

# **Exhibitor Brochure for the 3<sup>rd</sup> Sichuan Agricultural Expo & Chengdu International Urban Modern Agricultural Expo**

## **Foreword**

**Respectful exhibitors,**

**The 3<sup>rd</sup> Sichuan Agricultural Expo & Chengdu International Urban Modern Agricultural Expo will be held at the New International Convention & Exposition Center, Century City, Chengdu, Sichuan on November 19-23, 2015.**

**In order to facilitate your preparation for the exhibition, please carefully read this Exhibitor Brochure, and make relevant preparations according to the requirements. If you have other questions or demands, please feel free to contact us. We will response as soon as possible.**

### **Organizing Committee of the Sichuan Agricultural Expo**

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Provider:

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**Important Note:**

- 1. In order to protect and guarantee the benefits of participants of the Expo, put forward the safety work, further perfect the safety management system, promote continuous and healthy development of the Expo, all the booth contractors are required to purchase insurance with amount not less than RMB 5 million for each booth. The insurance scope includes but not is limited to the damage to Expo building, the employees and the third party's personal injury and property damage. (Refer to the Section 2 of Chapter III, Insurance Conformance Rules for details)**
- 2. All pictures and texts involving the data (such as national map, border scope and territory area) in the exhibition contents (including product package, promotion materials and exhibition models) appearing at the venue must be separately submitted to the Organizing Committee for approval. After approval by relevant department, any modification required will be notified in writing. Exhibitors refusing to modify will be responsible for all consequences.**
- 3. For details of the exhibit transportation and the custom clearance of overseas exhibits, please see the Instruction on Logistics.**

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## Chapter I Exhibitor Guide

### Section 1 Basic Information of Exhibition

**I Expo Name:** The 3<sup>rd</sup> Sichuan Agricultural Expo & Chengdu International Urban Modern Agricultural Expo

**II Expo Venue:** New International Convention & Exposition Center, Century City, Chengdu (No. 198, Century City Road, Middle Section of Tianfu Avenue, Chengdu City, Sichuan Province)

**III Expo Scale:** Major venue 100,000 Sq

### IV Expo Schedule:

Exhibition Booth Set-up	Date	Time
Formal set-up of Raw Space booth	November 16-17	9:00-18:00
	November 18	9:00-21:00
Set-up of standard booth	November 18	9:00-21:00
Exhibit Placing	November 18	9:00-21:00
Exhibition Duration	Date	Time
Exhibitor accessing time	November 19—22	9:00-17:00
	November 23	9:00-15:00
Move out	Date	Time
Exhibit move out	November 23	16:00-19:00
Booth removal and garbage clearing	November 23	19:00-24:00
<p>Note: Any booth set-up outside the required time must be approved by on-site service center. (For details, refer to the article 3, Section 7 of Chapter III, Extra Work Application and Expense Standard )</p> <p><b>For any access to the exhibition venue outside above time, exhibitors or builders shall be responsible for resulted cost.</b></p>		

**V. Setup of exhibition area:**

Name of Exhibition Area	Hall No.	Contents of Exhibition
New agricultural business entities	No. 1-3 Hall	Family farm, specialized cooperatives, collective organization, agricultural demonstration park, agricultural products processing enterprises, agricultural industrial leading enterprise, etc.
Agricultural cooperation pavilion	No.4 Hall	National agricultural cooperation exhibition area, agricultural cooperation theme country exhibition area, Sichuan-Taiwan agricultural cooperation exhibition area, ASEAN exhibition area, EU exhibition area, Oceania exhibition area, etc.
Tea industry cooperation pavilion	No.5 Hall	Brand tea enterprises, tea set, tea packing, tea culture.
Urban modern agricultural pavilion	No. 6 Hall	Metropolitan modern agriculture industry, special agricultural products, special agricultural park, family farm, etc. with most characteristics and highlights in 20 districts (cities) and counties and Tainfu District in Chengdu City.
Village tourism cultural pavilion	No.7 Hall	Distinct agricultural characteristic culture, Agriturismo, rural boutique park, creative agriculture, leisure farm, rural hotel, and leisure agriculture series commodities across the country.
Friendly urban cooperation and excellent special agricultural products exhibition experience pavilion	No.8 Hall	Local resources advantages, brand characteristic agricultural products, agricultural investment attraction products, modern agricultural demonstration area, agricultural cooperation projects, etc. in the provincial capitals and the economic cooperation prefecture-level cities of China. Exhibition and on-site experience of high-quality characteristic agricultural products in China, including high-quality agricultural products, flavoring, accessories of food materials, food and beverages.
Modern agricultural science and technology pavilion	No.9 Hall	Agricultural universities and colleges, agricultural scientific research institutions, agricultural science enterprises, agricultural industrial leading enterprises show the agricultural biotechnologies, wisdom agricultural technologies, planting and cultivation technologies, agricultural engineering technologies

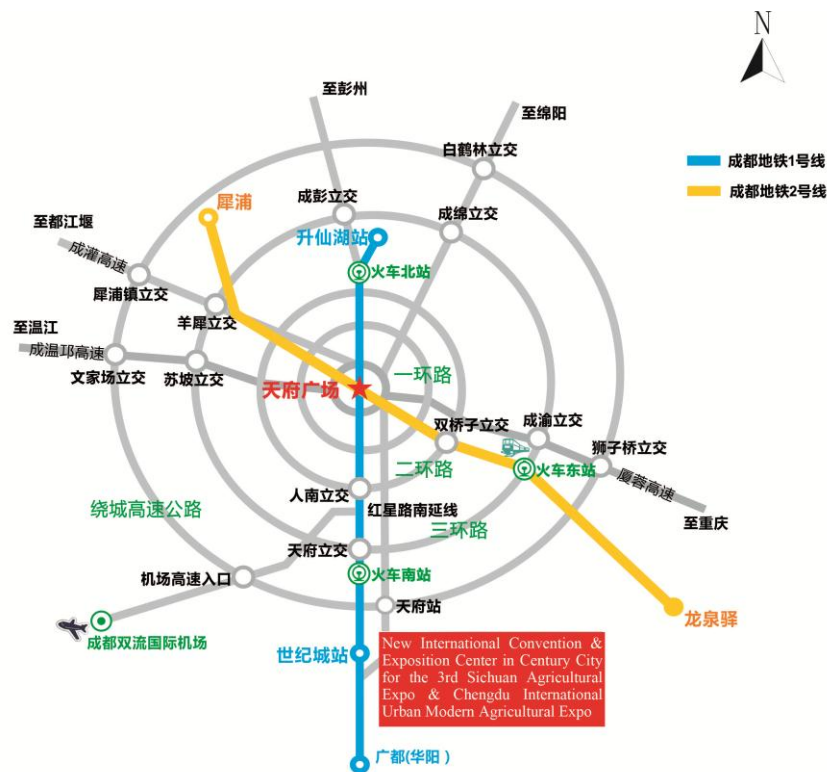
		and traceability system of agricultural products.
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**Section 2 Arrangements of Exhibition and Convention Activities**

<b>Forum &amp; Opening Ceremony of Free and Collaborative Development of Modern Agriculture Industry</b>
<b>1. The First Session of Sichuan Agricultural Free and Collaborative Forum &amp; Opening Ceremony</b>
2. Agricultural Investment Promotion Projects Recommendation and Agricultural Investment Promotion Projects and Agricultural Products Procurement Trade Signing Conference
3. China's Beautiful Town (Dujiangyan) Forum
4. Chengdu Urban Modern Agriculture Investment Promotion Meeting
5. The Fifth International Agriculture Insurance Forum
6. The Second Summit Forum for the Development of Agriculturally Industrialized Leading Enterprises and the Production and Financing Butt Joint Meeting for Modern Agriculture Projects
7. The 3rd China (Western) Wisdom Agriculture Application and Development Summit
8. The 3rd Leisure Agriculture and Rural Tourism Development Forum

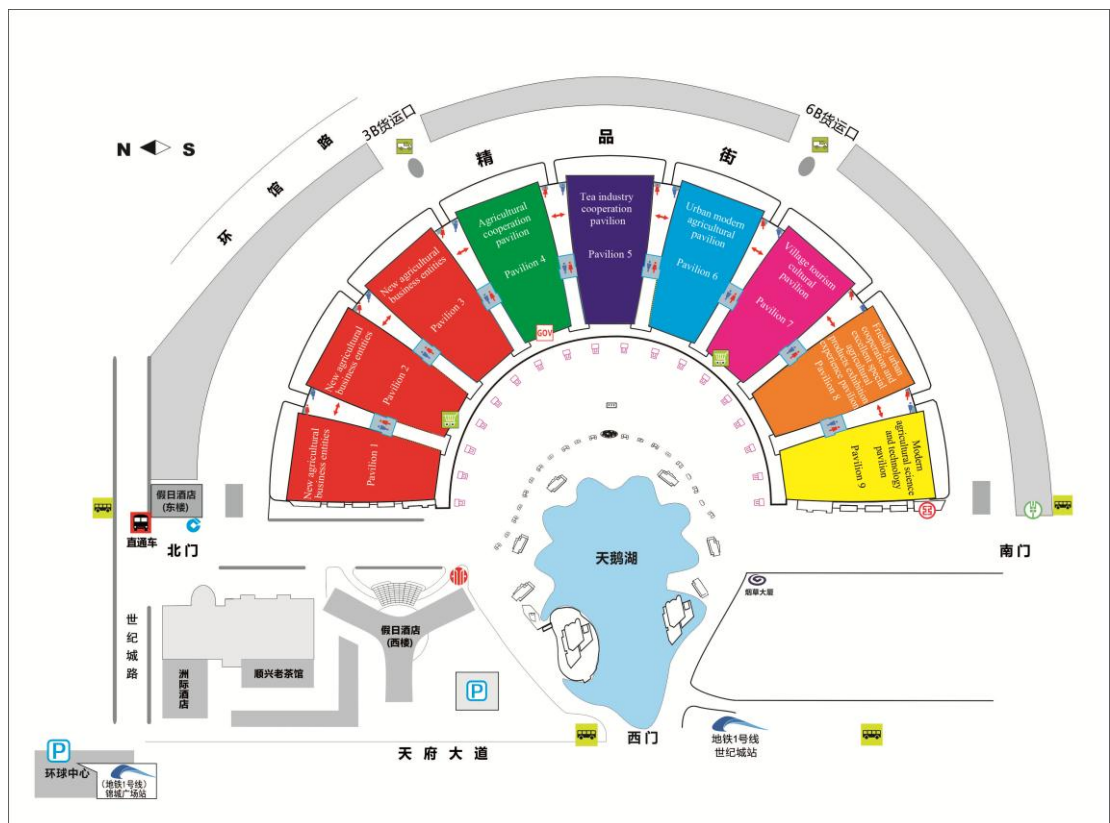
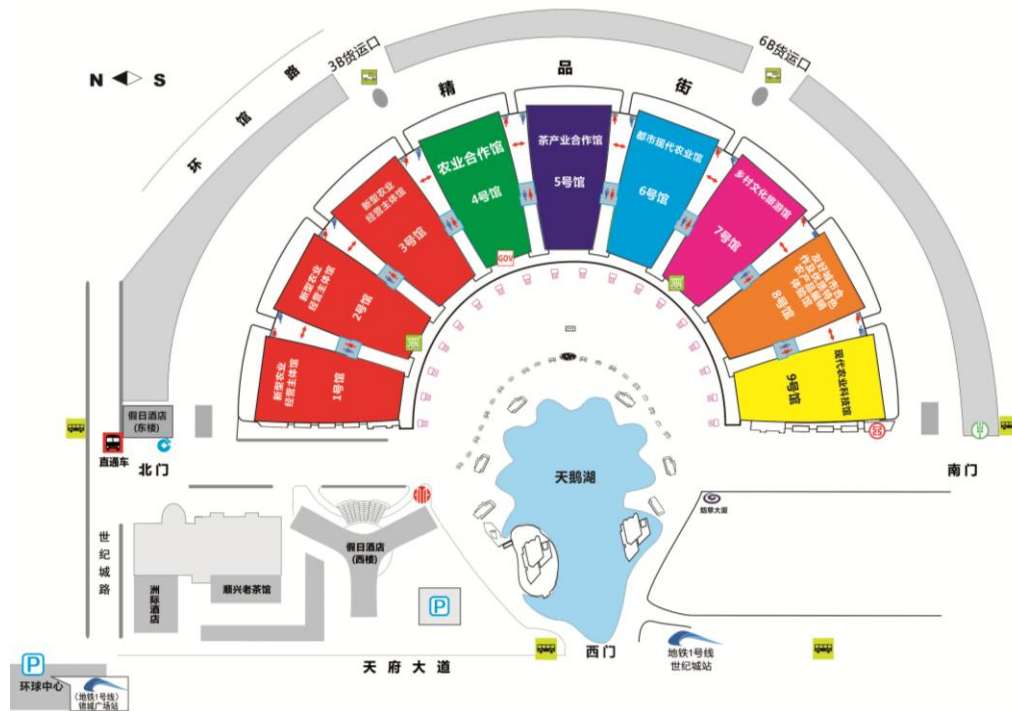
### Section 3 Plan Sketch of Exhibition Area and the Surrounding

#### I. Geographical Location Map of the 3rd Sichuan Agricultural Expo & Chengdu International Urban Modern Agricultural Expo





## II. Regional Location Map of the 3rd Sichuan Agricultural Expo & Chengdu International Urban Modern Agricultural Expo



## Section 4 Traffic Service Guide

### I. Metro Lines

Line	Station
Metro Line 1: Shengxian Lake – Guangdu (06:20-22:50)	Century City, exit from Exit C
Metro Line 2: Xipu – Longquanyi (06:20-22:30)	Transfer to Metro Line 1 at Tianfu Square Station, get off at the Century City Station and exit from Exit C.

### II. Bus Routes

Location	Route
North Railway Station – Century City	Take Bus 16 or Bus 99 – transfer to Bus 118 or Bus 501, get off at north side of New International Convention & Exposition Center
Shuangliu International Airport – Century City	Take Bus 907 and get off at the north side of New International Convention & Exposition Center:
Other places in the city	Take Bus 84, Bus 102, Bus 115, Bus 118 or Bus 185 to directly arrive at the New International Convention & Exposition Center, Century City.
Service hotline of Chengdu Public Transit: 86-28-85076868	

### III. Taxi Routes

Point of Departure	Drop-off Point	Travelling Distance
Chengdu Shuangliu International Airport	New International Convention & Exposition Center, Century City	14.7km
Chengdu North Railway Station		16.8 km
Chengdu East Railway Station		21.6 km
Tianfu Square		11.4 km

## **Section 5 Relevant Management Methods of the Expo**

### **I. Management Method for Protection of Intellectual Property rights**

#### **(I). General**

1. The Method is formulated according to the relevant national laws and regulations and considering the actuality of the agricultural exposition to maintain the normal order of agricultural exposition, enhance the consciousness of protecting the intellectual property rights, settle the disputes of intellectual property rights during exhibition and promote the protection of intellectual property rights,

2. The exhibitors shall comply with the method and participate in the exhibition legally and shall not infringe the intellectual property rights of others. Affirmation of the intellectual property rights during exhibition period shall be undertaken by intellectual property protection workstation and the exhibitor group organizers shall be held jointly liable for all costs or losses incurred because the exhibitors' activities during the exhibition period are deemed to infringe the intellectual property rights.

#### **(II). Complaint handling**

1. An Intellectual Property Protection Station at the venue of the Expo to handle the alleged infringement of the intellectual property occurring at the site of the event. It will be operated at the site by the working personnel of relevant departments dispatched by the leading group of the intellectual property of Sichuan Province.

2. The complainant can complain to the Station in the following conditions:

- 1). The complainant is the obligee or stakeholder;
- 2). The respondent shall be the participant of the Expo;
- 3). The complaint shall occur at the venue of the Expo;
- 4). The complaint has not applied to the people's court or the relevant government authority for handling.

3. Procedure of handling complaints

1). The participant may require the other party to complain to the Station in case of the participant's being accused of infringement of the intellectual property right at the booth;

2). If a complainant wants to make a complaint, he shall fill the Application for Complaint as per relevant requirements, and submit legal and effective certificate of the intellectual property or required other proofs.

3). Upon receipt of complaint by the Intellectual Property Protection Station, the complainant and the respondent shall be summoned to the site for coordination and settlement. Such coordination and settlement shall be conducted in the following procedure:

- 1). Presentation of the Complainant;
- 2). The defense of the Respondent shall submit the relevant defense materials not later than four hours;
- 3). Both parties shall enter into a debate;
- 4). Ediation;
- 5). Identified by the Intellectual Property Protection Station.

The respondent's failure to defense shall not affect the identification and execution.

4. Result of handling a complaint

1). In case that both parties reach mediation and sign a mediation agreement, proceed as per such mediation agreement;

2). Should the Respondent fail to provide effective defense and evidences for non-infringement, he shall assist the complainant to shoot photos for evidences at the request of the complainant, remove the items allegedly related to infringement out of shelves, or temporarily detain such items and request for execution of a letter of acknowledgement, stating the he will not exhibit any items allegedly related to infringement during the Expo. Such letter of acknowledgement shall be made in duplicate, separately held by the Complainant and the Intellectual Property Protection Station;

3). In case that the Respondent provides the valid evidences for defense, and has been audited by the Station to be eligible and valid, the request by the Complainant will be rejected; and the facts and reason for non-supporting of such request shall be notified of the Complainant in a timely manner.

5. The process of receiving a complaint and the decision of disposal of the Station shall be recorded and stored.

**(III).Responsibility**

1. The Complainant is prohibited from disturbing the order of the exhibition at the venue of the Expo. In case that the Complainant fails to directly negotiate with the alleged infringer through the Intellectual Property Protection Station and causes any dispute or disrupt the normal order of the exhibition, he shall be taken out of the venue;

2. No matter how the Intellectual Property Protection Station has disposed of the Respondent, any further action taken by either the Complainant or the Respondent upon the end of the Expo will have not relationship with the organizer of the Expo;

3. Should the Respondent has any dispute over the result of settlement by the Intellectual Property Protection Station, he can submit his defense to the same within 24 hours, without terminating the execution of the decision. The Respondent shall not require any refunding of any fee of participation in the Expo on the ground that the decision of settlement is not to his benefit;

4. The Respondent shall execute the decision of settlement by the Intellectual Property Protection Station. Where the decision has been rejected or delayed, the qualification of such Respondent to take part in the Expo shall be cancelled, and all his articles inside his booth shall be sealed up till the end of the Expo. The booth rental shall not be refunded;

5. Where the exhibitor is regarded as getting involved in the infringement at the Expo for twice or above, his qualification of attending the next exhibition will be cancelled; and his articles inside the booth shall be sealed up till the end of the Expo. The booth rental shall not be refunded;

6. If the exhibitor causing complaint is a group, the leader unit of such group is responsible for cooperating with the Intellectual Property Protection Station in relevant work, and urge the violator to execute the decision of settlement of the infringement;

7. Where the Complainant submits false complaint materials or causes damages to the Respondent due to his false complaint, he shall assume the corresponding legal responsibility.

**(VI).Supplementary provisions**

1. The exhibitor held as having got involved in any infringement shall be subject to the name of the applicant of such booth, namely the name appearing on the lintel of such booth. No matter the direct infringer is the applicant of the booth, its subsidiary, joint operation unit, supplier or collaborator, the undertaker shall be the applicant of such booth;

2. Any dispute caused by the applicable to this Method shall be solved as per the laws of the People's Republic of China;

3. The right of interpretation of this Method shall be reserved by the Intellectual Property Protection Station.

**II. Construction safety management regulations**

The exhibitor is requested to comply with the provisions of the Expo and carry out his work in accordance with the safety management regulations, and is obligated to notify the relevant work personnel of your company who will participate in the arrangement of booth and removal of such booth. It is hoped that our service will be able to provide your work with convenience.

1. Strictly comply with *the Large-scaled Activity Safety Management Regulations, Temporary Management Provisions of Exhibition and Sales Activity and Fire Prevention*, as well as relevant management regulations made by the local government at the venue. Comply with the construction management provisions of the organizing committee and the service supplier at the main venue, and supervise and examine the Expo, ensuring the safety of the exhibition booths and personal safety.

2. Any special designed booth inside the venue shall not exceed the height of 6 meters, and no suspension points, second floor or cross-passage facilities shall be erected.

3. The construction company shall design and construct the booth in accordance with the construction management provisions of the Expo and provide relevant construction drawings for review. The booth area erected by the construction company shall be in line with the lineation on the floor. Should any booth is erected beyond its own area, the organizing committee and the service supplier of the main venue have right to request the dismantlement of the area beyond the lineation in consideration of fire prevention.

4. The construction company shall arrange a responsible person at the site, ensuring that each booth have one such responsible person for each booth who can follow the progress of the booth construction at any time and timely cooperate with

the Expo organizer in the conduction of relevant work of the event; and register and file at the time of handling construction procedures.

5. Design and construction strength of each booth shall meet the required strength requirements of load and perform design and construction strictly in accordance with the safety provisions of national safety supervision department. Construction Unit shall ensure the over-all structure of booths has enough required strength and stability of load, materials of steel structure shall comply with national standards, and welding and connecting pieces shall comply with safety requirements and standards of safety supervision department.

6. The thickness that main wall of booths links with the ground shall not be less than 150 MM, to ensure contact area and wall and the ground; steel structure shall be arranged for the large span wall body that is longer than 6 M and higher than 4 M and beam connection shall be arranged between the top of steel-frame structures. Steel structure shall be arranged to connect the backwall and front exhibition part and steel structure column support and baseplate to ensure the integral strength and stability of booths.

7. All the cleared land stands that beam connections are arranged at the top must provide the detail drawings of connections between beam and main body. Structural strength shall meet the required strength of load. Steel structures must be used for beam and connected firmly. Connections of main beam must be connected by the high-strength bolts (bolt connections must use flat gasket and spring cushion) that is not lower than Grade 8 by riveting or prefabricated welding. Connection methods of lap joint or binding by lead wire, iron wire and steel wire are strictly prohibited.

8. Selection of materials to erect each booth shall comply with application standards of temporary building materials of relevant national departments. Moreover, select these materials in accordance with features of exhibitions. Materials shall comply with national environmental protection requirements. In addition, use inflaming retarding or nonflammable materials. However, elastic fabric, casement, yarn products and other cotton products are prohibited decorating booths. Combustion performance of diablement fort like sandy decoration materials and special membrane products shall not be lower than Grade B1 standard (nonflammable), and material samples and product test reports that are given by national authoritative test organization shall be provided when applying for construction.

9. Tempered glass must be used for booths decorated by glass materials, to ensure strength and thickness (thickness of curtain glass shall not be less than 10 MM) of glass. Installation method of glasses must be reasonable and reliable. Metal frame or specialty hardware must be used for glass installation and elastic materials must be used as a cushion ply between frame and glass materials as well as hardware and glass materials, to ensure safety use of glasses. Obvious identifications shall be labeled on large-area glass materials to prevent glass being broken and injuring persons. Structural support post and wall body must be secured under the platform if glass platform is used and booth structure shall not be erected on smooth glass surfaces directly, to ensure the stability of the structure.

10. Baseplate shall be arranged at the bottom of main load-carrying steel structure's post, to increase the area of thrust surface of post and enhance the stability of booth. For column, the seamless steel tubes with diameter above 100 MM and wall thickness above 2 MM shall be used. Baseplate with diameter of not less than 600 MM shall be welded at the bottom or connected with the high-strength bolt not lower than Grade 8. Weld flange plate at the upside to increase contact area of connection points and ensure the stability of booth structures.

11. Strictly prohibit suspending, hanging and binding booth structural frameworks privately onto the top, pillars, rails and various pipelines of pavilion.

12. All the people access to the hall during erection period must wear helmets and construction certificates. Each stand need to get certificate of safety officer at the official service provider. Safety Director of each stand wears the certificate to perform safety management. Dress shall be neatly fit on the construction site and construction workers are strictly prohibited wearing business suits and slippers. Safety Directors shall wear armbands.

13. Qualified and safe hoist tools and operating platforms shall be used when working high above the ground. Construction workers shall fasten their seat belts and wear relevant articles for labor protection according to requirements. Safety areas shall be arranged to protect personal safety and specially-assigned persons shall guard them. Eye-catching warning signs shall be posted up in safety areas.

14. Workers to install circuit and electrical devices within a stand must hold effective certificates and perform construction as per national electrical provisions (carry about electrician certificates for verification). Each specialty workers can only engage in construction of their own specialty and strictly prohibit cross-specialty construction and operation.

15. Strictly prohibit primary processing of timberwork within the pavilion and strictly prohibiting painting oil paint, applying putting, and brushing emulsion paint in large scale.

16. Strictly prohibit brutal construction. Strictly prohibit pushing over and pulling down directly when dismantling booths. Safety precautionary area. It is strictly prohibited to move out in advance.

17. It is strictly prohibited to outsource erection and move-out to non-specialty company of construction and erection.

18. Display racks and stands shall not be erected and sundries shall not be stacked under the fire protection door of the pavilion, to ensure unblocked open and closure of fire protection door.

19. Fire-fighting equipment, electrical equipment,

20. Booth construction are strictly prohibited carrying and using flammable, explosive and banned chemical substances (i.e. alcohol, thinner and gasoline, etc.); it is strictly prohibited to use gas cutting, welding and cutting, electric welding, blast burner and other working with naked fire; it is strictly prohibited to use processing operation tools, such as electric saw and electric planer.

21. No smoking sign as well as safety evacuation exit sign and other fire-fighting safety warning signs must be posted up in the construction area as per provisions.

22. It is strictly prohibited to smoke in the pavilion and no-smoking areas.
23. Power source and lighting source must be connected by different electricity boxes. It is strictly prohibited to connect power source and water source privately as well as overload power utilization.
24. Asbestos pad must be used to separate the space between flammable erection materials and electric appliances as well as flammable erection materials cables, and leakage protector must be installed for electricity box
25. Cables must pass through tubes and circuits must use amphenol connector
26. Capping area of booth shall not exceed 50% of leasing area.
27. Light box shall be manufactured by nonflammable or flame resistant materials. Installed lamps and lanterns and their heating components, such as ballast and low-voltage transformer, shall keep safety distance with woodwork, or set nonflammable isolated layer and keep away from flammable materials. Cables shall be passed through insulating tubes according to their colors. Heat dissipation holes must be set for light boxes. It is prohibited to use plastic shell ballast and high-temperature lamps (i.e. iodine-tungsten filament lamp and sunlight advertising lamp, etc.).
28. Gentle slope leading to common aisle must be arranged at the edge of interior platform within stand scope when erecting platform, to prevent the fall of platform and the ground causing public personal injury. Collision avoidance objects or safety angles are required for the corner of platform.
29. Fire extinguisher must be configured for booth according to requirements and be placed an obvious position.
30. Open fire operation is strictly prohibited in the pavilion.
31. It is strictly prohibited to enter the pavilion privately without access procedures; strictly prohibit extra work or delayed extra work privately without extra work procedures. If exhibitors and construction units need apply extra work during exhibition arrangement process, extra work procedures should be handled at site service center before 16:00 of each day and application of extra work after 16:00 at official service provider office. If unauthorized extra work or delayed extra work without extra work procedures handled is found, fine based on double extra time-work payment. The unit that refuses to coordinate with site-clearing personnel will be punished as per double payment for overnight work.
32. It is strictly prohibited to bring high-power electric saw, electric planer, cutter, welder and air compressor into the pavilions and construction site.
33. It is strictly prohibited to use electricity for exhibition period without declaration during exhibition arrangement period; the 24 h electricity use of pavilion can't be used as uninterruptible power supply (UPS).
34. Construction unit shall perform construction within specified time and zone and be responsible for fire protection
35. It is strictly prohibited damage exhibition equipment and facilities; strictly prohibit drilling holes, driving nails, brushing paint and painting in the ground and wall of pavilion; strictly prohibit embezzling exhibition articles.
36. The party whose booth is higher shall perform leveling and beautification



treatment at the back of booth when heights of adjacent stands are not the same; strictly prohibit arranging publicity words or enterprise logos at the back; it is strictly prohibited to use the structure of adjacent stand as its own stand erection structure or support structure privately.

37. The construction unit whose booth erection has potential safety hazard

38. Construction units shall clear up wastes at any time during construction; materials for booth erection shall be piled up neatly and strictly prohibit occupying firefighting access, to keep unblocked passage in the pavilion. Strictly prohibit arranging the warehouse to store articles in the pavilion. Dismantle stands within specified time, finish clearing decoration rubbish and prohibit stacking and discarding decoration rubbish at any public area.

39. Strictly prohibit quarrels and fighting, exchange blows and safeguarding legal rights without

40. Construction unit shall assign electrician

41. All the safety accidents shall be borne by booth erection and exhibition arrangement units after official service provider does its responsibilities and obligations of notification, reminding and rectification requirement.

42. The booth with complex structure must be provided with structural drawings for booth details and detailed drawings for knots (stamped by national first class Registered Structural Engineer and review stamp of Architecture Design Institute of the Engineer), and a review report for the structure. Safety of booths shall be sufficiently taken into consideration in design and construction, to ensure the whole structure of booth can resist various loads.

43. In addition to deducting corresponding construction security deposit, organizing committee and official service provider shall dismantle or command them to rectify booths according to situations for the booths with structural potential safety hazard (don't conform to exhibition conditions and very likely to cause casualties).

Unmentioned matters above shall be subject to on-site notification. Exhibition participants and construction units shall comply with provisions. Give a warning, outage till cancellation of exhibition participation qualification according to the circumstances if there is a violation.

### **III. Entrance Stipulation for Exhibitors During Exhibiting Transaction**

1. All pictures and texts involving the data (such as national map, border scope and territory area) in the exhibition contents (including product package, promotion materials and exhibition models) appearing at the venue must be separately submitted to the Organizing Committee for approval. After approval obtained from related department, contents to be changed shall be notified in a written form. If not changed, all outcomes shall be borne by exhibitors.

2. At each 9:00, all exhibitors shall assign staff to arrive at their own stand, and merchants who attend the exhibition shall be responsible for safety of exhibits and property during opening hours.

3. All visitors have to leave the exhibition on time according to closing time stipulated; All exhibitors cannot leave their own stands until all visitors leave, and exhibitors who have valuables (including exhibits) on the stand, they shall declare valuables list to the committee in advance, which are taken away by the exhibitor when closing; Otherwise in case of any loss or damage, the exhibitor shall bear liabilities; If necessary, the exhibitor shall conduct related procedure to assign staff to guard the stand only within the scope of own stand.

4. Special circumstances must be agreed by the committee. After the committee checks articles to conform to requirements, articles can be taken into pavilions.

In principle, exhibits are not allowed to enter into the exhibition during exhibition transaction. If exhibitors in 1-5 pavillions need to supplement exhibits, they can conduct supplement (10:00-11:00 on the next day) application procedure at site service center in 1-5 pavillions before each 15:00 from Novemeber 19 to 21. Exhibits enter into pavillions through designated transport channels, and all exhibits are allowed to enter but not to leave pavillions during supplement hours through transport channels

5. The quantity of exhibits into the exhibition shall be matched with the area of its stand. When the committee confirms that the quantity of exhibits into the exhibition is not matched with the area of its stand, the committee has the right to refuse excess portion to enter into the exhibition area.

6. Exhibitors are allowed to only take away small pieces out of pavilions during opening hours When taking away, staff of exhibitors shall come to the service center to issue a *move-out permit* by Exhibitor Badge or stand confirmation letter.

7. Exhibitors and visitors shall abide by and maintain the order in the exhibition

area, enter and exit in line, keep public health within the pavilion, and keep the pavilion clean.

8. All vehicles shall follow the command of traffic management, and drive and park according to stipulated lines and places.

## Section 6 : Service Guide

### I Main Pavilions Service Provider

#### 1. Service Provider Company

CIEXPO (Beijing)

Tel: 028-61555500 shift 5011, 5016, 5020

Fax: 028-61555500-8016

Email: cdsbh@ciexpo.net.cn

#### 2. Function

Official service provider is a cooperator authorized by the committee to provide sit management and services in the 3rd Sichuan Agriculture Expo & Chengdu International Urban Modern Agricultural Expo, and its specific functions are as follows:

1). Be responsible for decoration drawing approval of specially decorated exhibition area. Exhibitors that need special designed booth must submit **Qualification Certificate, copies of Business License and Design Drawings** (plane drawing, elevation drawing, structure size drawing, power distribution system drawing and interpretation of construction materials) of construction organization and other related documents to the official service provider before 18:00, October 30, 2015, which are approved by the **official service provider according to** provisions in *Exhibitor Manual* of the 3rd Sichuan Agriculture Expo & Chengdu International Urban Modern Agricultural Expo, and proposes modification opinions for designs non-conforming to stipulations. Construction is prohibited after modification.

2). Be responsible for construction safety of each exhibition stand, fireproof and cleaning management, etc.

3). Be responsible for monitoring and management of exhibition area construction on site, and take shut-down, adjustment within a term, construction cash deposit deduction, penalty and entrance prohibition and other management measures for exhibition area and staff non-conforming to construction management stipulation.

4). Be responsible for exhibition equipment lease on this exhibition site

5). Be responsible for water, power and network supply and telephone connection of this exhibition.

## II. Recommended Contractor of Special Designed Booth

### Recommended Stand-fitting Contractor of Special Designed Booth

Company name	contacts	Tel (+86)	Company name	contacts	Tel (+86)
Shenzhen City Xinyifang Exhibition Plan Co., Ltd.	Yang Jianhong	18982157042 13714781507	Chengdu Boao Exhibition & Conference Services Co., Ltd.	Tang Chongping	15902863888
Chengdu Chuangqi Brother Exhibition Engineering Co., Ltd.	Li Shengqian	13880001091	Chengdu Influence Exhibition Co., Ltd.	Yan Yusong	18011514600 18086841481
Shenzhen City Orient Exhibition Co., Ltd.	Yang Xiaoshuan	13458561989 13590115706	Chengdu Datangshengshi Exhibition & Planning Co., Ltd.	He Jun	18980078258 13096378560
Chengdu Shengya Culture Communication Co., Ltd.	Zhao Fei	15928069783	Chengdu West Niuniu Advertisement Exhibition Co., Ltd.	Wei Yijia	15908186750
Pengcan Cultural Innovation (Shanghai) Co., Ltd.	Liu Li	17717332987	Chengdu Gaodee Exhibition Services Co., Ltd.	Wang Yuebo	15008271532
Sichuan Yingjie Display and Exhibition Co., Ltd.	Chen Yue	13679007984 18982066298	Chengdu Yobo CS Advertisement Exhibition Co., Ltd.	Luo Yin	18048563137
Sichuan Yinhe Exhibition Design Production Co., Ltd.	Liu Anguo	13032823028 13438081600	Chengdu New Energy Exhibition Co., Ltd.	Gong Liangkui	13689062217

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Chengdu Shangpin Exhibition Co., Ltd.	Han Xiao	13666220066	Chengdu Huanda Exhibition Services Co., Ltd.	Han Long Zhao Yong	13709018172 13709088591
Chengdu Zhide Advertisement Exhibition Co., Ltd.	Xu Shiwen	13882280979	Chengdu Yiyang Exhibition Co., Ltd.	Zhu Yilin	13320989996
Guangzhou Shangya Exhibition Design Co., Ltd.	Huang Yilin	13302309185	Sichuan Hecheng Jiaye Exhibition Services Co., Ltd.	Zhang Yuanshu ai	13880250049
Chengdu Miya Dilan Marketing Plan Co., Ltd.	Deng Wangshu	13438013442	Sichuan Adpersonin Economic Culture Dissemination Co., Ltd.	He Yan	18580649002
CIEXPO Exhibition (Beijing) Co., Ltd.	Luo Liang	13880253683 13908018297	Chengdu Space&BestDisplay and Exhibition Co., Ltd.	Hu Yanmei	18608008478 13666134029
Haodi Wuxian Industry Co., Ltd.	Liang Shangwu	15528408668 13981119798	Sichuan Boda Zhicheng Display and Exhibition Co., Ltd.	Qiang Mingrong	13281217130 18228062229
Chongqing Branch Company, Guangzhou Bijia Exhibition Services Co., Ltd.	Yang Tianshui	15086962666 18725988912	Chengdu Mibroad Advertisement Co., Ltd.	Yang Xiaoyong	13194864536
Chengdu Fenghuo Construction Decoration Design Co., Ltd.	Lai Guangbin	13658049380	Chengdu Hongbo Shengshi Culture Communication Co., Ltd.	Dou Caihong	13882278888

Listed in no particular order for the above

### III. Logistics Provider

#### 1. Home Exhibits Transport Logistics Provider

##### 1). Home Exhibits Transport Logistics Provider

#### **Chengdu Zonglian Exhibition Logistics Co., Ltd.**

Address of headquarters: Room 1805, Floor 18, Building C, Xidun International Plaza, No. 666, Middle Section of Tianfu Avenue, High-tech District, Chengdu

Exhibition Branch company: 5-17, Pavilion 5, New International Exhibition Center, Chengdu Century City

Address of warehouse: 104-1-12, Jingpin Street, New International Exhibition Center, Chengdu Century City Zhang Zhongde to exhibitors (assignee)

Contact:

Manager Lu (General responsible) +86-15692888967

Supervisor Xiong (Person responsible for transportation) +86-15692888991

Ran Wen (Customer service consultant) +86-13550130446

##### 2). Overseas Exhibits Recommended Logistics Provider

#### **Chengdu Branch Company, DHL Global Forwarding (China)**

#### **Co., Ltd.**

Address: Floor 4, Building 6, Tianfu Software Park C, No. 81, Tuoxin East Street, High-tech District, Chengdu City, Sichuan Province

Contact:

Duan Chongsong

Tel: +86-28-85980899/ 18602852445

Email: Michael.Duan@dhl.com

### IV. Cooperated Hotel

No.	Hotel name	Service manager	Tel	Hotel Telephone	Address
1	Jinjiang Hotel	Huang Shuo	13550367855	(028)85506666	No. 80, 2nd Section of Renmin South Road, Jinjiang District, Chengdu City

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2	Wangjian g Hotel	Xie Xianpin g	13408086225	(028)84790000	No. 42, Xiashahepu Road, Chengdu City
3	Shangri- La Hotel	Xiong Yuzhu	18628196778	(028)88889999	No. 9, Binjiang East Road, Jinjiang District, Chengdu City
4	SOFITE L Hotel	Liu Jianyu	18349181233	(028)66669999	No.15, Binjiang Middle Road, Jinjiang District
5	Shidai Jinjiang Internati onal Hotel	Zeng Xiang	13880228268	(028)86090888	No. 59, Lower Nandajie Street, Jinjiang District, Chengdu City
6	Minshan Hotel	Xu Guangch uan	18190790906	(028)85583333	No. 55, 2nd Section of Renmin South Road, Jinjiang District
7	Wangshi xing Phoenix Internati onal Hotel	Zhou Xiaohui	15608171077	(028)85858585	Kasimo Phoenix International Plaza, No. 99, 2nd Section of Zhonghe Avenue, High-tech District, Chengdu City
8	Celebrity City Hotel	Zeng Jiali	13881936605	(028)86833333	Zhongtie Celebrity Building, No. 122-124, 1st Section of Renmin South Road, Jinjiang District
9	Mingyu Shangya Hotel	Wang Jiashang	15884478958	(028)88876666	No. 1, Linjiang West Road, Wuhou District
10	Century City Holiday Inn	Chen Wei	13880560760	028-85348888	No. 208, Century City Road, High-tech District, Wuhou District
11	Howard Johnson Hi-tech Plaza Chengdu	Shi Chun	(028) 82820222	(028)82829999	No. 338, Tiantai Road, High-tech District, Chengdu City

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12	Minya Hotel	Tian Wenzheng	18080802856	(028)87688888	Yongfeng Road, Wuhou District, Chengdu City
13	CYNN Xanadu Hotel	Chen Yu	13980876662	028-85589999	No. 69, Kehua North Road, Wuhou District, Chengdu City

Listed in no particular order for the above

**Exhibitors and guests can book hotel and guest rooms in a favorable price and enjoy enthusiastic services during exhibition period by certificate issued by the organizing committee.**

**Please book the hotel prior to two weeks in order to guarantee check-in demand of exhibitors and guests due to limited guest rooms in each hotel.**


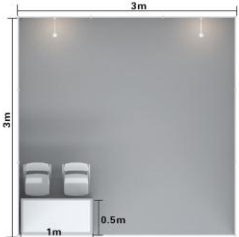
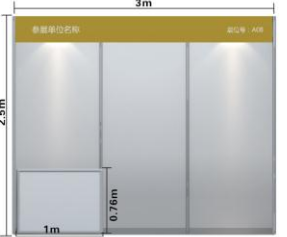


## Chapter II Exhibition Notice of Standard Booth

### Section 1 Related Information of Standard Booth

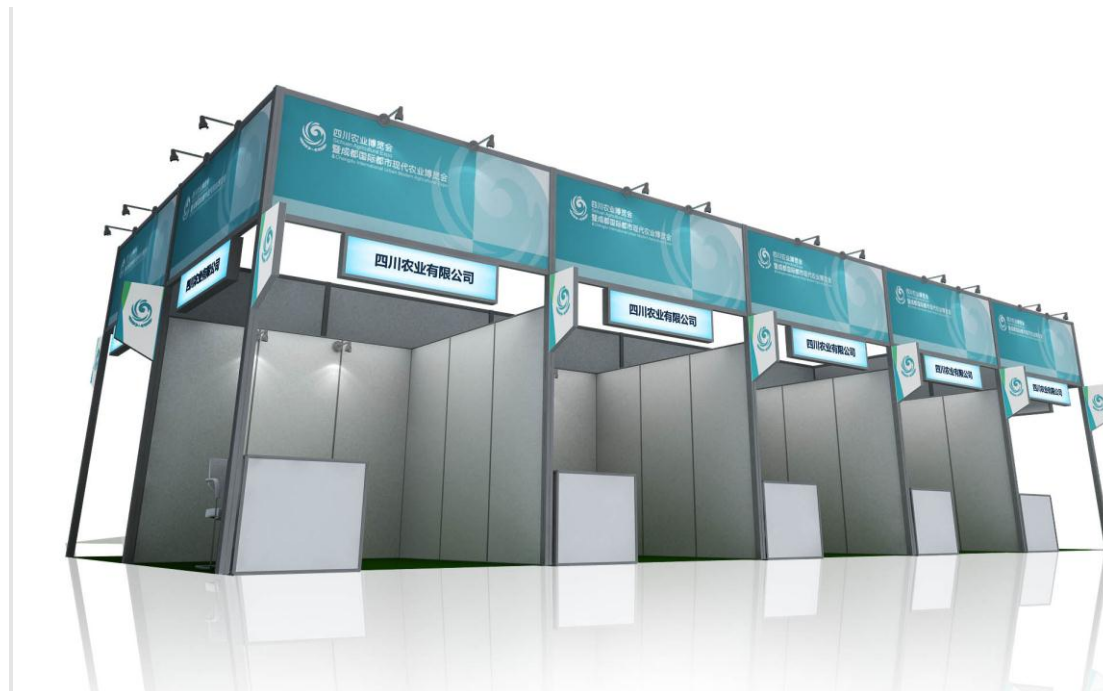
#### I. Basic Configuration of Standard Booth

Standard booth configuration (see the sketch map of standard booth): one desk and two chairs, two lights, one white board in Chinese or Chinese and English (Double open booths can be provided two), a single-phase 5A socket, three side board (Double open booth is two side board).

<p>Effect picture of standard booth</p> 	<p style="text-align: center;"><b>Standard booth configuration and description</b></p> <p>Booth size is 3 meters x 3 meters. Its height is 2.5 meters. If it is necessary to reserve an open spaces for construction by the exhibitor, then the exhibitor should report to the organizing committee in written form before 18:00 on October 30. The construction cannot be carried out until the organizing committee approves.</p> <p><b>Booth furniture configuration:</b></p> <ul style="list-style-type: none"> <li>One information desk</li> <li>Two folding chairs</li> <li>One 5A/220V power supply socket</li> <li>Two spotlights</li> <li>Carpet</li> </ul> <p style="color: red;">Note: See Appendix V for submission of booth fascia information.</p>
<div style="display: flex; justify-content: space-around;"> <div data-bbox="247 1041 502 1328"> <p>Plane graph of standard booth</p>  </div> <div data-bbox="502 1041 813 1328"> <p>Elevation of standard booth</p>  </div> </div>	

## II. Upgrading Sketch Map of Standard Booth

The organizing committee can provide standard booth upgrading for exhibitors. As the following sketch map (on-the-spot material objects are the criteria).



## III. Self-building of Standard Booth and Upgrading Transaction Process

1. Definition of self-upgrading, self-building, self-building & upgrading of standard booth

Self-building of standard booth: it refers that original booths are transformed to open space and builds standard booth with standard booth furniture specified by international standard automatically.

Self-building and upgrading of standard booth: it refers that original booths are transformed to open space and builds standard booths with standard booth furniture specified by international standard automatically and upgrade and build them.

2. Requirements of self-building, self-upgrading and self-building and upgrading of standard booths

- 1) If exhibitors build standard booths by themselves, height limit of them is 2.5 meters.
- 2) If exhibitors upgrade standard booths by themselves, height limit of them is 4 meters.
- 3) If exhibitors build and upgrade standard booths by themselves, height limit of them is 4 meters.
- 4) If exhibitors dismantles standard booths to open space, the booths will be brought

into special equipment management scope if they are built in non-standard booth way. They will be declared according to special equipment booth handling process.

### 3. Handling Process

If exhibitors of standard booths build and upgrade by themselves, besides report and submit materials of standard booths which must be submitted, they also need to report and submit self-upgrading, self-building, self-building and upgrading effect drawings, dimensional drawings and construction material drawings of standard booths (see details in Appendix VI).

Exhibitors who build and upgrade by themselves must apply to the official service provider in written form before 18:00 on October 30th. They can't transact related procedures and enter the arena to construct till agreed by them.

### 4. Charging Standard

Project Name	Quantity of standard booths (Nr.)	Price (RMB)
Management cost of self-building	1	60
Management cost of self-upgrading	1	60
Management cost of self-building and upgrading	1	120
Cash deposit	1-5	2000 /each
	6-30	20000
	31-50	30000
	51-70	40000
	71-100	50000
Note: repaying work of cash deposit will be started on November 23 and finished within twenty working days.		

## Section 2 Certificate Services

### Exhibitor Badge

#### 1. Principle of Badge Issuing

- 1) Each standard booth is restricted to apply for three Exhibitor Badges which are only for exhibitors to enter into the hall during exhibition period. One person has one badge, which should not be lent to others for use.
- 2) Exhibitors need to apply for transact badges (see details in Appendix IV).
- 3) If exhibitors need to issue, reissue and add badges on the spot, they can transact after examined agreed by the organizing committee. Charging standard is RMB 10/badge.

## 2. Badge Issuing Process

- 1) Exhibitors need to fill in *Application Form for Exhibitor Badges of the third Sichuan Agricultural Fair Which Is Chengdu International Metropolis Modern Agriculture Expo* (Appendix IV) accurately.
- 2) Exhibitors must report and submit the Appendix III which is sealed with exhibitors' fresh chapters to the organizing committee by e-mails before October 30, 2015.
- 3) Exhibitors, please get exhibitor Badges at "exhibitors' registration desk" on the spot from 9:00 to 18:00 on November 18, 2015.

## Section 3 Specification of Application Materials

No.	Content of Submission Materials	Receiver
1	<b>Exhibitor's Letter of Commitment (Appendix I)</b>	Sichuan International Exhibition Co., Ltd.
2	IPR Protection Commitment (Appendix II)	
3	Registration Form of Exhibitor (Appendix III)	
4	Application Form for Exhibitor Badges (Appendix IV)	
5	Fascia Information Registration Form of Standard Booth (Appendix V)	
6	Change Request Form of Standard Booth (Please submit if necessary) (Appendix VI)	CHINA INTERNATION AL LEAD EXPO GROUP (BEIJING) CO., LTD.
7	Electricity Application Form (Please submit if it needs to add electricity) (Appendix X)	
8	Lease Application of Booth Furniture and Furniture (Please submit if it needs) (Appendix XI)	

Note: the first, second, third and fourth items of the above materials are what exhibitors' standard booths must submit. And they need to be submitted to the organizing committee before 18:00 on October 30, 2015.

Among the items 6, 7 and 8, if there are exhibitors with demands, please submit them to China International Lead Expo Group (Beijing) Co., Ltd. before 18:00 on October 30, 2015.

## Section 4 Setting and Moving Out Process of Exhibitions

### I. Setting Process



The exhibitors should get the Exhibitor Badge by the booth confirmation at “exhibitors’ registration desk” on the spot and enter into the hall for booth setup. The time is from 9:00 to 18:00 on November 18, 2015.

## II. Move-out process



The move-out permit will start to be issued at 10:00 on October 23, 2015. And exhibitors can get it in the site service center;

Start to pack exhibits at 15:00 on October 23 and the exhibit unit can pack exhibits to get ready to go out of the pavilion;

Exhibits should be shipped out of the pavilion at 16:00; transportation vehicles of exhibits

enter the cargo channel to load exhibits (vehicles are forbidden to enter the pavilion), exhibitors evacuate exhibits out of the pavilion and all of the exhibits should be permitted to be taken out by the move-out permit.

All of the exhibits must be shipped out of the pavilion before 19:00 on November 23.

### **Section 5 Management regulation of standard booth**

1. Exhibitors shouldn't arbitrarily change exhibition lintel, board, tool and lighting in the booth in any conditions. Any standard arbitrary change should be applied to the service center in the home court and the official service provider will send the change information to the pavilion to change.
2. If the standard booth is equipped with distribution box, it is forbidden to move and the exhibitor should keep off during layout.
3. Other rented spotlight and fluorescent lamp in the standard booth are forbidden to be equipped in the outside of the booth and exhibition tool taken by the exhibitor themselves.
4. Standard booth is forbidden to pick up lines privately and use lighting tools with high temperature such as neon lights and small sun lamp.
5. All of the building materials of the standard booth and exhibition tools are rented, so the exhibition unit should protect the exhibition board, tool and equipment in the pavilion. It is forbidden to install metal nail, graduate with cutter, write and drill in the pavilion. It is forbidden to paint on the exhibition board, glue paper and glue which is damaging can't be pasted in the propaganda materials. Nylon fastener tape can be used for pasting.
6. It is forbidden to remove exhibition frames and tools; It is forbidden to hang heavy material and frame directly on the exhibition panel; It is forbidden to trample exhibition tool; It is forbidden to connect exhibition stand and exhibition tool taken by yourselves to that equipped by the conference to avoid collapse.
7. Power socket (220V/5A) provided in standard exhibition booth, only can be connected to general household appliances such as TV, computer, phone chargers, etc. And is strictly prohibited from connecting machine and lighting.
8. The damaged or lost exhibition appliance for the rental shall be compensated according to the original cost or the cash deposit shall be deducted.,
9. The article such as desks, chairs for other standard exhibition booth are strictly prohibited to be brought or misappropriated.
10. All the container or the box for the article storage shall be moved out of pavilion before starting the exhibition to avoid stacking, hinder other exhibition booth and obstruct passage.
11. From starting pavilion to clearing up the hall, there should be person to watch in the pavilion to look well article of customer and exhibit. The exhibition unit shall bear the responsibility once the lost and stolen events happen.
12. The service provider of the home court shall stop the power supply for the exhibition booth and the rental unit of the exhibition booth shall bear all the loss and joint liability

caused by this if the power consumption in exhibition booth exceeds the applied electric quantity that leads bad influence to the equipment operation of other exhibition booth or the electrical power system.

## Chapter III Special Designed Booth Exhibiting Notice

### Section 1 Certificate Service

#### I. Exhibitor Badge

##### 1. Transacting principle

1). An exhibitor badge can be claimed per 10 m<sup>2</sup>. The badge is used for exhibiting personnel to entering the building during exhibition, one badge for one person without transferring to other people.

2). The exhibitor needs to apply to transaction of the badge in advance (refer to attachment IV for details).

3). If it is necessary to issue, reissue or add a badge on site, it shall be transacted after the approval of the organizing committee based on the charging standard: RMB 10/badge.

##### 2. Badge transacted procedure

1) The exhibitor needs to fill in the Application Form for Exhibitor Badge of the 3<sup>rd</sup> Sichuan Agricultural Expo & Chengdu International Urban Modern Agricultural Expo accurately (Attachment IV)

2) The exhibitor should send the Attachment IV which is sealed with the exhibition unit seal by the way of e-mail before October 30, 2015;

3) Please get the Exhibitor Badge at “Exhibitor Check-in” of the exhibition site from November 16 - 18, 2015 09:00 - 18:00



## **II. Certificate for booth setup and dismantlement**

### **1. Principles in certificate handling**

1) Certificate for booth setup & dismantlement is only available to the special designed booth constructors into the pavilion. One person has one certificate only. Do not lend the certificate to others.

2) Certificate for booth setup & dismantlement should be purchased; charge standard: RMB 10/card

### **2. Certificate handling procedures**

1) The purchase quantity should be filled upon application for special designed booth (for details, please see Appendix XII).

2) Go to the office of service provider on home field to receive the certificate against the payment bill.

## **Section 2. Insurance conformance regulations**

The insurance mainly aims at the personal and property damages caused by exhibition stand in the period of booth setup, execution and dismantlement. The insurance company will compensate for the property loss in fixed facilities and exhibition equipment and the expenses on the third party when the policy holder or its employees erect, use and remove the exhibition stand, in order to relieve the worries of the construction organization.

### **I. Scope of insurance**

In order to reduce the liability risks of customer and undertaker when using or erecting the exhibition stand, and ensure the safety guarantee of site constructors, the policy specified for the insurance application should list the construction organizations

(undertaker) and exhibitors (customer) of each exhibition stand as the co-insured to compensate for three terms of compensation responsibilities of the construction organizations and exhibitors in the region of exhibition.

(1) Loss in the buildings, plants, ground and foundation on exhibition site

(2) All medical expenses and other relevant expenses incurred by the workers of construction organizations and exhibitors involved in personal injury during exhibition period.

(3) All medical expenses and other relevant expenses incurred by the third parties involved in personal injury.

## **II. Time limit**

The policy specified for the insurance application will be effective beginning at the booth setup date and ending on the exhibition dismantlement period.

## **III. Obligations of the insured**

The insured should take all possible prevention measures and order its employees to operate as per the safety operation regulations to avoid accidents.

Notes: after insurance accidents, the insured will be instituted arbitrations or proceedings on the grounds of insurance accidents. The insurer should be responsible for compensating for the arbitration or litigation costs paid by the insured and other necessary and reliable expenses agreed by the insurer on the payment (hereinafter referred to as “legal fees”).

## **IV. Insurance requirements**

The construction organization should insure individual exhibition stand at the amount of not lower than RMB 5 million. The scope of insurance should include but not limited to the damages of buildings and the personal injury of employees and third parties.

Notes: the policy submitted by the construction organization should be accurate and effective. All safety accidents caused by the errors in policy will be assumed by the construction organization.

### Section 3. Process of booth setup and dismantlement

#### I. Process of booth setup

##### (1) Exhibitors



**For the exhibitors, please get the exhibitor badge for entering pavilion for decorating booth by showing the Booth Confirmation at the registration desk for the exhibitors during 09:00-18:00, November 16-18, 2015.**

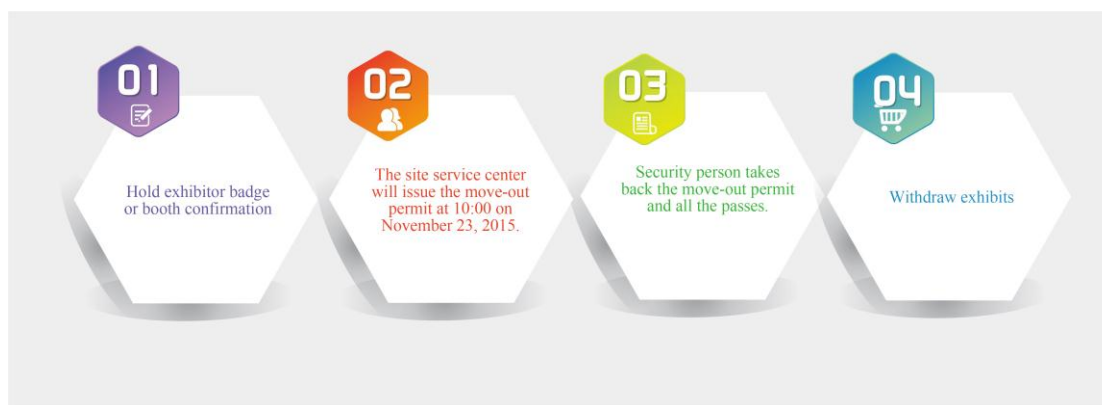
## (II) Stand-fitting Contractor



Special designed booth contractor shall submit the relevant declaration materials to the designated mailbox [cdsbh@ciexpo.net.cn](mailto:cdsbh@ciexpo.net.cn). After approval, they should go to the official service provider office with the notice of payment issued by the official service provider for handling the relevant procedures to get into the pavilion for decorating booth.

## II. Dismantling Process

### (I) Exhibitor



The move-out permit will be issued at 10:00 on October 23. The exhibitors can get the

move-out permit at the site service center.

At 15:00 on October 23, the exhibitors can pack the exhibits to make preparation for leaving the pavilion;

At 16:00, exhibits are taken out of pavilion. The vehicles that transport exhibits enter the passage for freight handling (Vehicles are prohibited to enter the pavilion.). If exhibitors evacuate exhibits from pavilion, all the exhibits should be taken out of pavilion by showing the move-out permit.

All the exhibits must be transported out of the pavilion before 19:00 on November 23.

#### (II) Stand-fitting contractor



At 15:00 on November 23, power supply to the whole pavilion will be cut off. All the distribution boxes, leased articles and lighting apparatuses will be reclaimed.

At 19:00 on November 23, main structure of the special designed booth will be demolished. Vehicles for move-out will enter the pavilion in batches for moving the exhibits out quickly and safely. The demolishing area of the special designed booth is prohibited to exceed the area of the booth. It is prohibited to push the wall to the adjacent booth so as to avoid personal casualty. It is prohibited to put the exhibits, finishing materials and tools on passageway arbitrarily so as to avoid influencing move-out due to blocking of passageway.

The decoration materials for special designed booth must be cleared out of the pavilion before the 24:00 of November 23.

## **Section 4 Details about application documents for special designed booth**

### **I. Application documents required to be submitted by the exhibitors adopting special designed booth**

No.	Contents of submitted documents
1	Exhibitor's Letter of Commitment (Appendix I)
2	IPR Protection Commitment (Appendix II)
3	Registration Form of Exhibitor (Appendix III)
4	Application Form for Exhibitor Badges (Appendix IV)

**Note: The above documents should be submitted by exhibitor to the committee before 18:00 of October 30, 2015.**

### **II. Application documents required to be submitted by the construction contractor of special designed booth**

#### 1. Application Time

The application begins from the date of the publicity of the Exhibitor Manual to the 18:00 of October 30, 2015

#### 2. Application Content

No.	Document Name	Note
1	<b>Insurance Policy (for the Applied Booth)</b>	<b>The scanning copy of the insurance policy with official seal. (The details can be seen in the Section 2 of Chapter III Insurance Compliance Rules)</b>
2	Relevant certificates of the exhibitor	The copy of business license (required to be stamped with official seal) and the Booth Confirmation
3	Relevant certificates of the construction contractors	The copy of business license and the copy of qualification certificate (required to be stamped with official seal)
4	Drawing of special designed booth	Including: Booth effect picture, vertical view, plan view, structural dimension figure, distribution system drawing, power distribution layout and construction materials specification, which are all required to be distinct and complete. In addition, the drawing of distribution system drawing should be marked with circuit, load and the specifications and types of the used materials. (with the designer's signature and seal)

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5	Application form of exhibition supporting services	Exhibitors or construction contractors can fill the application form of exhibition supporting services according to their own needs
6	Letter of Commitment for structural safety, fire safety and construction safety of the special designed booth construction	The forms should be filled completely and distinctly and must be with official seal. See Appendix VIII.
7	Letter of Authorization for the construction of special designed booth	The Letter of Authorization for the construction shown by exhibitors must be with official seal of their own. See Appendix IX
8	Certificate for Structural Safety	When the booth with complicated structure is set up, exhibitors should provide the Safety Drawings for Detailed Structure of Booth, and the drawings must be stamped with the approval seal of relevant qualified design institute and the seal of a state registered structural engineer.
9	Application Form for Electricity Service and Application Forms for renting exhibition appliance and furniture	If exhibitors need to use electricity and rent exhibition appliance, please submit Appendix X and Appendix XI.
10	Constructional security deposit/ Special equipment management expenses statement.	Fill in completely and clearly. Must cover the official seal. See attachment twelve
Notes: All of the above materials must provide two sets of paper version document and a set of electronic version document		

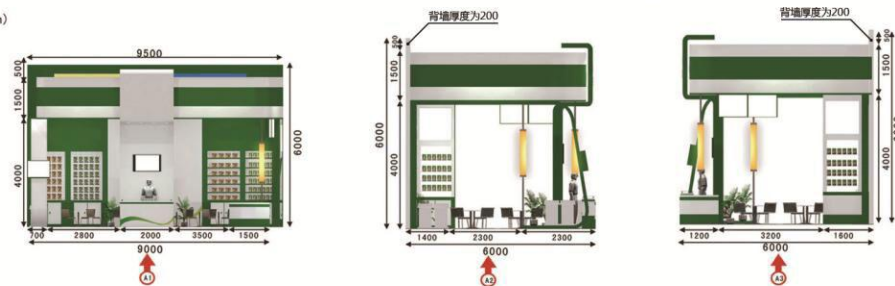
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**Appendix: drawing declaration template for special designed booth**

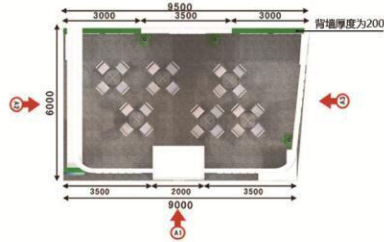
**Effect Picture**  
(单位: mm)



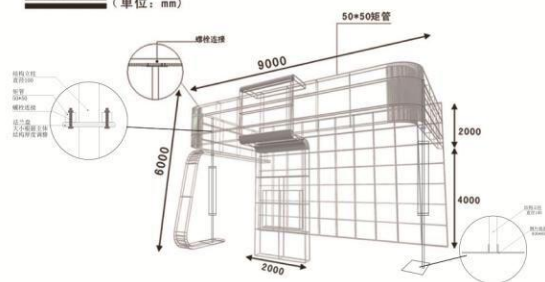
**Vertical View**  
(单位: mm)



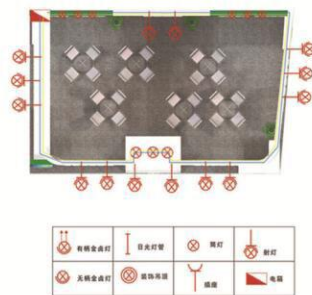
**Floor Plan**  
(单位: mm)



**Structure Chart**  
(单位: mm)



**Circuit Diagram**  
(单位: mm)



**配电系统图**

回路编号	数量	功率	规格	灯具名称	备注
N1	20x22w	0.55		日光灯	
N2	6x150w	0.9		筒光灯	
N3	15x75w	1.2		射灯	
N4	30x40w	1.2		筒灯	
N5	30x40w	1.2		筒灯	

**Construction Material Drawing**  
(单位: mm)



Relevant requirements for drawing declaration



All drawings are required to be clear and complete. The booth number must be marked at the obvious positions on the drawing. Clear and detailed Power Distribution System Diagram shall indicate the load nature of electricity consumed (electricity for mechanical equipment/lighting), total power, main switch, and rated current value of protective switches at all levels and voltage, etc. (220V/380V). Indicate the type of wire adopted and laying method. Distribution plan should indicate location of the general distribution box, the type, power and installation position of electrical appliances such as lamps and lanterns.

**Notes:** All of the above declaration materials in electronic version must be sent to the specified mailbox [cdsbh@ciexpo.net.cn](mailto:cdsbh@ciexpo.net.cn) before 18:00 on October 30, 2015. After the declaration drawings are approved, the full set of drawings and related information in paper version should be mailed to the official service provider (Room 1006, the 10th floor, No. 1 Building, Fenghui Center, No. 218, 3rd Tianfu Street, High-tech Zone, Chengdu City)

### **Section 5 Precautions for special designed booth**

1. All the qualified materials (including the audit information about the decoration drawings of special designed booth, the letter of authorization for special designed booth, the safety responsibility agreement for special designed booth and the application form for electricity) should be submitted before 18:00 on October, 30. Otherwise, all these materials will be regarded as overdue declaration. The drawing review fee of RMB 1000 per booth should be paid. (Note: If the submitted drawings are not approved for three times, RMB 1000 per booth will be paid as the drawing review fee.)
2. The construction contractor should pay the management fee and construction security deposit for the special designed booth and is allowed to enter the pavilion for construction after getting the certificate for booth setup & dismantlement.
3. For special designed booth, the qualified and effective fire-fighting equipment (more than 4kg) must be taken from the fire agents designated by the Expo. The standard is 4 fire extinguishers in 50 m<sup>2</sup> and 2 fire extinguishers should be added for each increase of 50 m<sup>2</sup> (That less than 50 m<sup>2</sup> should be calculated as 50 m<sup>2</sup>).
4. The preliminary processing on the spot, spraying and brushing of emulsion paint, oil paint, putty and posting of anti-firing plate are strictly prohibited. Only the work (such as assembling and repairing) can be done. The flammable materials (elastic fabric) are prohibited to be used for setting up the booth. Working with naked fire is also prohibited in all the areas of the pavilion. The equipment (such as cutting machine, gas cylinders and welding machine) is prohibited to be brought into the pavilion.
5. All the decorative materials, exhibits and packing boxes are not allowed to be placed in the public areas except for booth ( such as passage between booths, gate of pavilion and passage for freight handling). Otherwise, they will be regarded as wastes. If the exhibitor needs storage, we can contact with the logistics providers.
6. During dissembling the exhibits, you should obey the unified arrangement to pay

attention to the construction safety and ensure there are enough safety areas. Barbarous construction is prohibited.

7. For the Expo, it is prohibited to set suspension point, fit booth across the gallery and build two layers.

### **Section 6: Handling standard of guarantee deposit for construction**

This standard includes four major aspects: 1. structural safety; 2. fire protection and electric inspection; 3. construction safety; 4. violation of the Expo's management. It is applicable to the stand-fitting contractors and exhibitors of the 3rd Sichuan Agricultural Expo & Chengdu International Urban Modern Agriculture Expo.

#### **Structure safety**

No.	Item Name	Punishment Administration Standard
1	There is severe potential safety hazard in the structure (not ready for exhibition and easy to cause personal injury).	Deduct all the construction deposit
2	There is safety hazard in the structure (structure materials under overload, such as frail background panel, distortion of support column and unqualified contact face)	Deduct RMB 3000 of the construction deposit
3	Booth height exceeding standard, being built at suspension point or over the passage	Deduct all the construction deposit
4	Steel structure is not used for the structure with large span(Steel structure must be used in case of the span equaling to or exceeding 6 meters, as well as irregular structures)	Deduct all the construction deposit
5	Structure has been built by using unqualified materials or materials under the standard (It is subject to the site construction safety inspection.)	Deduct RMB 3000 of the construction deposit
6	Non-standard steel structure connection, connection not in accordance with requirements (such as, not being welded as required, not being connected with screws when it is required to use bolts, and not being connected with iron wires when it is requested to use	Deduct all the construction deposit

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	steel wires etc.)	
7	Structural collapse and burning of the booth	Deduct all the construction deposit
8	Booth glasses are not subject to toughening treatment. Booth corners are not subject to passivation treatment. Glasses and the booth are not attached with warning labels.	Deduct RMB 2000 of the construction deposit
9	Booth is not constructed in accordance with approved drawings.	Deduct RMB 3000 of the construction deposit

**Safety related to fire-fighting and electrical inspection**

No.	Item Name	Punishment Administration Standard
1	Smoke inside the venue or no-smoking area	Deduct RMB 500 of the construction deposit
2	Use inflammable, explosive and forbidden chemicals	Deduct RMB 3000 of the construction deposit
3	Connect with electricity and water without authorization	Deduct RMB 4000 of the construction deposit
4	Booth material is not subject to fire-proof and flame-retardant treatment.	Deduct RMB 4000 of the construction deposit
5	Heat emission holes are not reserved on the light box.	Deduct RMB 4000 of the construction deposit
6	Perform fire work without authorization.	Deduct all the construction deposit
7	Installed cables are not pulled through pipes.	Deduct RMB 1000 of the construction deposit
8	Security and fire-fighting warning signs are not attached as required.	Deduct RMB 1000 of the construction deposit
9	Connecting terminals is not used for the circuit.	Deduct RMB 1000 of the construction deposit

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10	The fire passage is occupied with miscellaneous objects.	Deduct RMB 2000 of the construction deposit
11	Inflammable construction materials are not effectively separated from equipment and cables. Residual current circuit breaker is not installed properly.	Deduct RMB 3000 of the construction deposit
12	The roof of the booth is not built in accordance with requirement.	Deduct RMB 2000 of the construction deposit
13	Quantity and location of fire extinguishers are not in compliance with requirement.	Deduct RMB 1000 of the construction deposit
14	The venue has been blocked by fire-fighting facilities.	Deduct RMB 2000 of the construction deposit
15	Twisted wires and those not up to national standard are used.	Deduct RMB 2000 of the construction deposit

**Safety related to construction**

No.	Item Name	Punishment Administration Standard
1	Operators don't wear helmets at the construction site.	Deduct RMB 500 of the construction deposit
2	Operators don't wear proper clothes on site.	Deduct RMB 500 of the construction deposit
3	Special operation personnel operate without relevant certificates.	Deduct RMB 2000 of the construction deposit
4	Preliminary processing, large area spraying and putty operation are performed at site.	Deduct RMB 2000 of the construction deposit
5	There is no effective and secured protection measures for aerial work platform.	Deduct RMB 2000 of the construction deposit
6	Barbaric construction and dismantlement, illegal construction is carried out. No safety alerting area is set.	Deduct all the construction deposit
7	Structures at the pavilion are used for hoisting and bundling without authorization.	Deduct RMB 2000 of the construction deposit as

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		well as renting charges
8	Operation is not in line with safety administration regulations.	Deduct RMB 1000 of the construction deposit
9	Exhibit dismantling is outsourced to the unprofessional stand-fitting company.	Deduct all the construction deposit

**Violation of the Expo's administration regulations**

No.	Item Name	Punishment Administration Standard
1	Fighting and brawling	Deduct RMB 4000 of the construction deposit
2	Enter into the construction without badges	Deduct RMB 500 of the construction deposit
3	Carry cutting machine, welding machine, electric sawing machine and air compressor while enter the construction site.	Deduct RMB 1000 of the construction deposit
4	Enter the site without proper formalities and prolong work time without authorization	Double the actual overwork payment
5	Decoration objects higher than the booth are not subject to beautification treatment.	Deduct RMB 2000 of the construction deposit
6	Use site power supply without authorization during exhibition.	75% more than the actual price
7	Enter the site without proper formalities or without authorization.	Deduct RMB 3000 of the construction deposit
8	Damage venue facilities and equipment	Compensation in accordance with respective original price
9	Steal exhibition wares	Deduct RMB 2000 of the construction deposit
10	Refuse to sign the rectification notice	Deduct all the construction deposit
11	Dismantle the booth in advance, not in compliance with the regulation of the organizing committee.	Deduct all the construction deposit
12	Fail to perform rectification for requested items within the specified time on the notice.	Deduct RMB 2000 of the construction deposit

13	Incomplete decoration waste transportation or random pile-up of decoration wastes.	Deduct all the construction deposit
14	Fail in following the management rules.	Deduct RMB 2000 of the construction deposit

**Note:**

1. Principal of construction is responsible for informing relevant personnel of your company, who have participated in this exhibition, of relevant regulations of the venue (such as the construction safety management regulations and the safety responsibility agreement for special designed booth).

2. After completion of the booth dismantling, one shall ask for the working personnel of the pavilion for signing in time. Construction deposit shall be settled and refunded within 20 working days after November 23, 2015.

**Section 7 Charging Standard**

**I Construction Deposit (including construction safety, fire protection and cleaning)**

Booth area (m2)	Amount (RMB)
Raw Space booth of 50 and less than 50	10,000
Raw Space booth of 51-100	15,000
Raw Space booth of 101-300	20,000
Raw Space booth of 301-500	30,000
Above 501 (including 501)	50,000

**Note:** Construction deposit will be returned within twenty (20) working days since November 23rd, 2015.

**II Construction Management Fee and Credentials for Special Designed Booth**

1、 Management fee for the exhibition is RMB 20 /m2.
2、 Certificate for booth setup & dismantlement should be collected by the notice of payment. During the period of booth setup and dismantlement, the credentials can be used by the constructions unit only for the purpose of construction.
3、 Certificate for booth setup & dismantlement should be purchased and it requires re-application if lost. Please take the notice of payment to the service provider's office of main court to apply for the credentials. RMB 10 per certificate.

### III Application for Extra-work and Charging Standard

Extra-work time period	Charge standard
18:00—24:00	RMB 1.2 /m <sup>2</sup> /h
24:00—9:00	RMB 2.4 /m <sup>2</sup> /h
<p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. The above periods are applicable from 16th -17th, October.</li> <li>2. Exhibitors or constructors who need to work for extra time should complete the application procedure before 16:00 that day at the site service center.</li> <li>3. The fee is calculated from 50 m<sup>2</sup>, those booth which are less than 50 m<sup>2</sup> will be calculated as 50 m<sup>2</sup>; Time period is calculated on hour basis and less than one hour will be calculated as one hour (the charging standard is applicable to standard booth).</li> </ol>	

### IV Charging Standard for Fire-fighting Equipment

Type	Rental fee for fire extinguisher	Compensation for fire extinguisher
Unit price	RMB 24/unit	¥100 元/具 RMB 100/unit

## Chapter IV Appendices

### **Appendix I: Exhibitor's Letter of Commitment for the 3<sup>rd</sup> Sichuan Agricultural Expo & Chengdu International Urban Modern Agricultural Expo**

To regulate the order of exhibition, ensure the legal interest of consumers and create a good exhibiting environment to numerous merchants are the responsibilities of every exhibitor, thus, the company herein promises the following to the organizer and consumers:

1) Strictly follow the regulations of the 3<sup>rd</sup> Sichuan Agricultural Expo & Chengdu International Urban Modern Agricultural Expo; during the exhibition, do not use high-power electrical appliance; do not occupy public passages; do not proceed vulgar performance; do not exhibit or sale “three no” products (no production date, no qualification certification and no producer), faked or low quality products or products with intellectual property infringement; do not carry dangerous cargo or other insecurity factors into the pavilion; do not carry illegal products or brochures into the pavilion; all the activities will be in accordance with related laws and regulations of China; do not drag or connect wires personally; do not sale or exhibit products which are not related to the exhibition and non-declared products; do not transfer or re-sell the booth; do not fake, re-sell related credentials or invitations related to the exhibition.

2) Negotiations and propaganda activities will be only proceeded within the booth; do not hire anyone to patrol with brand plate inside the pavilion; do not randomly paste or put any advertisement which is not approved by the Expo's organizing committee; do not use amplification equipment like loudspeakers and ensure the volume is less than 70 dB; do not interfere the exhibition or business of neighboring booth.

3) Strictly follow the national regulations of intellectual property; do not infringe upon other's intellectual property; do not exhibit such products; carry the intellectual property certification during the exhibition period; once a complaint is raised, the



exhibitor will cooperate with related work implemented by expo's organizations and intellectual management offices; once an infringement of IP is confirmed, the related products exhibition will be ceased immediately.

4) Strictly follow the construction safety regulations of the Expo; do not use unsafe materials; no not use unsafe construction plan; strictly supervise the constructors of the company to avoid safety accidents and ensure construction safety; if any accident is caused by reason of the company, the related obligations and responsibilities will be afforded by the company and it is irrelevant to the Expo's organizing committee and related departments.

5) Strictly follow the Expo's regulations of booth setup and dismantlement; set and dismantle the booth in the schedule time; keep the overall image of expo; those exhibiting products and exhibition facilities which are not dismantled beyond the schedule time will be regarded as garbage and cleared by the organizing committee; fees arisen from this will be afforded by the company.

6) Arrive at and leave the booth according to the schedule time. Person from the company should be assigned to watch the booth during the site-clearing period and cannot leave until the security arrives at the booth.

7) During the exhibition period, i.e. from entering the pavilion to the end of site-clearing and door-closed of the hall, the safety and security of exhibiting products and personal belongings will be in charge of the company or individual of the company; valuable equipment and products will be taken out after the exhibition time is over; if such equipment or products need to be stored in the pavilion overnight, insurance should be bought or special guard service should be hired and fees arisen from this will be afforded by the company.

8) Strictly follow the Expo's regulations related to replenishment of exhibiting products; handle related formalities before replenishment and implement replenishment according to schedule time and entrance.

The company has read and promised to strictly obey the regulations on the exhibitor's brochure. If any violation is found, the company is willing to accept the uniform

treatment by the organizing committee and afford all the fees and related legal liabilities arisen from this.

Exhibition products of the company:

Booth No.:

Company name (seal):

On-site contact and Tel:

Date:

**Note:** Thanks for joining the exhibition. Sign and stamp please, and send the paper document (with stamp) to the Organizing Committee's office before 18:00, 30th, October, 2015 via fax or e-mail.

Contact: Yun WAN      Tel: +86-28-86210563

Fax: +86-28-86210127      Email: Wanyun@wcif.cn

Address: No. 13-19, 25th Floor, Hongda International Plaza, No. 2, Xia Nan Avenue, Qingyang District, Chengdu.

Post code: 610041

## **Appendix II: IPR Protection Commitment**

### **Organizing Committee of the 3<sup>rd</sup> Sichuan Agricultural Expo & Chengdu International Urban Modern Agricultural Expo:**

We, \_\_\_\_\_(company Name) as an exhibitor of the 3<sup>rd</sup> Sichuan Agricultural Expo & Chengdu International Urban Modern Agricultural Expo (hereinafter called as "Agricultural Expo"), makes the following commitments in respect of intellectual property protection during exhibition:

I. Strictly abide by the provisions about intellectual property protection stipulated in *Protection Measures for Intellectual Property Protection, Regulations of Patent Protection of Sichuan Province* and other laws and regulations during exhibition and self-examine the intellectual property of exhibition projects as per these regulations.

II. Do not use exhibits, exhibition panel, exhibition stand, publicity materials infringing intellectual property of others.

III. Our company will bring effective certifications or copies in related to patent, trade mark and other intellectual property during exhibition period, and cooperate with the sponsor, complaint handling authority and relevant administration department of intellectual property, judicial office to carry out inquiry, investigation and evidence –obtaining during exhibition period.

IV. In the event of any dispute about intellectual property during exhibition period, abide by the provisions of *Complaint Handling Procedures of Intellectual Property for Agricultural Expo*, cooperate with the staff of site office of intellectual property protection to carry out the actions of enforcement, reconciliation, inquiry, investigation and evidence –obtaining and remove the suspect counterfeit and infringement exhibits out of the site.

V. In the event of commitment violation, we are willing to accept the handling of sponsor and complaint handling authority.

Booth No.:

Representative of promisor (signature):

Promisor (seal):

Date:

**Note:** Thanks for participating in the Agricultural Expo. Please sign and chop it before sending it to E-mail assigned by the Organizing Commitment: wanyun@wcif.cn before 18:00, Oct 30th, 2015.

Contact: Yun WAN      Tel: +86-28-86210563

Fax: +86-28-86210127      Email: Wanyun@wcif.cn

Address: No. 13-19, 25th Floor, Hongda International Plaza, No. 2, Xia Nan Avenue, Qingyang District, Chengdu.

Post code: 610041

### Appendix III: Registration Form of Exhibitor for the 3<sup>rd</sup> Sichuan Agricultural Expo & Chengdu International Urban Modern Agricultural Expo

\*Please fill in the form in block letter (to ensure the accuracy of the information you write down)

Company Name (Chinese & English)			
Company Address		Post Code	
The Industry Your Company Belong To			
Booth No.			
Contact Person		Tel	
E-mail		Fax	
Website/WeChat Account	(You can provide your Wechat QR code here for scanning.)		
Introduction to Key Displayed Products	(Introduction to 1-3 products in Chinese and English and relevant pictures are welcomed.)		
Introduction to Your Company and Products (only within 150 Chinese characters or English words)			

1. The content filled by exhibitors in the form above will be used to edit the conference proceedings of the 3<sup>rd</sup> Sichuan Agricultural Expo & Chengdu International Urban Modern Agricultural Expo and provide other organizing committees with publicizing and promotions methods.

2. Please send the completed form to the address (wanyun@wcif.cn) designated by the organizing committee by e-mail and send the original copy of this form (stamped with your company seal) to the organizing committee office by express mail or fax by 18:00 on October 30, 2015.

3. Contact: Yun WAN      Tel: +86-28-86210563

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Fax: +86-28-86210127

Email: Wanyun@wcif.cn

Address: No. 13-19, 25th Floor, Hongda International Plaza, No. 2, Xia Nan Avenue, Qingyang District, Chengdu.

Post code: 610041

**Appendix IV: Application Form for Exhibitor Badges for the 3<sup>rd</sup> Sichuan Agricultural Expo & Chengdu International Urban Modern Agricultural Expo**

Company Name			
Booth No.			
Raw Space booth covers an area of: ( )m <sup>2</sup>			Quantity of Standard Booths: ( )
Name	Position	Contact Information	Note
The above-mentioned materials are checked and verified by my company.  (Stamp here with the seal of the exhibitor)  Date:			

Notes:

1. Each standard booth is granted three exhibitor badges while the number of exhibitor badges for special designed booth depends on the booth size: one exhibitor badge per 10 m<sup>2</sup>.
2. Please fill up the form carefully, have it stamped with your company seal and fax it to the organizer (Fax: 028-86210127) and send it (with your company name as the file name) to the address (wanyun@wcif.cn) designated by the organizing committee by e-mail.
3. Contact: Yun WAN      Tel: +86-28-86210563  
Fax: +86-28-86210127      Email: Wanyun@wcif.cn

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Address: No. 13-19, 25th Floor, Hongda International Plaza, No. 2, Xia Nan Avenue, Qingyang District, Chengdu.

Post code: 610041



**Appendix V: Registration Form for Lintel Building of Standard Booth**

1. Exhibitor Information

Booth No.:

Contact Person:

Contact Information:

2. If you have several standard booths, please specify whether you want to knock the partitions between standard booths \_\_\_\_\_ (for example, please knock the partitions between N1001, N1002 and N1003)

3. Lintel Filling Requirements

If exhibitors who have booked standard booth need the organizing committee to make lintels, please fill in the formation according to the standards. The organizing committee will make the lintels according to the sample format. If English name is needed, its first letter should be capitalized and the English of the words “company limited” will be made into Co., Ltd. according to the format of international conventions; if you have special requirements, please inform the organizing committee in writing.

Chinese Name of the Company: (Please fill in block letters)

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English Name of the Company: (Please fill in block letters)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Sample Format for Reference:

四川国际会展有限公司

Sichuan International Exhibition Co., Ltd.

3. Lintel Building Submitting Requirements

1) For exhibitors who have booked standard booth and need the organizing committee to make lintels and knock the partitions between standard booths, please fill in this form carefully and stamp your company seal on it and submit it to the address (wanyun@wcif.cn) designated by the organizing committee by 18:00 on October 30, 2015 by fax or by e-mail; those that don't offer this form on time must pay extra fares (Notice: for example, exhibitors who submit the form after 18:00 on October 30, 2015 should pay 20% extra fares. )

2) Contact: Yun WAN      Tel: +86-28-86210563

Fax: +86-28-86210127      Email: Wanyun@wcif.cn

Address: No. 13-19, 25th Floor, Hongda International Plaza, No. 2, Xia Nan  
Avenue, Qingyang District, Chengdu.

Post code: 610041

## Appendix VI: Application Form for Alteration of Standard Booth

Exhibitors that need to build or upgrade, or build and upgrade the standard booth on their own should accurately fill in the form and submit it and the drawing checking materials to CHINA INTERNATIONAL LEAD EXPO GROUP (BEIJING) CO., LTD. by 18:00 on October 30, 2015.

For some special reason, our companies applies to upgrade the booth on our own  
build the booth on our own  upgrade and build the booth on our own.

Exhibitors that need to reconstruct the standard booth should specify the size, construction materials and appliance and circuit diagrams on the upgrading and building drawings while submitting them.

Renovation applications that are submitted within the submitting deadline are free and for those that are not, the fares caused by renovation applications are shouldered by the exhibitors themselves.

Diagrams of the booths that are built and upgraded by exhibitors themselves



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<p>Official service provider: CHINA INTERNATIONAL LEAD EXPO GROUP (BEIJING) CO., LTD.                  Contacts: Zhou Lecheng +86 18613826520 (QQ: 1450256929)                  Liu Xingqi +86 13568887927                  Tel: +28 61555500-5020                  Fax: +28 61555500-8016                  E-mail: cdsbh@ciexpo.net.cn</p>	<p>Note: Please fill in the form carefully and send the completed form with clear handwriting and your company seal stamp on it to the official service provider.</p>
Name of the Exhibitor: _____	
Contact Person: _____ Tel: _____	
Fax: _____ E-mail: _____	
Address: _____	
Date: _____ Your Company Seal: _____	

**Appendix VII: Documents for Review of the Decoration Drawings of Special designed booth**

The table below and relevant documents for drawings review must be submitted to CHINA INTERNATIONAL LEAD EXPO GROUP (BEIJING) CO., LTD. prior to 18:00, October 30, 2015. RMB 1,000/Booth will be charged as the fee for review provided that the drawings are submitted overdue and/or the declaration is rejected for 3 times.

Booth No.:	Size of Booth (LxW):
Exhibitor:	
Person in Charge of Exhibition:	Contact:
Fax:	E-mail:
Contractor:	
Person in Charge of Construction:	Contact:
Fax:	E-mail:
Insurance policy, qualification certificate of the contractor, copy of business license, work permits for special and dangerous operations, copies of the ID cards of the construction staff and design drawings being otherwise attached (decoration plan and elevation, dimension diagram of steel-structure materials, dimension diagram of construction, power distribution system diagram, power distribution plan, explanation on construction materials, materials certificate, etc.).	
Official service provider: CHINA INTERNATIONAL LEAD EXPO GROUP (BEIJING) CO., LTD. Contact Person: Zhou Lecheng 13881950273 (QQ:1450256929) Liu Xingqi 13568887927 Tel: 028-61555500-5020 Fax: 028-61555500-8016 E-mail: cdsbh@ciexpo.net.cn	Note: 1. Please complete and mail the table to the official service provider. 2. The qualification certificates and the copies of business license shall be stamped with official seal. 3. The documents for drawings review shall be sent to the e-mail box of the official service provider in electronic form. Any problems relating to the drawings will be informed through e-mail.
Full Name of Exhibitor:	

Contractor:	
Contact:	Tel.:
Fax:	E-mail:
Date: _____	Seal: _____

**Appendix VIII: Letter of Commitment on the Safety of Structure, Fire Protection and Construction for the Special-Design and Constructed Structure**

The person in charge of the construction site is designated by the company and shall be fully responsible for the safety of construction, fire protection and structure as well as the management of construction team. Strictly and seriously implement the regulations on and in respect of fire protection and security work as set out in the *Fire Protection Law of the People’s Republic of China*, the *Safety Administration Rules for Large Scale Social Activities – No.505 Decree of the State Council*, the *Safety Production Law* and the *Temporary Provisions on Fire Safety Administration for Chengdu Exhibition and Fair Activities*. Fulfill the responsibilities and measures relating to fire protection and security work. Seriously perform the obligations.

**I. Construction Safety on Site**

1. Strictly follow the construction requirement and regulations relating to the setup and dismantlement of the special designed booth for the 3rd Sichuan Agricultural Expo & Chengdu International Urban Modern Agricultural Expo.
2. Strictly abide by the meeting regulations including but not limited the height limit is 6m; don’t set up two-story booth; don’t set up the booth cross the passageway. In case that the height is over the limit or the suspension point is used, all construction guarantees will be deducted.
3. The booth structure shall be firm and safe. Walls and transverse beams shall be connected and fixed by the steel structures which are placed therebetween. The strength of the booth structure shall meet the requirement for the structure strength as needed by the load in order to ensure the stability and strength of the booth structure. The diameter and wall thickness of the steel upright shaft installed to the booth and the baseplate for preventing any sliding down shall fall within the acceptable range to

site conditions, no less than: diameter 100mm, wall thickness 2mm, diameter of baseplate 600mm.

4. All the design and set-up of special designed booth shall not occupy the fire passage and the main channel. The booth next to the emergency exit shall be designed as open type without covering such emergency exit.

5. Enter the pavilions in safety and order. Don't block the passageway (passageway for goods incoming and fire protection). Construction materials shall be piled within the area of individual booth.

6. Ensure that the on-site construction drawings are in consistency with the drawings submitted and approved. In case of any discrepancy between site construction safety and the approved drawings, the rectification requirement made by the staff of the official service provider on site shall prevail.

7. Correctly wear the safety cap which is tested qualified by relevant institute. Hold the construction documents and certificates upon entering the halls.

8. Enter the halls for construction, or working or delayed working overtime only after handling the mobilization procedures.

9. During the process of aloft work, the safe and qualified lifting tools shall be adopted. Special person shall be designated to guard, protect and set up the safety zone. The ladder used in construction must be solid. Any ladder with the length over 4m shall be made of steel. Movable scaffold shall be used to ensure the firmness and stability of the connections between the scaffolds. The partition shall be in complete range of specification. As for the scaffold with the height over 5m (over 3 floor), two such scaffold shall be put side by side for widening in use in order to increase the stability of the scaffold.

10. It is not allowed to conduct on site the preliminary processing, putty work and painting for the wood structure. The above work is only used for repairing or jointing when the protection measures are implemented.

11. Without the prior permission by the Expo, electric saw, cutting machine, welding machine and air compressor are forbidden to be taken into the halls for construction.

12. If the booth is decorated with glass, the tempered glass shall be used. And the corner thereof shall go through the treatment as passivation to ensure the safety and reliability and prevent any injury to the visitors by the broken glass.

13. The company has purchased the personal accident insurance for all the construction staff of the company. Fighting and brawling are forbidden.

14. Accept the supervision and management by the staff of official service provider. Unconditionally rectify any problems existing on site. Completing the setup work within the time limit as provided.

15. In case that the booth set up by the company is higher than the adjacent booth, the exceeded part shall be under beautification with white materials without any words, LOGO and advertisement.

## II Fire Safety

1. It is not allowed to block the pass ways or to cover the protection equipment. Anything could not be stacked at the fire resistance rolling shutter door which is connected to the hall.

2. Equipping the special designed booths with standard and effective firefighting equipment specified according to specifications.

3. A network connecting to the power supply for private use and done casually is forbidden. Electric circuit should be arranged reasonably. Must obtain the national professional safety certification all the electricity facilities and materials, and construct, install and use them in accordance to national electrical standards.

4. It is not allowed to smoke in the hall, and forbidden to use **the** inflammables and explosives and also the high-volatile substance which contains radiation and radiation and is poisonous and corrosive. Nonflammable materials or fire retarding materials should be adopted in construction, meeting the environmental requirements. Double insulated conductor should be adopted for the wires.

5. There are more than two exits in both of our design and construction of the raw spaces, and meanwhile inward and outward indications, warning marks and nonsmoking signs will be fixed well. Platforms of booths are designed. Barrier-free aisle will be set. After the construction of the platforms of the booths, obvious safety signals must be set at the edge of the platform. Install obvious safety signals when



cables are paved under the carpet on which people will do pass.

6. Carry out fireproof treatment using fire retardant coating on booth materials and in the fabrication of the light box. Safe distance between the lamps and light box should be reserved when the lamps are installed in the box. Heat emission holes must be reserved after the boxes are made.

7. Qualified cables must be adopted in the booths. Cable wires failing to meet the national standards, such as twist wires are forbidden. Connecting terminals must be adopted in circuit connection.

8. Hot work, such as electricity and gas welding, is forbidden. Do not carry gas bottles and welders into the hall. If electric saws and air compressors must be taken into, the prior written application must be provided to the home service provider. Only after the permission is awarded, can they be taken into the hall. Circuit and electricity installation must be conducted by the staffs holding the effective electrician certificates (the certificates must be carried with the operators for check and verification) in accordance with the national electrical standards. Make it sure that personnel of a specialty only works in this specialty and does not work in other specialties.

### III. Move-out

1. The move-out work must be completed at 24:00 of November 23, 2015.

2. We will set safe region and security personnel during moving out. Rough construction and illegal removal of the booths are forbidden. Strictly obey the relevant rules of the conference, and guarantee the safe and orderly move-out.

### IV. Site self-inspection

1. Make it sure that there are no explosive, detonators, guns, controlled knives, gasoline, kerosene, diesel, hydrochloric acid, sulfuric acid, alcohol, paint, lacquer thinner and other inflammables and explosives in the booth area.

2. Make it sure that all the fire extinguishers are not expired, and all the pointers are stopped at the green zone. If there is damaged spot on fire extinguishers of the pointers are not at the green, please require changing the extinguishers to the rental agency.

3. After the booths are set, all the construction materials, tools and packing containers including the sound boxes must be cleaned up from the hall.

4. None of the storage boxes and cabinets already set in the booths can be locked in the last of hall arrangement in order to carry out the EOD check.

We are the (construction / exhibitor) unit of the 3rd Sichuan Agricultural Expo & Chengdu International Urban Modern Agricultural Expo. The number of the exhibition booth is \_\_\_\_\_ I hereby make the promise to the Organizing Committee that we will obey strictly the terms mentioned above. We will be responsible for any of the accident and safety responsibilities due to our violation, and we will also undertake the economic losses.

Signature of the person in charge of the site of the construction contractor:

Phone number of the construction head:

Year      Month      Day

**Appendix IX: Power of Attorney for Building of Special designed booths**

The exhibitor of the 3rd Sichuan Agricultural Expo & Chengdu International Urban Modern Agricultural Expo, whose name is \_\_\_\_\_, booth number is \_\_\_\_\_, and area is \_\_\_\_\_ square meters, now \_\_\_\_\_ is entrusted by us as the only construction company for our company, as is stated as follows:

1. Our company has signed relevant construction contracts with the construction company, ensuring the safety construction of the booth and normal operation.
2. Our company already has a detailed knowledge of relevant provisions of conference management, and requires the construction company entrusted by us to strictly comply with management regulations and obey the management arrangement.
3. Our company accepts the requirements of relevant volume control of the Organizing Committee, and we will entrust the construction company to designate a person to be responsible for controlling the volume in the exhibition, controlling the booth volume below 70 dB, and moving the facing direction of speakers toward the interior of the booth.
4. Our company promises not to organize gong and drum band and other types of bands and ceremonial personnel to enter the exhibition area, or organize carrying signs or mobile model advertisement into the exhibition area, or distribute business cards and promotional materials to the audience beyond the rented exhibition scope of our company. We promise to provide exhibitors and visitors a good exhibition, visiting and trading environment.
5. Our company will carefully strengthen supervision over the construction company, and we are willing to accept the punishment and bear the consequences in case of breach of relevant regulations of the assembly.

Entrusting company (seal)

Entrusted company (seal)

Signature of authorized representative:

Signature of authorized representative:

Date:

Please submit this form to CHINA INTERNATIONAL LEAD EXPO GROUP  
(BEIJING) CO., LTD. before 6:00 pm on October 30.

Contact:

Zhou Lecheng (QQ:1450256929) Phone: 13881950273

Liu Xingqi 13568887927

Tel: 028-61555500-5020 Fax: 028-61555500-8016

Email: cdsbh@ciexpo.net.cn

**Appendix X: Application for Power Supply**

Please submit this form to CIEXPO (Beijing) before 6.00 pm, October 30, 2015.

Item	Specification	Unit	Price (RMB)	Quantity	Amount (RMB)
Power supply in pavilion (three-phase power)	15A/380V	Nr.	1350		
	20A/380V	Nr.	1575		
	30A/380V	Nr.	2025		
	60A/380V	Nr.	3300		
	100A/380V	Nr.	4950		
	150A/380V	Nr.	6750		
Lighting supply in pavilion (single phase power)	5A/220V	Nr.	300		
	15A/220V	Nr.	750		
	20A/220V	Nr.	1200		
Power supply during expo construction	15A/220V	Location	360		
Urban water supply pressure	Ø20mm	Location	450		
Material cost and installation cost for Water supply	Material and installation cost	Meter	48		
	Self supplied material (installation cost)	Meter	24		
Material cost and installation cost for drainage	Material and installation cost	Meter	72		
	Self supplied material (installation cost)	Meter	36		
Telephone number (Equipment construction bond 100 RMB)	RMB 1000 prepaid for international direct dialing	Nr.	450		
	RMB 500 prepaid for domestic direct	Nr.	450		

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	dialing				
	Local direct dialing	Nr.	480		
Residential broadband internet		Day	180		
合计金额: Total Amount:					
<p>Notes:</p> <ol style="list-style-type: none"> <li>1. The prices of items listed above are all rental prices for one exhibition period</li> <li>2. 20% add charge of site temporary electricity application</li> <li>3. 40% add charge of applied electricity fee for 24-hour electricity in the pavilion.</li> <li>4. Exhibition period is 3 days and the fee will increase on the temporary power supply by RMB 84 for every 1 day added on the basis of the power supply for exhibition construction.</li> <li>5. 75% charge of exhibition electricity fee for power supply during construction and added charge of RMB 120 for second connection.</li> <li>6. For the exhibition position where water is needed, application to the official service provider should be made after confirmation of water supply on that spot.</li> </ol>					
Official service provider: CIEXPO (Beijing) Contacts: Gu Huasha 13550579113 He Zhongjie 18108088662 Tel: 028-61555500-3007 Fax: 028-61555500-8016 E-mail: cdsbh@ciexpo.net.cn			① please send an email to official service provider after filling up the form and scanning with official seal ② official service providers reply upon receiving ③ Please submit cash to the office after receiving the confirmation of payment from official service provider.		
Name of exhibition company:			Booth No.:		
Construction contractor:					
Contact:			Tel:		
Fax:			Email:		

**Appendix XI: Application for Renting Exhibition Equipment and Furniture**

If there is any need for renting exhibition equipment and furniture, please fill out this form and submit it to CHINA INTERNATIONAL LEAD EXPO GROUP (BEIJING) CO., LTD. before 18:00 on October 30, 2015.

Exhibition Equipment Rental					
Name	Specification	Unit	Price (RMB)	(元) Pledge (RMB)	Quantity
Exhibition Panel	2400×970×3 mm	Piece	60		
	2400×475×3 mm	Piece	30		
Checkered nets	1400×900 mm	Piece	15	15	
PoTHOOK		Nr.	3	3	
Long-arm spot light	60W	Nr.	90	60	
Aluminum frame door (with the lock)		1 set	450	500	
Safety helmet		Nr.	15	50	
Exhibition wall removal		Meter	12		
Exhibition wall alteration		Meter	12		
Addition of exhibition wall to standard exhibition booth		Meter	48		
Addition of exhibition wall to special designed booth		Meter	144		
Standard booth removal		Nr.	288		
Spotlight shift		Nr.	12		







Furniture Rental
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Name	Specification/ Unit	Unit price (RMB)	Photo	Cash pledge (RMB)	Quantity	
等离子 Plasma	42吋 42 inch	550/展期 Exhibition period		2000		
等离子 Plasma	50吋 50 inch	800/展期 Exhibition period		2000		
铝合金桌椅 Aluminium all oy table and chair	套 Set	130/展期 Exhibition period				
商务黑皮椅 Business black chair	套 Set	130/展期 Exhibition period				
桶装水 barreled water	桶barrel	25\桶 barrel		150		
饮水机 Water dispenser	台 Set	130\展期 Exhibition period				
资料架 Data frame	组 Set	40/展期 Exhibition period	 			
高玻柜 High glass cabinet	组 Set	350/展期 Exhibition period	 			



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矮玻柜 low glass cabinet	组 Set	260/展期 Exhibition period				
活络架板 30×100cm Movable rack panel 30×100cm	组 Set	40/展期 Exhibition period				
吧椅 Barstool	只 Nr.	55/展期 Exhibition period				
礼宾栏 每根长1米 Concierge bar, 1 meter per bar	根 Nr	20/天day				
立式冷柜 Upright Refrigerators	个 Nr.	1050/展期 Exhibition period		1000		
卧式冷柜 Horizontal Refrigerators	个 Nr.	1050/展期 Exhibition period		1000		
<p>Official service provider: CHINA INTERNATIONAL LEAD EXPO GROUP (BEIJING) CO., LTD.  Contacts: Gu Huasha 13550579113  He Zhongjie 18108088662  Tel.: 028-61555500-3007  Fax: 028-61555500-8016  Email: cdsbh@ciexpo.net.cn</p>				<p>Note:  ① Please send this page in the form of mail to the official service provider after filling it in.  ② write clearly and fix with an official stamp (The official service provider will confirm by email, so please note to check the box)</p>		

**Appendix XII: Deposit for Construction Works/Schedule of Charges for Special designed booth**

Item		Unit	Price (RMB)	Quantity	Amount (RMB)
布撤展证 Setup and dismantle certificate		Nr.	10		
特装施工管理费 Schedule of charges for special designed booth		元 RMB	20		
特装施工保证金 schedule of charges for special designed booth	50 m <sup>2</sup> 以下 (including 50 m <sup>2</sup> )	m <sup>2</sup>	10000		
	51-100 m <sup>2</sup> (including 100 m <sup>2</sup> )	m <sup>2</sup>	15000		
	101-300 m <sup>2</sup> (including 300 m <sup>2</sup> )	m <sup>2</sup>	20000		
	301—500 m <sup>2</sup> (including 500 m <sup>2</sup> )	m <sup>2</sup>	30000		
	Over 501 m <sup>2</sup>	m <sup>2</sup>	50000		
消防设施 fire-fighting equipment	灭火器 fire extinguisher	具 et	24		
<p>注： Notes:</p> <p>1. The special designed booth shall get qualified effective fire extinguishers (since 4 kilos) at the designated institution.</p> <p>2. Four fire extinguishers shall be quipped within 50 m<sup>2</sup>. Two more will be added every another 50 m<sup>2</sup> (for those less than 50 m<sup>2</sup>, calculate at 50 m<sup>2</sup>)</p>					
<p>Official service provider: CHINA INTERNATIONAL LEAD EXPO GROUP (BEIJING) CO., LTD. Contacts: Zhou Lecheng 13881950273 (QQ:1450256929) Liu Xingqi 13568887927 Tel: 028-61555500-5020 Fax: 028-61555500-8016 E-mail: cdsbh@ciexpo.net.cn</p>			<p>Note: Please write with care and send to the official service provider by email. Write clearly and fix with an official stamp.</p>		
Name of the Exhibitor : Booth No.:					

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Contact:	Tel.:
Fax:	Email:
Address:	
Date:	Seal: _____

Note:

1. Please submit the sheet to the official service provider before 18: 00, Oct. 30.
2. The construction deposit includes deposits for special designed booth construction, cleaning deposit and fire control deposit (three in one).