

# Official Contractor **Service Manual**

Music Guangzhou 2025



**Dear Exhibitor,**

Thank you for your participation in **The 21<sup>st</sup> Guangzhou International Musical Instruments Exhibition 2025.**

This contractor manual contains detail information of the exhibition services we provide, including adjustments to management regulations, registration procedure for construction badge and vehicle pass (pages 54), and important matters to note. Please read it carefully and fill in the relevant forms as required, sending them to the official contractor before the deadline.

As the official contractor, we will provide meticulous and thoughtful services to ensure your company completes its exhibition smoothly. If you require any assistance or additional information, please contact us:

| Area | Hall       | Tel               | Email            |
|------|------------|-------------------|------------------|
| B    | 9.1, 10.1  | +86 180 5428 2312 | M1@d-make.com.cn |
|      | 11.1, 13.1 | +86 180 7883 3949 | M2@d-make.com.cn |

**Important Note:**

- All materials should be printed on A4 paper, stamped and signed, scanned in the form of jpg files, and sent to the corresponding email. The size of each picture should not exceed 200kb.**
- Application material for Double-Storey booths need to be printed on A4 paper, stamped and delivered to our company in duplicate before the deadline.**
- After reviewing the electronic application documents, the official contractor will request the contractor of the booth to provide two copies of the document if necessary. For delivery information, please refer to page 10 of this manual.**

**Deadline for raw space booth construction application: 15 April, 2025**

**Deadline for payment of electricity and management fee: 28 April, 2025**

**Deadline for furniture rental: 16 May, 2025**

**Reminder:** Guangdong Dmake Exhibit Design Engineering Co.,Ltd is the official contractor who is responsible for raw space booth construction. Please refer to the details of following items in the manual.

|   |  |  |   |                              |
|---|--|--|---|------------------------------|
| <b>1</b><br>Standard Booth<br>Description | <b>2</b><br>Custom-built/Raw<br>Space Booth<br>Description | <b>3</b><br>Guideline for Raw<br>Space Booth<br>Construction | <b>4</b><br>Electricity and<br>Electrical<br>Equipment Rental | <b>5</b><br>Furniture Rental |
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## 1. Exhibition Schedule

### 1. Move-In Date & Time

| Booth Type   | 25 May<br>(Sunday) | 26 May<br>(Monday) |
|--|--------------------|--------------------|
| Custom-built Stand / Raw Space   | 09:00 - 20:00      | 09:00 - 20:00      |
| Standard Booth   | ----               | 09:00 - 20:00      |
| <p>Important Note:</p> <ol style="list-style-type: none"> <li>1. To enhance the security of exhibits and personal belongings, the move-in time of construction materials and exhibits are as follows: <ol style="list-style-type: none"> <li>i. Construction materials: 09:00 - 20:00    25-26 May<br/> <div style="margin-left: 40px;">09:00 - 20:00    26 May</div> </li> <li>ii. Exhibits: 09:00 - 20:00, 26 May</li> </ol> </li> <li>2. Only construction materials are allowed to move-in on 25 May. Move-in of exhibits is forbidden until 26 May. All exhibitor / contractor shall pay attention to the safety of exhibits and construction.</li> <li>3. During move-in and move-out period, only trucks with corresponding hall's vehicle pass can enter the exhibition halls. No vans, cars or less than 15-seater minibus can enter the exhibition halls.</li> <li>4. According to exhibition hall regulation, application for overtime working is not accepted on 25 May. Exhibitors who need to work overtime after 20:00 on 26 May must apply at service centre before 15:00 with full payment. Exhibitors work overtime without official contractor's approval will cause electricity cutoff and bear all loss by themselves.</li> <li>5. The entrance for truck will be closed at 19:30 during 26 May. No trucks can enter the exhibition halls after closing time. Exhibitors should consider and plan their move-in arrangement as per the time frame scheduled.</li> </ol> |                    |                    |

### 2.. Move out Date & Time

|                            | 30 May (Friday) |
|----------------------------|-----------------|
| <b>Electricity Cut-off</b> | 13:00           |
| <b>Truck Entering</b>      | 13:00 - 18:00   |
| <b>Exhibitor Move-out</b>  | 13:00 - 16:00   |
| <b>Contractor Move-out</b> | 15:00 - 19:00   |

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

### **Guideline for working overtime application**

The working overtime fee is as follows:

| Working Time   | Application time       | Unit Price  | Note   |
|--|------------------------|---|--|
| 20:00-23:00<br>25 May                                  | Before 15:00           | ¥60/m <sup>2</sup> /3 hours<br>Less than 200 m <sup>2</sup>                                   | The charge is based on a minimum of 100 m <sup>2</sup> and 3 hours. For areas exceeding 100 m <sup>2</sup> , charges are based on the actual area used.  |
|  |                        | ¥40/m <sup>2</sup> /3 hours<br>Greater than or equal to 200 m <sup>2</sup>                    | Charge by actual applied area  |
| 20:00-23:00<br>26 May                                  | After 15:00            | ¥78/m <sup>2</sup> /3 hours<br>Less than 200 m <sup>2</sup>                                   | The charge is based on a minimum of 100 m <sup>2</sup> and 3 hours. For areas exceeding 100 m <sup>2</sup> , charges are based on the actual area used.. |
|  |                        | ¥52/m <sup>2</sup> /6 hours<br>Larger than or equal to 200 m <sup>2</sup>                     | Charge by actual applied area  |
| 23:00 26 May<br>-08:00 27 May<br>(Construction Period) | Apply one hour earlier | ¥30/m <sup>2</sup> /3 hours<br>Applicable only for those already work on 20:00-23:00 that day | The charge is based on a minimum of 100 m <sup>2</sup> and 3 hours. For areas exceeding 100 m <sup>2</sup> , charges are based on the actual area used.. |
| 19:00-24:00<br>(Dismantling Period)                    | Before 15:00           | ¥25/m <sup>2</sup> /1hours  | The charge is based on a minimum of 100 m <sup>2</sup> and 1 hours. For areas exceeding 100 m <sup>2</sup> , charges are based on the actual area used.. |

**Note:**

- 1. The applied area includes pillar inside the booth.**
- 2. Working overtime without approval will be charged by 500 m<sup>2</sup>. If the area is larger than 500 m<sup>2</sup>, will be charged by 1,000 m<sup>2</sup>.**

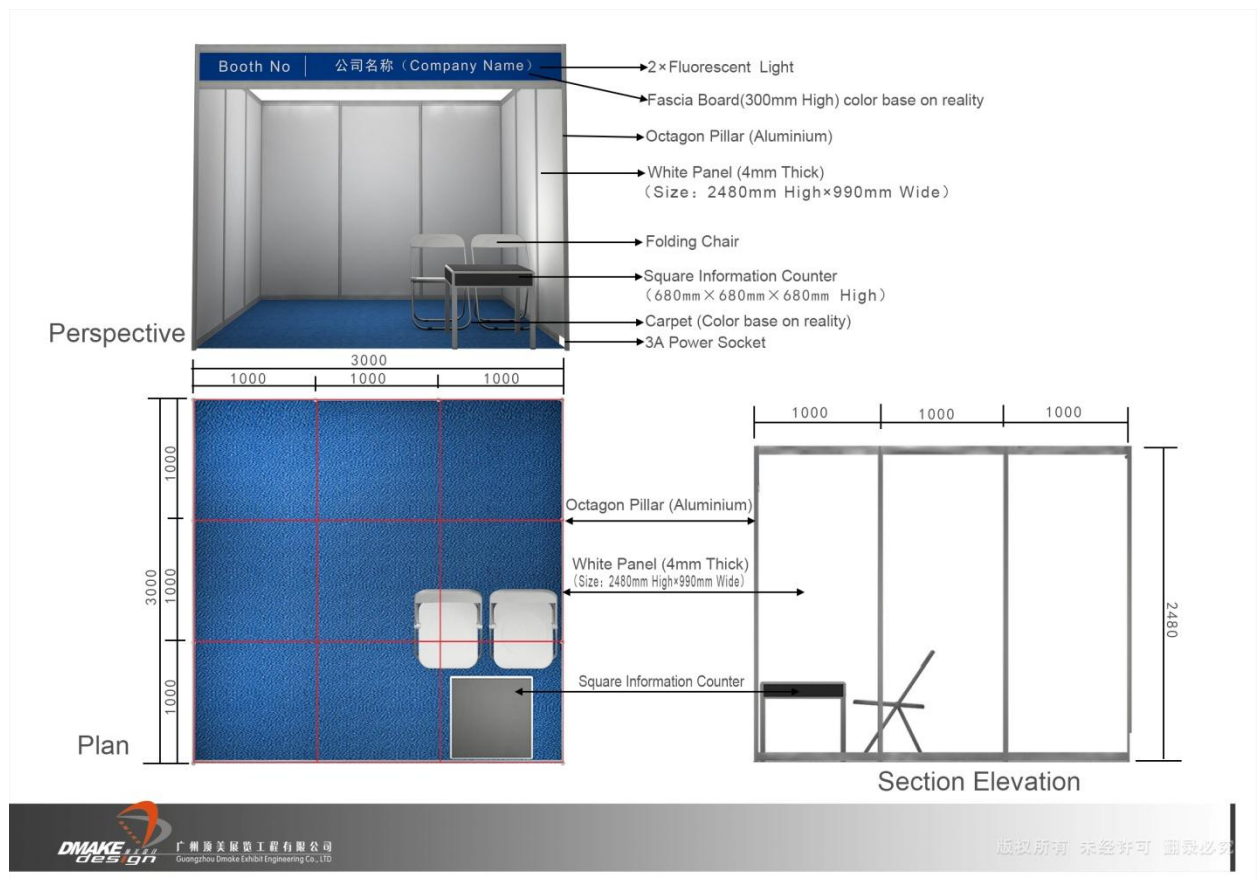
## 2. Standard Booth

### 1. Standard Booth Description

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

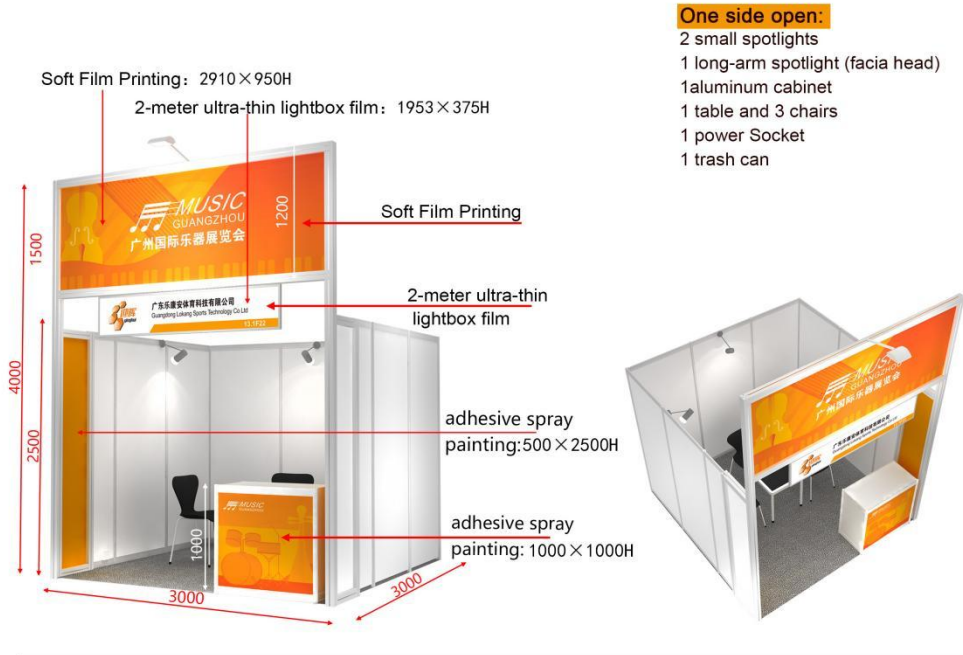
- **Booth Structure:** Wall panels on 3 sides (white laminated panels) supported by a modular system of aluminum structure, carpet covering entire floor area of booth
- **Fascia Board:** With exhibitors company name (in both English and Chinese) and booth number
- **Furniture:** 1 information counter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

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



**Important Note:** Strongly recommend using D-Make, the official contractor, for all poster and banner printing and installation needs. Exhibitors who install their own posters or banners must remove and take them outside the hall on exhibition closing date. Or there will be RMB100 cleaning fee per booth.

## 2.Upgrade Standard Booth Description



### 3. Important Notes to Standard Booth Exhibitors

#### Structure Safety of Standard Booth

- a. Please do not make any alternation to the booth structure, no furniture and equipment are allowed to be removed from the booth or exhibition halls.
- b. No fixture on wall panel, aluminum pillar, carpet, ceiling, wall, pillar or firefighting equipment. Any violation or damage will be compensated by penalties listed on "Form 6 Construction Safety Regulations and Penalties Agreement".**
- c. No painting on wall panels. If exhibitors need to put on posters on wall panel, it is suggested to contact D-make company for the service. Exhibitors are allowed to put on posters with adhesive tape on wall panels or carpet and shall remove all posters to the specified area driving move-out. If the posters are left in the booth after move-out, there will be RMB100 for each item. Unless requested by exhibitors,**
- d. The Organizer shall assume that exhibitors occupying two or more adjoining standard booths will choose to remove the wall panels in between. Exhibitors should notify the Organizer in written form if they want to keep the wall panels.
- e. For corner booth, wall panels only stand on the adjoining booth, leaving the rest sides empty with fascia board. Exhibitors should inform the Organizer in written form **on or before 16 April** if exhibitors want to change the booth setting. Application after the deadline will be subjected to surcharge according to the price list by the Exhibition Venue.

#### Electrical Safety of Standard Booth

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



### 3. Raw Space Booth

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

- a. The rental of raw space booth does not include any electricity supply and construction deposit. Exhibitors must supervise their appointed contractors to buy insurance and order the electricity from Official Contractor and **settle the electricity fee, hall management fee and related deposit (including construction deposit, power distribution deposit and security deposit) before the deadline.** Exhibitors of standard booth requiring three-phase circuits or over 500w power consumption should follow the guidance above-mentioned. To avoid unnecessary disputes, exhibitors are kindly requested not to pay any deposits on behalf of the contractors.
- b. Regarding to **construction badge and vehicle pass application (*very important and please read carefully*)**, exhibition venue has adopted a new registration system since 2021. **Every custom-built stand / raw space booth contractor must first complete the custom-built stand / raw space booth construction application and approved by the Official Contractor, Dmake with full payment settled, then after receiving the Application Consent Notice from Dmake, contractor can apply for construction badge and vehicle pass.** Please refer to “**Appendix II Construction Badge and Vehicle Pass Registration Guideline**” for more details (process may further be revised by exhibition venue).
- c. **An important reminder for the application of construction badge and vehicle pass, according to exhibition venue's requirement, contractor will only obtain the right to apply for the contractor badge / vehicle pass for The 21<sup>st</sup> Guangzhou International Musical Instruments Exhibition (Music Guangzhou) after completing the account verification by exhibition venue (may take few days to proceed), choose to apply as custom-built stand / raw space contractor of Music Guangzhou and verified by exhibition venue again.** Therefore, it is recommended that all contractors (including self-built exhibitors) **complete the account verification by exhibition venue ASAP.**
  - ①The exhibition hall implements a policy starting from July 1, 2024, where "units applying for badges must pay a deposit of RMB1,000 to obtain the qualification for badge issuance." The relevant deposit will be collected and refunded by the exhibition hall's badge issuing department, for details, please refer to Appendix II.
  - ②Exhibition hall staff will supervise unlicensed construction personnel during the exhibition setup and dismantling periods, taking photos and registering each booth. For each unlicensed construction personnel found at a booth, RMB100 will be deducted from the badge deposit. If the deposit is fully deducted, the on-site service point of the exhibition hall will suspend the badge issuing qualification of the unit, and a new deposit of RMB1,000 must be paid to reactivate the badge issuing qualification. The remaining deposit will be fully refunded through the original payment channel. If the payment method is "cash," the construction supervisor must go to the on-site service point of the exhibition hall to handle the deposit refund in person.
  - ③The official contractor will impose fines and deduct points for the violations of clause 5 simultaneously.
- d. Contractors are responsible for the health management of their construction personnel. They are not allowed to continue working while symptomatic, and are prohibited from working overnight, under the influence of alcohol, or when fatigued. All persons entering the exhibition hall must **present their construction badge along with the ID card for verification** and paying attention to personal hygiene throughout the process. It is strictly forbidden to work with shirtless or wear slippers.

- e. Raw space appointed contractors have to submit all the forms and documents required by the Official Contractor for booth construction application and they must adhere to all the rules and regulations listed in the manual. The booth design and proposal submitted by exhibitors will be reviewed and examined by relevant departments. For more information, please refer to **“Rules and Requirements for Custom-built Stand / Raw Space Booth Construction”** and **“Related Regulations of Exhibition Venue”**.
- f. The copy of “Exhibition Liability Insurance” or “Third Party Liability Insurance” is required to submit to Official Contractor before construction badge registration. Please scan the insurance original copy and invoice to corresponding email, otherwise the application for construction badge will not be proceeded.
- g. Application will be confirmed when full payment has been settled. Late application may not be accepted.
- h. The maximum height of two-storey booth structure is 6 meters, while for one-storey booth, the maximum height of booth structure is 4.5 meters. Special requirement of booth height should be applied to Official Contractor in writing (please refer to page 30, booths less than 27 m<sup>2</sup> is not allowed to apply), construction is only allowed with written approval. If the booths are enclosed at four sides in a proportion of more than 75%, there shall be no less than two evacuation exits and the horizontal distance between two adjacent evacuation exits shall not be less than 5 meters. For booths over 72m<sup>2</sup>, the evacuation exits shall be open, with a net width of no less than 2m and a height of no less than 2m, and the furthest distance between the booth and the evacuation paths of the exhibition hall shall not exceed 15m. There shall not be any form of cover with 2m of the evacuation exits.
- i. **Two-storey booth is approved only if the booth size is larger than 90m<sup>2</sup> and it cannot be adjoined to other booths. Construction is only allowed with written approval.** Area of the second storey must be larger than 30m<sup>2</sup> but shall not exceed 50% of the bottom storey. The second storey can only be used for business negotiation. Hall management fee of the second storey will be 50% of the contracted floor space. In compliance with fire and safety regulations, the bottom storey shall be equipped with hung 6-kilogram powder fire extinguisher in a criterion of every 20m<sup>2</sup> with one fire extinguisher, 20 - 30m<sup>2</sup> with two, 30 - 40m<sup>2</sup> with three and so on.
- j. Raw Space exhibitors are responsible for their own floor covering. All carpets and floor coverings should be affixed with double-sided tapes. The use of paint or glue on the floor of exhibition hall is strictly forbidden. No damage on the floor of exhibition hall is allowed.
- k. Stage for performance can only be built with organizer and official contractor’s approval. Please refer to Form7-Application form for stage construction.
- l. Single span length between steal and timber trusses cannot exceed 6m.
- m. Base and diagonal bracing must be added to the bottom of the truss structure. Truss sleeve, pin and clamp should be used for truss construction. It is strictly prohibited for using iron wire or tying down bandage for truss fastener.
- n. The maximum span length between the two pillars of the truss of or less than 300mm\*300mm is 6m, for truss of 400mm\*400mm is 12m, for truss of 500mm\*600mm is 18m. Other requirements are as follows:
  - i The diameter of the truss support cylinder with section size below 400mm\*400mm shall not be less than 120mm, and the diameter of the truss support cylinder with section size above 400mm\*400mm shall not be less than 160mm. All pillars must be connected to the ground with steel plates, and the steel plates and pedestal must be welded firmly.

- ii The segment connections of trusses shall be less than 3 within the entire span.
  - iii High-strength bolts must be used for the truss segment connection, and there should be at least 8 bolts for each segment connection. The bolts shall be tightened and checked. Recheck record must be kept.
  - iv Arrange the location for load bearing on the truss reasonable.
  - v All trusses must be connected to an independent ground steel structure support, and must not be connected to side walls or other materials in any way.
  - vi For truss structures with a span of more than 9 meters, the static and live load column and beam structure drawings, mechanical drawings and mechanical calculation issued and sealed by the design institute (class B or above qualification) shall be provided, and must be stamped by national first-class registered structural engineer.
- o. If the booth exceeds the standards of item m to q, please provide the application materials according to the requirements of the double-storey booth, and the construction can only be carried out after the application is approved.
- p. According to the latest requirements of relevant departments for temporary buildings, to use the stage and the large-area LED display booth, the supervision company shall be hired (qualification documents and the signed contract of the supervision company must be submitted) to conduct on-site supervision of the construction safety and submit the final supervision report.
- the following three conditions shall hire a supervision company:
- A) The stage is used for singing and dancing performance, B) the stage exceeds 200 square meters, C) The stage or backboard (display screen) is higher than 3.5 meters. If the screen is installed in the backboard, the backboard should not be higher than 3.5 meters.
- r. All surfaces of booth construction exposed to the public view (inclusive of backside panels / parts of booth adjoining other booths or aisles) must be covered by clean white materials, either by wood or textile material. No logo or decoration is permitted. Any constructions containing company name or company logo directly facing adjacent booths have to keep a distance at least 0.5m from the adjacent booth(s). If the finishing cannot fulfill the standard as instructed by the Organizer onsite, the Organizer reserve the right to appoint the Official Contractor for adjustment, and charge the exhibitors or contractors for any additional cost incurred.
- s. Exhibitors must provide protection between carpet and any raised platform. All materials used in the construction and decoration of exhibition stands or set-up must be non-flammable and subjected to inspection of the Exhibition Venue and / or the Organizer. Exhibitors should also follow the rules and regulations of the Exhibition Venue and those from any public authority or department of the Chinese Government.
- t. Company name and booth number must be prominently displayed and facing the aisle.
- u. The public security authorities require all booths of raw space to install temporary installation of high-definition video surveillance cameras for full coverage of the exhibition hall during the exhibition period, including important locations within the booths and areas. Contractors must install video surveillance cameras for the booths they construct and connect them to the public security surveillance management platform for unified supervision and management by the public security authorities.

You may rent the camera by scanning the wechat QR code.

|   | Booth Area(sqms) | Quantity of Camera | 1.Camera with no blind spots in the booth<br>2.Ensure electricity for the normal operation of the camera<br>3.Adjust the visual range of the monitoring Angle |
|---|------------------|--------------------|---|
| 1 | 18-36            | 1                  |   |
| 2 | 37-72            | 2                  |   |
| 3 | 73-120           | 3                  |   |
| 4 | 121-200          | 4                  |   |
| 5 | 201 or above     | 5                  |   |


**Note:**

- (1) Buyi Technology company shall provide the adjusted HD monitoring equipment to the contractor, and the charge is 200 yuan / set / exhibition period..
- (2) Contractor shall pay a deposit of RMB200 / set and they can receive the refund within 3 working days after the equipment is returned.( will be postponed with holiday).
- (3) Contractor must install and ensure the normal function of the camera. The camera should meet the standard of security department.

Responsible person of Buyi Technology on site: +86 13711253397 Mr.Yu

- v. During the preparation and dismantlement of custom-built stand, the "Contractor Contact Information Form" (please refer to page 29) shall be pasted in the obvious position of the booth, including the company name, name and contact information of person in charge of the exhibitor and the safety of the construction company, and the name and contact information of electrician, etc.
- w. Stands near the fire hydrant or booth containing the fire hydrant, please do not block fire hydrant within 1.8m at the front. **If a movable door is needed, please open the door according to on-site measurement, and put a reminder in red signage.** The lower part of the pillar size with a communication network interface, must be in accordance with the door's opening side, as required by the exhibition venue. For the raw space booth with pillar, we will arrange special notice of pillar size and the distance of each side of the booth, if you have any questions, please contact us.

| Venue                        | Suggested diameter of pillar wrapping |
|------------------------------|---------------------------------------|
| Area B (excluding Hall 12.1) | No less than 2,500mm                  |
| Area B Hall 12.1             | No less than 2,100mm                  |

- x. Second level distribution box, wire and cable provided by contractors or exhibitors must be in accordance with national electricity safety regulation and the second level distribution box should be in good condition. Electricians of the hall will check the installation of the electric boxes. Contractor should assign electrician with certificate to work together with hall's electrician. Power of the booth will only be connected after safety inspection by electricians of Hall, Organizer, Official Contractor and entrusted contractors. It is suggested to apply the electricity for equipment and lighting separately and prepare second level distribution box.
- y. The hall does not provide air compressor. Exhibitors' own air compressor can only be placed in outdoor of the halls and cannot cause any inconvenience to other exhibitors, visitors and exhibition. If you need to use the compressor, please contact the contractor for application form.

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

For details, please refer to Appendix I (Page40) . The information is of great importance, please read the attachment carefully.

### 3. Requirements of the Licensed Contractors

- a. Single-Storey Booth
  1. Contractor's company should have at least RMB 500,000 of registered capital.
  2. Contractor should pay the required construction deposit to Official Contractor before deadline. (Please refer to Form 2)
- b. Two-Storey (Double-deck) Booth
  1. Contractor's company should have at least RMB 3,000,000 of registered capital.
  2. Contractor should pay additional RMB 50,000 to Official Contractor as deposit before deadline.
  3. The construction detailed drawings should be provided by qualified Construction and Design Institution with seals from structure engineer of national level and relevant verification report.
  4. Exhibition liability insurance(Third Party Liability Insurance ) with over RMB 2,000,000 coverage is required (covered third parties)

### 4. Contacts of Raw Space Booth Construction Application

| Area | Hall       | Tel               | Email            |
|------|------------|-------------------|------------------|
| B    | 9.1,10.1,  | +86 180 5428 2312 | M1@d-make.com.cn |
|      | 11.1, 13.1 | +86 180 7883 3949 | M2@d-make.com.cn |

**Please send the custom-built stand/Raw Space application materials to the above corresponding emails.**

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

- a. Deadline for booth construction application is **15 April, 2025**. Please send the required materials and document to Official Contractor by the deadline. Exhibitors of Standard Booth requiring three-phase circuits or over 500W power consumption should follow the same guidance. **Application after the deadline will be subjected to 30% or 50% surcharge.**

30% surcharge: Application received on **16 April - 10 May 2025**  
 50% surcharge: Application received on or after **11 May 2025 to exhibition period**
- b. **Exhibitors or their appointed contractors have to settle the electricity fee, hall management fee and related deposit on or before 28 April 2025.** Overdue payment will be subjected to surcharge and affect the application progress for construction badge and vehicle pass. For detailed information, please refer to "Instructions for Payment and Deposit".
- c. For safety reasons, exhibitors and their appointed contractors shall install the electricity equipment according to the rules and regulations set by the Exhibition Venue. Exhibitors have to settle the price difference between the actual electricity consumption and the application capacity base on the price published onsite.
- d. Please contact Official Contractor if the power box supply you need is not listed on the application form.
- e. Important note for Booth Construction Application:
  - Please send required materials and documents to the Official Contractor on or before **14 April 2025**. For details, please refer to "Required Forms and Document for Custom-built Stand / Raw Space Booth Construction Application".
  - All materials should be printed on A4 paper, stamped and signed, scanned in the form of jpg files, and sent to the corresponding email. The size of each picture should not exceed 200kb. Two sets of application material for two-storey booths need to be printed on A4 paper, stamped and

delivered to our company in duplicate before the deadline. After reviewing the electronic application documents, the official contractor will request the booth contractor to provide two copies of the document if necessary.

- “Cash on delivery” parcel, document sent by fax, by email and unclear document will not be accepted by the Official Contractor. Any cost or delay caused by above reasons will be borne by exhibitors.
- We will send the “Service Order” to the qualified booth contractors and they have to settle all related fees and deposit by the deadline. Otherwise, it will be treated as overdue application. The application for construction badge and vehicle pass might be delayed.

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

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

**Therefore, it is recommended that all contractors (including self-built exhibitors) complete the account verification by exhibition venue ASAP after 1 Jan 2025.**

## 6. Required Forms and Document for Custom-built Stand/Raw Space Booth Construction Application

### ➤ Drawings:

1. Booth Design and Proposal, include perspective plans, structure plans & floor plans
2. Mechanical Structure Plan (to be provided by Double-Storey Booth Exhibitors)

### ➤ Diagrams:

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

### ➤ Licenses:

10. Copy of Electricians' Operation License
11. Copy of Business Registration License of the Appointed Contractor
12. ID Copy of Appointed Contractor's Legal Representative
13. Copy of Insurance Document (Exhibition Liability Insurance)

### \* Requirements of Booth Design and Proposal

1. Booth design drawings must include: elevation view front and side, side view and 3D view of the stand drawings. Also, the drawings must be fully dimensioned and list out the electrical equipment installation locations and all fittings fire proof and materials to be used for decoration.
2. Please mark below information on the right bottom of booth design: Booth Number, Company Name, Booth Size, Total Power Consumption, Maximum Height of Booth, Height of Back Wall
3. All the booth design and document should be printed on A4 paper.  
( Do not print on recycle paper)
4. Color drawings no less than two views.
5. Proportion of booth design no less than 1:100.
6. If the roof of booth has been blocked, please indicate the materials used and equipped with a ABC hanging powder fire extinguisher.
7. **No obstacle is allowed within 1.8m from all fire service installations.**
8. **No stage is allowed to build without Organizer's approval.**

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

Exhibition: Guangzhou International Musical Instruments Exhibition 2025

**Booth No.:**■ **Booth Information:**

Booth Size: \_\_\_\_\_ × \_\_\_\_\_ = \_\_\_\_\_ sqm

Maximum Height of Booth: \_\_\_\_\_ m

Height of Back Wall: \_\_\_\_\_ m

Power: \_\_\_\_\_ W

Two-storey (Double-deck) Booth: Yes or No■ **Exhibitor Information:**

Exhibitor Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact No.: \_\_\_\_\_

■ **Contractor Information:**

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact No.: \_\_\_\_\_

Email: \_\_\_\_\_ QQ: \_\_\_\_\_ Wechat: \_\_\_\_\_

Name of Security Administrator: \_\_\_\_\_ Mobile: \_\_\_\_\_

Name of Electrician on duty: \_\_\_\_\_

Electrician certificate number: \_\_\_\_\_

**Signature (Official Company Stamp):****An important reminder for the application of  
construction badge and vehicle pass**

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

Therefore, it is recommended that all contractors (including self-built exhibitors) **complete the account verification by exhibition venue ASAP** for after 1 Jan 2025.



## Form 2 Construction Deposit and Electricity Services

Exhibition: Guangzhou International Musical Instruments Exhibition 2025

| Booth No.:   |   | Booth Size:                  sqm |                                     |   |          |        |
|--|---|----------------------------------|-------------------------------------|---|----------|--------|
| Exhibitor:   |   | Contractor (with company stamp): |                                     |   |          |        |
| Contractor Contact Person:   |   | Tel / Mobile (mandatory):        |                                     |   |          |        |
| Email (mandatory):   |   | Date:                            |                                     |   |          |        |
| NO.  | Item  | Unit Price (RMB)                 |                                     |   | Quantity | Amount |
|  |   | On or before<br>15 April         | 16 Apr–10 May<br>(30%<br>surcharge) | On or after<br>11 May<br>(50%<br>surcharge) |          |        |
| <b>Expense Items (For the entire Exhibition Period)</b>  |   |                                  |                                     |   |          |        |
| 1.   | 10A/220V(2200W)Single Phase   | 800.00                           | 1,040.00                            | 1,200.00                                    |          |        |
| 2.   | 16A/220V(3500W)Single Phase   | 1,000.00                         | 1,300.00                            | 1,500.00                                    |          |        |
| 3.   | 10A/380V(5000W)Three Phases   | 1,300.00                         | 1,690.00                            | 1,950.00                                    |          |        |
| 4.   | 16A/380V(8000W)Three Phases   | 1,800.00                         | 2,340.00                            | 2,700.00                                    |          |        |
| 5.   | 20A/380V(10000W)Three Phases  | 2,200.00                         | 2,860.00                            | 3,300.00                                    |          |        |
| 6.   | 25A/380V(13000W)Three Phases  | 2,600.00                         | 3,380.00                            | 3,900.00                                    |          |        |
| 7.   | 32A/380V(16000W)Three Phases  | 3,000.00                         | 3,900.00                            | 4,500.00                                    |          |        |
| 8.   | 40A/380V(20000W)Three Phases  | 3,500.00                         | 4,550.00                            | 5,250.00                                    |          |        |
| 9.   | 50A/380V(25000W)Three Phases  | 4,200.00                         | 5,460.00                            | 6,300.00                                    |          |        |
| 10.  | 63A/380V(30000W)Three Phases  | 5,000.00                         | 6,500.00                            | 7,500.00                                    |          |        |
| 11.  | Electric Box Relocation   |                                  |                                     | 200.00                                      |          |        |
| 12.  | Hall Management Fee<br>(no deduction for pillar)  | RMB 33.00 / sqm                  |                                     |   |          |        |
| 13.  | Temporary Power Supply 10A/220V<br>(construction period)  | 400.00                           | 520.00                              | 600.00                                      |          |        |
| 14.  | Temporary Power Supply 10A/380V<br>(construction period)  | 650.00                           | 845.00                              | 975.00                                      |          |        |
| 15.  | <b>Construction Badge and Vehicle Pass application will be handled by the exhibition venue with charge</b><br>(Please refer to <b>Appendix II Construction Badge and Vehicle Pass Registration Guideline</b> for details) |                                  |                                     |   |          |        |
| <b>Total:</b>  |   |                                  |                                     |   |          |        |
| <b>Deposit Items: Deposit will be fully refunded if there are no damages after move-out period</b> |   |                                  |                                     |   |          |        |
| 1.   | Electricity Protection Box deposit (including 10m cable)  |                                  |                                     | 1,000.00                                    |          |        |
| 2.   | Booth 54 sqm and below  | Construction Deposit             |                                     | 18,000.00                                   |          |        |
| 3.   | Booth 55 -108 sqm   | Construction Deposit             |                                     | 23,000.00                                   |          |        |
| 4.   | Booth 109 - 199 sqm   | Construction Deposit             |                                     | 28,000.00                                   |          |        |
| 5.   | Booth 200 - 299 sqm   | Construction Deposit             |                                     | 35,000.00                                   |          |        |
| 6.   | For booths over 300 sqm, please contact us to inquire about the deposit.  |                                  |                                     |   |          |        |
| <b>Total Deposit:</b>  |   |                                  |                                     |   |          |        |
| <b>Note: Please pay the deposit and expense separately.</b>  |   |                                  |                                     |   |          |        |

**Remarks:**

1. **Deposit:** Each exhibitor must pay the construction deposit. Please refer to the deposit amount in Form 2 or contact the Official Contractor for specific deposit items.
2. **Insurance:** "Exhibition Liability Insurance" or "Third Party Liability Insurance" is required before obtaining the right to apply for construction badge. Please scan the insurance original copy and invoice to corresponding email of the Official Contractor in advance for processing the construction registration procedure. Construction badge registration will not be proceed if the authenticity of the documents cannot be identified.
3. **An important reminder for the application of construction badge and vehicle pass, according to exhibition venue's requirement, contractor will only obtain the right to apply for the contractor badge / vehicle pass for Music GZ after completing the account verification by exhibition venue (may take few days to proceed). The website is: <https://rczl.ciefc.com>**

**After account verification, contractor needs to apply as custom-built stand / raw space contractor of Music GZ and verified by exhibition venue again.** Therefore, it is recommended that all contractors (including self-built exhibitors) should **complete the account verification by exhibition venue ASAP** after 1 Jan 2025.

4. For safety reasons, please do not connect to the power load with lighting circuit. Otherwise, exhibitors or their appointed contractors should take the full responsibility of all adverse consequences. They are advised to apply a dedicated power circuit to connect the power load.
5. Electric expense includes: electricity fee, electric box rental, 10m cable, accessories and labour cost. Please find the following standard fee of exceeding cable: additional deposit for more than 10m (below 63A: RMB 25/m, 63A-100A: RMB 35/m, 150A: RMB 50/m, 200A: RMB 60/m, 250A: RMB 80/m, 300A and above: RMB 100/m). Contractors should prepare a Secondary Protection electric box by themselves in order to access the electricity.
6. Electric box relocation fee will be charged if exhibitor requires reinstalling, changing or canceling the electric box onsite. The electric box location shall be decided by electrician of the venue according to booth situation.
7. If exhibitors need 24-hour power supply, they must apply 15 days before move-in period. After official approval, triple amount of electric expense will be charged.

**Important Note for Power Supply to Booths**

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

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

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

## Form 3 Booth Construction Safety Pledge

Exhibition: Guangzhou International Musical Instruments Exhibition 2025

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

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

## Form 4 Electricity Safety Pledge

Exhibition: Guangzhou International Musical Instruments Exhibition 2025

To tie in with the China Foreign Trade Center (Group) (hereinafter referred to "**Venue**"), carrying out electricity safety management work, clear lines of responsibility and ensuring exhibition and construction safety, under the "Safety in the Use of Electricity at China Import and Export Fair" (hereinafter referred to "**Regulations**"), as the exhibitor of (Guangzhou International Musical Instruments Exhibition 2025), our company (with booth No. : \_\_\_\_\_) and our booth construction contractor are now pledge to the "**Venue**":

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

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

**Exhibitor** :( with Company Chop)

Legal Representative or Responsible Person for Security: (Signature)

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

Contact No.:

Date:

**Contractors** :( with Company Chop)

Legal Representative or Responsible Person for Security :( Signature)

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

Contact No.:

Date:

## Form 5 Responsibility Pledge of Security Administrator

Exhibition: Guangzhou International Musical Instruments Exhibition 2025

### Commitment of Security Administrator

|                         |  |             |     |
|-------------------------|--|-------------|-----|
| Exhibitor:              |  | Contractor: |     |
| Security Administrator: |  | ID number:  |     |
| Mobile:                 |  | Booth Size  | sqm |

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

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

Security Administrator Signature: \_\_\_\_\_

Company Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

ID copy of Security Administrator (Front)

ID copy of Security Administrator (Back)

## Form 6 Construction Safety Regulations and Penalties Agreement

★ **Remarks:**

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

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

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

| Type               | No. | Violated conducts  | Penalties and Remarks  |
|--------------------|-----|--|--|
| Electricity Safety | 1   | Electrical installation work without application or Official Contractor's approval   | To pay supplementary costs and penalty: RMB 2,000  |
|                    | 2   | Replace the main switch of the secondary protection electric box after passing the inspection, and the specification of the replaced main switch is greater than what is applied | Penalty: RMB 3,000<br>No power before rectification and the contractor's person in charge must explain the situation in writing  |
|                    | 3   | Electricians without valid electrician license   | Penalty: RMB 1,000<br>Electricians without electrician license cannot work in this exhibition again  |
|                    | 4   | Violation of electrical installation regulations   | Penalty: RMB 1,000<br>No power supply before rectification   |
|                    | 5   | The use of forbidden materials (e.g. neon light, iodine tungsten lamp, quartz lamp, parallel circuit, twisted circuit)   | Penalty: RMB 1,000<br>No power supply before rectification   |
|                    | 6   | Without turning off power supply (except those applied for 24-hour power supply)<br>No electricians on duty during construction and dismantling period                           | Penalty: RMB 500 per booth per time<br>The electrician must come to the counter of official contractor to study safety regulation the next day, otherwise, the penalty will be doubled.<br>Contractors will bear all the responsibility If the electricity is cut off by third party |
|                    | 7   | Booth with trusses or metal components without earthing  | Penalty: RMB 2,000<br>Trusses or metal components must be earthed within one hour. No Electricity will be supplied unless the metal components are soundly earthed.  |
|                    | 8   | No independent cycle circuit for equipment and lighting  | Penalty: RMB 2,500<br>Cut power supply before rectification  |
|                    | 9   | No independent cycle circuit for stage equipment (silent performance), LED or lighting   | Penalty: RMB 2,500<br>Cut power supply before rectification  |
|                    | 10  | No electricians on duty during stage (silent performance) construction   | Penalty: RMB 500 per time<br>The electrician must come to the counter of official contractor to study safety regulation the next day   |
|                    | 11  | Accident related to improper use of electricity during move-in or move-out period (No casualty)  | Penalty: RMB 3,000<br>Workers suspend working immediately and study safety regulation for one hour   |
|                    | 1   | Do not pay attention to personal hygiene, working topless or with slippers   | Penalty: RMB 500<br>Forbidden to enter the hall before rectification   |
|                    | 2   | Working with abnormal temperature or working while being sick  | Penalty: RMB 2,000<br>Confiscation of the permit and notify the disease control center to take measures  |

|                       |                     |   |  |   |
|-----------------------|---------------------|---|--|---|
| Comprehensive Measure | 3                   | refuse to sign a written notice with violations of regulations or safety hazards in the booths during construction  | Penalty: RMB:500<br>penalties will continue until the signature is obtained. The official contractor has the right to cut off the electricity supply to the booth, demand that construction personnel cease work, and ask them to leave the booth.                       |   |
|                       | 4                   | After receiving the notice from the official contractor, the booth safety inspector failed to arrive at the designated location within the exhibition hall within 40 minutes                                      | Penalty: RMB:500<br>After the booth safety officer's first tardiness, the official contractor has the right to cut off the electricity supply, demand that construction personnel cease work, and ask them to leave the booth.   |   |
|                       | 5                   | Engaging in construction without a permit, using a construction permit not in accordance with regulations, or obtaining a construction permit on behalf of unrelated personnel.                                   | Penalty: RMB200/person/time<br>suspend the individual's right to work, The official contractor's penalties remain in effect regardless of any additional penalties imposed by the exhibition hall.   |   |
|                       | 6                   | Using Vehicle pass of exhibits for delivering construction materials  | Penalty: RMB 1,000<br>Confiscation of the permit and no entering the hall  |   |
|                       | 8                   | No cameras installed in the booth   | Penalty: RMB 1,000<br>Camera shall be installed within 3 hours after receiving the notice, or there will be extra penalty  |   |
|                       | 9                   | non-cooperation with the supervision requirements of the exhibition center, the organizer, and the official contractor, and a refusal to comply with management.  | Penalty: RMB800<br>If multiple violations occur by several individuals, they will be calculated on a per-person, per-instance basis  |   |
|                       | 10                  | Being late or leaving early from the safety inspector meeting   | Penalty: RMB200  |   |
|                       | 11                  | Not attending the safety inspector meeting  | Penalty: RMB500  |   |
|                       | 12                  | During the construction process, not wearing or wearing improperly specified protective gear or equipment (including but not limited to safety helmets and safety belts).   | Penalty: RMB1,000/person/time<br>Booth construction personnel who violate regulations are required to stop work and undergo safety training. The official contractor's penalties remain in effect regardless of any additional penalties imposed by the exhibition hall. |   |
|                       | Construction Safety | 1   | The use of open fire without written approval or no one on duty during the operation   | Penalty: RMB 2,000<br>Confiscation of the forbidden devices   |
|                       |                     | 2   | Safety concerns such as structural instability in booth construction and have not caused any incident  | Penalty: RMB 3,000<br>Enforce the stability of booth structure. Workers suspend working afterwards and study safety regulation for one hour |
|                       |                     | 3   | Throwing items randomly during construction  | Penalty: RMB 500<br>Workers suspend working immediately and study safety regulation for one hour  |
| 4                     |                     | The use of flammable and explosive items (e.g. alcohol)   | Penalty: RMB 1,500<br>Workers suspend working immediately and study safety regulation for one hour   |   |
| 5                     |                     | Using electric saw, planer, cutting without written approval  | Penalty: RMB 1,000<br>Workers suspend working immediately and study safety regulation for one hour   |   |
| 6                     |                     | Tearing down the booth brutally during move-out period  | Penalty: RMB 4,000   |   |
| 7                     |                     | During the dismantling process, rough construction practices cause the booth's overall structure or individual components to sway   | Penalty: RMB 2,000   |   |
| 8.                    |                     | During dismantling, rough construction without proper safety measures leads to potential falling hazards and the obstruction of public passages or encroachment on other booths due to damaged exhibition panels. | Penalty: RMB 2,000   |   |
| 9                     |                     | Improper use of herringbone ladder  | Penalty: RMB 1,000 per person per time<br>Workers suspend working immediately and  |   |

|                |    |   |  |
|----------------|----|---|--|
|                |    |   | study safety regulation for one hour   |
|                | 10 | Not use scaffolding for working over 2 meters   | Penalty: RMB 500 per person per time<br>Workers suspend working immediately and study safety regulation for one hour             |
|                | 11 | When working at height, the scaffolding exceeds 2 stories or improper use of the scaffolding and safety belts                                     | Penalty: RMB 1,500 per person per time<br>Workers suspend working immediately and study safety regulation for one hour           |
|                | 12 | No preparation of powder fire extinguisher during construction or hanging fire distinguisher for closed roof booth                                | Penalty: RMB 800 / booth<br>Equipped with fire distinguisher immediately   |
|                | 13 | Blocking the hall aisle during construction   | Penalty: RMB 1,000 per booth per time<br>Workers suspend working immediately and study safety regulation for one hour            |
|                | 14 | Water leakage   | Penalty: RMB 2,000 and extra penalties compensation for the losses of Exhibition Venue   |
|                | 15 | Blocking any fire-fighting facilities, fireproof door, emergency exits, public passage, power distribution cabinet and cameras                    | Penalty: RMB 1,500 and extra penalties compensation for the losses of Exhibition Venue   |
|                | 16 | Making use of flammable textile for booth construction; making use of wood for construction without fireproof coating                             | Penalty: RMB 2,000 and make necessary rectification by request   |
|                | 17 | Over height or oversize construction  | Over height penalty: RMB 2,000<br>Oversize penalty: RMB 1,000 / sqm (less than 1sqm: RMB 1,000)<br>And make amendment by request |
|                | 18 | stage performance without approval  | Penalty: RMB 2,000 and make necessary changes by request   |
|                | 19 | Truss structure in standard booth   | Penalty: RMB 1,000<br>Immediate correction of the structure  |
|                | 20 | No stable steel plate for truss structure   | Penalty: RMB 1,000<br>Immediate correction of the structure  |
|                | 21 | No truss sleeve, pin and clamp for truss construction   | Penalty: RMB 1,000<br>Immediate correction of the structure  |
|                | 22 | The length of beam is overlong  | Penalty: RMB 1,000<br>Immediate correction of the structure  |
|                | 23 | Overtime work without approval  | RMB 1,000 and pay supplementary costs  |
|                | 24 | Do not follow the drawing to construct the booth  | Modify before the deadline request and penalty: RMB 3,500  |
|                | 26 | Failed to post the Contractor Contact information form in an obvious place of booth during the move-in and move-out period                        | Penalty: RMB 500 and modify within one hour  |
| Booth Cleaning | 1  | Dump waste in the sinks or sewer  | Penalty: RMB 2,500 and the cleaning fee  |
|                | 2  | Painting inside the hall  | Penalty: RMB 500   |
|                | 3  | Damage the carpet in main aisle or inside the standard booth  | Penalty: RMB 1,000 and pay for the cost of changing carpet   |
|                | 4  | No cover for the back of the higher structure adjacent to the next booth  | Penalty: RMB3,000<br>There will be extra charge if working overtime  |
|                | 5  | Company name or logo appear in the higher part of the adjoining wall and do not keep 0.5 meters 'distance, and do not amend after 2 hours 'notice | Penalty: RMB 1,000   |
|                | 6  | Making use of Exhibition Venue facilities (e.g. the ceiling, wall, pillar, railing, window) for construction                                      | Penalty: RMB 500 / sqm (less than 1sqm: RMB 500)   |
|                | 7  | Nailing, painting, drilling or using foam double-side tape on the booth materials   | Wall panel: RMB 200 / each<br>Aluminum pillar: RMB 250 / each<br>Flat aluminum pillar: RMB 200 / m                               |
|                | 8  | Construction waste left in the booth after move-out period  | Penalty: RMB 3,000   |
|                | 9  | Decorate, posters or other advertising materials left in the booth after move-out period  | Penalty: RMB1,000 / piece<br>Maximum RMB 2,000   |



|                             |    |   |  |
|-----------------------------|----|---|--|
|                             | 10 | Construction components, without being loaded for transport, occupy truck parking spaces                        | Penalty: RMB 2,500   |
| Intellectual Property Right | 1  | The booth designs and proposals used in the exhibition infringe intellectual property right of other companies. | Compensate the other company and deduct RMB 2,000 from deposit |
|                             | 2  | Onsite disorder aroused by intellectual property dispute.   | Penalty: RMB 3,000 and report to the police                    |
|                             | 3  | Any onsite disorder between exhibitors and contractors  | Penalty: RMB 3,000 and report to the police                    |

**Special Notice:**

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

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

Company Name: \_\_\_\_\_

Legal Representative or Responsible Person for Security (Signature):

\_\_\_\_\_

Company Stamp:

\_\_\_\_\_

Security Administrator (Signature):

\_\_\_\_\_

Contact No.: \_\_\_\_\_

Date: \_\_\_\_\_

**★Form 7 Optional**
**Stage Construction Application for Raw Space (in duplicate)**

|  |                     |             |
|--|---------------------|-------------|
| Exhibitor:   | Booth No:           | Booth Area: |
| Contractor:  | Contact:            | Mobile:     |
| Reasons for stage construction   |                     |             |
| Stamp by Exhibitor   | Stamp by Contractor |             |
| Date:  | Date:               |             |
| Organizer's Comment  |                     |             |
| Signature:   |                     |             |
| Date:  |                     |             |
| Note:<br>1. Stage can only be built with Organizer's approval. Any violation will subject to penalty of RMB2,000 and make amendment by request.<br>2. Please state clearly the reason and purpose of building the stage in the application.<br>According to the latest requirements of relevant departments for temporary buildings, to use the stage and the large-area LED display booth, the supervision company shall be hired(qualification documents and the signed contract of the supervision company must be submitted) to conduct on-site supervision of the construction safety and submit the final supervision report.<br>the following three conditions shall hire a supervision company::<br>A) the stage is used for singing and dancing performance, B) the stage exceeds 200 square meters, C)The stage or backboard(display screen) is higher than 3.5 meters. If the screen is installed in the backboard, the backboard should not be higher than 3.5 meters.<br>3. The decibel of onsite stage performance shall be strictly limited to the scale the Organizer required, and make sure all sound-producing devices must be facing inside exhibitor's own booth, facing to aisle is strictly prohibited.<br>4. Stage performance that is reactionary, sexual or against the value of society and socialism is forbidden.<br>If the content or decibel does not satisfy the Organizer's requirement, the Organizer have the right to cut the power for the stage and suspend the performance.<br>5.Independent circuit should be used for equipment, LED and lighting for stage. It is forbidden for the above equipment to share the same circuit with lighting or other equipment in booth.<br>6. Electrician with certificate should be on duty in the booth during exhibition period. |                     |             |

Example for Custom-built Stand/ Raw Space Construction Application

1 Booth Design Drawing with material specifications



|   |  |
|---|--|
| <br>广州源美展架工程有限公司<br>Guangzhou Dmake Exhibit Engineering Co., LTD |  |
| Exhibition Name   |  |
| Exhibitor   |  |
| Booth No.   |  |
| Contractor  |  |
| Contact   |  |
| Mobile  |  |
| Fax   |  |
| Address   |  |
| Name of this Plan   |  |
| Page  |  |



|   |  |
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| <br>广州源美展架工程有限公司<br>Guangzhou Dmake Exhibit Engineering Co., LTD |  |
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| Address   |  |
| Name of this Plan   |  |
| Page  |  |

White latex Paint

PVC expansion sheet Character


Exhibition flame retardant gray carpet

TV

PVC expansion sheet Character


Red latex Paint

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



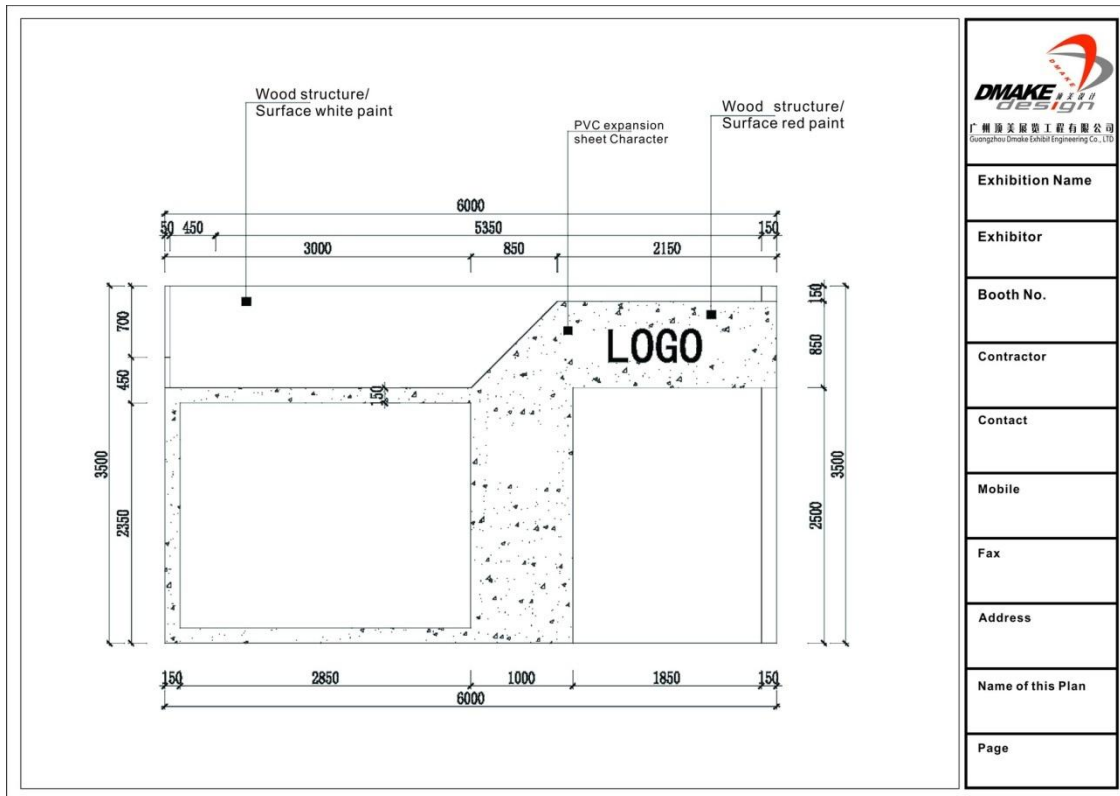
广州源美展览工程有限公司  
Guangzhou Dmake Exhibit Engineering Co., LTD

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| Exhibition Name   |
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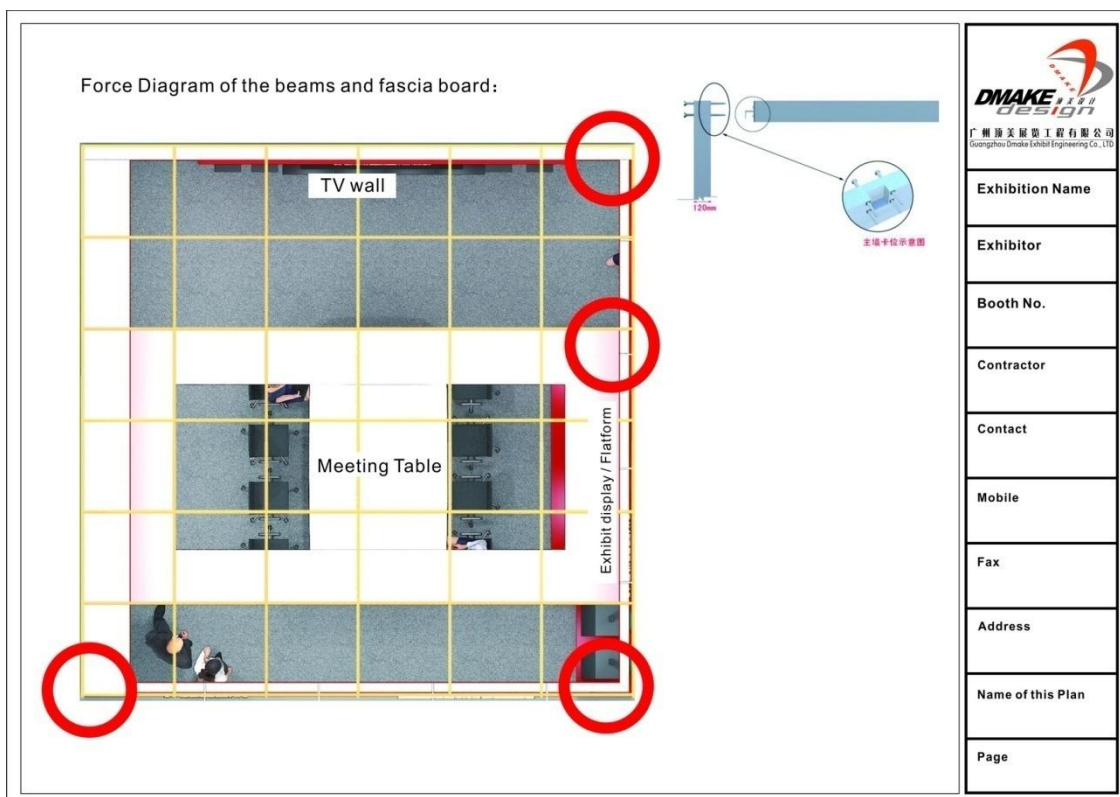


广州源美展览工程有限公司  
Guangzhou Dmake Exhibit Engineering Co., LTD

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| Exhibition Name   |
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| Booth No.         |
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| Address           |
| Name of this Plan |
| Page              |



### 3 Force Diagram of the beams or fascia board



# Layout of Power Distribution

|   |  |                     |
|---|--|---------------------|
| 1 |  | Lamp                |
| 2 |  | White Light         |
| 3 |  | long-arm spotlight  |
| 4 |  | Single-phase Socket |
| 5 |  | distribution box    |
| 6 |  | down light          |

广州源美展业工程有限公司  
Guangzhou Dmake Exhibit Engineering Co., Ltd.

|                   |
|-------------------|
| Exhibition Name   |
| Exhibitor         |
| Booth No.         |
| Contractor        |
| Contact           |
| Mobile            |
| Fax               |
| Address           |
| Name of this Plan |
| Page              |

| Total Distribution Box/ Stunt control switch                    | Specification and layout of retarder Wire | WL No. | Quatity*Capacity | Capacity (KW) | Lighting            | Note |
|---|---|--------|------------------|---------------|---------------------|------|
| ZR-BVV-4X4mm+PE1X4mm-TC25-FE<br>DZ47LE:3P+N380V/15A<br>P=5100KW | ZR-BVV-3X2.5mm                            | N1     | 6X150            | 0.9           | White Light         |      |
|   | Same as above                             | N2     | 7X150            | 1.05          | White Light         |      |
|   | Same as above                             | N3     | 7X100            | 0.7           | long-arm spotlight  |      |
|   | Same as above                             | N4     | 8X100            | 0.8           | long-arm spotlight  |      |
|   | Same as above                             | N5     | 14X75            | 1.05          | down light          |      |
|   | Same as above                             | N6     | 4X150            | 0.6           | Single-phase Socket |      |

| Example | Description                           | Lighting                | Power Factor | Efficiency calculation  |
|---------|---------------------------------------|-------------------------|--------------|---|
|         | Three-phase leakage protection switch | Incandescent Lamp       | X0.89        | Single-Phase Alternative Current (A) = $\frac{\text{Capacity (W)}}{220V \times \text{Power Factor}}$<br>three-phase A.C.circuit (A) = $\frac{\text{Capacity (W)}}{\sqrt{3} \times 220V \times \text{Power Factor}}$ |
|         | single-pole distribution switch       | electronic sensor light | X0.89        |   |
|         | Single-phase Socket                   | Metal Halide Lamp       | X0.89        |   |

广州源美展业工程有限公司  
Guangzhou Dmake Exhibit Engineering Co., Ltd.

|                   |
|-------------------|
| Exhibition Name   |
| Exhibitor         |
| Booth No.         |
| Contractor        |
| Contact           |
| Mobile            |
| Fax               |
| Address           |
| Name of this Plan |
| Page              |

★The maximum booth height is 4.5 meters. For booth design exceeding the maximum height, please fill out the application below. (note: booths of 27 square meters or less are not eligible)

## Application for adjusting the maximum height

Exhibition: Guangzhou International Musical Instruments Exhibition 2025

To: Guangzhou Dmake Exhibit Design Engineering Co., Ltd

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

Exhibitor (with Company stamp): \_\_\_\_\_

Contractor (with Company stamp): \_\_\_\_\_

Date: \_\_\_\_\_

### Remarks:

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

**Attachment: Contractor contact information form**

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

**Guangzhou International Musical Instruments Exhibition 2025  
Contractor Contact Information Form**

|   |  |
|---|--|
| Booth No.:                                    |  |
| Exhibitor Company name:                       |  |
| Exhibitor's Person in Charge:<br><br>Mobile:  |  |
| Contractor Company name:                      |  |
| Contractor's Person in Charge:<br><br>Mobile: |  |
| Electrician:<br><br>Mobile:                   |  |



## ★Insurance Instruction

**Buying** Exhibition Liability Insurance is mandatory.

### **Objectives and purport for insurance:**

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

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

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

### **Recommended insurance company:**

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

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

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

### **Introduction of Exhibition Liability Insurance:**

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

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

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

### **Case:**

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

The exhibitors have bought the exhibition liability insurance, covering the loss caused by worker’s casualty they hired (both exhibitor and contractor). The insurance company had agreed to settle the compensation with exhibitor and contractor.


























## 4. Application for Furniture and Electrical Equipment

### 1. Instructions

- a. Exhibitors who need extra furniture or electrical equipment, please fill out the order form of Furniture, Electrical and Communication Equipment Application and return to the Official Contractor on or before **16 May 2025**. A “Service Order” will be sent to you within 3 days when the application received by the Official Contractor.
- b. The price listed on the order form of “**Furniture, Electrical and Communication Equipment Application**” is effective for the entire exhibition period.
- c. Applications on or after 17 May 2025 are subjected to 30% surcharge. While application onsite are subjected to 50% surcharge.
- d. Please transfer rental fee to the Official Contractor’s account on or before **17 May 2025**. All bank charges should be borne by exhibitors. Application is considered as confirmed when payment is fully settled. Otherwise it will be treated as overdue application. Official Contractor may not accept the application after deadline.
- e. For the furniture and equipment ordered during move-in period, they will be delivered to your booth within 90 minutes when application confirmed. If your application is confirmed on **26 May 2025 (before 11am)**, the ordered furniture and equipment will be delivered to the booth in 120 minutes. If the application confirmed on **26 May 2025 (after 11am)**, the ordered furniture and equipment will be delivered to the booth in 180 minutes.
- f. The furniture and the equipment are specially designed for exhibition, they are not able to support heavy exhibits and not sensitive to thievery. Exhibitors should pay full attention on it.
- g. The power socket (500W) provided to standard booth are for **non-lighting electrical devices use only (such as laptop and mobile recharge, not exceed 500W consumption)**. Exhibitors who need to install their own lighting devices or need extra electricity supply, please place an order to the Official Contractor.
- h. Deposit of IDD telephone line will be deducted when any IDD calls are made. The remaining amount will be returned to exhibitors when other costs are deducted.
- i. Do not privately connect your laptop to the network of Exhibition Venue with any switch, hub or other network switching devices. The Official Contractor and Exhibition Venue reserve the right to disconnect electricity supply to the booth with improper installation and deposit will not refund to the exhibitors.
- j. During exhibition period, exhibitors can change the ordered furniture or electrical equipment **ONLY** if they have quality problems.
- k. Please contact the Official Contractor if the furniture and electrical equipment you need are not listed in the form.

| Area     | Hall       | Tel               | Email            |
|----------|------------|-------------------|------------------|
| <b>B</b> | 9.1,10.1   | +86 180 5428 2312 | M1@d-make.com.cn |
|          | 11.1, 13.1 | +86 180 7883 3949 | M2@d-make.com.cn |

**2.Furniture and Electrical Equipment List**

|                      |   |   |  |   |   |
|----------------------|---|---|--|---|---|
| Code                 | A1  | A2  | A3   | A4  | A5  |
| Pattern              |    |    |     |    |    |
| Item&Description(mm) | Tall Glass Showcase<br>1000x500x2500  | Display Stand<br>1000x500x2500  | Glass Showcase with 1 Lock<br>1000x500x1000  | Glass Showcase with 2 Locks<br>1000x500x1000  | Information Counter<br>1000x500x750   |
| Code                 | A6  | A7  | A8   | A9  | A10   |
| Pattern              |    |    |    |    |    |
| Item&Description(mm) | Lockable Counter<br>1000x500x750  | Rectangular Table<br>1000x500x750   | Square Table<br>700x700x700  | Glass Round Table<br>Diameter 700mm   | Round Table<br>Diameter 700mm   |
| Code                 | A11   | A12   | A13  | A14   | A15   |
| Pattern              |   |   |   |  |  |
| Item&Description(mm) | Stainless Steel Armchairs   | Folding Chair   | Black Leather Chair  | Swivel Bar Stool  | Bar Stool   |
| Code                 | A16   | A17   | A18  | A19   | A20   |
| Pattern              |  |  |   |  |  |
| Item&Description(mm) | Flat Shelf<br>1000x300  | Displayed Shelf(Slope)<br>1000x300  | Literature Rack<br>1000mm  | Storage(Folding Door)<br>1000x1000x2500   | Storage(Wooden Swing Door)<br>1000x1000x2500  |
| Code                 | A23   | B1  | B2   | B3  | B4  |
| Pattern              |  |  |  |  |  |
| Item&Description(mm) | Waster Basket   | 40W Fluorescent Light   | 100W Spot light  | 500W Socket   | white light lamp<br>Only for Upgrade Package booth                                    |

### 3. Order Form for Furniture and Electrical Equipment Application

Booth No.: \_\_\_\_\_ Exhibitor (with Company Stamp): \_\_\_\_\_

Contact Person: \_\_\_\_\_ Tel: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

| Code | Item                             | L×W×H (mm)   | Unit Price (RMB)    |                         |         | Qty | Amount (RMB) |
|------|----------------------------------|--|---------------------|-------------------------|---------|-----|--------------|
|      |                                  |  | On or before 16 May | 17 May - before move-in | On site |     |              |
| A1   | Tall Glass Show Case             | 1000x500x2500  | 700                 | 910                     | 1050    |     |              |
| A2   | Display Stand                    | 1000x500x2500  | 400                 | 520                     | 600     |     |              |
| A3   | Glass Show Case with 1 locks     | 1000x500x1000  | 300                 | 390                     | 450     |     |              |
| A4   | Glass Show Case with 2 locks     | 1000x500x1000  | 400                 | 520                     | 600     |     |              |
| A5   | Information Counter              | 1000x500x750   | 150                 | 195                     | 225     |     |              |
| A6   | Cabinet with lock                | 1000x500x750   | 250                 | 325                     | 375     |     |              |
| A7   | Rectangle Table                  | 1000x500x750   | 130                 | 170                     | 195     |     |              |
| A8   | Square Table                     | 700x700x700  | 150                 | 195                     | 225     |     |              |
| A9   | Glass Round Table                | Diameter: 700mm                                      | 200                 | 260                     | 300     |     |              |
| A10  | Round Table                      | Diameter: 700mm                                      | 200                 | 260                     | 300     |     |              |
| A11  | Aluminum Chair                   |  | 50                  | 65                      |         |     |              |
| A12  | Folding Chair                    |  | 30                  | 39                      | 45      |     |              |
| A13  | Leather Chair                    |  | 100                 | 130                     |         |     |              |
| A14  | Bar Chair 1                      |  | 100                 | 130                     |         |     |              |
| A15  | Bar Chair 2                      |  | 100                 | 130                     |         |     |              |
| A16  | Flat Shelf                       | 1000x300   | 50                  | 65                      | 75      |     |              |
| A17  | Slant Shelf                      | 1000x300   | 50                  | 65                      | 75      |     |              |
| A18  | Catalogue Holder                 | 1000   | 100                 | 130                     | 150     |     |              |
| A19  | Store Room with folding door     | 1000x1000x2500                                       | 450                 | 585                     |         |     |              |
| A20  | Store Room with wood door        | 1000x1000x2500                                       | 600                 | 780                     |         |     |              |
| A21  | Additional Wall Panel            |  | 80                  | 104                     | 120     |     |              |
| A22  | Reduction of Wall Panel          |  | 80                  | 104                     | 120     |     |              |
| A23  | Rubbish Bin                      |  | 20                  | 26                      | 30      |     |              |
| A24  | Poster printing and installation | design not included                                  | 120/sqm             | 156/sqm                 |         |     |              |
| B1   | 40W Fluorescent Light            |  | 120                 | 156                     | 180     |     |              |
| B2   | 100W Spotlight                   |  | 120                 | 156                     | 180     |     |              |
| B3   | 3A/500W Socket                   | (China modulation, for PC, cell phone chargers etc.) | 150                 | 200                     | 225     |     |              |
| B4   | White light lamp                 | Only for upgrade package booth                       | 200                 | 260                     | 300     |     |              |
| C1   | 42" Plasma TV                    |  | 600                 | 780                     | 900     |     |              |
| C2   | 11M Bandwidth Wireless Broadband |  | 700                 | 910                     | 1050    |     |              |
| C3   | 5M Bandwidth ADSL Broadband      |  | 1500                | 1950                    | 2250    |     |              |

|           |                      |  |      |      |      |               |  |
|-----------|----------------------|--|------|------|------|---------------|--|
| <b>C4</b> | Deposit of Broadband |  | 1000 | 1000 | 1000 |               |  |
|           |                      |  |      |      |      | <b>Total:</b> |  |

**Note:**

1. Please fill out this form and email to appointed email (please refer to page 12) on or before **16 May 2025**. Full payment should be settled on or before **17 May 2025**. A "Service Order" will be sent to you within 3 working days when your application is accepted by the Official Contractor.
2. Alteration or dismantlement of devices above would be subjected to RMB 100 each time.
3. Cancellation of devices above would be subjected to 30% surcharge.

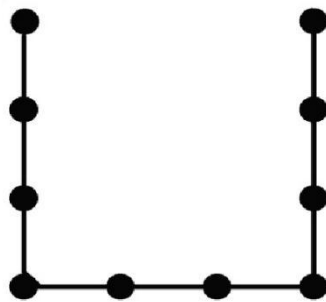
#### 4. Sketch Map for Furniture and Electrical Equipment

Exhibitors who need (A16) Flat Shelf, (A17) Slant Shelf, (B2) 100W Spotlight, (B1) 40W Fluorescent Light and (B3) 3A/500W Socket, please fill out the following Sketch Map based on the booth size for pre-install.

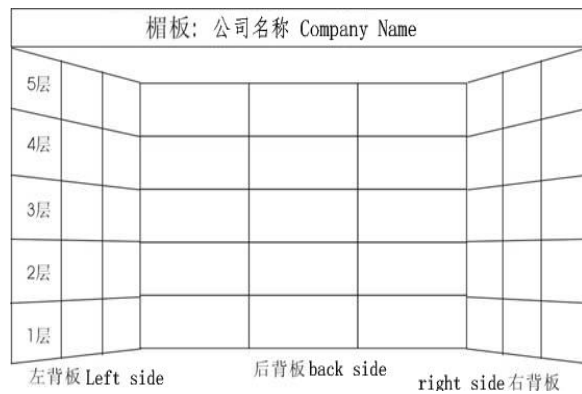
(For the Flat Shelf, we will make it 1.2 meter above the ground. If you want to change it, please mark on the map as well.)

Booth No.: Company:

For 9 m<sup>2</sup> Booth Exhibitors:



- Flat Shelf
- Spot light
- Socket
- Fluorescent Light



For Other Exhibitors:

(Please take the above diagram as reference)

## 5. Instructions for Payment and Deposit (Must read)

1. After receiving the “**Service Order**” from the Official Contractor, please check the information, sign with company stamp and return to the Official Contractor by email. At the same time, please settle the payment by the deadline. Payment after the deadline will be subjected to surcharge.
2. Please send the application and settle the full payment before deadline. Overdue application (Deadline for raw space booth construction application is **16 Apr 2025**, for furniture rental is **28 April 2025**) or overdue payment (Deadline for payment is **17 May 2025**) will cause surcharge and delay in construction. Any cost or delay incurred will be borne by exhibitors.
3. All payment should be settled by remittance, please indicate the booth number in the remittance. All banking charges, if any, are to be borne by the exhibitor. Application is confirmed when we have received the full payment.

Please make payment to us by bank transfer at:

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

**Account No.: 3602000619200117708**

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

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

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

## 6. Medical Services

1. There are medical services in the exhibition hall area. Location:

Area B: Counter 9-4, Pearl Promenade

2. Workers must follow these guidance:

a. Personals who are sick are forbidden to work. Must pay attention to personal hygiene. Working topless or wearing slipper is forbidden.

b. Wash your hands frequently in the hall to maintain personal hygiene. If you are feeling unwell or find that people around you showing symptoms such as fever and cough, you must promptly report to the staff at the exhibition site.



## 7. Related Regulation of Exhibition Venue

### Important Note

#### 1.High-altitude Operations

- Ladders in the exhibition hall are limited to 2m in height, with only one person allowed on the ladder and at least one person required to hold it; no working at the top step; no standing on ladders while they are being moved.
- For heights over 2m, scaffolding is required, not exceeding two levels; scaffolding can hold up to two people, who must wear safety belts (with clips attached to the frame); if the scaffolding has wheels, one to two people are needed to stabilize it.
- For construction above two levels of scaffolding, a work lift is required.
- Workers are prohibited from climbing or standing on exhibition structures for work; tool passing is forbidden during high-altitude operations.
- For work on structures like I-beams or trusses, after approval, workers must attach their safety belts to the main structure or safety devices.
- All personnel must wear safety helmets that meet national quality standards (GB2811-2019, JGJ80-2016), have a quality label or safety certification, and be within their shelf life; helmets must be properly adjusted and chin straps fastened to prevent falling off during falls or secondary impacts.
- Workers must wear work boots, not sandals or slippers, and must not expose shoulders; workers under the influence, ill, or feeling unwell are prohibited from entering the construction site.
- Personnel involved in setup/dismantling and handling, as well as trucks and machinery, must have the appropriate permits to enter and work.

#### 2.Electricity Safety

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

or facilities of the booth distribution box due to special power requirements, they should make such a request to Official Contractor. They must sign the “Letter of Commitment of Voluntary Abandonment of Leakage Grounding Protection Device” and affix it with official seal. The exhibitors or contractors shall, according to the requirements of the letter of commitment, use strict protection to ensure the safety for electricity and staff.

### 3 Fire Safety

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

### 4. Safety Helmet Wear Requirements

- All personnel must wear safety helmets during setup and dismantling.
- Safety helmets must comply with national quality standards such as GB2811-2019 and JGJ80-2016, have a quality certificate label or safety supervision certification, and be within their shelf life.
- Adjust safety helmets to fit snugly, fasten the chin strap to prevent falling off in case of a fall or secondary impact.

### 5 Others

- a. No vans, cars or less than 15-seater minibus can enter the exhibition halls during move-in and move-out period. The drivers shall park the vehicles in certain area. Oversize trucks have to unload at designated area appointed by the Organizer.

| Area | Floor                               | Maximum                               |
|------|-------------------------------------|---------------------------------------|
| B    | 2 <sup>nd</sup> and 3 <sup>rd</sup> | 10m(Length), 5T(Weight). 3.8m(height) |

- b. If there are cars need to be display and park in the hall during the exhibition period, please fill out and submit the Registration Form for Parking Permit of Exhibit Cars.
- c. When using special vehicles such as forklifts, tow trucks, or truck cranes for operations inside the exhibition hall, it is necessary to submit a "Safety Commitment Letter for Special Vehicles Entering the Venue" according to the regulations of the exhibition hall. Only after approval can the vehicles enter the venue.
- d. The organizer and operator must develop a corresponding medical rescue plan before entering the exhibition site and organize necessary first aid and rescue training for their own unit and all contracted service units to respond to possible casualties during the exhibition.
- e. It is not allowed to leave any waste such as meal or soup on the floor of the hall, in case of damaging the electrical equipment under surface-borehole.
- f. Any accidents arising from construction happen on exhibition period; all personals concern shall follow the guidance and investigation from the venue, security inspection department, and police and comply with relevant laws and regulations.

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

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

#### 1. Regulations on High-altitude Operations

- No makeshift ladders allowed.
- Inspect ladders before use for safety.
- Ladders in the exhibition hall are limited to 2m in height, one person at a time, and do not stand at the top.
- A designated person must supervise when someone is on a ladder.
- Ladders cannot be used for moving around.
- For heights over 2m, use safe equipment like aerial work platforms or mobile aluminum platforms (scaffolding). Mobile platforms should not exceed 5m in height, with a height-to-width ratio not greater than 2:1 and a load limit of 1.5KN/m<sup>2</sup>. Stationary platforms should not exceed 15m in height, with a ratio not greater than 3:1 and a load limit of 2.0KN/m<sup>2</sup>.
- Scaffolding can hold up to 2 workers, who must wear safety belts (attached to the frame, following high-hang-low-use principle). If the scaffolding has wheels, 1-2 people should help stabilize it. No people or materials on the scaffolding when moving.
- At least one person must assist and watch for collisions when using wheeled scaffolding. Wheels must be locked, and cross braces secured.
- Safety railings (at least 1.2m high) must be installed on scaffolding work levels, and platforms must be checked and reinforced. Scaffolding over 4m must be secured.
- Loading and unloading over 3m requires professional lifting equipment, not manual labor. Do not step on or straddle lifting equipment guards. Rigging operations must be planned and strictly followed with supervision.
- Workers at heights over 2m must wear safety belts, which should not be misused or replaced with ropes.
- Danger zones should be marked and clearly signposted to keep out unauthorized personnel.
- Workers are prohibited from climbing or standing on exhibit booths or structures.
- For work on steel beams or trusses, after approval, workers must attach safety belts to the main structure or safety devices.
- No tool throwing or passing during high-altitude work.

#### 2. Fire-prevention Requirements for Stand Construction

- No welding or open flames allowed in the exhibition hall. Written application required for hot work, to be submitted to the Security Department of the Customer Service Center. Only proceed after approval.
- No flammable, explosive, or combustible materials allowed in the hot work area. Firefighting equipment must be provided.
- Designated person must supervise hot work. Clear flammable items from the area before starting, or take other safety measures. Check welding and cutting tools for safety.
- For gas welding, the distance between oxygen and acetylene cylinders should be at least 5m, and

both should be at least 10m away from the hot work site.

- After hot work, all involved must clean up. The supervisor must ensure no fire remains before leaving.

### **3. Handheld Electric Tool Operation Requirements**

- Verify the voltage and frequency match the tool's label, run the tool unloaded first to check for smooth operation.
- Operators must stand on a stable surface, maintain balance, and use a splash-proof ground fault circuit interrupter (GFCI). Install GFCI outside confined spaces with supervision.
- Use GFCI with a trip current less than 32mA and trip time less than 0.1s. Operators must wear insulating gloves.
- Protect power cords when dragging on the ground to prevent damage or tripping.
- Apply steady force, secure workpieces to prevent movement during operation.
- Do not pull tools by the power cord or yank cords when unplugging to avoid damage.
- Monitor sound, temperature, and stop if abnormal. Allow tools to cool if overheated. Do not touch sharp parts; replace or repair if damaged.
- In case of unexpected stoppage, turn off the tool to prevent sudden operation.
- When not in use, turn off and disconnect power to prevent accidental start.
- Use tools or gloves to clear debris and handle hot workpieces to avoid injury.

### **4. Safety Helmet Wear Requirements**

- All personnel must wear safety helmets during setup and dismantling.
- Safety helmets must comply with national quality standards such as GB2811-2019 and JGJ80-2016, have a quality certificate label or safety supervision certification, and be within their shelf life.
- Adjust safety helmets to fit snugly, fasten the chin strap to prevent falling off in case of a fall or secondary impact.

### **5. Construction Personnel Requirements**

- All workers must wear a valid construction badges issued by the exhibition hall.
- Special operation workers must carry relevant certificates, such as electrician licenses or special equipment operation permits.
- Workers must wear work boots and not sandals, slippers, or bare shoulders.
- Workers under the influence of alcohol, ill, or feeling unwell are prohibited from entering the construction site.
- Follow safety regulations, engage in civilized construction, and avoid violent or rough work.
- Workers must wear appropriate protective gear during operations.
- Work within approved times and areas, obey on-site management, and accept supervision from the exhibition hall.

### **6. On-site Supervision Requirements**

- During setup and dismantling period, security leads safety briefings daily, checks IDs, and ensures safety hats are worn before entry. Construction units must organize safety training for workers before starting work.
- A safety supervisor must be present at the construction site, coordinating various technical tasks and

educating workers on civility and law. They are responsible for safety inspections and will be held accountable for violations or accidents.

- Strengthen management of personnel, sign labor contracts and safety responsibility agreements, and avoid hiring unqualified temporary workers. Manage credentials to prevent unauthorized access.
- Workers must be at least 18 years old, in good health, and free from conditions like acrophobia, epilepsy, or disabilities. Prohibit work under the influence or fatigue.
- Provide labor protection equipment that meets national or industry standards and ensure its proper use. Require insurance coverage for workers.
- No fighting or violent dismantling of special exhibition booths. Avoid 野蛮拆卸, such as forcibly pushing over or damaging display boards.
- No on-site painting or plastering (except for repairs less than 1 square meter). Use non-toxic paint in well-ventilated areas, cover cement surfaces with paper or plastic, and avoid rinsing paint materials at the exhibition venue.
- Protect and clearly mark sharp objects, protrusions, depressions, ropes, or cables that could cause injury.
- Do not discard waste materials like discarded boards, carpets, or KT boards outside the exhibition hall's designated areas. Violations will be subject to penalties and responsibilities.
- When handling glass products, use rubber materials to protect sharp edges and stress points, wear protective gloves, and handle glass carefully to prevent cuts and slips.

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

- a. Official Contractor is responsible for sending the booth design and proposal (elevation view front, side view, layout of power distribution and material description), application for water and electricity, etc. to the venue for inspection.
- b. All construction personnel must wear valid construction certificates, wear the safety helmet and obey the management of onsite security and management personnel. The stands must be built within the scope of the due site, and the vertical projection shall not exceed the range and corresponding functional area defined.
- c. Protection measures should be taken for high-altitude operation.
  - i. Workers must wear safety helmet and belt to prevent falling injury.
  - ii. Operation with open fire (cutting machine, electric sew, welding) is forbidden.
  - iii. No painting onsite to avoid air pollution. No building or hanging the decorations on the aisles outside the booth area, to prevent blocking the car driving path and fire exit.
  - iv. Booth structure and arrangement of the exhibits shall be stable and safe without causing any potential dangerous outcomes or financial loss to the visitors and any third parties.
  - v. When dismantling custom-built stands, do not make savage demolition, such as forcible push, damage of the exhibition panel, etc.
- d. For the construction height of special exhibition booths, in Zone D, single-story booths are limited to a height of 4.5 meters, and double-story booths are not permitted. Any height requirements exceeding this must be approved in advance by the Security Department of the Customer Service Center before implementation.

- i. It is not advocated to make totally enclosed design on the top the booths. The booths with enclosed design on top shall be equipped with hung 6-kilogram palace-lantern extinguisher in a criterion of every 20sqm with one fire extinguisher, 20-30sqm with two, and so on. As for capping with cloth materials, there should be a 20cm interval in between, and fire retardants should be sprayed in a criterion of 5sqm/kg (8sqm/kg for nylon fabric and mesh cloth).
- ii. No gatehouse can be built at the entrance of south and north gate of the hall. Construction shall not be carried out in advance without approval. Construction will be suspend without approval.
- e. The design and setting-up materials should be A-level (non-combustible) or B1-level material (fire retardant).The carpet should be the B1-level (fire-retardant). Materials, such as grass, bamboo, vine, paper, bark, foam, reed, inflammable plastic board, cloth and board will not be permitted to use as building materials. In case that inflammable material must be used due to special reasons, the contractor shall obtain prior written approval from Venue and spray 0.5 kilo fire-prevention painting every 1sqm. The material shall only be used upon acceptance by Exhibition Venue.
- f. Any booth set up with glass structure, should comply with the rules below:
  - i. Use Toughened glass if the glass area over 1.5 m<sup>2</sup> or the height of installation over 1.5 m
  - ii. The glass cannot be used for weight support. (All glasses must use depression bar)
- g. For the booths 60 m<sup>2</sup> or above in a closed design, minimum two exits are needed. Every custom-built / Raw Space booth should retain at least one pit mouth electric box for checking.
- h. Regulations for outdoor exhibition areas
  - i. Outdoor custom built booth construction shall ensure the strength, rigidity and stability (especially partly stability) of the booth structure without causing deformation system. The structure should be strong enough to stop excessive deformation from the load (mainly wind load).
  - ii. The top of the booth should be guaranteed not to accumulate water, and the slope of the water should not be less than 10%. If a soft tarpaulin is used, the truss density must be increased and a metal mesh should be applied to enhance the tarpaulin tension. The direction of the discharge cannot be directed to the adjacent booth. If it is necessary to face the adjacent booth, the sink must be designed. Booths must be fixed with anchor weights and must be able to withstand a wind scale of 8 (especially single-facade booths).
  - iii. Open-air electricity leakage protection switch (electrical box) should be 10-15cm above the ground. The electrical box cannot be placed at outdoor without cover and exhibitors have to pay attention to waterproof.
  - iv. In case of typhoon, rainstorm and other natural disasters, exhibitors are required to take precautionary measures at once, as well as following the arrangement of the Organizer and Exhibition Venue.
- i. If booths with an area more than 100sqm requires telephone installation, the booth contractor will lay the internal telephone line of the booth according to the telephone line layout standard and the use position. RJ11 junction box is set at the terminal. Telephone line shall be connected to the junction box to the booth panel closed to main aisle. The junction box shall be 30cm high from the ground, and a line with a length of more than 1m is reserved in the box for centralized access to construction and maintenance.
- j. It is strictly forbidden to build temporary warehouses to store packaging materials, construction

tools and materials.

- k. A weather forecast warning mechanism should be established for outdoor advert board and guiding signs to prevent possible impacts of climate change (such as strong wind, storm and other natural phenomena), and take appropriate protective measures.
- l. On dismantling period, contractors should cooperate with the relevant staff of the exhibition hall to carry out onsite safety diversion and ensure civilized construction. Do not make savage demolition, such as forcible push, damage of the exhibition panel, etc. The contractor and the clearing and transporting staff shall clear all the construction materials from the exhibition hall. They shall not be left in the garbage pool, the pavilion or other areas of the exhibition hall.

### C. Fire Safety Regulations

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

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

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

## D. Electricity Safety Regulations

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



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

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

e. Power Failure Emergency

- Exhibitors or the appointed contractors are responsible for handling all emergencies. During exhibition, the on duty electricians should immediately deal with the power failure cases. Problematic electrical equipment is not allowed to use in the exhibition.

If the stoppage of booth electricity is caused by the fault of the fixed power distribution equipment of Exhibition Venue, the on duty electricians should check on their electrical equipment and inform the electricians of Exhibition Venue. They are not allowed to switch on the power without Exhibition Venue's permission. The violator shall liable for the economic loss caused.

- If the power system of your booth fails to function during exhibition period, Exhibition Venue has the right to adjust the power line and load, exhibitors and contractors have to cooperate with the Exhibition Venue.
  - If there are any electrical problems found by the Exhibition Venue, the on duty electricians should immediately deal with them or the Exhibition Venue may stop the power supply and take other protective measures to ensure safety without prior notice.
- If the electrical equipment requires 24-hour electricity supply, exhibitors or their contractor should apply to the Exhibition Venue. For safety reasons, the 24-hour electrical equipment should equip with an independent power circuit and a suitable and reliable protection switch. Also, there should be at least one electrician on duty at booth.
  - If the electricity distribution lines of the special electrical equipment, such as mechanical power consumption equipment, silicon-controlled stage dimmer equipment, are not allowed (or inappropriate) to install 30mA leakage protection devices, exhibitors or their appointed contractors have to declare to and seek for the approval from the Organizer and Exhibition Venue. They should also sign the "Special Electrical Safety Undertaking", liable for all responsibilities. Exhibitors or their appointed contractors are required to take strict and adequate protective measures to ensure the safety of power supply systems and personnel during implementation.
  - Computers, precision instruments and other equipment should be retrofitted with uninterruptible power protection. Data loss and damage due to power stoppage will not be responsible by the Exhibition Venue.
  - Exhibitors or contractors must submit construction plans when using their own air compressors and comply with safety standards and regulations. Compressors must be placed in designated areas to avoid affecting the exhibition environment and safety.
  - Exhibitors or their appointed contractors should bear all the responsibilities and costs under below circumstances:

\*Pressure vessels must be within their designed service life; those exceeding it must pass national inspection before use.

\*Enclosure and protection measures:

1. After the air compressor is brought in, it must be properly enclosed, with the surrounding area remaining relatively open and free of flammable debris. Warning signs, safety management personnel information boards, and inspection records must be posted in conspicuous places on the enclosure.
2. Pipes entering and exiting the booth and passageways must be protected with floor boards to prevent compression.
3. At least two 5-kilogram fire extinguishers must be placed within the enclosed area.

- 4.A dedicated person must supervise operations within the enclosed area, with at least one operator on-site to monitor and maintain the machine during operation.
- 5.Organizers must regularly inspect (at least every 2 hours) and record safety checks
- k. Exhibitors or contractors are responsible for any losses caused by:
  - 1.Faulty booth equipment or electrical circuits that trigger power shutdowns.
  - 2.Non-compliant electrical installations leading to power supply failures.
  - 3.Lack of an on-duty electrician to address power outages promptly.
  - 4.Safety measures taken by the venue, like power cuts, due to serious hazards or violations.
  - 5.Damage to critical, expensive, or special electrical equipment and exhibits due to power outages without emergency power provisions.
  - 6.Other losses due to the negligence of exhibitors or contractors.
- l. Losses due to irresistible factors like natural disasters, power outages, or government emergencies are exempted from liability for both the venue and exhibitors/contractors.
- m. The venue will cut power during closing hours and dismantling; written requests for temporary power retention must be submitted in advance to the on-site service point.
- n. Contractors are responsible for electricity management for booths they build, including additional services like sockets and lighting; applications for these should be made to them.
- o. The venue manages electricity for booths it constructs; applications for additional services must be made at the service point. Unauthorized installation of lighting or sockets is prohibited, and all electrical equipment must not exceed 500W. Exhibitors cannot remove or relocate installed electrical equipment.
- p. The venue manages and inspects contractor construction, ensuring compliance with regulations; contractors must cooperate with inspections and rectifications.

## E. Safety Regulation for Vehicles

- a. Route for Vehicles during Construction and Dismantling Area

(2) B Zone Setup/Dismantle Truck Route:

Eastbound on Xingang East Road → U-turn at Keyun Road Overpass → Westbound on Xingang East Road → Northbound on Huizhou East Road → Enter through Side Gate of Gate 3.

- b. Requirement for Vehicles
  - i. No vans, cars or less than 15-seater minibus can enter the exhibition halls during move-in and move-out period. The drivers shall park the vehicles in certain area. Oversize trucks have to unload at designated area appointed by the Organizer. Drivers must stay with their vehicles and leave after loading/unloading. No loading/unloading in public areas. Show your valid pass and confirm departure time when leaving.

| Area | Floor                               | Maximum                               |
|------|-------------------------------------|---------------------------------------|
| B    | 1 <sup>st</sup>                     | 12m(Length), 5T(Weight). 4.5m(height) |
|      | 2 <sup>nd</sup> and 3 <sup>rd</sup> | 10m(Length), 5T(Weight). 4.2m(height) |

- ii. During the exhibition period, all vehicles are parked in the designated area. The parking

- time is from 08:30 to 17:00, and the vehicles are not allowed to stay overnight. Vehicles that leak oil or carry flammable, explosive, toxic, radioactive or polluting items are prohibited from entering the parking lot. Smoking, use of open fire, car wash and maintenance vehicles are strictly prohibited in the parking lot. When the vehicle is parked, the doors and windows should be closed in time, and valuables should be kept with you. The car and card should be separated. The parking card should be carried with you. The cars are not allowed to depart without parking card or identity card to prove the driver is the car owner.
- iii. Vehicles entering the exhibition hall area shall be driven to the route specified during the exhibition period and the driving speed shall not exceed 10 km/h. Vehicles over 2.2 meters high are not allowed to enter the underground parking lot of the exhibition hall. Bicycles are not allowed in the car park.
  - iv. Garbage trucks must comply with the relevant safety regulations of the exhibition. Parking and humping garbage cannot occupied or blocked the fire prevention equipment.
- c. If there are cars need to be display and park in the hall during the exhibition period, please fill out and submit the Registration Form for Parking Permit of Exhibit Cars.

## **E. Regulations and Guideline of Broadband Access at the Exhibition Venue**

1. To regulate the use of Canton Fair venue networks and ensure service quality, the Information Department of China Foreign Trade Center Group Corporation (hereinafter referred to as the Information Department) has formulated these regulations in accordance with laws and regulations such as the Cybersecurity Law of the People's Republic of China, the Computer Information System Security Protection Regulations of the People's Republic of China, the Administrative Measures for the Security Protection of International Internet Connections, and the Internet Security Protection Technical Measures (Public Security Order No. 82).
2. These regulations apply to all users of the Canton Fair venue network services, including but not limited to exhibitors, buyers, visitors, and event organizers and 承办方 staff (hereinafter referred to as network users).
3. Network services refer to the ability to access the internet through wired and wireless networks at the Canton Fair venue, supporting applications such as information browsing, instant messaging, and email transmission, with both wireless and wired access options.
4. According to Public Security Order No. 82, real-name authentication is required for normal use of venue network services.
5. The Information Department is responsible for the construction, maintenance, and management of public network facilities at the venue and provides service assurance to network users, but users must provide their own network access devices (such as computers, smartphones, etc.).
6. To ensure network service security and stability, the Information Department may, without prior notice, control and adjust the network in certain areas and times, and prohibit access to certain network ports (such as securities, BT, Xunlei, games, etc.).
7. The Information Department may interrupt part or all network services due to unpredictable circumstances such as server replacement, network adjustments, equipment failure, cable damage, or cyber attacks, and is not responsible for any losses caused by network service interruptions.
8. Network users must comply with national laws and regulations and these regulations, strictly adhere to security and confidentiality systems, and must not use the network to engage in illegal or unauthorized

activities that endanger national security, disclose state secrets, or harm the interests of the Canton Fair venue.

9. Without written permission from the Information Department, network users are not allowed to privately set up and activate non-terminal devices such as wireless routers or switches to connect to the venue network; special needs must be approved in writing by the Information Department.

10. The Information Department can use technical means to monitor network security within the Canton Fair venue and has the right to disconnect users who connect to the venue network without written permission using their own wireless routers, switches, or similar devices.

11. Network users are strictly prohibited from installing trojan software, virus tools, and other malicious computer programs to illegally attack or intrude into the venue network, disrupting the normal use of other network users.

12. Due to the open nature of the network, network users are advised to take their own computer security precautions, update system patches and antivirus software in a timely manner, and properly manage personal information such as account numbers and passwords. The consequences of personal password leaks are borne by the account holder.

13. Network users must not damage network equipment and facilities within the venue; if damage occurs, they are liable for compensation.

14. For illegal attacks or intrusions into the venue network or other violations, the Information Department may terminate network services, and if the situation is serious or causes losses, penalties will be imposed according to national regulations; if a crime is suspected, it will be reported to the relevant authorities for criminal responsibility.

15. Matters not covered by these regulations shall be executed in accordance with national and higher-level regulations.

## Appendix II – Construction Badge and Vehicle Pass Registration Guideline

### A. Construction Badge and Vehicle Pass

- 1. Construction Badge:** applicable for people assisting exhibitors in stand construction and stand dismantling, engaging in booth construction, cargo transportation/loading/unloading, equipment installation, etc
  - ★The charge is RMB40 / badge. RMB10 insurance fee is included for each badge.
  - ★The certification unit must pay a certification deposit of RMB1,000 to the exhibition center to obtain certification eligibility.
  - ★Deposit Deduction and Refund: During the setup and dismantling period of the exhibition, venue staff will patrol for unauthorized construction workers, taking photos and registering each booth. For each unauthorized worker found at a booth, RMB100 will be deducted from the certification deposit until the deposit is exhausted. If the deposit is depleted, the on-site service point for venue certificates will suspend the certification unit's eligibility to apply for certificates, and a new deposit of RMB1,000 must be paid to reactivate the certification eligibility. Any remaining deposit will be fully refunded through the original payment channel. If the payment was made by cash, the construction supervisor must visit the venue's on-site certificate service point to handle the deposit refund in person.
  - ★Validity of the Certificate: The pass is valid during the exhibition preparation and dismantling period specified on the certificate, and there is no need to reapply for the certificate. For exhibitions held in phases, a certificate must be processed for each phase.
- 2. Vehicle Pass:** applicable for vehicles during move-in and move-out period for carrying exhibits, construction materials or equipment. The charge is RMB50 / vehicle pass and RMB300 deposit, for single use only. The vehicle with the pass can stay in the venue for max 150mins / time for free by counting the vehicle entering and exiting time of the timing zone. Extra charge (RMB50 / 30mins) will be deducted from the deposit if the vehicle stays for more than 150mins and remaining deposit will be returned to payment account within 5 - 7 working days after move-out.

### B. Application Procedure

#### 1. Registration Procedure

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

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

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

## 2. Application Methods

**Badge can apply online or send the link to the person who need to apply the badge**

**b.Payment can be done online or onsite.**

**c. The invoice can be issued online.**

Contractor can submit badge application via online system of Canton Fair Complex according to the following procedure after the account is activated.

Please [click HERE](#) for the detailed operation manual of the online system (Chinese version only).

Please [click HERE](#) to refer to Canton Fair Exhibition Center Exhibition Certificate Management Regulations. (Chinese version only).

## C. Refund of Deposit

### 1. The refund can only be return if:

A.The vehicle shall leave the venue after loading or unloading.

B.The venue timing inspection system has confirmed the leaving time of the vehicle.

Remark:

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

### 2. Deposit Refund

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

## D. The Usage and Verification of Badges

### 1. Construction Badge

- ①Use the Construction badge within its valid period; it's invalid before or after the expiration.
- ②Keep the Construction badge safe to avoid damage or loss. Once issued, the badge is non-refundable, non-exchangeable, and not replaceable if damaged or lost.
- ③The Construction badge is for personal use only. Reselling, forging, altering, lending, or tampering with the certificate is prohibited. Misusing others' certificates or using invalid/expired ones is not allowed. Staff may deny entry and confiscate certificates from violators; severe violators may be banned from obtaining passes for all Canton Fair exhibitions in the year.
- ④Construction workers must wear their badges and carry valid ID matching the badge for inspection.
- ⑤Certificate holders must keep their badges visible at all times in the exhibition center; failure to do so will be treated as an unregistered person, and entry may be denied.
- ⑥Comply with the inspection and management of the certificates by the exhibition center staff and follow all regulations.
- ⑦ Follow the setup/dismantling times set by the exhibition organizers and do not use other certificates like staff or exhibitor badges for access.
- ⑧ Except for transport, handling, and construction personnel, other participants, including organizers, official contractors, and exhibitors, can enter with relevant show badges during setup/dismantling but must not engage in construction or handling of exhibits.



- ⑨ This certificate is only for temporary access to the Canton Fair exhibition center during setup/dismantling and does not serve as proof or guarantee for other purposes. The Canton Fair exhibition center assumes no responsibility for legal, labor, or personal injury disputes arising from the use of this pass.

## 2. Vehicle Pass

- ① Use the certificate within its valid period; it's invalid before or after.
- ② Keep the certificate safe to prevent damage or loss; no refunds or replacements for lost or damaged ones.
- ③ Vehicle passes are for the registered vehicle only; no resale, forgery, alteration, rental, lending, or misuse.
- ④ Comply with the exhibition center staff for certificate checks and management; they can deny entry to unregistered or violating vehicles.
- ⑤ Vehicles must enter and exit the exhibition center on the dates and at the gates specified on the pass.
- ⑥ Display the pass visibly on the windshield and carry valid documents for inspection; remove the pass after entering, or it will be treated as unregistered.
- ⑦ Construction vehicles must display the pass visibly, carry required documents, and follow the exhibition's designated routes; remove the pass after entering, or it will be treated as unregistered.
- ⑧ Follow the "one show, one area, one hall, one vehicle, one time, one pass" rule for setup/dismantling passes; show the pass for the current hall when entering/exiting.
- ⑨ Refer to the attachment for details on vehicle routes, document checks, and time-checking points.
- ⑩ Do not park in fire lanes or intersections; leave the exhibition center immediately after work; no waiting with vehicles for long periods.
- ⑪ The vehicle pass is only for temporary access during setup/dismantling; the exhibition center assumes no responsibility for legal disputes arising from its use.

## E. Definition of Misuse of Certificates

### 1. Construction Badge

- ① Lending, altering, or using someone else's certificate to enter the venue.
- ② Using unactivated, invalid, or expired certificates to enter the venue.
- ③ Not wearing the certificate as required or not wearing it at all inside the venue.
- ④ Exceeding service areas or distributing promotional materials without approval from the event organizer.
- ⑤ Smoking in non-smoking areas despite warnings.
- ⑥ Unauthorized photography of exhibits, or removing exhibition materials, equipment, and electrical/communication devices from the venue.
- ⑦ Unauthorized paid moving services, food sales, or renting/selling of plants, fire equipment, safety helmets, carpets, furniture, construction materials, display stands, etc.
- ⑧ Violating construction regulations, using substandard materials, or lacking required certifications for special positions.
- ⑨ Not cooperating with or disobeying venue staff and their inspections, mediations, and management.
- ⑩ Causing disturbances or being rude in the exhibition hall despite warnings.
- ⑪ Forgery of identity documents, application materials, or obtaining entry certificates through deceit.

- ⑫ Reselling, forging, or altering exhibition certificates.
- ⑬ Suspected unauthorized transfer, subletting, or selling of exhibition booths without organizer's permission.
- ⑭ Suspected criminal activities, detained by public security, or other serious violations of Canton Fair regulations.
- ⑮ Disrupting exhibition order through violence or threats.
- ⑯ Other actions violating Canton Fair venue regulations.

## 2. Vehicle Pass

- ① Lending, altering, or misusing other vehicles' certificates to enter the venue.
- ② Using invalid or expired certificates to enter the venue.
- ③ Failing to park properly or not leaving no-parking zones.
- ④ Not cooperating with venue staff for inspections, truck timing, mediation, or management.
- ⑤ Drivers or passengers causing disturbances or being rude in the exhibition hall, unresponsive to persuasion.
- ⑥ Forgery of vehicle operation certificates, driver's licenses, special vehicle use permits, special operation certificates, or other document materials.
- ⑦ Reselling, forging, or altering exhibition vehicle entry certificates.
- ⑧ Drivers or passengers openly disrupting exhibition order through violence or threats.
- ⑨ Other actions violating Canton Fair venue regulations.

## F. Registration Service Centre

### 1. Location of Registration Service Centre

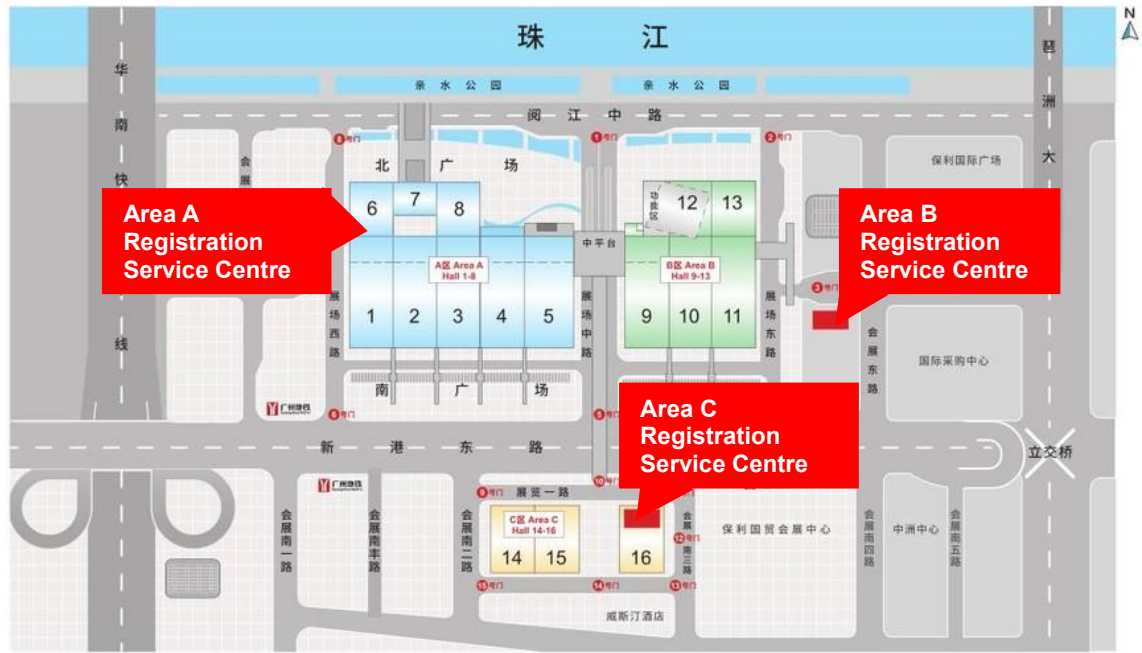
Canton Fair Complex has set up 4 centers onsite, contractor can choose the nearest one for applying the contractor badge and vehicle pass. Below are the locations:

Area A: Counter 6-1, 6-2, Pearl Promenade, Exit A, Xingangdong Metro (Straight ahead from Gate 6, 200 meters to Area A, Area B. Hotline: 020 89131079)

Area B: Zhanchang East Road, Exit A Pazhou Metro (Straight ahead from Gate 4, 200 meters on the east side.) Hotline: 020 89130186

Area C: Hall 16.1, Exit C Pazhou Metro (Straight ahead from Gate 10, 50 meters on the east side.) Hotline: 020 89071064

Area D: Counter 17-2, 17-3, Pearl Promenade, Xingangdong Metro (Straight ahead from Gate 6, 200 meters up to D Area, Level L, Pearl Promenade.) Hotline: 020 89133628



## 2. Working Hour of Registration Service Centre

Early registration is recommend. Online system opens 15 days before the show, offline points open 10 days before. Working hours are 9:00 to 18:00.