Kind Reminders

Design and construction drawings of your custom-built booths and application for overtime construction **SHALL** be submitted **ONLINE** for examination and approval.

For your Contractor Pass, Exhibition Vehicle Pass and renting exhibition equipment, the applications may be made through online or offline methods (please choose either one).


2. Off-line: Please submit all needed documents by mail to the CAEXPO Secretariat as stipulated on this **Guidebook for Exhibitors**.
Dear Sir or Madam,

Thank you for joining the 15th China–ASEAN Expo (CAEXPO) to be held at the Nanning International Convention & Exhibition Center (NICEC) on September 12th –15th, 2018. We strongly recommend you to read this Guidebook for Exhibitors carefully and follow the rules and regulations stipulated in the Guidebook, as those who violate them shall be held liable for the consequences.

Please fill in the following form by providing valid and accurate information and fax/send them back to us before the deadline. Please be kindly informed that all the forms, upon your confirmation by signature, are as binding as contract.

The 15th China–ASEAN Expo List of Information on Booth Construction Workers (for Exhibitors/Contractors)
Deadline: August 19th, 2018

Should you have any inquiries, please feel free to contact us.

Wish you a rewarding trip to the 15th CAEXPO.

Yours Faithfully,

China–ASEAN Expo Secretariat
Contact Us
Add: No. 33 Jinpu Road, Nanning, Guangxi, P. R. China
Zip Code: 530021
Website: http://www.caexpo.org
E-mail: caexpo@caexpo.org
Hotline: +86–771–12343

CAEXPO Exhibition Administration & Customers Service Center

Non-fair Period
Tel: 86–771–5813262/5813108/5813136
Fax: 86–771–5813130

Booth Setup and Fair Period (September 5th –16th)
Tel: 86–771–2092055/2092058
Fax: 86–771–2092063
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Chapter I  About the 15th CAEXPO

I. Event

The 15th China–ASEAN Expo

II. Co-sponsors, Organizer, Associate Organizers, Special Partners & Supporting Chambers of Commerce

Co-Sponsors
Ministry of Commerce of the People’s Republic of China
Ministry of Foreign Affairs and Trade of Brunei Darussalam
Ministry of Commerce of the Kingdom of Cambodia
Ministry of Trade of the Republic of Indonesia
Ministry of Industry and Commerce of the Lao People’s Democratic Republic
Ministry of International Trade and Industry of Malaysia
Ministry of Commerce of the Republic of the Union of Myanmar
Department of Trade and Industry of the Republic of Philippines
Ministry of Trade and Industry of the Republic of Singapore
Ministry of Commerce of the Kingdom of Thailand
Ministry of Industry and Trade of the Socialist Republic of Vietnam
The ASEAN Secretariat

Organizer
People’s Government of Guangxi Zhuang Autonomous Region
Supporting Organizations
World Trade Organization (WTO)
United Nations International Trade Center (ITC)
Hong Kong Trade Development Council (HKTDC)

Special Partners
People’s Government of Shanghai Municipality
People’s Government of Jiangsu Province
People’s Government of Zhejiang Province
People’s Government of Chongqing Municipality
Municipal Government of Xiamen, Fujian Province
People’s Government of Tianjin Municipality

Supporting Chambers of Commerce
China Chamber of Commerce for Import & Export of Textiles
China Chamber of Commerce for Import & Export of Light Industrial Products & Arts–Crafts
China Chamber of Commerce of Metals, Minerals & Chemicals Importers & Exporters
China Chamber of Commerce for Import & Export of Foodstuffs, Native Produce & Animal By–products
China Chamber of Commerce for Import & Export of Machinery & Electronic Products
China Chamber of Commerce of Medicines & Health Products Importers & Exporters
China International Contractors Association
China Food & Packaging Machinery Industry Association
China Electricity Council
Chinese Mechanical Engineering Society
Hong Kong Chinese General Chamber of Commerce
Chinese Chamber of Commerce & Industry of Brunei Darussalam
Brunei–China Friendship Association
Cambodia Chamber of Commerce
Garment Manufacturers Association in Cambodia
Chinese Chamber of Commerce in Cambodia
China Hong Kong & Macao Expatriate & Business Association of Cambodia
(PERPIT) Indonesian Chinese Entrepreneur Association
Association of Indonesia–China Economic, Social & Cultural Cooperation
Indonesian Chamber of Commerce & Industry – China Committee
Lao National Chamber of Commerce & Industry
Malaysia–China Chamber of Commerce
Malaysia–China Friendship Association
Federation of Malaysian Manufacturers
Associated Chinese Chamber of Commerce & Industry of Malaysia
Union of Myanmar Federation of Chambers of Commerce & Industry
Myanmar Forest Products & Timber Merchants Association
Myanmar Pulses, Beans & Sesame Seeds Merchants Association
Myanmar Fisheries Federation
Myanmar Industries Association
Myanmar Agro Based Food Processors & Exporters Association
Federation of Filipino–Chinese Chamber of Commerce and Industry, INC.
Singapore Business Federation
Singapore Manufacturers’ Federation
Singapore Association of Small & Medium Enterprises
Singapore Chinese Chamber of Commerce & Industry
Singapore–China Business Association
Thai–Chinese Chamber of Commerce
Federation of Thai Industries
Thailand–China Business Council
All–Thai Traders Association
Vietnam Chamber of Commerce & Industry

III. Dates & Venue

Dates: September 12th – 15th, 2018
Venue: Nanning International Convention & Exhibition Center, Guangxi, China

IV. Exhibition Arrangement

September 11th
Afternoon
Security Check (NO booth construction is allowed)
VVIP Tours (admission by event pass and special sticker)

September 12th
09:30
The 15th CAEXPO and the 15th CABIS Opening Ceremony(Admission by event pass, special sticker and letter of invitation. Opening hours for exhibition will be announced later.)
Opening ceremony of the city of charm pavilion of Cambodia, the country of honor of the 15th CAEXPO
(admission by event pass and special sticker)

September 13th - 15th
08:30 Exhibitors are admitted.
09:00 -17:00 Opening hours of exhibition

Remarks: Members of the public are admitted ONLY on 15th September.

V. Scale of Exhibition

Nanning International Convention and Exhibition Center (NICEC): 104,000 sqm;
Guangxi Exhibition Center: 10,000 sqm;
South China City of Nanning: 10,000 sqm

VI. Exhibition Pavilions

Five exhibition pavilions will be highlighted at the 15th CAEXPO, namely, the Pavilion of Commodity Trade, the Pavilion of Investment Cooperation, the Pavilion of Advanced Technology, the Pavilion of Trade in Services and the Pavilion of Cities of Charm.
### Pavilion of Commodity Trade

<table>
<thead>
<tr>
<th>NICEC</th>
<th>Guangxi Exhibition Hall (Agricultural Exhibition)</th>
<th>South China City of Nanning (Light Industrial Exhibition)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASEAN products</td>
<td>Fishery &amp; Animal Husbandry Products</td>
<td>Consumer Goods</td>
</tr>
<tr>
<td>Products of countries beyond the China–ASEAN region</td>
<td>Quality Fruit</td>
<td>Arts &amp; Crafts Gifts &amp; Premiums</td>
</tr>
<tr>
<td>Mechanical Products &amp; Machinery</td>
<td>Green/Organic Agro-based Products &amp; Foodstuffs</td>
<td>Home Decorations</td>
</tr>
<tr>
<td>Electronics &amp; Electrical Appliances</td>
<td>Tea Leaves</td>
<td>Consumer Electronics</td>
</tr>
<tr>
<td>Building Materials</td>
<td>ASEAN Coffee &amp; Foodstuffs</td>
<td>Toys</td>
</tr>
<tr>
<td></td>
<td>Agricultural E-commerce</td>
<td></td>
</tr>
</tbody>
</table>

### Pavilion of Investment Cooperation

International economic cooperation: international project contracting, labor cooperation, resource developing, IT, energy developing, infrastructure construction, investment inviting for industrial parks; industrial cooperation in railway, nonferrous metal and electric power, etc.

Agricultural Cooperation: The 3rd China–ASEAN International Agricultural Cooperation Exhibition (On display includes bilateral investment cooperation projects and Chinese one village one product and one town one product)
<table>
<thead>
<tr>
<th>Pavilion of Advanced Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>High-tech: artificial intelligence, advanced manufacturing, smart cities, innovations &amp; startup business, mass health science and technology, ASEAN scientific and technological innovation</td>
</tr>
<tr>
<td>Meteorological Technology: meteorological equipment, facilities and systems, weather forecast produce, service products</td>
</tr>
<tr>
<td>Technology for Environmental Protection: water environment, air, soil, noise treatment, solid waste treatment, environment monitoring &amp; testing devices, energy-saving &amp; recycling, equipment and technology for response to environmental emergencies</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pavilion of Trade in Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Services: fin-tech, RMB settlement, credit loan, credit insurance and other corporate financial services; funds, securities, insurance, investment, asset management, e-finance and other personal financial services</td>
</tr>
<tr>
<td>Tourism Services: city images, tourism cooperation projects, tourism consulting services</td>
</tr>
<tr>
<td>Other Services: logistics, quality inspection, inspection &amp; quarantine, custom clearance, legal services</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pavilion of Cities of Charm</th>
</tr>
</thead>
<tbody>
<tr>
<td>China and the 10 ASEAN countries choose one representative city as their own City of Charm, which will comprehensively showcase their city images and arrange thematic promotion campaigns and city-to-city exchange programs.</td>
</tr>
</tbody>
</table>
Chapter II  Event Passes Administration

I. How to Apply for an Exhibitor Pass

(I) Rules

I) The Exhibitor Pass is good for the exhibitor himself/herself only. Transferring or altering the Pass is not allowed. Violators are subject to confiscation of this Pass.

II) Foreign exhibitors may apply for their Exhibitor Passes free of charge by presenting their valid passports. Each standard booth is allowed to have only 2 Exhibitor Passes for their Chinese employees.

III) Exhibitor’s Pass shall be applied before the inauguration of the CAEXPO. Exhibitor’s Pass issuing channels will be closed after the inauguration of the event.

IV) The Exhibitor Pass of NICEC SHALL NOT apply to Guangxi Exhibition Hall (Agriculture Exhibition) and South China City of Nanning (Light Industry Exhibition), and vice versa.

(II) Procedures

I) Group exhibitors: Application for passes shall be made by group organizers before August 31st. The liaison persons of the local designated reception departments in Guangxi will provide assistances in pass application and delivery.

II) Individual exhibitors: Please log on http://www.caexpo.org, the CAEXPO official website, for on-line application before August 21st. After receiving confirm call from the CAEXPO Secretariat, the applicant could obtain the pass at designated spot(s) by presenting
valid passport and **CAEXPO Booth Confirmation** before the inauguration of the CAEXPO.

**(III) Materials/Documents Needed for Application**

I) For on-line CAEXPO pass application: recent passport e-photos (240×320 pixels, in JPG format, ≤ 50K), personal information (full name, valid passport number, name of company/organization, address, contact details, description of major exhibits) and the number of your **CAEXPO Booth Confirmation**.

II) An exhibiting enterprise is allowed to obtain its Exhibitor Passes after it pays the due booth rentals and goes through relevant examination and inspection procedures done by the Exhibition Administration & Customer Service Center. The receipt shall be presented when claiming the Passes.

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**II. How to Apply for a Contractor Pass**

**(I) Deadline**

Contractors shall submit all needed materials for the application of the Contractor Pass before August 19\(^{th}\), 2018 (Tel: +86–771–5813110).

**(II) Requirement**

You may apply for a Contractor Pass on-line or off-line.


Off-line: Please submit the following documents to the CAEXPO Secretariat:
D1. Photocopy of business license of the Contractor (with company seal)

D2. **China–ASEAN Expo Requirements for Construction of Custom-built Booths** (with signature and company seal) (see Annex 1)

D3. **The 15th China–ASEAN Expo List of Booth Construction Workers** (see Annex 2)

D4. **Photocopy of the 15th China–ASEAN Expo Booth Confirmation**

D5. **China–ASEAN Expo Letter of Authorization on Setup of Custom-built Booths** (with company seal) (see Annex 3)

D6. Color ID photo (3.5cm × 4.9cm) X 2

**Notes:**
For custom-built booths: D1, D4 and D5 shall be provided for online application, while D1–D6 shall be provided for offline application.

For standard booths: Only D4 is needed for online/offline application.

For offline application, D3–4 shall be provided.

**(III) Verification**

The Exhibition Administration & Customer Service Center will examine on the documents submitted and then issue the Contractor Passes to those qualified contractors. Those who do not meet relevant terms shall make amendments and adjustments in line with the feedbacks provided by the Exhibition Administration & Customer Service Center.

**(IV) Delivery**

I) A CAEXPO Contractor Pass is applied for and claimed free of charge by a group organizer, exhibiting enterprise or his/her entrusted
contracting company, which will not be delivered directly to individual contractor.
II) The CAEXPO Contractor Pass is delivered to a standard booth or custom-built booth that has proved qualified.
III) 2 Contractor Passes are issued for each standard booth, and 3 Passes for each 9 sqm of the custom-built booth(s).

(V) Rules
The Contractor Pass shall not be altered, duplicated, lent to other people, transferred or speculatively sold out. Booth setup and decoration can only be done in your own booth. Should any violation occur, the contracting company concerned will have its qualification annulled and will be subject to punishment.
Chapter III  Booth Setup & Tear-down

I. Dates & Time for Booth Setup & Tear-down

<table>
<thead>
<tr>
<th>Booth Setup</th>
<th>Date</th>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>September 5&lt;sup&gt;th&lt;/sup&gt; – 7&lt;sup&gt;th&lt;/sup&gt;</td>
<td>08:30—17:30</td>
<td>Move-in of large-sized building materials</td>
</tr>
<tr>
<td></td>
<td>September 8&lt;sup&gt;th&lt;/sup&gt; – 9&lt;sup&gt;th&lt;/sup&gt;</td>
<td>08:30—17:30</td>
<td>Move-in of exhibits and exhibition equipment</td>
</tr>
<tr>
<td></td>
<td>September 10&lt;sup&gt;th&lt;/sup&gt;</td>
<td>08:30—24:00</td>
<td>Halls close at 24:00 for security check</td>
</tr>
<tr>
<td></td>
<td>September 11&lt;sup&gt;th&lt;/sup&gt;</td>
<td></td>
<td>security check for the whole day</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Booth Tear-down</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>September 15&lt;sup&gt;th&lt;/sup&gt;</td>
<td>17:30—24:00</td>
</tr>
<tr>
<td></td>
<td>September 16&lt;sup&gt;th&lt;/sup&gt;</td>
<td>08:30—18:00</td>
</tr>
</tbody>
</table>

II. Regulations and Rules on Booth Setup & Tear-down

(I) A standard booth (3m X 3m) is equipped with one (1) fascia board, three sides white laminated walls (booths at corners are equipped with 2 walls and 2 fascia boards), information counter × 1no., folding chairs × 2nos, short spotlights × 2nos, 5A/220V socket × 1no., waste paper basket × 1no., and carpeting. (See Annex 4)

(II) **Custom-built booths: No equipment is included.**
Contractors of custom-built booths shall submit all needed documents on line at http://smsis.caexpo.org:8050/smsis/ before August 19th, 2018 for examination and approval. (See Annex 1)

(III) Other regulations

1. The maximum load of the booth shall be within the limit of bearing capacity of the exhibition halls (see Annex 6). Neither a suspension point nor a second-floor structure is allowed in your booth. The vertical projection of the exhibits and the decorative articles shall not exceed your booth. For Section B, the maximum height of the booth decoration is 6m, and those that are higher than 4.5m should be less than 2/3 of the total area of the booth; For Section D, the maximum height of the booth decoration is 6.5m, and those that are higher than 4.5m should be less than 2/3 of the total area of the booth (Note: the maximum height of the decorations of booths against walls in Hall 1–15 shall not exceed 4.5m).

2. The Contractor shall designate field supervisor(s), submit design and construction drawings of a custom-built booth to the CAEXPO Secretariat for review and approval and pay deposits for site work. Once approved, the area occupied by the booth shall NOT be altered by the exhibitor or his or her appointed contractor.

3. Without approval, exhibitors are not allowed to dismantle, amend, destroy or deface the existing buildings or all permanent facilities. The floor and walls as well as the wall panels of shell schemes shall not be nailed or holed. For moving exhibits and equipment inside the exhibition halls, pushing carts with rubber or nylon wheels are requested.

4. Without approval, exhibitors shall not move the in-booth facilities
and electrical appliances out of their booths.

5. For overtime construction, the exhibitor and the Contractor shall file application via the CAEXPO official website (http://smsis.caexpo.org:8050/smsis/) before 16:00 for permission and pay extra service fees (RMB 1000/hour/booth). Otherwise, they will be charged penalties by RMB 2000/hour/booth. The penalties will also apply to those who refuse to stop construction or move out their construction materials as requested by the organizer.

6. After the conclusion of the CAEXPO, all people shall leave the exhibition halls. Upon security check, exhibitors with valid Pass for booth tear-down may enter the exhibition halls. (Note: During security check period, one staff of one exhibiting company can remain at the booth to take care of exhibits. But he/she will be asked to leave the halls, if he/she doesn’t stay at his/her booth.)

7. During the tear-down period, an exhibitor and his or her appointed contractor shall take good care of their own exhibits and construction tools. Tear-down work, for a custom-built booth or an upgrade stand booth, shall be completed before 18:00 of September 16th. Otherwise, the exhibits and materials will be removed by the organizer, and service fees will be deducted from the deposits (RMB 1000/36m², RMB 1000 in minimum).

8. The tear-down work shall be examined by the organizer. A certificate with signature of our supervisor will be given. The deposits will be refunded in full to the contractor without any violation acts within one month dated from September 17th.

9. Environmental-friendly materials are strongly recommended for booth building and decoration.
10. The Exhibition Management & Customer Service Center is the supervisor of the booth construction of the CAEXPO, which will inspect and monitor the whole process of construction and impose punishment to those who violate the rules and regulations.
Chapter IV  On-Site Services

I. On-site Management & Service Sections

Exhibition Management & Customer Service Center
The Center is responsible for on-site management, service and coordination at the CAEXPO venues, whose subordinate service providers will help in providing information, booth setup, water and power supply, exhibition equipment leasing, loading/unloading and storage of exhibits, business services, broadband internet access, printing & photocopying, telephone & fax, language and protocol services, etc.

Contact Details:
Tel: +86–771–5813262/5813108/5813136
Fax: +86–771–5813130

Contacts of Booth Setup and Tear-down Period (September 5th – 15th)
Tel: +86–771–2092055/2092058
Fax: +86–771–2092063

II. Service Providers

(I) Exhibit Shipping
For more details, please refer to The 15th China–ASEAN Expo Shipping Manual, which could be downloaded from the CAEXPO official website (http://www.caexpo.org).
Recommended Forwarders:

1. SINOTRANS Guangxi Company

Logistics & customs clearance in outside China, please contact:
Mr. Lin Tao (Mobile: +8618507715921); Mr. Lin Zhiyuan (Mobile: +8613768314023)
Tel: +86–771–5315746/5317040
Fax: +86–771–5317040
E-mails: Lt@sinotrans.com; linzhiyuan@sinotrans.com
Add: F24, Foreign Trade Tower, 137 Qixing Road, Nanning, Guangxi, China
Zip Code: 530022

2. Bondex Logistics Co., Ltd.

Logistics & customs clearance in outside China, please contact:
Mr. Victor Yan (Mobile: +8618607880448); Mr. Ken (Mobile: +8613878817458);
Mr. Linchen (Mobile: +8618877010363)
Tel: +86–771–5716334
Fax: +86–771–5716334
Email: victor.yan@bondex.com.cn;
Add: Room 3203, Unit 1, Building 1, Mei Jia Yuan, 5 Zhuxi Ave, Nanning, Guangxi, China
Zip Code: 530022

Exhibition Administration & Customer Service Center
Exhibit Transport Coordination Department:
(II) Construction of Standard Booths (NICEC):
The 15th CAEXPO designated Contractor will take care of the construction and decoration of standard booths. Exhibitors, who need upgrading booths, or exhibition equipment and power supply, shall go through related procedures with the designated Contractor.

The 15th CAEXPO Standard Booth Contractor (NICEC):
Nanning Zhongtong Exhibition Service Co., Ltd.
Add: Room 211, Comprehensive Administration Office (South), NICEC, 106 Minzu Avenue, Nanning, China
Zip Code: 530021
Persons to Contact: Ms. Huang and Ms. Qian
Tel: +86–771–2092086/2021206/2021205
Fax: +86–771–2021228
E-mail: zthz_Exhibition@yeah.net

Exhibition Management & Customer Service Center
Booth Setup Management Department:
Person to Contact: Ms. Chen Siyu
Tel: +86–771–5813262
Fax: +86–771–5813130

III. The 15th CAEXPO Exhibition Equipment Renting

You may rent exhibition equipment online or offline.

2. Off-line: Please send the 15th CAEXPO Application Form for Renting Exhibition Equipment (see Annex 6) to the CAEXPO Secretariat with all needed information.

IV. Floor Plans of Nanning International Convention & Exhibition Center (the 15th CAEXPO Main Venue) (see Annex 7)
Chapter V  On-site Exhibition Management Measures

I. Booths & Net Spaces

(I). Booths Management

1. Booths are provided only for qualified exhibitors. The name of the exhibiting enterprises shall be consistent with that in the CAEXPO Booth Confirmation as well as on the fascia board of its booth. Those who have following behaviors will have their exhibitor qualification annulled.

● Transferring the booths to other companies in the name of joint ventures.

● Transferring the booths to other companies in the name of suppliers or business partners.

● Signing contracts with a third party in the name of non-exhibitors (refer to those companies that have not passed needed formalities of qualification examination and filing for records).

● Transferring the booths to other companies in the name of lending.

● Exchanging booths with other exhibitors without the approval of the event Organizer.

● Collecting high booth rentals from the suppliers, business partners for sharing the booth.

● Other behaviors of transferring or re-renting/re-selling of booths that are against the rules.

Subsidiary companies can participate in the CAEXPO as exhibitors in the name of their headquarters (i.e. undergo relevant application
formalities in the name of their headquarters) and use the booths of their headquarters, which will not be deemed as violation of the rules.
2. Exhibiting enterprises shall bring with them their CAEXPO Booth Confirmations, business licenses (photocopy) and other related documents for possible inspection. And cooperation with CAEXPO staff members in on–site inspection is expected.

(II) Exhibit Management
1. Exhibits shall be consistent with that shown in the Booth Confirmations. If not, the exhibiting enterprises concerned will be punished accordingly. Those serious violators will have their exhibitor qualification annulled.
2. Exhibitors and other participants are not allowed to occupy the public areas for storing exhibits, samples or other articles. The exhibits or articles laid outside booths will be confiscated temporarily by competent law enforcement departments. Those that are verified to be qualified products by quality control departments will be returned, while those confirmed as counterfeits will be destroyed by the local industrial and commercial administrative departments. The owners of counterfeits shall also bear the loss and costs thus caused due to the violation of this rule.
3. Exhibitors shall enter and leave the exhibition halls on time, and take good care of their exhibits, samples and personal belongings. The CAEXPO Secretariat will arrange 24–hour security staff for each pavilion, who will patrol but will not be held liable for the loss or damage of exhibits due to inappropriate storage by the owner.

(III) Without permission, exhibitors are not allowed to set up advertisement boards at the public areas.
(IV) To violators of the above rules and regulations, the CAEXPO Secretariat will impose punishments accordingly, including giving warnings, detaining temporarily or confiscating their exhibits, sealing up the booths or annulling exhibitors’ and trade visitors’ qualifications.

(V) Enterprises or individuals that violate Chinese law and regulations will be sent to competent law-enforcement authorities.

II. Entry & Exit of Exhibition Halls

(I). Valid event pass is requested when entering and leaving the exhibition halls.

(II) Exhibiting enterprises shall provide the CAEXPO Secretariat with description and quantity of their exhibits prior to the inauguration of the CAEXPO, and shall showcase the exhibits as shown in the CAEXPO Booth Confirmation. Should any alternation and amendment occur, the exhibitors shall re-confirm with the CAEXPO Secretariat before August 28th, 2018.

(III) Exhibits are subject to security check before entering exhibition halls. Only those exhibits with consistent descriptions and quantities as shown in the Booth Confirmation are allowed into the halls for display. Those that fail to pass the security check are prohibited to enter the halls.

(IV) Exhibits shall be delivered to the booths within the period of booth setup. During exhibition period, no entry of extra exhibits is allowed.

(V) Exhibitors shall follow relevant CAEXPO regulations and rules for
booth dismantlement. No dismantlement before the closing of the CAEXPO is allowed.

### III. On-site Sale

The exhibits of ASEAN countries that will not be re-transported out of China are allowed to be retailed in the exhibition halls with approval of the CAEXPO Secretariat. Other exhibitors shall not retail their exhibits at the CAEXPO venue; otherwise, the exhibits will be detained temporarily.

### IV. Protection of Intellectual Property Rights (IPRs)

**(I)** Behaviors of violating IPRs, including showcase and sale of counterfeit products and infringement upon trademarks and patent rights, etc. are prohibited.

**(II)** Punishment

1. According to the **Measures for the Protection of Intellectual Property Rights during Exhibitions** formulated by the Ministry of Commerce of China (MOFCOM) and other competent ministries, the on-site office of local IPR administrative department will provide services concerning IPR protection and handle complaints in this regard. The exhibiting enterprises that infringe upon IPRs will have their exhibitor qualification annulled.

2. IPR owners are requested to provide the documents as follows for filing complaints:
(1) Legally authentic certificate of IPRs ownership. For patent rights, the Patent Certificate, the Patent Specification, ID Card of patent owner and the Certificate on Legal State of Patent Right are requested; for trademarks, the certificate signed by the complainer as well as the ID Card of the trademark owner; for copyright, the certificate of ownership as well as the ID card of the right owner are needed.

(2) Basic information of the party that is suspected to have infringed upon the IPRs.

(3) Reasons and evidences for the suspicion of IRPs infringement.

(4) For authorizing agent to file the complaint, the Certificate of Authorization shall be provided.

V. Protection of Consumer Rights

(I) Exhibitors and other participants are prohibited to showcase or retail counterfeit products.

(II) Punishment

1. The on-site office of the local industrial & commercial administrative department will provide services concerning consumer rights of CAEXPO participants at the CAEXPO venue.

2. Local competent departments for product quality supervision, in line with the Product Quality Law of the People's Republic of China, will arrange an on-site working group to monitor the quality of exhibits. The exhibits and samples that are suspected to have quality problems will be tested on the site. Those exhibits and samples that do not pass the tests will be detained temporarily, and the exhibiting enterprises concerned will have their qualification annulled.
3. According to the **Pharmaceutical Administration Law of the People's Republic of China**, showcase of medicine or medical equipment without valid approval number is prohibited, neither is the showcase of medicines and medical equipment in the name of individuals. On-site retail of medicines or equipment is also prohibited, and any violators will have their products detained temporarily by competent departments and be disqualified from the exhibition.

**VI. Noise control**

1. Yelling is prohibited.
2. Sound volume from the booth shall be lower than 50 decibel.
3. For the repeated violators, the CAEXPO Secretariat will impose punishments accordingly.

**VII. Others**

Cooking with any electrical appliances is prohibited inside the exhibition halls.
I. Regulations on Publicity/Promotion Materials

1. Publicity materials of all kinds on the CAEXPO are under the administration of the Publicity & Information Division (hereinafter referred to as the Publicity Division) of the CAEXPO Secretariat.

2. The publicity materials on the CAEXPO are allowed to be distributed during the CAEXPO only when they are undergone verifications for approval by the Publicity & Information Division of the CAEXPO Secretariat:
   — The contents of publicity materials shall focus on social life, economy, scientific and technological development and culture of China and the ASEAN countries. Titles of the publicity materials must be in conformity with their contents.
   — In any publicity material, the editing and printing organization must be clearly indicated (jointly editing or printing must be noted as well). Words which easily cause misleading or misunderstanding, such as “prestigious and excellent,” “famous,” or “best,” etc., shall not be adopted to name a publicity material. The contents of the articles and pictures, as well as the advertisements, patent or copyright involved thereafter, must comply with the relevant provisions of China. In case of any intellectual property infringement, the editing and printing organization concerned shall bear the legal liabilities accordingly.
   — For publicity materials to be distributed during the CAEXPO, the exhibitors shall assign particular personnel, at the designated sites,
to give out the materials free of charge. Publications and publicity materials on a particular pavilion may only be issued within that exhibition halls or the booths involved.

Without the permission of the Publicity & Information Division of CAEXPO Secretariat, neither organization nor individual may solicit the contributions or advertisements in the name of the CAEXPO, make the cover and/or back cover of any publication or publicity material with the Chinese or English wordings of “China–ASEAN Expo” (including acronyms), or use the emblem and logo of the CAEXPO.

Violator of the provisions will be banned immediately when he/she is convicted.

3. Except for those uniformly edited, printed and issued ones by the CAEXPO Secretariat, all publicity materials must undergo relevant formality for approval and being filed for records in line with Article 2 mentioned above and the requirements as follows:

The applicant must be an editing and printing unit with a legal person status. In case of joint edited and printed by several organizations, the parties involved shall submit an agreement on the joint editing and printing, in which the duties and obligations of each party are specified.

The applicant shall advise the proportion of each part of a publicity material to the whole, including the proportion of the publicizing materials and advertisement for the CAEXPO, and that of the free and charged articles respectively.

The timeframe for application and approval is valid only for the 15\textsuperscript{th} CAEXPO.

Presswork and audio & video publications displayed or used by
overseas enterprises at the CAEXPO, as well as other advertising materials that should be verified and inspected by Customs authority, may not be displayed or used until they are examined and approved by the Customs Service within its discretion.

II. Regulations on Pictures and Textual Materials

To ensure accuracy, the CAEXPO Secretariat will organize relevant experts to examine the pictures and texts submitted by exhibiting enterprises. Only those that prove correct and qualified are allowed to be used for custom-built booths and the pavilions of the cities of charm.

What need to be examined?
Chinese and English texts and pictures on religion, customs, foreign affairs and Taiwan affairs as well as maps, etc.

Pre-examination Requirements:
Exhibitors who use custom-built booths (inclusive those for the pavilions of cities of charm) and upgrading standard booths should submit relevant pictures and texts shown on their booths for examination at least one month before the opening of the CAEXPO. Relevant texts and pictures can be submitted on-line by logging in the On-site Management and Service Information System of the CAEXPO official website at http://smsis.caexpo.org:8050/smsis/.

Official Information Database:
To help the exhibitors more easily access to relevant official texts and pictures, the CAEXPO Secretariat has established the Official Information Database, which includes 1) official name of the China–
ASEAN Expo in Chinese and English, CAEXPO Logo, 2) frequently used standard maps for exhibiting purposes, which have been examined and verified by competent surveying and mapping authorities, and relevant regulations, and 3) standard sizes of flags of the 10 ASEAN member states and the ASEAN Secretariat as well as the order to place the flags. You may download the database at the CAEXPO official website.

III. Regulations on Security Control

The on-site Security office maintains on-site exhibition order, prevents accidents of all kinds and ensures the safety of personnel and properties:

During exhibition: +86-771-2092050/2092060

1. Security Team

One designated security team will be assigned to each pavilion, headed by one of the leading members of the organizer of that pavilion (who is the first person to be responsible for the security of that pavilion). Meanwhile, certain number of full-time security officials shall be appointed to assist the Security Office of the CAEXPO in security and safeguard work.

2. Security and Safety Accountability Mechanism

A working mechanism concerning security will be established, and measures on security and safeguard shall be taken based on the principle of “the one in charge is the one who is the person responsible.”

3. Security Check

During the CAEXPO, people should bear valid pass when entering and
exiting from the venue. All of them are subject to security check and shall cooperate with the security staff in this regard.

4. Safety of exhibits, samples and personal belongings
—-The knives that are under control by laws, or other exhibits and samples of this kind, shall be locked in the cabinets or fixed to the shelf panels, and well-guarded by designated personnel(s). The number of these articles shall be counted each time when the exhibition is opened or closed, to prevent from being stolen.
—-Only imitations of exhibit lethal toxics, inflammables, explosives and radioactive products and the alike can be displayed at the CAEXPO. Real objects of these exhibits and samples are prohibited into exhibition halls.
—-Exhibits shall be displayed in line with the rules and provisions concerned. Exhibits and samples may not be stored/displayed anywhere outside its own booths.
—-While transporting the exhibits out of exhibition halls, relevant written permissions issued by the CAEXPO Secretariat are requested, and the exhibits concerned are subject to security checks by our security staff.
—-During the CAEXPO, the lost articles, if found, shall be returned to the Security Office in time, and may not be held and disposed at will.

IV. Regulations on Fire Prevention in Exhibition Halls

1. Working mechanism on Fire Protection and Security
—-Those who in charge of their respective pavilion(s) or booths serve as the persons responsible for the fire protection of that pavilion
or booth.

—The Fire Protection and Control Law of the People’s Republic of China, and related administrative rules on fire control of the Nanning International Convention & Exhibition Center shall be strictly followed. Measures on fire prevention and control shall be adopted based on the principle of “the one who is in charge is the person responsible.” Relevant inspection and administration shall be enhanced. Any problem occurred in this course must be solved promptly to eliminate the hidden perils of fire.

2. The fire passages must be unimpeded all the time.

—Displaying of exhibits and samples at any place outside the booths (the stairs, front area of the escalators, passages, etc.) is prohibited. In case of violation, the articles concerned shall be confiscated, and an announcement of criticism will be issued on violators. Hanging exhibits or samples on the ceilings and facilities for fire protection, power distribution, or air conditioning is also prohibited. Violators who caused damage of facilities and ill results shall make compensation for the damages, and bear the related responsibilities for any harmful effect.

—During booths setup and dismantlement, decorative materials, exhibits, and samples are not allowed to be put or stored at the entrances to exhibition halls, the front area of stairs and escalators, or the passages in the exhibition halls, to avoid possible block of the fire passages. Cartons, scraps of paper and other leftover of the packaging materials of exhibits and samples shall be timely cleared out of the halls on the same day of their arrival in the exhibition halls. It is prohibited to store the above stuffs in booths, on the top of the cabinets, or behind the wall panels. All escape routes and exits
(inclusive of the small doors for evacuating people) shall not be locked during booths setup and the whole fair period.

— The security staff is authorized to clear up the violating articles. Any damage or cost incurred thereafter shall be borne by the owner of these articles.

3. Requirements on fire prevention during decoration

Booth setup shall strictly follow relevant technical standards and regulations in the Codes for Building Decoration of China as well as the rules and provisions as follows:

— All decorative materials, ceilings and bond breakers must be non-flammable or fireproof materials. Non-flammable plywood boards are requested. Should wood materials be needed, those materials shall be painted with fire-proof coating for three times on both sides.

— Unauthorized wiring and installing of electrical equipment (inclusive of lamps and AD lighting) are prohibited. All types of cables used for power supply are acceptable. Cables and wires across the floor shall be covered by wire ways. Naked wires should be covered by fire retardant pipes. Wires shall be connected with standard binding post. Exposed wiring is prohibited.

— It is prohibited to store and use high temperature lamps like stamping capacitors, iodine-tungsten lamp and high pressure mercury lamps, as well as electric heating appliances like irons and stoves.

— No smoking and open flames is allowed in the CAEXPO venue. Should working with open flames like welding and cutting is needed, the Contactor shall go through relevant procedures with the Organizer for fire permit. Once approved, needed prevention measures should be taken during the course. Any violation or welding by unauthorized
personnel will be resorted to legal liabilities in line with the Fire Protection and Control Law of China.

— Contractors should use metal materials instead of inflammable materials like wood products for custom-built booths. Floor plan, 3D draft and design sketch are all requested for the final confirmation and booth setup.

— No articles shall be placed within 1.5 meters in front of the fire hydrants, lights and fire extinguishers. No blocking, enclosing, damaging or removing of the fire-fighting facilities/equipment is allowed.

— Booths or decorations shall not be covered with a ceiling, so as to ensure the sound operation of the roof-top fire alarm system and the automatic spraying fire extinguishing system.

— All decorations, information counters and chairs, exhibits and samples shall not block or enclose the fire-fighting facilities, switch boxes of electrical equipment, and shall not block the passages.

— Distribution boxes shall not be installed directly above the decoration materials below B1 level (fire-retardant). Should the high temperature part of the lamp be close to decoration materials that are not nonflammable (non-A level), fire prevention measures like heat insulation and heat dissipation shall be adopted.

— The actual capacity of electrical appliances used during booth setup and fair period must be in conformity with that as shown in application forms, to prevent possible electrical overload.

4. Entry of hazardous articles, such as inflammables and explosives, into exhibition halls is prohibited.

— Fireworks, gasoline, kerosene, alcohol, thinners, hydrogen, and other articles that listed as perils to the safety of exhibition halls are
not allowed into the exhibition halls. Only imitations of the above-mentioned articles are allowed to be displayed as exhibits and samples. Upon the conclusion of the CAEXPO, all chemical exhibits and samples must be cleaned out of the halls by the exhibitors concerned.

—Should it needs gasoline, thinners, alcohol and other inflammable liquid, as well as the naked flame (for electric welding and gas welding) for construction and mechanical operation, applications shall be submitted to the On-site Security Office for examination and approval 24 hours in advance. Upon approval, the applicants shall assign particular staff to take charge of the performance for safety reasons.

5. Well conduct daily clearance work prior to the closing of exhibition halls

—Each day before the close of exhibition halls, exhibitors shall cooperate with the safety staff in the clearance work.
—Ensure to clear issues as follows:
A. Checking and clearing inflammables, fire starters and other hidden perils in the booths;
B. Cut off the power supply of your own booth;
C. Taking good care of valuable articles and shutting the doors and windows.

6. No Smoking in the CAEXPO Venue

Any violation that causes accidents or ill consequences will be resorted to legal liabilities in line with the Fire Protection and Control Law of China.
V. Regulations on Power Safety in Exhibition Halls

1. Administrative Departments on Power Supply
The Exhibition Administration & Customer Service Center of the CAEXPO serves as the administrator of power supply during the CAEXPO. Exhibiting enterprises of each exhibition hall, if they need for electricity power during the period of booth setup and exhibition, are requested to file applications to competent departments and shall be abide by the Regulations as follows.

2. Safety rules for the utilization of electrical materials, facilities and equipment during booth setup
   — The electrical materials and equipment used shall meet the national quality standards and those for fire prevention of China.
   — Protective outer tubes (metal pipes, non-flammable plastic pipes) shall be used to cover wires running through the pavement, the carpets and laying within decorative articles.
   — Tube lamps and quartz lamps shall be protected by asbestos pads; convective radiating holes shall be set within the advertising 4-sheets posters. All rectifiers for lamps and triggers used should pass relevant quality inspection by the fire protection departments.
   — A protective cover shall be used for high-power lamps (e.g. iodine-tungsten lamps over 100W). Use of lamps over 500W is prohibited.
   — The exhibitors shall file applications for electricity supply for their booths, instead of plugging in power boxes and sockets in the exhibition halls at will. To apply for the 24-hour use of power, the applicants must ensure that there is no hidden peril of malfunctions,
and suitable and reliable protective switches shall be installed. Any loss caused by the power failure, either due to protective motion of the power distribution switch resulting from the malfunction of the electrical appliances, or due to the ill-functioning of the switches furnished of the exhibitors, shall be borne by the exhibitors concerned.

——The electrical facilities and equipment in the exhibition halls shall be well taken care of. No illegal connection of wires is allowed. The convicted party will otherwise receive a power cut as punishment, and the exhibitors concerned shall be liable for any loss incurred thereafter.

——Electrical appliances, circuits, switches and other power distribution facilities are subject to the inspection of electricians appointed by the CAEXPO Secretariat. In case of any hidden peril, the exhibitors concerned shall cooperate in needed correction.

——Electrical installations for custom-built booths must be conducted in line with the verified working plans. No alternation of working plans is allowed without permission.

3. Regulations on Electrical Safety for Standard Booths

——No installing or adding extra lighting fixture other than the permitted amount is allowed. For safety reasons, the approved sockets in the standard booths should only be used for low-power electrical appliances, not for extra lighting fixtures of booths. The maximum capacity of the in-booth socket is 500W. No connection of high-power electrical appliances is allowed, nor is the illegal connection of extra sockets. Any violation in this regard is deemed as a hidden peril for the safety of electricity supply, when power supply will be cut off. The violator is also liable for whatever occurred accordingly.

——Without permission, exhibitors are not allowed to dismantle
or remove the electrical facilities and equipments installed by the CAEXPO Secretariat at the standard booths, or to take them out of the exhibition halls.

4. Safety Responsibilities and On–site Duty
A guideline of “Whoever in charge is the person accountable” is implemented. Exhibitors and contractors shall be responsible for the safety of power supply in the booths, and strictly observe the Regulations on Power Safety in Exhibition Halls. During the CAEXPO, parties concerned shall assign electricians to take care of the custom–built booths in shifts. The name list of the electricians on shifts shall be submitted to the On–site Security Office for records along with their contact details and their duty spots.

5. Regulations on Safe Display of Electrical Appliances as Exhibits
High–power electrical appliances (such as the electrical kettle, electric oven and electric iron) are prohibited. Should such appliances are needed for exhibition effects, exhibitors shall submit applications for approval.

6. Regulations on Power Safety of Exhibit/Sample Arrangement
——The distance between an installed lighting fixtures and the exhibits/sample shall be no less than 0.3m.
——Power distribution box and sockets shall be installed at an obvious place for easy operation and inspection.

7. Punishments for Violators
——Where an exhibitor, without permission, dismantles or alters the lighting fixtures or circuits installed for a standard booth, or removes the lighting fixtures or power distribution box of the booth,
the electricians of the CAEXPO are entitled to compel the exhibitor concerned to restore the altered part. In case of any damage or loss incurred thereafter to the lightings, circuits or power distribution boxes, the exhibitor concerned will be cited for criticism in official dispatch, and shall bear the loss thus incurred.

——without undergoing relevant formality for power supply, those who connect their electrical appliances to the power facilities of the CAEXPO venue at wills, will be suspended with power supply, and be fined with double charges of the electricity amount consumed.

——Those who damage electrical facilities of exhibition halls, will be fined as twice as the value of the damaged facilities.

——For those who do not report the actual amount of the electricity consumed, or consume more electricity than as permitted, actual charges thus incurred will be charged by the staff of the CAEXPO. In case of any violation in this regard that seriously affects the power supply safety, the parties concerned will be warned, and even cited for criticism in official dispatch.

——For any booth where the violation of the administration rules occurs, or the inconsistence with the safety requirements exists, and thus causes hidden perils for the safety of power supply, electricity supply will be cut off. The parties concerned must fix or dismantle related booth.

——In case of any accident occurring to a booth due to violation of relevant regulations on power supply, the parties concerned, as well as the person-in-charge concerned, shall be liable for the accident, and even be resorted to legal settlement accordingly.
Annex

Annex 1 (photocopies are acceptable)

The China–ASEAN Expo Requirements for Construction of Custom–built Booths

Procedures:
1. All design and construction drawings of custom–built booths and standard booths with special decoration shall be submitted to the On–site Management and Service Information System at the CAEXPO official website before August 19th, 2018 for examination and approval, which include a. profiles of exhibiting enterprises and companies responsible for booth design and construction; b. 3D renderings, c. floor plan, d. front elevation, e. side elevation, f. circuit diagram, g. design description and technical facts of decorative materials to be used, h. renderings of pictures and textual materials to be displayed; i. map(s), j. Safety Guarantee for Booth Setup and Fire Control (See Annex 1), and k. Letter of Authorization for Contractor of Custom–built Booths (See Annex 3)

2. All the contracting companies shall pay deposits to the Exhibition Management & Customer Service Center (Deposit: RMB 20,000/36 sqm, minimum payment: RMB 20,000; maximum payment: RMB 200,000. However, for the contractor of raw space of more than 360 sqm, it shall buy insurance for the construction of the actual space, which shall include the personal insurance of its workers and the third party liability insurance.). The tear–down work shall be examined by the organizer. A certificate with signature of our supervisor will be given. The deposits will be refunded in full to the contractor without any violation acts or any safety incidents within one month after the CAEXPO concludes. Should they have any behaviors which violate the rules and regulations on construction or cause any safety incidents, the construction enterprises concerned shall be punished in line with the China–ASEAN Expo Punishments for Violations of On–site Management of Booth Construction (see annex 8).
Rules on Setup of Custom-built Booths:
1. The number of emergency exits and the net width cannot be reduced after decoration and booth setup.
2. The distance between the booth or the structure and the wall should not be less than 0.6m. No more than two floors can be built in the exhibition hall. The vertical distance between decorative materials and the original structures, equipment and facilities of the exhibition hall shall not be less than 2m. The construction area of the full covered custom-built booth shall not be more than 120 m².
3. Indoor booth decorations shall not block or enclose the fire-fighting facilities and affect the running of those facilities.
4. All decorative materials must be non-flammable or fireproof materials. Combustible materials that have to be used should be treated as fire-proof coating and then sent to the Guangxi Station of Fire Product Quality Supervision & Inspection for sampling test. Those materials that fail to meet the standard of fireproof performance are not allowed to be used.
5. Distribution box should be installed on incombustible materials. When switches, sockets and lamps are near inflammable materials, fire prevention measures like heat insulation and dissipation should be adopted. Lead-in wires of the ceiling lamps, slots and embedded lights of incandescent bulbs (Rated power ≥ 100w) shall be insulated by incombustible materials like porcelain tube and mineral wool. Incandescent bulbs ( > 60w), including inductance ballasts, should not be directly installed on combustible decorative materials or components.
6. The actual capacity of electrical appliances used during booth setup and fair period must be in conformity with that as shown in application forms, to prevent possible electrical overload.
7. No smoking and open flames are allowed in the CAEXPO venue. Booths or decorations shall not be covered with a ceiling. Remind the contracting workers to ensure fire safety.
8. Should working with open flames like welding and cutting be needed, the Contactor shall file application to on-site fire control supervisor. Open flames is allowed only outside the exhibition hall with supervision on-site upon approval. Electric and gas welders concerned shall obtain relevant certificates.
9. Flammable solvents like oil paints, gasoline and kerosene are not allowed in the exhibition halls. In case of those that are needed, contractors should file application to the fire department for approval.
10. The verified design & working plans for booth setup shall not be altered or amended without approval. In case of unavoidable alternation or amendment, the exhibitor/contractor concerned shall obtain permissions from the Exhibition Administration & Customer Service Center.

11. The custom-built booths should go through all examination and verification procedures before putting into use.

12. Lighting boxes, power boxes and telephone distribution boxes shall NOT be sheltered or covered. In case of inevitability, the exhibitor/contractor concerned shall obtain permissions from the Exhibition Administration & Customer Service Center and reserve an access as wide as 0.6m in minimum to the sheltered or covered part.

Exhibition Administration & Customer Service Center
June 2018

Safety Guarantee for Booth Setup and Fire Control

Exhibitor:_______________________
Booth No.:_______________________
Contractor:___________
Person in Charge of the Contractor:: ________________________
(Mobile: ______________)

We have already read The 15th China–ASEAN Expo Guidebook for Exhibitors and the Requirements for Setup of Custom-built Booths and understood the importance of the safety to booth setup. We hereby guarantee that we will comply with the rules on the exhibition administration and regulations on fire control. Should there be any violations or consequences caused by the booth design and quality of decorative materials, we are willing to be published by the CAEXPO Secretariat and relevant supervising bodies in line with the China–ASEAN Expo Punishment for Violations of On–site Management of Booth Construction and bear all the economic and legal responsibilities.

Signature and Seal:
Annex 2 (photocopies are acceptable)

The 15th China–ASEAN Expo
List of Booth Construction Workers

Contracting Company:
Person in Charge:                                      Mobile:

<table>
<thead>
<tr>
<th>No.</th>
<th>Full Name</th>
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ID Card Photocopy of Person(s) in Charge

Signature of Person in Charge:
Annex 3

China–ASEAN Expo
Letter of Authorization for Contractor of Custom–built Booths

We, __________(company name), Booth No.: __________, total booth space: __________m², as an Exhibitor of the 15th China–ASEAN Expo (CAEXPO) (Person in Charge: Mr./Ms. __________, Mobile: __________), hereby authorize __________ (company name) as the our Contractor (Person in Charge: Mr./Ms. __________, Mobile: __________) for the 15th CAEXPO and honor our commitments that:

1. Upon examination and verification, this Contractor is our ONLY designated company for booth setup, which is entitled with relevant qualifications;
2. The Contractor has concluded an agreement on booth setup with us to ensure safe construction and operation;
3. We have acknowledged relevant regulations on booth setup and construction within the exhibition halls made by the CAEXPO Organizing Committee and requested our Contractor to strictly follow relevant rules and regulations, to ensure the safety of booth construction;
4. We will cooperate with the on–site administration department of the CAEXPO Organizing Committee to supervise the safety of booth construction and have acknowledged that should there be any behaviors violate safety regulations, the on–site administration department has the right to punish the contractor concerned;
5. We will supervise the construction work done by the Contractor and have acknowledged that should there be any behaviors violate safety regulations, the CAEXPO Organizing Committee has the right to pursue all the responsibilities that should be taken by us and our designated Contractor;
6. All the incidents due to the violations of relevant rules and regulations shall be borne by the responsible parties, which should bear all the losses thus occurred.

Exhibitor: (seal) __________ Contractor: (seal) __________
Authorized Person: __________ Authorized Person: __________
Signed on __________ M/ __________ D/ __________ Y
Annex 4

Renderings of Shell Scheme Booth

Standard Booth

Standard Equipment (3mx3m):
One fascia board with the company title (Chinese & English) and booth number; Three side panels (the booths at the corridor corners are equipped with two side panels and two fascia boards); One table, two chairs, two down lights, one 500W single-phase socket, one litter basket and carpet.
Annex 5

Nanning International Convention & Exhibition Center Technical Facts of Exhibition Halls

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<th>Zone</th>
<th>Hall No.</th>
<th>Area (sqm)</th>
<th>Dimensions (m)</th>
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<td>15</td>
<td>2160</td>
<td>$45 \times 48$</td>
<td>12</td>
<td>1.5</td>
</tr>
<tr>
<td></td>
<td>Square</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>2.5</td>
</tr>
<tr>
<td></td>
<td>Chinese Hibiscus Hall</td>
<td>2800</td>
<td>–</td>
<td>12</td>
<td>1.5</td>
</tr>
</tbody>
</table>

| B    | 1        | 15958.8    | $186 \times 85.8$ | 8.7           | 3.5                     |
|      | 2        | 11685.9    | $136.2 \times 85.8$ | 8.5           | 2.5                     |
| E    |          | 11838      | $128.3 \times 86.8$ | 18.0          | 3.5                     |
Annex 6

The 15th China–ASEAN Expo Application Form for Renting Exhibition Equipment

<table>
<thead>
<tr>
<th>Item</th>
<th>Specifications</th>
<th>RMB</th>
<th>USD</th>
<th>Picture</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Counter</td>
<td>974 × 479W × 760mmH</td>
<td>100.00</td>
<td>17.00</td>
<td><img src="image" alt="Picture" /></td>
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</tr>
<tr>
<td>Negotiation Table</td>
<td>650L × 650W × 700mmH</td>
<td>100.00</td>
<td>17.00</td>
<td><img src="image" alt="Picture" /></td>
<td></td>
</tr>
<tr>
<td>Arc Reception Counter</td>
<td>350.00</td>
<td>59.00</td>
<td></td>
<td><img src="image" alt="Picture" /></td>
<td></td>
</tr>
<tr>
<td>Tall and Low Table</td>
<td>1000L × 1000W × 500/750H</td>
<td>320.00</td>
<td>54.00</td>
<td><img src="image" alt="Picture" /></td>
<td></td>
</tr>
<tr>
<td>Long Table (with cover)</td>
<td>120cmL × 60cmH</td>
<td>100.00</td>
<td>17.00</td>
<td><img src="image" alt="Picture" /></td>
<td></td>
</tr>
<tr>
<td>Side Table</td>
<td>100.00</td>
<td>17.00</td>
<td></td>
<td><img src="image" alt="Picture" /></td>
<td></td>
</tr>
<tr>
<td>Folding Table</td>
<td>1000L × 500W × 750mmH</td>
<td>90.00</td>
<td>15.00</td>
<td><img src="image" alt="Picture" /></td>
<td></td>
</tr>
<tr>
<td>Folding Chair</td>
<td>460L × 100W × 455mmH</td>
<td>30.00</td>
<td>5.00</td>
<td><img src="image" alt="Picture" /></td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td>Specifications</td>
<td>RMB</td>
<td>USD</td>
<td>Picture</td>
<td>Quantity</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>----------------------</td>
<td>------</td>
<td>------</td>
<td>---------</td>
<td>----------</td>
</tr>
<tr>
<td>One-seat Sofa</td>
<td>360.00</td>
<td>60.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Two-seat Sofa</td>
<td>540.00</td>
<td>90.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flat Shelf</td>
<td>1000L × 300mmW</td>
<td>30.00</td>
<td>5.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Slope Shelf</td>
<td>1000L × 300mmW</td>
<td>30.00</td>
<td>5.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lockable Cupboard</td>
<td>1000L × 500W × 750mmH</td>
<td>150.00</td>
<td>25.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Low Glass Showcase (Black Frame, No spotlights)</td>
<td>500L × 500W × 900mmH</td>
<td>250.00</td>
<td>42.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Low Slope Cupboard (no spotlights)</td>
<td>1000L × 500W × 900mmH</td>
<td>150.00</td>
<td>25.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tall Showcase (no spotlights)</td>
<td>500L × 500W × 1800mmH</td>
<td>300.00</td>
<td>50.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Low Showcase (no spotlights)</td>
<td>500L × 500W × 1600mmH</td>
<td>250.00</td>
<td>42.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>White Tall Glass Showcase (no spotlights)</td>
<td>1000 × 500 × 2000mm</td>
<td>600.00</td>
<td>100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td>Specifications</td>
<td>RMB</td>
<td>USD</td>
<td>Picture</td>
<td>Quantity</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-------------------------</td>
<td>------</td>
<td>------</td>
<td>---------</td>
<td>----------</td>
</tr>
<tr>
<td>White Low Glass Showcase</td>
<td>1030×535×1000mmH</td>
<td>400.00</td>
<td>70.00</td>
<td><img src="image1" alt="White Low Glass Showcase" /></td>
<td></td>
</tr>
<tr>
<td>Black Tall Glass Showcase</td>
<td>1000L×500W×2000mmH</td>
<td>400.00</td>
<td>70.00</td>
<td><img src="image2" alt="Black Tall Glass Showcase" /></td>
<td></td>
</tr>
<tr>
<td>Black Low Glass Showcase</td>
<td>1030L×535W×1000mmH</td>
<td>300.00</td>
<td>50.00</td>
<td><img src="image3" alt="Black Low Glass Showcase" /></td>
<td></td>
</tr>
<tr>
<td>Low Glass Cupboard</td>
<td>980×550×980mmH</td>
<td>350.00</td>
<td>59.00</td>
<td><img src="image4" alt="Low Glass Cupboard" /></td>
<td></td>
</tr>
<tr>
<td>Glass Roundtable</td>
<td>80cmDia, 75cmH</td>
<td>90.00</td>
<td>15.00</td>
<td><img src="image5" alt="Glass Roundtable" /></td>
<td></td>
</tr>
<tr>
<td>Bar Stool</td>
<td></td>
<td>90.00</td>
<td>15.00</td>
<td><img src="image6" alt="Bar Stool" /></td>
<td></td>
</tr>
<tr>
<td>Light Shelves</td>
<td>1.0m×0.3m×2.0m</td>
<td>100.00</td>
<td>17.00</td>
<td><img src="image7" alt="Light Shelves" /></td>
<td></td>
</tr>
<tr>
<td>Water Dispenser (only machine)</td>
<td>(Deposit is needed)</td>
<td>100.00</td>
<td>17.00</td>
<td><img src="image8" alt="Water Dispenser" /></td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td>Specifications</td>
<td>RMB</td>
<td>USD</td>
<td>Picture</td>
<td>Quantity</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-------------------------------------------------</td>
<td>-----</td>
<td>-----</td>
<td>---------</td>
<td>----------</td>
</tr>
<tr>
<td>Green Plant</td>
<td>Height: ≤ 1m</td>
<td>50.00</td>
<td>8.00</td>
<td><img src="image" alt="Plant" /></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Height: 1–1.5m</td>
<td>80.00</td>
<td>13.00</td>
<td><img src="image" alt="Plant" /></td>
<td></td>
</tr>
<tr>
<td>Drinking Pump (disposable)</td>
<td></td>
<td>15.00</td>
<td>3.00</td>
<td><img src="image" alt="Pump" /></td>
<td></td>
</tr>
<tr>
<td>Barreled Water</td>
<td>(Deposit is needed)</td>
<td>30.00</td>
<td>5.00</td>
<td><img src="image" alt="Water" /></td>
<td></td>
</tr>
<tr>
<td>Safety Hamlet</td>
<td></td>
<td>10.00</td>
<td>1.50</td>
<td><img src="image" alt="Helmet" /></td>
<td></td>
</tr>
<tr>
<td>Carpet treated as fire-proof coating</td>
<td>in red and smoky gray (Only reserved bookings are accepted, due to limited amount.)</td>
<td>25.00/m²</td>
<td>4.30/m²</td>
<td><img src="image" alt="Carpet" /></td>
<td></td>
</tr>
<tr>
<td>Removable Fence</td>
<td>1m</td>
<td>30.00</td>
<td>5.00</td>
<td><img src="image" alt="Fence" /></td>
<td></td>
</tr>
<tr>
<td>Shelf A</td>
<td>30cmL × 140cmH</td>
<td>150.00</td>
<td>26.00</td>
<td><img src="image" alt="Shelf" /></td>
<td></td>
</tr>
<tr>
<td>Shelf B</td>
<td>25cmL × 35cmW × 140cmH</td>
<td>180.00</td>
<td>30.00</td>
<td><img src="image" alt="Shelf" /></td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td>Specifications</td>
<td>RMB</td>
<td>USD</td>
<td>Picture</td>
<td>Quantity</td>
</tr>
<tr>
<td>-------------------</td>
<td>-----------------------</td>
<td>------</td>
<td>------</td>
<td>---------</td>
<td>----------</td>
</tr>
<tr>
<td>Clothes Rack</td>
<td>120cmL × 150cmH</td>
<td>150.00</td>
<td>25.00</td>
<td><img src="image" alt="Clothes Rack" /></td>
<td></td>
</tr>
<tr>
<td>Dressing Mirror</td>
<td></td>
<td>120.00</td>
<td>20.00</td>
<td><img src="image" alt="Dressing Mirror" /></td>
<td></td>
</tr>
<tr>
<td>Extinguisher</td>
<td></td>
<td>40.00</td>
<td>7.00</td>
<td><img src="image" alt="Extinguisher" /></td>
<td></td>
</tr>
<tr>
<td>Folding Door</td>
<td></td>
<td>300.00</td>
<td>50.00</td>
<td><img src="image" alt="Folding Door" /></td>
<td></td>
</tr>
<tr>
<td>Pushing Cart</td>
<td></td>
<td>50.00</td>
<td>9.00</td>
<td><img src="image" alt="Pushing Cart" /></td>
<td></td>
</tr>
<tr>
<td>Board Dismantling</td>
<td>Each Board (1 × 2.5mH)</td>
<td>30.00</td>
<td>5.00</td>
<td><img src="image" alt="Board Dismantling" /></td>
<td></td>
</tr>
<tr>
<td>Service</td>
<td>Each Board (1 × 2.5mH)</td>
<td>30.00</td>
<td>5.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Booth Dismantling</td>
<td>3m × 3m or 2m × 3m</td>
<td>300.00</td>
<td>50.00</td>
<td><img src="image" alt="Booth Dismantling" /></td>
<td></td>
</tr>
<tr>
<td>Service</td>
<td>3m × 0.21mH</td>
<td>60.00</td>
<td>10.00</td>
<td><img src="image" alt="Booth Dismantling" /></td>
<td></td>
</tr>
<tr>
<td>Booth light</td>
<td>30.00 /light/time</td>
<td>5.00</td>
<td>1.00</td>
<td><img src="image" alt="Booth Dismantling" /></td>
<td></td>
</tr>
<tr>
<td>Relocation</td>
<td>30.00 /light/time</td>
<td>5.00</td>
<td>1.00</td>
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</table>
## II. Electric Power Supply & Power Distribution Box Leasing

<table>
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<tr>
<th>Item</th>
<th>Specifications</th>
<th>RMB</th>
<th>USD</th>
<th>Picture</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Temporary Power Supply for Booth Setup</td>
<td>15Amp/220V &lt; 3KW</td>
<td>150.00</td>
<td>25.00</td>
<td></td>
<td></td>
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<tr>
<td>Power for High-power Electrical Appliances (indoor)</td>
<td>15Amp/220V &lt; 3KW</td>
<td>600.00</td>
<td>100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>15Amp/380V &lt; 8KW</td>
<td>800.00</td>
<td>130.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>20Amp/380V &lt; 10KW</td>
<td>900.00</td>
<td>150.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>30Amp/380V &lt; 16KW</td>
<td>1000.00</td>
<td>167.00</td>
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<td></td>
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<tr>
<td></td>
<td>60Amp/380V &lt; 32KW</td>
<td>1500.00</td>
<td>250.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>100Amp/380V &lt; 50KW</td>
<td>3000.00</td>
<td>450.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>20Amp/380V &lt; 10KW</td>
<td>1500.00</td>
<td>250.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>30Amp/380V &lt; 16KW</td>
<td>1800.00</td>
<td>300.00</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>60Amp/380V &lt; 32KW</td>
<td>3800.00</td>
<td>633.00</td>
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</tr>
<tr>
<td></td>
<td>100Amp/380V &lt; 50KW</td>
<td>8800.00</td>
<td>1467.00</td>
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</table>

Note: Power that should be supplied for 24 hrs and more will be double charged.

## III. AV Appliances & lights

<table>
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<tr>
<th>Item</th>
<th>Specifications</th>
<th>RMB</th>
<th>USD</th>
<th>Picture</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spotlight</td>
<td>Long Arm 60W</td>
<td>60.00</td>
<td>10.00</td>
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<td></td>
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<tr>
<td>Outdoor Extension Socket</td>
<td></td>
<td>80.00</td>
<td>13.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plasma TV</td>
<td>42”</td>
<td>2100.00</td>
<td>350.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plasma TV</td>
<td>50”</td>
<td>4000.00</td>
<td>660.00</td>
<td>Deposit: RMB 3000/set</td>
<td></td>
</tr>
<tr>
<td>Chest Freezer (Single Temperature)</td>
<td>Capacity: 256L 1200 x 500 x 700mmH</td>
<td>1200.00</td>
<td>200.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chest Freezer (Double Temperature)</td>
<td></td>
<td>1200.00</td>
<td>200.00</td>
<td>Deposit: RMB 2000/set</td>
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</tr>
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</table>
### IV. Standard Booth Upgrading

<table>
<thead>
<tr>
<th>Item</th>
<th>Specifications</th>
<th>RMB</th>
<th>USD</th>
<th>Picture</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upgrading Standard Booth</td>
<td>Standard booth upgrading &amp; refitting</td>
<td>10.00</td>
<td>1.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Management Fee</td>
<td></td>
<td>m²</td>
<td>m²</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upgrading Standard Booth</td>
<td>Only for standard booth upgrading</td>
<td>300.00</td>
<td>50.00</td>
<td>Picture</td>
<td></td>
</tr>
<tr>
<td>Plan A</td>
<td></td>
<td>/booth</td>
<td>/booth</td>
<td>Picture</td>
<td></td>
</tr>
<tr>
<td>Upgrading Standard Booth</td>
<td>Only for standard booth upgrading (No luminous effect)</td>
<td>800.00</td>
<td>134.00</td>
<td>Picture</td>
<td></td>
</tr>
<tr>
<td>Plan B</td>
<td></td>
<td>/booth</td>
<td>/booth</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Personalized plans for upgrading booths and supporting services are available.

### V. Deposit

<table>
<thead>
<tr>
<th>Item</th>
<th>Specifications</th>
<th>RMB</th>
<th>USD</th>
<th>Note</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Dispenser</td>
<td>(only machine)</td>
<td>200</td>
<td>34.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>/dispenser</td>
<td>/dispenser</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Barreled Water</td>
<td></td>
<td>30</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>/barrel</td>
<td>/barrel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plasma TV</td>
<td>42/50&quot;</td>
<td>3000.00</td>
<td>500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chest Freezer</td>
<td>Single/Double Temperature</td>
<td>2000.00</td>
<td>334.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standard booth refitting or</td>
<td>Individual standard booth refitting or upgrading</td>
<td>500.00</td>
<td>84.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>upgrading</td>
<td></td>
<td>/booth</td>
<td>/booth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standard booth refitting or</td>
<td>Individual standard booth refitting or upgrading</td>
<td>50000.00</td>
<td>8330.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>upgrading in the whole</td>
<td></td>
<td>/hall</td>
<td>/hall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>exhibition hall</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To ensure timely supply of equipment, standard charges as above will be provided for the exhibitors who submit applications before 17:30, August 27th, 2018. For applications filed between August 28th and 17:30, September 3rd, 2018, a 30% surcharge will be requested, and for those after September 3rd, a 50% surcharge. Reservation made after September 4th will not be accepted. Please go through relevant
procedures at the on-site Customer Service Center. Due to the limited supply of exhibition equipment, the principle of first come, first serve will be followed, namely, priority will be given to those exhibitors that have made reservations. Illegal exhibition equipment providers are not allowed to enter the NICEC. **Exhibition equipment leased from illegal providers, once found, will be cleared or confiscated.**

(For those exhibitors that have made reservations, please pay the charges within 3 days upon receiving our feedback. Otherwise, his or her reservations will be deemed as invalid, and a new round of application shall be made.)

Person to Contact: Ms. Huang, Ms. Deng
Tel: +86–771–2092086/2021206/2021205
Fax: +86–771–2021228
E–mail: zthz_Exhibition@yeah.net

Exhibitor: __________________________
Person to Contact: _____________________
Tel: _______________________________
E–mail: ______________________________
Fax: _____________________________
Date: _________________
Booth No.: ___________________________
Company Seal:
Annex 7

Floor Plans of Nanning International Convention & Exhibition Center (The 15th CAEXPO Main Venue)
### Annex 8

#### China–ASEAN Expo

**Punishments for Violations of On-site Management of Booth Construction**

<table>
<thead>
<tr>
<th>No.</th>
<th>Category</th>
<th>Behaviors which violate rules and regulations</th>
<th>Punishments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Not wearing helmet or safety rope</td>
<td>RMB50–RMB200/person/time (as penalty)</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Not using quality lifting tools or operation platforms for aloft work; not assigning special personnel to direct, supervise or arrange safety zones</td>
<td>RMB3000 as penalty, plus with severe punishments on major violators, if any</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Not presenting any qualification certificates or adopting prevention measures for special operations</td>
<td>RMB1000–RMB3000 as penalty, plus with suspension of construction and rectification</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Using structures of exhibition venues for hanging or binding purposes, without approval of the CAEXPO Secretariat</td>
<td>RMB1000–RMB2000 as penalty</td>
</tr>
<tr>
<td>5</td>
<td>Construction Safety</td>
<td>Building booths whose heights exceed the limit</td>
<td>The parts which exceed the height limit shall be dismantled and the deposits shall be retained.</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>Using home–made stairs</td>
<td>RMB1000 as penalty, plus with rectification</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>Admission to exhibition halls without approval</td>
<td>Clear–out, plus with RMB2000–RMB5000 as penalty</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>Not following the design drawings that have been approved by the CAEXPO Secretariat</td>
<td>The deposits shall be deducted in full amount.</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>Not following the instructions on the use of event passes</td>
<td>The passes shall be confiscated, plus with RMB200/person/time as penalty.</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>Causing damages to facilities and equipments of exhibition halls</td>
<td>Paying compensation for the damages, with severe punishments on major violators, if any</td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>Not cooperating with management staff for the clear–out</td>
<td>Overtime pay by RMB2000/hour as penalty</td>
</tr>
<tr>
<td>No.</td>
<td>Category</td>
<td>Behaviors which violate rules and regulations</td>
<td>Punishments</td>
</tr>
<tr>
<td>-----</td>
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<td>---------------------------------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>12</td>
<td>Construction Safety</td>
<td>Not observing regulations on construction safety; not accepting, for three times, oral or written warnings given by on-site management staff</td>
<td>The deposits shall be deducted in full amount.</td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>Not observing regulations on construction safety and causing safety incidents</td>
<td>The construction enterprises concerned shall be held liable for all responsibilities and consequences thus incurred.</td>
</tr>
<tr>
<td>14</td>
<td></td>
<td>Using unqualified structures which lead to collapse of booths (“Unqualified structures” refer to those that do not meet loading strength standards.)</td>
<td>The booths shall be isolated and the deposits shall be deducted in full amount. The construction enterprises concerned shall be held liable for further consequences, if any.</td>
</tr>
<tr>
<td>15</td>
<td>Structures</td>
<td>Dismantling standard booths, exhibition equipments or other facilities, without approval of the CAEXPO Secretariat</td>
<td>Paying all the expenditures for building a standard booth as compensation</td>
</tr>
<tr>
<td>16</td>
<td></td>
<td>Extending the height of standard booths or building accessory parts on them, without approval of the CAEXPO Secretariat</td>
<td>RMB2000–RMB5000 as penalty, plus with dismantlement of the parts</td>
</tr>
<tr>
<td>17</td>
<td></td>
<td>Building custom-built booths whose spans exceeding safety distance and refusing to make rectification</td>
<td>The booths shall be isolated and the deposits shall be deducted in full amount.</td>
</tr>
<tr>
<td>18</td>
<td></td>
<td>Causing inclining, drooping or cracking of booths</td>
<td>The booths shall be isolated and the deposits shall be deducted in full amount.</td>
</tr>
<tr>
<td>19</td>
<td>Use of Electric Power</td>
<td>Opening trench covers in exhibition halls, without approval of the CAEXPO Secretariat</td>
<td>RMB500 as penalty</td>
</tr>
<tr>
<td>20</td>
<td></td>
<td>Using electric power for booth construction without approval of the CAEXPO Secretariat</td>
<td>Paying for the electric power fees, plus with RMB5000 as penalty</td>
</tr>
<tr>
<td>21</td>
<td></td>
<td>Using unqualified electric materials or electric power equipment; not installing qualified leakage protectors</td>
<td>RMB2000–RMB5000 as penalty</td>
</tr>
<tr>
<td>No.</td>
<td>Category</td>
<td>Behaviors which violate rules and regulations</td>
<td>Punishments</td>
</tr>
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<td>----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>22</td>
<td>Use of Electric Power</td>
<td>Not using rain-proof and warning signs for electric power equipment of outdoor booths</td>
<td>RMB1000 as penalty</td>
</tr>
<tr>
<td>23</td>
<td>Use of Electric Power</td>
<td>Processing, brushing, painting or paint spraying wooden structures in exhibition halls</td>
<td>RMB2000–RMB5000 as penalty, with severe punishments on major violators, if any</td>
</tr>
<tr>
<td>24</td>
<td>Use of Electric Power</td>
<td>Not using ground protectors for metal structures</td>
<td>RMB1000 as penalty</td>
</tr>
<tr>
<td>25</td>
<td>Use of Electric Power</td>
<td>Using unqualified wires like twisted pair, aluminum core wire, etc.</td>
<td>RMB2000–RMB5000 as penalty</td>
</tr>
<tr>
<td>26</td>
<td>Use of Electric Power</td>
<td>Not using plug connection for sockets; not using terminal for interface</td>
<td>Dismantlement, plus with RMB1000 as penalty</td>
</tr>
<tr>
<td>27</td>
<td>Use of Electric Power</td>
<td>Using plastic rectifiers</td>
<td>Dismantlement, plus with RMB1000 as penalty</td>
</tr>
<tr>
<td>28</td>
<td>Fire Control</td>
<td>Bringing in and using cutting machines, welding machines, electric saws or air compressors in exhibition halls, without approval of the CAEXPO Secretariat</td>
<td>RMB1000–RMB2000 as penalty, plus with suspension of construction and rectification</td>
</tr>
<tr>
<td>29</td>
<td>Fire Control</td>
<td>Using inflammables, explosives or other forbidden articles; making linkage with electric power source or water source, without approval of the CAEXPO Secretariat</td>
<td>RMB2000–RMB5000 as penalty, with severe punishments on major violators, if any</td>
</tr>
<tr>
<td>30</td>
<td>Fire Control</td>
<td>Using flame, without approval of the CAEXPO Secretariat</td>
<td>RMB3000–RMB5000 as penalty, plus with suspension of construction and rectification</td>
</tr>
<tr>
<td>31</td>
<td>Fire Control</td>
<td>Occupying passages or fire engine access; sheltering fire control facilities, public passages, electric power distribution boxes and surveillance cameras</td>
<td>Dismantlement, plus with RMB1000–RMB2000 as penalty</td>
</tr>
<tr>
<td>32</td>
<td>Exterior</td>
<td>Not reserving space for heat dissipation of light box</td>
<td>Rectification, plus with RMB1000–RMB2000 as penalty</td>
</tr>
<tr>
<td>33</td>
<td>Exterior</td>
<td>Not setting fire extinguisher within the set period of time for booth construction and decoration</td>
<td>RMB100/extinguisher as penalty, plus with immediate rectification</td>
</tr>
<tr>
<td>No.</td>
<td>Category</td>
<td>Behaviors which violate rules and regulations</td>
<td>Punishments</td>
</tr>
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<td>----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>34</td>
<td></td>
<td>Smoking at non-smoking areas</td>
<td>RMB50–RMB200/person/time</td>
</tr>
<tr>
<td>35</td>
<td></td>
<td>Building booths whose tops are covered by more than 1/3 and refusing to make rectification</td>
<td>RMB2000–RMB5000 as penalty, with severe punishments on major violators, if any</td>
</tr>
<tr>
<td>36</td>
<td>Fire Control</td>
<td>Not making fire retardant treatment to inflammables</td>
<td>RMB2000–RMB5000 as penalty</td>
</tr>
<tr>
<td>37</td>
<td></td>
<td>Welding, cutting or polishing metals in exhibition halls</td>
<td>RMB3000–RMB5000 as penalty, plus with suspension of construction and rectification</td>
</tr>
<tr>
<td>38</td>
<td>Booth Teardown</td>
<td>Brutal dismantling</td>
<td>RMB3000–RMB5000 as penalty, plus with suspension of construction and rectification</td>
</tr>
<tr>
<td>39</td>
<td></td>
<td>Not assigning personnel for safety supervision</td>
<td>RMB2000–RMB5000 as penalty, plus with suspension of construction and rectification</td>
</tr>
<tr>
<td>40</td>
<td></td>
<td>Fighting</td>
<td>RMB2000–RMB5000 as penalty, with severe punishments on major violators, if any. The violators shall be held liable for all the consequences thus incurred.</td>
</tr>
<tr>
<td>41</td>
<td>Civilized and Environment-friendly Construction</td>
<td>Not making treatment on the ornaments which are higher than the next booth</td>
<td>RMB500–RMB2000 as penalty</td>
</tr>
<tr>
<td>42</td>
<td></td>
<td>Using the pictures or words that are not approved by the CAEXPO Secretariat and refusing to make rectification</td>
<td>The deposits shall be deducted in full amount.</td>
</tr>
<tr>
<td>43</td>
<td></td>
<td>Not cleaning the booths nor moving all rubbish and wastes out of exhibition halls and putting them at designated sites</td>
<td>RMB1000/36m² as penalty (calculated by 36m² if less than 36m²)</td>
</tr>
<tr>
<td>44</td>
<td></td>
<td>Polluting floor or wall (with paint, fuel, wood glue or sticking film, etc.)</td>
<td>RMB1000–RMB2000/ m² as penalty</td>
</tr>
</tbody>
</table>

Remarks:
1. The rights of explanation on the punishments are reserved to the CAEXPO Secretariat.
2. If the deposit has been deducted by more than a half, the construction enterprises concerned shall make supplementary payment before resuming construction.