisle is strictly prohibited. Regarding to the “Onsite Sound Level and Product Demonstration”, please refer to exhibitor manual for more details.



- o. **Stage Performance is forbidden.** Organisers reserve the right to alter any violation, impose a fine of RMB 2,000 and charge for any extra cost might incur.
- p. Single span length between steel and timber trusses cannot exceed 6m.
- q. Base and diagonal bracing must be added to the bottom of the truss structure. Truss sleeve, pin and clamp should be used for truss construction. It is strictly prohibited for using iron wire or tying down bandage for truss fastener.
- r. The maximum span length between the two pillars of the truss of or less than 300mm*300mm is 6m, for truss of 400mm*400mm is 12m, for truss of 500mm*600mm is 18m. Other requirements are as follows:
 - i. The diameter of the truss support cylinder with section size below 400mm*400mm shall not be less than 120mm, and the diameter of the truss support cylinder with section size above 400mm*400mm shall not be less than 160mm. All pillars must be connected to the ground with steel plates, and the steel plates and pedestal must be welded firmly.
 - ii. The segment connections of trusses shall be less than 3 within the entire span.
 - iii. High-strength bolts must be used for the truss segment connection, and there should be at least 8 bolts for each segment connection. The bolts shall be tightened and checked. Recheck record must be kept.
 - iv. Arrange the location for load bearing on the truss reasonable.
 - v. All trusses must be connected to an independent ground steel structure support, and must not be connected to side walls or other materials in any way.
- q. If the booth exceeds the standards of point **p** and **q**, please provide the application materials according to the requirements of the double-storey booth, and the construction can only be carried out after the application is approved.
- r. All surfaces of booth construction exposed to the public view (inclusive of backside panels / parts of booth adjoining other booths or aisles) must be covered by clean white materials, either by wood or textile material. No logo or decoration is permitted. Any constructions containing company name or company logo directly facing adjacent booths have to keep a distance at least 0.5m from the adjacent booth(s). If the finishing cannot fulfill the standard as instructed by the Organisers onsite, the Organisers reserve the right to appoint the Official Contractor for adjustment, and charge the exhibitors or contractors for any additional cost incurred.
- s. Exhibitors must provide protection between carpet and any raised platform. All materials used in the construction and decoration of exhibition stands or set-up must be non-flammable and subjected to inspection of the Exhibition Venue and / or the Organisers. Exhibitors should also follow the rules and regulations of the Exhibition Venue and those from any public authority or department of the Chinese Government.
- t. Company name and booth number must be prominently displayed and facing the aisle.
- u. Required by the public security department, each raw space booth must be equipped with cameras along the aisle (the number of cameras is not limited and the network is not required), which can clearly record the situation in the booth and the aisles around the booth. Please keep the date of the camera at least 7 days after the move-out in case the public security department inquires.
- v. During the preparation and dismantlement of custom-built stand, the "Contractor Contact Information Form" (please refer to page 29) shall be pasted in the obvious position of the booth, including the company name, name and contact information of person in charge of the exhibitor and the safety of the construction company, and the name and contact information of electrician, etc. Working

overnight, drunk or fatigued is prohibited.

- w. Stands near the fire hydrant or booth containing the fire hydrant, please do not block fire hydrant within 1.8m at the front. **If a movable door is needed, please open the door according to on-site measurement, and put a reminder in red signage.** The lower part of the pillar size with a communication network interface, must be in accordance with the door's opening side, as required by the exhibition venue. For the raw space booth with pillar, we will arrange special notice of pillar size and the distance of each side of the booth, if you have any questions, please contact us.

The followings are the diameter of pillar wrapping suggested for each hall:

Venue	Suggested diameter of pillar wrapping
In Area A	No less than 3,300mm
In Area B (Except Hall 12.2)	No less than 2,500mm
In Area B (Hall 12.2)	No less than 2,100mm

- x. Second level distribution box, wire and cable provided by contractors or exhibitors must be in accordance with national electricity safety regulation and the second level distribution box should be in good condition. Electricians of the hall will check the installation of the electric boxes. Contractor should assign electrician with certificate to work together with hall's electrician. Power of the booth will only be connected after safety inspection by electricians of Hall, Organisers, Official Contractor and entrusted contractors.
- y. The hall does not provide air compressor. Exhibitors' own air compressor can only be placed in outdoor of the halls and cannot cause any inconvenience to other exhibitors, visitors and exhibition.

2. Rules and Requirements for Custom-built Stand / Raw Space Booth Construction

For details, please refer to Appendix I. The information is of great importance, please read the attachment carefully.

3. Requirements of the Licensed Contractors

a. One-Storey Booth

1. Contractor's company should have at least RMB 500,000 of registered capital.
2. Contractor should pay the required construction deposit to Official Contractor before deadline.
(Please refer to Form 2)

b. Two-Storey (Double-deck) Booth

1. Contractor's company should have at least RMB 3,000,000 of registered capital.
2. Contractor should pay additional RMB 50,000 to Official Contractor as deposit before deadline.
3. The construction detailed drawings should be provided by qualified Construction and Design Institution with seals from structure engineer of national level and relevant verification report.
4. Exhibition liability insurance (Third Party Liability Insurance) with over RMB 2,000,000 coverage is required (covered third parties).

4. Contacts of Raw Space Booth Construction Application

Area	Hall	Tel	Email
A	1.1, 2.1	+8620 8355 0680	SL1@d-make.com.cn
	3.1, 3.2	+8620 8360 2701	SL2@d-make.com.cn
	4.1, 5.1	+8620 8360 2686	SL3@d-make.com.cn
	1.2, 2.2	+8620 8355 0586	SL5@d-make.com.cn
	4.2, 5.2	+8620 8355 0960	SL6@d-make.com.cn
B	9.2, 10.2	+8620 8360 2897	SL7@d-make.com.cn
	11.2	+8620 8329 3772	SL8@d-make.com.cn

Please send the Custom-built stand / Raw Space application materials to:

Address: Floor 1, Guangdong Science & Technology Cooperation Centre,
171 Lianxin Road, Guangzhou, P.R. China

Attention to: Hanzhao Huang (Area A) Ting Zhang (Area B)

Tel: +8620 83541756 +8620 8351 6348

Remarks:

1. The courier fee must be settled by sender. "Cash on delivery" parcel will not be accepted by the Official Contractor. Any cost or delay incurred will be borne by exhibitors / their appointed contractors.
2. For pandemic prevention, materials printed on reused or stained paper will not be accepted.

5. Custom-built Stand / Raw Space Booth Construction Application

- a. Deadline for booth construction application is **15 Jan 2022**. Please send the required materials and document to Official Contractor by the deadline. Exhibitors of Standard Booth requiring three-phase circuits or over 500W power consumption should follow the same guidance. **Application after the deadline will be subjected to 30% or 50% surcharge.**

30% surcharge: Application received on **16 Jan - 10 Feb 2022**

50% surcharge: Application received on or after **11 Feb 2022 to exhibition period**

- b. **Exhibitors or their appointed contractors have to settle the electricity fee, hall management fee and related deposit on or before 30 Jan 2022.** Overdue payment will be subjected to surcharge and affect the application progress for construction badge and vehicle pass. For detailed information, please refer to "Instructions for Payment and Deposit".
- c. For safety reasons, exhibitors and their appointed contractors shall install the electricity equipment according to the rules and regulations set by the Exhibition Venue. Exhibitors have to settle the price difference between the actual electricity consumption and the application capacity base on the price published onsite.
- d. Please contact Official Contractor if the power box supply you need is not listed on the application form.
- e. Important note for Booth Construction Application:
- Please send required materials and documents to the Official Contractor on or before **15 Jan 2022**. For details, please refer to "Required Forms and Document for Custom-built Stand / Raw Space Booth Construction Application".
 - All materials should be printed on A4 paper, stamped and signed, scanned in the form of jpg files, and sent to the corresponding email. The size of each picture should not exceed 200kb. Two sets of application material for two-storey booths need to be printed on A4 paper, stamped and delivered to our company in duplicate before the deadline. After reviewing the electronic application documents, the official contractor will request the booth contractor to provide two copies of the document if necessary.
 - "Cash on delivery" parcel, document sent by fax, by email and unclear document will not be accepted by the Official Contractor. Any cost or delay caused by above reasons will be borne by exhibitors.
 - We will send the "Service Order" to the qualified booth contractors and they have to settle all related fees and deposit by the deadline. Otherwise, it will be treated as overdue application. The application for construction badge and vehicle pass might be delayed.

An important reminder for the application of construction badge and vehicle pass

According to exhibition venue's requirement, contractor will only obtain the right to apply for the contractor badge / vehicle pass for PLSG after completing the account verification by exhibition venue (may take few days to proceed). After account verification, contractor needs to apply as custom-built stand / raw space contractor of PLSG and verified by exhibition venue again.

Therefore, it is recommended that all contractors (including self-built exhibitors) complete the account verification by exhibition venue ASAP for 2022 after 1 Jan 2022.

6. Document for Custom-built Stand / Raw Space Booth Construction Application

➤ Drawings:

1. Booth Design and Proposal, include perspective plans, structure plans & floor plans
2. Mechanical Structure Plan (to be provided by Two-storey Booth or booths cross the aisles)

➤ Diagrams:

3. Form 1 Custom-built / Raw Space Booth Construction Application
4. Form 2 Construction Deposit and Electricity Services Application
5. Form 3 Booth Construction Safety Pledge
6. Form 4 Electricity Safety Pledge
7. Form 5 Responsibility Pledge of Security Administrator
8. Form 6 Construction safety regulations and penalties agreement
9. Form 7 Application form for stage construction (Optional)

➤ Licenses:

10. Copy of Electricians' Operation License
11. Copy of Business Registration License of the Appointed Contractor
12. ID Copy of Appointed Contractor's Legal Representative
13. Copy of Insurance Document (Exhibition Liability Insurance) (Original copy might be needed for reference)

*Requirements of Booth Design and Proposal

1. Booth design drawings must include: **elevation view front and ride, side view and 3D view of the stand drawings**. Also, the drawings must be fully dimensioned and list out the electrical equipment installation locations and all fittings fire proof and materials to be used for decoration.
2. Please mark below information on the right bottom of booth design: **Booth Number, Company Name, Booth Size, Total Power Consumption, Maximum Height of Booth, Height of Back Wall**.
3. All the booth design and document should be printed on A4 paper.
(Do not print on recycle paper)
4. Color drawings no less than two views.
5. Proportion of booth design no less than 1:100.
6. If the roof of booth has been blocked, please indicate the materials used and equipped with a ABC hanging powder fire extinguisher.
7. **No obstacle is allowed within 1.8m from all fire service installations.**
8. Sound performance on stage is prohibited. All stage construction must be prior approved by the Organisers, please submit Form 7 "Stage Construction Application for Raw Space" in duplicate if applicable.

Form 1 Custom-built Stand / Raw Space Booth Construction Application

Exhibition: Prolight + Sound Guangzhou 2022

Booth No.: _____

■ **Booth Information:**

Booth Size: _____ x _____ = _____ sqm

Maximum Height of Booth: _____ m

Height of Back Wall: _____ m

Power: _____ W

Two-storey (Double-deck) Booth: Yes or No

■ **Exhibitor Information:**

Exhibitor Name: _____

Contact Person: _____

Contact No.: _____

**An important reminder for the application of
construction badge and vehicle pass**

According to exhibition venue's requirement, contractor will only obtain the right to apply for the contractor badge / vehicle pass for PLSG after completing the account verification by exhibition venue (may take few days to proceed). After account verification, contractor needs to apply as custom-built stand / raw space contractor of PLSG and verified by exhibition venue again.

Therefore, it is recommended that all contractors (including self-built exhibitors) **complete the account verification by exhibition venue ASAP for 2022 after 1 Jan 2022.**

■ **Contractor Information:**

Company Name: _____

Contact Person: _____ Contact No.: _____

Email: _____ QQ: _____ Wechat: _____

Name of Security Administrator: _____ Mobile: _____

Name of Electrician on duty: _____

Electrician certificate number: _____

Signature (Official Company Stamp):

Form 2 Construction Deposit and Electricity Services Application

Exhibition: Prolight + Sound Guangzhou 2022

Booth No.:		Booth Size: sqm				
Exhibitor:		Contractor (with company stamp):				
Contractor Contact Person:		Tel / Mobile (mandatory):				
Email (mandatory):		Date:				
NO.	Item	Unit Price (RMB)			Quantity	Amount
		On or before 15 Jan	16 Jan–10 Feb (30% surcharge)	On or after 11 Feb (50% surcharge)		
Expense Items (For the entire Exhibition Period)						
1.	10A/220V(2200W)Single Phase	800.00	1,040.00	1,200.00		
2.	16A/220V(3500W)Single Phase	1,000.00	1,300.00	1,500.00		
3.	10A/380V(5000W)Three Phases	1,300.00	1,690.00	1,950.00		
4.	16A/380V(8000W)Three Phases	1,800.00	2,340.00	2,700.00		
5.	20A/380V(10000W)Three Phases	2,200.00	2,860.00	3,300.00		
6.	25A/380V(13000W)Three Phases	2,600.00	3,380.00	3,900.00		
7.	32A/380V(16000W)Three Phases	3,000.00	3,900.00	4,500.00		
8.	40A/380V(20000W)Three Phases	3,500.00	4,550.00	5,250.00		
9.	50A/380V(25000W)Three Phases	4,200.00	5,460.00	6,300.00		
10.	63A/380V(30000W)Three Phases	5,000.00	6,500.00	7,500.00		
11.	Electric Box Relocation			200.00		
12.	Hall Management Fee	RMB 33.00 / sqm				
13.	Temporary Power Supply 10A/220V (construction period)	400.00	520.00	600.00		
14.	Temporary Power Supply 10A/380V (construction period)	650.00	845.00	975.00		
15.	Construction Badge and Vehicle Pass application will be handled by the exhibition venue with charge (Please refer to Appendix II Construction Badge and Vehicle Pass Registration Guideline for details)					
Total:						
Deposit Items: Deposit will be fully refunded if there are no damages after move-out period						
1.	Electricity Protection Box deposit (including 10m cable)		1,500.00			
2.	Booth 54 sqm and below	Construction Deposit		10,000.00		
3.	Booth 55 -108 sqm	Construction Deposit		15,000.00		
4.	Booth 109 - 199 sqm	Construction Deposit		20,000.00		
5.	Booth 200 - 299 sqm	Construction Deposit		30,000.00		
6.	For booth over 300 sqm, please contact the Official Contractor for deposit items.					
Total Deposit:						
Note: Please pay the deposit and expense separately.						

Remarks (must read):

1. **Deposit:** Each exhibitor must pay the construction deposit. Please refer to the deposit amount in Form 2 or contact the Official Contractor for specific deposit items.
2. **Insurance:** "Exhibition Liability Insurance" or "Third Party Liability Insurance" is required before obtaining the right to apply for construction badge. Please scan the insurance original copy and invoice to corresponding email of the Official Contractor in advance for processing the construction registration procedure. Construction badge registration will not be proceed if the authenticity of the documents cannot be identified.
3. Regarding to **construction badge and vehicle pass application (very important and please read carefully)**, exhibition venue has performed a centralised registration system. **Every custom-built stand / raw space booth contractor must first complete the custom-built stand / raw space booth construction application and approved by the Official Contractor, Dmake with full payment settled, then after receiving the Application Consent Notice from Dmake, contractor can apply for construction badge and vehicle pass.** Please refer to **Appendix II Construction Badge and Vehicle Pass Registration Guideline** for more details (the procedures maybe further revised by exhibition venue).
4. **An important reminder for the application of construction badge and vehicle pass, according to exhibition venue's requirement, contractor will only obtain the right to apply for the contractor badge / vehicle pass for PLSG after completing the account verification by exhibition venue (may take few days to proceed). After account verification, contractor needs to apply as custom-built stand / raw space contractor of PLSG and verified by exhibition venue again. Therefore, it is recommended that all contractors (including self-built exhibitors) should complete the account verification by exhibition venue ASAP for 2022 after 1 Jan 2022.**
5. For safety reasons, please do not connect to the power load with lighting circuit. Otherwise, exhibitors or their appointed contractors should take the full responsibility of all adverse consequences. They are advised to apply a dedicated power circuit to connect the power load.
6. Electric expense includes: electricity fee, electric box rental, 10m cable, accessories and labour cost. Please find the following standard fee of exceeding cable: additional deposit for more than 10m (below 63A: RMB 25/m, 63A-100A: RMB 35/m, 150A: RMB 50/m, 200A: RMB 60/m, 250A: RMB 80/m, 300A and above: RMB 100/m). Contractors should prepare a Secondary Protection electric box by themselves in order to access the electricity.
7. Electric box relocation fee will be charged if exhibitor requires reinstalling, changing or canceling the electric box onsite. The electric box location shall be decided by electrician of the venue according to booth situation.
8. If exhibitors need 24-hour power supply, they must apply 15 days before move-in period. After official approval, triple amount of electric expense will be charged.

Important Note for Power Supply to Booths

There will be electricians assigned by Official Contractor in each entrance facing the Pearl Promenade to deal with the electricity application and inspect the electricity safety in the booths.

According to venue regulations, no electricity will be supplied if contractors have not applied for the "temporary power supply" during move-in period.

The electricians appointed by contractors or exhibitors should install and ensure the safety of electrical equipment in booths and notify the electrician at the entrance for inspection. The power for show period will be supplied after the inspection and confirmation of electricity safety by electricians from official contractor.

Form 3 Booth Construction Safety Pledge

Exhibition: Prolight + Sound Guangzhou 2022

This pledge will be sent to security and fire security department for inspection.

Exhibitor:		Contractor:	
Contact Person:		Contact Person:	
Mobile:		Mobile:	
Booth Size:	sqm	★ Please indicate if you are two-storey booth	
List of Booth Construction Safety Management: (There must be ONE Security Administrators for one-storey booth and Two for two-story booth)			
Name of Security Administrator	Region of Responsibility (Booth No.)	Mobile	ID Number
Commitment of Exhibitor	<p>Our company promise: We will strictly supervise our contractor, ensure the contractor adhere to relevant compulsory technical norms, standards and requirements written in "Fire Safety Regulations" stipulated by the Exhibition Venue when carrying out booth design and fitting-out work.</p> <p>We will bear the responsibility if the contractors violate the rules and regulations.</p> <p>Signed (by Responsible Person) with Company Stamp:</p> <p>_____</p> <p>Date: _____</p>		
Commitment of Contractor	<p>Our company promise: We will carry out the booth design and fitting-out work in accordance with the relevant compulsory technical norms, standards and requirements written in "Fire Safety Regulations" stipulated by the Exhibition Venue. We will ensure the safety of booth structural and construction during move-in, move-out and exhibition periods. If there are accidents caused by booth collapse, falling objects, fire, and lead to loss of life and property, we will bear all the economic loss and legal responsibilities.</p> <p>Our company promises to accept the supervision of the Official Contractor and relevant management departments of the exhibition, so as to ensure the security measures can be carried out effectively and hidden dangers can be eliminated.</p> <p>Signed (by Responsible Person) with Company Stamp:</p> <p>_____</p> <p>Date: _____</p> <p>Signed (by Security Administrators): _____</p>		

Form 4 Electricity Safety Pledge

Exhibition: Prolight + Sound Guangzhou 2022

To tie in with the China Foreign Trade Center (Group) (hereinafter referred to "**Venue**"), carrying out electricity safety management work, clear lines of responsibility and ensuring exhibition and construction safety, under the "Safety in the Use of Electricity at China Import and Export Fair" (hereinafter referred to "**Regulations**"), as the exhibitor of (Prolight + Sound Guangzhou 2022), our company (with booth No: _____) and our booth construction contractor is now pledge to the "**Venue**":

1. Strictly abided by the "**Regulations**" written in the Contractor Service Manual, if any consequences arising from illegal installation or use of electricity during the exhibition period (including move-in and move-out periods), we will bear all the related economic compensation and legal responsibilities.
2. An electrician will be sent to the exhibition venue during exhibition period (including move-in and move-out periods). He/ she will be responsible for the safety of electrical and maintenance work and should be able to eliminate any hidden danger to ensure booth security.
3. Comply with the supervision and management of the "**Venue**", implementing the safety use of electricity and corrective measures earnestly.

The "**Electricity Safety Pledge**" should be printed in triplicate (TWO sets for the "**Venue**", ONE set for the Official Contractor). It will be considered as effective on the date of signature with company stamp. (This is a compulsory document for Custom-built Stand / Raw Space Booth Construction application)

Exhibitor (with Company Stamp): _____

Legal Representative or Responsible Person for Security (Signature)

On-site Responsible Person for Security or Electrician (Signature)

Contact No.: _____

Date: _____

Contractors (with Company Stamp): _____

Legal Representative or Responsible Person for Security (Signature)

On-site Responsible Person for Security or Electrician (Signature)

Contact No.: _____

Date: _____

Form 5 Responsibility Pledge of Security Administrator

Exhibition: Prolight + Sound Guangzhou 2022

Commitment of Security Administrator

Exhibitor:		Contractor:	
Security Administrator:		ID number of Security Administrator:	
Mobile:		Booth Size	m ²

I am _____ (ID number: _____) the Security Administrator of Exhibitor: _____ Booth no.: _____, I commit to do the following:

- a) Read the Official Contractor Service Manual and the management regulations carefully, following the principle of "Safety First" when managing the booth construction work. Supervise workers to take personal precaution measures.
- b) Carry out booth construction work in accordance with the national decoration engineering mandatory technical regulations, standards and requirements written in "Fire & Safety Regulations" stipulated by the Exhibition Venue".
- c) To be on guard during exhibition period (including move-in and move-out periods). Ensure the safety of booth structure and construction work.
- d) If there are accidents caused by booth collapse, falling objects or fire that lead to loss of life and property, I commit to bear the responsibility. Also, I will send the victim to hospital immediately and pay for the medical fee.
- e) Subject to the supervision and management of the Official Contractor, Organisers and Exhibition Venue, implementing the safety measures and corrective actions, eliminating the hidden dangers in time.
- f) Responsible for handling all of the site operation work.
- g) Keep the construction worker permits. Do not lose and transfer the permits to others.
- h) **Construction worker must bring and wear a safety helmet and belt during, otherwise workers will not be allowed to enter the hall.** Herringbone ladder must be connected with metal (Cannot connect with cloth or other materials), scaffolding must not exceed 2 layers and workers must get off the ladder when they move.
- i) Wear face mask properly and replace with a new mask every 4 hours.
- j) During move-out period, do not push or pull down the booth structure. Booth dismantlement will not be handled by other workers.

Security Administrator Signature: _____

Company Stamp: _____ Date: _____

ID copy of Security Administrator (Front)	ID copy of Security Administrator (Back)
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Form 6 Construction Safety Regulations and Penalties Agreement

(Important, please stamp on each page)

Exhibition: Prolight + Sound Guangzhou 2022

Remarks:

Where serious accident (e.g. booth's collapse, casualties, fire hazard) arise because of appointed contractor's violation of the construction safety regulations, the appointed contractor should bear all consequences and economic losses of the Organisers, Official Contractor and the Exhibition Venue.

Regarding the degree of violation, Official Contractor would give the violator verbal or written warnings and deduction of construction deposit.

For the purpose of construction process going well, all appointed contractors and exhibitors ought to obey and sign Construction Safety Regulations and Penalties agreement.

Type	No.	Violated conducts	Penalties and Remarks
Electricity Safety	1	Electrical installation work without application or Official Contractor's approval	To pay supplementary costs and penalty: RMB 2,000
	2	Replace the main switch of the secondary protection electric box after passing the inspection, and the specification of the replaced main switch is greater than what is applied	Penalty: RMB 3,000 No power before rectification and the contractor's person in charge must explain the situation in writing
	3	Electricians without valid electrician license	Penalty: RMB 1,000 Electricians without electrician license cannot work in this exhibition again
	4	Violation of electrical installation regulations	Penalty: RMB 1,000 No power supply before rectification
	5	The use of forbidden materials (e.g. neon light, iodine tungsten lamp, quartz lamp, parallel circuit, twisted circuit)	Penalty: RMB 1,000 No power supply before rectification
	6	Without turning off power supply (except those applied for 24-hour power supply) No electricians on duty during construction and dismantling period	Penalty: RMB 500 per booth per time The electrician must come to the counter of official contractor to study safety regulation the next day, otherwise, the penalty will be doubled. Contractors will bear all the responsibility If the electricity is cut off by third party
	7	Booth with trusses or metal components without earthing	Penalty: RMB 2,000 Trusses or metal components must be earthed within one hour. No Electricity will be supplied unless the metal components are soundly earthed.
	8	No independent cycle circuit for stage equipment (silent performance), LED or lighting	Penalty: RMB 2,500 Cut power supply before rectification
	9	No electricians on duty during stage (silent performance) construction	Penalty: RMB 500 per time The electrician must come to the counter of official contractor to study safety regulation the next day
	10	Accident related to improper use of electricity during move-in or move-out period (No casualty)	Penalty: RMB 3,000 Workers suspend working immediately and study safety regulation for one hour
Pandemic Prevention Measures	1	Do not wear face mask properly inside the venue	Penalty: RMB 500 Workers without wearing mask properly cannot enter the hall
	2	Do not pay attention to personal hygiene, working topless or with slippers	Penalty: RMB 500 Forbidden to enter the hall before rectification
	3	Communicating with people without wearing	Penalty: RMB 500

		masks during no working period	Forbidden to enter the hall for one hour starting from wearing mask properly
	4	Working with abnormal temperature or working while being sick	Penalty: RMB 2,000 Confiscation of the permit and notify the disease control center to take measures
	5	Working without Health Code or Green Health Code	Penalty: RMB 2,000 Confiscation of the permit and notify the disease control center to take measures
	6	Do not provide enough masks for workers by regulations (3 masks per person per day)	Penalty: RMB 500 Prepare the request masks within 3 hours, or more penalty will be imposed
	7	No enough rinse-free hand sanitizer (no less than 500ml per booth per day)	Penalty: RMB 500 Prepare the request hand sanitizer within 3 hours, or more penalty will be imposed
	8	Disposal masks, protective suit, glove, shoe cover or other pandemic prevention materials do not discard in the specific trash can	Penalty: RMB 500
	9	Do not follow the prevention guidance and regulations	Penalty: RMB 1,000 Anyone violate the regulations are forbidden to enter the hall
	10	No cameras installed in the booth	Penalty: RMB 1,000 Camera shall be installed within 3 hours after receiving the notice, or there will be extra penalty
	11	No camera installed in the booth after reviewing	Penalty: RMB 500 Camera shall be installed within 3 hours after receiving the notice, or there will be extra penalty
Construction Safety	1	The use of open fire without written approval or no one on duty during the operation	Penalty: RMB 2,000 Confiscation of the forbidden devices
	2	Safety concerns such as structural instability in booth construction and have not caused any incident	Penalty: RMB 3,000 Enforce the stability of booth structure. Workers suspend working afterwards and study safety regulation for one hour
	3	Throwing items randomly during construction	Penalty: RMB 500 Workers suspend working immediately and study safety regulation for one hour
	4	The use of flammable and explosive items (e.g. alcohol)	Penalty: RMB 1,500 Workers suspend working immediately and study safety regulation for one hour
	5	Using electric saw, planer, cutting without written approval	Penalty: RMB 1,000 Workers suspend working immediately and study safety regulation for one hour
	6	Tearing down the booth brutally during move-out period	Penalty: RMB 4,000
	7	Not cooperate with venue department and official contractor	Penalty: RMB 800 per time Workers suspend working immediately and study safety regulation for one hour
	8	Not wearing safety helmets as requested during construction	Penalty: RMB 500 per person per time Workers suspend working immediately and study safety regulation for one hour
	9	Improper use of herringbone ladder	Penalty: RMB 1,000 per person per time Workers suspend working immediately and study safety regulation for one hour
	10	Not use scaffolding for working over 2.5 meters	Penalty: RMB 500 per person per time Workers suspend working immediately and study safety regulation for one hour
	11	When working at height, the scaffolding exceeds 2 stories or improper use of the scaffolding	Penalty: RMB 1,500 per person per time Workers suspend working immediately and study safety regulation for one hour
	12	Not wearing or improper use of safety belt when working at height	Penalty: RMB 1,500 per person per time Workers suspend working immediately and study safety regulation for one hour
	13	No preparation of powder fire extinguisher during construction or hanging fire extinguisher for closed roof booth	Penalty: RMB 800 / booth Equipped with fire extinguisher immediately

	14	Blocking the hall aisle during construction	Penalty: RMB 1,000 per booth per time Workers suspend working immediately and study safety regulation for one hour
	15	Water leakage	Penalty: RMB 2,000 and extra penalties compensation for the losses of Exhibition Venue
	16	Blocking any fire-fighting facilities, fireproof door, emergency exits, public passage, power distribution cabinet and cameras	Penalty: RMB 1,500 and extra penalties compensation for the losses of Exhibition Venue
	17	Making use of flammable textile for booth construction; making use of wood for construction without fireproof coating	Penalty: RMB 2,000 and make necessary rectification by request
	18	Over height or oversize construction	Over height penalty: RMB 2,000 Oversize penalty: RMB 1,000 / sqm (less than 1sqm: RMB 1,000) And make amendment by request
	19	stage performance without approval	Penalty: RMB 2,000 and make necessary changes by request
	20	Truss structure in standard booth	Penalty: RMB 1,000 Immediate correction of the structure
	21	No stable steel plate for truss structure	Penalty: RMB 1,000 Immediate correction of the structure
	22	No truss sleeve, pin and clamp for truss construction	Penalty: RMB 1,000 Immediate correction of the structure
	23	The length of beam is overlong	Penalty: RMB 1,000 Immediate correction of the structure
	24	Lend the contractor badge to others	RMB 100 per time and confiscate the badges
	25	Overtime work without approval	RMB 1,000 and pay supplementary costs
	26	Do not follow the drawing to construct the booth	Modify before the deadline request and penalty: RMB 3,500
	27	Failed to post the Contractor Contact information form in an obvious place of booth during the move-in and move-out period	Penalty: RMB 500 and modify within one hour
Booth Cleaning	1	Dump waste in the sinks or sewer	Penalty: RMB 2,500 and the cleaning fee
	2	Painting inside the hall	Penalty: RMB 500
	3	Damage the carpet in main aisle or inside the standard booth	Penalty: RMB 1,000 and pay for the cost of changing carpet
	4	No cover for the back of the higher structure adjacent to the next booth	Penalty: RMB3,000 There will be extra charge if working overtime
	5	Company name or logo appear in the higher part of the adjoining wall and do not keep 0.5 meters 'distance, and do not amend after 2 hours 'notice	Penalty: RMB 1,000
	6	Making use of Exhibition Venue facilities (e.g. the ceiling, wall, pillar, railing, window) for construction	Penalty: RMB 500 / sqm (less than 1sqm: RMB 500)
	7	Nailing, painting ,drilling or using foam double-side tape on the booth materials	Wall panel: RMB 200 / each Aluminum pillar: RMB 250 / each Flat aluminum pillar: RMB 200 / m
	8	Construction waste left in the booth after move-out period	Penalty: RMB 3,000
	9	Decorate, posters or other advertising materials left in the booth after move-out period	Penalty:RMB1,000 / piece Maximum RMB 2,000
Intellectual Property Right	1	The booth designs and proposals used in the exhibition infringe intellectual property right of other companies.	Compensate the other company and deduct RMB 2,000 from deposit
	2	Onsite disorder aroused by intellectual property dispute.	Penalty: RMB 3,000 and report to the police

	3	Any onsite disorder between exhibitors and contractors	Penalty: RMB 3,000 and report to the police
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Special Notice:

Official Contractor will deduct the penalties mentioned above from construction deposit. For exhibitors or appointed contractor violating the construction regulations and conducting without correction, Official Contractor could terminate the construction and deduct all construction deposit. With 5 penalties in total, the appointed Contractor will be disbarred for the construction license in Prolight + Sound Guangzhou.

Our company has well acknowledged the construction safety regulations and penalties.

Company Name: _____

Legal Representative or Responsible Person for Security (Signature):

Company Stamp:

Security Administrator (Signature):

Contact No.: _____

Date: _____

Form 7 (optional) Stage Construction Application for Raw Space (Two Sets)

Exhibition: Prolight + Sound Guangzhou 2022

Exhibitor:	Booth No.:	Booth Size:
Contractor:	Contact:	Mobile:
Reasons for stage construction:		
Stamp by Exhibitor	Stamp by Contractor	
Date:	Date:	
Contractor's Comment:		
Signature:		
Date:		
Organiser's Comment:		
Signature:		
Date:		
Note: <ol style="list-style-type: none"> 1. Stage can only be built with Organisers' approval. Any violation will subject to penalty of RMB2,000 and make amendment by request. 2. Please state clearly the reason and purpose of building the stage in the application. 3. The decibel of onsite stage performance shall be strictly limited to the scale the Organisers required, <u>and make sure all sound-producing devices must be facing inside exhibitor's own booth, facing to aisle is strictly prohibited.</u> 4. Stage performance that is reactionary, sexual or against the value of society and socialism is forbidden. 5. If the content or decibel does not satisfy the Organisers' requirement, the Organisers have the right to cut the power for the stage and suspend the performance. 6. Independent circuit should be used for equipment, LED and lighting for stage. It is forbidden for the above equipment to share the same circuit with lighting or other equipment in booth. 7. Electrician with certificate should be on duty in the booth during exhibition period. 		

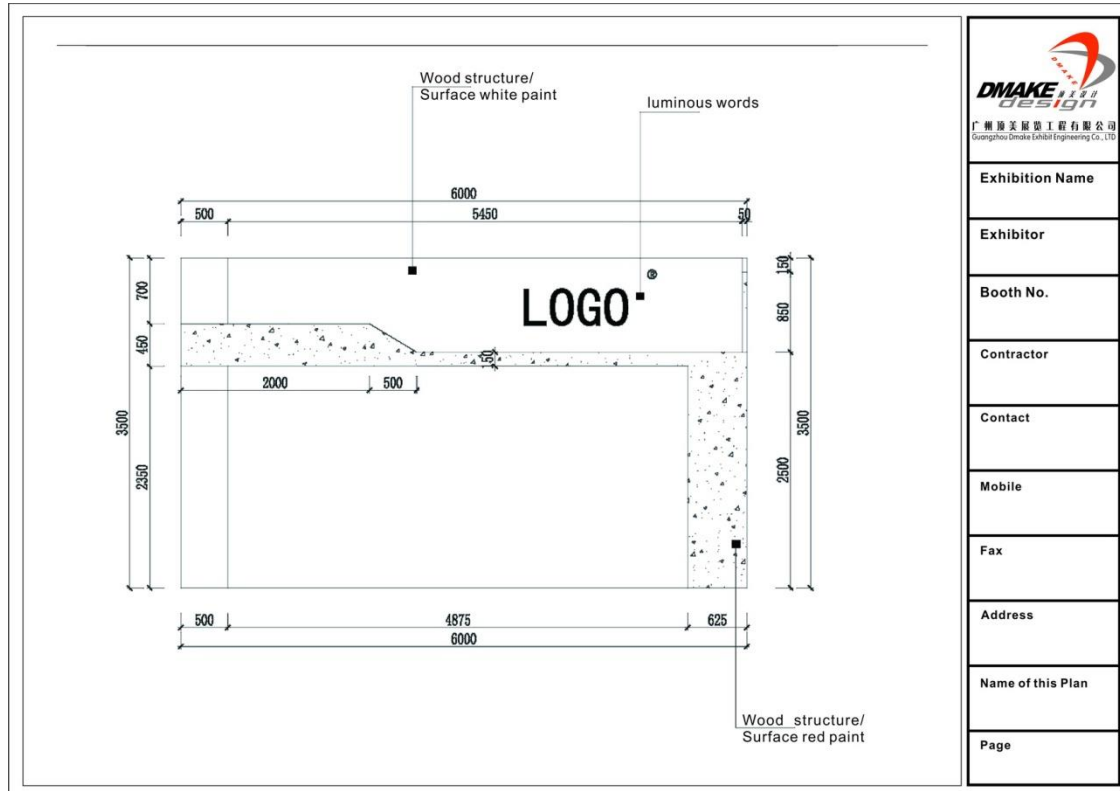
Example for Custom-built Stand / Raw Space Construction

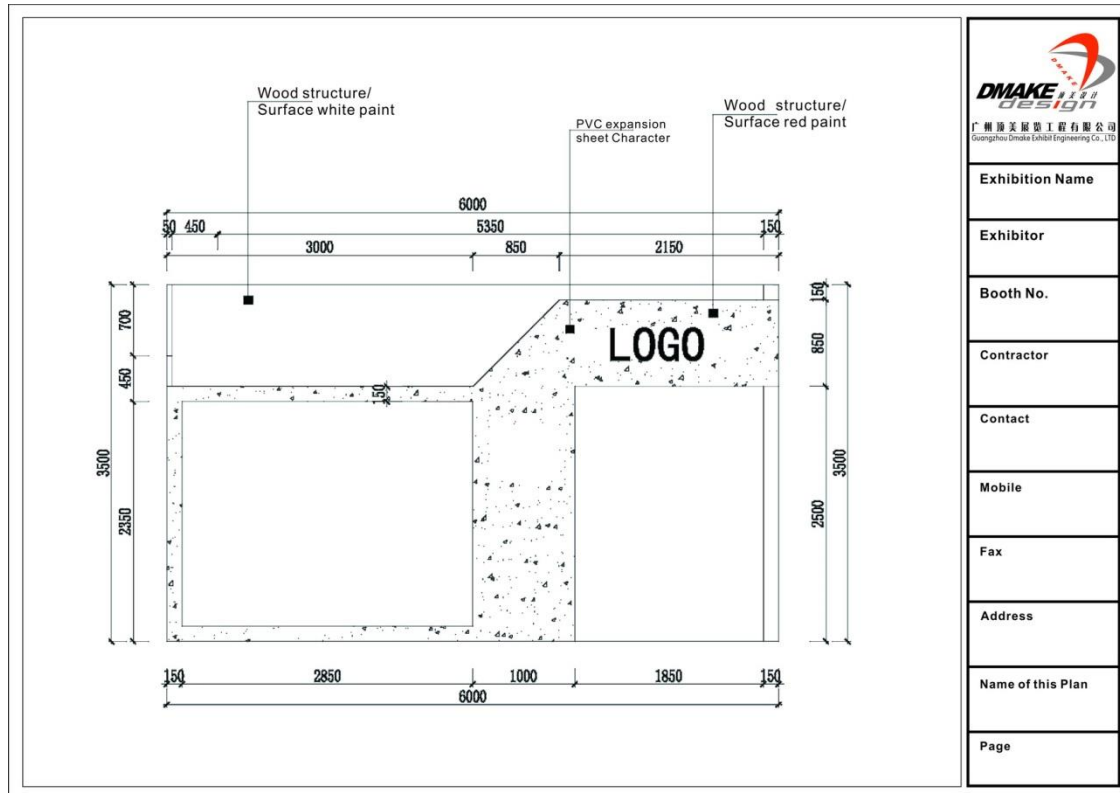
Application

1. Booth Design Drawing with material specifications

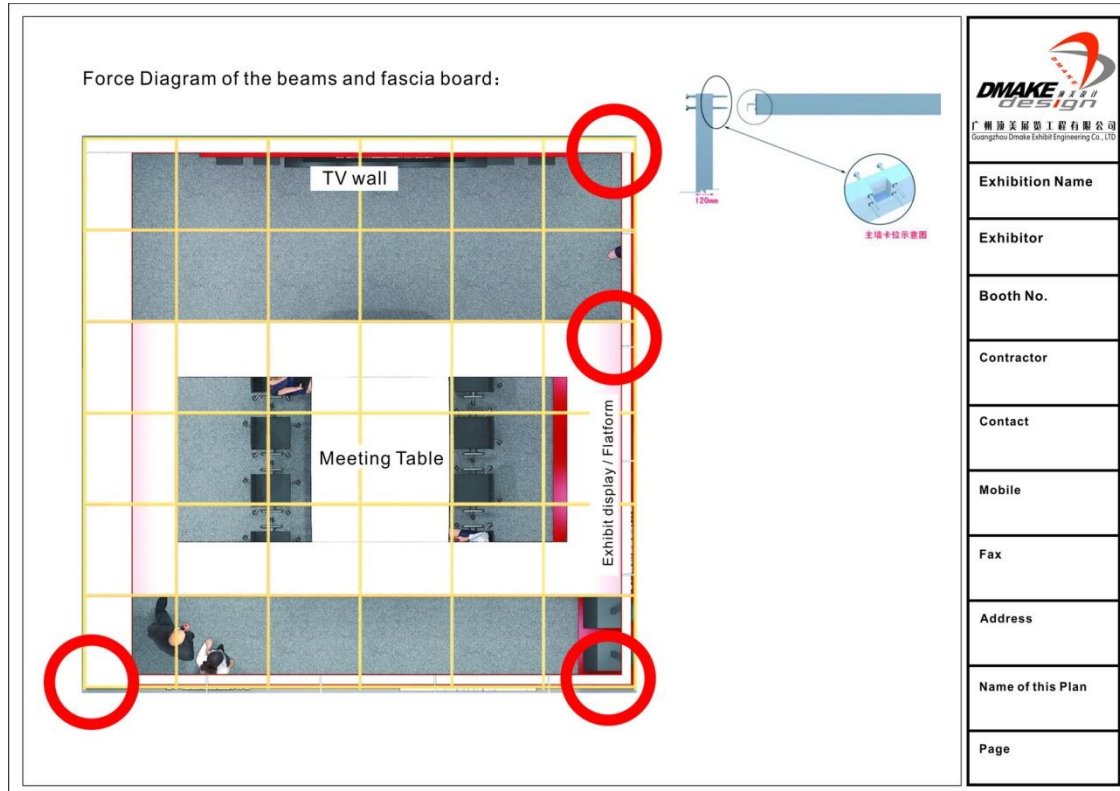


2. Plan, elevation, side view and three dimensional of design proposal

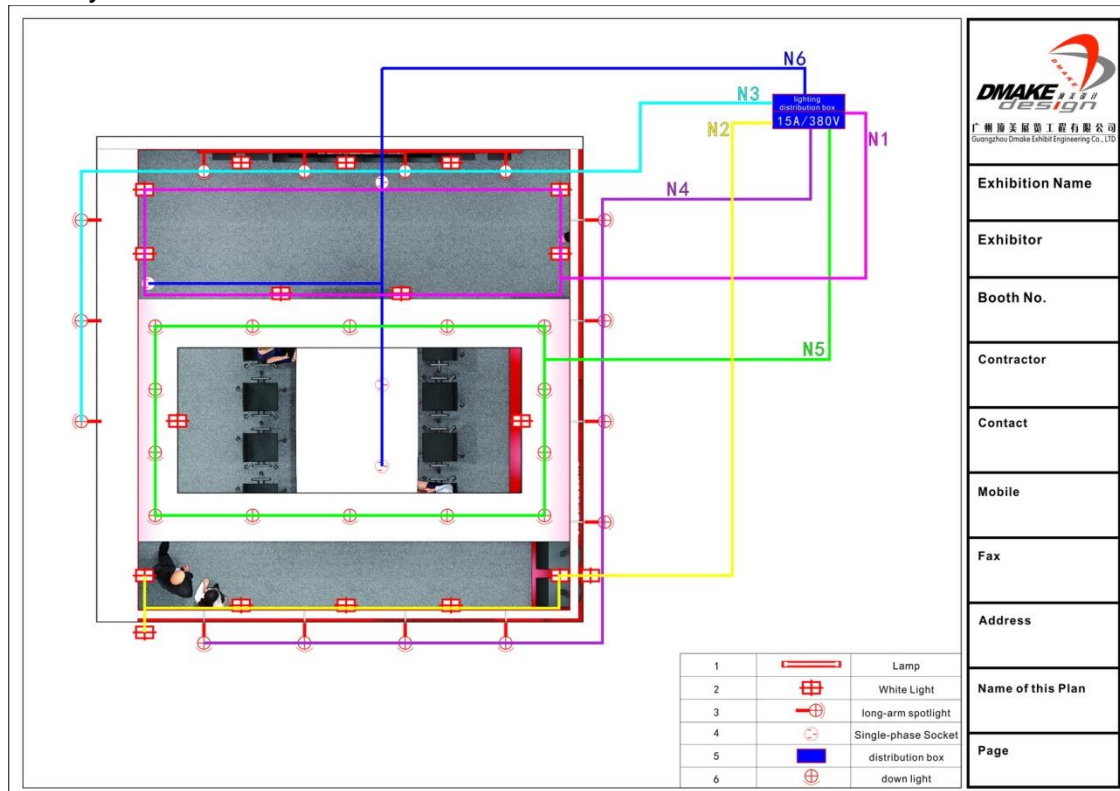




3. Force Diagram of the beams or fascia board



4. Layout Plan of Power Distribution



		Specification and layout of retardant Wire ZR-BVV-3X2.5mm Same as above Same as above Same as above Same as above Same as above		WL No. N1 N2 N3 N4 N5 N6	Quantity*Capacity 6X150 7X150 7X100 8X100 14X75 4X150	Capacity (KW) 0.9 1.05 0.7 0.8 1.05 0.6	Lighting White Light White Light long-arm spotlight long-arm spotlight down light Single-phase Socket	Note
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Example	Description	Lighting	Power Factor	Efficiency calculation
	Three-phase leakage protection switch	Incandescent Lamp	X0.89	Single-Phase Alternative Current (A) = $\frac{\text{Capacity (W)}}{220V \times \text{Power Factor}}$
	single-pole distribution switch	electronic sensor light	X0.89	three-phase A.C.circuit (A) = $\frac{\text{Capacity (W)}}{\sqrt{3} \times 220V \times \text{Power Factor}}$
	Single-phase Socket	Metal Halide Lamp	X0.89	

The maximum height for one-storey booth is 4.5 meters, for two-storey booth is 6 meters. For one-storey booth design exceeding 4.5 meters height, please fill out the application below.

Prolight + Sound Guangzhou 2022

Application for Adjusting the Maximum Height of Custom-built Stand

To: Guangzhou Dmake Exhibit Design Engineering Co., Ltd

For better displaying our exhibits, our company: _____ (Exhibition Hall: _____
Booth No : _____) is applying for the maximum height of _____ meters.

Exhibitor (with Company stamp): _____

Contractor (with Company stamp): _____

Date: _____

Remarks:

- 1. One-storey booths with wooden structure are not allowed to adjust the maximum height unless for special reasons.**
- 2. Official Contractor has the right to request custom-built stand appointed contractor to provide structure drawing of the booth (standard same as two-storey booth).**

Attachment: Contractor contact information form

(This form is not required to submit. Contractor must fill out the form, print it in A4 size and post it on a conspicuous place during move-in and move-out period.

Prolight + Sound Guangzhou 2022

Contractor Contact Information Form

Booth No.:	
Exhibitor Company name:	
Exhibitor's Person in Charge: Mobile:	
Contractor Company name:	
Contractor's Person in Charge: Mobile:	
Electrician: Mobile:	

7. Insurance Instruction

Buying Exhibition Liability Insurance is mandatory.

Objectives and purport for insurance:

For the safety of the onsite construction, workers and the third-party, exhibition liability insurance not less than RMB 300,000 is required by Official Contractor. "Exhibition Liability Insurance" or "Third Party Liability Insurance" is a requirement and please submit the insurance copy to Official Contractor for registration.

"Exhibition Liability Insurance" or "Third Party Liability Insurance" is required before obtaining the right to apply for construction badge. Please scan the insurance original copy and invoice to corresponding email of the Official Contractor in advance for processing the construction registration procedure. Construction badge registration will not be proceed if the authenticity of the documents cannot be identified.

Note: If the insurance covers a number of booths, the details of each booth must be specified. Each booth shall be insured separately and cannot share the amount of insurance and the number of loss occurred.

Recommended insurance company:

PING AN INSURANCE (GROUP) COMPANY OF CHINA, LTD.

Contact: Mr. He Kun Tong Tel: +86 180 2286 1617

Insurance is based on booth area and coverage, range from RMB 400 - 1,800, for details, please contact Mr. He Kun Tong.

Introduction of Exhibition Liability Insurance:

Recent years, great losses have caused to exhibition industry by booth collapsing and casualty of construction workers, including the loss of all parties concerned. In order to cope with the emergency situation caused by booth construction and better adapt to fast developing of exhibition industry, exhibition liability insurance is a necessity and a trend.

Exhibition liability insurance includes exhibition construction liability insurance and the third-party insurance. During insurance duration, when the Insured and the workers they hired are working in the exhibition hall to exhibit, load and unload products, run the machine or other activities concerning the exhibition, the following liabilities can be covered:

1. Damages to building, infrastructure and floor in the Exhibition Venue
2. Pension, medical expenses and other related cost because the casualty of Chinese employees
3. Pension, medical expenses and other related cost because the casualty of third parties

Case:

A carpentry worked for a contractor in Guangzhou, who broke his leg working high above the ground, need medical expense of RMB 70,000 and need to rest for 6 months after medical operation. The carpentry and family have filled for compensation of RMB 10,000 to contractor and exhibitor.

The exhibitors have bought the exhibition liability insurance, covering the loss caused by worker's casualty

they hired (both exhibitor and contractor). The insurance company had agreed to settle the compensation with exhibitor and contractor.

























4. Application for Furniture, Electrical and Communication Equipment

1. Instructions

- a. Exhibitors who need extra furniture or electrical equipment, please fill out the order form of Furniture, Electrical and Communication Equipment Application and return to the Official Contractor on or before **18 Feb 2022**. A "Service Order" will be sent to you within 3 days when the application received by the Official Contractor.
- b. The price listed on the order form of **"Furniture, Electrical and Communication Equipment Application"** is effective for the entire exhibition period.
- c. Applications on or after 19 Feb 2022 are subjected to 30% surcharge. While application onsite are subjected to 50% surcharge.
- d. Please transfer rental fee to the Official Contractor's account on or before **19 Feb 2022**. All bank charges should be borne by exhibitors. Application is considered as confirmed when payment is fully settled. Otherwise it will be treated as overdue application. Official Contractor may not accept the application after deadline.
- e. For the furniture and equipment ordered during move-in period, they will be delivered to your booth within 90 minutes when application confirmed. If your application is confirmed on **24 Feb 2022 (before 11am)**, the ordered furniture and equipment will be delivered to the booth in 120 minutes. If the application confirmed on **24 Feb 2022 (after 11am)**, the ordered furniture and equipment will be delivered to the booth in 180 minutes.
- f. The furniture and the equipment are specially designed for exhibition, they are not able to support heavy exhibits and not sensitive to thievery. Exhibitors should pay full attention on it.
- g. The power socket (500W) provided to standard booth are for **non-lighting electrical devices use only (such as laptop and mobile recharge, not exceed 500W consumption)**. Exhibitors who need to install their own lighting devices or need extra electricity supply, please place an order to the Official Contractor.
- h. Deposit of IDD telephone line will be deducted when any IDD calls are made. The remaining amount will be returned to exhibitors when other costs are deducted.
- i. Do not privately connect your laptop to the network of Exhibition Venue with any switch, hub or other network switching devices. The Official Contractor and Exhibition Venue reserve the right to disconnect electricity supply to the booth with improper installation and deposit will not refund to the exhibitors.
- j. During exhibition period, exhibitors can change the ordered furniture or electrical equipment **ONLY** if they have quality problems.
- k. Please contact the Official Contractor if the furniture and electrical equipment you need are not listed in the form.

Area	Hall	Tel	Email
A	1.1, 2.1	+8620 8355 0680	SL1@d-make.com.cn
	3.1, 3.2	+8620 8360 2701	SL2@d-make.com.cn
	4.1, 5.1	+8620 8360 2686	SL3@d-make.com.cn
	1.2, 2.2	+8620 8355 0586	SL5@d-make.com.cn
	4.2, 5.2	+8620 8355 0960	SL6@d-make.com.cn
	9.2, 10.2	+8620 8360 2897	SL7@d-make.com.cn
	11.2	+8620 8329 3772	SL8@d-make.com.cn

2. Furniture and Electrical Equipment List

Code	A1	A2	A3	A4	A5
Pattern					
Item and description (mm)	Tall Glass Show Case 1000x500x2500	Display Stand 1000x500x2500	Glass Show Case with 1 locks 1000x500x1000	Glass Show Case with 2 locks 1000x500x1000	Information Counter 1000x500x750
Code	A6	A7	A8	A9	A10
Pattern					
Item and description (mm)	Cabinet with lock 1000x500x750	Rectangle Table 1000x500x750	Square Table 700x700x700	Glass Round Table diameter= 700mm	Round Table diameter= 700mm
Code	A11	A12	A13	A14	A15
Pattern					
Item and description (mm)	Aluminum Chair	Folding Chair	Leather Chair	Bar Chair 1	Bar Chair 2
Code	A16	A17	A18	A19	A20
Pattern					
Item and description (mm)	Flat Shelf 1000x300	Slant Shelf 1000x300	Catalogue Holder 1000mm	Store Room with folding door 1000x1000x2500	Store Room with wood door 1000x1000x2500
Code	A23	B1	B2	B3	
Pattern					
Item and description (mm)	Rubbish Bin	40W Fluorescent Light	100W Spotlight	3A/500W Socket (China modulation, for PC, cell phone chargers etc.)	

1. The pictures listed above are for reference only, and the actual products provided on site shall prevail.
2. All leased exhibits are dedicated to the exhibition and are easy to assemble and disassemble. The load-bearing and anti-theft performance of exhibits is relatively low. Exhibitors are cautioned to pay attention to the use environment and pay attention to safe use.

3. Order Form for Furniture, Electrical and Communication Equipment

Booth No.: _____ Exhibitor (with Company Stamp): _____

Contact Person: _____ Tel: _____

Mobile: _____ Email: _____

Code	Item	LxWxH (mm)	Unit Price (RMB)			Qty	Amount (RMB)
			On or before 18 Feb	19 Feb - before move-in	Onsite		
A1	Tall Glass Show Case	1000x500x2500	700	910	1050		
A2	Display Stand	1000x500x2500	400	520	600		
A3	Glass Show Case with 1 locks	1000x500x1000	300	390	450		
A4	Glass Show Case with 2 locks	1000x500x1000	400	520	600		
A5	Information Counter	1000x500x750	150	195	225		
A6	Cabinet with lock	1000x500x750	250	325	375		
A7	Rectangle Table	1000x500x750	130	170	195		
A8	Square Table	700x700x700	150	195	225		
A9	Glass Round Table	Diameter: 700mm	200	260	300		
A10	Round Table	Diameter: 700mm	200	260	300		
A11	Aluminum Chair		50	65			
A12	Folding Chair		30	39	45		
A13	Leather Chair		100	130			
A14	Bar Chair 1		100	130			
A15	Bar Chair 2		100	130			
A16	Flat Shelf	1000x300	50	65	75		
A17	Slant Shelf	1000x300	50	65	75		
A18	Catalogue Holder	1000	100	130	150		
A19	Store Room with folding door	1000x1000x2500	450	585			
A20	Store Room with wood door	1000x1000x2500	600	780			
A21	Additional Wall Panel		80	104	120		
A22	Reduction of Wall Panel		80	104	120		
A23	Rubbish Bin		20	26	30		
B1	40W Fluorescent Light		120	156	180		
B2	100W Spotlight		120	156	180		
B3	3A/500W Socket	(China modulation, for PC, cell phone chargers etc.)	150	200	225		
C1	42" Plasma TV		600	780	900		
C2	11M Bandwidth Wireless Broadband		700	910	1050		
C3	5M Bandwidth ADSL Broadband		1500	1950	2250		
C4	Local Telephone Line		800	1040	1200		

C5	Deposit of IDD Line	Deduction according to the standard of the exhibition hall	3000	3000	3000		
C6	Deposit of Telephone, Wireless card		1000	1000	1000		
C7	Deposit of Wireless Broadband Network Card		200	260	300		
C8	Deposit of Broadband		1000	1000	1000		
Total:							

Note:

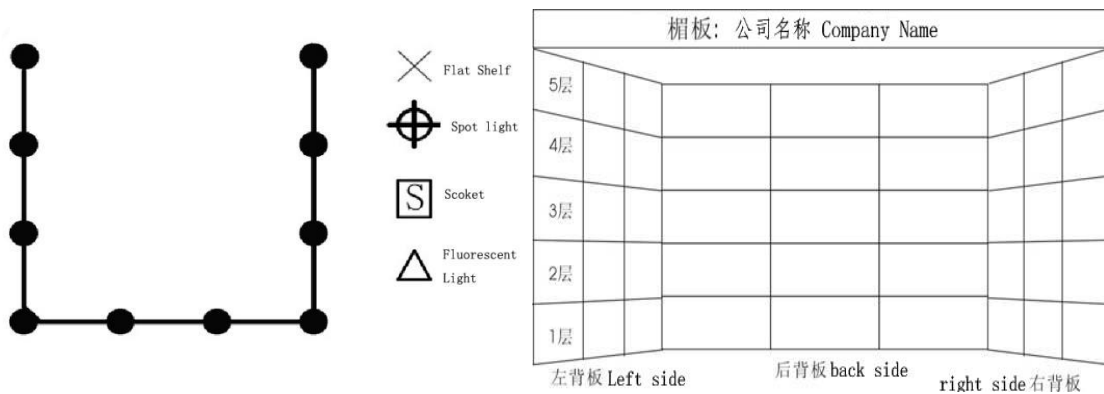
1. Please fill out this form and email to appointed email (please refer to page 10) on or before **18 Feb 2022**. Full payment should be settled on or before **19 Feb 2022**. A "Service Order" will be sent to you within 3 working days when your application is accepted by the Official Contractor.
2. Alteration or dismantlement of devices above would be subjected to RMB 100 each time.
Cancellation of devices above would be subjected to 30% surcharge.

4. Sketch Map for Furniture and Electrical Equipment

Exhibitors who need **(A16) Flat Shelf**, **(A17) Slant Shelf**, **(B1) 100W Spotlight**, **(B2) 40W Fluorescent Light** and **(B3) 3A/500W Socket**, please fill out the following Sketch Map based on the booth size for pre-install. (For the Flat Shelf, we will make it 1.2 meter above the ground. If you want to change it, please mark on the map as well.) Alteration or dismantlement of devices above would be subjected to RMB 100 each time. Cancellation of devices above would be subjected to 30% surcharge.

Booth No.: _____ Company name: _____

For 9m² Booth Exhibitors:



For Other Exhibitors:

(Please take the above diagram as reference)

5. Instructions for Payment and Deposit (Must read)

1. After receiving the “**Service Order**” from the Official Contractor, please check the information, sign with company stamp and return to the Official Contractor by email. At the same time, please settle the payment by the deadline. Payment after the deadline will be subjected to surcharge.
2. Please send the application and settle the full payment before deadline. Overdue application (Deadline for raw space booth construction application is **15 Jan 2022**, for furniture rental is **18 Feb 2022**) or overdue payment (Deadline for payment is **30 January 2022**) will cause surcharge and delay in construction. Any cost or delay incurred will be borne by exhibitors.
3. All payment should be settled by remittance, please indicate the booth number in the remittance. All banking charges, if any, are to be borne by the exhibitor. Application is confirmed when we have received the full payment.

Please make payment to us by bank transfer at:

Name of A/C: Guangzhou Dmake Exhibit Design Engineering Co. Ltd.

Account No.: 3602000619200117708

Bank: Industrial and Commercial Bank of China (ICBC), Guangzhou Jixiang Branch

Remark: Please provide the booth no. when settling the payment

4. If invoice is needed, please fill out the “**Billing Information Form**” with company stamp and send it to us by email. Please make sure the billing information is correct. Once the invoice issued, exhibitors cannot make any amendments.
5. We can issue electronic or hard copy invoice, please indicate it in the “**Billing Information Form**”. Electronic invoice will be sent to your email, while hard copy invoice will be sent to you by cash on delivery parcel.
6. Invoice will be issued after the exhibition closed. If exhibitors need invoice, please apply for invoice to us. Invoice cannot be issued after the following year.
7. After you have transferred the deposit, please sign the “**Deposit Information Form**” with company stamp and send to us by email. The payer account information is need, so that we can refund the deposit as soon as possible. Any delay incurred result of incorrect account information will be borne by exhibitors or contractor.
8. We cannot issue invoice or receipt for deposit. We will return the deposit to payer account in 30 days. We will not return the deposit to the third party!

6. Epidemic Prevention and Control Measures

1. There are medical services in the exhibition hall area. Location:
Area A: Counter 4-1, Pearl Promenade Tel: 020 8913 0120
Area B: Counter 9-4, Pearl Promenade Tel: 020 8912 4120
2. For inquiries of quarantine facilities or disease control, please contact by hot lines: 12345 or 12320. For medical emergency service, please call 120.
3. Contractors should set up body temperature checking and health monitoring systems. Make sure every worker has their own health profiles, educate them with updated pandemic prevention information, check daily temperature and supervise them to wear mask properly, etc.
4. Raw space appointed contractors must supervise all workers to obtain the Health Code-Yuekang Code or Suikang Code via the Sukang Wechat mini-program and declare personal health status and travel history in the past 14 days. All workers entering the exhibition hall must present the Health Code and scan the QR code provided by the exhibition hall. Yellow or red code holders or anyone without health code are forbidden to enter the hall. Overseas workers are required to provide nucleic acid test results in the past 7 days, only workers with negative results are allowed to enter the hall. The contractors are required to have real-name registration and make sure all information can be traced afterwards. If serious consequences are caused by false declarations, the exhibition hall reserves the right to pursue responsibility.
5. If Raw space appointed contractors find out any workers showing symptoms such as fever (of or above 37.3 degrees Celsius) or cough, they must send the workers to hospital immediately. Any abnormal situation shall be reported to the official contractor, Organisers, exhibition hall department and local disease control centers.
6. Raw space appointed contractors must prepare enough pandemic prevention materials according the number of workers and their arrival time, such as medical masks (each worker carries no less than 3 per day), goggles, protective suit and disposable medical gloves if required, rinse-free hand sanitizer (prepared at least 500ml per booth per day), disinfectant wipes, etc. Fire prevention work is required. Use or storage of pandemic prevention materials must avoid fire hazards.
7. All persons entering the exhibition hall must **have body temperature check and present the construction badge along with the ID card for verification**, wearing masks and paying attention to personal hygiene throughout the process. It is strictly forbidden to work with shirtless and wear slippers, and avoid direct contact between personnel to prevent infection. Proper pandemic prevention measures must be taken to reduce the risk of infection. Pandemic prevention materials used such as face masks, protective suit, glove and shoe cover must be disposed in the specific trash can as required.
8. Workers must follow these guidance:
 - a. Wear masks through construction period.
 - b. When communicating with people on non-working hours, wearing mask is also a requirement.
 - c. Personals who are sick are forbidden to work. Must pay attention to personal hygiene. Working topless or wearing slipper is forbidden.
 - d. Workers must line up in an orderly manner following the guidelines, and maintain a safe distance above 1 meter when standing in line.
 - e. When applying at the service counter, you must follow the guidance of onsite staff and wait in line in the designated area (with landmark lines or footprints on the ground) to avoid direct contact between people.

- f. Wash your hands frequently in the hall to maintain personal hygiene. If you are feeling unwell or find that people around you showing symptoms such as fever and cough, you must promptly report to the staff at the exhibition site.
 - g. Private catering service and outside food or beverages in the exhibition hall is not allowed. Wash your hands before eating, take off the mask at the last minute before eating, avoid face-to-face contact during the meal, maintain a safe distance of 1 meter or more, try to avoid conversation and shorten the dining time and wear a mask immediately after the meal.
 - h. Separate dining area: the exhibition staff dine in the office area; the construction workers, part-time staff dine in the workplace; the exhibitors dine at the booth; the visitors dine at the catering area.
 - i. Practice a working system properly to avoid overwork and letting personals feeling unwell to work.
 - j. Avoid touching the eyes, nose or mouth directly after touching exhibits and the display equipment with your hands, and it is recommended to wear gloves.
9. The contractor should set up pandemic emergency response system. When there is a confirmed diagnosis, a suspected case or an asymptomatic infected person, the contractors must cooperate with relevant parties to deal with the emergency immediately.
10. It is recommended that the contractor provide nucleic acid testing for all staff and ensure that only staff with negative nucleic acid testing results can provide onsite services.

7. Related Regulation of Exhibition Venue

Important Note

1. High-altitude Operations

- a. No step ladder higher than 2m is allowed; only one person is allowed to operate on one ladder with at least one person holding the ladder; it is not permitted to work on the top of the ladder; No one is allowed to stand on the ladder while it is being moved.
- b. Movable aluminum alloy platforms (scaffold) shall be used for operations above 2m high. No more than two people are allowed to work on each group of scaffold. During the work, they must put on safety belt and the safety belt must be tied to the railings of the scaffold. As for a scaffold with wheels, there must be at least one person standing by to help hold the scaffold and avoid collision.
- c. Hoisting equipment shall be used for high-altitude operations at a height of more than two-layer scaffolds.
- d. It is not allowed to climb and stand on the top of the stand, truss and exhibition cabinet for construction. It is strictly prohibited to pass tools or other items by throwing during high-altitude operations.
- e. **During move-in and move-out period, all personnel in stands under construction must wear safety helmet.** The safety helmet must meet national quality standard Safety Helmet (GB2811-2007), Technical Specifications on High-altitude Construction Safety (JGJ80-2016) and so on, with factory quality certificate label or safety certification within the warranty period. The safety helmet must be worn correctly and adjusted well and the lower jaw belt of the helmet rope must be fastened to prevent fall-off.
- f. Construction workers must wear safety shoes to enter the venue. No slipper or sandal is allowed. Stripped, drunk or sick persons are forbidden to enter the construction site.

2. Electricity Safety

- a. There will be electricians assigned by official contractor in each entrance facing the Pearl Promenade to deal with the electricity application and inspect the electricity safety in the booths.
- b. The electricians hired by contractors or exhibitors should install and ensure the safety of electrical equipment in booths and notify the electrician at the entrance for inspection. According to venue regulations, no electricity will be supplied if contractor have not applied for the "temporary power supply" during move-in period. The power for show period will be supplied after the inspection and confirmation of electricity safety by electricians from official contractor.
- c. The distribution box of each booth must be equipped with air circuit breaker and 30mA (operating time is less than 0.1 second) leakage protector and shall be installed at an obvious and safe place, where it is easy to operate and check.
- d. Contractors should prepare construction power box with leakage protection switch, isolation switch and air circuit breaker. All electrical devices shall be installed by electrician with certificate. Electric tools shall be in accordance with relevant safety standards. The wire and cable used for construction must be fire-retardant copper core cable and equipped with protection switch. It is forbidden to plug the cable directly to socket in booths or use electricity near the breaker switch. The cable shall be connected with a plug and fastened with screw.

- e. Exhibitors or contractors shall make sure the electrical safety in the booth after installations of electrical devices. The electricity of the booth will be supplied after electricians of official contractor and the venue both check and confirm the electrical safety in the booth.
- f. If exhibitors or contractors voluntarily renounce leakage protection device in accessing the equipment or facilities of the booth distribution box due to special power requirements, they should make such a request to Official Contractor. They must sign the "Letter of Commitment of Voluntary Abandonment of Leakage Grounding Protection Device" and affix it with official seal. The exhibitors or contractors shall, according to the requirements of the letter of commitment, use strict protection to ensure the safety for electricity and staff.

3. Fire Safety

- a. It is forbidden to block the aisle and the emergency exit door. No construction is allowed on the aisle or near the elevators. It is not allowed to place exhibits on aisles or the exhibits will be removed.
- b. It is strictly prohibited to cover, bury, occupy, block or misappropriate fire-prevention equipment and facilities in the exhibition hall.
- c. During Custom-built and Raw Space construction, each booth must be equipped with at least 2 portable fire extinguishers (5kg powder fire extinguisher is suggested).
- d. Packages of exhibits, wastes or unnecessary exhibits shall be cleared and move out of the venue. It is forbidden to place the above items in the booth, at the back side of the counter or the board. The cleaning staff of the venue has the right to clear them out.
- e. No smoking is allowed in the venue. Any violation will cause corresponding penalty.

4. Others

- a. No vans, cars or less than 15-seater minibus can enter the exhibition halls during move-in and move-out period. The drivers shall park the vehicles in certain area. For trucks getting access to the second floor or above, the size cannot exceed: 10m (length), 5T (weight) and 3.8m (height). Oversize trucks have to unload at designated area appointed by the Organisers.
- b. If there are cars need to be display and park in the hall during the exhibition period, please fill out and submit the Registration Form for Parking Permit of Exhibit Cars.
- c. It is not allowed to leave any waste such as meal or soup on the floor of the hall, in case of damaging the electrical equipment under surface-borehole.
- d. Any accidents arising from construction happen on exhibition period; all personals concern shall follow the guidance and investigation from the venue, security inspection department, and police and comply with relevant laws and regulations.

Appendix I – Rules and Requirements for Custom-built Stand / Raw Space Booth Construction

A. Regulations and Guidelines for Construction Safety (applicable to all construction companies)

1. Regulations on High-altitude Operations

- a. Poor-quality ladders shall not be used.
- b. Must check and ensure the safety of the ladders before operation.
- c. No step ladder higher than 2m is allowed; only one person is allowed to operate on one ladder; it is not permitted to work on the top of the ladder.
- d. When operate on the ladder, at least one person should be holding the ladder, in case accidents happen.
- e. Ladders cannot be used for moving.
- f. Safety tools such as high-altitude operation platforms or movable aluminum alloy platforms (scaffold) shall be used for operations above 2m high. Mobile operation platforms should not be higher than 5m, with an aspect ratio of no more than 2:1 and a construction loading of no more than 1.5 KN/sqm; Floor operation platforms should not be higher than 15m, with an aspect ratio of no more than 3:1 and a construction loading of no more than 2 KN/sqm.
- g. No more than two people are allowed to work on each group of scaffold. During the work, they must put on safety belt and the safety belt must be tied to the railings of the scaffold. As for a scaffold with wheels, there must be at least one person standing by to help hold the scaffold and avoid collision. No one is allowed to stand on the scaffold when it is being moved.
- h. As for a scaffold with wheels, there must be at least one person standing by to help hold the scaffold and avoid collision. The four wheels of the scaffold must be put on brake and the cross brace must be buckled.
- i. Protective railings (the height must reach 1.2 m) shall be installed for operations with a scaffold, and the fixed station/bearing board shall be checked and reinforced repeatedly; Scaffold over 4m high must be fixed.
- j. Personnel working at height (2 m and above) must wear safety belt. The fastening plug of the safety belt shall not be put too low or replaced by ropes.
- k. On high-altitude operation sites, dangerous restricted areas should be marked, with obvious signs such as warning signs of “Staff Only”, “No Entry”, etc. to prevent irrelevant personnel from entering the areas.
- l. It is not allowed to stand on the top of the stand, truss and exhibition cabinet for construction.
- m. It is strictly prohibited to pass the tools by throwing while on high-altitude operation.

2. Fire-prevention Requirements for Stand Construction

- a. It is strictly prohibited to carry out risky operations such as open fire, grinding, and electric welding, gas welding, painting, electric cutting (chainsaw, electric planer, etc.) in the exhibition hall. If it is necessary to carry out the above operations under special circumstances, a written application shall be submitted to the exhibition hall for approval before the operations can be carried out.

- b. Flammable and explosive goods or other similar items are forbidden to place near the construction area with open fire. The area must place a number of fire-prevention equipment.
- c. There shall be side supervision when operate with open fire and remove any flammable and explosive items onsite before operation. Adequate number of fire-prevention equipment should be equipped. Welding (electric welding and gas welding) and other electrical tools must check and confirm the safety use before operation.
- d. When using gas welding, the distance between oxygen cylinder and acetylene cylinder shall be of no less than 5m. Oxygen cylinder and acetylene cylinder should keep a distance from the operation site at least 10m.
- e. After the operation with open fire is done, the workers and the supervisors should clear the operation site and make sure there are no dangerous items left.

3. Safety Use of Electrician Tools

- a. Make sure that the onsite power supply voltage and frequency are consistent with the nameplate of the electrician tool. Operate the electrician tool at no load first, check and confirm that the tool linkage is flexible and starts working.
- b. The operator should stand in a stable position and maintain the balance of the body. During the use of the electrician tool, the splash-proof leakage protector must be installed and should be installed outside a narrow place. It should be supervised by a person on duty while work.
- c. When working in a general place, Electrician tools shall install a leakage protector with a rated operating current of less than 32mA and a rated operating time of less than 0.1s, and the operator must wear insulated gloves for operation.
- d. When the cable of the electrician tool is towed on the ground, protective measures should be taken to prevent people from being crushed and tripped.
- e. Stable operation is required when working and the work piece should be fixed firmly to prevent displacement during operation.
- f. It is strictly forbidden to lift or pull the cable of the portable electrician tool forcedly when pulling the plug to prevent the cable from being damaged and the insulation layer from being broken.
- g. Observe the sound and tool temperature changes closely during the operation. If the abnormality is found, stop it immediately and check it; if the temperature of the tool is too high, stop the operation and wait until the tool is naturally cooled before continuing the operation; do not touch the drill bit, grinding wheel, etc. by hand. If the parts are found to be blunt, deformed, damaged, etc., they should be trimmed or replaced immediately, and then continue to work normally.
- h. In the event of accidentally shutdown, immediately turn off the switch on the portable electrician tool to prevent injury caused by sudden operation of the tool.
- i. When the portable electrician tool is not used during the operation, the tool switch should be turned off, the power supply should be disconnected, in case accidentally touching the start button and causing personal injury.
- j. When cleaning iron filings, wood chips and other sundries, special tools or gloves should be used to prevent cuts; when touching hot workpieces, special tools or gloves should be used to prevent burns.
- k. It is strictly forbidden to remove the mechanical safety protection device of the tool without authorization. It is strictly forbidden to operate without safety protection device.

4. Safety Use of Helmets

- a. **During stand building and dismantling, all personnel must bring and wear safety helmet in stand under construction.**
- b. The safety helmet must meet national quality standard Safety Helmet (GB2811-2007), Technical Specifications on High-altitude Construction Safety (JGJ80-2016) and so on, with factory quality certificate label or safety certification within the warranty period.
- c. The safety helmet must be worn correctly and adjusted well and the lower jaw belt of the helmet rope must be fastened to prevent fall-off.

5. Regulations for Construction Workers

- a. All construction workers entering the hall must wear construction badges.
- b. Personnel for special operations must hold valid special operation certificate or special equipment operator certificate.
- c. Construction workers must wear safety shoes to enter the venue. No slipper or sandal is allowed.
- d. Drunk or sick personals are forbidden to enter the construction site.
- e. Workers should comply with the safety regulations by the venue and shall not carry out the construction brutally.
- f. Workers should wear appropriate protective equipment during construction.
- g. Construction can only be done within the approved area and date. Working time or area excess the applied date and area is not allowed. Workers must accept the management and supervision from the venue.

6. Regulation of Onsite Supervision

- a. During stand building and dismantling, the security foreman will train construction personnel on safety points before they enter the exhibition hall every day. No entry to the exhibition hall before certificate check and correct wearing of safety helmet. Construction companies must arrange the person in charge of the stand to organize safety training for site construction personnel and supervise safe operations of construction workers in the exhibition hall.
- b. The construction unit must appoint an onsite stand security staff at the site to be responsible for overall planning and coordination of stand construction, electricity, fire prevention, vehicles and other technical work. He is also obliged to educate construction personnel in his charge about civilization and law. If there is any violation or safety accident, the construction unit will be held responsible.
- c. Construction units should strengthen the management of their construction personnel and sign labor contracts and work safety responsibility letters with them. They should not employ unqualified and flow construction personnel. They should strengthen certificate management and should not issue certificate to irrelevant personnel.
- d. According to the Labor Law, construction personnel must be older than 18 and in good health, without fear of heights, epilepsy, disability and other conditions. It is strictly prohibited for construction personnel to work under the influence of alcohol and fatigue.
- e. Construction units shall provide construction personnel with labor protection goods conforming to national or industrial standards, and supervise and educate the construction personnel to wear and use them in accordance with the use rules. Construction units must purchase personal insurance and accident insurance for site workers.
- f. It is not allowed to gather people for fighting. When dismantling custom-built stands, do not make savage demolition, such as forcible push, damage of the exhibition panel, etc.

- g. It is not allowed to use paint or whitewash on site (except for supplementary paint and whitewash of less than 1sqm). Paint supplementing must be carried out at ventilated places with non-toxic paint. The cement floor should be covered with dry paper or plastic film. It is not allowed to wash paint materials in the exhibition hall.
- h. After the construction of custom-built stands is finished, protection measures and obvious warnings must be made for hard objects with acute angles, prominent or concave decorative structures on the ground, ropes or cables towed on the ground, objects that can easily cause hit and bump or those in a height or plane that may lead to injuries, so as to avoid accidental injuries.
- i. To ensure city appearance around the exhibition hall, it is strictly prohibited to discard rubbish of the stands in the municipal area outside red lines of the exhibition hall. Once found, violators will get heavy punishment and bear relevant responsibilities according to relevant provisions of the government.

B. Regulations and Guidelines for Construction Safety (applicable to all construction companies)

- a. Official Contractor is responsible for sending the booth design and proposal (elevation view front, side view, layout of power distribution and material description), application for water and electricity, etc. to the venue for inspection.
- b. All construction personnel must wear valid construction certificates, wear the safety helmet and obey the management of onsite security and management personnel. The stands must be built within the scope of the due site, and the vertical projection shall not exceed the range and corresponding functional area defined.
- c. Protection measures should be taken for high-altitude operation.
 - i. Workers must wear safety helmet and belt to prevent falling injury.
 - ii. Operation with open fire (cutting machine, electric saw, welding) is forbidden.
 - iii. No painting onsite to avoid air pollution. No building or hanging the decorations on the aisles outside the booth area, to prevent blocking the car driving path and fire exit.
 - iv. Booth structure and arrangement of the exhibits shall be stable and safe without causing any potential dangerous outcomes or financial loss to the visitors and any third parties.
 - v. When dismantling custom-built stands, do not make savage demolition, such as forcible push, damage of the exhibition panel, etc.
- d. In Area A and B, the maximum height of one-story stands is 4.5m and the maximum height of two-storey stands is 6m. Two-storey stands construction is not recommended. Excessive height should apply to customer service of Venue in advance. Construction cannot be done without approval.
 - i. It is not advocated to make totally enclosed design on the top the booths. The booths with enclosed design on top shall be equipped with hung 6-kilogram palace-lantern extinguisher in a criterion of every 20sqm with one fire extinguisher, 20-30sqm with two, and so on. As for capping with cloth materials, there should be a 20cm interval in between, and fire retardants should be sprayed in a criterion of 5sqm/kg (8sqm/kg for nylon fabric and mesh cloth).
 - ii. Guideline for two-storey booth construction: The net area of booth shall be above 90sqm and shall not be directly adjoin the other stands. Two-storey booth can be built only after the approval from Fire Prevention Department of the Exhibition Venue.

- iii. Design and setting-up area of the second storey shall not exceed that half of the bottom storey and shall not be less than 30m. The second storey can only be used for business negotiation.
- iv. No gatehouse can be built at the entrance of south and north gate of the hall. Construction shall not be carried out in advance without approval. Construction will be suspended without approval.
- e. The design and setting-up materials should be A-level (non-combustible) or B1-level material (fire retardant). The carpet should be the B1-level (fire-retardant). Materials, such as grass, bamboo, vine, paper, bark, foam, reed, inflammable plastic board, cloth and board will not be permitted to use as building materials. In case that inflammable material must be used due to special reasons, the contractor shall obtain prior written approval from Venue and spray 0.5 kilo fire-prevention painting every 1sqm. The material shall only be used upon acceptance by Exhibition Venue.
- f. Any booth set up with glass structure, should comply with the rules below:
 - i. Use Toughened glass if the glass area over 1.5 m² or the height of installation over 1.5 m
 - ii. The glass cannot be used for weight support. (All glasses must use depression bar)
- g. For the booths 60 m² or above in a closed design, minimum two exits are needed. Every custom-built / Raw Space booth should retain at least one pit mouth electric box for checking.
- h. Regulations for outdoor exhibition areas
 - i. Outdoor custom built booth construction shall ensure the strength, rigidity and stability (especially partly stability) of the booth structure without causing deformation system. The structure should be strong enough to stop excessive deformation from the load (mainly wind load).
 - ii. The top of the booth should be guaranteed not to accumulate water, and the slope of the water should not be less than 10%. If a soft tarpaulin is used, the truss density must be increased and a metal mesh should be applied to enhance the tarpaulin tension. The direction of the discharge cannot be directed to the adjacent booth. If it is necessary to face the adjacent booth, the sink must be designed. Booths must be fixed with anchor weights and must be able to withstand a wind scale of 8 (especially single-facade booths).
 - iii. Open-air electricity leakage protection switch (electrical box) should be 10-15cm above the ground. The electrical box cannot be placed at outdoor without cover and exhibitors have to pay attention to waterproof.
 - iv. In case of typhoon, rainstorm and other natural disasters, exhibitors are required to take precautionary measures at once, as well as following the arrangement of the Organisers and Exhibition Venue.
- i. If booths with an area more than 100sqm requires telephone installation, the booth contractor will lay the internal telephone line of the booth according to the telephone line layout standard and the use position. RJ11 junction box is set at the terminal. Telephone line shall be connected to the junction box to the booth panel closed to main aisle. The junction box shall be 30cm high from the ground, and a line with a length of more than 1m is reserved in the box for centralized access to construction and maintenance.
- j. It is strictly forbidden to build temporary warehouses to store packaging materials, construction tools and materials.
- k. A weather forecast warning mechanism should be established for outdoor advert board and guiding signs to prevent possible impacts of climate change (such as strong wind, storm and

other natural phenomena), and take appropriate protective measures.

- I. On dismantling period, contractors should cooperate with the relevant staff of the exhibition hall to carry out onsite safety diversion and ensure civilized construction. Do not make savage demolition, such as forcible push, damage of the exhibition panel, etc. The contractor and the clearing and transporting staff shall clear all the construction materials from the exhibition hall. They shall not be left in the garbage pool, the pavilion or other areas of the exhibition hall.

C. Fire Safety Regulations

According to *Regulations on Security Administration of Large-scale Mass Activities* (implemented since October 1, 2007) promulgated by the State Council and fire safety regulations, Organisers or operator is in charge of fire security for the exhibition they held during exhibition period.

- a. The principle of “whoever’s in charge is responsible” shall be implemented. Organisers or operator shall be responsible for the safety of exhibition area they rent.
- b. Organisers or operator shall be obliged to strictly abide by the safety management regulations of the venue by the principle of “whoever’s in charge is responsible”. Fire safety measures should be taken to prevent the possibilities of fire accident.
- c. No smoking in the exhibition hall. Violators will be punished according to the circumstances.
- d. The width of main aisles shall not be less than 6m, and the width of other aisles shall not be less than 3m. The main and auxiliary (evacuation) aisles of the exhibition hall must be kept clear while stands are built and dismantled. Exhibition samples, packaging materials and special tools shall not occupy the aisles.
- e. It is strictly forbidden to connect the wires and install electrical equipment (including lighting and advertising lighting) without approval. If it is really necessary to install, it should be reported to the Engineering Department of the venue and to be installed by staff of the department. If installed by contractors, they should get approval from inspection department and install by electrician with license. Use hard-to-burn wires and comply with the safety regulations for electricity installation. Power supply will start after checking and confirmed to be safe to use.
- f. Renovation and construction of booth, building exhibition stands (racks), billboards (frames), grids (scaffold), etc. must be reported to the Security Department of Customer Service Center in advance, and construction can be carried out after approval. The decoration materials should use flame retardant splint or non-combustible materials, and the advertising light case should have vents and ballasts that meet fire protection requirements. Otherwise, it is considered violation and ordered to be dismantled.
- g. It is strictly prohibited to cover, bury, occupy, block or misappropriate fire-prevention equipment and facilities in the exhibition hall. During custom built and raw space construction, each booth must be equipped with at least 2 portable fire extinguishers (5kg powder fire extinguisher is suggested).
- h. It is forbidden to use electric heating equipment (such as electric kettle, electric stove, and electric iron) or lightings over 500W.

- i. No poisonous, inflammable and explosive and radiation items include fireworks, cracks, gasoline, spirits, thinner, hydrogen lighter and other items, treated by the security sector as threatening to the safety of the exhibition hall can be brought into the exhibition hall. In case the operations actually need to use flammable and explosive goods such as thinner, alcohol and chloroprene glue, the quantity of one day's dose shall be taken into the site and out of the site after the construction finishes on that day. It is strictly prohibited to demonstrate and operate heating, oven, candle, lantern, torch, welding equipment, heating and firing apparatus or other smoke-producing materials; Demonstrations and operations of any electrical, mechanical or chemical apparatus which may be deemed dangerous are strictly prohibited; It is strictly prohibited to bring weapons, firearms, knives, swords, ammunition, explosives and any other dangerous goods prohibited by relevant government departments into the exhibition hall.
- j. Packages of exhibits, wastes or unnecessary exhibits shall be cleared and move out of the venue. It is forbidden to place the above items in the booth, at the back side of the counter or the board. The cleaning staff of the venue has the right to clear them out.
- k. If open fire, such as electric welding or gas welding are needed during operation and performance, must be report to the security department. Construction and performance can start with approval and safety measures taken.
- l. If the booths are enclosed at four sides in a proportion of more than 75%, there shall be no less than two evacuation exits and the horizontal distance between two adjacent evacuation exits shall not be less than 5 meters. For booths over 72sqm, the evacuation exits shall be open, with a net width of no less than 2m and a height of no less than 2m, and the furthest distance between the booth and the evacuation paths of the exhibition hall shall not exceed 15m. There shall not be any form of cover with 2m of the evacuation exits.

D. Electricity Safety Regulations

- a. Official contractor is responsible for collecting all electricity applications. Any special requirements, such as over electricity load should be report for approval 30 days in advance.
- b. The construction unit must appoint an onsite electrician at the site to be responsible for overall planning and coordination of stand electricity. He is also obliged to educate electricians in his charge about civilization and law. The stand security staff should proactively make safety inspection of stand construction. If there is any violation or safety accident, the construction unit will be held responsible.
- c. Basic requirement for electrical equipment installation
 - i. The installation of electrical facilities must comply with China's national regulations on power industry, and strictly follow *Design Specifications for Low Voltage Distribution (GB50054-2011)*, *Safety Technical Specifications for Temporary Electricity Use at Construction Sites (JGJ 46-2005)*, *Specifications for Quality Acceptance of Electrical Engineering Construction in Buildings (GB50303-2015)*, *Design Specifications for General Power Equipment Distribution (GB50055-2011)* and other specifications, as well as the fire safety regulations of the venue and the specific requirements of this Regulations on Safety of Power Use in Stand. Installation should follow the plan approved. Main control boxes should use metal boxes.
 - ii. The Exhibition Venue is adopting a three-phase five-wire power system. The voltage level is 380V/220V, 50HZ. Pavilion (Booth) distribution should use three-phase five-wire system or single-phase three-wire system. If the voltage and frequency of the exhibits are at different level with the exhibition venue, exhibitors or their appointed contractors should bring their own power conversion devices in order to solve the problem.

- iii. Quantity of the distribution of each lighting circuit to electrical equipment (including lamps, socket) cannot over 25 pieces, with the total capacity less than 3KW or 16A current.
 - iv. If the 3-phase non-mechanical power is greater than or equal to 20A electric current, the switch should set up section protection. If single phase non-mechanical power is greater than 16A electric current, it must follow the design of 3-phase power system.
 - v. Besides, exhibitors or their appointed contractors must bring their own main control electric box which has equipped with a safe and reliable air break switch and ALCI device (30mA, operating time less than 0.1S) according to the rules. The main control electric box should be set at a safe and convenient location at the booth where easy for operation and inspection.
 - vi. To ensure a safe and smooth operation of Exhibition Venue's power system, the total power capacity of the main control electric box at booth is strictly controlled at maximum 80% of the total power capacity of Exhibition Venue's fixed power distribution box. Exhibitors and their contractors have ensure their total power capacity of the booth do not exceed the limit. If booth switch protection setting values cannot adaptation, exhibitor or their contractor should adjust electricity, until comply with this requirement.
 - vii. Selection of electrical materials and equipment should be in line with national standards and the fire safety requirements in Guangzhou. Electrical materials must be equipped with adequate supply of safe carrying capacity. Wire should use ZR-BVV (dual-retardant plastic copper wire), ZR-RVVB jacket ZR-VV line or cable, twisted-pair (flowers line) and aluminum wire are not allowed. Rectifier of the lighting equipment should meet the standard of fire department.
 - viii. Products under the categories of general lighting equipment, mechanical power, frequency conversion devices, SCR control equipment, stage lighting equipment, public address equipment and 24-hour classification of electrical equipment are required to use an independent circuit, sharing the same loop is strictly prohibited. For the important electrical equipment and at important occasions, location of electricity should install a master of a double-loop power supply.
- d. Safety management for electrical equipment installation
- i. All electrical installation work shall be carried out by the licensed electricians. Electricians should bring along with their license during construction, the management of Exhibition Venue will check the license randomly, and reserve the right to stop the electrical installation work of those electricians who found without proper license.
 - ii. Power supply should be applied to the venue. Exhibition Venue also has the right to restrict or stop the electricity supply without application and payment.
 - iii. Electricity installation shall be in strict accordance with the plan and drawings approved by the exhibition hall, and the electrical load within the approved total load. If the booth does need to increase the number of electrical appliances and other electrical equipment and exceeds the declared load, it shall promptly declare the relevant procedures and pay the relevant fees as required.
 - iv. Contractors should prepare construction power box with leakage protection switch, isolation switch and air circuit breaker. All electrical devices shall be installed by electrician with certificate. Electric tools shall be in accordance with relevant safety standards. The wire and cable used for construction must be fire-retardant copper core cable and equipped with protection switch. It is forbidden to plug the cable directly to socket in booths or use electricity near the breaker switch. The cable shall be connected with a plug and fastened with screw.

- v. The main switch and power supply access line (cable) of the general control electric box of the booth shall meet the requirements of the relevant standard. Select the switch and wire with the electric voltage and current level according to total power consumption; according to the exhibition hall Power supply system configuration and safety technical requirements, all kinds of power connection should be subject to the power supply mode, route and location specified by the exhibition hall, and must be on the terminal block of the power supply and distribution facility or the dedicated power take-off connector. It is not allowed to access the electric box and socket of the exhibition hall at random; it is strictly forbidden to set the total switch protection value of the total control electric box of the booth to be larger than the setting of the power switch protection of the fixed distribution facilities of the exhibition hall.
- vi. All the metal frameworks, metal equipment and facilities must lie on the ground (using not less than 2.5mm² core multi-strand soft copper). The electrical wires must be fixed on the ground and cannot lay on passageway improperly. All wiring overhead passages or gangway shall be firmly and adequately fixed and protected by guarding equipment. Wires built under the carpet and other decorations must be protected by metal pipe or retardant plastic pipe. The use of the ceiling suspension wires and plumbing, lighting and other objects are prohibited.
- vii. The use of high-power 500W lighting equipment in booth is prohibited and the use of heat lamps (such as quartz lamps, iodine-tungsten lamps) must install protective covers. Down lamps and quartz lamps must have a heat protection mat. Advertising light boxes and lamp posts must have convection cooling holes. Electrical and lighting equipment used at outdoor booth must be waterproof and equipped with safety measures which can protect your equipment under bad weather.
- viii. The lighting equipment installed in booth must keep at least 0.3m away from the exhibits. Installation of all heat-generating facilities should keep at least 3m away from the fixed power distribution equipment of the exhibition halls. The facilities cannot emit heat to the fixed power distribution equipment.
- ix. Booth decoration should not block the lighting, power electrical box (cabinet) or telephone wiring box in the exhibition halls. And please leave at least 0.6m passageway and adequate operation area for safety check and maintenance.
- x. When booth electrical construction and installation complete, exhibitors and their appointed contractors should have a self-check of their electricity distribution systems. Exhibition Venue will switch on the power after checking the construction and installation work of booth.
- xi. During exhibition period, exhibitors or their appointed contractors should arrange at least one electrician on duty at their booth. If any problems are found, the electrician should handle immediately and maintain electrical safety. Also, during move-in and exhibition periods (especially before exhibition closes), the electrician should check the lighting equipment of their booth every day in order to avoid accident or damage to exhibits.
- xii. Contractors should educate their workers about construction safety. Construction can only be carried out at the designated areas during designated time periods. Contractors should take the full responsibilities for all accidents and damages caused due to violation of rules. Also, they have to bear all the economic loss caused to the Organisers and third parties.
- xiii. Contractors or individual are not allowed to operate any electrical facilities or carry out any electrical installation and connection work in the exhibition halls without the approval of the Exhibition Venue. The offenders shall be liable and compensate for any costs incurred.

- e. Power Failure Emergency
 - i. Exhibitors or the appointed contractors are responsible for handling all emergencies. During exhibition, the on duty electricians should immediately deal with the power failure cases. Problematic electrical equipment is not allowed to use in the exhibition.
 - ii. If the stoppage of booth electricity is caused by the fault of the fixed power distribution equipment of Exhibition Venue, the on duty electricians should check on their electrical equipment and inform the electricians of Exhibition Venue. They are not allowed to switch on the power without Exhibition Venue's permission. The violator shall liable for the economic loss caused.
 - iii. If the power system of your booth fails to function during exhibition period, Exhibition Venue has the right to adjust the power line and load, exhibitors and contractors have to cooperate with the Exhibition Venue.
 - iv. If there are any electrical problems found by the Exhibition Venue, the on duty electricians should immediately deal with them or the Exhibition Venue may stop the power supply and take other protective measures to ensure safety without prior notice.
- f. If the electrical equipment requires 24-hour electricity supply, exhibitors or their contractor should apply to the Exhibition Venue. For safety reasons, the 24-hour electrical equipment should equip with an independent power circuit and a suitable and reliable protection switch. Also, there should be at least one electrician on duty at booth.
- g. If the electricity distribution lines of the special electrical equipment, such as mechanical power consumption equipment, silicon-controlled stage dimmer equipment, are not allowed (or inappropriate) to install 30mA leakage protection devices, exhibitors or their appointed contractors have to declare to and seek for the approval from the Organisers and Exhibition Venue. They should also sign the "Special Electrical Safety Undertaking", liable for all responsibilities. Exhibitors or their appointed contractors are required to take strict and adequate protective measures to ensure the safety of power supply systems and personnel during implementation.
- h. Computers, precision instruments and other equipment should be retrofitted with uninterruptible power protection. Data loss and damage due to power stoppage will not be responsible by the Exhibition Venue.
- i. The use of high-power electrical equipment (e.g. kettle, electric stove, and electric iron) is not allowed. Please apply to the Exhibition Venue if you need to use it.
- j. If exhibitors and their appointed contractors need to use their own compressors, please declare to the Official Contractor when you submit the electricity application form. All the compressors should meet the safety standards and regulations and must be placed at the designated locations in exhibition halls.
- k. Exhibitors or their appointed contractors should bear all the responsibilities and costs under below circumstances:
 - i. Failure of their booth equipment and electrical circuit which lead to malfunction or stoppage of the power switch protection of the Exhibition Venue.
 - ii. Do not install the power distribution lines base on the rules and regulation that cause power failure; Do not construct base on the approved drawings that cause power failure; The power load and distribution lines do not match with their application details that cause power failure.

- iii. No electrician on duty at exhibitors' booth for handling power stoppage.
- iv. In order to ensure exhibition safety, the Exhibition Venue will stop the power supply if they discover any hidden danger and non-compliance behavior. Loss caused by these reasons will be borne by exhibitors or their appointed contractors.
- v. No protective measures have been taken by exhibitors and their contractors to protect the important, valuable and special equipment and exhibits that cause loss or damage during power failure.
- vi. Fault caused by other exhibitors or contractors.
- l. No one will be liable for the loss caused by power stoppage due natural disasters (e.g. earthquakes, floods, etc.), emergencies from the Government and other irresistible factors.
- m. Power of the exhibition halls will be shut down when exhibition closes and during move-out period. If exhibitors need to maintain electricity temporarily, you should apply to the Exhibition Venue in advance in written.
- n. For exhibitors who build their standard booths by their appointed contractors, electricity management will responsible by the contractor. Exhibitors should apply to the contractor if they need any electrical items or services that cause extra power (such as sockets, lamps, etc.). The contractor should be responsible for the provision of services and the control and arrangement of the power load.
- o. For exhibitors who build their standard booths by the Exhibition Venue, electricity management will responsible by the Exhibition Venue. Exhibitors should apply to the onsite service counter of the Exhibition Venue if they need any electrical items or services that cause extra power (such as sockets, lamps, etc.). Installation of lighting equipment and socket is only permitted by the electricians of Exhibition Venue. The equipment and socket will be taken away if exhibitors or their contractors violate the rules. Besides, sockets of standard booth cannot be connected to the lighting fixtures (such as spotlight, fluorescent light, etc.), and the use of self-socket board is prohibited. The maximum capacity of socket should be controlled at 500W power. You are not to remove or take away the electrical equipment and facilities of your booth.
- p. The Exhibition Venue will monitor and check the construction work of exhibitors, ensure they meet the safety standard. Exhibitors should cooperate with the Exhibition Venue, modifying their construction plans when they are not qualified.

E. Safety Regulation for Vehicles

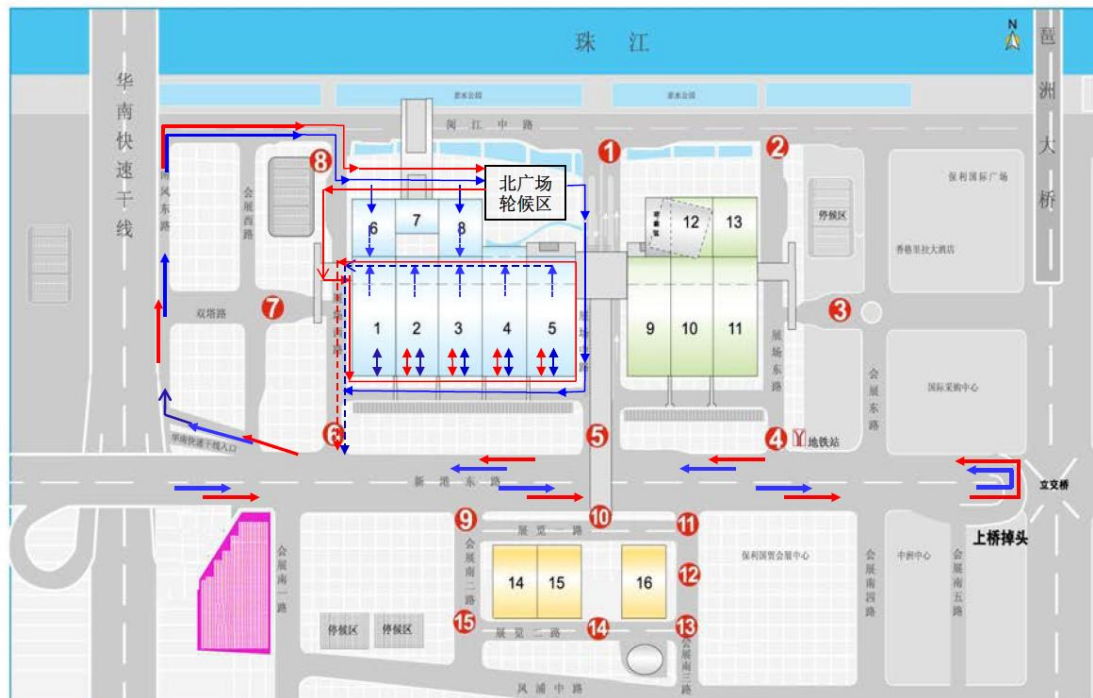
a. Route for Vehicles during Construction and Dismantling Area

Area A (Chinese version only, please [click HERE](#) to download)

1.1-8.1馆进馆线路 →

2.2-5.2馆进馆线路 →

1-15号门

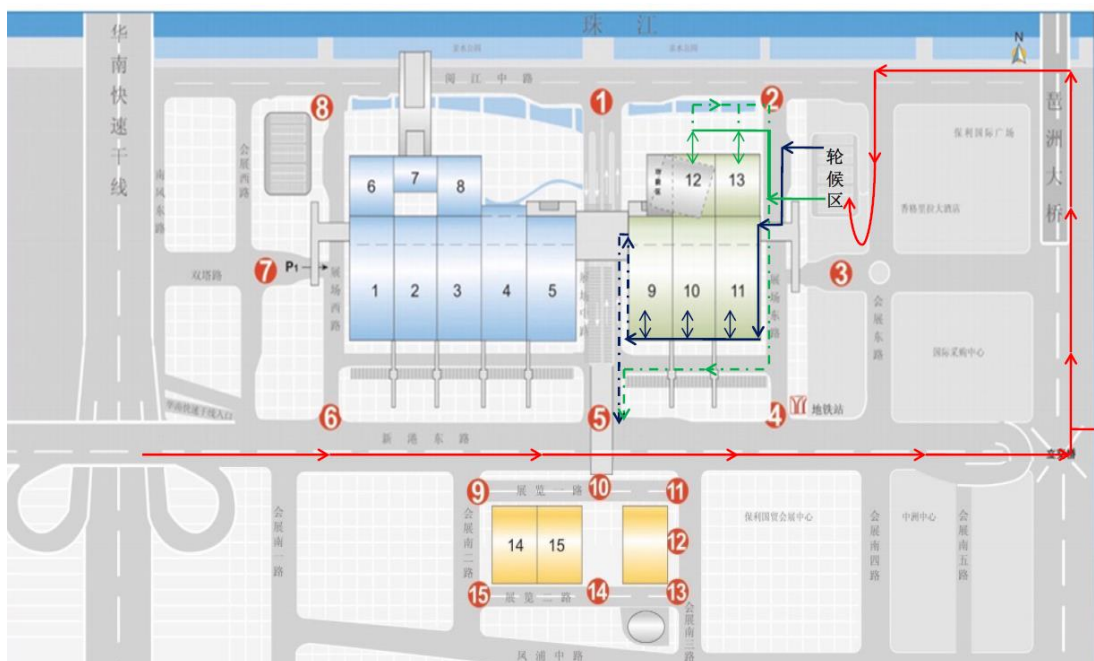


Area B (Chinese version only, please [click HERE](#) to download):

1-15号门

12.2-13.2馆进馆线路 →

9.2-11.2馆进馆线路 →



- b. Requirement for Vehicles
 - i. No vans, cars or less than 15-seater minibus can enter the exhibition halls during move-on and move-out period. The drivers shall park the vehicles in certain area. For trucks getting access to the second floor or above, the size cannot exceed: 10m (length), 5t (weight) and 3.8m (height). Oversize trucks have to unload at designated area appointed by the Organisers.
 - ii. During the exhibition period, all vehicles are parked in the designated area. The parking time is from 08:30 to 18:00, and the vehicles are not allowed to stay overnight. Vehicles that leak oil or carry flammable, explosive, toxic, radioactive or polluting items are prohibited from entering the parking lot. Smoking, use of open fire, car wash and maintenance vehicles are strictly prohibited in the parking lot. When the vehicle is parked, the doors and windows should be closed in time, and valuables should be kept with you. The car and card should be separated. The parking card should be carried with you. The cars are not allowed to depart without parking card or identity card to prove the driver is the car owner.
 - iii. Vehicles entering the exhibition hall area shall be driven to the route specified during the exhibition period and the driving speed shall not exceed 10 km/h. Vehicles over 2.2 meters high are not allowed to enter the underground parking lot of the exhibition hall. Bicycles are not allowed in the car park.
 - iv. Garbage trucks must comply with the relevant safety regulations of the exhibition. Parking and humping garbage cannot occupied or blocked the fire prevention equipment.
- c. If there are cars need to be display and park in the hall during the exhibition period, please fill out and submit the Registration Form for Parking Permit of Exhibit Cars.

F. Regulations and Guideline of Broadband Access at the Exhibition Venue

- a. Broadband users must abide by relevant national laws and regulations and relevant regulations of China Foreign Trade Center, strictly implement the security and confidentiality system, and must not use the network to engage in illegal or illegal activities such as endangering national security, revealing state secrets, and harming the interests of China's foreign trade center. Do not make, search, copy and disseminate information that disrupts public order, indecent assault, obscenity, etc., and may not use cyber-attacks, damage to public network facilities and other users. Otherwise, the customer service center has the right to terminate its network services. If the circumstances are serious or cause losses, it will be handled in accordance with relevant state regulations until legal liability is pursued.
- b. Do not use the network of the exhibition hall to carry out business activities without permission. Once discovered, the call center has the right to terminate its network.
- c. Any broadband user may not install and use non-terminal equipment such as wireless routers and switches to connect to the exhibition hall network without the written permission of the customer service center. If there is special need, you must report to the customer service center for written consent, and you can only use following the relevant procedures. .
- d. Any broadband user may not set up a wireless network with a signal strength greater than or equal to 90dbm within 2m without written permission. Otherwise, the service center has the right to temporarily detain the relevant equipment until the end of the exhibition period. If you need to build your own wireless network, you can fill in the application form shown in the attached file. After the evaluation of the customer service center, you can build it yourself under the guidance of the customer service center staff.

- e. The Customer Service Center has the right to use technical means to monitor all network security within the Canton Fair exhibition hall. For broadband users who use their own wireless routers, switches and other equipment to connect to the exhibition hall network without the written permission of the customer service center, the customer service center has the right to temporarily detain relevant equipment to the end of the exhibition, confiscate the use of the broadband network deposit, blacklist and cancel of broadband user qualifications for the 2nd exhibition (multiple measures can be taken at the same time).
- f. Wireless network has certain openness, broadband users have to protect their own computer security, fix the windows patch and use anti-virus software, prevent the leakage of personal information such as authentication username and password, and ask the user to keep the personal user properly. All consequences caused by the leakage of personal passwords are borne by the account holder.
- g. Broadband users shall not damage the network equipment and facilities in the exhibition hall. Compensation will be made for any damage.
- h. In order to ensure the security and stability of broadband services, the customer service center has the right to network control and adjust or prohibit some network access (such as securities, BT, Thunder, games, etc.) in some areas and part of the time without prior notice.
- i. The Customer Service Center and its related organisations are not responsible for any inconvenience or loss caused by the use of broadband services by broadband customers.
- j. Telecom operators or enterprises have other special wireless network requirements, please contact the customer service center to negotiate relevant cooperation agreements.
- k. When the users successfully applied for the broadband service and settle relevant charges, Exhibition Venue shall complete construction within a specified time and the network will be available from the date of exhibition opening.
- l. Exhibition Venue offers broadband access according to pairing system, which means the number of applications is equal to the number of computers. For multiple computers, users shall apply the equal number of broadband access or for broadband networking.
- m. Users shall not install any Trojan horse software, virus tools or other malicious computer software to attack or invade Exhibition Venue's network illegally or interfere with the normal service of other users.
- n. Users is prohibited from using Thunder, Flash Get, BT, easy Mule or any other multi-thread or P2P download software to download movies, video and other bandwidth-demanding applications.
- o. Users must keep the network cables, wireless network cards, switches and other network devices which supplied by the Exhibition Venue properly. Before dismantling, users shall notify the Exhibition Venue for recovery.
- p. All network users must abide by the requirements of the Cyber Security Law of the People's Republic of China and relevant laws and regulations. Users using wireless networks must use real-name authentication through SMS or WeChat, etc., and meet the requirements of relevant departments of network supervision and other departments for internet use.

Appendix II – Construction Badge and Vehicle Pass Registration Guideline

A. Construction Badge and Vehicle Pass

1. **Construction Badge:** applicable for people assisting exhibitors in stand construction and stand dismantling. The charge is RMB40 / badge. RMB10 insurance fee is included for each badge, please contact Official Contractor for the details of the insurance if needed. The badge is valid for entire move-in and move-out period.
2. **Vehicle Pass:** applicable for vehicles during move-in and move-out period for carrying exhibits, construction materials or equipment. The charge is RMB50 / vehicle pass and RMB300 deposit, for single use only. The vehicle with the pass can stay in the venue for max 150mins / time for free by counting the vehicle entering and exiting time of the timing zone. Extra charge (RMB50 / 30mins) will be deducted from the deposit if the vehicle stays for more than 150mins and remaining deposit will be returned to payment account within 5 - 7 working days after move-out.

B. Application Procedure

1. Registration Procedure

Step 1 - Account registration: Contractors can register an account and password from the official online system of Canton Fair Complex (Exhibition venue): <https://rczl.ciefc.com>. Each company can only register one account, so it is suggested to use the company mobile for registration. One mobile number can be registered only once. Each account can assign at most 5 onsite representatives, which means badge registration representatives.

Step 2 - Account activation: Badge registration representative shall bring the company's documents, including the original and copy of the ID card of badge registration representative, copy of business license, certification form and safety pledge to the Registration Service Centre to verify the account, plus the documents of badge registration representative (original and copy of the ID card with company stamp on both side, photo in blue or white background (size: 3.3cm × 4.8cm)) for applying the eligibility card to enter exhibition venue to redeem badge and pass. After verified, the account will be activated. (The account is valid till 31 Dec of that year. It has to be verified again after the valid time.)

- [Click HERE](#) to download Certification Form (Chinese version only)
- [Click HERE](#) to download Safety Pledge (Chinese version only)
- [Click HERE](#) to download Badge Registration Representative Application Form (Chinese version only)

Step 3 - Exhibition application: After the account is activated, choose to register as PLSG's participation party. Account will be ready for use after exhibition venue received the confirmation from the official contractor or Organisers.

2. Application Methods

Contractor can submit badge application via online system of Canton Fair Complex according to the following procedure after the account is activated. **Please [click HERE](#) for the detailed operation manual of the online system (Chinese version only).**

1. Construction Badge

1. To obtain the Application Consent Notice issued by official contractor after settling the exhibition and construction fee on time.
2. Badge registration representative shall log in to the onsite system: <https://rczl.ciefc.com> to fill in the workers' ID information, submit the copy of ID card and the digital photo to apply the badges. The digital photo has to be recent taken with blue or white background and the head shall cover two third of the photo (in jpg / png / bmp format, file size

between 50 - 200kb). Each person can only have one badge for each exhibition.

3. Badge registration representative log in to the online system: <https://rczl.cieffc.com> to check the badge approval status, once approved, please print, sign and stamp on the application form.
4. Badge registration representative present their eligibility card to enter exhibition venue, present the application form and settle the full payment of the badge fee (RMB40 / badge) at the Registration Service Centre in order to print the construction badges.

Sample of Construction Badge (Chinese version only)



2. Vehicle Pass

1. Badge registration representative must log in to the online system: <https://rczl.cieffc.com> to fill in the information of the vehicle and driver, submit ID card, driver license and driving license of the driver and photos to apply for the vehicle pass. The digital photo has to be recent taken with blue or white background and the head shall cover two third of the photo (in jpg / png / bmp format, file size between 50 - 200kb). Please select the exhibition area / hall correctly when filling out the application, otherwise the vehicle might not get passed.

Remarks: "One Pass for One Hall" only, vehicle pass will be invalid after entering and exiting exhibition hall once. Please apply the corresponding vehicle pass if vehicle need to go to different halls on the same day. Vehicle need to leave exhibition venue when finished loading / unloading exhibit in one hall and re-enter to another hall if needed..

2. Badge registration representative log in to the online system: <https://rczl.cieffc.com> to check the pass approval status, once approved, please print, sign and stamp on the application form.
3. Badge registration representative present their eligibility card to enter exhibition venue, present the application form and settle the full payment of the badge fee (RMB50 / pass and deposit RMB300) at the Registration Service Centre in order to print the vehicle pass.

Sample of Vehicle Pass (Chinese version only)



Move-in Vehicle Pass Move-out Vehicle Pass

C. Refund of Deposit

1. The refund can only be return if:

1. The vehicle shall leave the venue after loading or unloading.
2. The venue timing inspection system has confirmed the leaving time of the vehicle.

Remark:

Please remind your driver to actively show the vehicle pass to the inspector when passing the timing point to confirm whether they have right to enter exhibition venue and have recorded the entry / exit time and vehicle information. According to the regulations, if the entry and / or the exit time information is not recorded, all deposit will be deducted.

2. Deposit Refund

Exhibition venue will count the time that vehicle stay in timing zone of the exhibition hall. The deposit will be fully refunded if vehicle stay no more than 150mins. If vehicle stay more than 150mins, deposit will be deducted by RMB50 / 30mins. The remaining deposit will be refunded to the original payment account within 5 - 7 working days after move-out.

D. The Usage and Verification of Badges

1. Construction Badge

1. Under "one person, one card" principle, the badge can only be used by one person. It is forbidden to sold, alter, borrow and counterfeit the badges or to use invalid or overdue badges. Everyone entering the venue shall wear the badges and pass through designated verification points in each gate area and abide by the rules and regulations of the Exhibition venue. Please bring along the ID card for the exhibition Organisers, operator or management department and security personnel to check.
2. Besides persons responsible for construction work, shipping, exhibit loading or unloading, equipment installation, other persons including Organisers and operator of the exhibition, official contractor, official forwarding agents and exhibitors can wear corresponding badges such as Organisers, VIP or Exhibitor badges to enter the venue. But if other persons need to engage in booth construction, they need to apply for the construction badges.

2. Reminder:

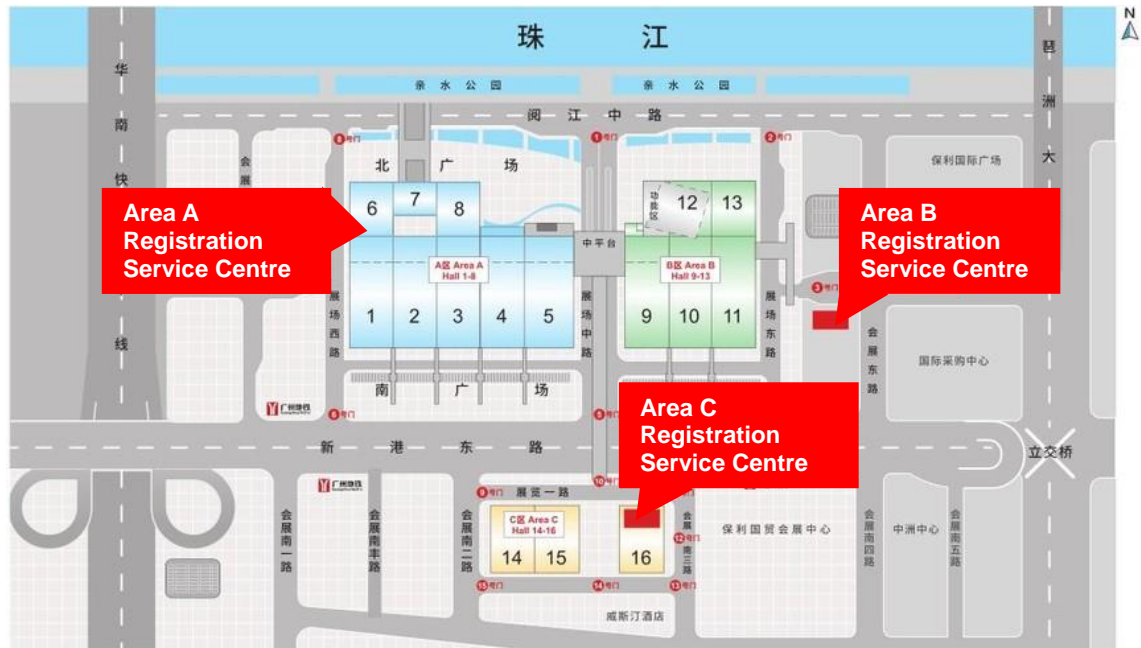
Badge verification point of the venue is set behind the temperature measuring point. Anyone or any vehicle entering the venue shall wear badges or vehicle pass. All workers must apply badges on the system in advance.

E. Registration Service Centre

1. Location of Registration Service Centre

Canton Fair Complex has set up 3 centres onsite, contractor can choose the nearest one for applying the contractor badge and vehicle pass. Below are the locations:

1. Area A: Counter 6-1, Pearl Promenade
2. Area B: Zhanchang Zhong Road, Exit A Pazhou Metro (Canton Fair Oversea Buyer Registration Service Office)
3. Area C: Hall 16.1, Exit C Pazhou Metro (Canton Fair Oversea Buyer Registration Service Office)



2. Working Hour of Registration Service Centre

Please refer to the official contractor's notice of the exact working date of the Registration Service Centre. The working hour is 09:00 to 18:00.

3. Badge Registration Enquiry Hotline

- Area A: 020 89131079
- Area B: 020 89130186
- Area C: 020 89071064