



第二十二届 中国国际摩托车博览会

THE 22ND CHINA INTERNATIONAL MOTORCYCLE TRADE EXHIBITION

Exhibitor's Manual





September 13-16
Chongqing · China
www.cimamotor.com

Dear Exhibitors,

Welcome to the 22nd China International Motorcycle Trade Exhibition!

We have designed this Exhibitor's Manual to help you prepare for the event. Exhibitors are advised to read the manual carefully and observe the application deadlines for each service.

Our services include the following three categories, with relevant information and application forms:

- General Information
- Construction Guideline
- Operating Guide for Entry and Exit of Exhibits

For each service application, you need to fill out the form, sign and seal it, and send it to the service company at the top of the form by mail or fax. Please keep a backup copy of the form. If you have any questions, please contact the person named in the form.

We look forward to your arrival.

Wish you every success at CIMAMotor!

Chongqing Biggourd Exhibition Co., Ltd.

Ms. Zhang Xingqiong

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Part 1 General Information

1. Date and Venue

Expo Days: September 13-16, 2024

- Installation Period: September 10-12, 2024
- Exhibition Period: September 13-16, 2024
- Dismantling Period: 18:00-24:00, September 16, 2024

Venue: Chongqing International Expo Center

- Address: No. 66, Yuelai Avenue, Yubei District, Chongqing 401120, China

Official Service Provider: Chongqing Biggourd Exhibition Co., Ltd.

- Contact Person: Ms. Zhang Xingqiong
- Tel: +86(23)68633754 E-mail: xcfw@autochongqing.com

2. About the Venue

2.1 Introduction of Chongqing International Expo Center

CIMAMotor 2024 will be held at Chongqing International Expo Center.

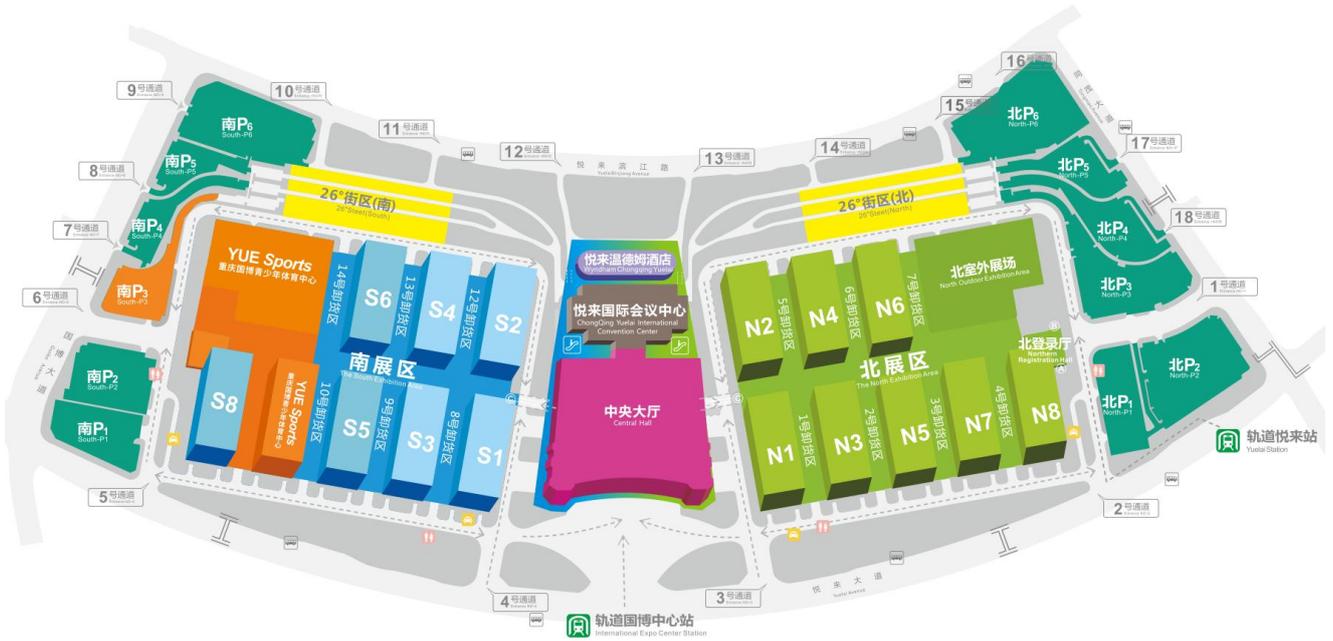
Chongqing International Expo Center is a modern intelligent venue integrating exhibition, conference, catering, accommodation, performing arts, events and other multi-functions. It is in the core of Liangjiang New Area of Chongqing - Yuelai Exhibition and Convention center. It has a total construction space of 600,000 sqm with an indoor exhibition space of 200,000 sqm. The exhibition venue has 15 exhibition halls of 11,500 sqm and a 20,000-sqm Multi-functional Hall, all designed as single-floor and columns-free, as well as over 30000 sqm outdoor squares, which provide good hardware conditions for exhibitors to organize various product launches and test activities.

2.2 Specifications of Exhibition Halls

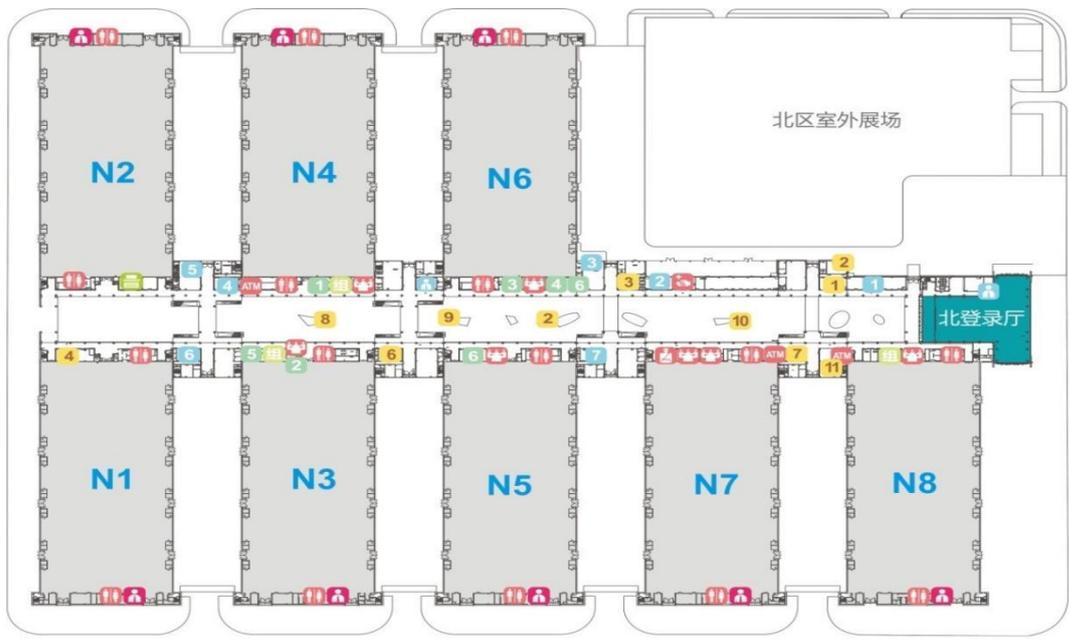
Exhibition hall	Hall N1-N8
Single exhibition hall space	11,495 sqm, single-floor, columns-free.
Exhibits entrance	Every exhibition hall has 8 gates of 5M (width)*5M (height) and 2 gates of 5M (width)*6M (height).

Floor	Cement, Maximum load-bearing: 50KN/m ² (N1, N2) / 30KN/m ² (N3, N4, N5, N6, N7, N8)
Electricity supply	Three-phase five-wire system, 380V/220V, 50Hz
Compressed air	Design pressure in N1 and N2: 1MPa. Other halls have reserved pipes
Brightness	200Lx
Hall height	Lowest point in N1 and N3: 15m. lowest point in N2, N4 and N8: 12m
Construction height allowed	4.5m is the limited height for stand construction. If booths over 100 sqm need higher height for specific reasons, they shall apply to the Official Service Provider and get permission in advance and 6m is the maximum height for the booth.
Suspension point	Maximum load-bearing of 50KG, static items only
Water inlet	One ND70 and one DN150 for each hall
Drainage	Diversion of rain and sewage
Fire protection	Smoke alarm, automatic spray, portable fire extinguisher, fire hydrant, 6 fire water monitors for each hall
Wired telephone	Direct dialing in the city and at home and abroad, 24 /each hall
Internet	There are 24 wired networks and optical fiber interfaces in each hall, with full wireless network coverage
Security	24-hour security service, central monitoring, sensor alarm
Fresh air	Yes
Broadcasting system	Yes
Emergency lighting	Yes

2.3 General Layout of Chongqing International Expo Center



Floor Plan of the Ground Floor of North Section



- | | | | | |
|---------------------|--|---|---|---|
| 图例
Legend | <ul style="list-style-type: none"> 卫生间 Toilet 医务室 Clinic 警务室 Police Office 自动柜员机 ATM 洽谈室 Reception Room 展商服务处 Exhibitor Service Center 组委会办公室 Office of Organizing Committee | <ul style="list-style-type: none"> 1 中国邮政 China post 2 广告服务 Advertising Service 3 物品租赁 Lease of Items 4 植物租赁 Plant Lease 5 地毯服务 Carpet Lease 6 客户服务中心 Customer service center | <ul style="list-style-type: none"> 1 会议室M101 Conference Room M101 2 会议室M102 Conference Room M102 3 会议室M103 Conference Room M103 4 会议室M104 Conference Room M104 5 会议室M105 Conference Room M105 6 会议室M106 Conference Room M106 7 会议室M107 Conference Room M107 | <ul style="list-style-type: none"> |
|---------------------|--|---|---|---|

1F	老北京炸酱面	拉瓦萨	椰语堂	大山山糖画	咖啡在店	书亦烧仙草	豆抄
2F	大米先生	正街	沐江	嘉毅咖啡	吉祥	麦当劳	自呼拉面馆

北展区 (N)
Northern Exhibition Area

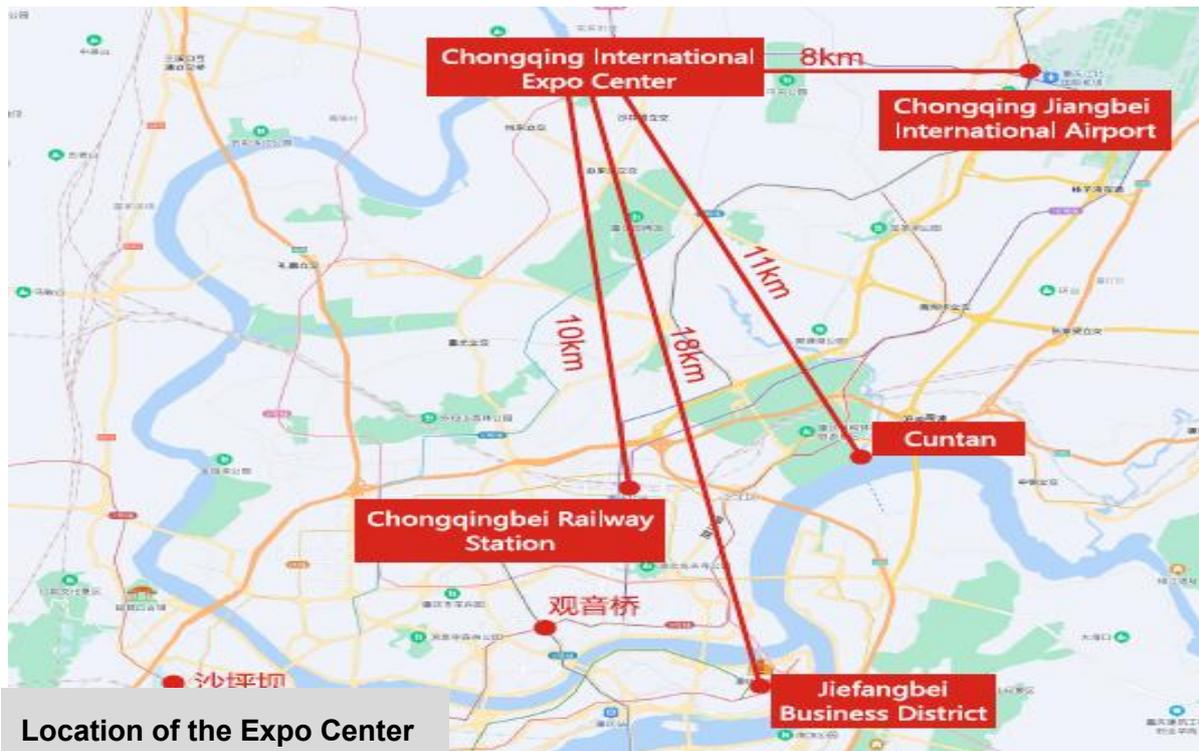
重庆国博中心商业导览图
CQEXPO BUSINESS GUIDANCE

中式料理	摩叔叔 大米先生 乡村基 菜美丽 外婆湾	西式快餐	麦当劳	小吃	村外有星光 椰语糖糖鸡 沐江 正东担担面 芽吧甜品 九甜包子 吉祥馄饨	自助设备	自助售货机、充电宝
休闲饮品	楼楼口马 (咖啡庄厨) 漫咖啡 拉瓦萨 书亦烧仙草 星巴克咖啡服务 一只酸奶牛 香拿生活	超市	天福小店 美宜佳 巴渝辣选	东南亚美食	嘉毅餐饮、暹坤 Yu Kun Kaya Toast		

2.4 Transportation Guide in Chongqing

2.4.1 Self-driving or taxi

Chongqing International Expo Center is 8km away from Chongqing International Airport, 10km from Chongqing Railway Station and 18km from Jiefangbei Business District (the center of the city).



2.4.2 Rail Transit

To Hall N1: International Expo Line, International Expo Center (Gate 1/4)

To North Registration Hall (N8): CRT Line 10 or International Expo Line, Yulai (Gate 1)

From Chongqing Jiangbei International Airport: Terminal T2 (Wangjiazhuang direction) → Take Railway Line 10 → Yuelai Station (Gate 1)



2.4.3 Bus

Bus No.685/No.572 → Expo Center Station

Expo Center Bus Line (Yuanyang Station → Expo Center Station)

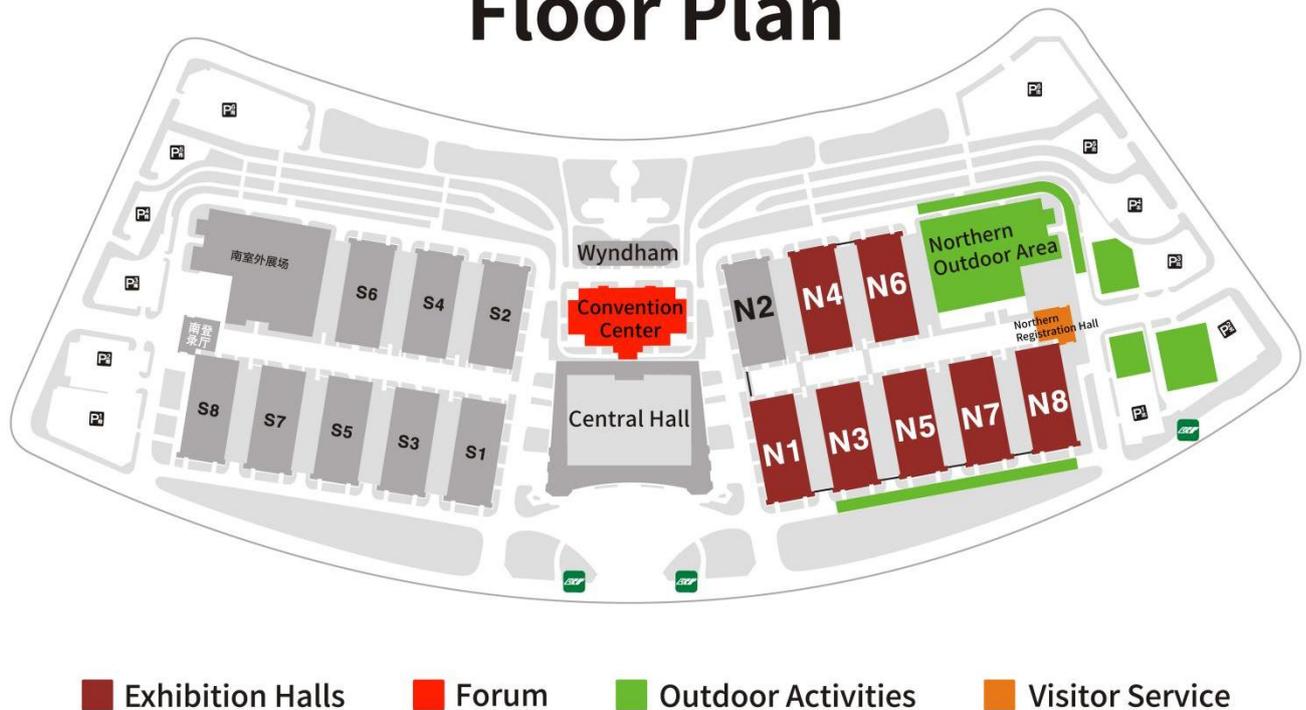
2.5 Truck Route

货车至国博中心路线图



2.6 Floor Plan of CIMAMotor 2024

Floor Plan



3. Concurrent Activities and Publicity

3.1 General Remarks

Various activities will be held during CIMAMotor. Based on the successful and international exhibition experience, CIMAMotor has developed into a comprehensive ecology of exhibition, races, forums, performances, and festivals.

CIMAMotor is publicized at home and abroad. For different target audience, differentiated promotion plans will be developed and high-intensity promotion activities will be carried out internationally to multiply CIMAMotor's visibility and impact.

3.2 Activities

Activities will be held to create more interactive channels for enterprises and motorcyclists, including:

- China Motorcycle Chongqing Forum
- CIMAMotor Favorite Motorcycle Models Selection
- CIMAMotor Carnival Night
- CIMA Knight Selection
- Knight of Labor Festival



- CIMAMotor Secret Riding Routes Collection
- C-Turn Show
- Be a Legend at CIMA——CIMA Motor Park
- Flag-Raising Gathering in Chongqing
- Motorcycle Riding Activities
- Enjoy the CIMAMotor BBQ
- Motorcyclists' Self-used & Hand-made Article Market
- CIMAMotor Charity Campaign for Girls' Education

For the activities details, please refer to on-site programme.

3.3 Publicity and Promotion

To form a unique and efficient multi-source diffusion communication system, the motorcycle clubs, KOLs like CIMA knights and celebrities from social media platforms will be taken as the source of information, and the long tail effect of motorcycle vertical platforms, interactive activities and high-quality contents will be taken as the communication medium.

• Domestic Promotion

CIMAMotor will be publicized through important public media, including almost all motorcycle and electric motorcycle media, and social media, and making live stream of activities on site. What's more, CIMAMotor will invite celebrities who like motorcycle sports and culture to take part in the event to raise its national influence. CIMAMotor will also invite the ex-CIMA knights and motorcycle clubs across the country to participate in various activities to spread exhibition information to the specific groups. In addition, professional visitors from all over the country will be invited to the exhibition through offline promotion.

• Overseas Promotion

The international promotion of CIMAMotor will cover South Africa, Mexico, Japan, Spain, the United States, Germany, Colombia, Pakistan, Russia, Ukraine, Britain, Australia, Thailand, Indonesia, Turkey, Brazil, Argentina, Italy, India, and other potential target countries. CIMAMotor will use multiple languages to promote on various channels such as well-known overseas social platforms through advertising, channel cooperation, one-to-one contact, and video dissemination.

3.4 Display of Exhibits

Exhibitors must display their exhibits during the entire exhibition period from September 13 to 16. Before the official end of the exhibition, no exhibitor shall withdraw the exhibits from the exhibition hall without authorization. Exhibitors must appoint persons to be present during the whole exhibition

period, as well as during the period of exhibition entry, dismantling and loading and unloading of exhibits.

4. Site Operation Hours

Period / Item		Date	Time
Exhibitor Registration	Service Center of North Registration Hall	September 10-16	08:30-19:00
Booth Construction	Indoor raw space	September 10-12	09:00-21:00
	Indoor shell scheme	September 12	09:00-21:00
	Outdoor squares	September 11-12	09:00-21:00
Expo Days	Media Day	September 13	<ul style="list-style-type: none"> •From 7:30, exhibitors can enter the expo center. •From 8:00-18:30, exhibitors can enter the exhibition halls. •From 9:00-17:30, visitors can enter the expo center. •From 9:00-18:00, visitors can enter the exhibition halls. •At 18:15, the power supply to booths will be shut down.
	Public Day	September 14-15	<ul style="list-style-type: none"> •From 8:30, exhibitors can enter the expo center. • From 9:00-18:30, exhibitors can enter the exhibition halls. • From 9:30-17:30, visitors can enter the expo center. • From 9:30-18:00, visitors can enter the exhibition halls. •At 18:15, the power supply to booths will be shut down.
		September 16	<ul style="list-style-type: none"> •From 8:30, exhibitors can enter the expo center. • From 9:00, exhibitors can enter the exhibition halls. • From 9:30-14:00, visitors can enter the expo center. • From 9:30-14:30, visitors can enter the exhibition halls. •At 14:45, the power supply to booths will be shut down.
Booth Dismantling	Indoor raw space	September 16	15:00—24:00
	Indoor shell scheme	September 16	15:00—24:00
	Outdoor squares	September 16	15:00—24:00

* Subject to on-site publicity

4.1 Important Notice

- All exhibitors should comply with the above schedule of site operation hours.
- If exhibitors need to enter the exhibition hall in advance, please contact the Official Service Provider.
- Exhibitors can only pack exhibits, dismantle booths, and take exhibits out of the exhibition after the expo days.
- The dismantling of booths cannot be carried out until all whole vehicles have left the same hall.
- During the installation period and expo days, articles that have entered the exhibition hall are not allowed to be transported out. If it is necessary, please apply to the curator of Official Service Provider in each hall. After the confirmation, the curator will issue the exit slip.
- The above schedule is subject to the on-site announcement. If there is any change, the Organizing Committee will provide updated information on site.

4.2 Installing in Advance

If exhibitors need to install the booths before the prescribed time, please submit the application to the Official Service Provider before September 3, 2024. Without the permission, exhibitors can not enter the exhibition halls and install the booths in advance.

4.3 Overtime Working

During the installing and dismantling periods, exhibitors should submit the overtime work declaration to the Service Center of the Official Service Provider 2 hours before the prescribed time.

During the expo days, exhibitors should submit the overtime work declaration to the curator before 15:00. Then complete the procedures at the Service Center with the curator's confirmation.

5. On-site Construction Contacts

• Official Service Provider

Section	Name	Telephone	Responsibility
Implementation	Ms. Zhang Xingqiong	+86(23)68633754 +86 15310823976	Overall on-site implementation
Service Center			Service declaration
Safety Inspection	Mr. Xiao Yi	+86 13983038001	Safety consultation and inspection of the booth construction

Section	Name	Telephone	Responsibility
Recordation of Construction Plans	curators	It will be announced later.	Recording the construction plans and review the service demands

Note: All booth constructors are invited to join the constructor online group (QQ group number: 798390829 / WeChat group: 2024摩博会搭建商群). The Official Service Provider will release various notices, announcements, and on-site safety tips through the constructor group.

•Chongqing International Expo Center

Section	Name	Telephone	Responsibility
Customer Center		+86(23)60358628	Expo Center's technical support & in-house services

6. Entry & Exit

6.1 Admission for Venue Inspection Before the Installation Period

Entry to the site for inspection and survey before the installation period may be allowed if prior arrangements are made with the Official Service Provider.

6.2 Registration Time

Registration procedures for exhibitors and constructors will be handled at the office of the Official Service Provider from August 18 to September 9 (Keyuansi Road), and at the on-site Service Center in the North Registration Hall of the Expo Center from September 10-12.

6.3 Registration for Raw Space Constructors

Please submit the following materials to the Official Service Provider:

- (1) Documents with the company seal
 - a. Letter of Attorney for Raw Space Construction (attached with the ID copy of the construction director).
 - b. Construction Safety Responsibility Statement.
 - c. Confirmation of High-Altitude Operation
 - d. Copy of business license of the exhibitor
 - e. Copy of insurance (public liability insurance and accident insurance purchased for the booth).
 - f. Copy of business license of the constructor.
- (2) Related fees
 - g. Safety deposit for raw space (RMB5000 plus RMB30/m² of booth space).

- h. Administrative fee for the raw space construction (RMB12/m² of booth space).
- i. The cost for water, electricity, internet access, etc.

After registration, constructors receive the badges of Construction Permit, Freight Vehicle Permit.

Note about the safety deposit for raw space: The deposit will be used for compensating any losses caused by exhibitor such as violating regulations, venue damages and garbage disposals. After the dismantling, exhibitors must leave the sites placed at their disposal in the same condition as they found them. Damages caused by the exhibitor's installation shall be assessed and the cost of reinstatement and restoration shall be charged to the exhibitor before the deposit is refunded.

6.4 Exhibitor Registration

Please submit the following materials to the Official Service Provider:

(1) Documents

- a. Confirmation of the Rules and Regulations (the signature of the person in charge and the seal of the exhibitor are needed).
- b. Exhibition Safety Responsibility Statement (the signature of the person in charge and the seal of the exhibitor are needed).
- c. Copy of booth fee payment.
- d. ID copy of the personnel to register.

(2) Related fees

- e. Exhibitors need to rent conference rooms should submit the usage deposit of RMB2000/room.

After registration, the badges and permit of VIP, Exhibitor, Temporary Staff, Entertainer, Executor, Booth Maintenance, Displaying Vehicle, VIP Vehicle will be issued to exhibitors.

6.5 Construction Permit of Raw Space Booths

Please refer to the second part of this manual, "Construction Guideline".

6.6 Entry and Exit of Exhibits and Exhibition Equipment

Please refer to Part 3 of this manual "Operating Guidelines for Entry and Exit of Exhibits".

6.7 Badges and Permits

-- Exhibitor Badge: 3 Exhibitor Badges will be provided for each shell scheme, and 1 Exhibitor Badge for per 10m² will be proved to the raw space exhibitors. 40 is the maximum quantity for one exhibitor. Please show the electronic Exhibitor Badge when you pass through the access control. The Physical PVC badges cannot be used as identity symbols.

- Booth Maintenance Badge: Electronic badges for the workers who maintain the booth construction condition during the expo days.
- VIP Badge: Physical PVC badges for the distinguished guest especially invited.
- Journalist Badge: Electronic badges for media and reporter.
- Trade Visitor Badge: Electronic badges for trade visitors invited by CIMAMotor.
- Working Staff Badge: Physical PVC badges for the working staff of CIMAMotor.
- Displaying Vehicle Pass: Physical documents for the vehicle used for display.

6.8 Regulation on Badges and Permits

- During the period of booth installing and dismantling, all constructors and their worker are obliged to wear the Construction Permit all the time.
- The badges of Exhibitor, Booth Maintenance, VIP, Journalist, and Trade Visitor will be scanned at the entrances. Please keep it carefully, and RMB200 will be charged for each extra badge.
- The badges and permits are forbidden to be lent, sold, re-written, and duplicated.

6.9 Issue of Badges

Exhibitor Badge and Displaying Vehicle Pass can be obtained at the time of exhibitor registration, while other badges can be obtained from the corresponding customer manager.

The freight vehicle pass shall be collected by constructors from the service center.

Note: The Official Service Provider reserves the right of final interpretation of badges

7. Functions of the Service Centers

Service Center of the Official Service Provider in the North Registration Hall:

7.1 Application for Construction Permit (payment of administrative fee and deposit; issuing Construction Permit and permit of Freight Vehicle); application for electricity supply, telephone, internet access; overtime work declaration, etc.

7.2 Exhibitor registration; issue of badges, permits and materials; assisting in contacting with the constructors of Shell Scheme; dealing with exhibitor complaints.

Customer Center of the Expo Center: Application for facility renting; shell scheme adjustment; entry and exit of similar articles.

8. Control & Use of Exhibition Booths

8.1 General Control

- Exhibitors' booths are provided for the sole-purpose of displaying products and items.
- It is forbidden to assign or sub-lease the allocated display area to third parties, even on a free of charge basis. all exhibits must be in accordance with the exhibition theme and the business range declared by the exhibitor. the Official Service Provider reserves the right to remove the irrelevant exhibits and keep them till the end of the exhibition. The cost of storage shall be borne by the exhibitor.
- All displays shall not obstruct the view of adjoining exhibits nor be operated in any manner' objectionable to other exhibitors. The Official Service Provider reserves the right to remove or modify any exhibits whose fittings or operations are considered, under the Regulations, unsuitable, noisy, obnoxious, objectionable or dangerous to the exhibition, the visitors or neighboring exhibitors. All costs incurred for the removal of such exhibits shall be paid by the exhibitor.
- Smoking is prohibited within the exhibition area, except in the special areas designated. The exhibitor shall be responsible for any damage or loss caused by his/her smoking in the exhibition area.

8.2 Explosives and Dangerous Materials

Explosives, detonating, fumigating or inflammable materials and objectionable or obnoxious substances are strictly prohibited.

8.3 Radio and Radar Equipment

Radios and radar equipment are strictly prohibited.

8.4 Obstructions and Projections

The main corridors should be at least 4 meters in width and the other corridors should be least 3 meters in width. No exhibitor shall be allowed to obstruct the corridors or any open spaces, and no sign or projection may be hung or projected over the corridors or open spaces, or affect in any way the display of neighboring exhibitors.

9. Invoice

Invoice will be issued at the Service Center during the Expo Days (September 13-16, 2024).

- Invoice for booth fee: the formal invoice will be issued for exhibitor after all booth fee are paid,

meanwhile the receipt of advance payment will be collected back.

--Invoice for advertisement: the formal invoice will be issued for exhibitor after all advertisement fee are paid, meanwhile the receipt of advance payment will be collected back.

--Invoice for on-site service: the invoice of on-site services including booth installing, dismantling and modification, electricity, telephone, internet access, facility renting, and overtime fee shall be issued by the beneficiary.

--Organization Code or TRN is required for invoice issuing.

10. Safety & Security

10.1 Electrical Installation

-- The main electricity supply on each booth must be performed by the professional electrician from the Expo Center. Suitable air switches must be equipped on specially structured booth by the exhibitor.

-- The exhibitors should take the necessary precautions against rain for all outdoors electrical apparatus.

-- All electrical apparatus, wires/cables etc. which can be easily contacted by people shall be covered with special protection.

For all electrical work, electricity supply and services on the exhibition site, the Official Service Provider is directly responsible to the related safety department of the Chinese government. Therefore, electrical work including lighting, power connections, main power supply etc. must be handled by the electrician from Chongqing International Expo Center. Applications with full payment must be submitted to the Official Service Provider before the deadline. Late applications or applications submitted on site will be subject to late surcharge.

-- **The electricity supply of 500W 200V is provided free of charge for the exhibitor of shell scheme, so in case that the exhibitors need power supply of equal to/more than 500W or 380V/3 phase, they should apply to the Service Center.**

-- **Since there is no free electricity supply provided for the raw space, those exhibitors should apply for the electricity supply according to the electricity consumption, so that the electricians can handle it in time to meet the need.**

10.2 Exhibitors Obligations

-- Plans of all activities including shows, gift distributions, new products launching etc. need to be

submitted in advance, which will be submitted to the Public Security Bureau. Otherwise, there is possibility that the activities cannot be carried out.

-- It is prohibited to display unauthorized trademarks, unauthorized or copied products or prototypes owned by third-party companies, or products which infringe third-party patents or intellectual property rights. If such violation is confirmed by relevant departments, the Organizer reserves the rights to remove the exhibits of such kind from the booth. and if it is a serious case the exhibitor may be disqualified for the subsequent edition of the exhibition.

-- Exhibitors are responsible for the safe operation of exhibits in demonstration. The demonstration of exhibits which are likely to pose a risk to visitors must have appropriate protection measures.

-- Exhibitors must ensure that exhibits being demonstrated do not emit radiation or gases likely to be harmful to human life e.g. laser, toxic gases.

-- During the entire exhibition period, although official security guards will be provided by the Official Service Provider, the exhibitors shall be responsible for the security of their exhibits, and personal belongs. Any loss or damage shall be at their own risks.

-- Access to booths must be available at all time for safety inspection by safety officers and the expo center.

-- No advertising materials shall be affixed to the ceiling, walls or pillars of the exhibition center.

-- Exhibitors shall bear the consequences of damage to exhibits caused by loss, theft, fire and accidents. During the exhibition period, the exhibitor shall be responsible for any personal accident to the exhibitor and its staff or any damage to the articles belonging to the exhibitors.

-- In the case of the Organizing Committee or the Official Service Provider suffer claims due to the exhibitor's reasons, the exhibitor shall make corresponding compensation

-- Exhibitors or their agents or employees shall be responsible for any direct or indirect loss, damage, or destruction of their personal and property.

-- Exhibitors shall be responsible for any loss, damage, or delay caused during the transportation, handling, and customs clearance of exhibits. Exhibitors should purchase sufficient insurance.

11. Obligations of the Organizer & the Official Service Provider

--The Organizer and the Official Service Provider shall not be liable for loss, damage, delay or cancellation because of any unforeseen reason or resulting from acts of war, civil commotion, strikes, economic blockade, military activity or any other circumstances which shall render it impossible or inadvisable for the Organizer to hold the exhibition at the time and place provided. The Organizer reserves the right to reschedule the exhibition later. CIMAMotor shall reimburse the

exhibitor the sums paid, if the event cannot take place, for any reason whatsoever, and the exhibitor shall hereby waive any further sum and any further action for compensation regarding either direct or indirect contractual and/or extra-contractual damages.

--The notification shall be made in written to the organizer if exhibitors wish to cancel their participation in the exhibition:

- Cancellation notified within August 15, 2024: The Organizer shall withhold 50% of the advance payment as a penalty.
- Cancellation notified after August 15, 2024 and within August 26, 2024: The Organizer shall withhold the full amount of the advance payment as a penalty.
- Cancellation notified after August 26, 2024: The Organizer shall withhold the full amount of the advance payment as a penalty, in addition to the full balance due.

--The Organizer bear no responsibility for any errors or omissions in the exhibition directory, which is compiled from the information supplied by the exhibitors and /or their agents.

12. Regulations for Exhibitors' Behaviors

To ensure the on-site order of the exhibition, according to the relevant requirements of the Public Security Bureau and other administrative departments where the Expo Center is located, the following regulations for exhibitors' on-site behaviors are made.

12.1 Applicable time

The following regulations apply to the whole exhibition period, including entry, installation, exhibiting and dismantling.

12.2 Regulations and Rules

- (1) The employees of exhibitors shall not pick quarrels or fight at the exhibition site for any reason.
- (2) Loudspeakers should be installed facing the inside of the booth during the whole exhibition period, and it can only be used during the time confirmed in writing by the Official Service Provider. The sound volume at 50cm in front of the loudspeaker should be controlled within 85dB when there are shows and other activities in the booth, and the sound volume should be controlled within 70dB at other times.
- (3) Plans of all activities including shows, gift distributions, new products launching etc. need to be submitted to the Organizer 5 working days before the first expo day, which will be submitted to the Public Security Bureau. Otherwise, there is possibility that the activities cannot be carried out.

(4) The employees of exhibitors (including temporary staff) are not allowed to hold signs, distribute leaflets, soliciting customers and do other sales behaviors around the booths of other exhibitors and at the entrance of the exhibition. It is also strictly prohibited to carry out indoor promotional parade (including holding signs, queue parade, etc.). The size of the billboard and other publicity materials shall not exceed 800mm * 500mm, and the total length (height) including the handle shall not exceed 1.5m. In case of large pedestrian flow or interference of public security management department, the outdoor promotion tour also should be stopped.

(5) It is strictly prohibited to smoke in the exhibition hall and to use the open flame. Cigarette butts are not allowed within the responsibility area of the booth (including the background channel of the booth, the front of the booth, the enclosed space of the booth, AV room, lounge, model room, etc.).

(6) It is strictly prohibited to start or launch the displaying vehicles. It is strictly prohibited to charge the electric vehicles during the period explicitly prohibited by the Organizer.

(7) Exhibitors should comply with other on-site temporary management regulations which will be transferred and require signing.

12.3 Deposit and Penalty Standard

To ensure the implementation of the above regulations, exhibitors should submit RMB10000 as on-site behavior deposit when they are registering.

Exhibitors who violate the above regulations will be punished according to the following standards:

(1) If an exhibitor violates the above requirements and is checked or punished (including closing the booth, stopping activities and administrative fines) by the local public security, fire protection and other administrative departments, the Organizer shall deduct RMB5000-10000 from the deposit as a penalty on the seriousness of the case.

(2) In case of fighting, the deposit will be deducted in full.

(3) If an exhibitor doesn't comply with the requirements and thus affects the release activities of other booths on the Media Day, its deposit will be deducted in full. If an exhibitor conducts activities in an unspecified period or the sound volume exceeds the specified requirements during Public Days, a fine of RMB 2000 will be deducted once.

(4) In case of smoking in the indoor booth, a fine of RMB 500 will be deducted each time.

(5) In case of other violations of the regulations, the Organizer shall deduct RMB500-5000 from the deposit on the seriousness of the case.

If the balance of the deposit is insufficient, it shall be supplemented. Please show the Deposit Receipt at the Service Center during the dismantling period. After deducting the penalty, the rest

deposit will be refunded in 30 working days.

13. Entry to China

13.1 Visa Application to China

All foreigners must obtain an entry visa before proceeding to China. Therefore, all exhibitors are required to have the invitation letter from the Chinese authority for visa application. Upon receipt of exhibitor's completed invitation letter application, the organizer will issue invitation letter directly or coordinate and forward the information of the application to the Chinese department. The invitation letter will be ready within about 2 weeks and shall be presented to your company by mail.

Invitation letter is free of charge.

13.2 The Customs

Tax is normally not levied on displays, stationery and drinks to be consumed in the exhibition hall. However, import tax may be charged on souvenirs and gifts. To avoid complication, exhibitors are encouraged to abstain from distributing gifts at the booth, except in very small quantity. If the gifts are too expensive, too large or are electronic products, the Chinese customs office may refuse clearance even if the carrier is willing to pay the import tax. Exhibitors are therefore advised not to carry these in their personal luggage. Slides, videos, movies and all literature for distribution in the exhibition must be vetted and approved by Chinese Customs in advance. For details, please consult your forwarder.

13.3 Credit Cards

Small hotels, some shops and restaurants accept cash and electronic payments. Only major hotels and high-class restaurants accept credit cards. Master, Visa and American Express are most accepted in China. You are therefore advised not to rely entirely on credit cards for your daily expenses. Please note on the other hand that any cash amount equivalent to US\$ 5000 or more, and cash in RMB exceeding 20000, must be declared to the customs upon arrival.

Automatic teller machines (ATM) of Bank of Communications, Industrial and Commercial Bank and Postal Savings Bank of China are available within the venue, and UnionPay credit card is accepted.

13.4 Weather

In September, the average temperature in Chongqing is 19°C-25°C.

13.5 Power Supply

220V, 50c/s, single-phase.

14 Insurance

14.1 Exhibitors should purchase insurance for their staff, exhibits and properties. The exhibitor shall instruct the constructor, agent to purchase relevant personal and property insurance. Otherwise, exhibitors shall bear corresponding responsibilities and losses.

14.2 Exhibitors should purchase insurance for the transportation and safekeeping of the exhibits. During the entire exhibition period, although official security guards will be provided by the Organizer, exhibitors shall be responsible for the security of their exhibits, and personal belongs. All items should not be placed at random at any time. Any loss or damage shall be at their own risks. It is strongly recommended that exhibitors pack and keep easily carried items and valuables at the end of each exhibition day when the loss and theft occur frequently.

14.3 Exhibitors should purchase the public liability insurance and accident insurance with the amount of RMB400000 per person at least, and submit copies when the constructors register. The exhibitor needs to indemnify the Organizer and the Official Service Provider against all claims of all kind against the Organizer or the Official Service Provider, due to, or in any way, connected with their participation in the exhibition.

14.4 Exhibitors are responsible for loss or damage of the furniture equipped in the booth. Exhibitors should take necessary measures to prevent damage to equipment and exhibits, when the power supply is switched or cut off.

15 Clinic

Please bring with you prescribed drug you may need. Meanwhile, the first aid is available during the exhibition.

16. Checklist and Forms

Important notice: If you need more than one copy, please photocopy. ALL FORMS must be returned. If you do not require certain offered services, simply indicate "Not required" and return to the Official Service Provider.

CHECKLIST

No.	Form	Deadline	Remark
1	Confirmation of the Rules and Regulations	September 1, 2024	Compulsory
2	Exhibition Safety Responsibility Statement	September 1, 2024	Compulsory

No.	Form	Deadline	Remark
3	Catalogue Advertising Application	September 1, 2024	Optional
4	Free Exhibitors Publicity	September 1, 2024	Optional
5	Press Conference Application	September 1, 2024	Optional
6	On-site Activity Application	September 1, 2024	Optional
7	On-site Advertising Application	September 1, 2024	Optional
8	Shell Scheme Fascia Name	September 1, 2024	Optional



Form 1: Confirmation of the Rules and Regulations

Compulsory for exhibitors

Deadline: September 1, 2024

Please return to the Official Service Provider Chongqing Biggourd Exhibition Co., Ltd. Address: No. 269, Keyuansi Road, Jiulongpo District, Chongqing Tel: + 86 (23) 68633754 E-mail: xcfw@autochongqing.com Contact: Ms. Zhang Xingqiong	Exhibitor:	
	Exhibition Hall / Booth No.:	
	Address and post code:	
	Filled by:	Telephone:
	Fax:	E-mail:
	Signature:	Date:

We confirm that we have received the "Exhibitor's Manual" of the 22nd China International Motorcycle Trade Exhibition (CIMAMotor 2024), and that we know all the rules and regulations in the manual, and are willing to comply with the rules and regulations. We will submit all the forms and materials required before the specified deadlines to complete the relevant procedures.

Exhibitor Signature

Company Seal

Note:

The Confirmation shall come into effect upon being sealed.

The Confirmation is one of the important documents for the exhibitor registration. The confirmation without the signature of the person in charge or the company seal will be refused by the Service Center, and the exhibitor can not complete the registration. The exhibitor shall be responsible for the consequences and losses arising therefrom.



Form 2: Exhibition Safety Responsibility Statement

Compulsory for
exhibitors

Deadline: September 1, 2024

Exhibitor: _____ Exhibition Hall / Booth No.: _____

We promise that we will comply with the laws and regulations on production safety and fire prevention issued by the China and Chongqing governments during the preparation, installation, exhibition, and dismantling periods of CIMAMotor. We promise that we will comply with the rules and regulations announced by the Organizer, the Official Service Provider, and the China Chongqing International Expo Center. We promise we will accept and cooperate with the supervision, inspection, management and emergency evacuation of the Official Service Provider, the Expo Center and relevant government departments.

We promise that the education and training of safety precautions will be carried out to all on-site staff, including our employee, constructors, and temporary staff. We designate _____ (name and mobile phone number) as the safety responsible person who oversees the safety production of the booth construction. We promise that he/she will fully perform the following duties:

1. Participate in safety meetings and receive safety management requirements transmitted by the relevant government departments, the Organizing Committee, the Official Service Provider, and the Expo Center. Deliver them timely to our on-site staff, constructors and service providers through safety training and other means.
2. Be on duty throughout the exhibition period, supervise and inspect the safety of the booth, find out and eliminate the potential safety hazards in time.
3. Be responsible for cooperating with relevant government departments, the Official Service Provider, and the Expo Center to rectify the safety problems.
4. In case of safety accidents, be responsible for cooperating with relevant government departments, the Official Service Provider, and the Expo Center to conduct the investigation, and bearing corresponding safety management responsibilities, including economic and legal responsibilities.

We promise that we will select qualified constructors to undertake the design and construction of the booth (if necessary) and we are responsible for supervising the safety production of our constructors. We shall bear direct or joint liability for the losses and liabilities caused by our constructor's violation of safety management requirements or negligence.

We are responsible for all safety responsibilities of our booth, including structure safety, fire prevention, public security, electricity safety, construction safety, activity safety, etc. In case of any safety accident during the whole period of CIMAMotor, we shall bear all safety responsibilities and economic losses, and we accept punishments for safety from the relevant government departments, the Official Service Provide and the Expo Center.

Exhibitor (seal):

Note:

The Statement shall come into effect upon being sealed.

The Statement is one of the important documents for the exhibitor registration. The Statement without the signature or the company seal will be refused by the Service Center, and the exhibitor cannot complete the registration. The exhibitor shall be responsible for the consequences and losses arising therefrom.

Signature of the safety responsible person:

(copy of ID card attached)

Date:



Form 3: Catalogue Advertising Application

Deadline: September 1, 2024

Reach your buyers at the show and after!

The Exhibition Catalogue will be distributed to exhibitors, trade visitors, embassies, trade associations as well as international trade buyers unable to attend the event. Even after the exhibition, the Catalogue will still be a quick and comprehensive reference guide for buyers to search new contacts and services.

Yes, we are interested in placing an advertisement in the Catalogue:

Rates for Advertisements of Catalogue

Page	Size(mm)	Rates (RMB)	Page	Size(mm)	Rates (RMB)
Front Cover	170×180	50000	Full Page (Color)	170×240	30000
Back Cover	170×240	45000	Full Page (B/W)	170×240	25000
Inside Front Cover, Inside Back Cover	170×240	38000	—		

Size of advertisement (width x height):

Full page trimmed size --170mm ×240 mm; Full page bleeding size --176mm ×246 mm

The picture of the advertisement should be designed by the exhibitor and be submitted in the format of original file or the picture with a resolution of more than 300 dpi.

Cancellation Clauses:

The following penalty rates will apply if an advertisement is cancelled before **September 1, 2024**

Cover Position: 50% of advertisement cost; Inside Pages: 20% of advertisement cost.

There will be no refund for an advertisement deposit if cancellation is made after **September 9, 2024**.

We understand that our advertisement order will only be processed when we enclosed the full payment of the advertising fee by T/T and submit our film positives before deadline.

<p>Authorized by:</p> <p>Name: _____ Position: _____</p> <p>Company: _____ Booth No: _____</p> <p>Tel.: _____ E-mail: _____</p> <p>Signature (Company Seal): _____ Date: _____</p>	<p>Please make a copy for your own file & return this form to the following address:</p> <p>Chongqing Exhibition Center Co., Ltd.</p> <p>Add: No. 269, Keyuansi Road, Jiulongpo District, Chongqing 400041, China</p> <p>Tel: +86(23)68635680</p> <p>E-mail: wudi@autochongqing.com</p>
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Form 4: Free Exhibitor Publicity

Deadline: September 1, 2024

To attract more visitors to attend the fair, the CIMAMotor 2024 will co-ordinate a territory-wide publicity campaign to draw maximum public attention and at the same time to create pre-show or on-site publicity for the exhibitor. The campaign will incorporate every conceivable medium, including previews (show update), newsletters, specialized trade magazines and news conference.

Exhibitors can provide the promotional materials of their company and products to the organizer for media publicity and these materials will be used by international and local media. This service is free of charge.

Whether or not your materials will be chosen for publishing is totally at the media's decision. All submitted materials will not be returned.

Company Name:			
Company Logo:		Booth No.:	
<p>Publicity information here (within 300 words)</p> <p>Use extra paper if necessary</p>			

Authorized by: Name: _____ Position: _____ Company: _____ Booth No: _____ Tel.: _____ E-mail: _____ Signature: _____ Date: ____	Please make a copy for your own file & return this form to the following address: Chongqing Exhibition Center Co., Ltd. Add: No. 269, Keyuansi Road, Jiulongpo District, Chongqing 400041, China Tel.: +86(23)68633464 E-mail: huangteng@autochongqing.com
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Form 5: Press Conference Application

Deadline: September 1, 2024

Exhibitors are welcome to hold press conferences during the exhibition period. The information of press conferences will be published on the official website of CIMAMotor and in the media package.

Please select the time slot:

- Media Day, the morning of September 13 (09:30–12:00)
 - 09:30–09:55 10:00–10:25 10:30–10:55 11:00–11:25 11:30–12:00
- Media Day, the afternoon of September 13 (13:00–17:00)
 - 13:00–13:25 13:30–13:55 14:00–14:25 14:30–14:55 15:00–15:25
 - 15:30–15:55 16:00–16:25 16:30–17:00
- Other time: September ____ (date) ____ : ____

Please submit the following information:

Name and Theme of the Press Conference:	
Venue:	
Content and Form:	
Remarks (VIP, the support you need):	

Note:

1. 30 minutes is a period for a press conference. 25 minutes is for the press conference and 5 minutes is for journalists' transfer.
2. On the Media Day, mobile advertisements are not allowed, in order to avoid interfering with the press conferences.
3. On the Media Day, when there is a press conference, loudspeakers of other booths in the same exhibition hall should keep mute.

Authorized by: Name: _____ Position: _____ Company: _____ Booth No: _____ Tel: _____ E-mail: _____ Signature: _____ Date: ____	Please make a copy for your own file & return this form to the following address: Chongqing Exhibition Center Co., Ltd. Add: No. 269, Keyuansi Road, Jiulongpo District, Chongqing 400041, China Tel: +86(23)68635680 E-mail: caichang@autochongqing.com
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Form 6: On-site Activity Application

Deadline: September 1, 2024

Plans of all activities including shows, gift distributions etc. need to be submitted in advance, which will be submitted to the Public Security Bureau. Otherwise, there is possibility that the activities cannot be carried out.

Show	Theme	
	Time	
	Venue	
	Form	
	Number of Performers	
	Sound Volume	
	Special Stage Effects	

Gift Distribution	Form	
	Time	
	Venue	
	Number of Distributions	

Authorized by: Name: _____ Position: _____ Company: _____ Booth No: _____ Tel: _____ E-mail: _____ Signature: _____ Date: ____	Please make a copy for your own file & return this form to the following address: Chongqing Exhibition Center Co., Ltd. Add: No. 269, Keyuansi Road, Jiulongpo District, Chongqing 400041, China Tel: +86(23)68635680 +8615696121009 E-mail: caichang@autochongqing.com
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Form 7: On-site Advertising Application

Deadline: September 1, 2024

To enhance the corporate image and better publicize the enterprises, exhibitors are suggested to publish on-site advertisements.

Exhibitor Name:

Booth No.:

No.	Advertising Type	Location	Quantity	Remarks

Notice for Booking Advertisements:

1. If there are any changes in the advertising information, we will inform the exhibitors in a timely manner.
2. The advertising publication price includes production, installation, maintenance, and publishing costs, but does not include design fees. The Official Service Provider does not undertake design service work.
3. Exhibitors are advised to carefully consider and fill out this form, and send it to the Official Service Provider before September 1, 2024.
4. After receiving the exhibitor's reservation, the organizing committee will carry out systematic and reasonable planning. The final confirmed advertising positions and quantities will be determined by signing a formal contract between Chongqing Exhibition Center Co., Ltd. and the exhibitor.
5. According to the requirements for outdoor advertising publication in the "Regulations on the Registration and Management of Outdoor Advertising" and the "Chongqing Outdoor Advertising Facility Management Measures", please provide the following proof materials within the prescribed time after signing the formal contract, so that the Official Service Provider can approve and publish relevant advertisements in a timely manner.
 - a) The exhibitor's business license or equivalent legal qualification certificate for advertising needs to be published (if a copy is provided, the provider should stamp or sign the copy and indicate "verified as correct with the original", the same applies below);
 - b) Legal proof of the brand or trademark usage rights involved in the advertisement;
 - c) If exhibitors entrust advertising agencies, they need the business license of the advertising operation (agency) company;
 - d) Advertising agency contract or advertising publishing authorization letter;
 - e) Design sample CD (with color draft attached, printed advertisements stamped with saddle seam official seal, video advertisements should be stamped with official seal on the paper page indicating the advertising catalog and on the submitted read-only CD);
 - f) Relevant documents proving the authenticity and legality of the advertising content (if the advertising content involves patents or technologies, please provide complete proof materials to ensure authenticity and legality);
6. Please provide design drafts or CDs that meet the production size and requirements within the specified time after signing the formal contract, so that we can publish relevant advertisements in a timely manner.

Authorized by: Name: _____ Position: _____ Company: _____ Booth No: _____ Tel: _____ E-mail: _____ Signature: _____ Date: _____	Please make a copy for your own file & return this form to the following address: Chongqing Exhibition Center Co., Ltd. Add: No. 269, Keyuansi Road, Jiulongpo District, Chongqing 400041, China Tel: +86(23) 68633464 E-mail: huangteng@autochongqing.com
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Form 8: Shell Scheme Fascia Name

Deadline: September 1, 2024

For all exhibitors of Shell Schemes

-Please provide us the company name to be shown on the Fascia Board of your booth.

Company Name in Chinese (in Capital letter, and only if you need the Chinese one)

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Company Name in English (in Capital letter, and only if you need the English one)

If the details of the fascia board are not received before the deadline, the company name and content on the application form will be used. In these cases, abbreviations will be used, for example: "Limited = Ltd." "

Authorized by: Name: _____ Position: _____ Company: _____ Booth No.: _____ Tel.: _____ E-mail: _____ Signature: _____ Date: _____	Please make a copy for your own file & return this form to the following address: Chongqing Exhibition Center Co., Ltd. Add: No. 269, Keyuansi Road, Jiulongpo District, Chongqing 400041, China Tel: +86(23)68635680 +8615696121009 E-mail: caichang@autochongqing.com
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Part 2 Construction Guideline

Annex I Exhibition Security Requirements

1. Overall Safety Requirements

(1) All exhibitors and their agents, constructors or service providers shall comply with the following safety management requirements during the exhibition planning, layout, exhibition and dismantling, as well as during the decoration or construction, dismantling and maintenance of the exhibition booths in the indoor and outdoor exhibition areas of the venue:

a. Comply with national and local laws and regulations on fire control, production safety, labor protection, public security, etc. including but not limited to the Law of the People's Republic of China on Fire Prevention and Control, the Law of the People's Republic of China on Production Safety, the Fire Protection Regulations of Chongqing, the Production Safety Regulations of Chongqing and the relevant safety management requirements formulated by the competent departments.

b. Comply with the safety management regulations of the Exhibition Organizing Committee and the Official Service Provider, including the exhibitor manual, notification, entry notice, safety notice, site notice, etc.

c. Comply with the safety management regulations of Chongqing International Expo Center.

(2) All exhibitors and their constructors shall establish Safety Inspection System and conduct safety education and training for personnel.

(3) All exhibitors should assign special personnel to be responsible for the safety work and fire safety work of your own units during the entire exhibition period.

(4) All exhibitors and commissioned constructors need to sign the Safety Responsibility Commitment Statement, and submit other required materials to the Official Service Provider, otherwise the Official Service Provider will not handle all kinds of registration or entry procedures.

(5) All special exhibitors and their commissioned constructors must report the booth construction plan to the Official Service Provider for record before the deadline. For details, see Annex II of the Exhibitor manual "Notice to Exhibitors and constructors of Raw Spaces Booths".

(6) Each exhibitor and its constructor shall establish the safety emergency plan of the booth before the exhibition to ensure that the booth unit can act quickly to reduce the loss and impact in the

event of an emergency.

(7) Each exhibitor or its constructor shall purchase the booth staff accident insurance and booth public liability insurance before the exhibition, and ensure that the insurance amount of a single accident is not less than 400,000 yuan, and submit it to the Official Service Provider together with other required materials.

2. Specific Safety Requirements

2.1 Basic Requirements for Fire Safety

(1) Guarantee Of Passage and Safety Exit

The exhibition wall design and construction of all booths shall not block the safety exit, and the booth design at the safety exit shall be open. Booth design and use of furniture, appliances, electrical equipment and other items on the ground vertical projection shall not exceed the booth planning area. Construction materials in the construction process shall not occupy or block the safe evacuation passage. Exhibited items and activities during the exhibition are strictly prohibited from occupying the safe evacuation channel.

The double-layer structure booth shall be provided with two separate safety exits. If the second commonly used safety exit cannot be set up due to special circumstances, emergency safety exit and evacuation facilities must be set up. Entrance and exit instructions, prohibition signs, and non-smoking signs must be made, and personnel must be on duty throughout the exhibition period to ensure that the safety exit can be evacuated normally under emergency circumstances.

(2) Use Guarantee of Inherent Fire Fighting Facilities in the Exhibition Hall

All booth construction, display and move-out process shall not interfere with the normal operation of the exhibition hall fire protection facilities and equipment system, including but not limited to:

- a) Do not obstruct fire alarm contact, fire hydrant, pavilion fire extinguisher, safety fire door.
- b) Do not block the sprinkler, ventilation outlet and other monitoring facilities of the exhibition hall.
- c) It is strictly prohibited to point spotlights and other heating devices at or near the fire sprinkler in the exhibition hall.
- d) Do not occupy the yellow line area of other exhibition halls.

(3) Fire Equipment Requirements

All raw spaces must be independently equipped with qualified 4KG and above specifications of hand-held ABC dry powder fire extinguishers (standard for each 2 sets /50m², less than 50m² is calculated as 50m²). A booth with a height of more than 4.5 meters must also be equipped with

20KG wheeled ABC dry powder fire extinguisher). If the structure is built in the form of a double-layer, it must also be installed in the obvious position of emergency lights, night evacuation indication path signs, etc. The bottom room needs to be fully capped or capped with large area, and must be equipped with the same standard hanging ball fire extinguisher and smoke alarm.

(4) Raw Space Construction and Decoration Materials

The structure and decorative materials used in the construction of all special exhibition booths should meet the relevant requirements of Chongqing Fire Protection, and the combustion performance grade should not be lower than the B1 level standard (flame retardant type), and the B1 level flame retardant board used should reveal the "fire retardant" logo on the surface of the wood. It is strictly prohibited to use wood materials that need to be coated with fireproof paint, and the following materials are strictly prohibited:

- a) Polyurethane and polystyrene products, such as: decorative sponge, KT board, super card board, etc.
- b) elastic cloth, blackout cloth and other flammable fabrics.
- c) Bamboo, straw and other flammable decorative items.
- d) Artificial plastic lawn.
- e) Other flammable and toxic materials

(5) It is strictly forbidden to use open flame indoors. All personnel are strictly prohibited from smoking in the indoor exhibition hall and areas with obvious non-smoking signs.

2.2 Safety Requirements for Booth Construction Structure

(6) The design of the raw space must meet the relevant national standards and technical specifications to ensure the safety of the booth structure. The booth in the form of double-layer structure, or the booth design parameters that exceed the safety management requirements clearly specified or recommended (such as: ultra-high, ultra-long span beams) must provide a structural calculation sheet signed by a national structural engineer, which can prove that the structural design meets the safety standards.

(7) The height of the raw space shall not exceed the height stipulated in the exhibition contract or the height specified in the exhibitor manual.

(8) The design of raw space construction and the vertical projection of the ground shall not exceed the planned area of the booth. The construction direction of the booth background board is consistent with the direction of the background board planned by the Official Service Provider of the

exhibition, and the total length of the wall construction of the Dokdo type booth with other stands in the direction of the non-planned background board shall not exceed 1/3 of the planned length of the side.

(9) Exhibition wall and independent body structure. The L-shaped exhibition wall or independent body structure of the special exhibition booth must have sufficient thickness and measures to maintain structural stability. All completed exhibition walls and independent structures shall not shake under the action of ordinary manpower.

a. The standard exhibition booth shall not adopt independent exhibition wall or L-shaped exhibition wall structure.

b. Load-bearing exhibition walls and columns must be of steel structure.

(10) Truss structure. If the construction unit uses a truss structure, at least the following requirements should be met:

a) Folding trusses are strictly prohibited (except for wall structures with a height of 3 meters or less).

b) the single span of ordinary iron TRUSS shall not exceed 6 meters, and the single span of aluminum truss shall not exceed 15 meters.

c) Fixed iron trusses and aluminum TRUSS components must be fastened with standard bolts.

d) The bottom of the round column should be counterweight steel plate. The thickness of counterweight steel plate is not less than 1cm. The size is not less than 1m×1m.

(11) Capping structure. The hollowed-out area of the booth's ceiling structure is not less than 50% of the total built area, and the continuous ceiling is not more than 2m, and the ceiling spacing is not less than 1 meter, to ensure the normal use of the sprinkler fire protection facilities in the exhibition hall. The second floor of the double-layer structure is strictly prohibited from capping (only simple decoration that can be transparent). If the single-layer structure needs to be fully capped, it is necessary to obtain the permission of the local fire management department. At the same time, hanging fire extinguishers and smoke detection devices are set up as required.

(12) Lifting point structure. It is strictly prohibited for the booth to use the inherent facilities of the exhibition hall for structural lifting points. Other suspension or suspension structures shall not be connected by steel wire, steel wire rope, etc., but must be rigidly connected by standard parts.

(13) Platform structure. The overhead platform structure should be able to withstand the weight of exhibits and the dynamic load of personnel. A non-slip and gentle slope shall be set in the floor where the audience can enter the booth (the gentle slope shall be within the scope of the booth and shall not occupy the channel). The corner of the floor shall be chamfered or safety anti-collision pad

shall be added. Safety warning signs shall be affixed to the steps of the platform.

(14) Handrail and railings of double-deck stand stairs. The handrails and railings of the stairs of the double-story stand must have steel columns as the bearing structure of the horizontal load, and it is strictly prohibited to use the safety glass directly as the horizontal load bearing structure of the railings and handrails. The height of the railings and handrails shall not be less than 1.1m, and measures shall be taken to prevent children from climbing, climbing and bumping (for example, posting warning signs, setting up planting barriers, etc.).

(15) Glass material. The glass materials used in the booth structure and decoration should be in line with the national 3C certification of building safety glass, and the glass material used in the empty part of the second-floor booth should also be used to prevent broken and scattered laminated glass. When the use area is too large to use laminated glass, explosion-proof film or other measures should be taken to prevent the glass from breaking and falling. Personnel can pass through places such as the installation of floor-to-ceiling transparent glass doors/Windows, safety warning signs should be posted on the transparent glass doors/Windows to prevent personnel from accidentally bumping into injuries.

(16) Outdoor booth structure. Outdoor raw space construction structure must consider strong winds, heavy rain, thunderstorms and other weather factors. It is necessary to install the canopy and counterweight the structure. At the same time, the outdoor booth is not recommended to use the truss structure of circular columns, if used, in extreme wind and rain weather and after closing every day, the overall structure needs to be reduced to 1.5 meters or less.

(17) Outdoor activity areas must be set up effective perimeter protection measures, requirements:

A) the area of ordinary test rack activity must be set up two layers of different ways of enclosing.

B) the area of skill or competitive activities must be set up three layers of different ways of enclosing. The containment plan must be submitted to the Organizing Committee together with the activity operation plan, and the organizing Committee shall report to the relevant departments of public security. The materials used in the enclosure must be collision resistant materials, such as A-plates, iron horses, tires, cement piers, etc. Conical column, concierge column and other ineffective protective sealing materials and methods shall not be used.

2.3 Booth Electricity Safety

(18) The booth that exceeds the electric power standard allocated by the Official Service Provider must declare the electricity consumption to the Official Service Provider separately in advance. It is strictly forbidden for each booth to pull power from the exhibition hall and other booths without permission.

(19) The installation personnel of electrical lines and electrical equipment shall be professionally trained and hold the qualification certificate issued by the state labor agency.

(20) Each booth must consider the safe carrying capacity when designing the electricity quantity, to ensure that the electrical lines and electrical equipment are not overloaded, but the flow, to ensure safe operation. Wiring should adopt: line voltage adopts three-phase five-wire mode (L1, L2, L3, N, PE). Phase voltage adopts single-phase three-wire mode (L, N, PE).

(21) Equipment and installation of electric box

Each raw space must be independently equipped with a secondary electrical box, and it is strictly prohibited to directly connect the electrical circuit of the booth to the electrical box configured in the exhibition hall or the power interface of the exhibition hall. The self-provided electric box must meet the following requirements:

- a) The specifications of the electric box shall not be higher than the declared specifications.
- b) Equipped with leakage protection device.
- c) The electric box cover can be closed and the electric box cover has an eye-catching danger warning sign.
- d) The distribution box shall not be placed on the ground of the passage, in the position easily accessible to the audience and in the hidden space.
- e) The electrical box shall not be fixed or attached to materials below class B1. If fixed on the B1 class material wall, it must be equipped with heat insulation pad.

(22) Wire/cable type and protection.

- a) Double-sheathed copper core wire and cable should be used for electrical lines. Traverse section must be $\geq 1.5\text{mm}$. And meet the design circuit current load. Unsheathed single wire, twisted pair wire and aluminum core wire are strictly prohibited.
- b) The laying of wires/cables must be fixed and shall not be laid on roads, floors and passageways at will. If it is necessary to pass through the passage, under the carpet and without elevated floor, it must be protected by pipe or bridge plate.
- c) Wires/cables shall not be connected by direct splicing and insulating tape. Special insulating porcelain, plastic connectors and other connectors must be used for connection. At the same time, it is necessary to make insulation, moisture-proof, anti-touch mold measures and signs.
- d) The rest shall be strictly implemented in accordance with the Low-voltage Distribution Design Code.

(23) The use of electrical lamps

- a) Raw space should use low power cold light source lamps, such as lamp tubes, LED lights, etc. It is strictly forbidden to use high-power heat source lamps, such as tungsten iodide lamps, tungsten halogen lamps, etc.
- b) The space between lamps and combustible construction materials and exhibits should be maintained at least 50cm.
- c) The air conditioning installation of the booth should be well protected, the copper pipe must be covered with insulation pipe, and the condensed water of the air conditioning must be connected, and must not be scattered to the ground or into the cable trench, to avoid electrical short circuit or electric shock accidents.
- d) The closed light box structure should be open to the heat dissipation hole, and the aperture should not be less than 5CM.
- e) The back or top of high-power appliances such as LED is strictly prohibited to block, to ensure that there is enough space for heat dissipation.

(24) Outdoor booth electricity

The electrical lighting equipment used in all outdoor special exhibition booths should be rainproof, and safety measures such as moisture, rain and wind should be implemented. Do not use wires/cables with connectors for main electrical lines. In case of extreme weather such as heavy rain and strong wind, to ensure safety, the Official Service Provider and the exhibition hall have the right to temporarily power off the booth. At the same time, before deciding to restore power supply, the booth electricians need to comprehensively check the electrical lines and electrical equipment, and apply for restoring power supply after ensuring safety.

(25) Power supply and closed power

- a) Before the formal transmission of the display power supply, the booth electricians should conduct a comprehensive inspection of the electrical lines and electrical equipment of the booth.
- b) The main power gate of each exhibition hall will be closed every day when the exhibition is closed. Each booth must turn off the power of the booth's electrical facilities 15 minutes in advance. Otherwise, if the loss of booth facilities and equipment is caused by the normal power failure of the exhibition hall, it will be borne by the exhibitor or its constructor. The power supply of the booth that is cut off must be submitted to the Official Service Provider in the morning of the next day, and after passing the safety inspection of the Official Service Provider and the exhibition hall, power will be sent by the exhibition hall.

c) The exhibition hall only provides single-phase 24-hour power supply for refrigerated food. If there is a need for 24-hour uninterrupted power supply equipment (it is not allowed to share the same electrical box with lighting electricity), an application must be made in writing to the Official Service Provider of the exhibition in advance.

(26) One socket can only be used for one display of equipment or machine. Several sockets are not allowed to be used to prevent safety hazards and accidents due to overload.

2.4 Production Safety Management Requirements

(27) All exhibitors and their constructors shall comply with the relevant national regulations and norms of the construction industry, and ensure that the construction personnel of special positions on the site have obtained the corresponding operation qualification certificate or work permit.

(28) Illegal subcontracting, subcontracting or affiliations are strictly prohibited in the construction, maintenance or demolition of the raw space.

(29) The Exhibitor shall instruct its agent, constructor or service provider to purchase the relevant personal and property insurance. Otherwise, the exhibitor shall bear the corresponding responsibilities and losses.

(30) All exhibitors and their constructors shall conduct construction in a civilized manner and take safety measures. During the installation and removal of the exhibition, all staff at the construction site (indoor and outdoor) must wear safety helmets. Brutal demolition is strictly prohibited during the dismantling period.

(31) Safe climbing operation

Personnel working on platforms 2 meters or more above the ground are mountaineering operations and must take necessary safety measures. Including but not limited to:

a) Adopt qualified climbing tools that meet safety requirements, and prohibit the use of unqualified climbing tools.

b) The mobile scaffold shall not be higher than 4 meters, and the operating platform must be fully covered with safety protection fences.

c) Special assistance is required when using two-legged stairs and zigzags.

d) It is strictly forbidden to pass tools or objects by throwing them, and should be passed or bagged or strung.

e) Personnel working at height are not allowed to move the climbing machinery and equipment before descending to the ground. When working in the same vertical direction, they must operate at

the wrong time, and the tools must be prevented from falling.

f) Personnel who are not qualified for climbing or do not meet the conditions for working at heights shall be prohibited from working at heights.

(32) It is strictly prohibited to work after drinking and fatigue.

(33) The TRUSS lifting operation is safe

TRUSS structure with hoist lifting in the lifting operation process need to have a special command, all the columns need to operate at the same time, it is strictly prohibited to carry out lifting operations, or insufficient number of people. At the same time, it is necessary to try to use tools such as rulers to keep the height of the TRUSS structure consistent during the lifting process. Avoid safety accidents caused by inconsistent lifting heights.

(34) Metal cutting, welding and other strong sparks or open flame construction operations are strictly prohibited in the exhibition hall.

2.5 Public Security and Safety

(35) All activities of the booth (including but not limited to new car launch, song and dance performance, gift distribution, etc.) shall be reported to the Official Service Provider of the exhibition before the exhibition, and can only be carried out after obtaining the permission of the competent government departments.

(36) It is strictly prohibited for all exhibitors/visitors to expose their clothes, conduct vulgar publicity, performances and hype deviating from the nature of the Expo to cause adverse social impact.

(37) On-site publicity, advertisements and videos of exhibitors must ensure that the contents comply with laws, regulations and relevant provisions, meet the basic requirements of socialist cultural construction, and meet the basic connotation of socialist core value system.

(38) All foreign staff are required to obtain legal entry visas and work procedures.

(39) Any fighting/brawling/rights protection and other acts are strictly prohibited in the booth.

(40) Exhibitors should assign special personnel to take care of the valuable exhibits and equipment of the booth. At the same time, attention should be paid to the safekeeping of personal belongings.

2.6 Logistics Security

(41) It is strictly prohibited to bring the power machinery with the booth, contact or operate the logistics provider designated by the Official Service Provider for loading and unloading and building the power machinery (including but not limited to forklifts, cranes, lifts), and the rental of all the power machinery on site must be declared to the Official Service Provider.

(42) Manual loading and unloading of heavy materials and exhibits requiring multi-person cooperation is strictly prohibited.

2.7 Display Supplies Safety

(43) Without the written approval of the Official Service Provider, exhibition hall and relevant government departments:

- a) It is strictly prohibited to demonstrate or operate heaters, barbecue ovens, heating or open flame appliances, candles, lanterns, torches, welding equipment or other smoke-producing materials.
- b) It is strictly prohibited to demonstrate or operate any electrical, mechanical or chemical appliance that may be deemed dangerous.
- c) The use of toxic or hazardous materials, including flammable liquids, flammable gases, compressed gases or hazardous chemicals, is strictly prohibited.
- d) Open flame and hydrogen/helium balloons are strictly prohibited.
- e) Explosives, petroleum, inflammable, explosive, toxic and corrosive substances are strictly prohibited.
- f) It is strictly prohibited to bring weapons, guns, swords, ammunition, explosives, inflammables, radioactive substances and other dangerous goods, as well as any items prohibited by the relevant government departments into the exhibition hall.

(44) No dangerous solids or liquids are allowed in the booth. The inventory of inflammable materials such as promotional materials and gifts shall not exceed the amount used on the day.

(45) All display vehicles shall not be repaired, started or moved at the exhibition site (except the event area specially set up by the Official Service Provider). The starting keys of all display vehicles must be kept by a special person. For the vehicle starting key that can be started by induction operation, the key must also be placed outside the effective induction range to prevent the audience from misoperating. At the same time, the start button of all vehicles must also be posted "No start" sign. All electric display vehicles must also take physical measures to prevent accidental movement and movement of the vehicle (e.g., drive wheel with a lift frame, parking frame, vehicle stopper, etc.). Fuel vehicles and equipment should have less than 10% fuel in the tank.

(46) It is strictly prohibited to charge electric vehicles indoors during the exhibition. If the electric display vehicle needs to be charged, it should report to the curator in charge, and move to the area outside the exhibition hall for charging after the end of the day.

(47) It is strictly forbidden to store or use pressurized pressure vessels in the exhibition hall. Special

gas supply requires exhibitors to bring their own air compressor and gas storage tank (pressure vessel) and other equipment, should be placed in the designated location outside the museum, and arrange special personnel on duty to ensure the safety of equipment operation.

2.8 Other Safety Requirements for the Exhibition Hall

(48) Processing of raw materials or semi-finished products is strictly prohibited in the exhibition hall. If there are special circumstances that require temporary processing, it is necessary to report to the staff of the Official Service Provider of the exhibition, and after the approval of the exhibition hall, the special management fee (RMB 5000 / hour) is paid to the exhibition hall for processing in the designated area. For a small number of cutting operations that cannot move the structure, such as: platform structure trimming, you do not need to pay special management fees, but you also need to declare to the staff of the Official Service Provider, and do a good job of corresponding fire protection measures, including but not limited to equipping fire extinguishing products, arranging special marking.

(49) Construction materials are not allowed to enter the exhibition hall from the channel other than the unloading area, and it is forbidden to transfer construction materials and construction tools from the corridor to other exhibition halls.

(50) If the booth construction needs to be painted or painted outside the exhibition hall area, it can only be entered. If it is necessary to paint in the exhibition hall, it should be reported to the Official Service Provider of the exhibition, approved by the exhibition hall, and pay the special management fee (RMB5000 / hour) before it can be operated. If it is a small area of brush work (for example: the structure that has been painted needs to be painted again due to structural splicing, local damage, dirt or surface decoration), after the on-site confirmation and consent of the exhibition hall, you cannot pay the special management fee. All approved field painting jobs are also subject to the following requirements:

- a) Apply paint or paint to ventilated areas.
- b) Use non-toxic paints and coatings.
- c) The cement floor is lined with dry paper or plastic film.
- d) shall not be painted on the vertical building surface (i.e. the wall) of the exhibition hall.
- e) No paint or coating shall be washed in or near the exhibition hall.
- f) The exhibitor or constructor shall be responsible for any damage to the exhibition hall caused by the painting operation and shall bear the cost of repairing the damaged and contaminated areas.
- g) Unused paints and coatings cannot be stored in the exhibition hall.

3. Safety Penalty

3.1 Punishment for Safety Accidents

Safety accident refers to: in the exhibition layout, display and dismantling process, due to violation of the exhibition site safety management requirements or due to their own negligence caused casualties, property losses, major social negative impact events. Including but not limited to:

- a) Fire safety incidents. Such as: open fire, early fire, line smoke, wire joint spark, etc.
- b) Security incidents. Such as: fighting incidents, illegal activities performance.
- c) Production safety accidents. Such as: booth structure collapse, tilt, structural items fall. Construction personnel injured.
- d) Activity safety accidents, such as: crowded stampede injuries, activity performance accidents.
- e) Display vehicle out of control.
- f) other events that cause casualties, significant property damage or significant negative impact.

For the exhibitors/constructors who cause the above safety accidents, in addition to accepting the punishment of the relevant government departments. The exhibition organizer or the Official Service Provider will also give a fine of ¥ 5000 or more to the responsible unit, and in serious cases, all the security deposit will be deducted.

3.2 Punishment for Violating the Safety Management Requirements of the Exhibition Site

(1) Written punishment or rectification is issued by public security fire control, public security police station or safety quality supervision department due to non-compliance with on-site safety management requirements. In addition to accepting the corresponding administrative punishment, the Official Service Provider will be fined ¥1000-5000 yuan.

(2) If the event does not meet the safety management requirements of the Official Service Provider and the exhibition hall, it will be handled according to the following procedures:

- a) For those who can be immediately rectified and qualified, the on-site management personnel of the Official Service Provider will verbally prompt the rectification.
- b) If the oral prompt does not listen to the rectification, or the rectification is repeated after passing the rectification, or cannot immediately rectify the qualified, the Official Service Provider will send a written notice of rectification to the responsible booth. Unless the description is inconsistent with the objective facts, refuses to sign the written notice of rectification or fails to complete the rectification within the agreed time after signing, the Official Service Provider will give a fine of RMB 500-5000 to

the responsible unit, and the Official Service Provider has the right to force rectification (including but not limited to the booth power off, forced confiscation of prohibited items, etc.).

(3) For the following violations, the Official Service Provider can be punished directly:

- a) Use of open flame in the museum, once found, a fine of RMB 1000.
- b) Those who smoke in the museum (including cigarette butts in the booth planning and use area) will be fined RMB 500 each time. If the circumstances are serious, the fire management department may give the responsible person administrative detention for less than 5 days.
- c) Those who do not wear safety hats while working at height will be fined RMB 100 each time they are found.

(4) If you are fined by the exhibition hall for violating the on-site safety management requirements of the exhibition hall, you will be punished according to the penalty standard of the exhibition hall.

(5) For those who refuse to rectify after the fine or repeat after the rectification, the penalty will be doubled.

3.3 Payment of Fines

All public security police stations, public security fire control, or safety and quality supervision departments to decide the fine, by the responsible unit to the designated place to pay.

All fines determined by the Official Service Provider or exhibition hall will be deducted from the deposit paid by the responsible unit. The responsible unit can also choose to pay separately on the spot.

Annex II Instructions for Exhibitors and Constructors of Raw Space

1. Raw Space Design

1.1 The exhibitors of the raw space booth must choose qualified constructors for the design and construction of the booth.

1.2 The design scheme of the booth shall comply with the requirements of national laws and regulations, industry norms, the management regulations of the exhibition venue and the safety requirements of the Official Service Provider, the main requirements are as follows (other requirements see the above part I "Exhibition Safety Requirements"):

(1) Booth height requirements

The construction height is limited to 4.5 meters.

If the booth with an area of 100 square meters and above needs to be super tall for special display, it must apply to the Official Service Provider of the exhibition when constructing the drawing for the record, and it can be constructed after obtaining permission, but the overall height of the exhibition wall structure shall not exceed 6 meters and the height of the exhibition wall structure of the booth below 200 square meters shall not exceed 4.5 meters.

(2) Booth background wall direction and booth permeability requirements

The vertical projection of all structures and objects designed for the booth shall not exceed the planned area of the booth. Do not occupy any space outside the planned area.

The background wall (panel) of the booth must be designed and constructed in accordance with the direction indicated on the booth map planned by the exhibition committee. The total length of the design and construction of the Dokdo-style booth with other booths around and the exhibition wall with the direction of the non-planned background board shall not exceed 1/3 of the planned length of the side, and shall not obstruct the display of the adjacent booth. If the total length of the construction exceeds 1/3 or obstructs the adjacent booth, the Organizing committee has the right to ask the responsible booth to make rectification.

The design shall not consider the use of the wall panel backing of the adjacent booth as the support and shelter of its own structure. Do not display your name and logo on the back board or side panel of the adjacent booth. Wall panels for other exhibitors' stands or public areas shall meet the quality requirements recognized by the Official Service Providers, pavilions and relevant government departments.

The organizing committee does not recommend the design of an independent background wall

structure, if the booth to build an independent background wall, must use steel structure. At the same time, the design thickness of the independent background wall within 3 meters is not less than 1 meter. The design thickness of the independent background wall with a wall height of 3-4.5 meters is not less than 1.5 meters, and folding trusses are strictly prohibited. The exhibition wall above 4.5 meters is strictly prohibited to use an independent background wall structure, and the booth of the shell scheme to the raw space is strictly prohibited to use an independent back wall and L-shaped exhibition wall design.

(3) Lifting point structure design requirements

It is strictly prohibited to use the pavilion lifting point as the structural load bearing of the raw space. The suspension/suspension structure of the booth itself should be designed to use rigid connection methods as far as possible, do not use steel wire, steel wire rope and other soft connection methods.

(4) Interior booth top structure design requirements

To ensure the normal operation of the fire protection system, vent and monitoring system of the exhibition hall. The top structure of the indoor booth shall not be a fully enclosed structure, the hollow-out area of the top of the booth shall not be less than 50% of the planned area, the top continuous capping shall not exceed 2 meters, and the sealing spacing shall not be less than 1 meter.

If the booth does need to set up a fully capped structure space such as a negotiation room, it must be approved by the local public security fire department of Chongqing through the Official Service Provider before the exhibition, and equipped with qualified smoke alarm and firefighting facilities such as spherical fire extinguishers in the room. The second floor of the double-layer structure booth is strictly prohibited from fully capping (only simple decoration that can be transparent).

(5) Booth construction material design requirements

The booth is strictly prohibited from using flammable, toxic and dangerous materials prohibited by Chongqing Public Security Fire Department. For example: foam material, banana water, KT board, artificial plastic lawn and so on. The structural materials and decorative materials used in the construction of the booth shall have a combustion performance grade not lower than B1 (refractory type). For materials below B1 level that need to be used in a small amount locally (such as wood structures, etc.), flame retardant treatment must be carried out in advance before entering the exhibition hall, so that they can meet the B1 level standard before they can be carried into the entrance. Note: Wood materials with "B1 level flame retardant board mark" on the surface of the board may not be coated with fireproof paint.

(6) Electrical design requirements

Phase equilibrium must be considered if three-phase five-wire system is used in overall power design. The space behind high-power appliances (such as LED screens) must be open to maintain good heat dissipation.

(7) Double-layer booth structure design

The second floor of the booth with the double-layer structure design is strictly prohibited to design a fully capped structure, and the first floor must be equipped with the corresponding independent smoke sensor and hanging fire extinguisher according to the fire protection requirements.

(8) For other requirements, see Attachment I "Exhibition Safety Requirements".

2. Recordation of Construction Plans

2.1 Exhibitors or constructors should send the raw space design proposal and materials to xcfw@autochongqing.com before September 1, 2024 for record.

2.2 The raw space design scheme submitted must include:

(1) A copy of the business license of the design/construction company, and a copy of the certificate of special operators (electricians and aerial operators).

(2) Overall renderings of the booth (including at least the front, side, and left and right 45-degree angles). The electronic version of the original document and the stamped color paper document (or the stamped scanned electronic document) are required.

(3) Plan and elevation (size should be indicated).

(4) Booth structure design drawing (including structure type, structure size, structure material, main component link point drawing).

(5) Electrical design scheme (including but not limited to: circuit design drawing, electrical circuit layout drawing).

(6) Booth B1 material third party test report (such as floor, mesh cloth, carpet, fireproof paint, etc.).

(7) Description of fire control measures (including fire extinguisher equipment plan, booth emergency measures, etc.).

(8) The raw space in the form of double-layer structure, the single-layer raw space with a height of more than 6 meters, and the truss light frame structure with a single span of more than 15 meters should also submit the following application materials.

-- Structural calculation sheet, live load, wind load, static load calculation data and structure drawing (stamped with the signature of the national first-class registered structural engineer).

-- Copy of qualification certificate of design structural engineer.

2.3 Special Statement:

(1) The exhibitor/constructor must submit the booth design plan to the Official Service Provider before the specified time, and the booth that does not submit is not allowed to enter the construction, and the Official Service Provider will not handle all kinds of entry procedures.

(2) The record of the exhibition booth design scheme by the Official Service Provider aims to provide exhibitors/constructors with pre-exhibition security services, to ensure that the construction scheme is consistent with the management regulations of the Official Service Provider. Minimize the delay caused by unqualified inspection at the exhibition site. The design safety responsibility of the exhibitor/constructor is not transferred due to the filing of the Official Service Provider.

(3) For the problems found and raised in the filing process of the Official Service Provider, the exhibitor/constructor shall communicate or adjust with the filing personnel of the Official Service Provider in a timely manner, and the major adjustment affecting safety shall be re-signed and submitted to the Official Service Provider for filing after the change of the plan. The actual construction effect of the exhibitor/constructor on site must be consistent with the plan declared before the exhibition. Otherwise, the Official Service Provider may require the booth to stop construction on site, and the consequences and losses arising therefrom shall be borne by the exhibitor/constructor.

3. Procedures for Obtaining Construction Permit

3.1 Raw space constructor must pay the raw space construction management fee to the Official Service Provider before the booth construction, the standard is 12.00 yuan /m².

3.2 Raw space constructor must pay the raw space security deposit to the Official Service Provider before the booth construction, the cost standard is: 5000 yuan + booth area per 30 yuan /m² calculated amount, that is, 5000 yuan + booth area ×30 yuan.

The deposit will be used to: Entering and leaving the exhibition hall in violation of operation, overtime, occupy the channel, cause traffic chaos in the exhibition hall area, violation of exhibition booth construction, violation of safety construction management regulations, failure to accept the rectification required by fire or security inspection or public security management functional departments, personal injury, damage to the exhibition hall building or facilities, garbage left behind, etc. Violations specified in this manual and violations specified in the operation guide for the entry and exit of exhibits or penalties required by state functional departments.

After the demolition of the booth, if the floor, wall, facilities and equipment of the exhibition hall are not damaged and kept clean, after the approval of the exhibition hall and the Official Service Provider, the relevant penalty will be deducted, and the deposit will be returned to the constructor.

3.3 According to the regulations and requirements of the Official Service Provider and Chongqing International Expo Center, all construction certificates during the exhibition arrangement and dismantling period shall be registered, reviewed and managed by the Official Service Provider. RMB 20 will be charged for each construction certificate.

3.4 Facility Declaration

(1) The booth constructor must submit a written application for lighting power, power, water and air to the Official Service Provider of the exhibition before September 1, 2024.

(2) Each booth must consider the safe carrying capacity when applying for power consumption, to ensure that electrical lines and electrical equipment are not loaded, but current, to ensure safe operation.

(3) During the period of distribution and dismantling, the raw space can obtain temporary power supply, but it must apply to the Official Service Provider of the exhibition before the stipulated deadline.

(4) Any power equipment that is considered by the Official Service Provider to be dangerous or may cause safety hazards to other exhibitors or visitors, the Official Service Provider has the right to power off.

(5) If exhibitors and their constructors need to bring their own special lamps, bulbs and lighting equipment for their booth, they must apply in writing to the Official Service Provider at least 45 days in advance.

(6) One socket can only be used for one display of equipment or machine. Many sockets are not allowed to be used in case of short circuit due to overload. A serious short circuit accident will cause a fire accident and repair work will take several hours, which will cause inconvenience and damage to other exhibitors.

(7) Indicate the installation location of any additional electrical equipment you order, so that the electrical installation engineer or related personnel of the exhibition hall can arrange relevant matters for you before you arrive at the exhibition hall.

(8) The floor of the booth must be laid with carpet or other suitable materials. If the exhibition or display needs to use sand, soil, garden peat, moss and other similar materials, a layer of anti-

leakage protection must be laid on the floor. All precautions must be taken to prevent the above materials from sticking to any part of the pavilion and to prevent water leakage. Any damage caused by the violation of the above regulations shall be fully borne by the exhibitor and its constructor and shall be compensated for the loss. It is strictly prohibited to rely on or use any facilities, equipment and structures in the exhibition hall. It is strictly prohibited to use low-quality carpets containing calcium carbonate, double-sided sponges and other materials that are difficult to remove to lay carpets, and environmentally friendly carpets and double-sided cloth tapes must be used. It is strictly prohibited to paste or hang any decorations, exhibits or posters on the roof of the exhibition hall or any other location. It is strictly prohibited to use nails, glue, thumbtacks or similar materials or drill holes on the floor, wall or any other position of the exhibition hall, which causes damage to the floor, wall or other property of the exhibition hall, and the exhibitor and its constructor shall bear any expenses arising therefrom. The exhibitor or its agent, constructor, service provider or its related employees shall be responsible for the costs incurred for the damage and repair of exhibition facilities, rented equipment, floors, walls and other property.

(9) Installation, wiring and removal of all electrical equipment must be completed by the Official Service Provider or exhibition hall.

(10) All electrical equipment and installations must be tested and approved by a professionally certified engineer appointed by the exhibition Hall before power is switched on.

4. Installation Entry

4.1 Admission Time

- 1) Please enter the exhibition on time according to the exhibition schedule announced in this manual.
- 2) Please comply with the arrangements of the exhibition staff and on-site management regulations to ensure that you can enter on time.

4.2 Logistics Related

2.1 All construction units are requested to apply for logistics admission to the Official Service Provider of the exhibition before the stipulated deadline according to the relevant information published in the third part of the manual, the Operation Guide for Entering and Leaving the Exhibition Hall. Get the confirmation and reply from the management organization of the Official Service Provider and pay the logistics fee before you can enter.

2.2 Please declare logistics information timely and accurately, so that the Official Service Provider can arrange your admission time in advance.

2.3 When logistics vehicles and personnel enter the exhibition, please comply with the arrangements of on-site staff and relevant on-site management regulations.

4.3 Entrance Safety Requirements

(1) The entrance and unloading must be directed by special personnel, unrelated personnel are strictly prohibited to stay in the unloading area. Mechanical and manual unloading of equipment should be careful not to damage the floor, wall and ancillary facilities of the venue. The damages caused shall be compensated according to the stadium compensation standard.

(2) Materials that do not meet the fire protection requirements (B1 and above) are strictly prohibited from entering the museum.

3) Booth construction materials and display tools shall not block the safety passage, safety exit and firefighting facilities of the venue. At the same time, **qualified dry powder fire extinguishers must be equipped and placed.**

5. Booth Construction and Layout

5.1 The specific time of exhibition arrangement and overtime work shall be subject to the time published in this manual.

5.2 Safety requirements for exhibition arrangement

(1) Personnel entering the exhibition hall must wear construction badges, and those without badges are not allowed to enter.

(2) All construction and management personnel must wear safety helmets and necessary labor protection facilities.

(3) It is strictly forbidden to use strong sparks such as open flame and metal cutting in the museum.

(4) Electricians, aerial work and other special operations personnel must be trained and qualified by the state. There are necessary safety protection measures in the construction process.

(5) During the exhibition period, safety exits and firefighting facilities of the venue shall not be blocked.

6. Exhibition Period Notice

6.1 During the development period, the raw space must designate a special person to regularly check the structure and electricity of the booth every day to ensure the safety of the booth.

6.2 During the exhibition period, if the booth needs to carry out maintenance construction, it must be carried out in the morning after the opening of the museum to the audience before the entrance time,

or in the afternoon after the audience leaves, two hours before the pavilion closes. If these two periods cannot meet the construction needs, the construction can be carried out after the exhibition hall is closed, but it is necessary to declare overtime work to the field service center of the Official Service Provider 2 hours before the closing, and pay overtime fees. It is strictly forbidden to carry out the construction of the booth during the normal exhibition period (the audience enters in the morning and the audience leaves in the afternoon). If the booth has major safety hazards and must be constructed within the period, it must be reported to the Official Service Provider for approval. And take necessary safety isolation measures.

6.3 Closed Power Requirements

Each booth shall ensure that the power supply of the facility is cut off 15 minutes before closing at the end of the exhibition every day. If the power is not cut off, the main power gate of the Official Service Provider and the exhibition hall will be closed. All consequences caused by this shall be borne by the exhibitors and their constructors. The power supply of the booth that is cut off must be submitted to the Official Service Provider in the morning of the next day, and after passing the safety inspection of the Official Service Provider and the exhibition hall, power will be sent by the exhibition hall.

If the power supply is turned off by the Exhibitor or its constructor, the exhibitor or its constructor shall be responsible for restoring the supply before the start of the project.

If there is a need for 24-hour uninterrupted power supply equipment (not allowed to share the same electrical box with lighting electricity), water supply, gas supply equipment, the exhibition must apply to the Official Service Provider in writing in advance.

7. Dismantling Notice

7.1 The Official Service Provider of the exhibition will issue a written "Notice of dismantling" the day before the dismantling. The special exhibition booths must be withdrawn strictly in accordance with the time node and order stipulated in the Notice of dismantling.

7.2 Move-out process must comply with the Official Service Providers and venue safety management requirements. Brutal construction shall not cause safety accidents or damage to venue facilities.

7.3 After the end of the dismantling, the curator of the exhibition hall where the booth is located needs to check the site and confirm whether the venue has deduction. If there is any objection to the venue deduction project, it can be raised to the on-site person in charge of the Official Service Provider before leaving the venue, and the Official Service Provider will be responsible for investigation and coordination. For the objections raised after the event, the Official Service Provider

will not investigate and coordinate.

7.4 After the completion of site acceptance, exhibitors are requested to bring the on-site manager of the Official Service Provider and the curator of the exhibition hall to sign and confirm the receipt and deposit voucher for deposit return procedures. The specific time and place are as follows:

-- Before 06:00 on September 17, 2024, the financial desk of on-site Service Center, Official Service Provider, Northern Registration Hall, Chongqing International Expo Center.

-- From September 23, 2024, Finance Office, 3rd Floor, Chongqing Exhibition Center, 269 Keyuansi Road, Jiulongpo District, Chongqing.

If the deposit is paid in cash, the Official Service Provider will refund the deposit on the spot, if the transfer of money, the Official Service Provider will complete the refund procedure within 30 working days after the end of the exhibition, please submit all refund procedures before the dismantling of the booth, can refund.

Annex III Key Points of On-site Charging

To facilitate exhibitors and constructors to retrieve the content related to on-site fees and conveniently prepare budgets, the charging situation is briefly explained as follows:

1. Fee Types

In addition to booth fees, on-site exhibition fees are also required according to the nature of the booth (shell scheme or raw space) and the services required by exhibitors. These fees can be divided into the following three types:

A. Additional Charges

According to the regulations of the expo center, raw space exhibitors must pay the special construction management fee (12 yuan/square meter), the cost of construction permit (20 yuan per piece), and the cost of freight vehicle pass (20 yuan/vehicle/time).

Such fees are collected on behalf of the Official Service Provider.

The management fee and construction certificate fee are shown in Form 12, and the freight vehicle pass is shown in the third part of the Logistics Operation Guide

B. Service Charges

The charges are calculated according to the service items and quantity required by the exhibitor, and only the exhibitor's declaration will occur, mainly including:

B1. Operation Fee for Exhibits Entering and Leaving the Expo Center

Fee description and application form can be found in Part 3 "Logistics Operation Guide".

B2. Electricity, Telephone, Internet and Goods Rental

It is collected by the Official Service Provider, which requires exhibitors to submit applications in advance, including equipment rental, deposit, distribution, installation and consumption charging.

For example, the electricity bill includes the deposit for the 20-meter cable and distribution box, the installation and the electricity consumed by the applicant.

Fees and application forms are shown in Forms 12-17.

B3. Overtime Pay

The exhibitors/constructors who apply for overtime work outside the required layout/dismantling working hours shall pay extra overtime pay, which will be charged by the Official Service Provider, as shown in Form 17.

C. Security Deposits and Deposits

The fees that can be returned after the end of the exhibition or after the certificate is returned are all charged by the Official Service Provider, and the raw space construction deposit required by the exhibition hall is transferred by the Official Service Provider.

Collecting deposit is a necessary measure to effectively regulate the site operation behavior of the constructor and reduce the difficulty of site management. The main purpose is to ensure the integrity of the pavilion facilities and ensure the order of the site. The deposit and deposit have the following types:

C1. On-Site Behavior Deposit

The on-site activities of each booth have increased dramatically, and it is necessary to arrange important booth activities according to the exhibitors' declaration and control the on-site volume, otherwise the stay time of the audience in the pavilion will be greatly shortened, and the quality of the exhibition site cannot be managed. Charge standard for each raw space to charge RMB 10,000 on-site deposit, or according to the exhibition contract agreed on-site deposit amount.

The on-site behavior deposit is to ensure that during the exhibition:

- (1) Each booth activity will be held on time according to the on-site activity schedule, and the punishment will be made by the representative of the Official Service Provider of the exhibition.
- (2) Each booth live activity volume control within the scope of the conference, punishment will be made by the representative of the Official Service Provider.
- (3) The staff of the participating units shall not pick quarrels, fight or brawl at the exhibition site for any reason, and the punishment will be made by the representative of the public security department of the government.

C2. Raw Space Security Deposit

Including the raw space construction deposit collected by the exhibition hall and the goods in and out of the exhibition hall operation deposit collected by the Official Service Provider, to simplify the arrival procedures of exhibitors/constructors, consolidated by the Official Service Provider unified charge. Charge standard for each raw space 5000 yuan + booth area per 30 yuan /m² calculated amount, that is, 5000 yuan + booth area ×30 yuan.

The raw space security deposit is to ensure that during the operation:

- (1) Pavilion facilities damage compensation, punishment will be made by the pavilion representative, and need to provide evidence of responsibility.

- (2) In accordance with the requirements of national regulations, construction operations, especially climbing operations, penalties will be made by the representative of the government safety supervision department.
- (3) Ensure that the booth design and construction meet the requirements of national fire regulations, and the punishment will be made by the representative of the government fire department.
- (4) Ensure the operation order and smooth traffic in and out of the exhibition hall area. When the freight vehicles entering the exhibition hall area do not drive in a single lane, stay illegally and do not obey the on-site command, causing traffic chaos, they will be punished by the Official Service Provider.
- (5) Penalty for the constructor to illegally bring power loading and unloading machinery or intentionally confuse the manual and mechanical loading and unloading goods (exhibitors are not allowed to bring their own power operation machinery into the exhibition area), the penalty will be made by the Official Service Provider or representatives of the exhibition hall.
- (6) Ensure that the Official Service Provider to the exhibitors/constructors between the exhibitors/constructors and exhibitors/constructors and the exhibition designated cooperation between the implementation of the result of the dispute, the decision will be made by the Official Service Provider.
- (7) Ensure that all exhibitors (including customers in the booth responsibility area) are not allowed to smoke or use open flames in the exhibition hall during the entire exhibition period. Punishment will be made by representatives of the Official Service Providers or exhibition halls and representatives of the government fire department.

C3. Badge Deposit

The badges that need to pay the deposit are: freight vehicle pass, over-applied exhibitor badge, over-applied booth maintenance badge, etc.

The badge deposit is a guarantee measure for the use of badges in accordance with the regulations, and the deposit will be returned immediately after the certificate is returned.

Among them, the "freight vehicle pass" is the main means for the Official Service Provider to control the time and number of vehicles entering and leaving the loading and unloading site of the exhibition hall, and to manage the order of cargo loading and unloading. The freight vehicles arriving at the exhibition hall can only enter the unloading area of the exhibition hall after receiving the "freight vehicle pass". This means that the loading and unloading company has been guaranteed to complete the loading and unloading operation within 2 hours, and the licensed vehicle must also pay a deposit to ensure that it leaves the exhibition area within 2 hours, otherwise it will be punished.

C4. Conference Room Use Deposit

It is only for exhibitors renting a fixed conference room. The charge standard is 2000 yuan/room. This deposit is to ensure that the fixed facilities of the exhibition hall are not damaged. After the demolition of the room layout, if the ground, walls, facilities and equipment are not damaged and kept clean, the deposit will be returned to the exhibitor after the approval of the expo center and the Official Service Provider, minus the corresponding penalty.

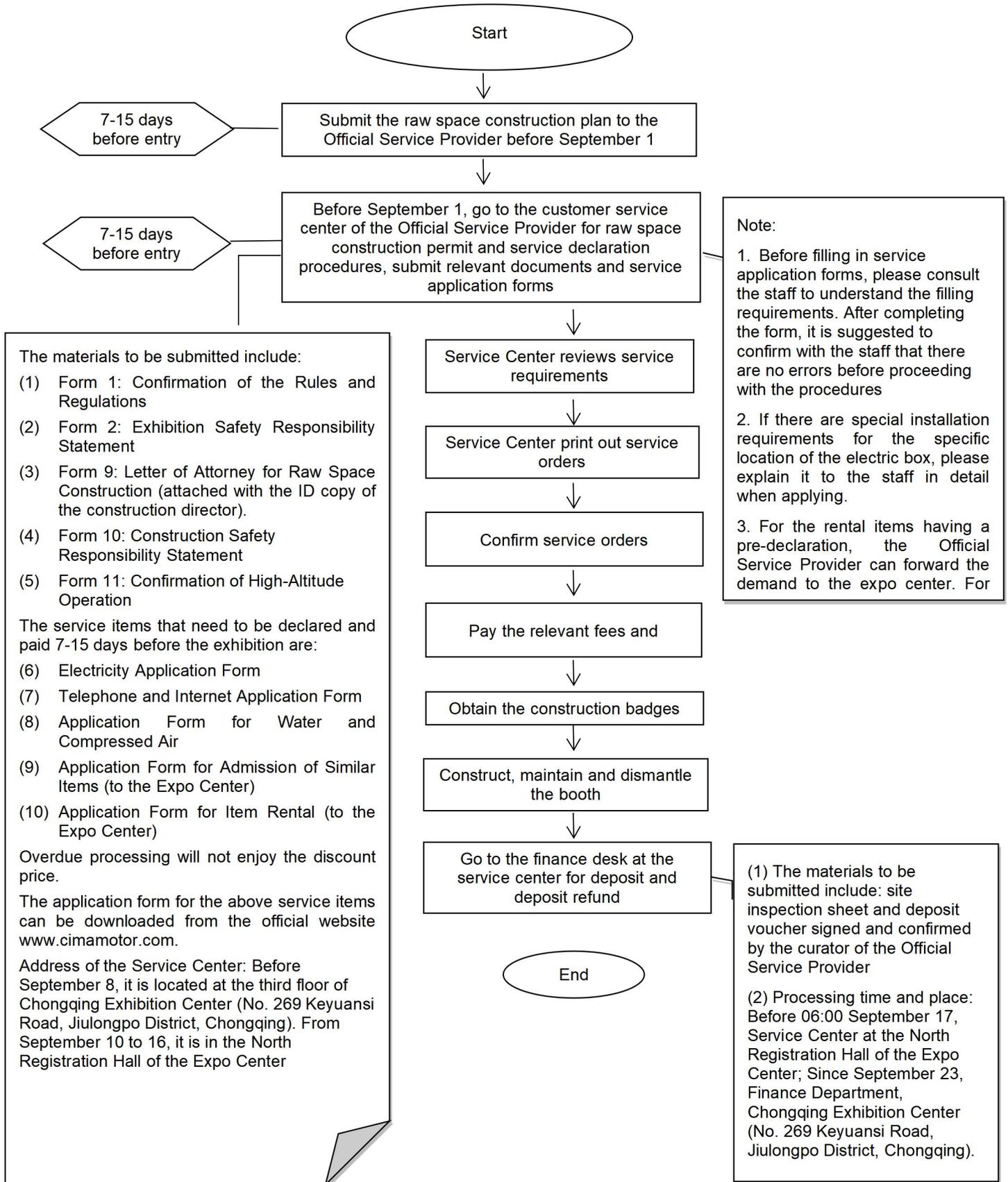
C5. Operation Process of Construction Permit

Please visit the Application System of the expo center via <https://zj.chongqingexpo.com/#/user/login>

2. Detailed List of Charging Items and Unit Price

Type	Item	Unit Price / Amount	Receiver	Application Form	Remark
Additional Fee	Installation Management	12 yuan /m ²	Official Service Provider	Form 12	Raw space exhibitors must pay it.
	Construction Badge	20 yuan/ badge	Expo Center	Form 12	It should be applied 3-15 days in advance in the application system of the Expo Center.
Service Fee	Electricity	See the application form	Official Service Provider	Form 13	Billing based on application item
	Telephone, Internet		Official Service Provider	Form 14	
	Rental of Goods		Expo Center	Form 16	
	Declaration of Similar Articles		Expo Center	Form 17	
	Overtime Pay		Official Service Provider	Form 18	
Deposit	Raw Space Security Deposit	5000 yuan + booth area x 30 yuan	Official Service Provider		No charge for shell scheme
	On-Site Behavior Deposit	10000 yuan/booth	Official Service Provider		Shell Scheme: 500 yuan/booth
	Conference Room Use Deposit	2000 yuan/room	Official Service Provider		Only for exhibitors who rent fixed conference rooms

3. Construction Permit and Service Declaration of Raw Space Booths



Annex IV Instructions for Shell Scheme

The shell scheme is constructed by the construction company designated by the Official Service Provider, and the basic structure is composed of white standard frame and coaming plate. Please refer to the invitation letter for the furniture and electrical equipment in the booth.

2. If the exhibitor wants to add some additional facilities and increase the use of water, electricity and gas, please declare to the Official Service Provider in advance before the deadline, and the cost will be borne by the exhibitor.

3. All applications for electricity, power, water, air, etc. must be applied to the Official Service Provider.

4. The installation, wiring and removal of all power equipment must be completed by the Official Service Provider or expo center. All electrical equipment and installations must be tested and approved by a certified engineer appointed by the expo center prior to being energized.

5. If you need to rent furniture, please rent it from the designated lessor of the expo center. Please do not rent furniture from non-designated lessor, and the disputes and losses caused by this will be borne by the exhibitors.

6. Without the consent of the Official Service Provider, it is not allowed to make any changes or additions to the shell scheme structure, including painting and pasting wallpaper on the wall panels, and it is not allowed to nail and drill. If you need help hanging or displaying your exhibits, please contact the Official Service Provider.

7. Corner booth (two-sided booth) exhibitors can make one or two company facial boards, including company name and booth number, at no extra charge.

8. The color or shape of the fascia board and carpet can be changed with the approval of the Official Service Provider, but it must be completed by the Official Service Provider or the expo center. The relevant expenses shall be borne by the exhibitor.

9. There is no fee waiver for unused parts of the standard stand configuration.

10. All booths and exhibition groups must be clearly divided according to the area stipulated in the contract, and no booth structure or exhibits shall exceed the booth boundary.

11. Exhibitors shall not display, hang or distribute any exhibits, materials, furniture or products outside their own booth, nor shall they extend the structure, exhibits and decorations of their booth beyond the booth boundaries.

12. Any power equipment that is considered by the Official Service Provider to be dangerous or may cause safety hazards to other exhibitors or visitors, the Official Service Provider has the right to power off.
13. One socket can only be used for one display of equipment or machine. Many sockets are not allowed to be used in case of short circuit due to overload. A serious short circuit accident will cause a fire accident and repair work will take several hours, which will cause inconvenience and damage to other exhibitors.
14. Indicate the installation location of any additional electrical equipment you order so that the electrical installation engineer or related personnel of the exhibition Hall can arrange for you before you arrive at the exhibition hall.
15. For the protection of the floor of the exhibition hall, please refer to Item 4.8 of Article 3 of this Part II.
16. Each booth shall ensure that the power supply of the facility is cut off at the end of the exhibition every day when the exhibition is closed. If the power is not cut off, the main power gate of the Official Service Provider and the exhibition hall will be closed, and all consequences caused by this shall be borne by the exhibitors and their constructors. The power supply of the booth that is cut off must be submitted to the Official Service Provider in the morning of the next day, and after passing the safety inspection of the Official Service Provider and the exhibition hall, power will be sent by the exhibition hall.
17. If the power supply is turned off by the Exhibitor or its constructor, the exhibitor or its constructor shall be responsible for restoring the supply before the start of the project.
18. If there is a need for 24-hour uninterrupted power supply equipment (not allowed to share the same electrical box with lighting electricity), water supply, gas supply equipment, the booth must apply to the Official Service Provider of the exhibition in writing in advance.

Annex V Checklist and Forms

Important notice: If you need more than one copy, please photocopy. ALL FORMS must be returned. If you do not require certain offered services, simply indicate "Not required" and return to the Official Service Provider.

Checklist

No.	Form	Deadline	Fee Payable	Remarks
Form 9	Application and Attorney for Raw Space Construction	September 1, 2024	FREE	Raw space must be filled
Form 10	Building Safety Responsibility Statement	September 1, 2024	FREE	Raw space must be filled
Form 11	On-Site Aerial Work Confirmation Statement	September 1, 2024	FREE	Raw space must be filled
Form 12	Management Fee Application Form	September 1, 2024	RMB	Raw space must be filled
Form 13	Electricity Application Form	September 1, 2024	RMB	Raw space must be filled
Form 14	Internet/Telephone Application Form	September 1, 2024	RMB	Fill in as required
Form 15	Industrial Water/Compressed Air Application Form	September 1, 2024	RMB	Fill in as required
Form 16	Rental Application Form	September 1, 2024	RMB	Fill in as required
Form 17	Entry Request for Similar Items	September 1, 2024	RMB	Fill in as required
Form 18	Overtime Application Form	September 1, 2024	FREE	Fill in as required
total			RMB	



Form 9: Letter of Attorney for Raw Space Construction

Compulsory for
Raw Space

Deadline: September 1, 2024

Here is the Exhibitor () of CIMAMotor 2024, with booth number () and construction area ()m². We entrust () as our booth's constructor and appoint (Name: mobile phone number:) as the contact person for the constructor who will be responsible for relevant affairs of the booth construction. We certify:

1. After inspection and review, the constructor is confirmed as the only designated constructor of our booth and it has the construction qualification.
2. The constructor has signed relevant construction contracts with us to ensure the safe construction and normal operation of the booth.
3. We have received and are fully aware of the construction rules and regulations formulated by the Expo Center and the Organizing Committee. We have informed the constructor to follow the regulations to ensure the construction safety.
4. We will cooperate with the Expo Center and the Organizing Committee to supervise the construction. We know that in case of violation of the rules and regulations of construction safety management, the Expo Center and the Organizing Committee have the right to punish the responsible party and investigate the relevant legal responsibilities of the responsible party.

Exhibitor (seal)

Constructor (seal)

Signature:

Signature:

Date:

Date:



Form 10: Construction Safety Responsibility Statement

Compulsory for
Raw Space Constructor

Deadline: September 1, 2024

To ensure the successful and orderly holding of exhibitions, ensure the safety of facilities and equipment at Chongqing International Expo Center, maintain a clean environment at the Expo Center, and protect the personal and property safety of exhibitors, constructors, and visitors, the constructor hereby signs this Safety Responsibility Statement. We are () and responsible for the construction of Booth (). we promise to strictly comply with the following regulations for all activities or operations related to the exhibition during the operation period of the Expo Center (i.e. from entry to the end of site acceptance after dismantling):

搭建安全责任书

为确保展览/会议/活动（以下简称：项目）成功、有序地举办，保证重庆国际博览中心（以下简称：博览中心）设施设备的安全并维护博览中心的环境整洁，保护广大参展商、搭建单位、观众的人身、财产安全，搭建单位特签定本安全责任书，本单位（ ）展位号（ ）承诺在博览中心的项目运作期间（即从进场起至撤展后场地验收结束）所有涉及项目的活动或作业，均严格遵守下列规定：

一、严格遵守国家、重庆市政府和上级劳动保护、安全生产主管部门颁发的有关安全生产、消防工作的政策及法律法规，服从博览中心主管部门的施工管理和监督检查，保证治安消防安全、展位搭建安全和人身财产安全。

二、进场前按照博览中心相关规定，办理特装搭建单位资质认证、特装展位搭建方案审查等手续，并交纳相关费用。如特装展位搭建方案已通过国家一级注册结构工程师审核，须向博览中心提供特装展位搭建方案（加盖相关资质设计院审核章和国家一级注册结构工程师印章）及审核报告。

三、严格按已通过审核确定的展位搭建方案进行施工，未经审图单位及博览中心同意，不得擅自更改。否则博览中心将不予供电，并给予警告甚至处罚。

四、从设计到搭建应充分考虑展位的安全性，确保展位整体结构及各连接点的牢固性。

五、指定（姓名： ，联系电话： ）为我公司展会现场安全责任人，全面负责搭建现场的安全、消防工作。并对搭建人员进行安全教育和监督。项目举办期间，现场安全负责人需现场值班，发现问题及时处理，接受展馆及主场服务单位相关安全问题反馈，并配合进行处理。

六、未经许可不得在博览中心建筑物的任何部分使用钉子、图钉及类似材料凿洞；不得任意张贴；不得擅自倚靠、借力使用博览中心任何设施、设备和结构。即使得到博览中心许可，搭建单位也应对此产生的一切损失承担责任。

七、展馆内严禁强火花或明火作业，严禁吸烟或带入易燃、易爆物品。展位必须配备合格有效的灭火器具（每50 m²配备2具，2kg以上），灭火器必须平均设置于展位区域内明显位置，便于使用和消防检查。

八、展馆内不得使用电锯、电刨等加工作业工具，不进行大面积油漆涂刷、生料加工作业。

九、室外搭建的展位要做好防风、防雨措施，确保展位结构的强度、刚度及稳定性。

十、特装展位搭建高度不超过组委会规定限高。

十一、展位顶部结构严禁全部封闭，保证展位顶部镂空面积不低于总面积50%，顶部连续封顶不超过2m，以确保展位的消防安全。

十二、展位搭建材料的选用要符合国家有关部门临时建筑材料的管理标准，符合国家环保及消防要求。禁止使用易燃、易爆、有毒材料；木质材料必须涂刷防火涂料；使用玻璃装饰展位，应采用钢化玻璃，



确保安装牢固，并增加警示标识，以防撞击破碎伤人；电器连接安装、导线支路连接时，必须使用国家规定的电气材料并做好绝缘保护措施。

十三、公共通道处不得搭建展位及堆放货物，严禁阻挡公共通道、消防安全通道及安全防火门。严禁遮挡消防栓、消防警铃、消防报警装置、烟感喷淋等一切消防设施。严禁遮挡场馆内的监控摄像头。

十四、在搭建区域设立明显的安全警示标志。搭建人员应佩戴安全帽及博览中心统一制作的证件进场施工，且不得涂改、复制、转借，一经发现展会现场管理机构工作人员有权没收证件，并将违规使用证件的人员请出展馆。特殊工种须持相关职业上岗证施工；2M 以上高空作业人员必须采取相应的安全保护措施。登高机具设备必须带有护栏。严禁身体不具备高处作业条件人员和阵风 ≥ 6 级、暴雨天气环境下进行高处作业。严禁在4M及以上脚手架作业平台作业、严禁4M以下透动脚手架和两腿梯上载人时水平移动；严禁使用简易四腿梯和异形梯；严禁同一垂直方向上下交叉作业，严禁上下抛掷工具、材料和杂物等。

十五、不得擅自使用博览中心配电箱、水源、气源等固定设施。室外用电应有可靠防水措施。

十六、撤展时，搭建单位须将所有搭建材料、垃圾清运至政府职能部门指定地点并做好清洁工作，严禁堆放在展馆红线周边区域及市政道路上，若有违反，所有费用及政府职能部门的相关处罚等一切后果均由搭建单位承担。

十七、确保已购买人身意外伤害保险和公众责任险，且单次事故单人保额不低于人民币40万元，以便对现场突发事故及人身安全提供保障。

十八、展会管理机构保留对特殊情况实行特别限制的权利；展会管理机构工作人员有权进入展位对以上规定的遵守情况进行检查，有权要求搭建单位立即停工并对不符合博览中心及组委会要求的情况进行整改。

搭建单位在进场搭建、撤展以及运输过程中因违反上述规定，造成的人员伤亡、火灾及博览中心建筑、设施设备损坏等一切安全责任事故承担全部责任，并承担由此给大会组委会、现场管理机构及展馆造成的所有名誉及经济损失。

本单位已仔细阅读《搭建单位安全责任书》，并将严格遵守《重庆国际博览中心现场施工管理规定》中的相关条例及规定，配合博览中心主管部门的施工管理和监督检查，并接受博览中心主管部门对本公司在施工过程中出现的违规现象的整改要求及处罚。

Constructor搭建单位名称:

Signature and Seal法人或代理人(公章):

Contact联系电话:

Date日期:



Form 11: Confirmation of High-Altitude Operation

Deadline: September 1, 2024

搭建现场高空作业确认书

我公司将于2024年9月10日—2024年9月17日在重庆国际博览中心举办的2024(第二十一届)中国国际摩托车博览会中负责_____（展位号）展台_____品牌的搭建工作，部分工作涉及高空作业(2米以上作业平台)。现场高空作业人员均为我司员工，且我司无其他人员（含相关方人员）在重庆国际博览中心从事高处作业工作。

我司（含相关方）在重庆国际博览中心的所有高处作业，我司均予以认可，并承担相应的安全及法律责任。

具体作业人员名单如下：

姓名	身份证号	从事工种
		高空作业

附：人员高空作业证复印件。

Constructor (Seal) 搭建公司名称（公章）：

Date日期：



Form 12: Management Fee Application Form

Compulsory for
Raw Space

Deadline: September 1, 2024

Exhibitor:

Booth Number:

Contact Person:

Mobile:

项 目 Item	价格单位 Unit	价格 (元) Price(yuan)	数量 (m ²) Quantity	开始时间 Start Time	结束时间 End Time	金额 (元) Amount
提前进场管理费 Early Entry Management	09:00- 17:00 m ² /小时 m ² /hour	2	_____m ²			
标展搭建管理费 Shell Scheme Construction Management	m ² /展期 m ² /exhibition	12	_____m ²	/	/	
特装搭建管理费 Raw Space Construction Management	m ² /展期 m ² /exhibition	12	_____m ²	/	/	

Note:

1. Price changes will not be notified and will be subject to on-site announcement.
2. Raw space booths must obtain written consent from the Official Service Provider before entering the venue in advance, and can only enter after the venue handover between the venue and the Official Service Provider is completed. If early entry is required, please apply to the Official Service Provider according to regulations.
3. The management fee for raw space construction shall be based on the net area of the booth.
4. The management fee for early entry will be calculated based on the exhibition overtime pay after 17:00. The advance entry management fee for special booths starts at 500 square meters, with less than 500 square meters counted as 500 square meters and more than 500 square meters counted as actual area; Less than 1 hour is counted as 1 hour.
5. Vehicles entering the unloading area of the Expo Center must obtain a freight vehicle pass at the designated location in the truck parking lot on the same day.
6. Obtain the construction certificate with the special booth construction deposit (issued by the Official Service Provider) and the payment voucher for the construction certificate.

Service Center Hotline: +86 23-6863754

Account information收款账户信息:

Company: Chongqing Biggourd Exhibition Co., Ltd

Bank and account: China Everbright Bank Co., Ltd. Chongqing Xuefu Road Branch 78520180809998700

收款单位: 重庆大葫芦展览展示有限公司

开户行及账户: 中国光大银行股份有限公司重庆学府路支行78520180809998700



Form 13: Electricity Application Form

Compulsory for
Raw Space

Deadline: September 1, 2024

电力申请表

参展商名称: _____ 区域/展位号: _____

参展商经办人: _____ 手机: _____

项 目	价格单位	室内价格		室外价格		超长线 缆价格 元/米	电箱押 金(元)	电箱移 位费	电箱安 装费	用电 数量 (条)	超长 线缆 (米)	金额 (元)	
		优惠价 (元)	原价 (元)	优惠价 (元)	原价 (元)								
展期用电 220V (每5A 核载功率为 1KW)	220V/16A (单相三线制)	处/展期	400	520	600	780	5	200	150	180			
展期用电 380V (380V 每2A核载功 率为1KW)	380V/16A (三相五线制)	处/展期	880	1144	1100	1430	10	300	200	300			
	380V/32A (三相五线制)	处/展期	1300	1690	1550	2015	20	300	300	400			
	380V/63A (三相五线制)	处/展期	2500	3250	2800	3640	40	300	450	550			
	380V/100A (三相五线制)	处/展期	3800	4940	4200	5460	60	1000	700	800			
	380V/200A (三相五线制)	处/展期	6800	8840	7500	9750	80	1500	1000	1200			
布展用电	220V/16A	处/展期	400	520	600	780	5	200	150	180			
	380V/16A	处/展期	650	845	850	1105	10	300	200	300			
撤展用电	220V/16A	处/展期	300	390	500	650	5	200	150	180			
	380V/16A	处/展期	550	715	750	975	10	300	200	300			
24小时供电	220V/16A内	处/展期	1600	2100	2000	2600	5	200	150	180			
提前送电/ 延后送电	220V/16A 单相三线制	处/1小时	/	80	低于1小时按照1小时收取, 超过1小时按照4元/KW/小时收取, 其它规格按4元/KW/小时收取								
	380V/16A 三相五线制	处/1小时	/	100									

- 注: 1. 9月1日前向展会主场服务单位完成申报, 9月5日前完成缴费, 可享受优惠价格, 逾期将按原价收取服务费用, 并且不保证完全提供。服务实施后若需退、换, 收取相应电箱安装费。价格变动恕不通知, 以现场公示为准。
2. 以上收费含: 空开配电箱1个、接驳费、电费、材料费(线缆免费配置20米内, 超出20米以上部分的费用另计)。
3. 以上价格按4天以内展期计算, 超出4天的费用, 按增加天数同比例增收超出部分的费用(电箱安装费不增加)。
4. 除布、撤展用电外, 展期用电的送电时间为: 机械、汽车类展览开展前1天09:00, 其他各类展览开展前1天12:00, 超出该时间需提前送电的按展台申报用电功率×4元/KW/小时另行缴纳电费, 低于1小时按照1小时收。
5. 若损坏或遗失博览中心配备的线缆、空开配电箱, 照价赔偿。
6. 全天供电仅限冷冻食品, 其余另议。 7. 南北区停车场、卸货区用电按“室外用电”标准执行。

收款单位: 重庆大葫芦展览展示有限公司

开户行及账户: 中国光大银行股份有限公司重庆学府路支行78520180809998700



Form 14: Internet/Telephone Application Form

Deadline: September 1, 2024

网络/电话申请表

项目名称: 2024 (第二十二届) 中国国际摩托车博览会 申请日期: 2024 年 ___ 月 ___ 日

参展商名称: _____ 区域/展位号: _____

参展商经办人: _____ 手机: _____

有线网络								
以天数计:								
项目	价格单位	优惠 (元)	原价 (元)	开通日期	结束日期	数量	备注	金额
1M	条/天	200	260					
	条/天	150	195					3天起租
2M	条/天	350	455					
	条/天	300	390					3天起租
5M	条/天	700	910					
	条/天	650	845					3天起租
10M	条/天	1200	1560					
	条/天	1100	1430					3天起租
20M	条/天	1800	2340					
	条/天	1500	1950					3天起租
50M	条/天	3200	4160					
	条/天	2500	3250					3天起租
100M	条/天	4300	5590					
	条/天	3500	4550					3天起租

电话										
项目	价格单位	话机安装 优惠价 (元)	话机安装 原价 (元)	话机押金 (元)	话费押金 (元)	开通 日期	结束日期	数量	备注	金额
市内电话	部/展期	100	130	100	500	/	/		通话费凭单 据据实收取	
国内电话	部/展期	100	130	100	1000	/	/		通话费凭单 据据实收取	
国际电话	部/展期	100	130	100	1500	/	/		通话费凭单 据据实收取	

注: 1. 话费凭单据据实收取, 多退少补。(如因参展商自身原因造成线路损坏无法使用或再次更改线缆出线位置的, 需加收40元/次的更改费)。2. 展期按4天以内计算, 超出4天的费用, 按增加天数同比例增收超出部分的费用。3. 9月1日前向展会主场服务单位完成申报, 9月5日前完成缴费, 可享受优惠价格, 逾期将按原价收取服务费用, 并且不保证完全提供。价格变动恕不通知, 以现场公示为准。4. 有线网络使用天数按自然天数计算。收款单位: 重庆大葫芦展览展示有限公司 开户行及账户: 中国光大银行股份有限公司重庆学府路支行 78520180809998700



Form 15: Industrial Water/Compressed Air Application Form

Deadline: September 1, 2024

工业用水/压缩空气申请表

项目名称: 2024 (第二十二届) 中国国际摩托车博览会 申请日期: 2024 年 ___ 月 ___ 日

参展商名称: _____ 区域/展位号: _____

参展商经办人: _____ 手机: _____

工业用水服务					
项目	价格单位	优惠价 (元)	原价 (元)	数量	金额 (元)
给水口DN20mm(0.4Mpa)	处/展期	1000	1300		
排水口Φ50mm	处/展期	200	260		

- 注: 1、博览中心只负责提供水管与给排水口的接驳服务, 材料及设备与水管的接驳由申请人自行负责。
2、9月1日前向展会主场服务单位完成申报, 9月5日前完成缴费, 可享受优惠价格, 逾期将按原价收取服务费用, 并且不保证完全提供。
3、此类用水在展沟存储时间长, 只能用于工业用水, 不能饮用、清洗蔬果、餐具等, 如发生饮用水中毒等安全事故, 由饮用方自行负责, 馆方和展会主场服务单位已提前公开告知, 所以在此不承担任何法律责任。

压缩空气服务						
项目	价格单位	优惠价 (元)	原价 (元)	押金 (元)	数量	金额 (元)
气口8mm (压力≥0.6mpa)	处/展期	1200	1560	100		
气口12mm (压力0.6mpa)	处/展期	2000	2600	100		
气口16mm (压力0.6mpa)	处/展期	3600	4680	100		

- 注: 1. 博览中心只负责提供气管与气源口的接驳和所需材料, 设备与气管的接驳由申请人自行负责。
2. 进场前3-15天向博览中心申报并缴费, 可享受优惠价格, 逾期将按原价收取服务费用, 并且不保证完全提供。
3. 本价格按4天以内的展期计算, 超出4天的压缩空气价格, 按增加天数同比例增收超出部分的费用。
4. N2、N4-N8、S2、S4-S8展馆、中央大厅压缩空气申报单馆申报条数不低于 6条, 低于6条按照6条结算, 超过6条按照实际申报条数结算;
5. 中央大厅如需使用压缩空气, 除正常申报用气外, 还需支付管线铺设费用, 管道铺设费用按照200元/米结算, 根据铺设数量结算。
6. 价格变动恕不通知, 以现场公示为准。客户服务中心咨询电话: 023-68633754

收款单位: 重庆大葫芦展览展示有限公司

开户行及账户: 中国光大银行股份有限公司重庆学府路支行78520180809998700

Form 16: Furniture Renting Form

Deadline: September 1, 2024

租赁物品申请表



Rental of furniture and Exhibition rental: Please scan the code of "Chongqing International Expo Center" on Wechat → select "Smart Expo Center" → Select "self-service".

展具租赁:请微信扫码关注“重庆国际博览中心”微信公众号→右下角选择“智慧国博”→选择“自助服务”→用户名填写手机号码→选择展会名称→选择展位→填写短信验证码→登陆→选择物品→下单支付→等待送货至展位

退租流程:用户名填写手机号码→填写短信验证码→登陆→会员→交易订单→点击进入需要退租的订单→“退租”

Instructions:

1. Please scan the above code on Wechat to know the types and prices of rental items in advance.
2. 3-15 days before the entrance to the expo center to complete the declaration. Price changes without notice, subject to the on-site announcement. Late filing does not guarantee full availability.
3. If the rental items need to be returned after delivery, the Expo Center will charge 30% of the rental as a return fee. There will be no refund of the item rent after the rental is cancelled.
4. Please take good care of the rental items, if there is damage, compensation according to the price.
5. Go to customer service center for deposit refund with payment voucher. If the voucher is lost, it will not be accepted.

Customer Service Center of Chongqing International Expo

Telephone: 023-60358888

Automatic fax: 023-60358064

Chongqing International Expo Center Bank Account:

Company Name: Chongqing International Expo Center Co., Ltd.

Account Bank: Hengfeng Bank, Chongqing Liangjiang Branch

Bank Transfer Number: 802319010122800146

Form 17: Entry Request for Similar Items

Application for Admission of Similar Items (Entry)

Project Name: _____ Application Date: _____
 Exhibitor: _____ Booth Number: _____
 Contact person: _____ Tel: _____

Item	Specification	Quantity	Unit

Note:

- Items requiring similar entry procedures: tables and chairs, glass cabinets, shell scheme aluminum, plants, etc.
- The application form is only used as the proof of entry of the items at the time, and it is consistent with the actual quantity of items. Items entering the museum in batches must fill in the application form separately.
- When entering the museum, please give the "entry coupon" to the entrance guard.
- The venue does not provide temporary storage.

Application Form for Entry of Similar Items (Exit)

Project Name: _____ Application Date: _____
 Exhibitor: _____ Booth Number: _____
 Contact person: _____ Tel: _____

Name	Specification	Quantity	Unit

Note:

- Items to be sent out with this application form: tables and chairs, glass cabinets, shell scheme aluminum materials, plants, etc.
- Please submit the application form to the exit security guard when the items are leaving the museum.
- The items without the application form will not be replaced if they are lost. The items without the application form can only be checked out after the venue has completed the inventory of its own items. The related expenses incurred shall be borne by the owner of the items.



Form 18: Overtime Application Form

Deadline: September 1, 2024

Exhibitor:

Booth Number:

Contact Person:

Mobile:

Overtime		Price Unit	Price (Yuan)	Area (Square Meter)	Start Time	End Time	Amount (Yuan)
The Installing Period	By 22:00	m ² /hour	3				
	After 22:00	m ² /hour	6				
Expo Days	Overtime hours are subject to the curator confirmation	m ² /hour	6				
The Dismantling Period	After 06:00 of Spt. 17	m ² /hour	3				

Note:

1. Price change without notice, subject to on-site publicity.
2. The construction time is 09:00-21:00 every day, and overtime procedures shall be applied for construction exceeding this period.
3. The overtime booth area is less than 70m² according to 70m² area. Over 70m² is calculated according to the actual area. Overtime is less than one hour will be charged on an hourly basis.
4. If you need overtime work service, please fill in the Application Form for overtime work 2 hours before closing. Late declaration will be charged 30%. The expo center will charge an additional 80% fee for overtime work after closing.
5. According to the relevant regulations of China's labor protection, in principle, the Official Service Provider does not accept the application for extended overtime service after 24:00. In special circumstances, if it needs to be extended after 24:00, it must apply to the customer service center of the Official Service Provider and obtain consent before handling overtime procedures.
6. The above overtime rates do not include electricity charges and central air conditioning charges.
7. Overtime work during the opening period must be reported to the director of the Official Service Provider at least 2 hours before the closing of the day, and can only be handled after the confirmation of the director.
8. Overtime under one hour will be charged on an hourly basis.
9. Customer Service Center hotline: 023-68634004

Part 3 Operating Guide for Entry and Exit of Exhibits

I Transportation of Exhibits

1. Recommend logistics service providers

(1) Zonglian Exhibition Logistics

Website: www.uesa-scm.com

Business category: International Freight Forwarder, Domestic logistics

Company address: Hall N7, International Expo Center, 66 Yuelai Avenue, Yubei District, Chongqing

Contact person: Wu Dehai

Tel: +86 23 67828801

Mobile: +86 13983858453

E-mail: wudh@ues-scm.com

Transportation requirements:

--The outer packing of exhibits should be solid, rainproof and suitable for repeated handling. The center of gravity and hoisting line should be marked for exhibits of more than 1 ton.

--Please mark the name of the exhibition, the name of your company, the number of the exhibition hall and the number of the booth on the outer package of the exhibits.

(2) SF Express Chongqing Co., Ltd.

Website: www.sf-express.com

Business category: Express logistics

Contact person: Yang Kun

Mobile: 13638259768

2. Important Notes

(1) When the exhibitor entrusts the logistics company to consign the goods, please fill in the receiving address accurately: Chongqing International Expo Center, No.66, Yuelai Avenue, Yubei District, Chongqing, and note: The 22nd China International Motorcycle Exhibition (CIMAMotor), As well as the exhibitor's booth number and consignee's contact information.

(2) Exhibitors are strongly recommended to request the logistics company to deliver the goods to Chongqing International Expo Center door to door.

- (3) It is suggested that exhibitors and logistics companies agree to deliver goods to Chongqing from September 11 to 12, 2024. Require the logistics company and the exhibitor's contact person to reconfirm the exact time and consignee of the goods delivered to Chongqing International Expo Center.
- (4) If the goods arrive in Chongqing before September 11, exhibitors can negotiate with the logistics company to temporarily store the goods in the warehouse of the logistics company. When the exhibitors enter the exhibition, they shall be delivered to the Expo Center by the logistics company.
- (5) Exhibitors who handle international freight forwarding business should contact the carrier before August 22 to go through relevant formalities and confirm the delivery time of the goods to ensure the arrival of goods.

II. Operating Guidelines for Entry and Exit of Exhibits

To ensure safe and smooth operation of exhibits entering and leaving the expo center, the Guide are made, containing service contents, procedures, management regulations, prices and declaration forms. All exhibitors and their constructors and transporters are requested to read this guide carefully, select service items according to their own needs and arrange the loading and transportation of exhibits in accordance with the relevant provisions of this Guide.

Please be sure to complete the attached form, fax or e-mail to the Official Service Provider before September 1, 2024.

The entry and exit operation is under the unified management of the Official Service Provider.

Contact: Mr. Deng Rong

Tel: + 86 (23) 68888890

Mobile: + 86 13012329019.

Mailbox: xcfw@autochongqing.com

1. Important Statements

(1) In this guide, the pavilion refers to the Chongqing International Expo Center; The pavilion area refers to the road around the pavilion on the north side of Chongqing International Expo Center and all the areas inside it; The unloading area of the exhibition hall refers to the outdoor space between the two halls; the exhibition equipment refers to all the materials needed for the construction of the exhibition booth.

(2) All exhibitors' exhibits and exhibition equipment should be carried out in accordance with the provisions of this guide. The "in-and-out operation" mentioned in this guide includes the following contents:

A. Freight vehicles carrying exhibits enter and leave the unloading area of the exhibition hall in an

orderly manner;

B. Under the guidance of the exhibitor (constructor), the freight handling party designated by the Official Service Provider will deliver the materials on the freight vehicles arriving at the unloading area, unload and partially deliver to the booth on the premise that the package is intact;

C. Under the guidance of the exhibitor (constructor), transport the exhibition tools out of the exhibition hall and load the packaged materials.

(3) The Official Service Provider will designate the freight handling party to carry out the loading and unloading operations of the exhibition, and set up the rental service of working machines and tools.

(4) All freight vehicles are not allowed to enter the exhibition hall without permission. Withdrawal and packing should be carried out in the unloading area of the exhibition halls.

(5) The exhibitor and the constructor shall have their own power operation tools (including but not limited to motorized forklifts, cranes and aerial work vehicles). Self-owned non-powered working tools (including but not limited to hydraulic forklifts and manual forklifts) are not allowed to enter the exhibition area. In case of violation, a fine of more than 5000 yuan will be imposed.

(6) Exhibitors and constructors are strictly prohibited from using their own power tools and non-power tools to load and unload goods without authorization. In case of violation, a fine of more than 5000 yuan will be imposed, and the illegal unloading part will be charged in both directions according to the charging standard for entering and leaving the library.

(7) Exhibitors and contractors are strictly prohibited to use the forklift of the cargo handling party without permission (including but not limited to cargo handling and cargo transfer, booth erection operation). In case of violation, a fine of more than 5,000 yuan will be imposed. The loading and unloading part of the freight vehicle in violation of the regulations will be calculated by 10 times the actual measurement. At the same time, two-way charges are charged according to the charging standard for entering and leaving the library.

(8) All packing boxes are not allowed to be stored in the exhibition hall, and must be moved to the designated location outside the exhibition hall before 12:00 on September 12. It shall be properly covered with its own tarpaulin, and the stacking height of the packing box shall not exceed 2.5 meters.

(9) Freight vehicles can only enter the exhibition area according to the reservation time, which has taken into account the reasonable waiting time. The person in charge of the exhibitor (construction contractor) or his representative shall arrive at the northern registration hall of the expo center at least four hours before the appointed time for exhibition arrangement. Procedures for registration, construction permit and entry and exit operation.

(10) Freight vehicles enter the unloading area with the "Freight Vehicle Pass", one vehicle, one certificate, and each time they enter the exhibition hall, the working time is limited to 2 hours. Please complete the loading and unloading operation and leave the exhibition area within the specified time, otherwise the certificate deposit will be deducted according to the regulations.

2. Regulations on the Management of the Entry and Exit of Exhibits

The logistic company should contact the Official Service Provider to get the Regulations on the Management of the Entry and Exit of Exhibits in Chinese version and to know how to declare information, reserve the time, pay in advance, Handle procedures of entry and exit.

All vehicles entering the pavilion area, except for display vehicles, must leave the pavilion area within 2 hours of entering. Those who fail to leave the site in time after the completion of loading and unloading operations or fail to complete the loading and unloading operations within the specified time shall be fined a deposit of 50 yuan for every 15 minutes of overtime; The administrator at the exit of the exhibition hall will be based on the time of entry and the time of recovery of the vehicle license registered on the Freight Vehicle Pass. Calculate whether the operation time is overtime, if overtime, the fine will be deducted from the deposit according to the regulations; Drivers must accept the penalty decision of the administrator at the exit of the exhibition hall. If they refuse to leave the exhibition hall and affect the traffic, they shall accept the above-mentioned fines. The construction contractor's security deposit will be deducted by 100-1000 yuan/time.

Insurance, Security, Guarantees, Deposit

- (1) It is strongly recommended that exhibitors (constructors) purchase insurance according to the value of the goods, and the insurance coverage should cover the whole transportation process, especially the operation of entering and leaving the expo center.
- (2) The stevedore is only responsible for the integrity of the outer package, and the stevedore is not responsible for the quality, damage and shortage of the goods in the package.
- (3) In case of any personal injury or damage to the property of a third party such as the facilities of the exhibition hall during the operation of entering and leaving the exhibition hall, If it is finally determined that the applicant (exhibitor/constructor) is liable, the corresponding compensation amount will be deducted from the deposit.
- (4) Freight vehicles do not obey the command of the site management personnel, occupy the road and stop at will, resulting in traffic jams in the exhibition hall area. If the operation order in the unloading area of the exhibition hall is affected, the deposit of the corresponding booth constructor will be deducted by 100-1000 yuan/time.
- (5) The deposit for the pass of freight vehicles is only used for the management of the stay time of

vehicles entering the unloading area of the exhibition hall, the payment of the pass and the timing of entering the exhibition hall. Each card is limited to 2 hours each time, overtime fines, leaving the library to return the deposit;

- (6) After the unloading operation is completed, all freight vehicles shall not be parked in all parking lots in the ring road area outside the exhibition hall during the exhibition period. Otherwise, the home service unit will impose a penalty of 500-3000 yuan on the booth constructor (deducted from the deposit).

III. Service Items and Prices for Entry and Exit Operation

Service Item	Content	Price
Operation fee for entering and leaving the library	Unload the well-packed goods from the freight vehicle, and load the packed goods onto the truck when the exhibition is finished. It shall be paid in advance according to the declared amount. If the declared amount is lower than the minimum standard, it shall be charged according to the minimum standard. If the declared amount is higher than the minimum standard, it shall be charged in advance according to the actual declared amount. The settlement of the operation fee shall be based on the actual amount of the verified party.	120 yuan/m ³
Traffic order management fee	Charges for manual loading and unloading vehicles (9.6 meters and above) and tail cars (including exhibition arrangement and withdrawal)	400 yuan/car
Freight vehicle pass cost	Vehicles entering the pavilion area will be charged and freight vehicles will be delivered when they enter the pavilion.	20 yuan/ Certificate
Cargo Vehicle Pass Deposit	One vehicle, one license, overtime fine, return the license when leaving the exhibition area, refund	200 yuan/ Certificate
Remarks: The standard equipment for loading and unloading operation is a 3-ton forklift. If other equipment is required for operation, in addition to the operation fee for entering and leaving the library, the rental fee for other equipment must be charged.		

IV. Rental Service Price of Operation Tools

Service Item	Machine-shift Price (yuan/4 hours)	Unit Price (yuan/hour)
3t forklift (fork legs rise by 3m)	1200	300
3t forklift (fork leg raised by 4m)	1500	400
8 ton crane	1500	400
25-ton crane	3200	800

Note:

- Forklifts and cranes leased for erection of operation tools can only be used for cargo transfer and booth construction;
- The lease of on-site forklift and crane shall be declared to the home service unit before September 1. If the on-site declaration is made, it shall be declared to the Official Service Provider one day in advance. Submit the payment voucher to the logistics manager of the Official Service Provider one day in advance, otherwise it cannot be guaranteed that it can be provided on time. See the Application Form for Logistics Operation in this manual for details;
- The single use of forklift and crane on site shall be charged by one shift at least, and the excess part shall be calculated according to the actual hours of use (less than 1 hour shall be calculated as 1 hour, and so on for more than 1 hour) × unit price;
- Those who need to rent other types of forklifts and cranes must declare to the home service unit 24 hours in advance, and the price will be discussed separately.
- Logistics Manager: Deng Rong Mobile: +86 13012329019.

V. Price of Freight for Exhibiting Vehicles

Vehicle Type	Service	Unit Price (yuan/unit)
two wheeled vehicle	unloading freight	120
	boarding freight	120
tricycle	unloading freight	150
	boarding freight	150

Note:

- Apply to the Official Service Provider before September 1.
- The standard equipment for exhibition vehicle transportation operation is a 3-ton forklift. If other equipment is required for operation, in addition to the exhibition vehicle transportation fee, additional equipment rental fees must be charged;
- On site declaration must be submitted to the home service unit one day in advance, and the payment voucher must be handed over to the logistics manager of the home service unit, otherwise it cannot be guaranteed that it will be provided on time.
- Logistics Manager: Deng Rong Mobile: +86 13012329019

VI. Receipt Checklist and Receipt

Please note:

1. If the form needs to be reserved, please copy it.
2. All forms need to be returned. If you do not need a service, please mark the word "do not need" and return it to the home service organization.

Checklist

Number	Form`	Deadline	Remarks
19	Application Form for Logistics Operation	September 1, 2024	Required
20	Manual Loading and Unloading Operation Application Form	September 1, 2024	Required



Form 19: Application Form for Logistics Operation

物流作业申请表						
一、货运车辆进出馆作业申请						
参展品牌		展台号		展位面积		
现场负责人姓名		手机		邮箱		
第二联系人姓名		手机		公司电话		
起运地		车辆总数		货量总数		
车辆预计到达重庆时间		预约进馆时间		需停放等候撤展车辆数		
布展车辆通行证邮寄地址:						
车辆编号	车牌号	车辆长度 (M)	申报载货量 (M ³)	现场包装箱堆 码体积 (M ³)	装卸方式	司机姓名电话
					<input type="checkbox"/> 机力 <input type="checkbox"/> 自卸	
					<input type="checkbox"/> 机力 <input type="checkbox"/> 自卸	
					<input type="checkbox"/> 机力 <input type="checkbox"/> 自卸	
					<input type="checkbox"/> 机力 <input type="checkbox"/> 自卸	
二、展台搭建作业机具租赁申请						
项 目		使用日期	使用时段	数 量	备注	
3吨叉车 (叉脚升高3米)					4小时起租	
3吨叉车 (叉脚升高4米)					4小时起租	
8吨吊车					4小时起租	
25吨吊车					4小时起租	
三、展车上下车装运服务申请						
项目		使用日期	使用时段	数量	备注	
两轮摩托车						
三轮摩托车						
申请单位及现场负责人及其团队已经认真阅读本指南, 接受本指南有关规定和报价, 请据此登记信息安排装卸作业。 单位名称 (搭建公司): _____ 公章日期: _____						
填写说明: 1、请完整填写, 电子文档通过邮件在 2024年9月1日 前发至主场服务单位: 邮箱: xcfw@autochongqing.com 联系人: 邓荣 电话: 023-68888890/13012329019 2、凭加盖公章的物理文本办理进出馆作业手续, 并请自行保留副本; 3、装载货物为展车的, 请在本表“申报载货量”中填写“展车”, 并在展示车辆登记表中同时申报。						



Form 20: Manual Loading and Unloading Operation Application Form

人力装卸作业申请单		
参展品牌	展台号	货运车辆车牌号
现场负责人姓名	手机	备用联系手机
<p>人力装卸作业申请单位安全责任承诺书：</p> <p>一、我单位在临时办证处办理完相关进场手续并完成缴款后，决定对_____（车牌号）车辆装载的下列物资采用人力装卸，自行经停车场运抵_____馆_____展位，并在展会结束后回运装车。我单位及全体作业人员对在作业空间狭小、作业机具众多、作业人员混杂的条件下，采用人力装卸可能带来的危险，有清晰的认识，并已经做好充分的安全防护预案。</p> <p>二、我们承诺：</p> <p>1、在2小时内安全地完成布展卸货\进馆，或撤展出馆\装车作业。</p> <p>2、服从卸货区负责人的管理，确保不因我们的作业对展馆卸货区的交通或作业秩序带来不当影响；</p> <p>3、承担因我方责任造成的人员伤害、货物损失、展馆财产损失责任；</p> <p>4、对于上述损失所需的赔偿，或因为违反有关管理规定所产生的罚款，请在保证金中先行扣除，不足部分我们将在10个工作日内补足；</p> <p>申请单位名称（公章）：_____ 日期：_____</p> <p>申请单位现场负责人：_____</p>		
申请自装卸典型货物明细		
货物名称	外包装尺寸	毛重
<p>填写说明：</p> <p>1、电子文档邮件在2024年9月1日前发至或传真至主场服务单位；</p> <p>2、加盖公章确认的原件在展商报到时提交主场服务单位存档；</p> <p>3、外包装尺寸较大或毛重较高，可能带来较大作业风险的物资，应在货物明细清单中描述；</p> <p>4、一车一表，请对每一部申请人力装卸的货运车辆完整填写此文件。</p>		