

The 28th International Friction and Sealing Material
Technology Exchange and Product Exhibition
(Fuzhou, China)

Exhibitor Manual

Dear exhibitors:

Welcome to the 28th International Friction and Sealing Material Technology Exchange and Product Exhibition(hereinafter as “the CFSMA 28th Exhibition”).To assist you in better preparing for the exhibition, we have prepared this manual, which you may download from en.cfsma.org.cn . Please read it carefully before arranging all exhibition-related matters. For any unaddressed issues, you may contact us at cfsma17@126.com.

Organizing Committee of the CFSMA 28th Exhibition

March,2026

Contents

I. Basic Information Of The CFSMA 28th Exhibition	2
II. Programme Overview	2
III. Exhibition Hall	3
IV. Traffic guide	3
V. Check-in	4
VI. Setup Guidelines	4
1. On-site Construction Management Regulations	4
2. Safety Management Agreement for High-Altitude Operations	8
3. Exhibition Hall Safety Regulations	9
4. Regulations on Exhibits and Promotional Materials	12
5. Fire Safety Management Regulations for the Exhibition Venue	12
VII. Insurance services	15
VIII. Transportation services	15
1. Contact	16
2. Transportation Precautions	16
3. Exhibition items from overseas	16
4. Service charge standards (the following prices are tax-exclusive; tax is charged at 6%) ..	17
5. Ship goods to the exhibition venue on your own	18
6. Payment	18
7. On-site Service	19
8. Service Note	19
9. Vehicle Information	19
10. Exhibition Item Information Registration Form	20
IX. Traffic Plan	21
X. Booth Setup Procedure for Special Booth	26
1. Setup Time	26
2. Standard booth configuration	26
3. Special booth	26
4. Booth Dismantling	30
5. Recommended Special Booth Producers	30
XI. On-site rental	31
Attachment 1 Special Booth Construction Authorization Letter	32
Attachment 2 Special Booth Construction Safety Responsibility Agreement	33
Attachment 3 Special Booth Fire Safety Responsibility Agreement	34
Attachment 4 Special Booth Item Payment List	37
Attachment 5 Construction Breach Items and Handling Standards	39
1. In terms of fire safety	39
2. In terms of electrical safety	39
3. Structural Safety	40
4. Working at Height Safety	40
5. Construction Safety	41
6. Equipment and facility maintenance	42
7. Others	43

I. Basic Information Of The CFSMA 28th Exhibition

1. Exhibition name: The 28th International Friction and Sealing Material Technology Exchange and Product Exhibition(hereinafter as “the CFSMA 28th Exhibition)
2. Approving Department: Ministry of Commerce of the People's Republic of China
3. Organizer: China Friction & Seal Material Association
4. Time: May 10-12,2026
5. Venue: Hall 7, Fuzhou Strait International Conference and Exhibition Center, Fuzhou, Fujian Province, China
6. Organizer: China Friction & Seal Materials Association(CFSMA)
 - Address: 4 Floors, Main Building, No.2 courtyard, Cuiwei Road, Haidian District, Beijing,China (100036)
 - Official Website: en.cfsma.org.cn
 - E-mail: cfsma17@126.com

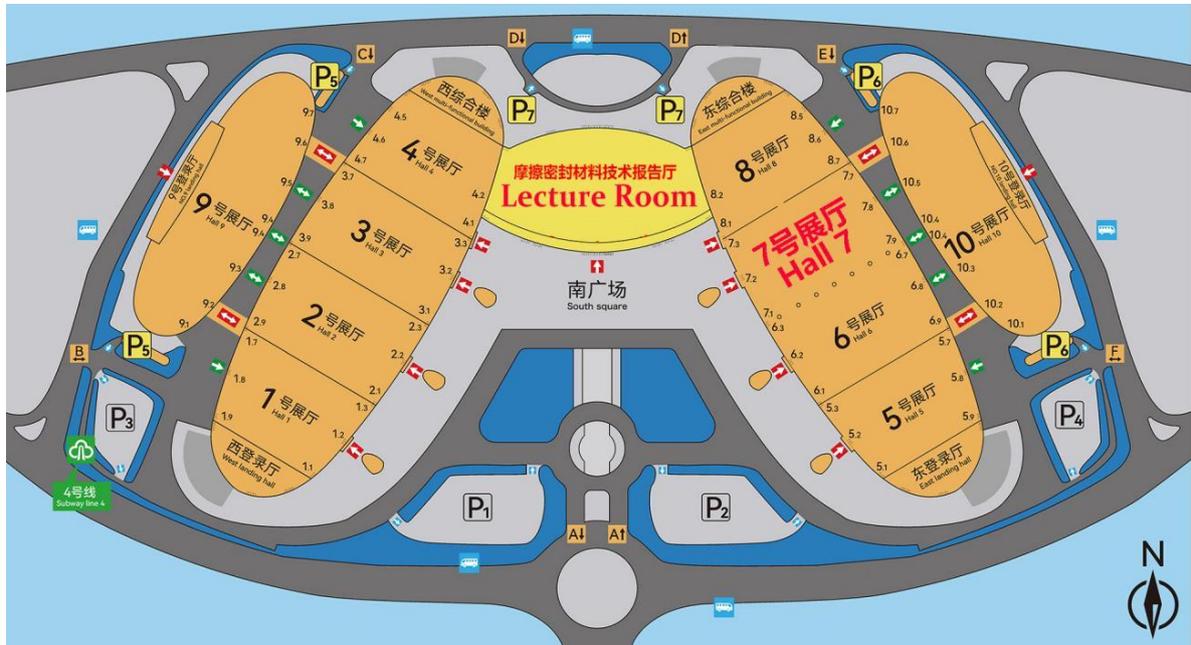
II. Programme Overview

Time		Content	Location	Note
8 May Friday	8:30-17:30	Special Booth Setup	Fuzhou Strait International Conference and Exhibition Center, Hall 7	
	8:30-17:30			
9 May Saturday	12:00-17:30	Standard Booth Setup	Fuzhou Minjiang Empark Grand Hotel (Conference&Exhibition Center)	With Confirmation Letter
	All Day	Check-in		
10 May Sunday	8:30-17:00	Exhibition Visiting	Fuzhou Strait International Conference and Exhibition Center, Hall 7	Exhibitor can enter at 8:00
	18:00-19:30	Sponsor-Named Gala Dinner	Fuzhou Minjiang Empark Grand Hotel (Conference&Exhibition Center), Floor 1, Ballroom	Access with Gala Dinner ticket
11 May Monday	8:30-17:00	Exhibition Visiting	Fuzhou Strait International Conference and Exhibition Center, Hall 7	Exhibitor can enter at 8:00
	8:30-11:30	Technical Session on Friction/Sealing Material	Fuzhou Strait International Conference and Exhibition Center, Lecture Room 101/105	Access with your Passes
	13:30-17:00	Technical Session on Friction/Sealing Material	Fuzhou Strait International Conference and Exhibition Center, Lecture Room 101/105	
12 May Tuesday	8:30-14:00	Exhibition Visiting	Fuzhou Strait International Conference and Exhibition Center, Hall 7	Breakdown at 14:00

III. Exhibition Hall

Hall 7, Fuzhou Strait International Conference and Exhibition Center, Fuzhou, Fujian Province, China

Address: No.198, South Riverside, West Avenue, Cangshan District, Fuzhou, Fujian Province, China



IV. Traffic guide

	Transportation	Distance	Duration
	Airport	40km	30min
	Fuzhou Railway Station	15km	20min
	Fuzhou South Railway Station	8km	20min

V. Check-in

1. Special Booth Producer

Check-in Time: 8:30-17:30, May 8-9, 2026

Check-in Venue: Service Center, Hall 7, Fuzhou Strait International Conference and Exhibition Center.

2. Exhibitor

Check-in Time: All day, May 9, 2026

Check-in Venue: Fuzhou Minjiang Empark Grand Hotel (Conference & Exhibition Center)

Exhibitors should check-in with the "Booth Reservation Confirmation" and collect the exhibitor card and related materials.

VI. Setup Guidelines

1. On-site Construction Management Regulations

1.1 Fire Safety

- (1) Construction must strictly follow the approved plans and drawings as reviewed by the fire safety management department, ensuring that evacuation routes are left in compliance with requirements.
- (2) Maintain unobstructed passage and safe exits, ensuring fire protection facilities and equipment remain in good condition and clearly marked. Interior decoration, layout, and placement of items must not impair the functionality of fire safety facilities. It is strictly prohibited to occupy safe exits, fire protection equipment, or safety passages in any form; to obstruct or conceal evacuation signage; to bury, move, or enclose fire protection facilities; or to block fire access routes, fire-rated rolling shutters, manual fire alarm devices, emergency safety exits, public corridors, electrical room doors, exhibition warehouse doors, etc. No items may be stacked under fire-rated rolling shutters.
- (3) It is strictly prohibited to bring flammable (non-fire-retardant elastic fabric, gasoline, diesel fuel, alcohol, foam materials), explosive (e.g., fireworks, firecrackers, hydrogen), radioactive, toxic, corrosive substances or illegal firearms and ammunition into exhibition spaces as they may endanger public safety. Pressure vessels (such as nitrogen cylinders, helium cylinders, carbon dioxide cylinders) may only enter the venue with prior approval from the organizing committee and venue management and must be secured with appropriate safety measures. Large-scale grinding operations are forbidden inside the venue to prevent dust-related hazards.
- (4) Smoking and open flames (including liquefied gas, gasoline, diesel, solid alcohol, and liquid alcohol) are strictly prohibited. If open flame operations are necessary, prior approval must be obtained from the fire department, venue management, and the organizing committee. A hot work permit must be acquired, and dedicated personnel must supervise on-site while safety measures are implemented. Only then may personnel perform hot work operations after obtaining the required certification.
- (5) All materials required for setup (including exhibition booths, light boxes, advertising signs, neon signs, carpets, etc.) must be made of non-flammable or flame-retardant materials. If wooden materials are unavoidably used, they must be treated to meet Class B1 fire resistance requirements by using flame-retardant panels, applying fireproof coatings, or installing fire-resistant panels. Electrical heating components must maintain a safe distance from wooden panels and flammable objects and must be protected with thermal insulation and fireproof measures; it is strictly prohibited to directly install electrical heating components on combustible materials.
- (6) The top of exhibition booths must not be extensively enclosed. For booths approved by the organizing committee and fire safety authorities to have a sealed roof, firefighting equipment must

be installed (at least one 6 kg suspended dry powder fire extinguisher per 20 square meters), and additional portable or wheeled fire extinguishers must be placed on the exhibition floor.

- (7) Two-level exhibition booths must be reviewed and approved by the organizing committee and public security/fire department before being submitted to the venue management. Detailed construction drawings (including structural design, joints, construction materials, load-bearing capacity and maximum load capacity, number of people allowed during activities) issued by a qualified architectural design institute (or studio) with structural design qualifications must be provided and stamped with the official drawing seal of the design institute (or studio) before construction can begin. Construction must strictly follow these drawings.

1.2 Electrical Safety

- (1) Electrical usage must be applied for and formal procedures completed with the venue management. Only qualified electricians may work on-site, and actual power load requirements must be truthfully declared. Unauthorized wiring or exceeding the approved power load is strictly prohibited. Contractors are responsible for all wiring installations from the exhibition hall's provided distribution boxes or other power sources to their booths or venues, as well as ensuring electrical safety. They must strictly comply with electrical regulations (including but not limited to: using flame-retardant cables—double-twisted wires and flexible cords are forbidden; electrical connections must use crimping or terminal blocks; single-core cables must be run through conduits when passing through wooden structures; ballasts and high-power lighting fixtures that generate heat must not be directly mounted on wooden materials without proper thermal insulation; equipment requiring grounding must be correctly grounded; all electrical equipment must have CCC certification, etc.). When wiring crosses pedestrian walkways, protective measures and warning signs must be installed to prevent tripping hazards.
- (2) Contractors are responsible for maintenance, management, and electrical safety (including but not limited to power routing stability, electrical protection, operation, and use) on the load side of the circuit breaker at the distribution box connection point (including but not limited to power supply routes, equipment enclosures, and electrical loads). External load connection points must be secure and reliable.
- (3) The use of electrical equipment, lighting fixtures, and wiring with safety hazards (such as high-temperature iodine-tungsten lamps, high-temperature quartz lamps, parallel wires, braided wires, non-terminal wiring, etc.) is prohibited. When using stage lighting equipment, safety ropes must be used and the equipment must maintain a safe distance from other objects. Circuit connections shall use copper-core cables or sheathed wires with terminal blocks. Equipment power supply, high-power power supply, and motor power supply must be properly grounded. Power shall not be supplied without confirmation from the venue authority. The contractor shall bear full responsibility for any accidents or losses caused by failure to truthfully declare the size and purpose of electrical load; unauthorized increase of external load after full-load testing; addition of temporary loads; unauthorized connection of wiring; overloading during operation; or other non-standard or customized power requirements.
- (4) The contractor shall ensure separate circuit power supply for audio systems, lighting systems, LED screens, and other equipment. Temporary loads (including but not limited to power lines, equipment enclosures, and electrical loads) must be connected safely and stably. All connected electrical devices, wiring systems, and electrical protection devices must comply with national standards. Trusses and metal enclosures of equipment must have reliable grounding.
- (5) Outdoor electrical equipment must have reliable rainproof and moisture-proof measures as well as protection against leakage and electric shock.
- (6) For equipment that requires 24-hour power supply (such as refrigerators, freezers, safes, or oxygenators), permission must be obtained from both the organizing committee and the venue management before such equipment may continue to be powered after closing hours.

1.3 Structural Safety

- (1) Construction must strictly follow the approved drawings. Materials with insufficient strength are prohibited. No construction is allowed beyond the approved area or space.

- (2) The structural design of exhibition booths must be robust, safe, and compliant with all relevant technical standards (e.g., electrical safety, fire protection, structural integrity, plumbing and drainage). For special booths, structural safety must be ensured solely by the booth's own components; no loading, pulling, or hanging on the exhibition hall's walls, ceilings, auxiliary facilities, or adjacent booths is permitted during construction.
- (3) Steel frameworks must be added to walls or structures spanning 6 meters or more (including 6 meters). Steel structures must also be used for large-span irregular shapes and must be properly connected according to regulations.
- (4) Glass used in booths must be products certified under CCC testing requirements. Glass surfaces must display anti-collision warning labels.
- (5) Any significant safety hazards identified must be immediately rectified.

1.4 Safety for Elevated Work

- (1) Personnel performing elevated work must hold valid elevated work certification.
- (2) Workers climbing heights are prohibited from wearing flip-flops or open-toe sandals without straps. All personnel working at height—on scaffolding, ladders, or other elevated platforms and structures—must wear properly certified safety helmets and other required personal protective equipment when performing tasks that involve cross-work under elevated surfaces.
- (3) High-altitude hanging installations must be pre-approved by completing the "Exhibition Hall High-Altitude Hanging Approval Form," which must be reviewed and approved by the venue authority and installed under the supervision of the venue authority.
- (4) When working at heights, the construction party shall designate a safety warning zone, set up safety signs, and assign safety personnel to ensure work safety.
- (5) Ladders of the A-frame type shall not be used for work at heights exceeding two meters; scaffolding must be used instead. The scaffolding must be fully covered, equipped with guardrails, and accompanied by a safety guide on the ground. Workers must correctly wear hard hats and safety harnesses, with harnesses secured high and used low. For mobile scaffolding with wheels, the brakes must be firmly engaged; the scaffolding must not be moved while personnel are still on it.
- (6) When carrying tools and materials across halls or through doorways, attention should be paid to the height and width of doorways and halls. Passage is prohibited if conditions are insufficient; alternative routes should be chosen or height reduced and width narrowed until conditions allow safe passage.

1.5 Construction Safety

- (1) Special exhibition materials and exhibits must not exceed the floor load limit specified by the venue (7-ton per square meter for Hall 7). All vehicle models (except exhibition vehicles approved by the venue) are prohibited from entering areas with lower floor load capacity, including the main entrance hall with low load-bearing capacity, the entrance corridor of the main hall, corridors in Halls 1–8, East Comprehensive Building, West Comprehensive Building, East Registration Hall, and West Registration Hall—all of which are paved with marble.
- (2) On-site construction must not include large-scale preliminary work such as full-wall puttying, full-wall spraying, or full-wall grinding.
- (3) The use of power saws, power planers, cutters, and similar equipment indoors is prohibited without prior permission. Spraying paint on exhibition booths is also forbidden. If such work is essential, it must be conducted at designated locations provided by the venue authority.
- (4) It is prohibited to privately move or step on venue-provided exhibition equipment and facilities for use as auxiliary tools.
- (5) For display vehicles using fuel, the fuel level in the tank must not exceed the lower mark on the fuel gauge.

- (6) The site must remain dry at all times. If any liquid (such as water, paint, or coating) spills onto public areas, it must be reported immediately to the venue authority, warning signs must be set up, and cleanup must be carried out promptly. If injuries or property damage occur due to delayed, incomplete, or unreported cleanup efforts, the construction party shall bear full responsibility.
- (7) The use of passenger elevators and moving walkways for transporting goods is prohibited. During periods when moving walkways are turned off, they must not be used as stairs.
- (8) Do not bring materials with strong odors—such as spray-painted items or construction materials—into meeting areas or enclosed spaces.
- (9) Remove all equipment and materials from the site according to the schedule notified by the venue authority and complete dismantling and removal within the specified time frame. Ensure that both the exhibition hall and surrounding areas remain clean and hygienic; do not discard any booth waste within or around the exhibition hall's boundary lines. Safety requirements for dismantling must be consistent with the setup. Rough or reckless demolition is prohibited. When large structural components (such as back panels or signboards) need to be laid down, a safe zone must be designated and guarded by personnel to prevent injury. When removing large slabs of stone or heavy decorative elements, workers must wear hard hats and appropriate personal protective equipment.
- (10) If water leakage occurs from the booth's water supply connection, it must be immediately rectified. If property damage occurs in any area of the exhibition site due to water leakage, the responsible party must compensate for the corresponding economic losses.

1.6 Equipment and Facilities Maintenance

- (1) Damaging, defacing, or marking the venue's buildings, structures, metal benches, flooring, or other facilities is prohibited.
- (2) Using the venue's tables and chairs as transport or climbing tools is forbidden; attaching, nailing, carving, or hanging heavy items on exhibition panels and display fixtures is prohibited.
- (3) The use of adhesive materials on floors or walls is forbidden; only erasable chalk or approved tapes may be used for marking lines on the floor.
- (4) Drilling, nailing, pasting, or hanging advertisements on structural elements such as walls, columns, ceilings, glass curtain walls, elevator handrails, fire doors, and other interior finishes is prohibited. Unauthorized installation of advertising boards by stacking, hanging, or erecting them is also forbidden.
- (5) No items may be stacked or barriers erected in front of fire protection equipment, surveillance systems, air conditioning supply and exhaust vents, or areas with indoor air circulation; no objects may be hung from or tied to indoor sprinkler systems, lighting fixtures, or decorative materials.
- (6) The venue's shelving units and wall structures—including attached components such as stainless steel floor railings and aluminum curtain wall frames—must not be used as anchor points for tensioning or as support points for reinforcement purposes. 6.7 Prior to setting up the exhibition hall, protective measures must be taken for the building structure and decorative surfaces. Transparent tape, foam tape, or other adhesives that may leave marks are strictly prohibited during protection. Cutting or grinding operations are generally not permitted; if localized grinding is necessary, a polishing machine with dust extraction must be used.

1.7 Others

- (1) Unauthorized carrying of construction materials into the venue without prior entry procedures is strictly prohibited.
- (2) For safety reasons, all public atmosphere decorations connected to the exhibition hall structure shall be designed, manufactured, and installed exclusively by the venue's advertising department. Any high-altitude hanging installations must also be carried out by the venue's advertising department; self-installation of high-altitude hanging decorations within the venue is strictly forbidden.

- (3) Only dry ice fog machines are permitted; other types of fog machines are prohibited to prevent false triggers of fire detection and other fire safety systems.
- (4) Waste must be sorted and disposed of in designated bins provided by the venue. Leftover materials from setup should be promptly cleared from the site or stored in designated areas. Construction debris and kitchen waste water or residue must not be directly poured into restroom sinks or toilets. If garbage contains liquid such as soup, it must be transported out using bins.
- (5) Contractors shall comply with laws and regulations, follow management instructions from both the venue and organizing committee, conduct safe operations, and maintain civilized construction practices. Strictly and seriously enforce relevant laws, regulations, and requirements for fire prevention and safety, implement all fire prevention and safety responsibilities and measures, designate responsible persons for fire prevention and safety, and conscientiously fulfill other obligations stipulated in the organizer's "Exhibition Hall Safety Management Regulations," "High-Altitude Work Safety Management Regulations for Exhibition Halls," "Fire Safety Management Regulations for Exhibition Halls," fire control regulations, "Regulations on Management of Open Flame Operations," and other related rules.
- (6) In principle, the booth construction deposit shall be paid by the construction unit. If the exhibitor or another entity pays on behalf of the construction unit, the construction unit remains liable and shall be deemed to have agreed that if any violation occurs, the exhibition hall may deduct corresponding penalty fees from the deposit paid by such entity. The construction deposit will only be refunded after the exhibition has been dismantled and cleaned up completely, and upon confirmation by on-site staff of the exhibition hall that there are no violations requiring deduction of the deposit.

2. Safety Management Agreement for High-Altitude Operations

To strengthen safety management of high-altitude construction operations within the exhibition hall, prevent falls from height, and clarify the rights and obligations of both the exhibition hall and the construction contractor, based on relevant national and local regulations, both parties hereby agree on the following terms regarding safety management for high-altitude operations conducted by Party B within the exhibition hall:

- (1) Any high-altitude operation conducted within the exhibition hall where there is a potential fall from a reference plane at a height of 2 meters or above (including 2 meters) falls under the scope of this agreement.
- (2) Party B shall strictly comply with the provisions set forth in this agreement and voluntarily accept supervision and inspection by exhibition hall personnel.
- (3) Party B shall be responsible for any high-altitude work conducted within the exhibition hall. In the event of a personal safety accident, Party B shall bear full responsibility for the incident.
- (4) Personnel engaged in high-altitude work must carry a valid "Special Operations Personnel Operation Certificate" and a "High-Altitude Work Permit" issued by their respective unit, for inspection purposes.
- (5) For work performed at heights of 5 meters (inclusive) or more, specialized high-altitude work equipment must be used in principle.
- (6) Before commencing high-altitude work, Party B's personnel must inspect and confirm that all safety measures have been implemented before proceeding with the work.
- (7) Party B's personnel must wear prescribed labor protection equipment as required, inspect it before starting work, and correctly use fall protection gear and climbing tools during operations. Clothing should be light and flexible; slippers, high heels, hard-soled shoes, or barefoot operation are prohibited.
- (8) Do not use materials, tools, or equipment that do not comply with safety regulations for high-altitude work.

- (9) Materials used in high-altitude work must be placed stably; tools should be immediately placed into tool bags (pouches), and objects must not be thrown or passed hand-to-hand. The working area must remain clear and free from items unrelated to the operation.
- (10) Personnel working at heights exceeding 2 meters must wear safety harnesses and safety helmets properly. Seat belts must be secured to stable points; never use them with a low attachment and high working position.
- (11) When using scaffolding, folding ladders, or other elevated work tools, ensure they are securely fixed and have designated supervisors. The guardrails at the top level of the scaffolding must be fully intact; do not use ladders missing rungs or those that have been modified by adding extra height. Do not move the scaffolding or ladder while personnel are still on it. When placing tools or materials that can slip or roll on the scaffolding, take measures to prevent them from falling.
- (12) Personnel working below scaffolding, ladders, or other elevated platforms during cross operations must wear safety helmets.
- (13) When high-altitude work is conducted concurrently with other operations, follow designated routes for ascending and descending; avoid vertical work above and below each other. If vertical operations are unavoidable, implement reliable isolation measures.
- (14) Maintain communication between high-altitude workers and ground personnel. Equip necessary communication tools based on site conditions and assign a dedicated person to manage communication.
- (15) Safety responsibilities for high-altitude work must be clearly defined. The contractor shall carefully organize operations and ensure that all safety measures are properly implemented by personnel to guarantee construction safety.
- (16) Any accidents resulting from incomplete high-altitude work permits, violations during construction, improper use of elevated tools, or failure of personal protective equipment to meet safety standards shall be entirely the responsibility of the contractor in terms of economic liability and legal accountability.

3. Exhibition Hall Safety Regulations

- (1) To maintain a good order at the exhibition and prevent various accidents, ensuring the safety and smooth operation of the event, these regulations are established in accordance with relevant requirements for social security management.
- (2) Exhibiting and construction units must abide by relevant laws and regulations and participate in the exhibition legally.
- (3) A safety responsibility system shall be implemented; following the principle of "whoever sets up, is responsible," the construction unit shall be accountable for exhibition safety. They must complete all required registration procedures with the venue and sign safety responsibility agreements at all levels.
- (4) Strengthen management of access credentials; organizers (co-organizers) will issue valid credentials uniformly. All participating (exhibiting) personnel must wear credentials to enter the venue, comply with security checks, and must not lend or lose their credentials—any loss must be reported immediately to the organizing body. All exhibitors must enter and exit the venue on time according to scheduled opening/closing hours; no one is allowed to enter exhibition halls after closing; if overtime work is required, prior approval from the organizing unit is mandatory, and staff must proactively apply for overtime at the exhibition hall service desk.
- (5) All booths, exhibits, and advertising displays must not extend across zones or obstruct emergency evacuation routes; no exhibition samples, promotional materials, or signage may be placed, hung, affixed, or nailed on pedestrian walkways, entrances and exits, fire safety facilities, or power outlets (including strong and weak current floor sockets). No exhibits may be placed on pedestrian walkways, nor may loud shouting for sales be permitted.
- (6) Power and lighting services will be provided for all standard booths. Users requiring 24-hour power supply or delayed power cutoff must apply in advance. Exhibitors must truthfully report

their electrical load requirements to the exhibition hall service desk. Unauthorized wiring and overloading of electrical circuits are strictly prohibited. Self-employed electricians must hold valid certification and comply with on-site safety management regulations for electrical use. In standard booths, 500W power outlets are limited to general lighting and low-power appliances only. No large-power lighting fixtures, refrigerators (freezers), or power tools may be connected privately without prior confirmation by the exhibition site electrician. For all motorized equipment usage, exhibitors must provide their own main distribution box equipped with a leakage protection switch; any personal or property damage resulting from failure to install such protection will be the exhibitor's sole responsibility.

- (7) Exhibitors must enter the exhibition area for setup, participate in the exhibition, and dismantle displays within the times specified by the event; they must observe opening and closing hours. Exhibits lost or damaged due to failure to arrive on time after opening or leaving early before closing during clearance will be at the exhibitor's own risk. During the exhibition period, exhibitors should properly safeguard personal belongings such as bags, cash, mobile phones, documents and other valuables—these items should be locked in display cases and not left unattended on booths. Valuable exhibits must be assigned dedicated personnel for supervision; heightened vigilance is required to prevent theft or fraud. Lost items found should be promptly handed over to the police office stationed at the exhibition site or to the event security department.
- (8) The construction of standard booths and the provision of exhibition equipment shall be uniformly managed by the Exhibition Services Department; no one may dismantle, modify, or alter them without authorization. Any modifications must be processed at the exhibition hall service desk. It is strictly prohibited to use exhibition hall furniture such as tables and chairs as climbing tools. For any need to climb, participants must provide their own climbing equipment. Do not hammer nails into display panels or equipment, carve on them, or hang heavy items. Any damage to display panels or equipment must be compensated at actual cost. If large-scale adhesion or mounting is performed on display racks or equipment, a deposit of RMB 100 per item will be charged. The deposit will be refunded upon removal and cleanup of such materials after the exhibition, subject to inspection confirmation. Each exhibition hall provides exhibition equipment (such as tables, chairs, spotlights, power outlets, platforms) per booth according to the agreement. Exhibitors or individuals may not lend, transfer, or rent out this equipment under any circumstances. If additional equipment is required, rental procedures must be completed at the respective service desks. Unauthorized rental or misuse of other booths' equipment is strictly prohibited; upon discovery, staff have the authority to reclaim such items.
- (9) Exhibitors requiring special exhibition stand construction shall prepare construction drawings, electrical diagrams, material specifications, and other relevant documents in advance, and submit them on-site to the exhibition hall service desk. After approval, sign the "Exhibition Stand Construction Agreement" and the "High-Altitude Work Safety Management Agreement," pay the special decoration deposit according to the exhibition hall's deposit regulations, obtain temporary construction permits for workers, and only then may commence construction. Flammable materials (such as elastic fabric, gasoline, alcohol), explosive items (such as fireworks, firecrackers), and hazardous or highly toxic chemicals are strictly prohibited from being brought into the exhibition hall. Open flame operations are not permitted without authorization. Smoking is strictly prohibited within the venue. All on-site construction personnel must wear safety helmets. The stand design must be structurally solid and safe; large-scale covering of the stand's top is not allowed; non-flammable or flame-retardant materials must be used for stands; the use of unsafe lighting fixtures and wiring (such as high-temperature iodine-tungsten lamps, high-temperature quartz lamps, parallel wires, twisted wires) is forbidden. Special booth must not exceed height limits; any high-altitude hanging installations must be pre-approved, and personnel performing elevated work must have safety measures in place and hold valid high-altitude operation certificates; advertising signs must be securely and stably erected, meeting safety requirements; no obstruction, relocation, or enclosure of fire protection facilities is allowed, nor blocking of fire exits, fire shutters, emergency safety exits, public passageways, electrical rooms, warehouse doors, or exhibition hall corridors. On-site woodworking or basic processing involving paint and similar materials is prohibited within the exhibition hall. The use of power saws, planers, cutters, welders and similar equipment is forbidden without prior authorization. Special decorative items for individual booths should be prepared as much as possible off-site before being brought into the exhibition hall for installation. Unauthorized tapping into water, electricity, or gas supplies is

strictly prohibited. Electrical work, high-altitude operations, open flame operations requiring permits, etc., personnel must hold valid certificates such as electrician's license, high-altitude work certificate, welding certificate, etc., before commencing work. For high-risk operations such as lifting and high-altitude work, contractors shall designate safety zones, install safety signs, and assign security personnel to ensure operational safety. Exhibition stands must be dismantled and all materials removed within the time frame specified by the organizing committee or the exhibition hall. Only after confirmation by exhibition hall service staff can the deposit be refunded. During setup and dismantling periods, contractors must accept supervision and management by the exhibition hall and relevant authorities. Any safety accidents or liabilities arising from violations of the above regulations shall be borne entirely by the contractor. In addition to paying the agreed penalty fee as stipulated in the "Exhibition Stand Construction Agreement," the contractor shall also compensate for all economic losses incurred by the exhibition hall or other parties due to such violations.

- (10) All exhibits, samples, promotional activities, and booth setup must be conducted strictly within the designated exhibition space. Blocking fire exits or fire safety facilities is strictly prohibited. If individuals refuse to comply after being advised, they will be forcibly removed. Those who seriously violate the rules will be handed over to security personnel for handling in accordance with relevant regulations. No exhibitor or individual may display or sell samples that infringe on others' trademarks, nor may they use another party's trademark for quotations or transactions without authorization. It is strictly forbidden for exhibitors to sell counterfeit or substandard goods; any violations shall be at the exhibitor's own responsibility.
- (11) Unauthorized exhibits not registered for participation are strictly prohibited from being displayed in the venue. Non-exhibitors are not allowed to bring exhibits or samples into the venue for display or sales. If discovered and after two warnings are ignored, such individuals will be referred to the organizing committee for handling.
- (12) In case of emergencies such as fire or explosion, organizers and their staff must remain calm and follow the emergency evacuation procedures established by the venue, complying with instructions from venue personnel. Organizers must strictly limit the number of visitors according to prior agreements. Visitors should avoid peak times such as opening and closing ceremonies and control the total number of visitors on any given day.
- (13) After unpacking exhibition samples, all packaging materials—including boxes, paper scraps, foam, wooden boards, and other flammable items—must be promptly removed from the venue and must not be left inside. Packaging boxes and exhibits must not be stored outside exhibition booths; if storage is required, contact the Exhibition Services Department or the exhibition hall service desk to arrange storage procedures.
- (14) Any items taken out of the exhibition hall by exhibitors must be processed through the required procedures, including completing the "Exhibition Item Exit Form," and can only be released after inspection. Exhibitors wishing to withdraw early due to special circumstances must complete the form, obtain approval and signature from the organizing unit's responsible person, confirmation from the hall manager, and then be allowed to exit with valid documentation such as the "Exhibition Item Exit Form."
- (15) During dismantling, exhibitors must properly safeguard their own items to prevent loss; they must protect facilities within the venue and are prohibited from removing or damaging them in any way. Violators will be required to compensate at full value. Any exhibitor found taking others' belongings without authorization will be treated as a theft offender. Exhibitors' items must be removed from the venue on the day of dismantling. If temporary storage or shipping is necessary, exhibitors must go to the exhibition hall service desk or exhibition logistics point to arrange storage or shipping procedures.
- (16) Prior to the opening of the exhibition, all exhibitors who have independently organized their booth construction must attend safety inspections organized by relevant departments including public security and fire control on time. Any issues identified during inspections must be resolved before opening; delays are not permitted.
- (17) The exhibition organizer permits the use of erasable chalk or approved tape to mark booth locations on the exhibition hall floor; no other floor marking methods are allowed.

- (18) Exhibitors wishing to distribute food and beverage samples within the venue must obtain prior written approval from the relevant authority.
- (19) All food and beverage samples must comply with current health, safety, and hygiene standards, as well as all other regulations set forth by China's food hygiene authorities.
- (20) Minors entering the exhibition hall must be accompanied by an adult guardian. Minors using escalators (elevators) within the exhibition hall must also be supervised. Playing or fooling around during elevator operation is strictly prohibited. On-site staff shall intervene to dissuade and warn against any such violations observed.

4. Regulations on Exhibits and Promotional Materials

- (1) Exhibitors must respect China's sovereignty-related regulations. No content in violation of the laws and regulations of the People's Republic of China shall be included in exhibits or promotional materials.
- (2) Exhibits shall only be displayed within the assigned booth and shall not occupy walkways or fire exits. Violators shall be ordered to rectify, and shall bear full responsibility for any adverse consequences arising therefrom.
- (3) Exhibitors shall comply with applicable laws and regulations on intellectual property rights protection, and ensure that their exhibited technologies and products do not constitute infringement.
- (4) Promotional materials may only be distributed at the exhibitor's own booth. Distribution at other booths, walkways or fire exits is prohibited.
- (5) Exhibitors are not allowed to distribute promotional materials on behalf of others. Any disputes arising therefrom shall be the sole responsibility of the exhibitor.
- (6) The venue organizer and the event organizer shall make best efforts to maintain the safety of booths and exhibits, but shall not be liable for any accidental personal injury, loss or damage to exhibits during the exhibition period.
- (7) Exhibitors must assign dedicated personnel to guard the booth during move-in, exhibition and move-out periods to ensure exhibit security. Exhibitors displaying valuable exhibits are recommended to strengthen prevention and management, and hire professional security companies for protection.

5. Fire Safety Management Regulations for the Exhibition Venue

- (1) These regulations are formulated in accordance with the Fire Protection Law of the People's Republic of China (hereinafter referred to as the "Fire Protection Law") and relevant provisions, combined with the actual conditions of the venue, to ensure fire safety at the exhibition venue.
- (2) Implementation of the Fire Safety Responsibility System
 - ① The person-in-charge of an exhibitor shall be the primary person responsible for fire safety and shall perform the fire safety duties stipulated in the Fire Protection Law.
 - ② Exhibitors shall earnestly implement the Fire Protection Law and relevant fire safety provisions. Following the principle of "whoever exhibits is responsible", exhibitors shall complete required fire safety approval procedures, formulate fire prevention measures, strictly implement the fire prevention responsibility system, strengthen inspection and management, timely address any problems found, and eliminate potential fire hazards at the earliest stage.
 - ③ The person-in-charge of each booth shall be fully responsible for the fire safety of their respective booth.
- (3) Submission and Approval of Booth Construction Plans
 - ① Construction contractors shall complete venue registration and approval procedures by **April 10, 2026**.

- ② No unauthorized changes to the approved booth construction plan shall be made without the Organizing Committee's verification.
 - ③ When submitting the booth construction plan for approval, exhibitors/contractors shall provide the primary venue management company with descriptions of decoration materials to be used, as well as installation drawings of electrical circuits and electrical equipment.
 - ④ The booth construction plan shall include the design for the allocation of fire extinguishers in the exhibition venue.
 - ⑤ The booth layout shall be rational with sufficient evacuation passages reserved.
 - ⑥ To ensure the proper functioning of the venue's fire protection facilities, the construction of booths with two or more floors (inclusive) is prohibited.
- (4) No Smoking in the Venue
- Smoking is strictly prohibited in the exhibition venue (including exhibition halls, booths, warehouses, passages, elevator lobbies, stairwells, etc.). Smoking is only permitted in designated smoking areas; violators shall be punished in accordance with venue regulations.
- (5) Evacuation Routes Must Remain Unobstructed at All Times
- ① No obstacles such as information desks or guardrails, and no booths, shall be placed at safety exits or along evacuation passages in exhibition halls.
 - ② Venue passages shall be kept clear. The width of main passages shall be no less than 6 meters, and secondary passages no less than 3 meters. No items shall be placed on passages. Items placed on passages in disregard of warnings shall be confiscated.
 - ③ Safety exits of the venue and exhibition halls shall not be locked during the exhibition to ensure unobstructed access.
 - ④ A safety inspection passage of 3 meters shall be reserved between the back panels of booths and venue walls. A clear passage of 1.5 meters must be maintained around fixed power distribution cabinets, fire hydrants, manual fire alarm call points, and doors in the venue.
 - ⑤ The construction of booths in the front corridors of exhibition halls and conference areas requires written approval from public security, fire control and other relevant authorities.
- (6) Ensure Fire Protection Facilities Are Intact and Functional
- ① Venue staff and exhibitors shall take good care of all fire-fighting equipment and facilities to keep them intact and operational.
 - ② Temporary advertisements and signs in exhibition halls shall not obstruct the use of fire protection facilities. Unauthorized use, covering, enclosure, or damage of fire-fighting equipment and facilities is strictly prohibited.
 - ③ No display cabinets, shelves or other items shall be placed within 6 meters on either side of vertical or side fire shutters.
 - ④ Decoration structures (including exhibits) in the venue shall not block the infrared fire alarm system. No advertisements, flags or banners may be fixed or hung on fire alarm equipment or related components.
- (7) Requirements for Decoration Materials
- ① Materials for special decoration projects (including booths, light boxes, billboards, neon lights, etc.) shall be non-combustible or flame-retardant. If wooden materials are necessary, they shall be coated with fire-retardant paint or covered with fire-retardant boards to meet B1 fire-retardant standards.
 - ② Wallpaper, carpets and other materials used for decoration must be B1 flame-retardant materials. The construction unit shall provide test reports issued by state-approved testing institutions for such materials.

③ Lamps, household appliances, switches, wires and other electrical equipment, as well as fire-retardant materials used in decoration, must be qualified products inspected by the state.

(8) Requirements for Electrical Installation

① The laying and installation of electrical circuits and equipment shall be declared to the Venue Engineering Department. Installation must be performed by certified electricians and approved by the Engineering Department before power supply.

② The laying and installation of electrical circuits and equipment shall comply with the Code for Fire Protection Design of Interior Decoration of Buildings. Electrical circuits shall use sheathed wires or cables with reliable connections. Safe distances shall be maintained between heat-generating electrical components and combustible materials; direct installation on combustible materials is prohibited.

③ Unauthorized wiring or installation of high-power electrical equipment (including lighting, tungsten iodide lamps, advertising lights, etc.) is strictly prohibited. Electric kettles and other heating appliances used without approval shall be confiscated.

④ Pressurized pressure vessels shall not be used or stored in the venue. For exhibition vehicles using gasoline, fuel in the tank shall not exceed the minimum level on the dashboard, and battery cables shall be disconnected.

⑤ Adequate ventilation and heat dissipation openings must be reserved inside billboards, light boxes and lamp poles. Downlights, spotlights and quartz lamps shall be installed at least 30 cm away from decorations, equipped with junction boxes, with no exposed wires.

⑥ Copper-core insulated wires shall be used for power connections; aluminum-core insulated wires are prohibited. Wire joints shall be enclosed in terminal blocks or metal junction boxes.

⑦ Power wires passing through combustible structures shall be protected by metal conduits or flame-retardant PVC conduits.

⑧ Outdoor electrical lighting equipment shall be moisture-proof with appropriate safety measures.

(9) Prohibition of Flammable, Explosive and Hazardous Chemicals

Flammable, explosive, corrosive and highly toxic hazardous chemicals such as fireworks, paint, gasoline, banana oil, alcohol, gas cylinders, hydrogen and oxygen tanks are strictly prohibited in the venue. Such display samples shall be replaced by models or pictures instead of real objects.

(10) Requirements for Special Decoration

① Processing and manufacturing of specially decorated booths, exhibits, racks and light boxes shall be done outside the venue. Only assembly and minor repairs are permitted inside exhibition halls. The use of woodworking machinery such as electric saws and planers is prohibited. Painting and spray-painting operations inside the venue are strictly forbidden.

② Open flames are strictly prohibited in the venue. If electric or gas welding is necessary, an application must be submitted to the fire department and venue management in accordance with regulations, and formal hot work approval procedures shall be completed. Operators must hold valid certificates; venue management shall assign personnel for on-site supervision. The work area shall be inspected, thoroughly cleaned and prepared with fire prevention measures before operation.

(11) Site Clearance Before Closing and Fire Patrol After Closing

Before closing, booth personnel shall cut off power supplies and remove waste when leaving. Cleaning staff shall clear packaging waste and garbage (especially cigarette butts) out of the venue. Engineering staff shall cut off booth power supplies in a timely manner. Hall supervisors shall organize service personnel to inspect cleaning and power shutdowns. Security staff shall conduct a final inspection of exhibition halls before closure.

VII. Insurance services

In order to safeguard and protect the interests of all participants, the organizer will purchase the Comprehensive Exhibition Liability Insurance. The content of the guarantee includes:

1. Losses to the building, various fixed facilities, floor, and foundation of the exhibition venue;
2. Medical expenses and other related costs arising from personal injury occurring to personnel of the booth producers and exhibitors during the exhibition period;
3. Medical expenses and other related costs arising from personal injury to a third party.

Guarantee content	Insured amount	Service charge	Deductible	Special agreement	Date
Aggregate Limit of Liability	¥6,000,000	T≤54m ² ¥200	¥1,000 deductible per incident, no deductible for personal injury.	Liability of the insured in areas involving the booth producer and exhibitors	From 00:00 on 7 th May, 2026 To 24:00 on 12 th May, 2026
Accident liability limit per incident	¥2,000,000				
Maximum compensation per person per incident	¥500,000	T > 54m ² ¥300			

VIII. Transportation services

Welcome to this exhibition. According to the agreement with the organizing committee, Zonglian Logistics (Xiamen) Co., Ltd. has been designated as the official logistics service provider for this exhibition. We offer comprehensive services including traffic control for exhibition setup and dismantling, warehousing, loading and unloading, as well as domestic and international transportation of exhibits.

Pre-exhibition services: On-site pickup and transportation to exhibition booths, packing, custom crate fabrication, and unpacking.

During the exhibition: Storage of empty crates and transportation of empty crates to booths.

Dismantling phase: Packing services and pickup of exhibits from booths for return to destination.

Clients opting for our one-stop cooperation package enjoy exclusive VIP benefits such as the ability to deliver exhibits to booths in advance and simply leave them packed at the booth upon dismantling—no need to carry anything away—along with dedicated personal service. For inquiries or online self-service orders, please contact us by phone or use our WeChat mini-program.



Scan the above QR→ Select Exhibition City, Exhibition Hall No.→ Click “Exhibition Transportation”→ Select required transportation items(one-stop,pre-exhibition and return)→ Fill in order page information→ Go to the quotation page to select on-site service items→ Payment→ Logistics merchants start service

1. Contact

	Contacts	Tel	Email
Lead Coordinator	Li Wei	+86 18117885586	liw@ues-scm.com
On-site manager	Mei Xiangyu	+86 17673626828	meixy@ues-scm.com
Door-to-Door transportation	Mei Xiangyu	+86 17673626828	meixy@ues-scm.com
International Shipping	Li Meijuan	+86 13666250072	cathy_li@ues-scm.com
Warehousing	Yan Jianbo	+86 18950328507	yanjb@ues-scm.com
Complaints		+86 18180810110	

2. Transportation Precautions

- (1) Exhibitors are advised to pack their goods into boxes for ease of return shipment. To ensure the goods are not damaged during multiple handling and transportation processes, the packaging boxes must be fully filled, reinforced, and supported. Special markings indicating center of gravity, lifting points, fragility, and other special conditions are mandatory. The logistics service provider will not accept any claims arising from damage caused by unsuitable packaging.
- (2) All exhibition items must be delivered to the main urban area of Fuzhou at least three days prior to setup.
- (3) For exhibitors shipping goods directly to our warehouse, please promptly send the shipping proof (including tracking number), number of pieces, weight, volume, and other relevant information via email or WeChat to our warehouse manager after dispatch.
- (4) Exhibiting entities are responsible for arranging insurance covering round-trip transportation and storage during the exhibition period.
- (5) If exhibitors do not opt for our company’s one-stop logistics service, they must independently track the real-time status of their shipments.

3. Exhibition items from overseas

For overseas exhibition items requiring transportation and customs clearance, inquiries may be made up to 60 days prior to setup. After confirming business cooperation, operations should be initiated no later than 40 days before the exhibition opening, ensuring arrival at the international port of the exhibition

venue at least 20 days prior to the opening. This will allow sufficient time for customs clearance, transportation, and delivery to your booth one to two days before the exhibition begins.

4. Service charge standards (the following prices are tax-exclusive; tax is charged at 6%)

No.	Service Items	Service Content	Price	Note	
1.	International Transportation	Complete the "Exhibition Goods Customs Clearance Application Form" and the list of exhibits, then email them to logistics@ues-scm.com for confirmation. Shipment may only proceed after obtaining approval from customs and quarantine inspection authorities.	Quotation based on actual conditions	Consultation conducted 60 days prior to exhibition setup	
2.	Courier Pickup Service	Exhibitors shall arrange for their goods to be transported to various railway stations, docks, and airports in the main urban area. The on-site logistics service provider will collect the goods on their behalf and deliver them to the warehouse.	¥140 /m ³	Minimum charge per shipment: ¥280. All miscellaneous fees incurred during the pickup process shall be borne by the exhibitor. If less than one cubic meter, it will be charged as one cubic meter.	
3.	Warehouse Receiving	Receiving service, forklift and manual unloading, warehouse management, warehouse transfer to booth	¥240 /m ³	Available only 3 days prior to the exhibition and until the end of setup. Less than 1m ³ is charged as 1m ³ ; an additional ¥15/m ³ per day will be charged if exceeding the setup deadline.	
4.	Loading into the warehouse	Scattering cargo, re-scattering cargo	¥80 /m ³	Less than 1m ³ is charged as 1 m ³ . If a crane is required, the minimum charge per use is 900 RMB. Extra charges apply for oversized items as per item 10.	
5.	Unloading from the warehouse	Unloading and loading standards are the same			
6.	Secondary relocation	After positioning, the item needs to be moved or reoriented.	¥50/m ³	Less than 1m ³ is charged as 1 m ³ .	
7.	Boxes	Unboxing/Packing	¥50 /m ³	Less than 1m ³ is charged as 1 m ³ .	
		Install base plate / Remove base plate	¥30 /m ³		
		Round-trip operation	¥80/m ³		
		Management Fee	¥50/m ³		
8.	Mechanical usage	Booth construction or equipment installation (this fee is applicable only to assembly, excluding loading and unloading)	3-ton forklift	¥240/hour	After unloading, installation is provided free of charge for up to 30 minutes. Installation fees will be charged for any duration exceeding 30 minutes. The minimum billing period is 4 hours; if the actual time used is less than 4 hours, it will be billed as 4 hours. For any time exceeding 4 hours, less than 1 hour is calculated as 1 hour.
			5-ton forklift	¥350/hour	
			10-ton forklift	¥500/hour	
			8-ton crane	¥300/hour	
			25-ton crane	¥450/hour	
			50-ton crane	¥900/hour	
			16-20 m curved arm car	¥400/h	
			21-35 m curved arm car	¥800/h	
The above does not include machinist	Upon negotiation				
9.	Cart Usage	Cart (within 30minutes)	¥30/30minutes	A deposit of ¥500 is required; Less than 30 minutes shall be calculated as 30 minutes.	
		Manual Hydraulic Pallet Truck (within 30minutes)	¥50/30minutes	A deposit of ¥1500 is required; Less than 30 minutes shall be calculated as 30 minutes.	

10.	Over-limit Exhibit Item	Length	Width	Height	Weight	Surcharge rate exceeding standard			
		4m	2.4m	2.5m	3T	1 item	2 items	3 items	4 items
11.	Overtime pay	Exceeding the exhibition setup and dismantling time limits specified by the organizing committee and venue authorities			Increase the total handling fee by 50%	A deposit of ¥500 is required, with the final payment adjusted according to actual costs, refunding or supplementing the difference.			
12.	Loading and unloading insurance	Charged at 5‰ of the total insurance amount.			For exhibits not covered by loading and unloading insurance, the maximum compensation payable by our company for damage caused by our liability during loading and unloading shall not exceed 5 times the loading and unloading fee for the respective exhibit.				

5. Ship goods to the exhibition venue on your own

You may ship the exhibits to the exhibition warehouse yourself, or use the Zonglian Exhibition Logistics WeChat Mini Program to place a shipping order. Please fill in the shipping documents according to the following receiving information, and affix the shipping mark prominently on the outer packaging (special notice: warehouse receipt service is chargeable and will be billed according to the freight guidelines' rate for warehouse receipt services. The shipping mark must include the name and phone number of the recipient attending the exhibition; otherwise, the warehouse will not accept the shipment). Relevant information is as follows:

Receiving Unit: Zonglian Logistics (Xiamen) Co., Ltd.

Address: Fuzhou Strait International Conference and Exhibition Center-No.198, South Riverside, West Avenue, Cangshan District, Fuzhou, Fujian Province.

Receiver: Yan Jianbo +86 18950328507(to the exhibitor's name)

Collection Instructions: Exhibitors must present valid documents (such as company authorization letters, identification cards, etc.) to the warehouse to confirm the cargo and complete the pickup procedures. Thereafter, staff members will deliver the cargo to the booth.

Packing marks for cargo must be clearly indicated on the outer packaging of the exhibits.

Consignor:		Contact:	
Exhibitor' Name:			
Exhibition Name:			
Receiving unit: Zonglian Logistics (Xiamen) Co., Ltd.			
Receiving address: Fuzhou Strait International Conference and Exhibition Center			
Receiver: Yan Jianbo +86 18950328507(to _____ the exhibitor's name and tel)			
Quantity: _____	Weight: _____ kg	Volume: _____ m ³	
Hall No.: _____ Hall 7 _____		Booth No.: _____	

6. Payment

Exhibitors are required to pay fees to Zonglian Logistics (Xiamen) Co., Ltd. via cash, WeChat Pay, Alipay, bank transfer, or POS machine. All exhibition freight charges must be settled before the exhibition ends; otherwise, exit procedures will not be processed. Any additional costs incurred as a result shall be borne entirely by the exhibitor.

7. On-site Service

- (1) If any of the above services are required, exhibitors must make a written reservation at least 48 hours in advance and submit Appendix 1 simultaneously. The arrangements will be confirmed and organized by Zonglian Company upon receipt. Any request made less than 48 hours in advance will be scheduled based on real-time availability of labor and equipment, with additional costs borne by the exhibitor. If special lifting equipment is required, the relevant exhibitors shall prepare such equipment themselves.
- (2) Zonglian Company has established logistics service points at the unloading areas of all exhibition halls. Exhibitors may seek assistance for any logistics-related issues. Zonglian Company reserves the right to manage and direct on-site loading/unloading operations and traffic order.
- (3) All exhibitors are required to use the return logistics carriers designated by the official on-site logistics service provider appointed by the conference organizing committee. Please verify the identity of personnel (uniformly dressed in blue work vests with "Exhibition Logistics" printed on them). **Any logistics company not registered with the officially designated on-site logistics service provider will have its personnel removed from the venue by on-site logistics staff, and any cargo they are transporting may be detained. Only after submitting safety commitment letters, employee work certificates, identification documents, and other required materials may cargo be released.**
- (4) To ensure safe and orderly loading/unloading operations and effective management of logistics flow at the venue, please use loading/unloading tools provided by the official on-site logistics service provider designated by the conference. **The use of any external or self-provided loading/unloading tools not registered with the official on-site logistics service provider is strictly prohibited.**

8. Service Note

- (1) With written authorization from the exhibitor or their designated agent, Zonglian Company will represent the exhibitor in handling all on-site operations of the exhibition items (including loading, unloading, unpacking, packing, lifting, and delivery). The exhibitor's representative must be present at the site during setup and dismantling periods to guide and supervise all operations involving loading, unloading, positioning, unpacking, opening boxes, lifting, and re-packing. Zonglian Company shall not be held responsible for any delays or additional costs resulting from the exhibitor's failure to provide clear instructions or failure to arrive on time.
- (2) During setup and dismantling periods, all on-site work must be carried out by personnel from the main logistics agent. The main logistics agent shall not be liable for any consequences or losses caused by unauthorized actions taken by the exhibitor's representative.
- (3) According to relevant national regulations, all services provided by our company will be subject to a value-added tax (VAT) at a rate of 6%.
- (4) Insurance fees are not included in any of our service charges. To protect exhibitors' interests, Zonglian Company strongly advises exhibitors to purchase comprehensive insurance coverage (including loading/unloading insurance and transportation insurance). Exhibitors are requested to prepare copies of their insurance contracts or other documentation for potential claims in case of damage occurring at the exhibition site. In case of damaged goods, Zonglian Company will provide commercial records and assist with insurance claims procedures. If the exhibiting entity does not purchase loading and unloading insurance, and damage occurs to the exhibit during loading or unloading due to Zonglian's responsibility, Zonglian will negotiate compensation with the exhibitor (the maximum compensation amount shall not exceed five times the loading and unloading fee for that exhibit). Zonglian may arrange insurance on behalf of the exhibiting entity, but the insurance cost shall be borne by the exhibitor. Insurance fee collection standard: 5% of the total insured amount.

9. Vehicle Information

- (1) A "Vehicle Entry Permit" is required for the exhibition. The process for applying for and returning the permit is as follows; refer to Section "Traffic Organization Plan," for additional details. Application location: Exit E of Puxiyang Road.

(2) Application requirements: Vehicles must queue at the designated temporary parking area upon arrival. Required documents include: vehicle registration certificate, driver's license, exhibitor pass, or booth pass. This applies to trucks arriving at the site.

(3) Document name: "Vehicle Entry Permit"

(4) Application requirements:

Truck: To obtain the "Exhibition Vehicle Entry Permit," a truck must pay a vehicle order maintenance fee of ¥50 per vehicle per entry and a deposit of ¥300 per vehicle per entry. The fee period starts from the time of vehicle permit registration and ends when all three documents (vehicle, permit, and payment receipt) are returned to the permit return office (note: the vehicle must accompany the permit to the return office). Each vehicle is entitled to 120 minutes of free unloading time. If unloading exceeds 120 minutes, an overtime penalty fee of ¥50 per 60 minutes will be charged, deducted from the deposit. Time less than 60 minutes will be counted as 60 minutes.

Small passenger car: To obtain the "Exhibition Vehicle Entry Permit," a small passenger car must pay a vehicle order maintenance fee of ¥30 per vehicle per entry and a deposit of ¥100 per vehicle per entry. The fee period starts from the time of vehicle permit registration and ends when all three documents (vehicle, permit, and payment receipt) are returned to the permit return office (note: the vehicle must accompany the permit to the return office). Each vehicle is entitled to 120 minutes of free unloading time. If unloading exceeds 120 minutes, an overtime penalty fee of ¥50 per 60 minutes will be charged, deducted from the deposit. Time less than 60 minutes will be counted as 60 minutes.

Note: This permit is strictly non-transferable and non-assignable; ensure one permit per vehicle.

(5) Permit return location: Exit F of the exhibition center.

(6) Return instructions: The vehicle entry permit, deposit receipt (payment voucher), and the vehicle after unloading must be presented. All vehicles must exit through their designated exits and complete the permit return procedures at the return point before leaving.

(7) Our company will centrally manage all freight vehicles for exhibitors and issue the "Vehicle Entry Permit" based on specific setup and dismantling schedules.

10. Exhibition Item Information Registration Form

Exhibition Name: _____

Exhibitor's Name: _____ Booth Number: _____

Estimated Date of Entry into the Exhibition Hall: _____

1. The exhibits from our organization will be transported to Fuzhou via one of the following methods:

- Arranged by ourselves to deliver to Zonglian's warehouse.
- Arranged by ourselves to transport directly to the exhibition venue.
- Zonglian will arrange pickup (one-stop full-service logistics).

Total: _____ pieces, total weight _____ kilograms, total volume _____ cubic meters.

Box No.	Goods Name	L × W × H(cm)	Volume(m ³)	Weight(kg)	Package	Special Precaution

The above exhibits' weight and dimensions are the actual weight and size after packaging.
If the actual dimensions and weight of the goods differ from those declared by the exhibitor, the on-site measured values shall prevail, and any discrepancies shall be settled on-site.

Whether forklift or crane is required for assembling machinery or production lines on-site (other than loading/unloading and transporting to the booth): Required / Not Required

Forklift: _____ tons _____ units _____ hours / Crane: _____ tons _____ units _____ hours

2. Mr./Miss. _____ of our company will arrive on the site on _____ (MMDD) to provide on-site guidance for unpacking and positioning of exhibits.

3. We agree to settle the entry and exit fees for the exhibition with your company at the rates specified by the exhibition:

On-site settlement during the exhibition entry period.

Telegraphic transfer prior to entry into the exhibition hall. Account details are as follows:

Account Name: Zonglian Logistics (Xiamen) Co., Ltd.

Bank: China Construction Bank Corporation Xiamen Jinshan Road Branch

Account Number: 35150110217300000814

Payment Reference: Exhibition Display Service Fee

(Company Seal) _____ Authorized Representative Signature:

Date:

Please complete this form and send it to: Mei Xiangyu at meixy@ues-scm.com

IX. Traffic Plan

1. Traffic routes for setup and dismantling vehicles around the perimeter

Vehicle route to the exhibition venue:

- (1) Vehicles arriving from the Nangjiangbin Avenue proceed along Nangjiangbin Avenue → turn left at the intersection with HuiZhan East Road → turn right onto HuiZhan East Road → queue up at the temporary parking area on Puxiazhou Road to obtain credentials.
- (2) Vehicles arriving from Zexu Avenue proceed straight along Zexu Avenue → turn onto Pandun Road → enter the exhibition ring island and turn right → turn left onto HuiZhan East Road → queue up at the temporary parking area on Puxiazhou Road to obtain credentials.
- (3) Vehicles arriving from around Kuiqi Bridge proceed east to west along Puxiazhou Road → queue up at the temporary parking area on Puxiazhou Road to obtain credentials.

Vehicle exit route from the exhibition center:

Cargo vehicles from Hall 7 → turn left → exit through Gate F of the exhibition center after surrendering credentials → enter Exhibition East Road → turn right onto Nanjiangbin East Avenue to leave



2. Peripheral Traffic Management Regulations

(1) Planning of Vehicle Queuing Zones

To ensure the smooth execution of exhibition setup and dismantling operations and to guarantee the successful conduct of the exhibition, all freight vehicles involved in setup and dismantling must be parked in the temporary parking area designated at the exhibition venue. Our company will provide 24-hour management and traffic guidance for freight vehicles in this temporary parking zone, requiring all freight vehicles to "enter quickly and exit promptly." It is strictly prohibited to park inside the venue after unloading is completed.

All freight vehicles arriving at the venue for setup or dismantling must follow the designated peripheral traffic route of Fuzhou Strait International Convention and Exhibition Center to reach the temporary truck parking area, where they will queue in order to obtain access credentials before entering. Vehicles arriving early may temporarily park along HuiZhan East Road, HuiZhan West Road, or PuXiaZhou Road. All freight vehicles must comply with instructions from on-site traffic police, traffic assistants, and security personnel.

(2) Vehicle Credential Processing

To alleviate traffic pressure on the exhibition venue and surrounding roads and ensure smooth traffic flow, all vehicles entering the venue must obtain a unified "Vehicle Access Permit." This "quick entry, quick exit" system will enhance operational efficiency during setup and dismantling.

(3) Access Credential Processing

As per agreement with the exhibition organizers, Zonglian Logistics (Xiamen) Co., Ltd. will be responsible for centralized management of all freight vehicles belonging to participating exhibitors.

- ① Permit Issuance Time: The "Vehicle Entry Permit" shall be obtained during the exhibition setup period. The "Vehicle Entry Permit" is valid only for the day of issue and must be presented for passage. All vehicles transporting goods for this exhibition must follow designated routes with this permit.
- ② Permit Issuance Location: Exit E of the Exhibition Center

- ③ Application Requirements: Upon arrival at the temporary parking area, vehicles must patiently line up and wait in an orderly fashion, bringing relevant documents such as the vehicle registration certificate to process entry procedures.
- ④ Notes on Application Procedures: For trucks applying for the "Vehicle Entry Permit," a vehicle order maintenance fee of RMB 50 per vehicle per entry and a deposit of RMB 300 per vehicle per entry are required. For vehicles with seven seats or fewer (including seven), the vehicle order maintenance fee is RMB 30 per vehicle per entry, and the deposit is RMB 100 per vehicle per entry. From the time of vehicle registration for the permit until the time of return at the permit refund office (note: vehicles must be accompanied by their permits to the refund office), each vehicle is entitled to 120 minutes of free unloading time. If unloading exceeds 120 minutes, an overtime penalty fee of RMB 50 for every 60 minutes will be charged, deducted from the deposited amount. Time less than 60 minutes will be counted as one full hour. Note: To return the permit, both the "Vehicle Entry Permit" and receipt for deposit payment must be presented, and vehicles must arrive at the refund office with their permits. Vehicles that have obtained a "Vehicle Entry Permit" on the same day may reuse it multiple times on that day (limited to same-day use only). Vehicles that have finished unloading must immediately leave the unloading area; parking in the unloading zone is strictly prohibited. If vehicles remain in the unloading area for more than three hours, parking fees at the exhibition venue will be borne by the owners.
- ⑤ All vehicles entering for setup or dismantling must present relevant documents before being allowed into the exhibition site.
- ⑥ All small passenger vehicles without unloading requirements shall be parked in parking areas P1, P2, P3, and P4 of the exhibition hall; entry into the unloading zone is strictly prohibited.

3. Exit Document Return Procedure

After unloading all cargo, vehicles must proceed to the document return counter at Exit F to complete the required exit procedures before leaving.

- (1) Document Return Location: Exit F (Exhibition Center).
- (2) Return Requirements: Present the Vehicle Entry Permit and the deposit receipt. The vehicle must arrive at the return counter together with the permit.

4. Entry Guidelines for Freight Vehicles

- (1) Prohibited items include flammable, explosive, highly toxic, and other hazardous materials, as well as any items banned by national laws and regulations.
- (2) Please keep your personal belongings secure and ensure all vehicle doors and windows are closed.
- (3) Park in an orderly manner; do not obstruct traffic lanes.
- (4) All freight vehicles participating in setup and teardown must follow the designated external traffic routes for this exhibition. Strictly comply with on-site traffic management and follow instructions from traffic police and on-site coordinators.
- (5) The speed limit for vehicles entering the exhibition center is 5 km/h. Speeding is strictly prohibited. Honking is forbidden at night. Freight vehicles must not remain inside the venue after completing loading or unloading operations.
- (6) All freight vehicles must strictly observe road traffic regulations and comply with Fuzhou City's vehicle restriction policies.

Traffic Order Management: Traffic enforcement personnel are stationed 24 hours a day to guide vehicles queuing in advance at the pre-arrival waiting area, ensuring orderly parking. During setup, priority passage will be given to booths located centrally; during teardown, priority will be granted to freight vehicles departing from booths near logistics entrances.

5. Vehicle Permit Application Process for Exhibition Setup and Dismantling

Vehicle permit applications are processed through the "Zonglian Logistics" mini-program app, "Exhibition One-Stop Service." Contractors and exhibitors can submit their vehicle permit applications in advance via the app. After successful application, drivers can print their vehicle permits at the permit office within the parking area by presenting their vehicle documents, or they can directly apply and process permits on-site.

For inquiries regarding vehicle routes and vehicle permit matters, please contact: Mei Xiangyu, phone: +86 17673626828.

Vehicle application entry: Search for "Zonglian Logistics" mini-program on WeChat to access the vehicle application page.

Permit application entry:



办证流程图



扫“我”下单



第1步



第2步



第3步



第4步



第5步



第6步



第7步



第8步



第9步



第10步



第11步



第12步



第13步



第14步



第15步

根据上方步骤提示，完成1到15步填写，缴费后去窗口领证，驶入场馆。

退证完毕后至个人中心“开发票”选择“证件订单”开具发票。

X. Booth Setup Procedure for Special Booth

1. Setup Time

- (1) Special Booth: 8:30 -17:30, May 8th & 9th
- (2) Standard Booth: 12:00 -17:30, May 9th

2. Standard booth configuration

- (1) Standard booth size: 3m(length) x 3m(width) x 2.5m(height)
- (2) Standard booth configuration: All standard booths are constructed by Exhibition Center, with each booth having a total area of 9 sqm. Each standard booth includes 3 display panels and 1 bilingual fascia board, 1 table, 2 chairs, 2 spotlight lamps, 1 single-phase power socket(220V/5A).
- (3) Exhibitor's name on the fascia board is generated based on the information provided in the Booth Reservation Form.
- (4) The signage and color of the fascia board shall be arranged uniformly by the organizing committee and must not be altered or raised arbitrarily without prior approval from the committee.



3. Special booth

- (1) Deadline for installation declaration: April 10, 2026
- (2) Declaration platform: <https://gzsentopweb.xunyeit.fun/>
- (3) Declaration drawing requirements:

All drawings must be clear, complete, and clearly indicate the booth number in a prominent location. The electrical circuit diagrams shall be detailed and include the nature of power usage (mechanical equipment power supply / lighting power supply), total power, main switch, and rated current and voltage values for all levels of protective switches. The cable type used and the installation method shall be specified. The circuit diagram must indicate the location of the booth's main distribution box, as well as the type, power rating, and installation position of lighting fixtures and other electrical equipment.

All the above-mentioned declaration documents must be fully and clearly completed and stamped with the official seal. After the declaration drawings have been approved, the relevant fees must be paid via the company's bank account.

(4) Declaration examples

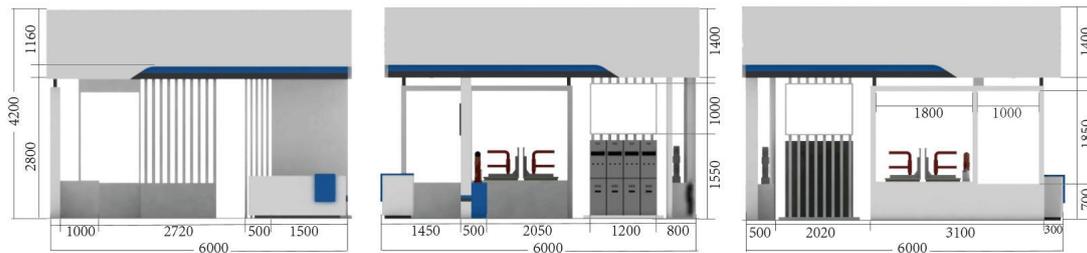
● 施工材料图(单位mm)



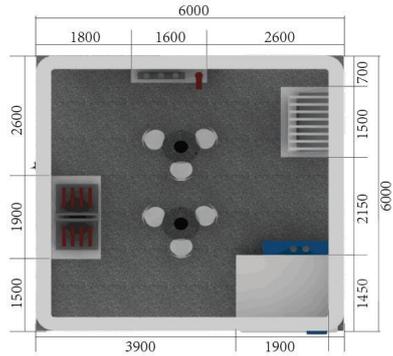
● 效果图(单位mm)



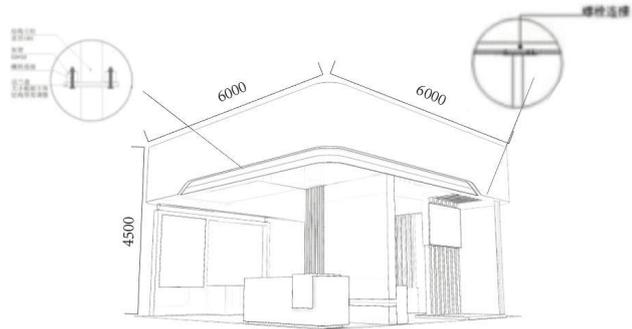
● 立面图(单位mm)



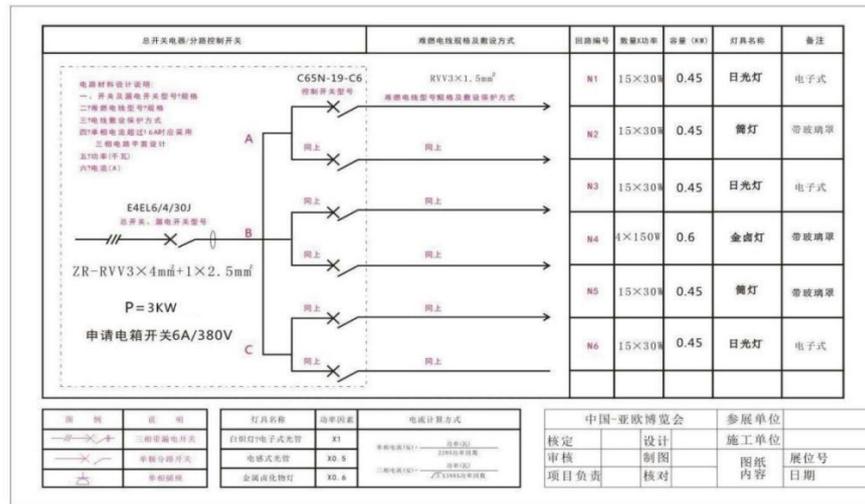
●平面图(单位mm)



●结构图(单位mm)



●配电系统图



(5) Declaration Process

Steps	Submission documentation instructions	Detailed list of required documents
1.	Account Registration	
2.	Click here to declare	

3.	Fill in booth information	
4.	Upload the following documents, all of which must be stamped with the contractor's official seal: business license, copy of the legal representative's ID card, copy of the on-site responsible person's ID card, and the exhibition booth construction authorization letter (with the exhibitor's official seal).	
5.	Upload the "rendering, elevation views, plan views, and structural drawings," all of which must be stamped with the builder's official seal.	
6.	Upload the "Flame Retardant Report, High-Altitude Work Permit, Other Inspection Reports," all of which must be stamped with the contractor's official seal.	
7.	Upload the following documents, all stamped with the official seal of the contractor: copy of electrician's license, copy of electrician's ID card, electrical panel location map, and power distribution system diagram.	
8.	Upload the following documents, all stamped with the official seal of the exhibitor's construction company: "Attachment 2: Construction Safety Responsibility Agreement for Special Exhibition Booths," "Attachment 3: Fire Safety Responsibility Agreement for Special Exhibition Booths," "Attachment 4: Exhibition Booth Payment List," and "Attachment 5: Construction Breach Items and Handling Standards."	
9.	Submission completed , make the payment	
<p>Remarks:</p> <p>1. If drawings are not submitted in accordance with the above regulations, the submission deadline shall be based on the final date when all required drawing documents are fully completed. All fees such as construction management fees and construction deposit must be paid within the time frame specified in the payment notice issued by the main contractor. Only after successful submission and completion of all procedures may construction work commence. Submitted drawings must include dimensions and must</p>		

exactly match the actual construction results.

2. Within 30 days of receiving the "Site Acceptance Certificate," contact Guangzhou Sentuo Exhibition Services Co., Ltd. to process refund procedures for the deposit. The organizing committee, co-organizer, main operations service provider, and relevant government authorities reserve the right to re-review or commission a third party to review and modify exhibition stand design drawings submitted by exhibitors and contractors. All stand preparations and construction work must be approved by the main operations service provider before implementation. The organizing committee reserves the right to dismantle or modify any stand decoration that has not been approved; all related costs and consequences shall be borne solely by the exhibitor. If an exhibitor exceeds the stipulated exhibition time, additional overtime fees will be charged by the venue, which shall be borne entirely by the exhibitor.

4. Booth Dismantling

Time		Content
May 12	13:00	Stop the visitors from entering
	13:30	Stop the power supply to the booth
	14:00	Export exhibits and clean up booth garbage
	14:00-20:00	Booth dismantling

All exhibitors must dismantle their booth strictly according to the scheduled time and are not allowed to start the dismantling in advance.

- (1) All personnel conducting dismantling operation during the dismantling period must wear passes to enter and exit the exhibition hall.
- (2) All items placed during the dismantling period shall not obstruct the passage and fire escape.
- (3) Exhibits and equipment will be released from the hall with the approval form issued by the organizing committee.
- (4) Take good care of the facilities in the hall, and do not take them away or damage them. In case of violation, the violator shall be compensated at the price and punished according to the seriousness of the case.
- (5) The exhibition center provides booth dismantling and waste removal services. For details, please contact: +86 19273939495

5. Recommended Special Booth Producers

- (1) Recommended special booth producer: Guangzhou Sentuo Exhibition Services Co., Ltd.
 Responsible person: Mr. Jin
 Tel: +8613539965600 (same with WeChat)
 Email: 915917313@qq.com
- (2) Construction deposit for cleared site (please clearly note the specific booth number and booth name)
 Account Name: Guangzhou Sentuo Exhibition Services Co., Ltd.
 Account Number: 675680489844
 Bank of Account: Bank of China, Guangzhou Huangpu Avenue West Branch

Note: In principle, the booth construction deposit should be paid by the construction contractor. If the exhibitor or any other entity pays the deposit on behalf of the contractor, the contractor remains liable and is deemed to have consented to the deduction of corresponding penalty fees from the deposit paid by the exhibitor or such other entity should any violations occur by the contractor. The construction deposit will be refunded only after dismantling is completed and confirmed by on-site venue personnel that there are no violations requiring deductions from the deposit.

XI. On-site rental

No.	Item	Size	Unit	Fee (CNY)	Deposit (CNY)
1	Small Octagonal Column	2480 (L) mm	pc	30	0
2	Type B Double-slot Flat Aluminum	50 (W) * 950 (L) mm	pc	30	0
3	Type D Double-slot Flat Aluminum	50 (W) * 2435 (L) mm	pc	30	0
4	Type E Double-slot Flat Aluminum	50 (W) * 2930 (L) mm	pc	30	0
5	Type F Double-slot Flat Aluminum	50 (W) * 3920 (L) mm	pc	30	0
6	Type A Display Board	2400 (H) * 475 (W) * 3mm	pc	30	0
7	Type B Display Board	2400 (H) * 970 (W) * 3mm	pc	50	0
8	Negotiation Table (Black Square)	650 (L) * 650 (W) * 680 (H) mm	pc	80	0
9	Consultation Table (Black Rectangular)	974 (L) * 474 (W) * 760 (H) mm	pc	100	0
10	Negotiation Chair	-	pc	15	0
11	Tabletop & Bracket	990 (L) * 300 (W) * 2mm	set	30	50
12	Tall Glass Cabinet	1000 (L) * 500 (W) * 2500 (H)	pc	200	0
13	Short Glass Cabinet	1500 (L) * 500 (W) * 1000 (H)	pc	200	0
14	Tall Glass Cabinet	500 (L) * 500 (W) * 2000 (H)	pc	200	0
15	Trapezoidal Display Rack	Wooden, detachable and combinable	set	100	200
16	Bottled Water	-	bucket	20	50
17	Display Rack Cloth	-	pc	15	50
18	Small Flatbed Cart	1m (minimum 1hour rental)	pc/hour	40	200
19	Large Flatbed Cart	2.5m (minimum 1hour rental)	pc/hour	60	400
20	Galvanized Steel Isolation Barrier	2 (L) * 1.3 (H)m	pc	25	200
21	Stainless Steel Isolation Barrier	2M (L) * 1.3M (H)	pc	80	500
22	Horse Barrier	300cm * 100cm	pc	100	0
23	5kg ABC Dry Powder Fire Extinguisher	5kg ABC Dry Powder Fire Extinguisher	pc	20	0
24	Electric Vehicle Fire Blanket	500cm * 900cm	pc	200	0
25	Tent	300cm * 600cm	pc	400	0
26	Curved Sign-in Table	D2800 * 500 (W) * 950 (H)	pc	400	200
27	Coffee Table	700 (L) * 400 (W) * 450 (H)	pc	100	200
28	Golden Retractable Fence	1m (excluding base)	pc	40	100
29	Silver Retractable Fence	1m (excluding base)	pc	20	100
30	Water Dispenser	Includes 1 bucket of mineral water & 50 paper cups	pc	200	200
		Flower, plant, and other exhibition display rental services can be ordered by scanning the QR code on the right.			

Attachment 1 Special Booth Construction Authorization Letter

This form must be signed and sealed by both exhibitors and booth producers, and be submitted to the on-site organizer before April 10, 2026.

Exhibitor's name _____ Booth number _____

Booth size: length: _____ m, width: _____ m, area: _____ m².

Our company is the exhibitor of this exhibition, and the project leader is _____, mobile phone number is _____; now we entrust _____ as our booth producer, the construction supervisor is _____, mobile phone number is _____.

We undertake:

1. Our company will submit the construction drawings, including renderings, floor plans, elevations, electrical diagrams, distribution box location diagrams, and detailed construction drawings (all drawings must indicate dimensions, specifications of structural materials, booth numbers, and exhibitor company names) to Guangzhou Sentuo Exhibition Services Co., Ltd. by 17:30 on April 10, 2026. The submission must also include a copy of the contractor's business license (with official seal), a copy of the legal representative's ID card of the contractor (with official seal), a signed and stamped confirmation receipt of the exhibitor safety responsibility assurance letter from the exhibitor, and copies of special trade qualifications. If the booth design does not meet requirements, the general service provider has the right to request design modifications.
2. Our company has fully acknowledged the construction management regulations issued by the organizing committee, general service provider, and exhibition venue. We have instructed our designated contractor to strictly comply with these regulations to ensure construction safety. After inspection and qualification by our company, this contractor has been confirmed as the sole authorized exhibitor contractor for this booth and holds valid contracting qualifications.
3. We will cooperate with the organizing committee's designated general service provider and exhibition venue in supervising booth safety. If any construction safety regulations are violated, the general service provider has the right to impose penalties on the contractor.
4. The organizing committee reserves the right to hold our company and our designated exhibitor contractor fully responsible for any violations of construction management regulations.
5. Any safety accidents and liabilities arising from violations of construction management regulations shall be borne by the responsible party, who shall also compensate the organizing committee, the local service provider, and the exhibition venue for all resulting economic losses.

Exhibitor:

(official stamp)

Representative Authorized Signature:

Date:

Booth producer

(official stamp)

Representative Authorized Signature:

Date:

Attachment 2 Special Booth Construction Safety Responsibility Agreement

Exhibition organizer, on-site organizer:

_____ (booth producer's name) is the only booth producer of _____
_____ (exhibitors' name), the booth number is _____. The Project leader is: _____
ID number: _____ Tel: _____ .

Our company will strictly comply with the unified arrangement and on-site management of the exhibition organizer; obey the construction management and supervision of the on-site organizer to ensure the safety of the booth and personal safety. And we promise as follows:

1. Strictly abide by the relevant laws, regulations, and rules and regulations of the host country and venue, and comply with the construction management and supervision by the on-site organizer. Ensure that materials used for booth construction do not include open flames, flammable, explosive materials, or items with radioactivity, toxicity, or corrosivity. Ensure that construction personnel wear construction credentials and safety helmets during the construction process; booth height shall not exceed 5m; necessary protective measures (safety helmets, safety ropes) must be implemented for all work performed at heights above 2m. Construction must strictly follow safety operating procedures. Violating producers will be subject to warnings and fines.
2. Ensure that by **April 10, 2026**, the special booth drawings will be submitted to the on-site organizer for approval. The documents include business operation qualifications, booth design drawing (including floor plans, overhead views, and perspective views with dimensions and heights), construction material specifications, and booth electrical diagrams (distribution system diagrams, including electrical appliances, quantities, specifications, distribution box, and wiring materials). Booths shall not be erected or modified without approval from the on-site organizer, nor shall any alterations be made to booths that have already been approved.
3. For any violations of regulations occurring during on-site construction, we are willing to actively rectify them. In cases where timely rectification cannot be achieved, we accept corresponding penalties and assume relevant safety responsibilities.
4. We pledge that all application materials provided are legal and valid, and that no unauthorized modifications will be made to the items specified in the application materials.

Booth Producer:

On-site responsible person:

Tel:

MM/DD/YY

Attachment 3 Special Booth Fire Safety Responsibility Agreement

Exhibition Name: The 28th International Friction and Sealing Material Technology Exchange and Product Exhibition

Booth Information: Hall 7, _____ (Booth number)

Exhibitor's Name: _____

Booth Producer's Name: _____

To ensure safety and meet time requirements during setup, dismantling, and the exhibition period, and in accordance with the principle of "whoever carries out the construction is responsible," the construction unit voluntarily signs this agreement, truthfully completes the relevant information, and assumes corresponding responsibilities:

1. Comply with laws and regulations, follow the management of the exhibition venue and organizing committee, conduct safe operations, and carry out civilized construction.
2. Strictly and conscientiously implement relevant provisions such as the People's Republic of China Fire Law, Work Safety Law, and Regulations on Safety Management of Large-Scale Public Events (State Council Order No. 505), enforce all fire prevention and safety responsibilities and measures, designate responsible persons for fire prevention and safety, and fulfill their duties diligently.
3. In principle, the exhibition booth construction deposit shall be paid by the construction unit. If a participating organization or another entity pays on behalf of the construction unit, this does not relieve the construction unit of its responsibilities. The paying party shall be deemed to have agreed that if any violation occurs by the construction unit, the venue may deduct corresponding penalty fees from the deposit paid by such party. The deposit will only be refunded after dismantling is completed and confirmed by on-site venue personnel that no violations requiring deduction have occurred.
4. It is strictly prohibited to bring flammable materials (such as elastic fabric, gasoline, alcohol), explosive items (e.g., fireworks, firecrackers), or hazardous or highly toxic chemical products into the exhibition venue. In case of breach, the exhibitor shall immediately remove all equipment and materials from the exhibition hall, and the venue reserves the right to withhold the entire deposit.
5. Open flame operations are prohibited within the venue without prior permission. In case of breach, construction must cease immediately, and a penalty of RMB 1,000 per incident shall be paid to the venue.
6. Smoking is strictly prohibited within the venue. In case of breach, corrective measures must be taken, and a penalty of RMB 50 per person shall be paid to the venue.
7. High-altitude suspension work must be pre-approved. In case of breach, corrective measures must be taken. If corrections are not made, the venue may dismantle the installation and require the contractor to pay a penalty ranging from RMB 1,000 to 5,000.
8. Fire protection facilities must not be obstructed, moved, or enclosed; fire exits, fire roll-up doors, emergency safety exits, public passages, electrical distribution room doors, storage room doors, and exhibition hall passageways must not be blocked. In case of breach, corrective actions must be taken. If no correction is made after notification, the

venue may clear out unauthorized installations and require contractors to pay a penalty between RMB 500 and 1,000.

9. Use of electric saws, electric planers, cutters, welding machines or similar equipment is prohibited without prior permission. In case of breach, corrective measures must be taken. If no correction is made after notification, power will be cut off and construction halted; additionally, contractors shall pay a penalty of RMB 100 per incident to the venue.

10. The contractor shall be responsible for all wiring installation and electrical safety from the power sources provided by the exhibition hall (such as distribution boxes) to the booth or venue. The contractor must strictly comply with electrical regulations (including, but not limited to: using flame-retardant cables only—double绞线 and multi-strand flexible cables are prohibited; electrical connections must be made using crimping or terminal blocks; single-core wires and wires passing through wooden structures must be run through conduit; ballasts and high-power lighting equipment that generate heat must not be directly mounted on wooden structures without proper heat insulation; equipment requiring grounding must be correctly grounded; all electrical equipment must have CCC certification, etc.). Unauthorized tapping of water, electricity, or gas supplies is strictly prohibited. In case of violation, corrective actions must be taken immediately. If corrections are not made, the exhibition hall may disconnect water, electricity, and gas supplies and charge the contractor a penalty fee ranging from 500 to 1,000 yuan. For all power-consuming equipment, both contractors and exhibitors shall provide their own main distribution boxes equipped with residual current devices (RCDs). Any personal injury or property damage resulting from failure to install RCDs shall be borne by the contractor and exhibitor themselves.

11. If water leakage occurs due to improper connection of water supply within a booth, corrective measures must be taken immediately and a penalty fee of 800 yuan shall be paid to the exhibition hall.

12. Personnel engaged in electrical work, high-altitude operations, and open flame operations requiring permits must hold valid certifications such as an electrician's license, high-altitude work permit, or welding certification. In case of violation, corrective measures must be taken. If non-compliance persists, the exhibition hall may require work to cease and impose a penalty fee of RMB 500 to 1,000 from the contractor.

13. Construction personnel must wear qualified safety helmets. In case of violation, corrections must be made. If non-compliance continues or recurs multiple times, the exhibition hall may require work to cease and deduct a penalty fee of RMB 100 per person.

14. The structural design of exhibition booths must be solid and safe. The booth roof must not be extensively covered; non-flammable or flame-retardant materials must be used for construction. The use of hazardous lighting fixtures and wiring (such as high-temperature iodine tungsten lamps, high-temperature quartz lamps, parallel wires, braided wires, etc.) is prohibited. If major safety hazards are identified, corrections are required. If non-compliance persists despite warnings, the exhibition hall may halt construction and require the contractor to pay a penalty equal to RMB 2,000 or the full deposit as liquidated damages.

15. For high-risk operations such as lifting and hoisting or working at heights, contractors shall designate safety zones and install safety barriers. Signs and security personnel shall be provided to ensure operational safety. If any violation occurs, corrective action must be taken. If the contractor refuses to make corrections, the exhibition hall may require work to stop and pay a penalty of 1,000 RMB to the exhibition hall.

16. Dismantle the booth promptly according to notices from the organizing committee or the exhibition hall, and ensure the cleanliness of the exhibition hall and surrounding areas. Failure to dismantle on time and remove waste materials will result in a penalty fee of over 1,000 RMB up to the full deposit as compensation for penalties and cleaning costs.

17. Any safety accidents or liabilities arising from breach of the above terms shall be fully borne by this contractor. In addition to paying corresponding penalties, the contractor must also compensate for all economic losses incurred by the exhibition hall or other parties.

This agreement becomes effective upon signature by the legal representative or authorized representative (who must hold a valid power of attorney; format attached). The contractor voluntarily accepts supervision and management by the exhibition hall and relevant authorities.

Booth Producer's Name:

Signature of Legal Representative or Authorized Representative:

ID Card/Passport Number:

Mobile Number:

Attachment 4 Special Booth Item Payment List

Exhibitor's Name: _____					
Booth number: _____ Area: _____ m ²					
Exhibitor Contacts					Tel
Booth Producer's Name:			Responsible person:		Tel:
Item	Unit	Price	Quantity	Amount	Remarks
Management Fee	1m ²	¥35.00			
Waste Removal fee	1m ²	¥6.00			
Construction Permit Fee	Each person	¥20.00			
Booth Insurance	T≤54m ²	¥200.00			
	54m ² < T	¥300.00			
Special Booth Construction Deposit	T≤54m ²	¥7000.00			Return within 30 days
	54m ² < T	¥12000.00			
Special booths overtime work (per booth/ hour)	17:30-24:00	¥1600.00			
	After 24:00	¥2400.00			
Electricity Item	Power	Price (CNY)	Quantity	Amount (CNY)	Note
Small Power Lighting & Power Supply	16A/220V (3.52KW) Single-phase Three-wire Distribution Box	700			24 hour power supply is limited to refrigerated goods, fish tanks, and refrigerators; usage shall be doubled. 32A and above high-power power supply does not include leakage protection. Builders must equip a 2-level distribution box with leakage protection. Later, the exhibition center will have special personnel for supervision and inspection; power supply will be provided only after the secondary distribution box is properly equipped. If there is a need to return, replace, or move the service after implementation, a corresponding installation and commissioning fee of ¥150 per unit will be charged.
	16A/380V (6.08KW) Three-phase Five-wire Distribution Box	920			
High Power Lighting & Power Supply	32A/380V (12.16KW) Three-phase Five-wire Distribution Box with Separate Switches	1850			
	63A/380V (23.94KW) Three-phase Five-wire Distribution Box with Separate Switches	3200			
	100A/380V (38.00KW) Three-phase Five-wire Power Connection Point	4500			
	120A/380V (45.60KW) Three-phase Five-wire Power Connection Point	7000			
Total:		CNY			

Stamped and confirmed by the booth producer:

Sign:

Date: MM/DD/YY

1. If application are submitted after the April 10,2026,the on-site organizer will charge an additional 30% rush fee.

* During dismantling, the on-site organizer will inspect the exhibition area and sign to confirm any violations.The deposit will be refunded within 30 working days after the exhibition concludes.

Attachment 5 Construction Breach Items and Handling Standards

1. In terms of fire safety

No.	Breach Item	Rectification Period (Hours)	Handling Standard
1	Obstructing or misappropriating fire-fighting facilities, occupying fire exits with stored items	1	Penalty of ¥500 - 1000 per incident
2	Bringing flammable, explosive or prohibited chemical substances into the exhibition hall	0	Penalty equal to the full deposit
3	Smoking inside the venue	0	Penalty of ¥50 per person per incident
4	Conducting hot work without a valid hot work permit	0	Penalty of ¥1000 per incident
5	Booth materials not subject to fire-retardant treatment	0	Penalty of ¥500 per incident
6	Installing electrical heating components directly on combustible materials	1	Penalty of ¥500 per incident
7	Illegal full enclosure of exhibition stands	4	Penalty of ¥2000 per booth
8	Failure to provide the required number of fire extinguishers in approved enclosed areas	4	Penalty of ¥500 per booth
9	Unauthorized use of fire water supply	0	Sanctions imposed based on the severity of the violation

2. In terms of electrical safety

No.	Breach Item	Rectification Period (Hours)	Handling Standard
1	Unauthorized wiring/tapping into power supply, exceeding the approved power load for usage	0	Penalty of ¥500 - 1000 per incident
2	Using electrical equipment, lighting fixtures, and wiring with potential safety hazards (e.g., high-temperature iodine-tungsten lamps, high-temperature quartz lamps, parallel wires, twisted wires, non-terminal wiring, etc.)	1	Penalty of ¥100 per location; in case of severe hazards, penalty of ¥2000 up to the full deposit per incident
3	Trusses and metal equipment enclosures	1	Penalty of ¥1000

	without proper grounding treatment		per incident
4	Outdoor electrical equipment without rainproof,moisture-proof,leakage-proof, and electric shock protection measures	1	Penalty of ¥1000 per incident

3. Structural Safety

No.	Breach Item	Rectification Period (Hours)	Handling Standard
1	Booth construction not carried out in accordance with the approved drawings	4	Penalty of ¥2,000 per booth
2	Use of construction materials with insufficient strength	4	Penalty of ¥2,000 per booth
3	Layout outside the approved area or space limits	4	Penalty of ¥2,000 per booth
4	Large-span structures not using steel frames (Steel frames are mandatory for spans of 6 meters or more, as well as for large-span special-shaped structures)	4	Penalty of ¥2,000 per booth (up to ¥20,000 depending on site conditions)
5	Non-compliant steel structure connections (e.g., failing to weld where welding is required, using screws instead of bolts, using iron wire instead of steel cables, etc.)	4	Penalty of ¥2,000 per booth (up to ¥20,000 depending on site conditions)
6	Large-area overhead coverage of the booth not using non-combustible or flame-retardant materials	4	Penalty ranging from ¥2,000 up to the full deposit per booth
7	Booth glass not tempered and/or without anti-collision warning labels	4	Penalty of ¥2,000 per booth
8	Collapse of the booth structure	0	Sanctions imposed based on the severity of the incident

4. Working at Height Safety

No.	Breach Item	Rectification Period (Hours)	Handling Standard
1	Unauthorized overhead rigging/suspension work	0	Penalty of ¥1,000 – 5,000 per incident
2	Working at height personnel without valid work-at-height certification	0	Penalty of ¥500 – 1,000 per person
3	Working at height while wearing slippers	0	Penalty of ¥100 per person per occurrence
4	Failure to wear safety helmets when	0	Penalty of ¥100 per

	working at height, on scaffolding/ladders, or by personnel performing cross operations below the work area		person per occurrence
5	Failure to demarcate safety warning zones, set up safety signs, or assign security personnel for working at height operations	1	Penalty of ¥1,000 per incident (up to ¥20,000 depending on site conditions)
6	Moving scaffolding without locking the brakes or without personnel dismounting before moving	0	Penalty of ¥100 per incident

5. Construction Safety

No.	Breach Item	Rectification Period (Hours)	Handling Standard
1	Special construction materials and exhibits exceeding the venue's specified floor load capacity per unit area	0	Penalty of ¥2,000 per incident (up to ¥20,000 depending on site conditions)
2	On-site primary processing work including full-wall putty application, full-wall spraying, full-wall sanding, etc.	1	Penalty of ¥1,000 per incident
3	Operating power saws, electric planers, cutting machines, etc. without prior approval	0	Penalty of ¥1,000 per incident
4	Unauthorized use/stepping on venue-owned exhibits, fixtures, or equipment as auxiliary tools	1	Penalty of ¥500 per incident
5	Spilling liquids (water, paint, coatings, etc.) on public floors, failing to notify the venue in a timely manner, failing to set warning signs and clean up promptly	2	Penalty of ¥500 per square meter (polluted area, indoor/outdoor) (up to ¥20,000 based on actual pollution severity)
6	Transporting goods via passenger elevators or escalators	0	Penalty of ¥500 per incident
7	Placing heavy items exceeding the venue's specified load capacity in meeting rooms, or placing performance equipment that may damage stage floors without floor protection	0	Penalty of ¥2,000 per incident (up to ¥20,000 depending on site conditions)
8	Failing to complete booth dismantling and waste removal within the specified time; directly pulling down booths during dismantling, or	1	Penalty ranging from ¥1,000 up to the full security deposit per incident

	allowing waste materials to fall to the ground twice		
9	Dumping garbage, wastewater, etc. into venue floor drains or trenches	0	To be determined based on site conditions

6. Equipment and facility maintenance

No.	Breach Item	Rectification Period (Hours)	Handling Standard
1	Damaging or defacing venue-owned buildings, structures, metal chairs, floors, and other facilities	0	Damaged items shall be compensated at full value; defaced areas shall be cleaned by the responsible party or subject to cleaning fees.
2	Applying adhesives, driving nails, scratching, or hanging heavy objects on display panels and fixtures, resulting in damage	1	Penalty of ¥ 500 per incident; damaged items shall be compensated at full value.
3	Drilling nails, affixing, or hanging advertising/promotional materials on venue infrastructure including walls, columns, ceilings, glass curtain walls, escalators, fire doors, and other interior finishes; erecting, hanging, or placing signboards without authorization	1	Penalty of ¥500 per incident.
4	Placing any items, erecting partitions or display panels in areas that block fire protection, monitoring, air vents or indoor air circulation	1	Penalty of ¥1,000 per incident
5	Hanging or lashing any suspended objects and ropes on indoor sprinkler systems, lighting fixtures, or decorative materials	1	Penalty of ¥1,000 per incident
6	Using venue structures, wall surfaces, and ancillary facilities (e.g., floor stainless steel railings, curtain wall aluminum frames) as cable tension anchor points or reinforcement supports	1	Penalty of ¥ 500 per incident
7	Erecting booths in the conference center, meeting room lobbies, corridors, etc., without protecting building or decorative surfaces	1	Penalty of ¥500 per incident

7. Others

No.	Breach Item	Rectification Period (Hours)	Handling Standard
1	Bringing construction materials into the venue without completing entry procedures	2	Penalty calculated based on the applicable exhibition hall rental rate.
2	Setting up decorations or performing overhead suspension work without prior approval	1	Penalty of ¥2,000 per incident; additional rigging fees must be paid for unauthorized overhead suspensions.
3	Using smoke effects other than dry ice smoke machines	0	Sanctions imposed based on the severity of the violation.
4	Failing to remove leftover materials from the venue promptly or storing them outside designated areas	2	Penalty of ¥500 per incident.
5	Directly discharging renovation and kitchen wastewater or residues into restroom sinks and toilets	0	Penalty of ¥500 per incident.
6	Causing water leaks from booth water connections due to improper operation	0	Penalty of ¥ 800 per incident, plus compensation for any resulting property damage to venue areas.
7	Other breaches such as damage to floors, walls, or columns	To be determined on-site by venue inspection	Restore to original condition at your own cost, or compensate for damages as assessed by the venue engineering department.

Notes:

1. For any rectification items with a deadline of 0, the penalty fee will be paid immediately according to the standard upon discovery. For items with a specified deadline, if rectification is not completed within the deadline, the penalty fee will be paid immediately according to the standard (deducted directly from the deposit). Any shortfall must be compensated separately.

2. For any other breach of contract items or on-site rectification requirements mandated by government authorities, if there is a separately signed agreement, follow its terms. If no such agreement exists, specific matters and handling standards will be communicated on-site by the exhibition venue.