

**September 4th-7th, 2019 /China (Beijing) International Exhibition Center – New Venue****Organizers:**

China Construction Machinery Association (CCMA)  
China Construction Machinery Co., Ltd. (CNCMC)  
CCPIT Machinery Sub-Council (CCPIT-MSC)

**Exhibition Management Office:**

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## 1. Venue Technical Data

Facility	Unit	Indoor				Outdoor
		E1 / W1	E2 / E3 / W2 / W3	E4 / W4	Corridor	
Height	m	16-19.5	13-17.5		12.6	
Floor load	ton/m <sup>2</sup>	5		8	5	5
Flooring	—	concrete				concrete block
Suspension	kg/m <sup>2</sup>	light static advertisement under 50 kg/m <sup>2</sup>				—
Power	W	Three-phase five-wire 380/220 AC 50Hz				
Cargo gate width*height	m	4.3×4.7			—	—
Number of gates		9	4	9	—	—

Transport vehicles employed by exhibitors and employees shall not cause damage, pollution or any modification to the facilities of the exhibition halls and the construction of the exhibition halls. At the same time, during the operation of the exhibits and the assembly and disassembly process, the exhibitors shall, according to the design standards of the exhibits and the ground load capacity, reasonably protect the ground and technical facilities of the exhibition venue, and prohibit the direct dumping or splashing of fuel liquids such as grease on the ground or the ground caused collapse or surface damage. Exhibitors shall bear the corresponding responsibility for the acts that occur or cause ground damage in the booth rental area, and the exhibition management office will retain the exhibitor's corresponding compensation rights. Only after obtaining the written confirmation of the exhibition management office and taking the necessary ground protection measures, the crawler-type vehicles can enter the exhibition halls. Other crawler exhibits must be strictly in accordance with the management regulations and traffic rules of the outdoor exhibition venue. Exhibitors this is fully responsible for any damage caused by the ground and the floor of the exhibition halls.

## 2. Fire Protection and Safety

### 2.1 Fire Protection Facility and Passages

Fire alarms, smoke detectors, sprinkler systems and fire extinguisher installations are installed in and around the exhibition halls, their indication signs as well as the green emergency exit signs must be accessible and visible at all times: they may not be blocked or obstructed. The exhibitor is responsible for keeping the visibility of the indication signs of the safety installations at its stand. Any behavior which could hamper the normal operation of the fire warning devices, first alarm bell, the fire hydrant and fire extinguisher is forbidden.

At any time, any exhibitor, its employees or the third party suppliers out of any purposes are prohibited from obstructing the exhibition area and surrounding fire department zones, escape passages and facilities by parking or staking any objects, or making the fire protection installation difficult to locate or inaccessible. Vehicles and objects, which are in the aforementioned locations, will be removed by the Exhibition Management Office if required by fire department, and a charge shall be levied for this. Emergency exits, escape ways and necessary safety zones for evacuation are set in the halls and around the outdoor exhibition area, and may not be narrowed or obstructed by parked objects or storage of exhibition material. Even for the purposes of advertising or setting up stands, the escape identifications may not be covered or otherwise be rendered unrecognizable. When laying the exhibits or exhibition objects, a safe distance from the important escape ways and exits should be kept. The exhibitor is obligated to clean up and arrange its parked or scattered objects around its stand daily before the setting-up or dismantling hours draw to an end, and should not narrow the hall aisles and walking areas or cause crowds of people.

### 2.2 Stand Construction and Materials

Stand construction and construction materials (roofing material, carpet, decoration, glassware, etc.) must meet to requirement and standards regulations set by the national and local firefighting regulations. In no circumstance, shall easily flammable materials or materials that create toxic substance or similar materials be used. Decoration materials must be fireproof material (Level B1), such proof of burning report issued by "National Center for Quality Supervision and Test of Building Engineering" or "Beijing Quality Supervision and Test Station for Fire Protection Products" are requested. Attention must be drawn to the dry and windy weather of Beijing in autumn. The Exhibitors renting outdoor exhibition area are advised to take the factor of weather into consideration when choosing and applying the construction material.

## 2.3 Exhibits Containing Flammable Fuel

Vehicle for exhibition shall be exhibited in static state, with empty fuel tank and cut-off power. The fuel tank should be under the supervision of the Exhibitor's appointed staff. If the display needs flammable medium as its fuel, the Exhibitor should file a written application to the the Exhibition Management Office. Keeping oil or fuel in the stand is not permitted. All the flammable mediums should be collectively handled by the the Exhibition Management Office's contractor at designated place.

## 2.4 Special Exhibits

If the safety conditions required by an exhibit exceed the existing capability of the exhibition environment and grounds (covering area size, height or loading capacity), such exhibit should be referred to as a special exhibit. For the safety of the exhibition, the exhibitor is obligated to submit information about its special exhibits in writing to the Exhibition Management Office, the Exhibition Management Office has the right to manage and set requirements to the final state of display of the special exhibits in accordance with relevant regulations on security techniques.

## 2.5 Hazardous Materials and Smoke

During the exhibition, flammable, explosive and poisonous materials (as well as objects which release fumes, poisonous gases during the demonstration and which is expressly prohibited by the national laws) should not show up or be stored in ally stand and its surrounding area or in the aisles. If the Exhibitor is indeed in need of the materials cited above, it should apply in writing to the Exhibition Management Office (at least 50 days prior to the opening of the exhibition) for approval. The approved hazardous materials should be collectively transferred to and under the supervision of the freight forwarders contracted with the Exhibition Management Office in designated area.

## 2.6 Guarding

the Exhibition Management Office or the security company contracted by it and approved for the exhibition shall provide guards to the exhibition. the Exhibition Management Office does not guarantee complete guarding and surveillance of the exhibition grounds. Guarding stands, exhibition goods and other objects at a stand is not the responsibility of the security company contracted by the Exhibition Management Office. If an Exhibitor requires arranging for guarding of their stands themselves, it should submit a written application to the Exhibition Management Office. Stand guards may only be contracted from the security companies authorized by Exhibition Management Office for the exhibition grounds.

No obligation or liability should be borne by the Exhibition Management Office if there is any loss of exhibition goods or other objects at a stand or in other areas, whether guarded or not by the security companies authorized by Exhibition Management Office.

## 3. Environment Control around the Venue

### 3.1 Sewage

If sewage is produced by the demonstration of the exhibits and daily routines in the stand, the Exhibitors are obligated to collect and dispose the sewage (including waste water from the booth kitchens or bars). Grease/fat traps must be used if oil or fat contained in sewage exceeds the general hazardous material quantities. If recycled water is needed for machinery use, circulating water treatment equipment shall be prepared and utilized by exhibitors. It is prohibited to put either drainage to show ground or introduce sewage into the supplying water network.

### 3.2 Venue Floor Protection

Exhibitors and its employees and the trucks and trailers hired by Exhibitors should not cause any damage or pollution, or make any alteration to the technical facilities and venue constructions. When operating, assembling and dismantling the exhibits, necessary and reasonable protective measures should be taken to the venue floor and technical facilities, according to the design data of the exhibits and loading capacity of the grounds. Exhibits should avoid making the floor cave in or breaking on the surface, Exhibitor should be responsible for floor damages within its rented area. the Exhibition Management Office reserves the right of recovery against any Exhibitor who causes damages to the venue floor.

Only with written confirmation of the the Exhibition Management Office and necessary protective measures to the floor, tracked vehicles may enter into the halls. Driving of other tracked exhibits must be strictly pursuant to regulations on outdoor exhibition area and traffic regulations provided by the Exhibition Management Office. Exhibitor should take responsibility for any damages caused to the venue ground and hall floor.

If sand, gravel, soil, and other similar materials are required for the stand construction and exhibit presentation; necessary protective measures should be taken to the floor. The exhibitor should take all necessary precautions to prevent any part of the exhibition grounds from being damaged by the above-mentioned materials. The Exhibitor is responsible for any damage.

### 3.3 Noise Control

The operation of machines and equipments causing noise requires the prior written consent of the Exhibition Management Office. Such behaviors may not annoy other exhibition participants or drown out the exhibition's own loudspeakers in the halls. Machines and equipment causing noise may only be operated for brief intervals and only as long and often as demonstration purposes required. The loudness level of any noise shall not exceed 70 dB (A) within exhibitor's stand area. the Exhibition Management Office has right to restrict or stop those activities (despite previously granted permission), which cause noise, visual annoyance or result in substantial negative effecting the exhibition or exhibition participants for any other reasons.

### 3.4 Disposal of Exhaust Gas

During the exhibition, those combustible, unhealthy or any gases annoying exhibition participants produced by exhibits must be drawn off to the outside through appropriate exhaust treatment devices and piping. The direction of drawing off such gases shall be subjected to prior written consent of the Exhibition Management Office, and shall not cause disturbance to neighboring or downwind stands.

### 3.5 Demonstration Waste Disposal

Scrap caused by exhibit demonstration should be collected and reasonably handled by the technical workers of the Exhibitor and should not block the aisles or cause physical hazards to visitors, or cause pollution or damage to the exhibition area. The Exhibitor is responsible for cleaning the scrap daily after the closing time of the exhibition. If the scrap is not handled properly, the Exhibitor shall be responsible for relevant consequence and costs.

### 3.6 Stand Waste Disposal

Exhibitor and the third party contractor are responsible for appropriate and environmentally compatible disposal of waste, which occurs during setup, service period and dismantling of their stands, and are obligated to use recyclable materials that are environmental friendly for stand construction and operation. In case that any special waste (harmful to human health and environment, flammable or explosive) might be produced, it shall be reported to the the Exhibition Management Office for approval in advance, and those waste should be collected and disposed by the cleaning services provider appointed by the the Exhibition Management Office at the Exhibitor's expense.

Stand construction materials should be stacked neatly within exhibitors' booth, for any material stacked on the public area and the channel, the organizer is entitled to take action to remove. Exhibitors and their contractors must remove packaging or waste materials transported out the venue, which in case disturbs public traffic or occupies the public area, the organizer is entitled to make a fine by deducting stand build deposit if the exhibitors or contract does not take prompt correction against notice. Waste disposal at the exhibition site setting is only used for temporary storage of garbage daily.

### 3.7 Stand Cleaning and Waste Treatment

The cleaning service provider appointed by the Exhibition Management Office is responsible for cleaning the public area and aisles in the halls. Exhibitors are responsible for cleaning their stands, and the cleaning must be completed every day before the exhibition starts. Cleaning must only be done using appropriate tools and measures which are environmental friendly. For those large or special garbage that are not able to be cleaned or handled by exhibitor, please contact the designated service suppliers by the Exhibition Management Office for cleaning and treatment with expense being born by the exhibitors.

## 4. Stand Construction

### 4.1 Stand Construction Regulations

#### 4.1.1 Stand Safety

Exhibitors shall complete all the related procedures to which they are responsible in compliance with the relevant laws, rules and regulations. All building structures on the Exhibition grounds shall be executed in accordance with the legal requirements of the administrative authorities. All operation shall comply with related procedure and regulation, illegal operation should be strictly prohibited. Exhibitor or their contracted third party constructors are responsible for the stability of exhibition stands including furnishing and exhibits as well as advertising material and are also responsible for the public safety, especially with respect to life and health.

#### 4.1.2 Approval of Stand Construction Plan

The "Technical Guidelines", "Exhibitor's Manual" and the "Construction Management Regulations" of the venue should be observed in designing and constructing a stand. Raw space exhibitors should submit drawings and other explanations for the Exhibition Management Office's approval or its official service provider. The approval by the Exhibition Management Office will not exempt or reduce any responsibility of exhibitor; the Exhibition Management Office shall not be held any responsibility for stand risks.

#### 4.1.3 Implementing Stand Construction

Exhibitors or their contracted third party constructors should submit construction application according to the Technical Guidelines and the Exhibitor's Manual. Exhibitors are responsible for the application content and application qualification, and are not allowed to construct until signing Construction Safety Guarantee and getting construction permission from the Exhibition Management Office and/or its appointed suppliers. During the construction, the Exhibition Management Office and its appointed suppliers or the venue management have the authority to check whether the construction and building has been approved.

#### 4.1.4 Design Modification, Removal and Change

In case that stand constructions, even though have been approved, do not comply with the Technical Guidelines or laws, exhibitors must get it changed or removed according to the related requirements. If the correction has not been taken within a set time limit, the Exhibition Management Office is authorized to remove the construction or make the changes at the expense of the exhibitor.

#### 4.1.5 Stand Dismantling

During the dismantling of the upper storey, exhibitor and its constructor should strictly observe the dismantling process and work safety rules. Violent and destructive dismantling is forbidden. Before the dismantling commences, glassware and other similar vulnerable objects should be removed or transferred to safe place, So that to prevent die hazardous splashdown of overhead objects. Exhibitors must restore the original state of the exhibition area and basic stand facilities by the end of the dismantling time announced. Attention should be paid to the facilities in exhibition grounds and technical installations during the dismantling .

#### 4.1.6 Scope of Liability

If Exhibitor or its appointed third party stand constructor does not comply with the stand construction provisions stated above, they shall be liable for all damages resulting from violation of the stand construction provisions.

## 4.2 Principles for Stand Design and Construction

### 4.2.1 Height Limit of Stand Construction

The maximum height for an indoor one-storey stand is 4m;  
The maximum height for an indoor two-storey stand or outdoor one-storey stand is 5m;  
The maximum height for an outdoor two-storey stand is 6m;

### 4.2.2 Stand Appearance

Stand design should not create disturbance to the neighboring stands. For any stand, at least one side should be open; it may not be an enclosed room. Visions should not be blocked. The panel facing other stands or public area should be kept blank. the Exhibition Management Office reserves the right to request the exhibitor to modify, lower or shorten the rear panel and side panel.

### 4.2.3 Protection of Public Facilities

Carpets should not extend beyond the rented area. Inferior carpets containing easily flammable material or calcium carbonate are forbidden. Nothing can be stuck on the hall floor nor may they be painted. Hall components and technical facilities should not be damaged, soiled or in any way changed (e.g. by drilling holes, use of nails or screws, etc.). Painting, applying wallpaper and pasting are not permitted. All materials used must be removed without leaving any residue. Substances such as oil, grease, paint and similar things must be removed from the floor immediately. Hall components and technical facilities may not be subject to loads, for which they are not designed, by stand structures or exhibits. Grooves on hall walls, ceilings and floors may not be damaged under any circumstances by chiseling, foundation or similar work. Installation of bolts or anchoring is not permitted either. Wall Panels and Hall Pillars should not be in any way changed (e.g. by pasting advertisements with glue or adhesive, painting, drilling holes, installing bolts, etc.). The Exhibitor should be responsible for any damages to the hall components and facilities within its rented area. the Exhibition Management Office has the right of recovery against the Exhibitors.

## 4.3 Two-Storey Stand Construction

### 4.3.1 Assumed Loads of Upper Storey

Data and information of the loading capacity of the upper storey should be submitted by the Exhibitor and its contracted constructor to the Exhibition Management Office for approval. The Assumed loads should include loads of people on the upper storey, functions of the upper construction, the loading capacity of the stairs connecting different storeys, and the capacity of the stairs to enable people to pass through. The information submitted should include reasonable and professional elaboration on the function of the stand and assumed loads of people.

### 4.3.2 Construction Materials

In Two-storey stands, the load-carrying construction components between storeys and the ceiling of the ground floor must be composed of fireproof construction materials. Convenience of installation and dismantling and strength requirements should be taken into consideration to the maximum extent. Environmental-friendly materials should be used.

### 4.3.3 Public Passage

To avoid potential hazards, walkways which may provide sufficient space for people to walk through should be set at the upper storey and the stairs and should connect all the rooms. Balustrades and armrests with qualified strength and height should be installed according to the safety regulations, in order to keep the pedestrians safe and the flow of people steady. Exhibitors who are allocated in more than one block with public aisles in between the blocks of the booth are not allowed to build booth construction or advertising construction or any other building component or exhibit across these aisles.

### 4.3.4 Escape Facility

In two-storey stands, escape ways and fire protection facilities should be installed in the upper-storey room. Upon the request of the Exhibition Management Office, the Exhibitor should add corresponding safety and fire protection facilities according to the conditions of its stand. Emergency signs should be installed at the stairs and be maintained visible and complete at all times during the exhibition. The largest distance from the farthest room on second floor to the stairs must be within 22m. Closed structure must not be used to second-storey construction.

### 4.3.5 Floor Plan and Construction

The construction of second-storey must accord to the approved floor plan. A revised floor plan must be submitted again with relevant material (calculation included), and construction can be conducted after revised floor plan is approved.

## 5. Construction Work and Exhibits Operation Regulation

### 5.1 Safety Work Principles

Set-up and dismantling work should only be carried out within the framework of the respectively valid labor laws and work safety regulations. Safety of personnel and objects should be the premise and standard of all works and procedures. Any damage caused by an Exhibitor or a third party contracted by an Exhibitor on the exhibition grounds, buildings or facilities will be at the expense of the Exhibitor. During set-up and dismantling period in the exhibition area (hall and outdoor) wearing of a safety helmet is compulsory. Working after drinking alcohol is strictly forbidden. Smoking in the indoor exhibition area is prohibited. Smoking is only allowed in designated area of outdoor exhibition area. Gambling and other activities prohibited by the law are not permitted.

### 5.2 Wind Precautions

Attention should be paid to the windy weather of Beijing in autumn. Exhibitors of outdoor exhibition area are suggested to make appropriate layout of stand and directions of exhibits according to the weather. During the set-up and dismantling periods, necessary protection measures should be taken to protect the exhibition objects and materials against missing, being scattered or falling due to the gusts of wind.

Heavy cranes and tower cranes should be necessarily and regularly examined for safety reasons and the gestures should be adjusted according to the wind direction.

### 5.3 Use of Tools

Exhibitor or its employees or its designated third party constructors are forbidden to use spray guns and cartridge-powered tools. The use of woodworking machines without chip suction-off is not permitted.

Only cranes, forklifts, land levelers and platforms provided by the Exhibition Management Office permitted suppliers can be used, the Exhibition Management Office is not liable for any risk caused by the service partners. Any machines from other transportation companies or exhibitors are not allowed to enter the venue.

### 5.4 Painting Works

Large-scale painting is not permitted in the exhibition grounds or surrounding areas. However, small scale "touch-up" painting of the exhibits and stand constructions is allowed during the set-up period with all necessary safety precautions for people around the area and in place as follows:

- a. Painting in an area in downwind direction and is properly ventilated;
- b. Use of nontoxic paints;
- c. Covering all the floors involved within the show grounds with dry paper or plastic film;
- d. No painting near the vertical structures (i.e. walls) of the exhibition grounds;
- e. No washing of paint material within or surrounding the exhibition grounds.

The Exhibitor and its employees and designated third party constructor are responsible for any damage resulting from painting and are liable for the cost of restoring the damaged and polluted parts.

### 5.5 Glasses

Booth design, especially outdoor booth design, should be based on the characteristics of dry and windy weather in autumn and winter in Beijing, including relevant design standards for the "wind load" of the clause 7 load specification No.GB50009-2001 (2006 edition), and the construction technical specification of glass curtain wall No.JG102. -2003 relevant technical standards for the use of glass curtain walls as the major structure or facade material of the stand. Tempered glass must be used, to ensure the strength and thickness of the glass (the thickness of the curtain wall glass is not less than 8mm), the installation method of the glass must use metal frame or professional hardware workpiece. Flexibility should be used between frame and hardware and glass material. The material is cushioned to ensure safe use of the glass. Large glass material should be clearly marked to prevent injury. When using a glass floor, the structural support column and wall must be fixed below the platform, and the booth structure should not be built directly above the smooth glass surface.

### 5.6 Cutting and All Work with Open Flames

Welding, cutting, soldering, thawing and abrasive cutting work must be announced before work begins, and written application must be submitted to the Exhibition Management Office to request permission. Operation procedure should be strictly observed, including giving out notice and making separation and protection to people or objects around the area. Precautions must be taken against possible flying sparks in the area. Grooves and cracks must be sealed with suitable, non-flammable or anti-flaming materials. Open fires and actions with danger of causing fire for any purposes or uses are not permitted. Sufficient amount of officially approved (by the fire-protection department) fire extinguishers of conforming quality should be kept ready at the stands.

### 5.7 Working at Height

Qualified stepstools which comply with safety requirements are required. Tools or objects should not be passed by throwing. When working at height (more than 2m), the workers should be equipped with helmets and safety belts. The Exhibitor may take any other safety measures to protect workers against falling object hazards.

### 5.8 Electrical Installations

Exhibitor should submit written application of electrical installations based on its actual need of power use within required time limit for the consent of the Exhibition Management Office and its designated service provider. Altering the electrical installation within Exhibitor's own stand or using the power source or equipments prepared by the Exhibitor itself is prohibited. Exhibitor is expressly forbidden to use, obtain or borrow power source from any other Exhibitor's stand.

Only the qualified company permitted by the Exhibition Management Office can carry out electrical installation under the regulations applicable at the exhibition site and according to the current conditions of technology. If the electrical installation is to be handled by the third party supplier appointed by the Exhibitor, qualifications of the supplier and its professional workers (Electrician Certificate) should be submitted to the Exhibition Management Office. Connection, utility and performance of the conductive construction components, cables and equipments should be consistent with regulations and conditions of the venue. Exhibitor is forbidden to use unpermitted machine and equipments, or to use electrical installation with higher consumptions than registered. Installation of high-temperature lighting and neon lights are forbidden. All heat-generating and heat build-up electric equipment must be installed on non-combustible, heat-resistant, asbestos-free supports and monitored adequately during operation. Sufficient distance must be maintained to flammable materials in line with the heat generation.

The power supply will be switched off shortly after the exhibition closes for safety reasons.

### 5.9 Water and Drainage Installation

Water and sewage installation is provided and charged by the venue authority or its contracted services providers. The service is subject to the rates set forth in the

Exhibitor's Manual.

## 5.10 Compressed Air

The on-site compressed air is supplied by connecting to the compression station and can only be supplied to the indoor booth as a fee-based service. For details, please refer to the "Exhibitor Manual".

## 5.11 Empties and Construction Objects

Storage of empties of any kind is prohibited in the stands and outside of stands in the halls. Any empties should be removed without delay. Storage of empties on the exhibition grounds is only permitted by the forwarding company contracted by the Exhibition Management Office. Service is subject to charges rates set forth in the Exhibitor's Manual.

The Exhibition Management Office is authorized to have materials and empties removed at the cost and own risk of an exhibitor if an exhibitor does not comply with the request to remove prohibited stored materials.

## 6. Technical Safety Regulations on Exhibition

### 6.1 Regulations on Rented Area

The Exhibition Management Office marks the outdoor rented area at the corners with stand number, and marks the borders with explicit signs when it is necessary. The Stand No. marked by the Exhibition Management Office must not be removed without prior permission. It is imperative that stands remain within the borders of the rented area. No objects (as well as the vertical projection of the overhead exhibit) on the rented area can protrude beyond the rented area. The Exhibition Management Office can grant exceptions for rotary tower cranes for safety reasons. The Exhibition Management Office can make requirements on exhibit operations based on circumstances. If an exhibitor refuses to grant this permission, this refusal is insignificant if the affected rotary tower crane must protrude over his stand area for safety reasons.

### 6.2 Field Demonstration of Exhibits

Operation and demonstration of the exhibits are required to file prior application to the Exhibition Management Office according to appropriate forms in the Exhibitor's Manual. Exhibit Demonstration to be presented on the Exhibitor's own stand shall observe the following regulations: protection measures should be taken in advance to ensure the safety of visitors and other Exhibitors: visible warning signs should be set at proper place for any possible jeopardy. Safety distance should be kept between the operating exhibits and the visitors, and protection devices should be used. The operation and demonstration are not allowed to create any disturbance to visitors or other Exhibitors. The Exhibitor should maintain the cleanness of its own stand. Exhibit which is not appropriate for operation within the stand and demonstration which violates the regulations and restrictions set forth by Exhibition Management Office are prohibited.

During the demonstration, attentions should be paid to the change of loading conditions and load-carrying capacity, when the exhibit parts operate in vertical direction, the load-carrying data decreases to 50% of the original one.

### 6.3 Cranes and Overhead Exhibits

All cranes and exhibits (higher than 20m) which are to be placed in the outdoor exhibition grounds require prior consent of the the Exhibition Management Office and the Exhibitor must file in advance a written application to the Exhibition Management Office (in accordance with the appropriate forms of the Exhibitor's Manual). the Exhibition Management Office will set the binding maximum setup height available for these exhibits for safety reasons. the Exhibition Management Office is authorized to limit or prohibit setup to maintain the prescribed height if necessary. the Exhibition Management Office reserves the right to have experts check or inspect exhibits even if these have dimensions which are not within those cited in the framework data requirements of the form.

Hanging advertisements attached to cranes and overhead exhibits require submission of written application to the Exhibition Management Office. Upon the Exhibition Management Office's prior written consent, the hanging advertisements cited above can be used and such advertising must be subject to a reasonable extent. A prudent arrangement of the direction of cranes and overhead exhibits is suggested, for the reasons of the windy weather of Beijing in autumn.

### 6.4 Advertising Materials and Activities

Advertising materials and mediums of Exhibitor's brand trademarks and exhibit labels shall observe the requirements and regulations of the exhibition. Sounds and other visual/sensory stimulation generated in stand presentation and other distributing materials should not annoy other Exhibitors and visitors. For safety purposes, stand

presentation is suggested to be done within a reasonable time period and to a proper extent, in case that it may create crowds of visitors' consequently causing congestion in the aisles. The distribution of printed materials and the use of advertising materials is only permitted within your own stand area. the Exhibition Management Office is authorized to remove advertising which violates the regulations cited above.

## 6.5 Video and AV Equipments

Content of TV, video or sound record played during use exhibition should not infringe interests of any other Exhibitor, and the volume should be subjected to management on the site of the exhibition. the Exhibition Management Office has the authority to designated a third party to handle the recording of exhibitions site for publicization uses, and has the right to use the record in advertising or on general publications.

## 6.6 Communication Services

On-site wireless and wired communication services are provided and managed by the Exhibition Center or vendors authorized by the Exhibition Management Office. Exhibitors should file applications in writing to the Exhibition Management Office in advance, and the use of the services is subject to the Exhibition Management Office's approval and the Exhibitor's actual circumstance.

## 6.7 Catering, Flower Supply and Business Services

The exhibition center has designated catering suppliers, plant rental and business center. The other food suppliers are forbidden to enter the exhibition center. The kitchen construction inside the booth must be approved by the Exhibition Management Office . For details, please refer to the "Exhibitor Manual"

## 7. Traffic on the Exhibition Venue Ground

### 7.1 Traffic Regulations

During the setup and dismantling periods, driving vehicles of any type into the exhibition grounds is at your own risk and is only allowed with corresponding permission or valid pass. Driving and parking on the trade fair ground should observe the designated routings and areas. Optimum courtesy should be shown to pedestrians. Driving is not permitted on paths and planted areas. During the exhibition, driving on the exhibition ground or parking vehicles in the exhibition grounds is prohibited on principle. Vehicles of any type should observe traffic flow management and dispersion. The speed limit on the exhibition grounds is strictly 5 km/h.

### 7.2 Exhibits and Trucks/Trailers

Loading and unloading of exhibits is only permitted on the designated places of the exhibition grounds based on the authorizations of the Exhibition Management Office or its designated logistics vendors. Attention must be paid to the set load-carrying capacity of the exhibitions floors, as well as to avoiding the ground cable trench cover. If it needs to pass above the cable trench, it should pass slowly in the direction of the vertical cable trench. Do not damage the cover. Note that the exhibition hall corresponds to the size of the cargo door. During the loading and unloading process, the vehicle engine should be closed and the driver should not leave the vehicle. If there are special circumstances, the effective contact information should be placed in the obvious position of the vehicle, and the vehicle should not stay in the exhibition venue for a long time.

### 7.3 Temporary Control

The the Exhibition Management Office is entitled to manage the traffic in and around the exhibition venue to guarantee smooth traffic during the installation of exhibits, exhibition closure and activities. Any participants of the exhibition have the obligation to comply with prior and temporary traffic control measures.