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Note: The final right of interpretation of the rules rests with the organizing Committee of CHINA CYCLE. This *EXHIBITORS' SAFETY MANAGEMENT MANUAL* is written in both Chinese and English. The Chinese version of these Terms and Conditions shall prevail whenever there is a disagreement between the two versions.

## EXHIBITORS' SAFETY MANAGEMENT MANUAL

The purpose of this manual is to help enterprise and exhibitors, and other relevant service suppliers to better understand the definitions of the special terms, the supplementary clauses of the Contract, and the rules and regulations concerning attending the China International Bicycle Fair. *Exhibitors' Safety Management Manual* is an integral part of the **Contract** for Exhibition Space. All relevant organizations are advised to read the manual carefully and follow its instructions.

### Part 1 Definition & Explanation of Special Terms

Unless specified otherwise, the definition of the words and phrases in the Lease Contract are as follows:

- |     |                   |   |
|-----|-------------------|---|
| 1.1 | "Party A"         | Shanghai Xiesheng Exhibition Co., Ltd.  |
| 1.2 | "Party B"         | The legal entity or other legally registered entity, which participates in the China International Bicycle & Motor Fair, signs a Contract for exhibition space with Shanghai Xiesheng Exhibition Co., Ltd., and therefore has the right to use the exhibition facilities of center according to the Contract. |
| 1.3 | "Exhibition Hall" | Shanghai New International Expo Center (SNIEC)  |
| 1.4 | "Contract"        | The agreement between the Party A and Party B, including the Term & Conditions in the Contract for Exhibition Space and Exhibitors' Safety Management Manual.   |
| 1.5 | "Center"          | The premises of Shanghai New International Expo Center (SNIEC), enclosed by the Red-line.   |
| 1.6 | "Public Area"     | The corridors, passageways, escalators, entrances, exits, lift lobbies stairs, stairway, fire escape etc. within the Center, which are necessary for entering and exiting the Leased Area.  |
| 1.7 | "Leased Area"     | The area and size specified in the Contract for exhibition space and location marked on the floor plan, and incidental facilities.  |
| 1.8 | "Show Days"       | Those days within the leased period on which the exhibition is held.  |

- |                            |  |
|----------------------------|--|
| 1.9 “Non-Show Days”        | Those days when setting-up and dismantling works are carried out or those days other than Show Days within the lease period. |
| 1.10 “Rules & Regulations” | The rules and regulations governing the use of the exhibition during the lease period.                                       |

## **Part 2 Construction and Fire Safety Regulations**

### **2.1 Construction safety management**

#### **2.1.1 General Regulations**

2.1.1.1 Party B shall employ qualified construction companies to carry out construction and installation work. Construction must be in accordance with the government regulations and be approved by the competent authorities. The staff of Party B should be working with relevant certificates required by the government and in accordance with technical requirements and standards.

2.1.1.2 The contractor can obtain the construction permission only after signing Acceptance Paper of Work Safety. Exhibition Hall and Party A will assist Party B in the management of the forwarders and stand-fitters. Party B shall inform all the forwarders and stand-fitters to submit their workers' name lists as well as ID copies to the Shanghai New International Expo Center 20 working days prior to the move-in, so that Exhibition Hall can produce standard working permits for them. Its staff may only enter the Center to do the work with the permit issued by Exhibition Hall. Workers without permits will not be permitted to work in the Center.

2.1.1.3 Operators who are engaged in overhead work (height $\geq$ 2M) must wear safety helmets and safety belts, and carry out other necessary safety measures against injuries that might be caused by falling objects.

2.1.1.4 Designed and constructed exhibition booths shall not exceed the corresponding area. Illegal structures beyond the boundaries will be required to be dismantled; the consequences will be responsible to the Party B.

2.1.1.5 Design and construction of booths must meet electrical safety, fire safety, structure, drainage and other requirements of related professional and technical standards.

2.1.1.6 Do not damage, contaminate or otherwise destroy the pavilion's main building and ancillary facilities. Including: nails, hammers are not permitted to use to fix objects on the ground or walls in the hall; materials that are hard to remove such as grease, paint, glue and etc. shall not be used; leaning on, pressing, pulling, hanging of pavilion walls, ceilings, and a variety of special facilities and equipment (such as pipes, embedded parts,

etc.) are forbidden; hanging structural load-bearing material facilities without permission in the hall is forbidden.

2.1.1.7 Building materials used must be non-combustible materials. If wood, gauze and other flammable materials must be used, the materials must be prepared to be non-flammable. Wood materials should be painted fire retardant paint or pasted fireproof surface trim; cloth, gauze and other textile materials must be approved by the fire water soaking. Whether these materials are qualified to burning materials or not is determined by that no flame produce within the field fire test experiments. Party A and exhibition hall staff have the right to remove the materials those do not meet fire safety requirements. Utility of flammable materials without flameproof handling are prohibited in the construction field.

2.1.1.8 The quality carpets paved in the public area, the channel and booth should meet relevant national environmental, fire retardant standards. Only non-residual single-sided, double-sided tape can be used when fix the carpets and other floor coverings to the cement floor.

2.1.1.9 Glass used to build the booth must be high-performance security glass such as tempered glass, laminated glass. Load-bearing glasses as well as movable glasses used to make doors and window whose areas exceed 2 square meters of glass processing require to be tempered and at least have a thickness of 10 mm. Other ordinary glass for decorative purposes, non-load-bearing purposes must also be guaranteed not to cause injury to personnel. Exposed glass edges must be processed or install protective devices, in order to avoid injury to personnel. Transparent glass wall as the envelope material must be clearly marked in the normal field of view, to prevent damage to personnel due to mistakenly hit.

2.1.1.10 The hard stuff with acute angles, decorative structure with projections or depressions on the ground or low-lying prominent, ropes or cables on the ground or other objects that easily injure personnel within the range of height or plane may lead to personal injury must take protective measures and striking warning to avoid accidental wounding.

2.1.1.11 Stairs and ladders set up in the booth must comply with the relevant technical specifications and safety requirement. Clear evacuation signs should be installed within a booth. Handrails must be securely to prevent personnel from pummeling.

2.1.1.12 During the construction operation, Party A has the right to stop the construction behavior facing booths without approval, not complied with the relevant provisions of the technical specifications or with other unsafe structures. Special equipped construction unit of Party B must rectify the booth in accordance with the requirements.

2.1.1.13 The hall trench cover should not be opened without permission. The trenches are not allowed to be used as cabling route which should be resolved within the booth.

2.1.1.14 During the dismantling, special equipped construction unit of Party B should clean up booth items, special materials and garbage within the given time. Refundable deposit will be returned with the approval of exhibition hall staffs, otherwise Party A has the right not to refunded.

2.1.1.15 Party B must apply construction qualifications for construction workers. During the construction process, all construction workers must wear effective construction certificates and subject to management staff. If you do not wear the required certificates or do not obey the existing management, site management personnel have the right to cancel the construction qualifications of illegal workers.

2.1.1.16 After exhibits and other bulky items were shipped out of the hall, they should be away from the red line and be prohibited to stack in the red range. Clogging items Violated the provisions will be forced to clear away, violators will bear all related costs incurred.

2.1.1.17 Party B must take the necessary safety precautions to protect the personal safety of construction workers based on the relevant state laws and regulations.

## 2.1.2 Rules of Booth Design

2.1.2.1 The structural strength of booth should meet the requirements of the load strength, construction should ensure that the overall strength of the booth structure, stiffness, stability.

All the design of drawings of booths with the height construction above 4.5m or more than one-story, or with suspending structures outdoor booths shall be reviewed or verified by a drawing check company appointed by Party A.

2.1.2.2 The booth construction drawing (including three-dimensional renderings, detailed chart of size, booth floor plan, elevation charts, dead load maps, detailed list of materials and related calculations) should be verified and stamped by a Chartered Structure Engineer of the People's Republic of China, or reviewed by a drawing reviewer designated by the Exhibition Hall if the indoor story of single booth, double booth and outdoor booth is over 4.5 meters (including 4.5 m), or the top area of them account for more than 50% of the booth area. If Party B contractor to employ their own registered structural engineer to audit drawings, Party B are required to submit to the Exhibition Hall the proof of B copies of the original drawings confirmed by a registered structural engineer with signature confirmation and the copies of qualification of registered qualified structural engineer. Drawing auditing confirms designated by the Exhibition Hall will charge fees in accordance with the review standard of drawing review.

2.1.2.3 An inspection channel not less than 1 meter must be left between the booth and the wall.

2.1.2.4 Channel must remain straight and have no columns or stacks obstructed in the channel

2.1.2.5 There must be a channel kept at least 1.2 meters between the booth and room door, booth and alarm contacts Booth and leading hydrants shall be wide.

### 2.1.3. Special-Decorated Booth Regulation

2.1.3.1 Construction materials must comply with standards of the use of temporary construction materials by national authorities and be reasonably robust.

2.1.3.2 Structures should be built within the precincts, its vertical projection should not exceed the scope of the dash. Any structure or exhibit booth (company name, logo, light boxes and posters) are not allowed to be beyond booth boundaries. The use of the hall buildings, building decoration, railings and wall structure as part of the booth are prohibited. Occupying green space to construct booths is prohibited.

2.1.3.3. The heights of all single-story and double-story booths should not exceed 4.5 meters and 6 meters correspondingly. If they do, design plan must be submitted in advance to the Exhibition Hall. Construction can be started only after approval of the Exhibition Hall.

2.1.3.4. Indoor booth layers should not exceed two stories. When the areas of two-story buildings exceed 200 square meters, the number of stairs should be less than two and the distance between the two closest evacuation outlets between the two stories should not be less than 5 meters.

2.1.3.5. The steel columns should use non-welding materials with diameters of no more than 10 cm. Chassis should be welded at the bottom and the column flange with diameters of more than 60 cm should be welded on to the top to increase the force area and to ensure the solidity of the booth.

2.1.3.6. The main wall width should not be less than 12 cm to make sure enough contact areas. Those walls beyond 6 meters wide should add crossbar connections on the top and supporting columns at the bottom to ensure the overall stiffness and stability of the booths.

2.1.3.7. The angle steel, channel steel, square tube and other materials used for load-bearing components should meet the GB requirements. Load-bearing components for special booth should not use decorating materials such as flexible metal materials or

brittle materials (such as glass).

2.1.3.8. Wooden load-bearing columns, beams must be lined with a continuous load-bearing wood square pass, in order to ensure the structural integrity of components.

2.1.3.9. The span of single-span wooden structure should be limited to 6 meters and the height to 5 meters. The single-span of steel frame and steel-wood composite structure (including the lining of steel square tubes and hobs) should be limited to 8 meters. The span of steel trusses can be relaxed according o its cross-section, but no more than 12 meters. If they exceed the standard, the booths should present a special structural stability calculation to the Exhibition Hall.

2.1.3.10. According to special booths without frame, the thickness of wooden wall should be not less than 30 cm; according to special booths with frame, the thickness of wooden wall should be not less than 10 cm. Load-bearing wood walls or seamless steel tube must be done well and stay inside.

2.1.3.11. When using glass for decoration, steel glass must be used to ensure the strength and thickness (the thickness of glass curtain wall should be not less than 1 cm). The installation of glass should be reasonable and reliable. Metal frames or professional gold pieces must be used to install glass. Elastic materials must be used between the frame, metalwork and glass to ensure the safe use of glass. Large-areas glass material should be pasted with clear marks at 1.5 m in the horizontal plane to prevent crushing injuries. If you glass floor is used, the structural support columns and walls must be fixed to the bottom floor, the construction of booth directly on the smooth side of the glass surface is prohibited.

2.1.3.12. All structural back walls of adjacent booths must be properly decorated. If the outer surfaces of the special-decorated booth are in the sight of channel, they should also be decorated properly to maintain the overall appearance of the exhibition hall.

2.1.3.13 The construction units of Party B must apply for admission in terms of the construction areas and numbers of people. Unmatched areas and certificates for unmatched person are not allowed. Any construction unit must not apply for admission for any other construction units, or its qualification will be canceled. Construction workers must wear their certificates on site and subject to the management of the Exhibition Hall to cooperate with its work.

2.1.3.14. The construction unit which enters the hall is forbidden from engaging in other activities not related to the construction of the booth. Once discovered, the Exhibition Hall will cancel its qualification to entering the hall. If the circumstances are especially serious, the construction qualification will be permanently canceled.

2.1.3.15. An on-site responsible person must be set at the construction site and registered



in the process of application for construction qualification. The responsible person is responsible for the civilization and legal education of construction workers, daily safety inspection and supervision. They should wear distinct identity.

2.1.3.16. The word ladder can be used in job below 2 meters. Works between 2 and 3 meters must use scaffolding. When using a mobile scaffold, the casters must be fixed, cross bracing must be buttoned, each layer must be covered with scaffolding planks, operation layer must have bar.

2.1.3.17 Construction materials should be placed within the scope of the booth and not cause obstruction. If they do, the Exhibition Hall will handle them as waste material and take appropriate action. The waste materials during construction process should be thrown into the dustbins at any time. Construction materials are prohibited from leaning on the booth.

2.1.3.18. Gusset must be placed before the installation of mechanical with large weight.

2.1.3.19. The dismantling process should be top-down. Pushing and pulling down and other barbaric behaviors are forbidden. Throwing materials is also forbidden.

2.1.3.20. The cover plate of the standard booth should not be pressed during the construction. The mobile board must be set aside on the cover plate for special-decorated booths.

2.1.3.21. Painting is prohibited in the hall.

2.1.3.22. The design of outdoor booth should fully consider insecure effects, such as wind, rain and other natural phenomena and effective preventive measures should be taken.

2.1.3.23. The force components with wall thickness being less than 0.8 mm or with severe corrosion are forbidden to use in the outdoor booth.

2.1.3.24. The span of outdoor booth should not exceed 6 mm. If it does, support columns are needed. Steel structures should be added to the large-span wall to ensure the strength and stability.

2.1.3.25 Pouring paints, coatings, adhesives and other items, drilling and fixing expansion bolts on the ground or buildings are prohibited during outdoor construction.

2.1.3.26. Self-extinguishing equipment should be prepared in the outdoor booth. Strengthen the inspections to ensure personal and booth safety.

2.1.3.27 Booth lighting, sockets, distribution boxes and other electrical facilities installed outdoor should be waterproof. Reliable and leak proof protection measures should be

applied to electrical equipment. Joints are not allowed when laying the ground wire. Bridge plates should be used to protect them.

#### 2.1.4 Water Safety Management

2.1.4.1. If the water installation of booth does not comply with the relevant national norms, standards or requirements, or has water safety hazard, the Exhibition Hall has the right to order them to immediately rectify. If Party B or its contractor refuses rectification, the Exhibition Hall will stop water supply. Party B should be responsible for all the consequences. Any accidents and economic loss caused will be held by responsibility of the Party B and its contractor with the relevant provisions.

2.1.4.2 If there is someone who does not apply for water use, secretly or disorderly get access to water supply, the Exhibition Hall will stop the water supply and charged for amount of water by two times for secret access.

2.1.4.3. Do not connect water devices directly to the hall's pipe and intake valves should be installed.

2.1.4.4. Liquid water must be poured into the sealed containers prepared by Party B and is forbidden to be poured into the stadium drains, bathroom sink and other places.

2.1.4.5. Water supply pipes must be assured security by bridge plate when across the aisle.

#### 2.1.5 Electrical safety management

2.1.5.1. If the Party B of standard booth want to add electricity services, they should apply in the service station. Once beyond the application deadline, expedited construction fee will be charged. Self-installed lamps and outlet are banned and the Exhibition Hall will stop and confiscated lamps and sockets once found. Electrical outlets for standard booth are banned to plug booth lightning. Socket boards brought are banned from tandem connection. The permissible maximum capacity is 500W. All the electrical facilities installed on the booth should not be arbitrarily removed or displaced.

2.1.5.2. All matching electric boxes for all booths must be placed in the position allowed by the Exhibition Hall. During the construction, the construction unit must use electricity from boxes designated by the Exhibition Hall. Opening the trench cover, using the trench as line path or secretly accessing to booth boxes cabinets are banned.

2.1.5.3. If the electrical configuration installation does not comply with the relevant national norms, standards and requirements of the regulations or has electrical safety hazards, the Exhibition Hall has the right to order them to rectify immediately. If Party B or its contractor refuses rectification, the Exhibition Hall will stop electrical supply. Party

B should be responsible for all the consequences. Any accidents and economic loss caused will be held by responsibility of the Party B and its contractor with the relevant provisions.

2.1.5.4. If there is someone who does not apply for electrical use, secretly or disorderly get access to electrical supply, the Exhibition Hall will stop the electrical supply and charged for amount of water by two times for secret access.

2.1.5.5. The installation personnel for electric lines and facilities must hold valid electrician operation certificates. All operations and construction work must comply with the national mandatory provisions, norms and standards, in line with the relevant provisions on facilities use and construction safety set by the Exhibition Hall.

2.1.5.6. The load carried by all cables should be controlled within 80% of the design capacity; the line switch (master switch) of the booth should configure the master switch leakage protection device according to safety national standards and the rated current of master switch shall not exceed the current applied.

2.1.5.7. Do not use the fixed electrical boxes or other supporting facilities without permission.

2.1.5.8. All matching electric boxes for all booths must be placed in the position allowed by the Exhibition Hall. During the construction, the construction unit must use electricity from boxes designated by the Exhibition Hall. Opening the trench cover, using the trench as line path or secretly accessing to booth boxes cabinets are banned.

2.1.5.9. Do not use self-brought socket boards.

2.1.5.10. Wire connection should be solid and reliable. Wire docking must apply porcelain, plastic fittings and insulation measures.

2.1.5.11. Every eight standard booths must configure at least one 380V/15A electrical box.

2.1.5.12. Cables of standard booth should not cross the line of special booth.

2.1.5.13. Shunt switch with leakage protection function must be installed for each booth lighting electrical box.

2.1.5.14. Double-sheath copper wires and cable lines must be used, and the section of the conducting wires must be  $\geq 1.5$  mm. Electrical materials must be equipped with enough safe loading capacity. It is strictly forbidden to use single wires with no sheath, twist pairs or aluminum wires. As to the configuration of wires, three-phase five-wire system shall be applied for the line voltage (L1 L2 L3, N, PE) and single-phase three-wire system

for the phase voltage (L, N, PE).

2.1.5.15. Electrical lines must be assured security by bridge plate when across the aisle.

2.1.5.16. All metallic structures and shells shall have a reliable grounding.

2.1.5.17. Flammable substances and drinking fountains are prohibited to be placed around the power distribution boxes.

2.1.5.18. Other provisions please refer to *Exhibition Electricity Regulations*.

#### 2.1.6 Gas Safety Management

2.1.6.1. Storing or using pressurized vessel are not allowed in the exhibition hall. The hall provides general compressed air source with outlet pressure of air compressor being 0.6-0.8MPa. The Party B should install dryer, filters and other equipment in accordance with its use. If the exhibitors need special air compressor and tank (pressure vessels), and other equipment, they should apply for permission, place the equipment outside the hall and ensure safe operation of the equipment.

2.1.6.2. If there is someone who does not apply for gas use, secretly or disorderly get access to gas supply, the Exhibition Hall will stop the gas supply, the Exhibition Hall has the right to order them to immediately rectify. If Party B or its contractor refuses rectification, the Exhibition Hall will stop water supply. Party B should be responsible for all the consequences. Any accidents and economic loss caused will be held by responsibility of the Party B and its contractor with the relevant provisions.

2.1.6.3. Any pressure vessels and equipment are prohibited to be brought into the hall without written permission. Licensed pressure vessels and equipment shall comply with the relevant safety standards and regulations. Nozzle connection should be tightened with hose clamps but not with wire or other items banding.

2.1.6.4. Party B should do safety checks before applying for electrical and gas supply. After receiving the application for electrical or gas supply of Party A, the Exhibition Hall will conduct security checks with Party A and Party B. Only the qualifiers will get access to electrical and gas supply.

2.1.6.4. Do not connect gas devices directly to the hall's pipe and intake valves should be installed.

2.1.6.5. Gas supply pipes must be assured security by bridge plate when across the aisle.

#### 2.1.7 Overhead working safety regulations

2.1.7.1 Overhead work is defined as the work carried out at the falling height datum of 2m or more (including 2 meters) and that is possible to fall down.

2.1.7.2 Workers should be older than 18 years of age and pass through a physical examination before engaging in overhead work. Persons suffering from high blood pressure, heart disease, epilepsy, mental illness and other people who are not suitable for high attitude operating are prohibited to perform overhead work.

2.1.7.3 Workers should maintain a healthy state and keep helmets, safety belts, ladders, springboard, and scaffolding in good working condition.

2.1.7.4 The operator must wear safety belts and helmet. Tools, parts and materials must be loaded in tool bags. All small appliances should be placed properly and fastened with a rope or wire.

2.1.7.5 Danger restricted area should be set aside on overhead work site, and set clear signs such as "No Admittance", "No thoroughfare" and other warning signs. Unrelated persons are prohibited from entering.

2.1.7.6 Before welding, oxygen cutting operations during overhead work, explosive and flammable stuff in the scope of splashes must be cleared.

2.1.7.7 During overhead work, playing and fighting are prohibited, sleeping is not allowed.

## 2.2 Fire Safety Regulations

2.2.1. Party B should conscientiously implement production safety and fire prevention policies issued by the State, Shanghai, and the competent authorities of production safety labor protection, strictly enforce regulations of labor protection laws.

2.2.2. No smoking in the hall.

2.2.3. Welding and other fire operations are prohibited in the hall.

2.2.4. The use of halogen lamps, neon lights and lamps with a large amount of heat and high temperature and voltage which might trigger safety hazards are prohibited.

2.2.5. The installation of lighting and other electrical equipment on flammable objects without fire protection or without combustible isolation material are prohibited. Electrical equipment with a large amount of heat and high temperature lamps cannot be used unless consented by the Exhibition Hall. There must be no combustible and flammable liquids surrounding high temperature lamps within 1 meter

2.2.6. Do not calibrate the spotlight and other heating devices or place them near to the fire sprinklers.

2.2.7. Any behavior that will impede contact of fire alarm, safety of fire hydrants, fire extinguishers, security doors, and normal operation of monitoring facilities are prohibited.

2.2.8. Do not stack any debris or set up booths near the fire exits and fire hydrants. Temporary cargo pile must be stacked solidly and reliably. No tipping and dumping.

2.2.9. Special booth capping is not encouraged. For capping, automatic fire alarm system and sprinkler system should be set up, and set annual inspection of fire extinguishers. When the construction area of closed or semi-enclosed display areas are greater than 120 square meters, the number of evacuation doors should not be less than 2, the width of not less than 0.9 meters

2.2.10. Party Materials used in construction of booths or other building should be materials prescribed by the Fire Safety Regulations issued by People's Republic of China and City of Shanghai and their non-combustible flame spread rate should not be lower than the B1 level. Combustible materials used locally should be provided with flame resistant treatment and reach the level of fire-retardant before use. The Exhibition Hall staffs have the right to clean out materials which do not meet fire safety requirements. The use of flammable materials in the construction site without flame resistant treatment is prohibited.

2.2.11. The carpet must be flame retardant carpets. Party B should show proof which prove that the flame retardant ability of the carpet is not less than the B1 level of flame proof.

2.2.12. The electrical lines laid hidden inside should be encased with metal pipe or PVC pipe with flame retardant protection, closed boxes should have enough to cooling vents.

2.2.13. Do not attach to or hung anything on the ceiling sprinklers or lighting device.

2.2.14. For machinery exhibits such as locomotives, cars and all kinds of petrol and diesel engines, the fuel tank should not exceed 10% of the total fuel tank.

2.2.15., a variety of explosive, toxic, corrosive, radioactive substances and weapons, guns, knives are prohibited to display. For display, you must replace them with models.

2.2.16. No hydrogen balloon. Without document approval of the Exhibition Hall, balloons are prohibited to bring into the stadium. Once discovered, the Exhibition Hall has the right to clear them. Clear costs should be borne by the organizers or the exhibitors.

2.2.17. The issues not covered are in accordance with the provisions of the *Shanghai Exhibition Fire Safety Management Standards, Key Units of Fire Safety Management Requirements* (DB31 / 540).

## 2.3 Safeguard Regulations

2.3.1 Party B and Party A should sign "the Contract" together with the Exhibitors Liability Commitment to define the responsibilities and obligations of both parties.

2.3.2. During the exhibition, Party B contractor is of primary responsibility for construction safety of the construction area. Party B is of primary responsibility for its booth security.

2.3.3. On-site dismantling workers, exhibition staff and exhibitors are required to wear the identification documents issued by the Exhibition Hall or by Party A, and should pass in and out of the corresponding exhibition area in specified time.

2.3.4. The Exhibition Hall staff authorized by Party A (including the security staff out of hall) have the right to inspect the ticket within the exhibition area. Before the inspection, inspectors should be inspected upon presentation of valid documents. If someone checked cannot show a valid ticket or enter the hall in a non-normal way, once identified, he or she must leave the hall immediately.

2.3.5. Party B must enhance anti-theft security, take good care of exhibits and personal belongings, improve security awareness, enter and leave the hall on time in order to ensure the safety of exhibits. During dismantling period, Party B must hold people accountable for looking after their items to avoid loss. Once items are missing, you should promptly report to the police station. Party B solely is responsible for safekeeping the exhibits, samples and personal belongings. Items that require anti-theft security should be removed from the hall or entrust the Exhibition Hall for warehousing, installed with monitoring equipment, sent to guard and taken other protective measures before closing.

2.3.6. In order to avoid unnecessary loss of personal property, if Party B have valuables exhibits, they should sign a contract directly with the security company, the exhibits should be ensure with property liability insurance.

2.3.7. During the exhibition, any unit or individual should not place exhibits and other items outside the designated areas.

2.3.8. Authorized by the Party A, security staff of the Exhibition Hall may require exhibitors and other personnel to show the release strip issued by Party A when moving objects out. Security staff should have an inspection before release.

2.3.9. When the flow of people into the hall is too large which might pose a security risk, the Exhibition Hall will solicit suggestions of police, organizers and group exhibitors to take emergency measures to control and ease the flow of people, including the suspension to applying the entrance identifications and prohibit subsequent flow of people into the exhibition.

2.3.10. Commercial photography and photographing activities carried out within scope of the red line should be consented by the Exhibition Hall in advance and should be in accordance with the requirements of the Exhibition Hall at a specified time and place. Personal, non-commercial photography, photography and other activities are forbidden in the no-photo zone and they should not affect the normal the exhibition hall and public order, or they will be stopped.

2.3.11. In order to ensure the normal and orderly conduction of the exhibition, safe maintenance of public order within the red line, the Exhibition Hall have the rights to stop the following activities carried out the within the red line in the hall:

2.3.11.1. Engaging in commercial or promotional activities without permission of the Exhibition Hall, including the sale of a variety of goods, food and all kinds of services with and without fees.

2.3.11.2. Posting or distributing leaflets, posters, magazines, all kinds of advertising materials in display and public areas without permission.

2.3.11.3. Any behavior that will cause pollution or damage of the environmental.

2.3.11.4. Staying in the exhibition after closing without permission.

2.3.11.5. Taking a pet to enter the hall without permission.

2.3.11.6. Taking flammable explosive dangerous goods regulated by the police into the hall.

2.3.11.7. Any violation of state laws and regulations related to public morality and social behavior.

## 2.4. Traffic Safety Regulations

### 2.4.1. Vehicle Management

2.4.1.1. During the construction and dismantling, freight vehicles of Party B should show their pass provided by the Exhibition Hall and enter the red parking area of the hall.



2.4.1.2. Freight vehicles arrived should subject to a unified command from the Exhibition Hall staff, enter the designated parking area park and wait in the specified transport channel. During the construction and dismantling, when the loading zone hall of is full of parked vehicles, vehicles of Party B should be stopped waiting in the parking area, obey the command of the relevant personnel to enter the relevant exhibition for loading and unloading cargo.

2.4.1.3. To enter the loading zone, the vehicles should apply for unloading area freight vehicle pass and freight vehicle guide pass in advance at party accreditation center. Security personnel have the right to prevent vehicles not comply the on-site management from entering the unloading are.

2.4.1.4. The permit fee is 50 yuan/ vehicle with deposit 300 yuan. When unloading or loading ends, the vehicles can get their deposit back with the deposit receipt to leave depending on their unloading area freight vehicle pass and freight vehicle guide pass. If the freight vehicle guide pass get damaged or lost, the owner is required to charge 50 yuan for each paper.

2.4.1.5. The stadium laytime for vehicles is 1.5 hours. For exceeded time, every 0.5 hours per vehicle will be charged 100 yuan management fee, and so on. That is less than 0.5 hours will be calculated by 0.5 hours.

2.4.1.6. During the laytime, drivers must obey the command of security personnel and are not allowed to leave the cab. Once finished, the vehicles should leave immediately and should not strand. Those who cause traffic jams, their deposit will be deducted.

2.4.1.7. The vehicle shall be parked in a public channel and near block fire exit doors. Offenders should hold responsibility for all the consequences arising from there. Illegal parked vehicles or storage of goods will be towed or moved, the cost are borne by the transporter or the owner.

2.4.1.8. When loading and unloading cargo, effective preventive measures should be taken to avoid damage to the exhibition facilities, otherwise the owner will be responsible for the compensation.

2.4.1.9. Vehicles operating within the stadium should be carried out strictly in accordance with safety procedures work. The operator must be certified. Vehicles entering the stadium red line during the specified range area should travel along designated path. The speed should not be more than 15 km / h. The speed should be less than 5 km /h when entering the hall

2.4.1.10. Vehicles that enter into the second floor of the hall are limited to 10 meters long (including 10 meters), 5 tons weighty (including 5 tons), and 4.5 meters high (including 4.5 meters). Vehicles that exceed the limit must travel and unload in designated areas.

2.4.1.11. After stopping, the doors and windows of vehicle should be closed. Take care of valuables items by yourselves. Overnight parking of vehicles is prohibited in the parking area.

2.4.1.12. Vehicles that spill oil or contain flammable, explosive, toxic, radioactive or polluting goods are banned from entering the hall. Smoking, use of naked light and car wash and repair are prohibited in the parking lot.

## 2. 4.2. Special Vehicle Management

2. 4.2.1. Special vehicles included but are not limited to cranes, forklifts, aerial vehicles and so on.

2.4.2.2. The drivers of the special vehicles must hold special driving license for employment. Other drivers are not allowed to drive special vehicles. Driving without a license is prohibited.

2.4.2.3. Strictly comply with the requirements of the hall speed. Speeding is strictly prohibited.

2.4.2.4. Strictly comply with safe production rules. No risky operation. No illegal operations. No drunk driving. No smoking in the cab.

2.4.2.5. Special vehicles can be only use for work purposes. Carrying others or leaving without tasks is strictly prohibited.

2.4.2.6. When special vehicles complete the current job or are no longer in use, the vehicle must turn off and disconnect the power.

2.4.2.7. Special vehicles must be parked within the prescribed area when not in use. If they are not parked in a prescribed area without special reasons, they must be guarded by hand.

## Part 3 Facility Protection Regulations

### 3.1 Use of Facilities

3.1.1 Party B shall obtain the prior written permission for the exhibition hall when there is any change on structure and appearance of the exhibition hall or large and bulky items are to be brought in or any marking or posting. All the costs for clearance and restoration are on Party B's expenses.

3.1.2 Party B is responsible for dismantling the structure of all booths and moving out all

abandoned materials.

3.1.3 Party B and his freight forwarder should obey the rules and regulations of the Center by Party A and Exhibition Hall when transporting exhibits and make sure that there is no damage to any of Exhibition Hall's facilities.

3.1.4 Party B should compensate for any damage to the facilities and equipment in the Center caused by construction, installation, dismantling and transportation.

3.1.5 If he intends to set up partition walls, Party B shall put up plates or construction paper on the floor under the walls to protect the floor, and shall be responsible for the repair of any damage to the floor due to the construction or dismantling of the stand.

3.1.6 No nails, adhesives, pins, or similar materials or hole-drilling should be applied to any part of the premises without the prior approval of Exhibition Hall. Party B shall be responsible and liable for any damage caused even if such approval is granted. No work should be carried out in the entry lobby without permission. Any structure or other item is not allowed to lean on and fix with the facility or structure of the Center.

3.1.7 Only environment-friendly carpet and double-sided cloth adhesive tapes can be laid on the floor. It is strictly forbidden to use inferior carpets containing  $\text{CaCO}_3$ , double-sided blown-sponge or any other material which are difficult to clean up.

3.1.8 Party B will be responsible for the removal of all adhesive tapes and residual marks within the Leased Area. Exhibition Hall will repair any damage to the facilities due to the use of adhesive tapes that are not approved, but the cost shall be borne by Party B.

3.1.9 Stick-on decals or similar promotional items are forbidden to be stuck on any part of the building of Exhibition Hall. Any cost incurred by Exhibition Hall for the removal of these items and repair of any damage caused shall be borne by Party B.

### 3.2 Floor Load-bearing and Protection

3.2.1 The floor load-bearing capacity of indoor exhibition space is 5 tons/m<sup>2</sup>. If there is any vertically vibrating part in the exhibit operation, the above-mentioned floor load-bearing capacity shall be reduced at least by 50%. It is prohibited to set up a booth or pile heavy goods on the two main cable pipelines in the exhibition hall. Should there be any question; inquiries are to be made with Exhibition Hall before goods are moved into the hall.

3.2.2 Please use the trolleys with its wheel material made of rubber or nylon. Use bracing plate before placing heavy machinery to ensure the ground not to be damaged. Party B should be responsible for the repair of any damage to the floor due to careless transportation.

### 3.3 Garbage and Waste Water Disposal

3.3.1 Party B is responsible for the removal of garbage and wastes from the Leased Area, service areas, loading platforms and transportation passages. For exhibitors with Raw Space, deposit shall be paid to the official booth contractor before move-in. It will be paid back after the booth is proved to be dismantled. If not, the deposit will be ducted or Party B should compensate for any cost.

3.3.2 The waste water should be disposed at certain place appointed by Exhibition Hall. Indoor and outdoor ditches, washing basins and water closets in the toilets in the Center are not be used for disposal of waste water, food or rubbish. The cleaning of polluted ditches, the cost of cleaning blockages in the drainage system and any other work caused thereby and the relevant legal responsibility shall be borne by Party B.

### 3.4 Sand, Soil and Similar Material

If sand, soil, garden-use turf, moss, and other similar materials are required for the exhibition and presentation, an anti-leak protective layer shall be put on the floor. Party B shall take all necessary precautions to prevent any part of the Center from being damaged by the above-mentioned material, and ensure no water leakage. Party B shall be fully responsible for any damage to Exhibition Hall resulting from violation of the above-mentioned rules.

## **Part 4 Move-in of Exhibits and Construction Materials**

### 4.1 Public areas and passages

Exhibition Hall has the right to remove or order them to remove the construction or staking objects in the public area without the permission of the Exhibition Hall. Exhibition Hall will disregard them as waste if dissuasion is not worked.

4.1.1. Exhibits and bulky goods can only enter the exhibition hall by the specified goods channel.

4.1.2. Party B staff can enter the exhibition hall through exhibitor-designated channel.

4.1.3. All fire exits must be kept clear. Do not build stalls or place items on the fire exits.

### 4.2 Distribution of Promotion Materials

The distribution of catalog, advertising leaflets and other promotion materials shall be strictly restricted in the Leased Area. It is prohibited to distribute any material in the public areas.

#### 4.3 Animals

Reptile, fish, bird or any other live animals are NOT allowed to enter the Center.

#### 4.4 Balloons

Balloons could not bring into the exhibition hall except for the prior written approval of Exhibition Hall. The costs of removing any balloons suspended on the ceiling and in the hall shall be borne by Party B. Hydrogen-filled balloons are forbidden.

#### 4.5 Facilities and Services for the Handicapped

The Center has elevators, restrooms and telephone especially designed to accommodate the needs of the handicapped. Guide dogs are permitted to enter the center with the approval of Exhibition Hall

#### 4.6 Keys

A deposit is required for Party B to borrow the door keys of rented offices, and the keys must be returned to Exhibition Hall at the expiry of the lease period. Reproduction of keys, the installation or dismantling of fixed locks in the Center under whatever circumstances are forbidden.

#### 4.7 Lost and Found

All inquiries regarding lost and found items should be made to the Security Office. All lost and found articles are cataloged and stored for 30 days. At the expiry of this period, all articles will be disposed of at the discretion of Exhibition Hall and no other person shall have any further claim to those articles. Exhibition Hall shall not be responsible for any items not collected during the stipulated period.

#### 4.8 Public Parking Lots

Party B who enter the Center by vehicles must follow the guidance of the security staff and pay applicable car parking fees accordingly.

#### 4.9 Construction Safety Management

Party B takes responsibility for construction safety management for the exhibitions. Party B shall appoint full time personnel to be in charge of safety management in terms of transportation, building-up and moving-out related to the exhibitions.

#### 4.10 Noise Control

The Noise from indoor, outdoor exhibition area or other functional area within the Center shall be limited to 65 Decibel as maximum.

#### 4.11 Catering, Flowers and Furniture

There are designated catering and flower suppliers in the Center. Any other non-appointed suppliers are not allowed to run similar businesses in the Center.

#### 4.12 Freight Handover

Party B should designate transporter to deal with goods arrive in advance. Party A does not accept any goods delivered in advance. All goods are solely responsible for the custody of the Party B.

#### 4.13 Storage Containers

Storage containers of Party B can be stored by the transportation company designated by Party A. They should be stacked in specified areas.

### **Part 5 Non-responsibility clauses**

5.1 Party A takes no responsibility for any items brought into the Center by Party B.

5.2 Party A takes not responsible for any commodity sold in the event by Party B.

5.3 Party A takes no responsibility for the loss, damage of goods by Party B due to force majeure as natural disaster, war and epidemic diseases.

5.4 Any rules and regulations not expressly covered by this manual, but effectively practiced by Party A and Exhibition Hall shall be adopted through friendly negotiation between Party A and Party B.

5.5 The illegality of any provision in the Contract under the law, or invalidity of any provision in implementation shall not affect the legality, validity or enforce ability of any other provisions in the Contract.

### **Part 6 Fireproof Management during Exhibition Period**

#### 6.1 The Purpose

To ensure the fire security of the hall, to enhance the sense of responsibility of construction units and exhibitors, to improve the sense of implement regulations of fire-control.

## 6.2 The Scope

Exhibitors and their staff.

## 6.3 Responsibility

For the fireproof safety of the exhibits and Shanghai New International Expo Center (SNIEC)

## 6.4 Management System

6.4.1 Strictly Implements Fire Protection Safety policy like precaution crucial. Organize fire prevention inspection and remove hidden danger in time. Prevent the occurrence of fire disaster accident.

6.4.2 Exercise fire prevention safety responsibility system, appoint person-in-charge for fire control safety of the unit and various departments and posts under the unit.

6.4.3 The non-smoking area.

Exhibition halls and all the crucial point and important facilities of exhibition hall.

6.4.4 For the use of opens fire and three-level examination and approval system must be strictly obeyed.

6.4.5 Storage of flammable and explosive articles should be placed at the designated area, with staff permanently dedicated to it.

6.4.6 Set up file system on fire prevention, locate critical parts for fire control safety, set up fire prevention marks and exercise strict administration.

6.4.7 Allocate and purchase fire control facilities and devices to ensure the effectiveness of firefighting equipment.

6.4.8 Spread among the exhibit staff an elementary knowledge of fire prevention and control and develop the emergency response capabilities.

6.4.9 The fire prevention safety group shall carry out the routine inspection for the facilities / equipment/ fire protection facility, etc. Once any fire danger is found, they shall inform relevant exhibitors or contractors in time to take measures and order them to remove the hidden danger. Keep escape routes and rescue access ways free from obstruction.

6.4.10 Please strictly implement of the provisions of the hall used. In the case of electrical work, operators must obey the requirement of Code for design of low voltage electrical

installations. Operators conducting special operation must hold relevant certificates.

6.4.11 Halogen lamps are not allowed to be equipped without permission. The height of neon lamp should not be lower than 2.5m. It is strictly forbidden to use inflammable and explosive materials.

6.4.12 Reward approaches to fire management: Those violating this Fire Protection Safety Management shall be punished pursuant to the relevant regulations; the exhibitors which have made outstanding achievements in their work shall be commended or awarded in accordance with the relevant regulations.

## **Part 7 Fire extinguishing and Evacuation Measures during Exhibition Period**

The plan is made to reduce the impact of the fire, and make the rescue work running in a capable, orderly way.

### **7.1 Fire Alarm and Confirmation**

In the case of fire, please call immediately and tell the names of alerting people, units, location, phone, fire place and the situation.

Fire Telephone

Emergency call: 119

Receive Alarm Dispatching

Once alarmed, the Security Unit of Shanghai New International Expo Center (SNIIEC) and The department of Committee should send Staff to the scene of the fire, and report to his superior at the same time.

### **7.2 The Responsibilities of Exhibitors**

7.2.1 Be calm when in emergency, do not take injudicious risks. Save life first and then put out the fire.

7.2.2 With the principle "Guests first", in case of fire emergency, volunteer firefighters will open all safety doors and Secure channels according to the instructions. They will stand in road junction and guide the audience to the exit of the Center!

7.2.3 The head of the site should actively cooperate with the Fire Department to analyze and investigate the accident, dealing with the aftermath and take necessary preventive measures at the first time.