**Nanjing International Expo Center**

**Management Regulations on the Use of the Pavilion**

**(2016 Edition)**

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**Management Regulations on the Use of the Pavilion of Nanjing International Expo Center**

**(2016 Edition)**

[**Introduction 3**](#_Toc25704)

[**I. Definition and Explanation 4**](#_Toc7983)

[**II. Parameters and Restrictions of Infrastructures 6**](#_Toc20325)

[**(I) Area and Height 6**](#_Toc15058)

[**(II) Water Supply and Drainage, Air supply, and Strong and Weak Electricity System 6**](#_Toc27475)

[**(III) Static Load Capacity for the Pavilion Ground 8**](#_Toc3235)

[**(IV) Restrictions on the Use of Joint Gallery 8**](#_Toc11941)

[**(V) Restrictions on Electrical Equipment 8**](#_Toc7037)

[**(VI) Restrictions on Materials 9**](#_Toc28241)

[**(VII) Restrictions on the Use of Paints and Coatings 9**](#_Toc13294)

[**III. Responsibility and Commitment of the Leaseholders as Well as the Disposal for the Breach of Clauses 10**](#_Toc19002)

[**(I) Responsibility and Commitment of the Leaseholders 10**](#_Toc11678)

[**(II) Disposal for the Breach of Clauses 12**](#_Toc15758)

[**IV. Entry Management 12**](#_Toc6294)

[**(I) Signing of the Agreement 12**](#_Toc31584)

[**(II) Distribution and Arrangement of Pavilions 13**](#_Toc31248)

[**(III) The Use Time of Pavilions 13**](#_Toc16583)

[**(IV) Procedures for the Entry of the Sponsor 13**](#_Toc15483)

[**(V) Procedures for the Entry of Special Booth Constructor 14**](#_Toc20810)

[**(VI) Other Procedures for Entry 14**](#_Toc21708)

[**(VII) Identifications for Entering into Pavilions 15**](#_Toc14182)

[**(VIII) Management Regulations on the External Materials 15**](#_Toc28518)

[**(IX) Site Handover 16**](#_Toc29287)

[**(X) Insurance 16**](#_Toc18709)

[**V. Construction Management 17**](#_Toc17391)

[**(I) Basic Regulations 17**](#_Toc15589)

[**(II) Management Regulations on the Construction of Standard Booth 20**](#_Toc8932)

[**(III) Management Regulations on the Construction of Special Booth 21**](#_Toc5618)

[**(IV) Management Regulations for Each Sub-project 25**](#_Toc18074)

[**1. Management regulations on the use of water, electricity and gas 25**](#_Toc27735)

[**1) Consumption for the water supply and drainage 25**](#_Toc5234)

[**2) Electricity consumption management 26**](#_Toc20193)

[**3) Use of the compressed air 31**](#_Toc19266)

[**2. Management regulations on the fire-fighting 31**](#_Toc18243)

[**3. Management regulations on security 34**](#_Toc25417)

[**1) Objects that are prohibited to bring into Nanjing International Expo Center 34**](#_Toc29898)

[**2) Basic regulations on the security 34**](#_Toc3709)

[**3) Safety responsibility for the booth 36**](#_Toc6638)

[**4. Management regulations on advertising release 36**](#_Toc25708)

[**1) Basic management regulations on advertising release 36**](#_Toc6962)

[**2) The definitions of commercial advertisement and non-commercial advertisement 37**](#_Toc24077)

[**3) Regulations on the hanging operation at exhibition hall 37**](#_Toc8748)

[**5. Management regulations on warehousing and transportation 38**](#_Toc10543)

[**6. Management regulations on meeting room 39**](#_Toc28081)

[**1) Renting of the meeting place 39**](#_Toc22647)

[**2) Management of the meeting room 40**](#_Toc24694)

[**3) Other management regulations 42**](#_Toc23543)

[**7. Management regulations on catering 43**](#_Toc10662)

[**8. Property management regulations 45**](#_Toc20465)

[**1) Facilities and equipment management of the exhibition hall 45**](#_Toc32573)

[**2) Protection for square and green space 46**](#_Toc23106)

[**3) Cleaning management 46**](#_Toc24617)

[**4) Traffic management 47**](#_Toc21633)

[**9. Regulations on guaranteeing the legality of the content of exhibition 48**](#_Toc17534)

[**VI. Settlement of Cost 48**](#_Toc12263)

[**(I) Force Majeure 48**](#_Toc5185)

[**(II) Cancellation, Termination and Compensation 49**](#_Toc10596)

[**(III) Charges 49**](#_Toc16791)

[**VII. Revision or Supplemental and Effective Version of this Regulation 50**](#_Toc22430)

[**Appendix to the Management Regulations: 50**](#_Toc2391)

[**Appendix 1 The Safety Responsibility Agreement of the Exhibition 51**](#_Toc10669)

[**Appendix 2 Price List of Compensation for Damage to Pavilion Facilities 54**](#_Toc13657)

# Introduction

To normalize the use and management of pavilion site (“pavilion” for short) at Nanjing International Expo Center (“the center” for short), and better serve for the exhibition activities, this regulation is formulated for the use of pavilions as per the relevant laws, regulations and industry practice. It has defined the definition and explanation of terms related to the exhibition, the parameters and restrictions of infrastructures, the responsibility and commitment of the leaseholders as well as the disposal for the breach of contract, the entry of the exhibition, the construction management provisions, the expense settlement and the relevant responsibilities of other aspects; the relevant management department of Nanjing International Expo Center will be responsible for the implementation. In case of any flexible or exceptional request, it shall be submitted to Nanjing International Expo Center in advance, and then be implemented after obtaining the written approval of the relevant management department or authorized department of Nanjing International Expo Center.

This regulation is mainly for the use of the exhibition sponsor (undertaker) and the main contractor. The center shall provide this regulation to the exhibition sponsor (undertaker) and main contractor in advance, and then the sponsor (undertaker) and main contractor shall read the specification carefully, and then convey the relevant contents to the exhibitors.

**I. Definition and Explanation**

Definitions for some terms used in this regulation are as follows:

1. Pavilion: refers to No. 1, 2, 3, 4, 5, 6, 7, 8, and 9 exhibition halls, four registration offices and multi-functional exhibition hall, conference center, etc. These areas are specially used for holding exhibition, trade fair, expo, various conferences and other businesses. The outdoor pavilion sites and places that are temporarily constructed are used for holding exhibition and conference, and all of them belong to the scope of definition for “pavilion”;
2. Auxiliary equipment: refers to the area matched with the business of the pavilion and connected to the exhibition hall, or the component of the pavilion in itself, including but not limited to: offices, halls, reception rooms, bathrooms, VIP lounges, freight (exhibit) loading and unloading as well as stacking areas, storage rooms, transport corridors, firefighting access, water, electricity, and gas supply device, communication facilities and its connecting device, ventilation and air-conditioning device, commercial center, ticket booth and cloak room.
3. Public area: refers to the gallery, joint gallery, corridor, stairs, elevator, roadway, pavement as well as the restaurant, store, bank, subsidiary post and telecommunication office, clinic, etc. set inside Nanjing International Expo Center;
4. Leaseholders: refer to the institution, company, group and other legally registered entities that have signed the pavilion rental agreement with Nanjing International Expo Center, to rent pavilion facilities, and then obtain the right to use the pavilion and pavilion facilities at Nanjing International Expo Center within the term specified in the agreement;
5. Rental area: refers to the generic term of exhibition hall, registration office, auxiliary settings and the relevant public area rented thereby. For each use, certain area can be used as per the specific demand, and then be included into the rental agreement;
6. Agreement (contract): refers to the rental agreement (contract) signed between Nanjing International Expo Center and leaseholders, which has specially stated the specific area, specific term, conditions, etc. for the use of the pavilion facilities. In the agreement (contract), the leaseholders agree to follow this regulation, and pay the site rental expenses and other relevant expenses as per the calculation mode stipulated for using the pavilion facilities;
7. Exhibition sponsor: refers to the leaseholders and their cooperative partners, and they shall undertake all the legal economic responsibilities for the organization and management of the exhibition, expo, trade fair and the relevant conferences, and meanwhile, be responsible for promoting any activities of any person related to the exhibition to meet the requirements of the regulation;
8. Users: refer to the leaseholders, the exhibition sponsor and its working personnel, agent, undertaker, exhibitors and their employees as well as visitors of the exhibition.

**II. Parameters and Restrictions of Infrastructures**

**(I) Area and Height**

1. The exhibition area for No. 1 and 2 pavilions is 9,500m2, and the height is from 10.7m to 18.8m, the usable area of the registration office is 1,500m2, and the clear height is 8.3m; the exhibition area for No. 4, 5, 6, 7, 8, and 9 pavilions is 12,000m2, the height is from 14m to 22m, the usable area of the registration office is 1,800m2, and the height is 9m;
2. No. 3 pavilion: the area of Room 3201 is 864m2, and the clear height is 7.6m; the area of Room 3202 is 3,300 m2 (60\*55, with 1.45m of column width); the area of Room 3203-3205 is totally 3,300m2 (89\*37, 960+1300+960), and the height is 5.5m-7.5m; the tea area is 1,460m2 (81\*18); the corridor is 1,840m2 (110\*16.7), and the clear height is 3.2m;
3. Conference center: the usable area of multifunctional hall is 5,000m2, which can be divided into two equal areas of 10m in height; the conference center takes the lecture hall as the center, with 24 conference rooms and banquet halls being set on the two sides. Of which, there are 13 conference rooms ranging from 90m2 to 240m2, and the conference rooms are equipped with movable division walls, which can be flexibly combined as per the use demand; besides, the conference sound system and the corresponding projector equipment are also equipped. 800 lecture halls are equipped with high-standard conference facilities, with multi-channel simultaneous translation and stage lighting system being set, which can provide conference, performance and other high-qualified service conference; 15 banquet halls of various specifications are set, including 1 middle-sized banquet hall (which can hold 240 persons), 1 large-sized banquet hall (which can hold 780 persons), 1 dining hall for staff (which can hold 240 persons), 1 western restaurant (which can hold 190 persons) and 11 private rooms of various features;
4. The permissible height for the construction of all exhibition halls is 8m, and in case that the exhibition sponsor has unified restrictions on the construction height of booths, and the restricted height is no more than 8m, the restricted height of the sponsor shall prevail. But in case that the height of any special booth reaches to 6m or above, the written approval of Nanjing International Expo Center must be obtained in advance; there are hanging points on the top of No. 1, 2, 4, 5, 6, 7, 8, and 9 exhibition halls, and each hanging point can hang 100kg of static and light advertising carriers, which will be operated by Nanjing International Expo Center, and the expenses incurred thereby shall be borne by the leaseholders; the auxiliary channel within the exhibition is 3m in width, and the main channel shall be no less than 6m in width (the middle part of No. 4, 5, 6, 7, 8, and 9 exhibition halls shall reserve a fire safety isolation belt of 9m in width).

**(II) Water Supply and Drainage, Air supply, and Strong and Weak Electricity System**

1. No. 1 and 2 exhibition halls have 101 water supply and drainage booth boxes in total (evenly issued), and No. 4, 5, 6, and 7 exhibition halls have 51 water supply and drainage booth boxes in total (located at the south side of the exhibition); No. 8 and 9 exhibition halls have 101 water supply and drainage booth boxes in total (evenly issued). The caliber for the water supply port of each exhibition hall is 20, the caliber for the water drainage port is 50, and the water pressure is 0.32Mpa, and the water supply and drainage ports are respectively installed within each box; all the water drainage shall be connected to the water drainage exit or floor drain, and it is strictly prohibited to discharge the sewage on the ground;
2. The two-circuit incoming line is adopted for the power supply at the exhibition hall, with full load standby, 380V of voltage, and three-phase five-wire system, of which, the total current of No. 1 and 2 exhibition halls is respectively 4,800A (600\*8), and the total current of No. 4, 5, 6, 7, 8, and 9 exhibition halls is respectively 3,300A (500\*3+600\*3); besides, EPS emergency standby power supply and emergency circuit are additionally set (merely for lightening), which can last for 90min, and provide reliable power utilization assurance and power utilization safety for holding the exhibition;
3. The booth box is set within No. 1 and 2 exhibition halls, and each exhibition has 15 grooves in total, and there are totally 10 booth boxes within each groove, and in total, there are 150 booth boxes, and 1 registration office with 12 booth boxes inside. The power supply outgoing line for each booth box is 6-loop, the rated current for the incoming switch is 160A, and there are 6 outgoing switches: the rated current for four switches is respectively 16A/220V, 16A/280V, 63A/380V, 100A/380V, and the rated current for the other two switches is 32A/380V. The output interface is the industrial connector.
4. No. 4, 5, 6, 7, 8 and 9 exhibition halls are set with booth box, and there are totally 17 grooves in each pavilion, and totally 10 booth boxes inside each groove, i.e., 170 booth boxes, 3 registration offices, and 18 booth boxes inside each registration office.
5. The outgoing line for the power supply of each booth box is 6-loop, and the rated current for the incoming switch is 80A, and there are 6 outgoing switches, of which, the rated current for 2 of them is 16A/220V, the rated current for 2 of them is respectively 25A/380V, and 32A/380V, and the rated current for the other two is 63A/380V, and the output interface is the industrial connector. The power limitation of each interface is: the limited power for 16A/220V, 16A/380V, 32A/380V, 63A/380, and 100A/380V is respectively 4KW, 8KW, 15KW, 30KW and 50KW;
6. The configuration inside the electric booth box also includes the low voltage output interface, and there are two output interfaces in each booth box, which are respectively data interface, and phone interface;
7. The internal configuration for the booth box of multifunctional exhibition is the same with the configuration mentioned above;
8. The embedded sleeve for the compressed air pipe is set between each standby room of No. 1, 2, 4, 5, 6, 7, 8, and 9 exhibition halls and the pipe ditch (for No. 4, 5, 6, and 7 exhibition halls, it is merely set on the south side), and the compressed air can be transported as per the demand;

**(III) Static Load Capacity for the Pavilion Ground**

1. The load capacity of No. 1, 2, 4, 5, 8, and 9 exhibition halls is 3t/m2, and all of them are wearproof cement ground; the load capacity of No. 6 and 7 exhibition halls is 5t/m2, and all of them wearproof cement ground; the load capacity of the registration office is 3t/m2, and all of them are wearproof cement ground;
2. The load capacity of the multifunctional exhibition is 1.5t/m2, which is the wearproof ground;
3. The load capacity of the outdoor pavilion site is 5t/m2;
4. In case of exhibiting mechanical exhibits such as diesel locomotives, vehicles, tractors, and various kinds of gasoline, and diesel engine inside the pavilion, it is prohibited to conduct site operation, and there shall be no oil inside the fuel tank, and the storage battery shall also be dismantled.

**(IV) Restrictions on the Use of Joint Gallery**

Without the prior written approval of Nanjing International Expo Center, do not conduct any processing production, and construction decoration within the joint gallery; do not set any booths, exhibition or advertisement within the joint gallery without permission.

**(V) Restrictions on Electrical Equipment**

1. Generally, the lighting power inside the booth shall not be higher than 100W/m2;
2. The three-phase power utilization or single-phase high-power electrical appliances (10A or above per piece) must be separately wired, and switches equipped with de-energizing device shall be set as well;
3. Qualified double insulated wires and cables shall be adopted for the temporary wiring inside the pavilion;
4. The power socket shall be installed at the place which is 0.3m above the ground;
5. All the electric appliances and motors used for exhibition and operation must be effectively grounded;
6. It is prohibited to use compressor engine, electric saw, electric drill, and grinding wheel grinding machine inside the pavilion;
7. Do not use smelters, boilers and various heaters whose surface temperature can reach to 70℃ or above inside the pavilion without permission;
8. Do not use various kinds of pressure vessel inside the pavilion without permission.

**(VI) Restrictions on Materials**

1. The materials for constructing the pavilion shall be flame-resistant materials, non-combustible materials or materials that have been subject to flame-resistant treatment;
2. Only non-persistent single or double faced adhesive tapes are allowed to be used for fixing the carpet on the ground. It is prohibited to use schematic diagram or propaganda material with sticky (applicable) backface inside the pavilion, or use stickies and adhesives on the ground, cylindrical surfaces or walls. The expenses incurred for removing the residual stickies and repairing the construction surface shall be undertaken by the leaseholders;
3. It is strictly prohibited to exhibit or use inflammable, explosive or corrosive, irritant or toxic materials inside the pavilion.

**(VII) Restrictions on the Use of Paints and Coatings**

It is strictly prohibited to conduct large-scale paint work within the pavilion of Nanjing International Expo Center; during the arrangement of exhibition period, a small-scale “repair” feature of paint work can be constructed for the exhibits, but the following safety measures must be adopted:

1. Use non-toxic paint or water-soluble coating;
2. The paint work must be conducted at a ventilated place;
3. The vessel containing the paint must be properly kept and stored away from Nanjing International Expo Center;
4. ]The grounds or walls at the construction place must be effectively covered with plastic film, dry papers, etc. for protection;
5. ]Do not use any form of paint spaying; when applying the paints or coatings, please ensure that other booths and public aisles cannot be influenced;
6. Do not wash the paint vessels or brushing tools at washrooms of the pavilion or other places inside Nanjing Expo Center. It is prohibited to dump paints, oils, chemical substances and other toxic and harmful substances into the drain pipes, and please discharge the aforementioned emissions into the closed container personally prepared by the exhibitors or decorators, and then personally carry them out of the exhibition for treatment.
7. In case that the paints or coatings applying work has caused any damages to buildings of Nanjing International Expo Center or other users, the responsibilities shall be undertaken by the leaseholders, who shall also be responsible for the repair or compensation.

**III. Responsibility and Commitment of the Leaseholders as Well as the** **Disposal for the Breach of Clauses**

**(I) Responsibility and Commitment of the Leaseholders**

1. The leaseholders shall be responsible for the operating management of various activities conducted at pavilions of Nanjing International Expo Center;
2. The leaseholders shall let all the users follow the regulation and undertake responsibilities;
3. Within the period stipulated in the agreement, the leaseholders shall undertake all the economic and legal responsibilities for different degrees of consequences incurred to pavilions of Nanjing International Expo Center.
4. When booking sites of the center, the leaseholders must obtain the legal exhibition approval, and meanwhile, be responsible for obtaining the *Public Security Permission Written Decision for Holding Large-scale Activities* and the *Opinions for Fire Safety Inspection* required thereby from the public security department, and the firefighting department respectively before entering into the pavilion. In case that the leaseholders fail to obtain the written approval of the relevant governmental departments before entering into the site, they will be prohibited to enter into the pavilion, during which, the leaseholders shall be deemed to have violated the contract, and shall undertake all the responsibilities incurred thereby.
5. The leaseholders shall be responsible for ensuring that the various activities are carried out in strict accordance with the laws, regulations and various provisions of PRC;
6. Unless obtaining the necessary permission and approval in advance, the leaseholders shall not exhibit, copy or use various enteritis whose copyright, and trademark right are owned by a third party or under other intellectual property protection during the exhibition;
7. With respect to the facilities and channels for the disabled, the Expo Center will try its best, and meanwhile, the leaseholders shall also try its best to provide the relevant facilities and passage services for the disabled. The equipment and facilities set within any public areas of the Expo Center shall not hinder actions of the disabled;
8. When holding the food, product, light industry, electronics, communication and other exhibitions in close connection with the daily life, the leaseholders shall ensure that the exhibitors shall not arbitrarily sell its exhibits. If necessary, the leaseholders shall obtain the written approval of Nanjing International Expo Center in advance, and meanwhile, invite the industry and commerce, quality inspection, sanitation, epidemic prevention and other departments for site supervision;
9. The leaseholders shall be responsible for paying the expenses required for holding the exhibition, conference and other relevant activities or various taxes stipulated by other governments;
10. The leaseholders shall be responsible for organizing qualified personnel to be engaged in the special decoration, construction, installation and disassembly work related to the exhibition. In case that the aforementioned construction and other work have caused various degrees of damages to the buildings and facilities or cause personal injuries, the leaseholders shall be responsible for the repair and compensation;
11. The leaseholders shall be responsible for managing the entire process of the exhibition, strictly following the various rules and regulations of Nanjing International Expo Center, and ensuring that the arrangement and activities thereof cannot hinder, bother or damage other business of Nanjing International Expo Center or other exhibitions held at Nanjing International Expo Center;
12. No matter whether the users have intentionally or unintentionally caused fire, theft, equipment damage or other accidents, and caused losses to Nanjing International Expo Center or a third party, the leaseholders shall undertake all the economic and legal responsibilities, and meanwhile, provide full compensations;
13. The leaseholders agree and warrant that:
14. In case of failing to obtain the written approval of Nanjing International Expo Center in advance, they shall not exhibit or paste any marks or advertising materials within the public areas;
15. In case of failing to obtain the written approval of Nanjing International Expo Center in advance, they shall not raise donations or funds in a disguised form or publish notices related to these items for charity or other objectives;
16. In case of failing to obtain the written approval of Nanjing International Expo Center in advance, they shall not let any livestock or animals enter into Nanjing International Expo Center through any form (except for the guide dog);
17. In case of failing to obtain the written approval of Nanjing International Expo Center in advance as well as the approval of the relevant department, they shall not take any live animals and plants or specimen into Nanjing International Expo Center;
18. In case of failing to obtain the written approval of Nanjing International Expo Center in advance, they shall not conduct any forms of promotion, lottery, souvenir dispatching and other activities within Nanjing International Expo Center and the scope of red line around its buildings;
19. They shall not hinder the working personnel and agent of Nanjing International Expo Center to execute the ownership and the right of control for Nanjing International Expo Center in any forms, and shall permit the working personnel and agent of Nanjing International Expo Center to enter into the area leased by the leaseholder for public use.

**(II) Disposal for the Breach of Clauses**

1. In case that the leaseholders or other personnel among its users violate this regulation, Nanjing International Expo Center will put forward correction requirements in oral or written forms; in case that Nanjing International Expo Center has put forward the correction requirement for two times but it still fails to be adopted by the leaseholders, or the activity in violation with the regulation or the phenomenon fails to be effectively stopped and corrected within the period requested by Nanjing International Expo Center, Nanjing International Expo Center shall be entitled to adopt necessary measures to promote the leaseholders to correct the activity in violation with the regulation or the phenomenon, and these measures include but not limited to temporarily stopping the auxiliary services of the exhibition (such as stopping power supply) until the pavilion is closed.
2. When Nanjing International Expo Center takes necessary measures as per the aforementioned provisions, all the consequences and losses incurred thereby shall be undertaken by the leaseholders.

**IV. Entry Management**

**(I) Signing of the Agreement**

1. The exhibition sponsor shall hold legal exhibition approval, and the business license copy of the unit to apply for renting pavilions, and then after being approved by Nanjing International Expo Center (the original copy of the approval shall be copied on the spot, and then be filled with the business license copy), the two parties shall sign the “rental agreement of exhibitions at Nanjing International Expo Center”. All the agreements (whether it is the Chinese version or English version) shall be in quadruplicate, which shall become valid immediately after being sealed by the two parties’ representatives or authorized representatives, and the two parties shall respectively hold two original copies for future reference;
2. In case that the two parties have confirmed contents of the agreement, but the other party fails to submit the agreement to Nanjing International Expo Center on schedule after signing the agreement within fifteen days after Nanjing International Expo Center has signed the agreement, it shall be deemed that the party has automatically given up the agreement, unless otherwise the reasons have been explained and the written approval of Nanjing International Expo Center has been obtained.

**(II) Distribution and Arrangement of Pavilions**

1. Nanjing International Expo Center shall be entitled to issue and arrange the pavilions and the exhibition date for the exhibition sponsors as per the applications received thereby;
2. In case that the exhibition period application received by Nanjing International Expo Center is overlapped, different exhibition halls will be arranged to meet the requirements; in case that the approach of dispatching different exhibition halls cannot be realized, Nanjing International Expo Center will make decisions on the pavilion arrangement as per the feature and scale of the exhibition, the sequence of application, the prediction of development prospect, the fitness with Nanjing International Expo Center and other factors;
3. After signing the agreement, the leaseholders shall not independently change the name and contents of the exhibition, or transfer, and sublease the exhibition or pavilion to a third party in whole or in part without the written approval of Nanjing International Expo Center.

**(III) The Use Time of Pavilions**

1. The use time of exhibitions at Nanjing International Expo Center is:

Move-in-- from 8:30 a.m. to 17:00 p.m.;

Exhibition period-- from 9:00 a.m. to 17:00 p.m.;

1. In case that the leaseholders express any requirements, the aforementioned use time can be appropriately and temporarily adjusted after being approved by Nanjing International Expo Center, but the adjustment must be confirmed by the two parties in writing;
2. In case that the leaseholders need to use the leased area before or after the stipulated use time due to business demand, this shall be deemed to be extra work, which can only be started after the leaseholder has put forward the extra work application to Nanjing International Expo Center in advance and obtained its approval. The leaseholders shall pay all the expenses for the extra work as per the charging standard stipulated by Nanjing International Expo Center.

**(IV) Procedures for the Entry of the Sponsor**

1. As per the relevant laws and regulations issued by the state for holding exhibitions, the sponsor shall be responsible for the organization, safety, and firefighting of the exhibition, and meanwhile, provide exhibition approval document, and commodity exhibition registration to the pavilion, and then submit the booth plan meeting the firefighting safety requirements to the Expo Center, and then sign the *Safety Responsibility Agreement for the Sponsor at Nanjing International Expo Center* within 7 days before the entry
2. The sponsor shall handle well the firefighting approval document and the public security approval documents within 20 days before arranging the exhibitions; the Traffic Police Station of Nanjing Municipal Public Security Bureau shall handle well the traffic approval (vehicle certificate) procedures within 1 month before arranging the exhibitions.
3. The ticket sample, the letter of bill signing authorization (signature sample of the bill signing personnel at the authorization site), and the main contractor’s letter of authorization shall be submitted to the Expo Center. The site service merely refers to accepting the bill signing requirements of personnel authorized by the sponsor.
4. As per the contract requirements, all the expenses for renting exhibitions shall be paid in full before the entry.

**(V) Procedures for the Entry of Special Booth Constructor (Office Constructor)**

1. The special booth constructor (office constructor) shall sign the *Construction Safety Responsibility Agreement at Nanjing International Expo Center* with the Expo Center before the entry
2. The special decoration construction declaration shall be conducted within seven working days before the entry, and the data required to be provided during the declaration are as follows:
3. Booth plan, structural diagram, circuit diagram, and dimensional drawing (paper printing).
4. Copies for the business license of the constructor.
5. Electrician certificate.
6. The special decoration management expenses and the site-clearing guarantee deposit shall be paid in full before the entry.

**(VI) Other Procedures for Entry**

1. The entry of all the construction units must be approved by the center, and the construction can only be conducted at the specified time and area. Do not get in early, or construct or stack materials beyond the specified area without permission.
2. In case that the sponsor (undertaker), main contractor and all the construction teams fail to handle the entry procedures as per the aforementioned provisions, the center shall be entitled to reject their entry.

**(VII) Identifications for Entering into Pavilions**

1. The exhibition sponsor shall be responsible for distributing the specially printed exhibition working permit to their employees, agents, contractors, exhibition security personnel and the relevant working personnel, and meanwhile, be responsible for distributing the working permit for exhibitors to the exhibitors (conference representatives) and their employees, and also providing a detailed list of working personnel and the list of exhibitors (please refer to the relevant provisions of Nanjing International Expo Center about the special decoration construction of the exhibition for the certificates required for the entry and exhibition arrangement of the special decoration units for the exhibition);
2. All the working personnel and exhibitors of the pavilion shall enter with the exhibition working permit and the working permit for exhibitors (conference representative) issued by the sponsor;
3. The working personnel for the relevant departments of Nanjing International Expo Center shall enter into the exhibition hall as per the working permit audited and issued by Nanjing International Expo Center. In case that the personnel for other departments of Nanjing International Expo Center need to temporarily enter into the exhibition hall due to work demand, the approval shall be obtained in advance, but under emergencies, they shall not be restricted by the Article;
4. The visitors shall enter with the valid entrance ticket and invitation letter issued and sold by the exhibition sponsor. For each entrance ticket sold by the exhibition sponsor, Nanjing International Expo Center shall share the entrance ticket selling incomes in proportion; the proportion can be determined by Nanjing International Expo Center and the exhibition sponsor through negotiations. The selling income of entrance ticket refers to the unit price of the entrance ticket multiplied by the total number of entrance ticket;
5. The exhibition sponsor shall submit the working permit, the certificates for the exhibitors (conference representatives), the entrance ticket to be issued or sold, the invitation letter and other full set of identification as well as the specimen page of identification to the management department of Nanjing International Expo Center for future reference within one week before the entry.

**(VIII) Management Regulations on the External Materials**

1. With respect to the standard exhibition appliances and furniture personally equipped by the external main contractors and special decoration contractors, the *Registry Form for the Entry and Exit of External Materials* must be signed, and then be submitted to the relevant departments of the exhibition center for registration and filling before the entry and construction.
2. The exhibition appliances, lamps and construction materials personally equipped by the exhibitors shall be put within their respective booths, and it is prohibited to arbitrarily place them at other areas beyond the booths or the allowable areas within the scope of red line inside the pavilion, otherwise, the center shall be entitled to move them beyond the scope of red line inside the pavilion.
3. During move-out period and before moving the exhibition appliances and materials out of the pavilion, the external main contractor and special decoration contractor can only move out of the pavilion after the audit and confirmation of the relevant departments of the exhibition center on the exhibition appliances and materials to be moved out, otherwise, the security department of the exhibition center will not grand their release.
4. No units or individuals can secretly carry or steal equipment, facilities or exhibition appliances, lamps and other materials of the center out of the pavilion, otherwise, the center will dispose as per the relevant provisions, and serious cases will be sent to the public security organization for disposal.
5. The exhibition appliances, lamps and other materials personally equipped by the exhibitors shall not be directly installed on or connected to the structures of display rack and the exhibition appliances without permission. In case of needing to install the exhibition appliances and lamps personally equipped by the exhibitors, the exhibition installation engineering business department of the center shall assign special personnel for the installation, and the exhibitors shall pay electric charges and installation expenses to the center.
6. No units or individuals can arbitrarily dismantle, or damage the booth and exhibition appliance constructed at the center, otherwise, the center shall pursue a claim as per the relevant provisions.

**(IX) Site Handover**

When handing over the site, the leaseholders shall carefully check the pavilion and the relevant auxiliary facilities. During the checking and inspection of the leaseholders, in case of finding equipment fault or damage within the leased area, they shall immediately inform the project operation team of Nanjing International Expo Center, and repair them within limited time. In case of finding that equipment and facility are damaged on purpose or due to negligence when the site is returned, the leaseholders shall be responsible for the damages and meanwhile, undertake other relevant responsibilities.

**(X) Insurance**

1. The leaseholder shall be responsible for or instruct the exhibitors to be responsible for independently purchasing property insurance for all the exhibits, appliances and decoration facilities within the leased site;
2. The leaseholders shall purchase the liability insurance for buildings of the exhibition, and the third-party liability insurance during the exhibition period; the amount of liability insurance for buildings of each exhibition hall shall not be less than RMB 500,000. The scope of insurance provided thereby shall include building damage, property loss, and personal injury, etc. incurred or caused through holding the exhibition or other relevant activities. In case that financial loss or personal injuries have been incurred to Nanjing International Expo Center or other leaseholders or any third party due to reasons of the leaseholders or their employees, agents, exhibitors, etc., the responsibilities shall be borne by the leaseholders;
3. The leaseholders shall buy insurance in the name of Nanjing International Expo Center and the leaseholders, and Nanjing International Expo Center shall be listed as one of the beneficiary. The leaseholders shall be responsible for paying all the insurance premiums, and Nanjing International Expo Center has no insurance payment responsibility;
4. The leaseholders shall buy insurance at the insurance company approved by the Chinese government to be operated in Nanjing area and meanwhile, agreed by Nanjing International Expo Center, and then submit the aforementioned insurance policies to Nanjing International Expo Center within one week before the entry;
5. The leaseholders have confirmed that, they have no right to unilaterally change, modify, cancel or terminate any insurance and insurance policy bought thereby without the consent of Nanjing International Expo Center in advance. In case that the leaseholders unilaterally change, modify, cancel or terminate any insurance and insurance policy bought thereby, the rental agreement with Nanjing International Expo Center shall become valid immediately, and all the consequences and responsibilities incurred thereby shall be borne by the leaseholders.

**V. Construction Management**

**(I) Basic Regulations**

1. The construction of booth shall not surpass the relevant specified functional areas, and in case of any illegal construction beyond the yellow line boundary, the consequences incurred thereby shall be independently borne by the exhibitors, and the construction units.
2. The booth construction design shall meet the requirements stipulated in the technical criteria of all the relevant specialties (such as the safety utilization of electric power, the firefighting, structure, water supply and drainage).
3. The height limit for the overall structure of special booth shall be 6m (including the height of the platform and the overhanging molding). It is strictly prohibited to conduct construction beyond the height.
4. The width for the main firefighting channel shall not be less than 6m, the width of secondary channel shall not be less than 3m and the construction of booths shall not occupy the firefighting channel.
5. The horizontal distance between the booth and the air outlet of the exhibition hall shall be kept at least 3m, and the air outlet shall not be covered or closed, which might influence its normal use. In case that the booth has covered the air outlet, the corresponding positions of the air outlet shall open air distribution outlets, and the quantity and size shall be the same with the air outlets for air conditioners of the exhibition.
6. Do not damage, pollute or damage the main buildings or auxiliary facilities and equipment of the exhibition in other modes, including using nails, pilling and adopting other modes to fix objects on the ground or wall of the pavilion, using grease, paint, glue and other materials that are hard to be cleaned on the ground or wall, pressing against or pulling off walls, ceilings and all kinds of special facilities and equipment (such as the pipeline, and embedded parts) inside the pavilion, or arbitrarily hand structural bearing materials on facilities of the pavilion.
7. The materials used for construction must be non-inflammable or nonflammable materials, and in case that wood, gauze elements and other inflammable materials must be used for the booth, these materials must be subject to fireproof treatment before the entry of these materials. The wooden materials must be painted with fire retardant coating or pasted with fireproof veneer on the surface, and cloth, gauze elements and other spinning materials must be subject to fireproof water soaking treatment. Whether these materials are qualified shall be subject to whether there is open flame being generated during the site burning test. It is prohibited to use inflammable materials failing to be subject to fireproof treatment at the construction site.
8. The quality of carpet paved at the public area, channel and booth shall meet the relevant environmental protection, fireproof and flame retardant standard of the state.
9. The glass used for constructing the booth must be tempered glass, laminated glass and other glasses with high safety performance. The bearing glass as well as the movable glass used for fabricating doors, windows, and sash as well as the glass whose area is larger than 2m2 must be subject to toughening treatment, and the thickness of the bearing decorative glass shall not be less than 10mm. With respect to other common glasses that are used for decoration and non-bearing usage, they shall ensure that no damage will be caused to the personnel. The exposed glass corners must be processed and then additionally installed with protective device, to prevent hurting any personnel. When the transparent glass is taken as the material for retaining wall, it must be obviously marked within the normal site of view, to prevent the accidental collision and injuries of the personnel.
10. With respect to the acute angled hard objects that are formed after the construction and decoration, the raised parts on the ground or the depressed decoration structure, the rope or cables on the ground, the goods that might easily incur injuries and damages as well as the height or plane range that might cause personal injuries, protective measures and eye-catching warning must be adopted, to prevent accidental personal injuries.
11. The stairs and ladders constructed within the booth must meet the requirements of relevant technical specification and safety, and obvious evacuation indication signs shall be installed within the booth. Moreover, the handrail must be firm, to prevent the personnel from falling down.
12. During the construction operation, with respect to the booth construction failing to be approved, or meet the technical specification or the relevant provisions and possessing unsafe factors, the office constructor and the Expo Center shall be entitled to terminate the construction behavior, and the special decoration construction unit shall make rectification as per the requirements.
13. During move-in period, the construction unit shall not privately uncover the trench cover of the pavilion, and then use the trench as the wiring path of the booth; the wiring path shall be independently solved within the booth.
14. During move-out period, the sales of booth structures and brutal construction are strictly prohibited, and the exhibition dismantlement can only be conducted after safety custody as well as the setting of safety warning. The special decoration constructor shall move the special material and garbage of the booth outside of the pavilion within the specified time, and the guarantee deposit for construction and cleaning will only be refunded after the acceptance and signing confirmation of the pavilion.
15. The booth construction units must handle construction certificate for their construction personnel, and during the construction operation, all the construction personnel must wear valid construction certificate, and meanwhile, follow the management of the construction management personnel. In case of failing to wear the certificate as per the requirements, or failing to follow the management of the site staff, the site management personnel shall be entitled to cancel the qualification of the construction personnel for entry and construction.
16. After the exhibits and other bulk goods are transported out of the exhibition hall, they shall be timely transported to the unloading area of the pavilion, and it is strictly prohibited to stack within the unloading area. In case of any goods causing block due to violating the provisions, they will be enforcedly taken away, and the violator shall undertake all the relevant expenses incurred thereby.
17. In case of illegal construction or safety accident due to reasons of the exhibitors and the constructors, the pavilion will deduct certain amount of guarantee deposit for booth construction as per the accidental severity, and please refer to the “violation and punishment standard of the Expo Center” for details.
18. The exhibitors and the construction units shall adopt necessary safety precautions as per the relevant laws and regulations of the state, and meanwhile, ensure the personal safety of the booth construction personnel.
19. All the exhibition decoration businesses conducted inside the pavilion must handle the entry procedures as per the provisions, and the entry and construction can only be approved after passing the audit, and in case of arbitral entry and construction without permission, the pavilion shall be entitled to request the dismantlement, and the losses incurred thereby shall be independently borne by the exhibitors or the constructors.
20. For those that fail to make rectification within 2 hours after signing for the letter of notice for rectification issued for the illegally constructed special booths, their power will be cut off, so as to order them to make rectification; for those that fail to make rectification within 3 hours after signing for the letter of notice for rectification, their booths will be sealed up, until the rectification has been made.
21. During the move-in and move-out period, the exhibitors and construction units shall strictly follow the move-in and move-out notification time specified by the conference and the pavilion, and hold firmly time conducting the construction within the specified time, and it is prohibited to arrange and move out of the pavilion beyond the time limit or delay in doing so.
22. The construction units shall take full responsibilities for all the safety accidents and responsibilities incurred to the exhibitors and the construction units due to violating the relevant provisions of the exhibition during the exhibition period, and meanwhile, undertake the economic losses incurred to the pavilion.
23. No smoking inside the pavilion.

**(II) Management Regulations on the Construction of Standard Booth (which are merely targeted to the standard booths constructed by the Expo Center, and with respect to the standard booths independently equipped by the sponsor, the management provisions shall be determined by the sponsor)**

1. It is prohibited to conduct wood structure fabrication and decoration within the standard booth, or drive in nails, or holes, or draw and tread on the standard booth and auxiliary exhibition appliances, or use double faced adhesive tape, single faced adhesive tape, sticky note and other various rubber products and coatings, adhesives, colored chalk, oil pen or other similar materials thereon. No heavy goods shall be placed against or hanged on the standard booth, and it is prohibited to dismantle or rebuild standard booth without permission. In case of causing any damages to the appearance of the buildings, standard booth, auxiliary exhibition appliances and relevant facilities of Nanjing International Expo Center, the leaseholders shall undertake responsibilities for all the losses and repair incurred thereby and meanwhile, make compensation as per the actual loss;
2. It is prohibited to arbitrarily take or embezzle table, chair and other goods within other standard booths.
3. It is strictly prohibited to privately pull power lines, or arbitrarily install spotlight, sunlight lamp and other lighting fixtures within the standard booths.

**(III)** **Management Regulations on the Construction of Special Booth**

1. The leaseholders shall be entitled to appoint the special decoration contractor for booths of the exhibition (i.e., the special booth constructor), but this appointment must be recognized by Nanjing International Expo Center, and with respect to the construction, dismantlement and other work related to all the special booths, the leaseholders shall be responsible for undertaking the expenses; Nanjing International Expo Center shall be entitled to reject the entry of unqualified contractors into Nanjing International Expo Center for working.
2. The leaseholders shall submit the exhibition plan and the work plan related to the special booth design, the contents and features of exhibits, the arrangement of other special services, opening ceremony, lecture, formula, etc., the move-in and move-out work and other contents to Nanjing International Expo Center in quadruplicate for filling within at least thirty days before the opening ceremony; the work plan shall at least include:
3. Power consumption, the layout drawing for the volume of each area and the position of the distributed supply centers;
4. Distribution diagram for the positions of phones
5. Water consuming area or water consuming point;
6. Requirements and position of compressed air;
7. Requirements and positions of the network setting;
8. Other layout designs at Nanjing International Expo Center and within the scope of surrounding red lines.
9. Nanjing International Expo Center shall reserve the right to modify, add or delete the necessary parts through informing the leaseholders within ten days after receiving the site plan and work plan of the exhibition.
10. The special booth constructor must be registered at the industry and commerce department, and meanwhile equipped with the building construction or decoration construction qualification, or the relevant qualifications for booth decoration construction.
11. Before the entry and construction of special booth constructor, the *Special Decoration Construction Safety Responsibility Agreement* must be signed.
12. The construction personnel of special work type must hold the work license of relevant work type that is issued by the national or local labor department.
13. During the move-in and move-out period, the special decoration constructor must ensure construction safety, and in case that the notice of rectification is put forward after problems are found, the special constructor must make rectification immediately.
14. The special decoration constructor must agree and follow the various regulations and rules of Nanjing International Expo Center, truly make declaration and handle the entry and construction procedures as per the actual construction area and the number of construction personnel, and meanwhile, pay the management expenses, guarantee deposit, and obtain the construction certificate; it is strictly prohibited to have unconformable area and multipurpose certificates; the special decoration constructor shall not handle construction procedures for other construction units, and the qualification of the violator for entry and construction will be cancelled; the construction personnel must wear construction certificate, follow the management of the exhibition management personnel at site, and meanwhile, cooperate with their work.
15. The special decoration constructor must set site principal at the construction site, which shall be registered and filled while handling the construction procedures. The site principal shall be obliged to conduct civilization and legal education for the construction personnel under its jurisdiction, and in case of any illegal or safety accidents, the exhibition and the relevant department will pursue responsibilities of the special decoration constructor.
16. The special booth construction unit must construct as per the booth design technology specification, and the construction unit shall not cheat on workmanship and materials, or arbitrarily modify the design during the construction process. In case that the material cannot meet the design requirements or the construction technology cannot meet the design technology, the construction unit shall be responsible for all the consequences incurred thereby.
17. The angle steel, u-steel, square tube and other materials adopted for the bearing member of special booth must be national standard products, and flexible metal materials or fragile materials (such as iron wire, and glass) for decoration shall not be adopted for the bearing components of special booth.
18. The wooden bearing column and the bearing beam for special booth must be equipped with continuous solid wood square tube as the liner, so as to ensure the complete structure of the component itself.
19. The design and construction of all the special booths must have more than two entrances, with entrance indications and warning signs being pasted.
20. The special exhibition arrangement exhibitors shall be responsible for the decoration of carpet at the affiliated booth, and the fixation of all carpets and ground decorations, and it is prohibited to directly paste foam glue or other adhesive tapes hard to be removed on the ground.
21. The single span and height for the wooden structure of special booth shall be restricted within 6m, and the single span structure for steel structures as well as steel and wood mixed structures (including the liner steel square tube, and iron stand) shall be restricted at 8m, and the span of formed steel grid can be appropriately broadened as per the section, but the maximum value shall not be over 12m, and in case of any booth surpassing the aforementioned standard, the special structure stability calculation sheet of the booth shall be showed to the site working personnel of the exhibition.
22. With respect to the special booths without frame structure, the thickness of the wooden walls shall not be less than 30cm; with respect to the special booths with frame structure, the width of the wooden wall shall not be less than 10cm. The wooden bearing wall must be equipped with solid wood inner support.
23. The structural safety of the special booth must rely on the components of the booth itself, and during the construction of special booth, it is prohibited to press on, pull or hang walls of the exhibition, the ceilings, the auxiliary facilities of the exhibition and the adjacent booths.
24. The supervision personnel at the pavilion site shall inspect the booth construction work, and during the inspection, they shall be entitled to stop the construction that fails to be approved or fails to reach the technical specification and safety construction management provisions, and the special booth construction unit shall timely make rectification, to completely eradicate the potential safety hazards during the construction.
25. After entering into the pavilion, the special booth construction units are prohibited to be engaged in other activities irrelevant to the construction of special booth, and once being found, the pavilion shall be entitled to cancel their entry and construction qualification, and in case of serious cases, entry prohibition and punishment will be granted.
26. All the vehicles transporting the exhibits and the relevant goods shall not be driven into Nanjing International Expo Center. In case of any special conditions, the written approval of Nanjing International Expo Center must be obtained in advance. The leaseholders shall appoint special person to manage the transportation loading and unloading work plane, to make it safe, stable and ordered; Nanjing International Expo Center shall be obliged to assist the work of the leaseholders, and meanwhile, supervise their work accordingly. The aforementioned transportation, loading and unloading operation shall not hinder or disturb other leaseholders within Nanjing International Expo Center, or cause damages or potential damages to the buildings of Nanjing International Expo Center. Once the aforementioned conditions occur, Nanjing International Expo Center shall be entitled to stop the transportation, loading and unloading operation that might hinder or damage the third party.
27. After the construction and decoration of booths are completed, the parts higher than the partition or the surrounding decorations must be subject to beautification treatment, and the materials used for beautification must be subject to fireproof treatment and then be firmly fixed.
28. Without the consent of the pavilion, it is prohibited to paste advertisement, and publicity materials on the walls, equipment, signboard and other fixed facilities or cover the original signboard of the pavilion, otherwise, this shall be disposed as the behavior of polluting the walls, and the compensation shall be charged as per the standard of RMB 200/m2.
29. The dismantlement of special booths shall be executed as per the principle of “the person who constructs the booth shall also takes responsibility for its dismantlement”, and the booth shall be dismantled and packed at the same time, and the cleaning personnel shall hold entrance certificate, and release pass shall be issued for the dismantled materials of the booth; moreover, in order to ensure the city appearance and environment as well as the personal safety, it is strictly prohibited to use human scooter to transport the garbage of the booth outside of the pavilion.
30. The garbage collection for special booths shall be executed as per the principle of “the person who produces the garbage shall also takes responsibility for its collection and transportation”, and the special decoration garbage of the booth shall be collected and transported to a legal landfill or reclamation depot, and it is strictly prohibited to discard the garbage of the booth in other areas within the scope of red line, otherwise, the Expo Center shall deduct the corresponding guarantee deposit for cleaning as per the guarantee deposit deduction standard.
31. During the aloft work of the construction personnel, they shall take appointment with certificate, and meanwhile, strictly follow the following provisions:
32. Use qualified and safe lifting tools and operating platforms, fasten the safety belt, wear safety helmet, soft-soled shoes as well as cloths that can meet the requirements for aloft work, set safety isolation area, clear obstacles within the area, and meanwhile, set obvious signs within the safety area. The safety personnel shall be set at the construction site to be responsible for the construction safety work. Violators shall make rectification and correction as per the provisions, and meanwhile, the following requirements must be noted at any time:
33. Follow the regulations and rules at any time during the aloft work.
34. It is prohibited to do aloft work after drinking.
35. It is prohibited to rest at unsafe places.
36. It is prohibited to operate during the state of fatigue or lack of sleep.
37. It is prohibited to arbitrarily move or move carrying people.
38. Personnel participating in the aloft work must have medical certificate issued by doctors for aloft work. Personnel suffering from mental illness, epilepsy, blood pressure, and the serious obstacle of eyesight and hearing are prohibited to conduct aloft work.
39. Personnel participating in the aloft work must organize safety study before the commencement of work, and meanwhile pass the test. Moreover, they shall establish firm safety risk, and danger awareness, to protect their personal safety and the safety of others.
40. Carefully check whether the scaffold, high ladder and other climbing tools can meet the specified requirements, and whether they are safe and reliable, and meanwhile, check whether the carry-on tolls are well placed and fixed.
41. Try to avoid overlapped operation, and in case that overlapped operation is required, reliable quarantine measures must be equipped; moreover, enough lightning facilities shall be equipped during night operation.
42. The aforementioned behaviors shall not hinder or disturb other leaseholders within Nanjing International Expo Center, and once any interference or disturbance occurs, Nanjing International Expo Center shall be entitled to stop the construction engineering that might hinder the third party, and if necessary, the construction, and installation engineering shall be approved by the relevant departments.

**(IV) Management Regulations for Each Sub-project**

1. **Management regulations on the use of water, electricity and gas**

All electrical equipment, electrical seamless connection, phone, network, water supply and drainage equipment and compressed air line, etc. in Nanjing International Expo Center should be operated and installed by the relevant departments of Nanjing International Expo Center; any unit including the leaseholder and any person aren’t allowed to use randomly; Nanjing International Expo Center has the right to decide the content of engineering which is necessary to operate. The leaseholder should bear the expenses related to installment, connection and seamless connection.

1. Consumption for the water supply and drainage
2. It is prohibited to directly drain other oil sewage and waste water in the exhibition hall except for the domestic water; with regard to the water used for the machine oil, the exhibitor should bring the water circulating apparatus by itself.
3. With regard to the water supply and drainage device reserved through the advance rent form, the flat and height sketch map for the installment position must be attached; the port position should be marked; the personnel should be arranged to consult with the center staff at site.
4. After the authorized officer has completed the fixed seamless connection for the water supply and drainage in the conference & exhibition center, if any alteration, it must be applied to the site service counter timely; for safety reason, the water supply will be stopped within 1 hour after the end of the conference & exhibition. When the exhibition is required to revoke in advance under the special condition, the center staff should be informed in advance to remove the water supply and drainage pipeline. If the pipeline component is damaged due to individual removal, the exhibitor should compensate it with equivalent price.
5. It is prohibited to pour any liquid and rubbish into the gutter of the exhibition hall.
6. Electricity consumption management

All contractors and exhibitors entering into the center to perform the power construction must comply with the management regulations on safety power consumption stipulated by the center and the management performed by the administrative staff of the power center; with regard to the one disobeying or violating the management regulations, the center retains the right to take the compulsory rectification measures.

1. Management regulations on the power construction
2. According to the agreement, Nanjing International Expo Center is responsible for providing the illumination inside the exhibition hall and the normal power for the standard booth; with regard to the power consumption for special decoration for the booth, exhibition and exhibit operation, the user should apply to the service department of Nanjing International Expo Center and bear the relevant expense for its own.
3. The electrical equipment installment in the exhibition shall meet the technical specification requirements in *Electrical Safety Technology and Safety Specification* and relevant national regulations.
4. The electrical workers under construction at site must have the effective *Electrician Special Work Certificate*; the center safety inspector will randomly check the original certificate from time to time, and retain the right to prevent the operator without certificate from continually constructing.
5. The power seamless connection applied and reported by the constructor must be operated by the professional authorized by the center, and other staff is not allowed to perform the seamless connection randomly; with regard to the individual seamless connection or the private transaction, upon verification, the center will strictly penalize the responsible unit or person in charge.
6. When the constructor or the exhibitor establishes the booth, the port position of the distribution box designated by the conference & exhibition center must be reserved so as to perform the power seamless connection and the emergency repair without obstructing and closing under any situation.
7. The exhibitor and the constructor must use the safe and qualified electrical materials which meet the national standard (GB), such as the cable, switch and lamp etc.; the installment for the power equipment and facility must meet the relevant technical specification in the *National Electrical Engineering Installment Standard*.
8. The electric equipment such as the lamp is prohibited to install on the flammable objects without the fire-proof measures or the isolating protection; with regard to the spotlight installed inside the booth, the distance between the lamp cap and the decorating object should not be less than 0.3m, and the safe and reliable protection measures should be taken. The distance between the heating lamps such as the metal halide and the flammable object should not be less than 0.5m.
9. All switch interfaces must be firmly connected to the circuit joints, and the seamless connection is performed by using the wiring box (case) that meets the national standard.
10. When 380V motive power serves as the non-motive power with the three-phase four-wire system, the three-phase load must be adjusted to balance the three-phase as possible; the reliable grounding protection or neutral earthing measures should be taken for all electrical equipment.
11. The load bearing for all switches and cable should be controlled within 80% of the nominal design capacity.
12. It is prohibited to remove and damage the fixed power and lighting equipment and facilities inside the exhibition hall.
13. When the wire passes through the flammable decorating material, the non-combustible materials such as the glass wool and rock wool should be adopted to serve as the isolating protection.
14. With regard to the electric appliances installed outdoor such as lamp, socket and distribution board, the rain-proof type should be selected. With regard to the circuit and switch, the reliable measures for protection, rain-proof and earthing must be taken, and the warning mark must be done. The reliable weather-proof measures should be taken for the outdoor electric equipment.
15. The fire-retardant or inflaming retarding material is used for manufacturing the electric sand table, model and lamp box. Safety distance between the lamp and the heating components such as the ballast, and the low-voltage transformer and the wood structure, or the noncombustible isolation layer is set; apart from the flammable object, the wire should cross the isolation tube splitting. The heat dissipation inspection hole must be arranged at the scenery setting box and the lamp box.
16. With regard to the high-power electrical appliance such as the heating and processing type, the independent power should be applied, and reported to the site service counter in advance, and used only after passing the inspection of the relevant staff in the conference & exhibition center; it is prohibited for the booth to use the power over load or cross the booth.
17. Management regulations on the safety power consumption
18. The second level leakage protection method is applied to the power supply system in the Expo Center; with regard to the special booth (without the demonstration device at site), 1 line distribution box should be equipped individually; with regard to the special booth (with the demonstration device at site), 2 line distribution boxes should be equipped individually; the exhibitor should strictly execute this standard. If the electric equipment or facilities used by the exhibitor conflicts with the second level leakage protection in the Expo Center, resulting in giving up the leakage protection caused by the fault of power supply, the exhibitor must sign the safety commitment letter.
19. The distribution box with the leakage protection apparatus provided by the Expo Center (applicable to the equipment adopting the earthing protection method) is suitable for most equipment; only a small part of the sophisticated electronics and the imported equipment are not suitable for using that. If the exhibition equipment conflicts with the protection apparatus, resulting in the fault operation, the exhibitor can adjust the equipment electric protection method until matching with the leakage protection apparatus of the distribution box in the Expo Center, or use the distribution box without the leakage protection apparatus provided by the conference & exhibition center. (When using the distribution box without the leakage protection apparatus, the exhibitor must sign the *Commitment Letter* on giving up the use of the distribution box with the leakage protection apparatus with the conference & exhibition center, and sign it when the exhibition staff arrives at the booth seamless connection site.)
20. The staff for performing the power seamless connection from the large electricity box to the booth must have the effective operating certificate so as to ensure the safety and reliability of the seamless connection line without the illegal operation.
21. With regard to all power lines, the cooper wire with dual-layer insulating sheath should be used to cross the tube for protection, and the insulating strength must meet the standard. The minimum sectional area of the insulating wire connected to the lamp is 1mm2. It is prohibited to use the iodine-tungsten filament lamp (sunlight lamp), neon lamp and the lamp with the trigger and high calorific value, high temperature and voltage inside the booth; it is prohibited to use the switch without the leakage protection, and the unqualified wires such as the plastic twin wires and plaited wire. With regard to the seamless connection for the power line, the qualified connection terminal must be used. The selected electrical material, facility and equipment should meet the standard of the national compulsory product authentication (3C) and the requirement for fire-fighting safety; the safe and reliable air circuit breaker and 30MA (the actuation time is less than 0.1s) leakage protector must be arranged inside the booth distribution switch box according to the specification; with regard to the wire, qualified ZR-BVV (obstructing fire-retardant double plastic copper wire) inspected by the fire safety department and the sheathed wire should be selected; it is prohibited to use the ground line (plaited wire) and the aluminum core wire.
22. It is prohibited to use the resistance radiation type (electric furnace, oven) appliance with high consumption, low energy and large power.
23. The 220V power socket configured inside the standard booth is only provided for the small-scale household appliances (such as the TV set and water dispenser, etc.); it is prohibited to use the electricity configuration for the booth exceeding that applied and reported at site.
24. If the circuit and switch heating or frequent tripping occur to the booth, the exhibitor and the constructor must timely cut off the power to check and process. For this phenomenon caused by the quality problem of the material, lamp and device, the above must be repaired and changed immediately; if the exhibitor or the constructor individually adds the electric equipment on the basis of the standard booth configuration, or the special booth uses electricity overload, the declaration should be performed again when rectifying. With regard to the person refusing to execute and cooperate with the center, the center has the right to cut off the power.
25. Considering the safety, the center will stop the power supply at the specified time before the end of the exhibition according to the requirement of the sponsor; after closing the exhibition hall, it is prohibited to supply power for all booths; with regard to the booth with special requirements, the application for continues power supply should be submitted to the center in advance.
26. With regard to the unit and person suffering from the fire accident and the property loss caused by illegal use of the power, the conference & exhibition center will investigate the responsibility of the involved party according to the actual condition; if necessary, the judiciary authority will investigate the legal liability of the involved party.
27. All constructors and exhibitors entering into the Expo Center to perform the electric construction must comply with the management regulations on safety power consumption stipulated by the center, and obey the management of the power managers in the center; with regard to the one disobeying and violating the management regulations, the center retains the right to adopt the compulsory rectification measures.
28. The electrical construction is strictly performed according to the project drawings approved by the center, and the electrical load is controlled within the approved total load capacity. With regard to the approved and determined declaration content, the exhibit unit is prohibited to change by itself; with regard to the unit randomly changing the content, the center will not supply power, and warn and even penalize the unit. If the electric equipment is required to add at site but exceeds the approved load capacity, the relevant procedures should be declared and processed timely, and the relevant expenses should be paid according to the regulations. With regard to the unit not reporting the actual electric consumption such as the consumption exceeding the declaration, the center electrician has the right to demand him to supplement the expense; with regard to rejecting to supplement the expense, the center will warn, circulate a notice of criticism and penalize according to the influence on the safety power consumption.
29. With regard to the move-in for the special booth, it is prohibited to shield or cover the lighting box, power supply box and the phone distribution box. If the shield or coverage occurs, this condition needs to be reported to the center service counter to approve, but the access passage with the width of 600mm must be set aside; with regard to the distribution box covering the well, enough operating distance before the box which is greater than the cover plate of the distribution box. Regarding the operation of opening the electricity box as the measuring base, the operation distance should not be less than 600mm so as to perform the safety inspection and fault processing.
30. With regard to the non-mechanical power electricity with the three-phase load exceeding 20A current, the sub-switch should be set to perform the cascade protection. With regard to the single-phase load exceeding 16A current, three-phase power design should be adopted, and three-phase booth load is uniformly distributed.
31. Before supplying the power for the special stand, the electrician of the construction unit should inspect firstly; before closing the special part and the concealed electrical part, actively contact the center electrician to assist the safety inspection; with regard to the booth not meeting the safety requirement, the center electrician will not supply the power.
32. With regard to the unit and person resulting in the person injury, fire accident and property loss caused by the illegal seamless connection and the power consumption, the center will investigate the responsibility of the involved party according to the actual condition; if necessary, the judicial authority will investigate the legal liability.
33. Use of the compressed air
34. The central gas supply is applied to the entire hall.
35. Considering the environment and safety, it is not allowed to bring the compressed air equipment in principle; however, this equipment is required by the individual exhibition, the equipment can be brought only after being agreed and approved by the sponsor; the compressed air equipment brought by the exhibitor should be put outside the hall or the position designated by the staff in the Expo Center; the exhibitor should ensure the equipment meets the national and industrial safety standard, and be responsible for safely using and storing the equipment. The exhibitor bringing the compressed air equipment can enter into the exhibition hall on the condition of providing the following certification for the Expo Center:
36. The qualification document (within the valid period) and the product qualified certificate (produce within the valid period) of the compressor manufacturer.
37. The qualification document (within the valid period) and the product qualified certificate (produce within the valid period) of the air storage tank manufacturer.
38. With regard to the safety inspection of the safety valve, the safety inspection certificate should be provided by the competent department without any damage of the lead sealing; the service time should be within the valid inspected period.
39. The operating staff with the compressor should have the *Special Equipment Operating Personnel* *License* issued by the national quality supervision department within the valid period.
40. **Management regulations on the fire-fighting**

According to the relevant laws and regulations of national fire-fighting management, the sponsor holding the exhibition in the hall should complete the fire-fighting examination & approval within 20 days before move-in in accordance with the requirements of the government management department. Meanwhile, the sponsor should sign the *Safety Responsibility Letter* *on* *Exhibition Host* with the center so as to define the responsibility and the obligation for both parties; the sponsor should also sign the safety responsibility letter with the home field contractor and the person in charge of booth so as to define the fire-fighting safety responsibility. Nanjing International Expo Center has the right to require the leaseholder to timely remove the billboard, exhibit item, object that influence and obstruct the fire-fighting access, safety gate, fire-fighting equipment, fire-fighting stair and various emergency evacuation channels and exits, and the objects considered as the threat for the safety or unsafe by Nanjing International Expo Center; if the leaseholder doesn’t satisfy the requirement of the Nanjing International Expo Center within the specified period, Nanjing International Expo Center has the right to take measures to remove these obstructing objects with the safety risk, and all responsibilities and expenses caused hereby are borne by the leaseholder.

1. Each exhibition hall of Nanjing International Expo Center is equipped with the temperature & smoke detector and the HLC-DS and the flame detector etc.; the manual alarm button, intelligent hydraulic giant automatic spray system with large flow amount and the fire hydrant. The active buttons for water band and water pump are arranged inside the fire hydrant box, and the ammonia phosphate salt gas fire extinguishing agent is put at the important machine rooms and areas.
2. The leaseholder, agent and user must comply with the relevant fire-fighting and safety laws and regulations issued by the government department;
3. Within the exhibition period (including move-in, opening and move-out), the following behaviors are prohibited inside the exhibition hall:
4. Anyone of the leaseholder, agent and user shields, buries, enclosures, changes, refits, removes and obstructs the fire-fighting access, safety gate, various isolation gates, fire-proof gate, emergency light, extinguisher, infrared correlation detection, automatic fire extinguishing system and pipeline, fire-fighting spray apparatus, fire alarm and other fire-fighting facilities; each safety exit of the exhibition hall gallery and the first story of the exhibition hall is intended for the emergency evacuation, and the stair at the east of second story of exhibition hall is the evacuating channel, and they are illegally occupied.
5. Establish the booth, and stack the materials, exhibits and other objects within the scope of the public fire-fighting evacuation channel.
6. The leaseholder and anyone of the users performs or allows others to perform the dangerous operations such as the hot plate, open fire, incision, polishing, electric welding, gas welding, painting, and the use of the table saws and the lamp without cap inside the exhibition hall within the exhibition period.
7. Set off the fireworks and the cold fireworks inside the exhibition hall.
8. Bring the flammable and explosive objects such as gasoline, banana oil, alcohol, hydrogen cylinder and oxygen cylinder into the exhibition hall.
9. Use other materials obviously prohibited by the public fire-fighting department to establish the booth.
10. Fire-fighting regulations on the special booth:
11. All materials for construction should be non-combustible and fire-retardant, e.g., when the flammable wood is used, the fire-proof coating should be fully painted; it is prohibited to use the flammable elastic fabric and the yam product to decorate the booth; with regard to the imitating cotton cloth and the decorating materials with yam quality, the material sample and the product test report should be submitted to the exhibition hall to certify that the combustion performance can arrive at B1 level (fire-retardant).
12. There isn’t any port at the middle of the power circuit laid under the booth carpet with the casing pipe.
13. The special booth must be equipped with the qualified and effective dry powder extinguishing apparatus; when entering into the booth to perform construction, the extinguisher must be uniformly put at the obvious position around the booth area easily to get so as to conveniently perform the fire-fighting check and use. With regard to the special booth, 4kg ABC type dry powder extinguisher should be equipped according to the standard of not less than 1 booth per 50m2.
14. With regard to establish the closed-type special booth with the area over 200m2, the exits must exceed 2, and the minimum width of the exit is not less than 1m. If there is a door at the exit, the direction of opening the door should be toward outside so as to ensure the smooth open of the door.
15. It is prohibited for the special booth to have the structural capping. The decoration of the suspended ceiling installed at the special booth should not exceed 1/3 of the total area of the booth; the textile is adopted to perform the suspended ceiling; during the installment period, the distance between the ceiling and the lamp should be kept over 15 centimeter; it is required to perform the fire-proof processing on the textile.
16. With regard to the position that the special seal booth opposites to the fire-proof door and the rolling door, the exit with the width of not less than 1m and the height of not less than 2m) should be set aside;
17. The leaseholder should comply with the emergency measures, evacuation scheme and other regulations relevant to the fire-fighting management stipulated by Nanjing International Expo Center.
18. **Management regulations on security**
19. Objects that are prohibited to bring into Nanjing International Expo Center

Gun, ammunition, controlled knife, explosive, in-flammables and explosives, toxic substance, radioactive substance and other hazardous articles, objects that are prohibited to import and export, objects that are prohibited by the relevant government department, and the objects that possibly obstruct the businesses operated by Nanjing International Expo Center.

1. Basic regulations on the security
2. During the exhibition, the sponsor is the first responsible person for its exhibition; each exhibitor is the first responsible person for the safety of the booth. According to the spirit “the person hosting the exhibition is the responsible person” of the relevant government department, the security staff during the exhibition, move-in and move-out is employed by the leaseholder in principle. If any special condition occurs, the leaseholder should submit the written application form, and this condition is arranged by Nanjing International Expo Center, and the relevant expense is borne by the leaseholder. The sponsor should employ sufficient full-time (part-time) security staff to be responsible for security patrol, traffic guidance and maintenance of the normal order, and dispatch the special staff to perform the safety supervision on the entire period of the usage area.
3. The security staff of Nanjing International Expo Center or that assigned by it should be responsible for the security inside the center and around the buildings. Nanjing International Expo Center has the right to decide its own security staff and stipulate the necessary security measures.
4. Nanjing International Expo Center provides 24-hour general security service for the exhibition hall, relevant areas or facilities, including central monitoring and sensor alarming, etc., and the expense should be borne by the leaseholder.
5. The field staff, and the person participating in and arranging the exhibition should wear the identification certificate issued by the sponsor to get in or out the corresponding exhibition area at the period specified by the exhibition; with regard to the person who hasn’t the logo or identification certificate, the security person has the right to reject him to enter into.
6. The exhibitor is responsible for storing the exhibits, sample and personal belongings. The exhibitor should enter into or leave the hall on schedule so as to ensure the safety of the objects inside the booth. With regard to the object having the requirement for burglary prevention, the security measures, such as bringing the object out, or dispatching the staff to watch, should be taken.
7. During the exhibition, any unit and person are prohibited to put the exhibits and other objects at any place outside the booth.
8. Upon the authorization of the sponsor, the doorkeeper of the Expo Center can require that the exhibitor or other staff can be released after checking the document issued by the sponsor when the exhibits are removed from the exhibition hall.
9. When the potential safety risk may be caused by the over-size visitor flow rate, the center will seek the opinion of the public security organization and the sponsor, and take the emergency measures to control and evacuate the people, including temporarily handling the hall entering certificate, and prohibiting the sub-sequence person to enter into the exhibition area.
10. During the exhibition, the market photography and the photograph activity performed inside the red line scope of the exhibition hall should obtain the approval of the sponsor in advance. The personal photography not for the purpose of the commercial activity is neither performed at no photographing area nor influences the normal exhibition order and public order, otherwise being prevented.
11. The sponsor is responsible for handling various sudden events relevant to the exhibition such as the exhibitor disputes.
12. In order to ensure the normal and orderly operation of the exhibition, and maintain the safety of the public order inside the exhibition hall, the center has the right to prevent the following activities inside the exhibition hall:
13. Undertake any site commercial and promoting activity without obtaining the permission of the center, including selling various commodities and foods, and performing the service project with or without charging expense.
14. Paste or issue the flyer, poster, magazine and various advertisement data, etc. without permission.
15. Any behavior that influences, pollutes and damages the hygiene and environment of the exhibition hall.
16. Stay at the exhibition area after closing the hall without permission.
17. Bring the pet into the hall without permission.
18. Carry the items controlled by the public security and the flammable and explosive hazardous substances without permission.
19. Involve the exhibition and activity in any form which violate the national laws and regulations and the social public ethics.
20. The sponsor and any user should comply with various security regulations of Nanjing International Expo Center, and cooperate with the security department to perform the security work well.
21. Safety responsibility for the booth
22. The exhibitor should ensure the safety of the booth; when finding the potential safety risk or problem, firstly report to the sponsor, main field constructor and the security staff of the conference & exhibition center to handle them.
23. During the exhibition, the center staff will check the booth one by one; with regard to the booth not meeting the fire-fighting and structure safety, the rectification notice is issued to require completing the rectification within the specified period.
24. As the responsible person at site for establishing the booth, the exhibitor and each booth construction unit are responsible for the structure, fire-fighting and electrical safety for the established booth, and checking, supervising and carrying out the rectification for all booths within the responsible scope.
25. In order to avoid the unnecessary loss of the personal property, if the exhibitor has the valuable object to display, the exhibitor can insure the property liability insurance for the valuable exhibits and objects.
26. **Management regulations on advertising release**
27. Basic management regulations on advertising release
28. The center owns the right of advertising release in the scope of the exhibition hall, and the information department of the center carries out unified planning, operation and management for the advertisements of all the buildings and public area within the scope.
29. The area of advertising release is confirmed according to the location of the opening ceremony and the areas of exhibition hall used. If it is the same location of the opening ceremony at different times, the settings of advertisement shall be subject to the time. After the end of the opening ceremony, the settings of advertisement shall occupy half of the square principally. If the opening ceremonies of exhibitions are held at the same time, but the locations are different, the areas close to the exhibition hall shall be used for setting the advertising release.
30. In order to guarantee the advertising release, fabrication effect and installation safety, the carriers and advertisements brought by clients themselves are not acceptable principally. If there is any advertisement brought by clients, the sponsor will be responsible for guarding and cleaning up during the period of the exhibition.
31. It is strictly prohibited to release the advertisement in any form. Without the consent of the media information department of this center, the sponsor of the exhibition shall not set up advertisement by themselves or on behalf of clients or release advertisement at will under any name (including sponsorship and retribution) within the scope of pavilion, not build up carriers (including the arch over a gateway) for advertising under any name.
32. All the advertisements shall not be released until the payment has been paid up. The center will order the persons who release advertisements without permission to tear down by themselves or go through related formalities and make the supplementary payment correspondingly; otherwise, the center will tear down forcibly and reserve the right to legal prosecution.
33. The application procedures of all the advertisement projects must be transacted within 7 working days before the advertising release, and the design documents of advertisement contents and other relevant data shall be submitted; the media information department of the center will review and transact the written confirmation procedures; the text file of advertising production or the design document (including electronic document) shall be provided to the media information department of the center within 3 working days before the advertising release, and the contents of the advertisements must conform to the regulations of the *Advertisement Law of the People's Republic of China* and approved by the competent department of government.
34. As per treatment of special circumstances, if the advertisement is torn down temporarily or the advertising release is suspended due to force majeure (for example, severe weather), we will solve through consultation with the advertisement releaser.
35. The leaseholders shall be responsible for paying the expenses required for all the advertising campaigns.
36. The definitions of commercial advertisement and non-commercial advertisement
37. The commercial advertisement refers to: the enterprise names, LOGO or image and the name of the products appear on media.
38. The non-commercial advertisement refers to: the subject content, signs, sponsors and the words to express welcome and congratulations appear on media.
39. Regulations on the hanging operation at exhibition hall
40. The hanging operation is restricted by the booth construction on the ground and move-in time, the sponsor shall apply for the hanging operation to the center within 7 working days before the move-in.
41. The objects that need hanging up shall be provided to the center within 3 days before the move-in; the weight of each object to be hung up shall be limited within 35 kg.
42. The dimensions of the hanging flag must conform to the regulations of the pavilion; otherwise, it is not allowed for hanging**.**
43. The hanging application must be indicated clearly that whether the objects to be hung up will be recycled; if yes, please come to the site to take back the objects at the designated time, and in case of losing, the center will take no responsibility.
44. The hanging operation can only be operated by the professionals authorized by the center; without permission, any unit or individual is strictly prohibited to carry out the hanging operation inside the pavilion.
45. The hanging operation of the pavilion is paid service; please consult the media information department for the detailed price.
46. The difficulty of the hanging operation is quite large, and it is not easy to adjust the objects after being in place. The exhibitors shall provide the written indication for the positioning of the hanging point and arrange the specially-assigned person to coordinate with the hanging operation of the working staffs of the center. If the exhibitors propose to make hanging adjustment once the hanging is in place, it shall be handled and charged according to the secondary hanging operation.
47. The hanging operation is limited by the operation difficulty; it is impossible to offer the hanging operation service at any point and any height, and the fixed point is impossible to be accurate completely. As the space of the exhibition hall is quite high, in order to realize the best effect, the unit of the safe distance from the bottom of the flag to the ground of the exhibition hall is unified in meter.
48. **Management regulations on warehousing and transportation**

Principally, Nanjing International Expo Center provides the list of the qualified transportation supplier to the exhibition sponsor for selection, is responsible for the transportation inside the exhibition halls and provides the work of taking delivery of goods, on-site material handling and backhauling inside the exhibition halls, the expenses occurred thereby shall be borne by the entrusting party. In case that any exhibit or other related objects need to be transported in place by using forklift or crane, the transportation units authorized by Nanjing International Expo Center will be responsible for the operation, and the expenses occurred thereby shall be borne by the leaseholder.

1. The exhibitors need to transact the certificate for vehicles at the on-site service provider appointed by the exhibition and pays related expenses before the motor vehicles are driven into the scope of the exhibition hall, and the security personnel of the center permits the entry according to vehicle certificates.
2. The on-site handling service provider appointed by exhibition sponsor needs to pay the management cost to the center in accordance with the regulations before operation.
3. The exhibitors which load and unload by themselves shall enter into the exhibition hall with the certificate to carry out the operation after paying the management cost for carriage, and the management cost can be charged by the on-site handling service provider on behalf of the center. If there is no on-site handling service provider appointed by the exhibition, the center will charge the management cost directly.
4. Without the permission and authorization of the center, the external engine driven forklift and independent crane (which includes the handling tools of hoisting and landing only), hoisting machinery and other large-scale operation machines are prohibited to move in the scope of the exhibition hall.
5. Through the permission and authorization of the center, the loading and unloading unit must park the handling tools at the designated spot, shall not block the passageways.
6. When the goods of exhibits (especially for heavy apparatus or containers) are moved into the exhibition hall for storage and loading and unloading, it must be operated according to the freight transport route confirmed by the center. The person in charge of operation must adopt effective measures to prevent from causing damage to the facilities and equipment, otherwise, and the person in charge of operation will take the liability for damage.
7. **Management regulations on meeting room**
8. Renting of the meeting place

Before renting the meeting room of the center to hold meetings and activities, the sponsor of the meeting must complete the following procedures:

1. Sign the *Lease* *Contract on the Meeting Place* with the center, and pay the payments as required in the contract.
2. For large-scale activities, the sponsor of the meeting must perform the procedure of submitting fire protection and public security for approval according to relevant regulations of government.
3. In addition to the lease contract, if it needs to newly increase the water, electricity, gas, communication network, advertisements, security and other service items on site, the sponsor may pay the expenses directly to transact on site, and also adopt the method of the written permission through authorization and the unified settlement at the center.
4. Besides the conventional arrangement of the meeting place provided by the center, if the sponsor has other hall arrangement, it needs to apply and submit within 5 days before entrance, and attach with the detailed scheme and drawing of relevant arrangement for the conference site.
5. If the sponsor of the meeting fails to transact the procedures of entering into the hall, the center has the right to refuse them to enter.
6. Management of the meeting room
7. The meeting activity held by the sponsor of the meeting shall conform to the laws and regulations of the country, and bear legal liability for the content of the activity; if any prohibited content is found during the process of activity, the sponsor shall immediately replace and provide the written certificate, shall not hold the meeting and activity until being confirmed and agreed by the center. The center has the right to order the ones that refuse to correct to exit from the activity place, and report to the public security organ and industry and commerce department. The expenses charged previously will not be returned, and the responsible party shall bear the expenses by themselves. And meanwhile, the center will reserve the right of claiming for compensation to the responsible party.
8. The sponsor of the meeting and activity shall be responsible for the property safety of the sponsors and the participants of the meeting and activity. After the end of meeting and activity, check if there is any valuables left at the places of meeting and activity by themselves. The center does not take the responsibility for keeping the valuables at the places of meeting and activity during the period of meeting.
9. The central operation planning department is responsible for the unified planning, operation and management of all the meeting rooms at the second floor of the exhibition room. The meeting and activity places of the center are the specialized rooms for meeting and activity, which are designed professionally and equipped with necessary conference facilities and equipment, and pass the decoration and fire fighting acceptance inspection, conform to the fire fighting regulations and property security in order to guarantee the conference. The center is specialized in the management of the stages, lighting, sound system, tea break, catering and advertisement of the meeting room, and co-organized by the units which signs the contract with the center through invitation for bids, other service providers are not acceptable to enter into and operate.
10. If the sponsor of the meeting needs to carry out the construction of hall arrangement at the meeting rooms of Nanjing Expo Center due to the demand of activity, and the center is not able to meet their service demand indeed, please comply with the following related regulations:
11. The construction unit entrusted by the sponsor of the meeting must be registered at national industry and commerce department. Before the commencement of construction, the construction unit cannot enter into the site until paying the deposit for property security and cleaning.
12. During the period of move-in and move-out, the construction unit shall construct within the designated time and area, without permission, shall not enter into the site in advance or construct and pile up materials beyond the designated areas. In case of the construction beyond the time or not based on the appointed time, the construction unit needs to report 2 hours in advance, and transact the overtime procedures.
13. During the period of move-in and move-out, the trucks shall be parked to load and unload goods at the appointed places. The construction goods shall be carried according to the designated routes; during the process of materials handling, the protective measures shall be taken to avoid damaging the ground, goods elevator and other facilities in the meeting room along the way.
14. The height permitted of the meeting room is 2m.
15. The construction height of the lighting facilities shall not exceed the maximum height of the engineering construction of the meeting room, and its span and weight-bearing shall not exceed the design scope of the product.
16. During the period of move-in and move-out, if any object needs moving out of the meeting room, the security personnel shall permit moving out after checking the release pass issued by the sponsor of the meeting.
17. Before the end of moving out exhibits, the garbage and objects at the activity area shall be taken away; if the garbage and objects are discarded in the scope of the center or around the exhibition hall, the deposit shall not be refunded.
18. The staff of the center will stop and dispose the barbarous construction behaviors that may damage the property of the meeting room; therefore, the project delay and other negligence liability caused thereby shall be taken by the construction unit itself. The following items are strictly prohibited:
19. Do not move the fixed facilities in and out of the meeting room without authorization;
20. The distance between the construction and the wall of the meeting room must be more than 0.5 m, and the structures leaning on walls, traction, collision and drilling holes on the walls are not allowed.
21. It is prohibited to install, hang objects and post up identifications on the property of the meeting room by using foam rubber, glass cement, nail hard objects and drill holes that may damage the property.
22. It is prohibited to construct on the carpet, wood and marble ground, on which the carpet with the thickness of more than 1cm shall be covered as the protection, the force of steel tubes, steel column and other components shall not be directly and vertically applied on the carpet, the plank more than 20cm×20cm shall be used between the steel tube and steel column and the steel tube as the gasket.
23. The open fire, incision, polishing, electric welding, gas welding, paint spraying, table-type electric saw and other hazardous operation are prohibited.
24. It is prohibited to smoke, install hydrogen balloon, and carry with fireworks and other inflammable and explosive objects in the hall.
25. The automobile, electro-mobile, forklift, goods van and other motor vehicles are prohibited to be driven into the meeting hall (room).
26. Other management regulations
27. The tables and chairs, water dispenser, rostrum and indicators equipped at each meeting room shall be equipped according to common practice, shall not be moved and used without authorization.
28. The switches of the dedicated devices affiliated to each meeting room, such as, sound system, lighting and projector equipment must be operated by the professional staffs of the center.
29. The indoor sockets of each meeting room can only be used for mini-watt electric appliance, such as, computer and charger; the power supply of the equipment and constructed apparatus of large-scale meeting must be connected with special cable, which shall not be used by overloading. The materials and connection methods of all the electric appliances must be executed according to relevant codes of practice.
30. Smoking is strictly prohibited at meeting room and the areas with the no-smoking signs.
31. The vehicles of visitors of the meeting and activity can be parked on the ground or at the underground parking space of exhibition hall. In case of any other exhibitions and activities at the corresponding period, please park vehicles by complying with the instruction of the security personnel of the center.
32. **Management regulations on catering**
33. According to the laws and regulations related to food safety of the state and Nanjing, this management regulations are developed in order to guarantee the food safety of the exhibitors and participants. The manufacturing, selling and other food and beverage services of various foods in Nanjing International Expo Center must conform to related regulations of Food Safety Law of the People's Republic of China. Nanjing International Expo Center provides the food and beverage services of manufacturing, selling or distributing the food, beverage, Chinese and Western fast food and buffet, all the food and beverage units need to obtain related permits for the food and beverage services, and approved by Nanjing Municipal or Jianye District Market Supervision and Administration Bureau;
34. The unified management mode is implemented for the catering service provision of the center. According to the demand for catering of exhibition and conference, the catering points are arranged reasonably, to confirm the catering service providers and provide catering service. The center will organize the food safety experts and related professionals to confirm the catering service providers and standby vendors to provide catering service through invitation for bids and approval of the municipal competent department of food safety. Other catering service units shall not set up points and operate the catering business at the center without authorization;
35. During the exhibition, the sponsors or the exhibitors need to arrange the catering service units to manufacture, sell or distribute the food, beverage, fast food and buffet and offer other catering services in the exhibition hall, the sponsors of the exhibition shall ensure the effectiveness and operation content of the qualification certificates to conform to the licenses, and shall centralize and report to Nanjing Municipal or Jianye District Market Supervision and Administration Bureau for approval 5 working days prior to the exhibition, through the review of Nanjing International Expo Center, the catering service units which conform to the related food and beverage management regulations related to the exhibition hall and pay the deposit can produce, sell or distribute at the designated areas.
36. The sponsors, exhibitors and constructors are strictly prohibited to bring the catering service units that do not have related qualifications of catering service and have not been approved by the Market Supervision and Administration Bureau into the exhibition hall for supplying food during the period of arranging exhibitions, holding exhibitions and moving out exhibits;
37. The alcoholic beverage or liquor shall not be sold or distributed in the exhibition hall. The amount of necessary liquor tasting in business activity shall be strictly controlled;
38. The catering service providers shall comply with the following regulations
39. The catering service units must not enter into the exhibition hall for doing business until getting the consent of the center, signing the agreement, and paying related expenses of cleaning, water and electricity. The catering service units must possess the lawful operation qualifications as regulated by the state and Nanjing, own hygienic licenses and transact related procedures of submitting for approval at Nanjing Municipal Health Supervision Institute, be responsible for the safety and sanitation of their operation areas and apply the hygiene and food safety liability insurance. All the stands that supply foods in the exhibition hall must be introduced and managed by the center uniformly, all the catering operational behaviors that not approved by the exhibition hall are prohibited.
40. The catering service personnel need to hold the health certificate signed by the hygiene department.
41. The catering service providers must keep their service area clean and accept the supervision of the center, must equip with cleaning appliance and equipment by themselves, keep the ground and tables and chairs clean, shall not wash tableware in the rest room of the exhibition hall, shall clean up the food waste timely, and discharge waste water after the oil separation treatment.
42. The catering service providers must complete disinfection and sterilization work periodically by themselves, to prevent the generation of “the four pests (rat, bedbug, fly and mosquito)”.
43. The catering service providers shall evacuate the passenger flow for having meals reasonably at peak hours and have contingency plan, and shall take responsibility for related accidents or safety problem.
44. The catering service units must strictly comply with the Food Hygiene Law and relevant national regulations for the industry, completely eradicate the occurrence of all the food safety problems, and shall purchase the corresponding food safety and sanitation insurance within the operation period in the contract. In case of any food safety problems and customer complaint, the catering service unit will take the primary liability.
45. The catering enterprises must comply with the management regulations and related requirements of the exhibition hall, accept the supervision and management of the competent organization of the center, and assign the full-time supervisors to comprehensively supervise and check the site for business operation; the center will carry out the satisfaction survey of catering service regularly, and follow up the survey comments to assess each catering service provider.
46. The catering enterprises accept the locations of catering service appointed by the center, to carry out the lawful and normative operation, the service prices and categories must be agreed by the center, in case of beyond the business scope or illegal business, the center has the right to request to correct immediately, if such enterprises fail to make correction according to the order, the center will cancel their service qualification.
47. The catering service units must purchase related insurance, and be responsible for taking the responsibility of safety accidents within the service area, appoint the person in charge of the fire protection and public security and execute according to related regulations of the government.
48. **Property management regulations**
49. **Facilities and equipment management of the exhibition hall**
50. Ground: the bearing capacities allowed for the ground of each exhibition hall are different, which are 3-5 t/m2 respectively (please see details in the technical parameters of the exhibition hall). The trench covers painted with caution signs belong to the weak structures, not allowed being run over or pressed by vehicles or heavy stuffs. The vehicles which need driving into exhibition hall shall be commanded by the specially-assigned person and driven at the designated routes, please apply for the overweight exhibits or transport vehicles in advance, which can be moved or driven into the exhibition hall till getting the consent of the working staffs of the center.
51. There are pipeline systems for providing water, electricity, gas, and firefighting and communication network connection equipped in the trench with cover on the ground of exhibition hall. The above facilities can only be used by the authorized working staffs of the center; other personnel are prohibited to open without authorization.
52. In order to let exhibitors use exhibition hall better, the ground of exhibition hall is marked and painted with yellow attention lines, and any booth shall not occupy the area beyond yellow lines
53. Walls: the walls of the exhibition hall are divided into glass curtain walls, decorative wall of aluminum alloy and solid walls. It is strictly prohibited to adopt the destructive usage modes of leaning on, pressing, hanging up, drawing and drilling holes; to utilize walls to construct booth; to post up this advertisement and publicity material at will or have other behaviors of contaminating walls; to set up structures that will affect the overall aesthetic effect of the facade of exhibition hall.
54. The wind tower and fire hydrant: the wind tower and fire hydrant in exhibition hall shall not be covered, blocked, enclosed, leaned against and pressed, shall not even be damaged, contaminated or climbed at will, the appropriate distance shall be kept around the wind tower and fire hydrant according to the instruction of yellow lines on the ground. In case of any special demand, the sponsors shall contact with the working staffs of the center for solution.
55. Roof: the weight suspended at the specialized suspension point under the steel girder of the roof of exhibition hall shall not exceed 100kg/point; it is strictly prohibited to hang up the overweight objects. Such kind of suspension point cannot be used for the load-bearing traction.
56. Elevator: the working staffs of the center will schedule elevators according to the use conditions of exhibition hall, other personnel are prohibited to regulate, control or change the parameter settings of elevators without permission.
57. Rest room: the auto-induction devices inside the rest room is marked with operating requirement and instructions, the users shall use based on instructions. The toilet paper, liquid soap, disinfectant and deodorant in rest room are articles for public use, shall not be taken away, the ancillary facilities shall not be damaged. The wash basin and cleaning sink of the rest room shall not be used for pouring garbage, washing tools or getting water, otherwise, the expenses generated for cleaning the blocked pipeline shall be borne by the responsible person and the person whom causes the trouble.
58. Others: in case of using and showing the ultrasonic wave, infrasonic wave and laser equipment that may be harmful for human body or cause others feel uncomfortable in the exhibition hall, the special application shall be proposed to the working staffs of the center in advance. The high frequency equipment, wireless device and strong electromagnetic field that may have harmful effect on human body shall not be exhibited or used. The wireless walkie-talkie brought and used by the exhibitors themselves shall not disturb the built-in wireless communication system of the exhibition hall, otherwise, will be stopped using.
59. **Protection for square and green space**
60. If the green space needs to be occupied for carrying out any activity within the scope of exhibition hall, the sponsors must submit for the approval of the center. After acquiring the consent, the sponsors of activity must take sufficient and effective measures to protect the green space, in case of any damage caused by lack of protection, the center will claim for the corresponding compensation according to the degree of damage.
61. In order to protect the green space, it is strictly prohibited to pour any matter on the green space without authorization and to place or hang up the objects on the green space. Otherwise, once the damage caused, the center will claim for the corresponding compensation according to the degree of damage.
62. **Cleaning management**
63. The scopes that the cleaning staffs are responsible for include the public passageway, the rest rooms and public places and public facilities to provide general cleaning or dust collection services; the exhibitors and constructors will be responsible for cleaning the booth.
64. If the public area of the exhibition is covered with passageway carpet, the sponsors must pay the cleaning fees for the passageway carpet during the entire period of holding exhibition; in order to guarantee the entire cleaning quality of the exhibition area, the cleaning business of the passageway carpet can only be the responsibility of the center, the sponsors shall not outsource the cleaning business of the carpets separately.
65. The objects used by the exhibitors shall be kept properly by themselves. It is strictly prohibited to pile up carton, wooden box, decoration materials and other sundries at public area or around the booth; if there is a need, the exhibitors may ask for warehouse service at the service desk, otherwise, the center has the right of treating them as garbage and cleaning out of exhibition hall.
66. Before the exhibition, the special booth constructor must pay the deposit for cleaning the exhibition hall; before the end of move-out, the garbage and objects in exhibition must be cleaned up and taken away, and it is strictly prohibited to discard garbage and objects in the scope of or around exhibition hall; otherwise, the center will not return the deposit.
67. The exhibitors and constructors shall be obliged to take the cleaning and protection measures, shall not contaminate the ground of exhibition hall and other equipment and facilities. If the ground or other equipment and facilities are stained with splotch difficult to remove (such as, coating, paint and foam rubber), the working staffs of the center have the right to request the exhibitors or constructors to immediately clean up; in case of failing to clean up within the specified time, the center will deduct all or part of the cleaning deposit as the cleaning expenses according to the degree of contamination.
68. **Traffic management**
69. The sponsor which holds exhibitions (activities) shall complete the traffic approval formalities at the traffic police department of Nanjing Public Security Bureau 1 month before arranging exhibitions. If the trucks for arranging and moving out the exhibition (activity) or trucks from other places are driven into the center, the *Traffic Permit for Trucks* must be applied for according to the relevant regulation of road traffic control released by the traffic police station of Nanjing Public Security Bureau.
70. Any engine-driven transportation facility shall not be driven into the exhibition hall without permission; the personnel who drive vehicles and enter into the exhibition hall must comply with the safety regulation of the center to drive according to the traffic identification and guiding instructions and obey the command of the working staffs on site.
71. All kinds of vehicles can only be parked and placed for loading and unloading goods within the designated areas. The vehicles or the goods which are parked or stored by violating rules will be towed away or moved away, and the expenses required will be borne by the transporter or the owner of goods; when the goods are loaded and unloaded, the effective protective measures shall be taken to avoid damaging the facilities of the exhibition hall; otherwise, the transporter or the owner of goods will be responsible for compensation.
72. The running speed of any vehicle shall not exceed 15km/h within the scope of exhibition hall, and shall be lower than 5km/h within the unloading area.
73. The safety responsibility of vehicles will be taken by the owner of vehicles. Please do not leave the valuables inside the vehicles, and lock the doors and windows of vehicles well.
74. The vehicles shall not be parked at public passageway or block the exit door of fire protection, and the violators will take all the consequences and liabilities caused thereby.
75. **Regulations on guaranteeing the legality of the content of exhibition**
76. If any exhibit or the exhibit content is found to violate a ban, the sponsor must replace immediately; the center has the right to order the ones refuse to correct to exit from the activity place, and report to the public security organ and industry and commerce department.
77. In case that the contract signed between both parties cannot be performed due to any behavior of violating laws and rules during the exhibition held by the sponsor, the sponsor will be deemed as breaking the contract, and the center has the right to terminate the contract, will not return all the expenses charged from the sponsors, and request the sponsor to compensate for the economic losses of exhibition hall vacancy and related expenses of service that has been performed.
78. The losses caused by the activity of violating laws and rules of exhibitors shall be borne by the responsible party, all the payments that have been charged previously will not the returned, the sponsors shall be held jointly liable. In case of any other loss or adverse impact on the center caused thereby, the center will reserve the right of claim for compensation from each responsible party.

**VI. Settlement of Cost**

**(I) Force Majeure**

1. Force majeure shall be include but not be limited to fire, flood, earthquake, storms, infectious diseases, war and other unforeseen events whose occurrence or consequences cannot be prevented or avoided;
2. If Nanjing International Expo Center fails to perform the agreement and offer a venue to hold exhibitions and other relevant activities due to force majeure, it shall refund receivables (not bearing interest). Nanjing International Expo Center shall not be liable for any other consequences and losses caused by force majeure;
3. The Nanjing International Expo Center will refund the rental of venue, advance payment or any other fees to the leaseholder, if the leaseholder fails to perform the contract or hold the exhibition and related activities due to the force majeure. The leaseholder shall not be liable for any other consequences and losses caused by force majeure.

**(II) Cancellation, Termination and Compensation**

1. After the content of agreement is confirmed by both parties concerned, if the leaseholder fails to sign the agreement without due reasons within fifteen days, Nanjing International Expo Center has the right to cancel the agreement;
2. After the signing of the agreement, if the leaseholder fails to pay the deposit, the advance payment or the rental charges of exhibition hall, or it transfers partial or all rights under the agreement to a third party without the consent of the Nanjing International Expo Center, Nanjing International Expo Center has the right to terminate the agreement, and requests the leaseholder to pay the compensation fee in accordance with the provisions of the agreement;
3. If the leaseholder requests to terminate the agreement for some reason, it shall send a written notice to the Nanjing International Expo Center in a timely manner, and pay the termination compensation fee in accordance with the provisions of the agreement. The date of termination of the agreement shall be subject to the date when the Nanjing International Expo Center receives the written notice of the termination of the agreement from the leaseholder.

**(III) Charges**

1. The leaseholder shall pay 20% of the total fees as deposit within 10 days after the agreement is effective in accordance with the agreement;
2. The leaseholder shall pay 30% of the total fees as advance payment within three months before the opening of exhibition or activity in accordance with the provisions of the agreement;
3. The leaseholder shall pay 40% of the total fees within a week before the opening of exhibition or activity in accordance with the provisions of the agreement;
4. The leaseholder shall, in accordance with the agreement, pay other payables stipulated in the agreement as well as the relevant expenses incurred during the exhibition before the end of the lease period of the exhibition hall;
5. If the leaseholder fails to pay fees according to the prescribed date, Nanjing International Expo Center has the right to claim a thousandth of payables as liquidated damages from today to the date of payment;
6. If the leaseholder fails to pay fees on time in accordance with the provisions of the Item 1, 2 and 3 of Article XIII, Nanjing International Expo Center has the right to terminate the agreement. The fees that have been paid will no longer be refunded;
7. Nanjing International Expo Center may make the necessary adjustments and modifications to the above payment terms in accordance with the actual situation.

**VII. Revision or Supplemental and Effective Version of this Regulation**

1. Nanjing International Expo Center reserves the right to revise, supplement and modify the regulation at any time, which doesn't need to ask the consent of the leaseholder in advance and will be immediately put into force and implemented once they are approved by the competent department of the Nanjing International Expo Center. However, the leaseholder who has signed an effective agreement with the Nanjing International Expo Center still implements the previous regulation.
2. This regulation has two versions - Chinese version and English version. If there are inconsistencies between the two versions, the Chinese version shall prevail.
3. Nanjing International Expo Center shall have the standard interpretation of this regulation.

**Appendix to the Management Regulations:**

* 1. *The (Security, Fire, Construction) Safety Responsibility Agreement of Nanjing Expo Center Exhibition*
  2. *The collection (compensation) price list of the damage deposit of exhibition hall*

Nanjing International Expo Center

January 2016

**Appendix 1 The Safety Responsibility Agreement of the Exhibition**

**To conscientiously implement the *Safety Management Regulations on Large-Scale Mass Activity* (State Council Decree No. 505) and *Fire Control Law* and *Safety Production Law*, the security prevention work shall be well performed through more strict management, more scientific methods and stronger measures in accordance with the principle of "safety first, prevention first, comprehensive management”.**

**Based on the principle of safety and prevention first, this responsibility agreement is specially formulated to prevent the safety accidents, ensure life safety and property safety and create a good and orderly safe production environment and ensure the smooth progress of the exhibition.**

Exhibition name:

Move-in date: DD/MM/YY to DD/MM

Exhibition date: DD/MM/YY to DD/MM

Move-out date: DD/MM/YY

Sponsor name:

Main responsible person of the sponsor: contact:

Exhibition hall in use: area: m2

**The responsibilities and obligations of the sponsor:**

I. The sponsor of the exhibition shall designate a special person responsible for the venue construction and fire safety, and make sure the safety of construction and fire control during the exhibition in accordance with the principle of "one who is in charge of and hosts the exhibition is responsible for safety".

II. The sponsor of the exhibition shall strictly and conscientiously implement the *Fire Control Law of People's Republic of China*, *Safety Management Regulations on Large-Scale Mass Activity* (State Council Decree No. 505) and *Safety Production Law* and other relevant regulations on fire control and safety, take measures to prevent fire and guarantee safety, determine the responsible person of fire control and safety and carefully carry out their duties.

III. The sponsor of the exhibition shall strictly examine and verify entry formalities of each exhibition booth and be responsible for the propaganda and education as well as supervision and examination of construction and fire control to urge the rectification of construction and fire hazards in accordance with *Use Rules of the Exhibition Hall*, *Safety Management Regulations on Move-in*, *Safety Responsibility Agreement of the Special Booth Construction* and *Regulations on the Fire Control of the Exhibition Hall*.

IV. The sponsor of the exhibition shall be responsible for the examination and approval of the decoration plan, drawings, materials and others of exhibitors. The exhibitors must submit the above-mentioned things to the sponsor for strict review before decoration. After passing the examination, the exhibitors and sponsor will sign the safety responsibility agreement on fire control and construction safety. Then the sponsor can handle the entry formalities for exhibitors.

V. The sponsor of the exhibition shall be responsible for supervising and guaranteeing that the structure of exhibition booths built by the construction unit is firm and secure. If the collapse of the booth, work injury, people injured, the damage of buildings and other safety accidents occur during construction, exhibition and move-out, the sponsor of the exhibition will take full responsibility. The sponsor shall be responsible for the construction safety of the construction site, electrical safety of booth and fire prevention work, and shall designate the full-time security officer responsible for the construction site safety and fire prevention work. No one is allowed to smoke at any time in the exhibition hall.

VI. The sponsor of the exhibition shall be responsible for supervising the construction units and exhibitors in case that they do things such as nailing nails, binding and other damages to buildings (walls, cylinders and a variety of special pipelines). The structure of all booths and their main structure should be connected and the booths should be built strictly in accordance with the limited height of the exhibition hall (not more than 6m).

VII. When the sponsor of the exhibition designs and plans the exhibition venue (hall), it must not seize, occupy, bury and shelter the fire facilities and fire shutter door.

VIII. The sponsor of the exhibition shall be responsible for supervising and guaranteeing that the fire operation is strictly prohibited in the exhibition hall. If there is indeed a need to use oxygen welding and electric welding during operation in the venue, the decoration unit must report to the venue for review. And the fire use certificate and fire control equipment are required. The on-site guardians and protective measures must be ensured before fire work.

IX. The sponsor of the exhibition must consciously accept and cooperate with the public security fire control institutions and the security department of Party A in inspecting the work of exhibitors to eliminate hidden danger and fire hazards and to ensure security.

X. If any exhibitor where the potential fire hazards exist doesn't carry out rectification, the public security fire control institutions will punish both the sponsor and the exhibitors, and even pursue their legal responsibility if a fire accident occurs.

The sponsor of the exhibition must sign the *Safety Responsibility Agreement of the Special Booth Construction* with the construction unit of the exhibition booth and should submit its copy to the Nanjing International Expo Center for the record! It the safety accidents and losses occur due to that the sponsor fails to perform the above-mentioned rules or fails to sufficiently supervise, inspect, manage and implement, the sponsor and exhibitors shall bear all the economic losses caused to the Organizing Committee and venue.

**The sponsor unit of the exhibition shall show the copy of the business license and the contract signed with the contractor before the signing of this responsibility agreement.**

**This Company has known the *Use Rules of the Exhibition Hall*, *Safety Management Regulations on Move-in*, *Safety Responsibility Agreement of the Special Booth Construction* and *Regulations on the Fire Control of the Exhibition Hall* of Nanjing International Expo Center and ensures strict observance.**

Representative of the sponsor (signature):

This responsibility agreement takes effect immediately from the date of the signing

**Appendix 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Service Price List of Nanjing International Expo Center** | | | | | |
| **Compensation for Damage to Exhibition Hall Facilities (Including Main Material, Auxiliary Material and Labor Costs)** | | | | | |
| **No.** |  | **Name** | **Specification** | **Unit** | **Unit price (Yuan)** |
| 1 | Mobile distribution box | Compensation for mobile distribution box | 32A/380V with 4m cable | / | 2,300 |
| 2 | Compensation for mobile distribution box | 32A/380V with 7m cable | / | 2,500 |
| 3 | Compensation for mobile distribution box | 32A/380V with 15 m cable | / | 3,000 |
| 4 | Compensation for mobile distribution box | 63A/380V with 15 m cable | / | 4,500 |
| 5 | Compensation for mobile distribution box | 125A/380V | / | 10,000 |
| 6 | Compensation for mobile distribution box | 16A/220V with 10 m cable | / | 1,500 |
| 7 | Compensation for mobile distribution box | 16A/380V with 10 m cable | / | 1,600 |
| 8 | Compensation for mobile distribution box | 32A/380V with 10 m cable | / | 2,000 |
| 9 | Compensation for mobile distribution box | 63A/380V with 10 m cable | / | 4,000 |
| 10 | Compensation for mobile distribution box | 100A/380V | / | 1,500 |
| 11 | Compensation for mobile distribution box | 200A/380V | / | 2,500 |
| 12 | Compensation for mobile distribution box | 300A/380V | / | 3,500 |
| 13 | Compensation for mobile distribution box | 400A/380V | / | 3,500 |
| 14 | Power cable | Compensation for power cable | ZR-YC　3\*35+2\*10 | m | 200 |
| 15 | Compensation for power cable | ZR-YC　3\*6+2\*4 | m | 50 |
| 16 | Compensation for power cable | ZR-YC 3\*35+2\*6 | m | 200 |
| 17 | Compensation for power cable | ZR-YC 3\*16+2\*6 | m | 50 |
| 18 | Compensation for power cable | YJV-0.6/1KV-4\*35+1\*16 | m | 150 |
| 19 | Compensation for power cable | YJV-0.6/1KV-4\*95+1\*50 | m | 300 |
| 23 | Other equipment | Compensation for touch screen |  | / | 16,000 |
| 24 | Compensation for evacuation indicator light | Floor lamp | / | 500 |
| 25 | Compensation for evacuation indicator light | Wall lamp | / | 400 |
| 26 | Compensation for intelligent water cannon nozzle |  | / | 30,000 |
| 27 | Compensation for portable extinguisher |  | / | 200 |
| 28 | Compensation for 6W hanging loudspeaker |  | / | 500 |
| 29 | Compensation for 30W box type loudspeaker |  | / | 1,000 |
| 30 | Compensation for audible and visual alarm |  | / | 500 |
| 31 | Compensation for temperature detector probe |  | / | 500 |
| 32 | Compensation for smoke detection probe |  | / | 500 |
| 33 | Other facilities | Compensation for drilling the floor of exhibition hall |  | / | 2,000 |
| 34 | Compensation for ground contamination |  | m2 | 100-500 |
| 35 | Compensation for steel plate door | 1000\*2400 | / | 3,000 |
| 36 | Compensation for aluminium-plastic panel |  | m2 | 1200 |
| 37 | Compensation for point -supported glass curtain wall | 1000\*3000 | / | 3,000 |
| 38 | Compensation for full glass door | 1000\*3200 | / | 2,000 |
| 39 | Compensation for concrete wall panel | 1000\*2400 | / | 5,000 |
| 40 | Compensation for panel punching |  | / | 150 |
| 41 | Compensation for profiles | Damage | m | 200 |
| 42 | Compensation for lock | Loss or damage | / | 10 |
| 43 | Other compensation |  | Can be accumulated | 50 |