



The 22nd China International Petroleum & Petrochemical Technology and Equipment Exhibition

July 6-8, 2022

New China International Exhibition Center, Beijing

Exhibitor Manual

This manual can be downloaded from the official website of cippe — www.cippe.com.cn/en



The 22nd Beijing International Offshore Oil & Gas Exhibition



The 22nd Beijing International Exhibition on Equipment of
Pipeline and Oil & Gas Storage and Transportation

EXpec

The 22nd Beijing International Explosion Proof Electric
Technology & Equipment Exhibition



The 12th Beijing International Offshore Engineering Technology
& Equipment Exhibition



The 12th Beijing International Natural Gas Technology
& Equipment Exhibition



The 12th Beijing International Shale Gas Technology
and Equipment Exhibition



Beijing International Petroleum & Chemical Automation
Technology & Equipment and Instrumentation Exhibition



Beijing International Petroleum
and Petrochemical Safety Production Exhibition



2022 Beijing International Gas Applications and
Technical Equipment Exhibition



Beijing International Hydrogen Technology & Equipment
Exhibition



2022 Beijing International Underground Engineering Construction
and Trenchless Technology and Equipment Exhibition

Our Greeting to Exhibitors

Dear Exhibitors,

Thank you very much for your support and participation in the 22nd China International Petroleum & Petrochemical Technology and Equipment Exhibition (Abbr. cippe2022)

cippe2022 will be held on July 6-8, 2022 at New China International Exhibition Center in Beijing, China.

We sincerely hope that this manual will help you accomplish all preparations. This manual consists of three parts as follows:

A. General Information

B. Exhibitors Guide

C. Technical Seminar/ VIP Customer Service

In addition, you can visit the official website of cippe – www.cippe.com.cn/en to consult or download this manual. Beijing Zhenwei Exhibition Co., Ltd., the organizer of cippe, reserves the right of final interpretation of this manual.

Detailed information about freight forwarding, booth construction, hotel reservation, etc. is all included in this Manual. Please read this manual carefully and fill in the relevant forms according to your respective requirements, and then email or fax them to the contractors directly or the organizer office before the deadline listed in this manual so that we are able to offer you our best service in time.

We look forward to seeing you at cippe2022 and wish you every success in the exhibition!

Yours sincerely,

Beijing Zhenwei Exhibition Co., Ltd.

March 2022

cippe2022 Exhibitor Service Guide

A. General Information

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B. Exhibitors Guide & Application Forms

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C. Technical Seminar / VIP Customer Service

Content	Page No.	Reply Needed	Deadline
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D. Application for Exhibition Service

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Basic Information on a Business	Compulsory	Compulsory	Online	June 6, 2022	
Exhibition Information and Exhibition Scope	Compulsory	Compulsory	Online	June 6, 2022	
Exhibit Management and Release of Exhibits	Compulsory	Compulsory	Online	Immediate Action	
Exhibitor name on Fascia board	Compulsory	-	Online	June 6, 2022	
Exhibitor Badge Application	Compulsory	Compulsory	Online	June 6, 2022	
Exhibition Promotion Opportunities	Optional	Optional	Online or Offline	June 6, 2022	
Conference Room Rental, Technical Exchange Meeting	Optional	Optional	Online or Offline	June 6, 2022	
Invitation Form for Invited Visitors and Electronic Invitation Letter for Exhibitors	Compulsory	Compulsory	Online or Offline	Immediate Action	
Hotel Accommodation	Optional	Optional	Online or Offline	June 6, 2022	
Visa Processing	Optional	Optional	Offline	June 6, 2022	
Special Installation and Construction Declaration	-	Compulsory	Offline	June 6, 2022	
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General Information

Show Name

The 22nd China International Petroleum & Petrochemical Technology and Equipment Exhibition (cippe2022)

Concurrent Exhibitions

The 22nd Beijing International Exhibition on Equipment of Pipeline and Oil & Gas Storage and Transportation (CIPE2022)

The 22nd Beijing International Offshore Oil & Gas Exhibition (ciooe2022)

The 22nd Beijing International Explosion Protection Electric Technology & Equipment Exhibition (Expec2022)

The 12th Beijing International Natural Gas Technology & Equipment Exhibition (CING2022)

The 12th Beijing International Offshore Engineering Technology & Equipment Exhibition (CM2022)

Beijing International Shale Gas Technology and Equipment Exhibition (cisge2022)

Beijing International Petroleum & Chemical Automation Technology & Equipment and Instrumentation Exhibition (cieca2022)

Beijing International petroleum and Petrochemical Safety Production Exhibition (cipse2022)

2022 Beijing International Gas Applications and Technical Equipment Exhibition (GAS2022)

2022 Beijing International Hydrogen Technology & Equipment Exhibition (HEIE2022)

2022 Beijing International Underground Engineering Construction and Trenchless Technology and Equipment Exhibition (CITTE2022)

Show Schedule

Registration & Setting Up	July 4, 2022	08:30-17:30
	July 5, 2022	08:30-21:00
International Petroleum		
Industry Leadship Meeting	July 6, 2022	10:30-16:30
	July 7, 2022	09:00-16:30
Exhibition & Trade	July 6, 2022	09:00-16:30
	July 7, 2022	09:00-16:30
	July 8, 2022	09:00-14:00
Closure & Dismantling	July 8, 2022	14:00-21:00

Show Venue

New China International Exhibition Center, Beijing, China

(No.88, Yuxiang Road, Tianzhu, Shunyi District, Beijing)

The Organizer

Zhenwei Exhibition Group

Beijing Zhenwei Exhibition Co., Ltd.

European Area:

BTG International Freight Forwarding (Beijing) Co., Ltd.

Room 1808, Tower C, Fangheng Int'l Center, No.6 Futong East Avenue,
Chaoyang District, Beijing, China, 100102.

Tel: +86 10 8460 1258 / 8460 1067, ext. 23

Attn: Ms. Laura Liu

MP: +86 138 1166 2859

E-mail: laura.liu@btg.cn

American and Southeast Asia Area:

Scenker China.,Ltd,Beijing Branch

No. 5, Tianwei Sijie, Tianzhu Airport Industrial Area A, Shunyi district Beijing 101312 China

Contact person: Mr. Mingjie Sun / Ms. Sammy Shi

Mobile: +86-138 0105 8477 / 138 0109 6363

Tel: +86-10-8042 0405 / 8042 0406

Fax: +86-10-8048 0115

E-mail: mingjie.sun@dbschenker.com / sammy.shi@dbschenker.com

Official Stand Contractor

BEIJING GISACA EXHIBITION CO., LTD. (E1\E2\E3)

Address: 3-1405 Chong Wen Men Wai Street. Chong Wen Men District Beijing, PRC

Contact Person:

Hall E1—E2: Jia Yuanyuan	Tel: +86-10-8479 0199-102	HP: +86-138 1004 9141
	Email: gisaca@gisaca.com.cn	Fax: +86-10-8479 4020
Hall E3: Zhang Jing	Tel:+86-10-84790199-105	HP: +86-138 1080 7202
	Email: gisaca@gisaca.com.cn	Fax: +86-10-8479 4020
Zhang Rong	Tel:+86-10-84790199-103	HP:+86-13810457795

Beijing Zhongzhuang Ronde Expo Co.,Ltd. (W1\W2\E4)

Address:Zhenwei exhibition building, No.13 building, international enterprise Avenue III, No.1 yard, jinghaiwu Road, Tongzhou District, Beijing

Hall W1

Luo Yahui Tel: +86-10-5617 6954 +86-182 3007 0625 E-mail: lyh@zhenweiexpo.com

Hall W2

Xie Jing Tel: +86-10-5617 6983 +86-178 5636 1616 E-mail: xjing@zhenweiexpo.com

Hall E4

Dong Kai Tel: +86-10-5617 6961 +86-139 3920 9557 E-mail: dk@zhenweiexpo.com

Phone call:

dianwei Tel: +86-10-5091 7070 +86-136 7103 4414

E-mail: dianwei@zhenweiexpo.com

Website: www.rondexpo.com

BEIJING INSENO EXHIBITION SERVICE.,LTD.(W3\W4)

Address:Room301-302A Hall, No.27 Nan San Huan Dong Road, Feng Tai District, Beijing China.

Tel:+86-10-87675079

W3 Contact Person: Jason Sun

Mobile:+86-15010523100

E-mail:89691705@qq.com

Booth Furniture Rental: Wendy Zeng

Mobile:+86-13552834736

E-mail:1904306464@qq.com

Complaints Hotline:Grace Ma

Mobile:+86-13801082701

1.Beijing Zhongzhuang Ronde Expo Co.,Ltd.

Address: Zhenwei Exhibition Building, Building III13, International Enterprise Avenue, Yard 1, Jinghai 5th Road, Tongzhou District, Beijing

Postal Code:100176

Contact:

Sophia Tel:+86 13552081899 E-mail:zhouya@zhenweiexpo.com

Vicky Tel:+86 18230070625 E-mail:lyh@zhenweiexpo.com

Carl Tel:+86 15611307179 E-mail:zlk@zhenweiexpo.com

Jeane Tel:+86 16600093952 E-mail:xjing@zhenweiexpo.com

Jessie Tel:+86 13939209557 E-mail:dk@zhenweiexpo.com

Tel: 8610-50917089

Fax: 8610-56176998

E-mail: dianwei@zhenweiexpo.com

Website: www.rondexpo.com

2.Beijing DongFang KunYu Exhibition Co.,Ltd.

Address: Building G, Jingmao International, Baliqiao, Tongzhou District, Beijing

Postal Code: 101100

Contact:

Mr Kane Mob:+86-13521719566 E-mail:962447317@qq.com

Miss Zoe Mob:+86-15910969853 E-mail:1441579356@qq.com

Tao Zhou Mob:+86-18500618584 E-mail:1148139084@qq.com

Tel: +86-10-8950 5298

Fax:+86-10-8950 5298

Website: www.dfky-hope.com

3.TBD

4.Beijing Dongfang Yiyuan International Exhibition Co.,Ltd.

Address:03 / F, block C, Tianlang garden, Chaoyang District, Beijing

Postal Code:100020

Contact:

Wang Hongxia Mob:+86-13910818246

Wang Zhi Mob:+86-13520189973

Zhao Hongkai Mob:+86-15138756995

Jia Qiongyao Mob:+86-15670388775

Bai Dongdong Mob:+86-15038627586

Fax:+86-10-64201489

E-mail:375231884@qq.com / 845267417@qq.com / 1013692908@qq.com

Website:www.dfyybj.com

5.Beijing Zhonglian Yichuang Exhibition Co., Ltd.

Address:Floor 4, building 1,Guozhan No 6,East Sanhuan Road, north of Chaoyang District, Beijing

Postal Code:100101

Contact: Zhang Xianzhong

Mob:+86-15811554835 +86-13520313570

E-mail: 371392350@qq.com

6.Shanghai Chaim Exhibition Service Co.,Ltd.

Address:Room203,Block D,DOBE E-Manor No.150 Zhennan Rd,Putuo District,Shanghai,China 200333
Contact: Nichole Gu
Tel: +86 21 56358707
E-mail:chaim_0411@126.com
Website:www.chaim-exhibition.com

7.Beijing Serun Creative Expo. Company Ltd.

Address: 3rd floor, No.39A, west entrance of classical furniture street, Gao-Bei-Dian, Chaoyang District, Beijing
Postal Code: 100024
Contact: Jin Zhang
Tel: +86-10-8481 9566
Mob: +86-159 0136 2225 +86-133 1108 9066
Fax: +86-10-84819566
E-mail: xycyzl@163.com 312308653@qq.com

Website: www.xycyzl.com

8.Beijing Ertu Exhibitions Co.,Ltd.

Address:Room 218, building 1, Xiaobao First Street Art District, Songzhuang District, Beijing
Postal Code: 101000
Mob: Yu Yang Mobile: 86-13699225952 (We-chat) QQ: 1053103851
Yu Li Mobile: 86-13552992230 (We-chat) QQ: 1525272169
E-mail: ertuexpo@163.com
Website: www.ertuexpo.com

9.Beijing Fangcheng International Exhibition Co.,Ltd.

Address: Room 303, XiaoBaoYi Street Art Zone
Song Zhuang, Tongzhou District, BeiJing, PRC
Postal Code: 101000
Contact: Zhang Qingbao
Tel: +86-13910285568

10.YIHAIJINGONG Exhibition Design & Service CO.,Ltd.

Address:Room 708, building 6, poly metropolis, No. 156, Xinhua North Street, Tongzhou District, Beijing
Postal Code:101000
Summer: +86-138 1060 8233
E-mail:312308653@qq.com
Website:www.e-exposition.com

11.Beijing Huayu Jiamei International Exhibition Service Co.,Ltd.

Correspondence address : 8360, block B, Hongxiang cultural and creative industrial park, Tongzhou District, Beijing

Postal Code: 101111

Contact person :

MS.DU Tel: +86-010-53513270 Mobile phone : +8618910681318

MR.PENG Tel: +86-010-53513211 Mobile phone : +8615300086816

Fax : +86-010-53513211

E-mail:hyjm.du@126.com

Website:www.huayujamei.cn

12.Shanghai DaYou Exhibition Co.,Ltd.

Address:3rd floor ,building 9 ,No.2 Storehouse , No.40 Wenshui Road, Jing'an District, Shanghai

Contact: Myron

Tel: 021-56302508

Mob: 13917965486

E-mail: myron.zhang@joy-mp.com

13. Hezhan Tianxia (Beijing) International Conference and Exhibition Co.,Ltd.

Address: E-103, national defense Art District, Songzhuang Town, Tongzhou District, Beijing

Miss.Zhang(+86 130 0190 5873)

Peak Cao (+86 186 1180 6948)

Tel: +86 10 8467 7487

E-mail:he_expo@126.com

Website: www.and-expo.com

14.Beijing Peizhao Exhibition Co.,Ltd.

Address:Room 2703, Building D, Wu No. 2, North road of the east third ring road, Chaoyang District, Beijing, PRC

Postal Code:100027

Contact: Zhang Bin Zhang Hongli

Tel: +86-10-84471007 +86-10-84471008

Mob: +86-13910901800 +86-13581599925

Fax: +86-10-84471009

**Official Hotel/
Travel Agent**

Times International Conference & Exhibition Co., Ltd

Contact: Stella Wang

Tel: 86-13810843759

Fax: 86-10-6446 2177

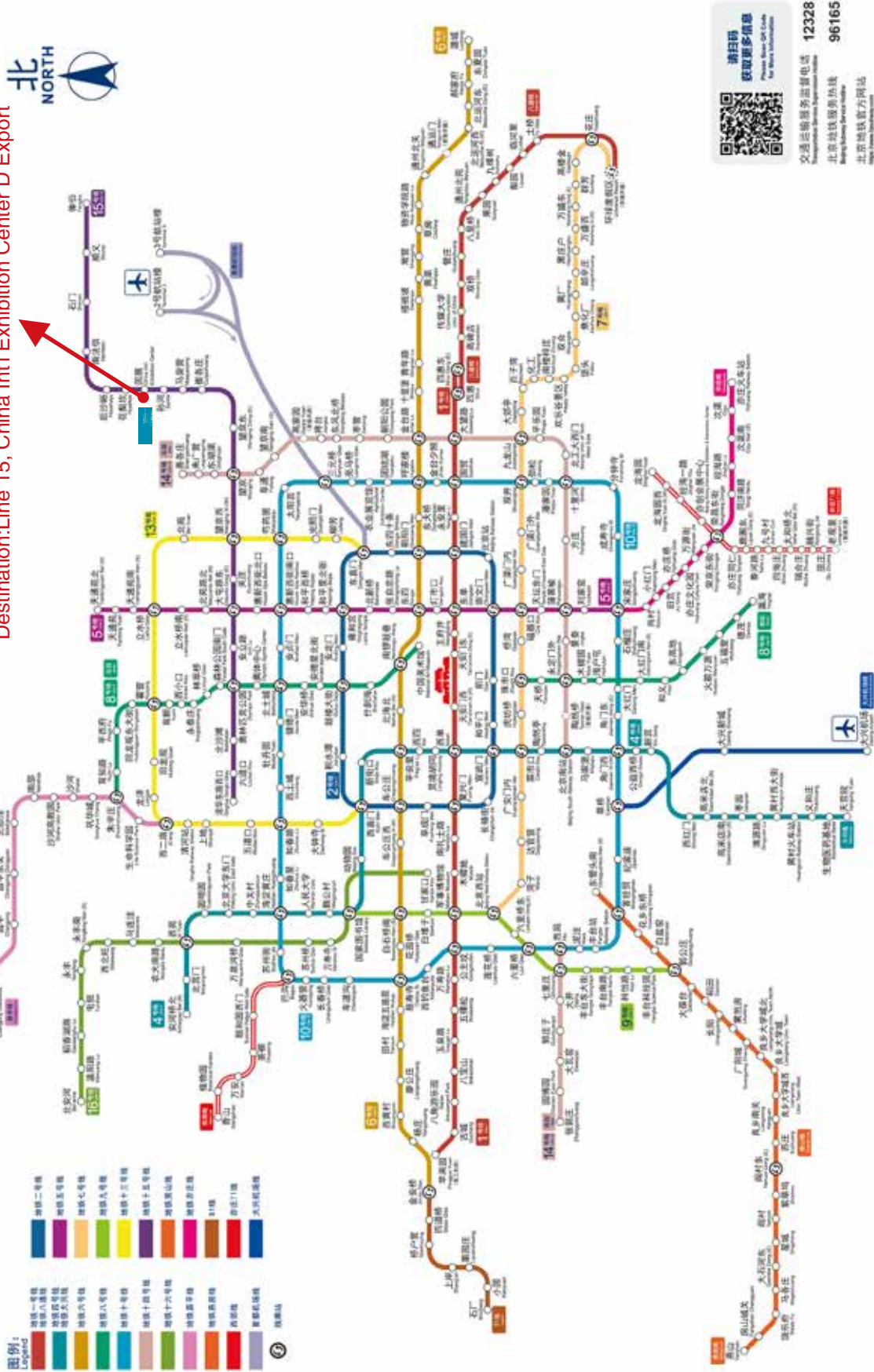
E-mail: times@sdlm.cn

Website: www.sdlm.cn

The Sketch Map of Beijing Subway

Beijing Subway Sketch Map

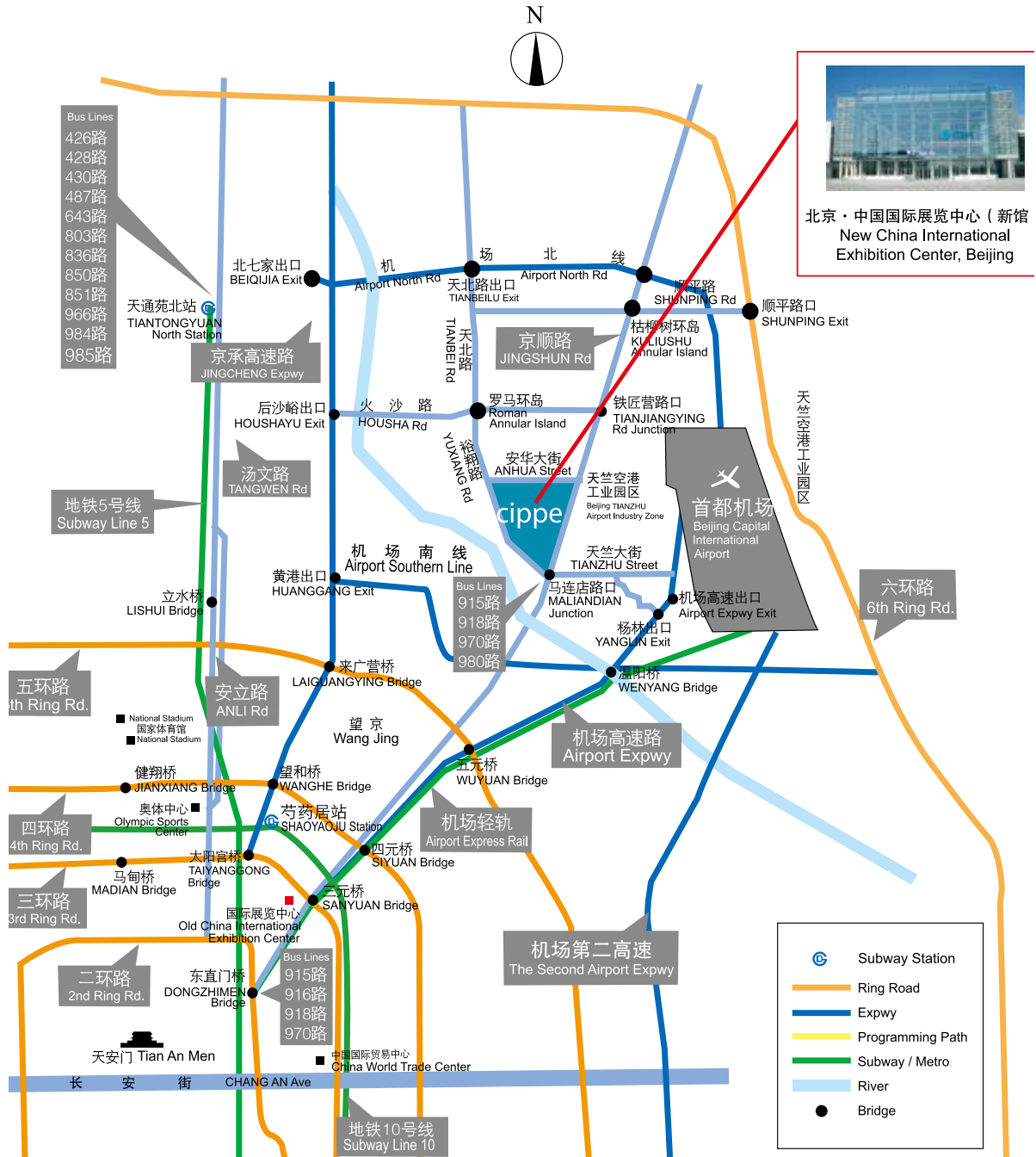
Destination: Line 15, China Int'l Exhibition Center D Export



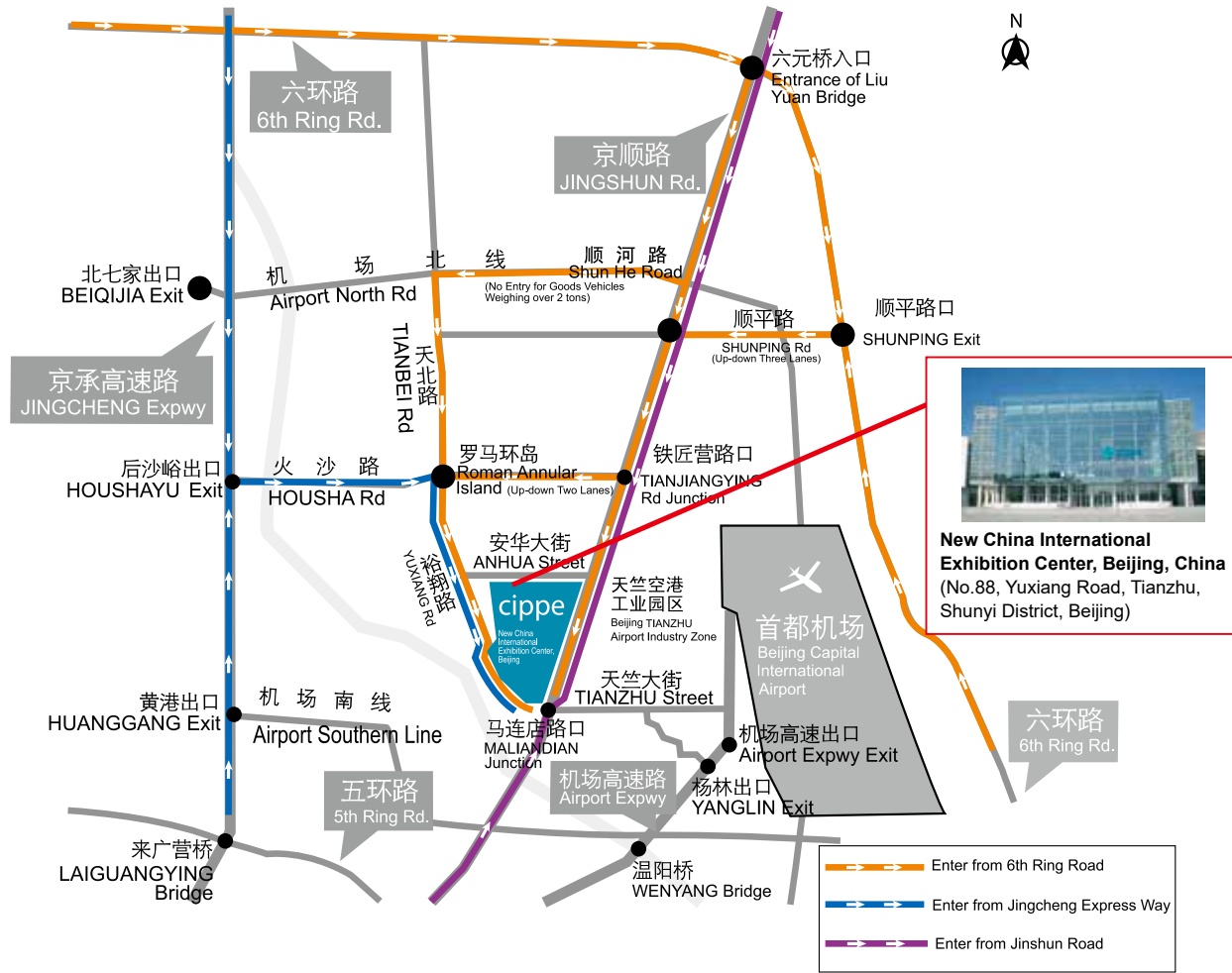
Location and Traffic Sketch Map

Venue: New China International Exhibition Center, Beijing, China

Add: No.88, Yuxiang Road, Tianzhu,Shunyi District,Beijing, China



Driving Directions to the Exhibition Center



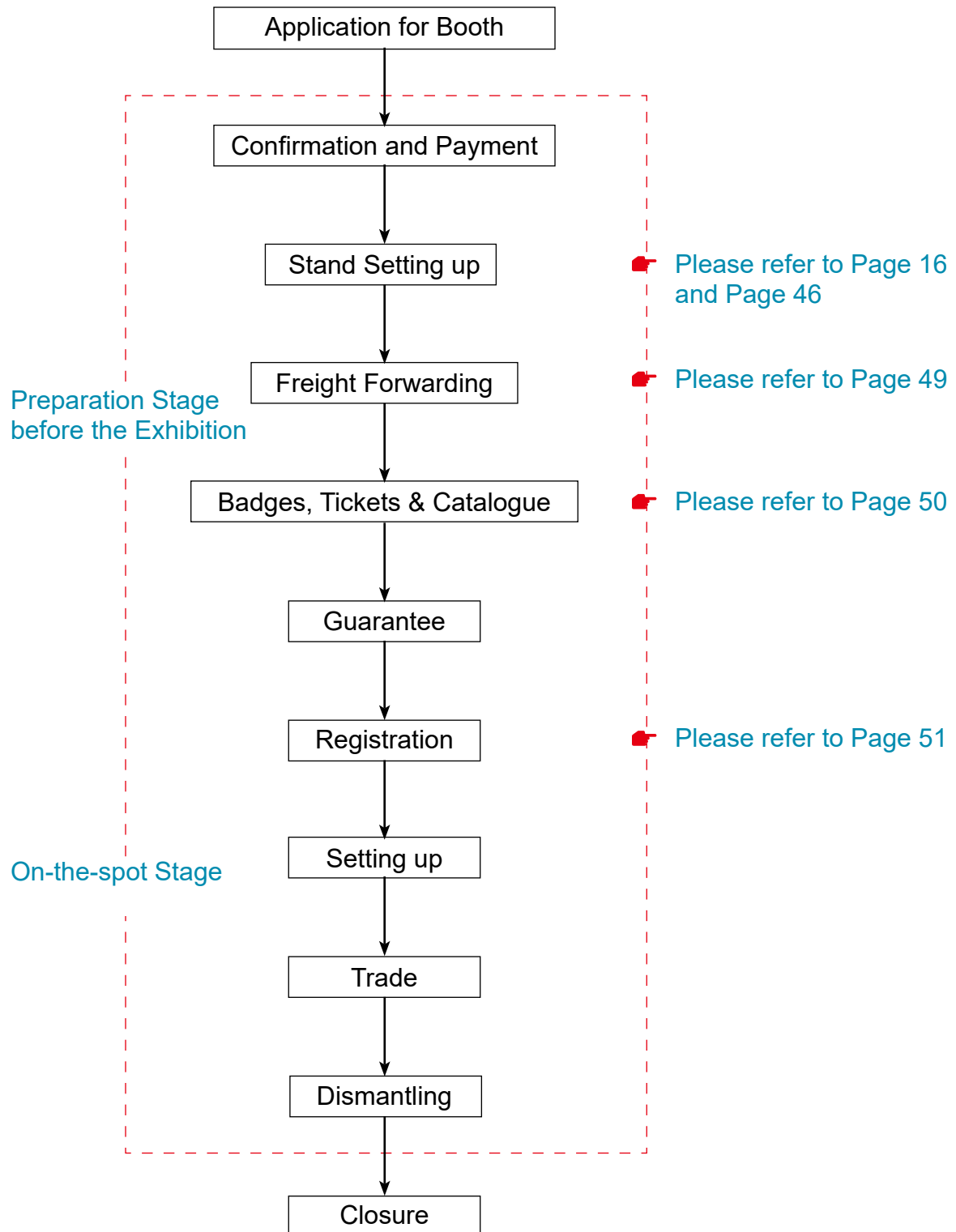
Floor Plan of the Exhibition Center



B Exhibitors Guide



Flow Sheet of Participation



Exhibition Hall Tech Data

Tech data of each Hall at the Exhibition Center:

Location	Hall E1 / E3 / W1 / W3	Hall E2 / E4 / W2
Size: length×width (m)	168×70+39×39	168×70
Area (m ²)	12899	11500
Weight Limit	5 tons	5 tons
Floor Covering Material	Epoxy Artesian Flow Floor	Anti-friction Concrete Floor
Net Height	16~19.5m	13~17.5m
Cargo Door	8 doors: 4.3m×4.7m	7 doors: 4.3m×4.7m
Compressed Air	6 – 8BAR	
Power Supply Mode	3-phase, 5-line, 50Hz	
Lighting	About 300LUX	

Distribution Map of the New China International Exhibition Center, Beijing, China (Abbr. NCIEC)



Official Contractor

BEIJING GISACA EXHIBITION CO., LTD, ZHONG ZHUANG RUN DA INTERNATIONAL EXHIBITION (BEIJING) CO.,LTD, BEIJING INSENO EXHIBITION SERVICE CO., LTD. are appointed as the sole Official Contractor to provide furniture and light fitting rental services, auditing and vetting thru all the raw space stand design, give approval of stand construction and provision of general electricity, water and compressed air for exhibits and equipment.

Exhibitors are required to refer to the relevant Service Order Forms for information and details to read and understand the contents of the manual and forms carefully to ensure all relevant requirements submitted and processed smoothly. Exhibitors are kindly requested to retain a copy of the returned forms for future reference. For any information or enquiries, please contact Official Contractors.

Beijing GISACA EXHIBITION Co., Ltd.

Tel:+86-10-8479 0199

Fax:+86-10-8479 4020

Address: 3-1405 Chong Wen Men Wai Street. Chong Wen Men District Beijing, PRC

Contact Person:

Hall	Contact	HP No.	Email Address
E1—E2	Jia Yuanyuan	+86-10-8479 0199-102	gisaca@gisaca.com.cn
E3	Zhang Jing	+86-10-84790199-105	gisaca@gisaca.com.cn
	Zhang Rong	+86-10-84790199-103	

● Our Bank Account Information:

Company Name:	Beijing GISACA EXHIBITION Co., Ltd.
Name of Bank:	Bank of China Beijing Xuanwu District Subbranch
A/C No.:	3285 5614 8600
Address:	No.1 Nan Xinhua Street Xuanwu District Beijing China

Beijing ZhongZhuang Ronde Exhibition Co., Ltd.

Tel:+86-10-5823 5123

Address: Zhenwei Exhibition Building, Building III13, International Enterprise Avenue, Yard 1, Jinghai 5th Road, Tongzhou District, Beijing

Contact Person:

Hall	Contact	HP No.	Email Address
W1	Luo Yahui	+86-182 3007 0625	lyh@zhenweiexpo.com
W2	Xie Jing	+86-178 5636 1616	xjing@zhenweiexpo.com
E4	Dong Kai	+86-139 3920 9557	dk@zhenweiexpo.com

● Our Bank Account Information:

Company Name:	Beijing ZhongZhuang Ronde Exhibition Co., Ltd.
Name of Bank:	China construction bank Beijing AnHui branch
A/C No.:	1100 1018 5000 5302 1054
Address:	Floor 1, huixin building, no.8 beichen east road, chaoyang district, Beijing

BEIJING INSENO EXHIBITION SERVICE CO., LTD

Address: Room 301-302 A Hall, Fang Qun Building. No. 27 Nan San Huan Dong Road, Feng Tai District, Beijing 100078, China

Tel: +86-10-8767 5079 / 8767 5179 Fax: +86-10-6762 2244

Contact Person:

Hall	Contact	HP No.	Email Address
W3	Jason Sun	+86-150 1052 3100	89691705@qq.com

● **Our Bank Account Information:**

Company Name:	BEIJING INSENO EXHIBITION SERVICE CO., LTD.
Name of Bank:	China Merchants Bank Beijing Fangzhuang Sub-Branch
A/C No.:	8666 8052 4110 001
Address:	Floor 1, Zone B, Tongrun Business Hall, Fangzhuang, Fengtai District, Beijing

● **Relevant charges:**

Description	Unit	Unite Price (RMB)	
Hall Management fees	sqm.	38.00	
Work Pass	Person	38.00	
Move-in/out car pass (limited 2hr)	Car/2hr	70.00	
Garbage clean fees	sqm	6.00	
Hang Point fees	Point/50kg	800.00	
Construction Deposit	Per 100 sqm	≤100 sqm 101~200 sqm. ≥1000 sqm.	20,000.00 40,000.00 200,000.00

General Information

A1. Stand Set-up, Exhibition Period and Stand Dismantling

	Stand Set up		Exhibition Period	Stand Dismantling
Date	2022.7.4	2022.7.5	2022.7.6-8	2022.7.8
Opening Hours	08:30	08:30	09:00	14:00
Closing Hours	17:30	21:00	16:30	21:00

Notes: Exhibitor who require to work overtime, please contact on site "Customer Services Center"

A2. Electricity supply period

	Opening Day	Closing Day
Electricity for lighting use - Special design booth	July 5, 2022	July 8, 2022
Electricity for lighting use – Shell scheme booth	July 5, 2022	July 8, 2022

A3. Payments, Deadline and Surcharges rate

A3.1 All Service Forms must be duly signed and submitted by June 6, 2022. A surcharge of 30% will be imposed for Service Form received between July 4 and July 5, 2022. A surcharge of 100% will be imposed on Service Forms which are received after July 6, 2022.

A3.2 Exhibitors should arrange payment within 7 working days after receiving the order confirmation. For payments made by TT, please scan and email the bank bill details to official contractor for reference. The order will be deemed to be valid with the receipt of the payment only. Any late or overdue payment, the order will be automatically canceled. For late submission, there is no guarantee of provision of services.

A4. Performance Bond

A4.1 A Performance Bond must be paid to the Official Stand Contractor by all exhibitors for their stand construction. This Performance Bond is a refundable performance Bond. The performance bond is calculated on the basis of stand area. Details of the payment appear in the “**Form 3 Construction Management**”.

A4.2 The Performance Bond is levied in order to ensure that the rules and regulations are abided by and to cover any damages arising directly or indirectly from any infringement. The Performance Bond will be refunded in full within 30 working days of the completion of the stand dismantling, provided that the stand dismantling is completed on time and no infringement is made during the stand construction, exhibition and stand dismantling periods.

A4.3 No Performance Bond will be refunded onsite.

A4.4 All bank charges in relation to the Performance Bond shall be borne by the exhibitor or their appointed contractor. If the amount is insufficient after deduction of Performance Bond, the invoice will be issue on site by the Official Contractor to the exhibitor or their appointed contractor and the balance amount should be made on site

A4.5 The performance Bond MUST NOT be refunded to a third party.

A4.6 The original payer account will be the sole payee account for refund from official contractor.

A4.7 Performance Bond that received by cash will only be refund in Cheque or Telegraphic Transfer.

A4.8 After the show, the official contractor reserves the right of refusing refund the performance Bond, if the original receipt or Letter of undertaking is unavailable.

● **Package Booth**

B.1 The design for the package booth (3m x 3m) is depicted as below,



B.1.1 Every package booth consist of following items:

- a) System Aluminum supports and 3 sided wooden paneling completed with custom made side panel.
- b) Carpeted flooring
- c) Exhibitor Company Name in Chinese and English on the booth fascia board.
- d) x1 Information Counter, X2 White Folding Chair, x2 Black Leather Arm Chairs, x1 Round Table, x2 100W Spotlights and x1 220V 5Amp Electrical Outlet. (The package booth is in multiple of 9sqm. will also be furnished with all above facilities in multiple.)

B.1.2 Shell Scheme Package Booth requirements:

- a) The Exhibitor Company Name in Chinese and English to be written on the fascia board will be subjected to the contents completed in “**FORM 1, Shell Scheme Fascia & Layout**”.
- b) In addition to the basic facilities provided for each booth, exhibitors who need to apply for other furniture and facilities shall complete “**FORM 2, Furniture and Electrical Fittings**”.
- c) All the construction materials and the furniture offered by official contractor are on rental basis. Exhibitors are not allowed to nail/paint or drill on the materials.
- d) Exhibitors are not supposed to dismantle or hang any heavy weight items on the rented material. For safety reason, exhibitor is prohibited to install the booth by themselves.
- e) The power socket of 5A/220V is for usage of TV, PC, recharging of mobile phone only.
- f) The power socket of 5A/220V Connecting to machine and lights are strictly prohibited.
- g) Please take note that there is no storage space onsite.

● Raw Space/Special Design Booth

C.1 Special Design Booth

C.1.1 All exhibitors are responsible to ensure their appointed contractors who construct the special design booth are registered Construction Companies and they must proceed as follows:

Exhibitors or Their appointed contractors are required to submit the following documents to Official Contractor:

1. Qualification certificate for construction company (registered fund should be up to RMB1,000,000):
 - 1) The photocopy of business license; 2) Letter of warrants by corporate juridical person; 3) Exhibition construction achievements demonstration.
2. Related service forms:
 - 1) Summary Form 2) Form 3 Construction Management; 3) Form 4 Application form for Special Design Booth Contractor; 4) Form 5 Electricity, Water and Compressed Air; 5) Form 6 Telephone line and Internet Access; 6) Form 7 Declaration of Work Safety and Security (Exhibitors with raw space should fill up this form):Original copy will be needed; 7) Form 8 Appointment of Raw Space Contractor (Exhibitor should fill up this form): Original copy will be needed; 8) Form 9 Declaration of Work Safety and Security - Single Storey (Exhibit producer should fill up this form): Original copy will be needed; 9)Form 10 Declaration of Work Safety and Security - Double Storey (Applicable for Special Design stand Contractor only): Original copy will be needed; 10)Form 11 Exhibition Construction Management Punishment Regulation: Original copy will be needed.
3. Booth design scheme (please mark the booth number and exhibitor name on all the drawings):
 - 1) Color design sketch: a paper document in 3 copies, and an electronic document; 2) Booth plan: a paper document in 3 copies, and an electronic document; please mark the dimension and neighbor booth number, and the position of the machines (if any). 3) Booth elevation: a paper document in 3 copies, and an electronic document; Please mark the booth height; 4)Booth working drawing: a paper document in 3 copies, and an electronic document; dimension and hoisting position (if any) must be marked. 5) Circuit diagram: a paper document in 3 copies, and an electronic document; switch box and the circuit running direction must be marked. 6) Material used for booth construction must be stated; 7) Double storey stand (if any): an original set of stand structural drawing with endorsement and stamped of National Registered Professional Structural Engineer to be submitted to Official Contractor for approval.



Official contractor will email the Order Form to exhibitors or contractor according to the relevant documents submitted.



Exhibitors or exhibit producers should sign and email the Order Form to the relevant person in charge, and arrange the payment according to the order amount and bank information. If it is transferred by TT, please scan and email the bank bill. In order to facilitate the issue of the invoice and timely deposit refund, please indicate the following information in the Email: 1. Invoice Title; 2. Refunded deposit information: company name, bank name, bank account, contact telephone number & email, company address, bank address, swift code; 3. Payable Name (company or individual).



After the confirmation of the payment, the order will be deemed to be confirmed, and the items mentioned in the order will be supplied on site.

Remarks:

- 1) Exhibitors or contractor for raw space must submit the documents to official contractor before June 6,2022 together with the hall management fee, fees for working pass, move-in car pass, water, electricity and compressed air, and the construction deposit. Otherwise contractor will be prohibited from move-in.
- 2) Overdue order form submitting may result in unavailable service.
- 3) Please mark the booth no. and company name in all the email & forms.

C.2 Examination and Approval for Raw Space Design

C.2.1 Beijing GISACA Exhibition Co., Ltd., Beijing Zhongzhuang Ronde Expo Co.,Ltd., Beijing INSENO Exhibition Service.,Ltd. have been appointed as the Official Stand Contractor to provide furniture and lighting rental service, auditing raw space design, approval of construction of special design stand and to provide electricity, water and compressed air for exhibits and equipments. Please refer to the relevant order forms for details.

C.2.2 All the Raw space booth design sketch must be testified and approved by organizer and official contractor, otherwise booth construction will be prohibited. Organizer reserves the right to inform the constructor to dismantle it at the expense of the exhibitor, if there is any construction without approval.

C.2.3 If there is any double storey stand, all the double storey design drawings must be endorsed and stamped by National Registered Professional Structural Engineer, and send the original document to Official Contractor for approval.

C.2.4 For the drawings needed, please refer to the above mentioned process.

Special Statement:

The following rules have the binding force for all the exhibitors and contractor. The Organizer/Official contractor and the relevant regulating departments reserve the right to make revisions on the construction plans submitted by the Exhibitors and their contractors. All the preparation and construction work shall not be commenced until the approval from the Organizer/official contractor is obtained. **Otherwise the Exhibitor or the constructors shall bear all the consequences incurred.**

C.3 Raw Space Booth Construction Regulations

C.3.1 The appointed Contractor need to submit the design plan according to the regulation and to pay for all related fees.

C.3.2 The height limit of indoor booth and the decoration is set at 5m, outdoor is 4.5m.

C.3.3 No naked flame or welding is allowed in the exhibition halls. No inflammable, explosives, poison and corrosion shall be allowed to be brought into the exhibition halls.

C.3.4 Material for booth decoration must comply with the safe standard and rule of the fire regulation. No inflammable, explosives, poison and corrosion shall be used for decoration.

C.3.5 It is not allowed to hang any heavy weight to the structure of the venue.

C.3.6 All the appointed constructors must use materials which are permitted by the authorities. There is no storage space on site, as such all contractors must clear their belonging or put it in their booth respectively.

C.3.7 Booth Rule

a) Carpet or other floor material must be laid on to the contracted floor space, the material used should be national approved and design must be safe and sounds in construction.

b) No part of the booth structure may extend beyond the boundaries of the site allocated.

c) Whether for booth or exhibit fixing, no nailing, drilling on the floor, pillars or walls will be allowed, adhesives and glues on the floors, pillars or walls will be strictly prohibited. Exhibitors shall be liable for all costs arising from restoring or repairing facilities. Exhibitors are responsible for any misbehavior of its staff and the staff of its agents and contractors.

d) For public safety, any glass panel that use for stand construction must be minimum thickness of 8mm in tempered or laminated finished, a significant signs of “beware of glass panel” to be incorporated for glass wall; and the wall must be securely and safely installed. Any glass platform to be designed and constructed from ground support of stainless steel elements and no glass platform as a primary stand support is allowed. Drawings to be submitted to Official Contractor for approval.

e) Any full height wall must be minimum thickness of 120mm. For safety reason, any pelmet or bulkhead that crossing more than 6m in length; an additional column to be incorporated.

f) The installation personnel are required to use the necessary protective equipment such as safety helmet, and must wear safety belt when working range higher than 2 meters.

C.3.8 Booth Fitting & Boundaries

a) All booths and national pavilions must be carpeted or laid with some form of flooring as clear demarcation of contracted space within the Exhibition hall. Except for island booth and national pavilion structures, a back wall must be installed for all other structures. Booth with adjoining neighbor(s) should also be separated with the necessary side-wall(s).

b) All back walls not covered by neighboring booth must be covered carefully and properly with white solid material. The appearance must be a plain white surface.

c) Exhibitors are not permitted to display, hang, or distribute any exhibit, material, furniture or product, nor extend their structures and fittings, beyond their contracted boundaries.

d) Unless permitted by the Organizers/Official contractor, no exhibitor shall be allowed to hang any decorations or other articles up to the height limit of the decoration or the surrounding banisters of the second floor of the exhibition halls.

e) Erection of partitions or display boards which could hamper the fire fighting system and the air-conditioning diffusers and air flow inside the Halls/Rooms is not allowed, all the entrances and exits shall remain open and clear, booth or exhibits are not allowed to block the passages and entrances which designated by the Organizers and fire safety bureau. In case on violation of such rules, the Organizers/official contractor and fire safety bureau reserve the right to adjust and reconstruct such booth and all charges are to be borne by the exhibitors.

f) Any temporary structures erected must keep a minimum clearance of 1.2 meters (4 feet) from door opening to fire cabinets, electrical and mechanical riser and alarm call points. The back wall of the booth shall keep at least a distance of 60cm from the wall of the halls to make the security check easier.

g) For easy access, The Organiser is to encourage the stand design to be visible and could be seen through from aisles.

h) For consideration of smooth progress, public safety and no obstruction on aisles, Official Contractor are responsible and reserves the rights to advise the exhibitor or their appointed contractor to make any rectifications to any stand construction or set up that could cause the public safety.

C.3.9 Painting

Major paintings of displays and exhibition materials are not permitted in the exhibition hall during the set up and exhibiting days. However, “touch-up” painting of the displays and Exhibition materials is permitted in the Exhibition hall, provided such work is undertaken during the Move-in period only and all safety precautions and protective surface coverings are put in place.

Any irritable, un-environmental friendly or unsafe paint are strictly forbidden.

These precautions include:

- a) Painting in an area with proper ventilation
- b) Use of Non Toxic Paints
- c) Covering the concrete floor with plastic sheet
- d) No painting near the Center's vertical structure(i.e. walls)
- e) No washing of paint material within or surrounding the center

C.3.10 Instruction for Double-Storey Booth Construction

Not advisable to construct Double-Storey Booth.

C.4 Booth Cleaning

C.4.1 Move-in

All raw space exhibitors are responsible to ensure that their raw space site is clear of any bulky or large rubbish during move in. There is no storage space onsite. If the exhibition area is not clean, the official contractor reserved the right to charge accordingly at the exhibitor/contractor expenses.

C.4.2 Show time

The Organizers will arrange the general cleaning of the aisles prior to the opening of cippe2022, it is the responsibility of the exhibitor to keep its booth tidy at all times.

C.4.3 Move-out

During move out, contractor/exhibitor should remove all items. There is no storage space on site. The official contractor shall deduct the deposit if any exhibitor/contractor found to violate the regulations.

C.5 Electricity, Water and Compressed Air Supply

C.5.1 GISACA, ZHONGZHUANG RONDE, INSENO are the appointed official contractors to carry out all electrical work on all booths (package booth and raw space) at the Exhibition and all charges therefore shall be paid by the exhibitors or contractors.

C.5.2 For the security reason, the connection of water\power\compress air from main switch is installed by the exhibition hall. The exhibitor is responsible for the connection to their machine and equipment.

C.5.3 The general ceiling lighting are equipped in the Exhibition hall. The electrical powers are available in 3 phase 380V/50Hz and Single Phase 220V/50Hz. For the standard package booth, the organizer will supply the basic electrical power for general electronic used (220V/50Hz 5 Amp). Exhibitors who are require the electricity and additional order of electricity supply shall complete the "FORM 5 ELECTRICITY, WATER & COMPRESSED AIR" and the electrical plan to be submitted together with the form.

C.5.4 Electricity will be cut off after the closing of the exhibition each day. However, a 24-hour power supply can be provided at the exhibitor's cost by prior applications to the official contractor.

C.5.5 Temporary power supply can be arranged during move-in, please contact the official contractor should you require such services.

C.5.6 The electricity requirement for lighting and power should be applied separately.

C.5.7 The installation personnel for electrical wiring and facilities must hold National Registered and valid electrician operation certificates. A copy of the certificates must be submitted to Official Contractor for verification.

C.5.8 All the electrical items included the connector, light fitting, tools and electronic gears must be China Certified and all wiring and cabling connection to be installed according to local requirement with double-sheath copper wires and cable lines must be used, and the section of the conducting wires must be ≥ 1.5 mm. Exposed connection or any improper connection are strictly prohibited.

C.5.9 Exhibitors who rent the compressed air and water from the official contractor should provide their own air drier and water circulation device.

C.5.10 In accordance to Beijing Authority, no direct discharge of water from machine is allow, exhibitors are responsible to prepare and install the adequate container recycling purpose. For any infringement that found on site, the provision of water supply will be terminated immediately.

C.5.11 For consideration of public safety, air compressor inside hall are strictly prohibited; the air compressor to be placed outside the exhibition hall with Official Contractor approval.

ATTENTION

- a) Please ensure that you have purchased sufficient power for your exhibits and equipment.
- b) No strong-lights, flashing lights, neon lights could be used by exhibitors. All electrical devices shall be warranted for safety. The Organizers/official contractor shall stop the supply of electricity to those exhibitors whose electrical devices are possibly dangerous or pose other disturbance to other exhibitors and the visitors.
- c) Please ensure that you have ordered one power outlet for each individual machine, and no universal extension outlets shall be used.
- d) If any exhibitor's electricity consumption exceeds the applied consumption, and causes harmful effects to the operation of the machines of other exhibitors or the electrical system of this show, the Organizers/official contractor shall immediately stop the supply of electricity to such booths, and exhibitors should be responsible for any losses caused therefore.
- e) No compressed air system is allowed to be placed in the hall. Please contact the official contractor if you need to order any compressed air for your equipment.

C.6 BOOTH DISMANTLING

C.6.1 Booths may be dismantled only after the closure of the exhibition. All dismantling and restoration of the flooring must be completed not later than 9:00 p.m. July 8,2022

C.6.2 After this date, the Organizers/official contractor shall be at liberty to remove and store the exhibits until claimed by the exhibitor. All the costs thus caused by the removal and storage and the risk of theft, loss or damage shall then be the exhibitor's responsibility.

C.6.3 Exhibitors are responsible for their booth area cleanliness and wellness and to ensure that after the booth dismantling, exhibitor or their appointed contractor has to inform Official Contractor for site inspection to ensure there isn't any damage and the debris is cleared.

C.7 DAMAGE TO HALL FACILITIES CAUSED BY EXHIBITORS

Once the exhibition is closed, stands, including flooring, must be restored to their previous condition.

Exhibitors shall be liable for any damage caused to the building or its equipment and for damage to flooring caused by the leakage of oil.

C.8 Fire precautions and the dangerous materials

C.8.1 Materials to be used for the construction and installation of the exhibition stand and any other structures must consist entirely of Non-flammable materials with a burning diffusion rate not lower than Class B1 as required by both national and local fire-control regulations of Beijing. For fire safety precaution, every 50sqm there should be provided at least x1 fire extinguisher.

C.8.2 All designated hall aisles must not be obstructed or built upon.

C.8.3 Smoking is strictly prohibited inside exhibition hall, aisles, booth area, and any rooms inside the exhibition hall.

C.8.4 All Exhibitors must comply with and ensure all their contractors, staff, agents, and servant, etc, comply with the prevailing government fire prevention law and the fire safety regulations and building codes of the Beijing Fire Safety Bureau, the Organizers and the Official Contractor.

a) Any person who encounters an outbreak of fire, however slight, should activate the fire alarm and subsequently endeavor to extinguish it or confine it with the fire extinguishers and/or remove all items in that vicinity.

b) No packing materials or brochures may be stored behind the walls of perimeter booth or any other designated service areas. Fire lane in and around the Center must remain clear and unobstructed.

c) Written approval must be obtained from the Beijing Fire Safety Bureau for the following:

- Display and use of any heater, barbecue, heat producing or open flame devices, candles, lanterns, torches, welding equipment or other smoke emitting materials as part of the exhibit.

- Display and use of any electrical, mechanical, or chemical devices which may be deemed hazardous. If there is any question, if devices may be deemed hazardous, submit them to the appropriate controlling authorities for approval.

- All toxic and hazardous material, including flammable liquids, compressed gas or dangerous chemicals is not

permitted in the hall.

- Each booth should appear a sufficient number of fire extinguishers and other fire-fighting equipment, as detailed in "The provisions of the Beijing Municipal Fire Safety"

C.9 LOCAL REGULATIONS

9.1 It shall be the exhibitor's duty to respect and honor all local regulations, in particular safety and fire regulations, and local administration laws and regulations.

9.2 The Organizers are authorized to comply with all the rules and regulations, and execute the punishment, for the non-compliance or violations.

C.10 OTHERS

10.1 Other Regulations and Notices can be referred to the notes on Order Forms.

10.2 Exhibitors shall complete all the necessary forms and pay for the relevant expenses in accordance with the schedule of this technical regulation, otherwise the requirements of the exhibitors will not be guaranteed.

10.3 All the Exhibitors and Constructors must obey the exhibition regulations and notices.

Summary Form

***Deadline: June 6, 2022**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact:	Mobile Phone Number:	
Tel:	Fax:	
Email:	Hall No.:	Stand No.:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE


 Reply at your request
 Rental Application

Forms	Description	Remark
Summary Form	Summary of Service Forms	-
Form 1	Shell Scheme Fascia & Layout	Submit online
Form 2	Rent Furniture and Plants	Optional
Form 3	Construction Management	Compulsory for raw space
Form 4	Application form for Special Design Booth Contractor	Compulsory for raw space
Form 5	Electricity, Water and Compressed Air	Optional
Form 6	Telephone line and Internet Access	Optional
Form 7	Declaration of Work Safety and Security (Applicable for Special Design stand Exhibitor only)	Compulsory for raw space
Form 8	Appointment of Raw Space Contractor (Applicable for Special Design stand Exhibitor only)	Compulsory for raw space
Form 9	Declaration of Work Safety and Security - Single Storey (Applicable for Special Design stand Contractor only)	Compulsory for raw space
Form 10	Declaration of Work Safety and Security - Double Storey (Applicable for Special Design stand Contractor only)	Optional for raw space
Form 11	Exhibition Construction Management Punishment Regulation	Compulsory for raw space

Form 1 Shell Scheme Fascia & Layout

***Deadline: June 6, 2022**

Please email this form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact :	Mobile:	
Tel:	Fax :	
Email:	Hall No.:	Stand No.:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

● Basic Fittings (9 sqm. shell scheme booth):

Build up with 3 sided walls, selected carpeting, designed fascia board in Chinese and English, x1 Information Counter, x 2 White Folding Chair, x2 Black Leather Arm Chairs, x1 Round Table, x2 100W Spotlights and x1 220V 5Amp Electrical Outlet.

● Fascia Lettering (Applicable for shell scheme booths only):

Exhibitors to fill in the English & Chinese fascia name at below clearly. For any alteration of fascia name that make on-site to be charge by on site rate.

● English Name:

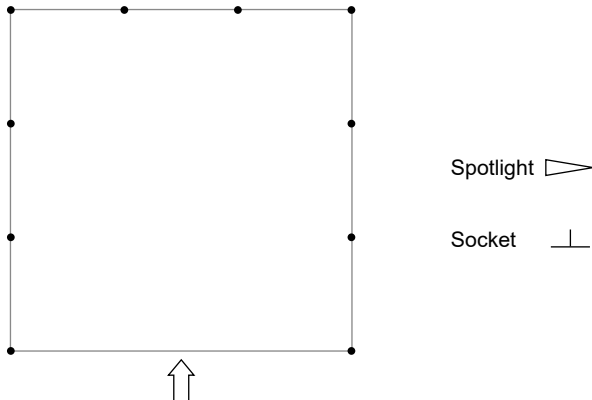
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● Chinese Name:

--

● Electrical Layout Plan

Please submit your electrical order on the plan with dimension and annotation clearly as below:



Form 2 Rent Furniture and Plants

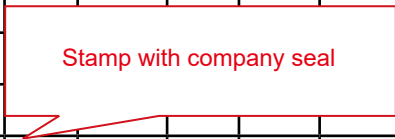
In order to standardize the order of the exhibition, exhibition equipment, flowers or green plants required for the exhibition can be rented from the venue or provided by oneself. Please declare in advance if you need to bring your own equipment or plants. The specific declaration process is as follows:

Declaration

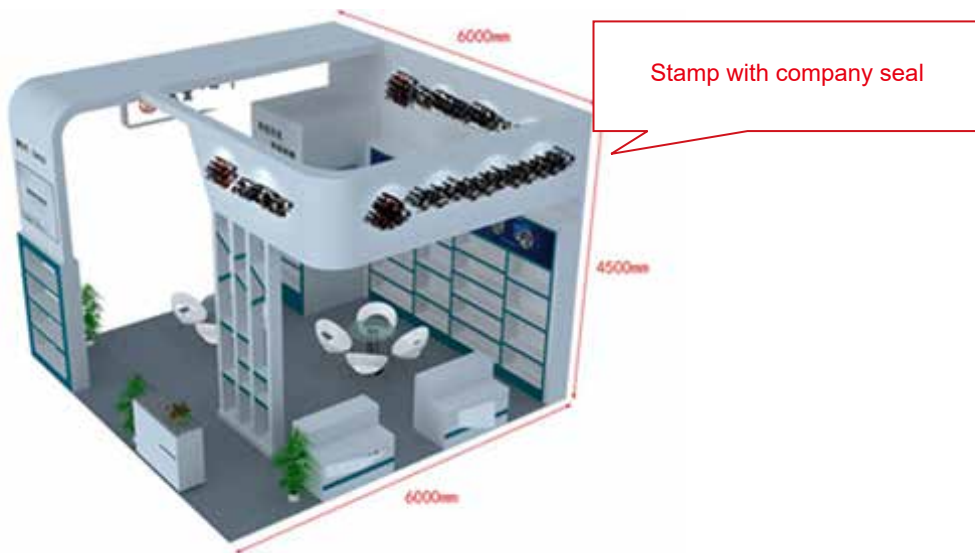
- 1. The declarer must be exhibitors or booth contractors; Exhibitors' exhibits and special customized materials can enter the venue without declaration
- 2. Declaration materials must be submitted to sfcs2@ciec.com.cn before 17:00 June 22, 2022 (Sundays and holidays excepted), with name of the exhibition as the email title. Overdue declaration mail will not be processed by our company, which may result in the failure to enter in the venue of the materials.
- 3. Declaration materials: Design sketch with official seal(which shows the location of booth, equipment, flowers and plants) and completely filled Declaration Form for Equipment, Flowers and Plants.

Reply at your request Rental Application

Declaration Form													SN		
Exhibition Name								Exhibition Date							
Booth Number	Furniture (Quantity)							Flowers & Plants (Quantity)			Exhibitor or contractors Company Name	Contact Person	Phone Number		
	Tabel	Chair	Sofa	Brochure Rack	Water Dispenser	Refrigerator	TV	Others	Flowers	Plants				Others	



- 1. The declarer must be exhibitors or booth contractors; Stamp with company seal for both Declaration Form and Design sketch.
- 2. "Other items like umbrella, garbage bin, clothes hanger, tablecloth, guardrail, etc"that cannot be clarified, just fill out the name and quantity of the items.
- 3. The declaration receipts are stored in the rented office in the middle of W1-2 and E1-E2 uploading area. The declaration units with valid certificates or certification materials and receives the "Declaration Form" after verification.
- 4. After verification by security personnel on site, you can enter the venue on the basis of the Declaration Receipt with official seal of Exhibition Service Department and valid certificates.
- 5. The declaration deadline is 10 working days before the first day of the exhibition. The declaration materials submitted after the declaration deadline are considered invalid without final confirmation of the exhibitor's uniform (excluding national statutory holidays and public holidays).
- 6. The declaration form and the real effect drawing of the exhibition stand should be submitted to the email address of the Exhibition Service Department: sfcs2@ciec.com.cn.



Verification

1. We will reply by mail before 17:00 June 23, 2022 to those who have problems with the declaration materials. Companies with faulty declaration materials should submit the required documents before 17:00 June 30, 2022.
2. A declaring entity that has not received an email reply shall be deemed to have passed the declaration.
3. Consultation Hotline:Mr. Yao 86-13552026057

Ask for Declaration Receipt

Please take valid ID card to the official rental service hub, the loading zone of W1-W2 (W side booth) or the loading zone of E1-E2 (E side booth), to collect the declaration receipt from July 4 on.

Entrance

After verification by security personnel on site, you can enter the venue on the basis of the Declaration Receipt and valid certificates.

Thanking you in advance for your support and cooperation!

Beijing CIEC Business Service Co.,LTD
December, 2021

Declaration Form										SN					
Exhibition Name	Exhibition Date														
Booth Number	Furniture (Quantity)						Flowers & Plants (Quantity)			Exhibitor or contractors Company Name	Contact Person	Phone Number			
	Tablet	Chair	Sofa	Brochure Rack	Water Dispenser	Refrigerator	TV	Others	Flowers				Plants	Others	

1. The declarer must be exhibitors or booth contractors; Stamp with company seal for both Declaration Form and Design sketch.
2. *Other items like umbrella, garbage bin, clothes hanger, tablecloth, guardrail, etc* that cannot be clarified, just fill out the name and quantity of the items.
3. The declaration receipts are stored in the rented office in the middle of W1-2 and E1-E2 uploading area. The declaration units with valid certificates or certification materials and receives the "Declaration Form" after verification.
4. After verification by security personnel on site, you can enter the venue on the basis of the Declaration Receipt with official seal of Exhibition Service Department and valid certificates.
5. The declaration deadline is 10 working days before the first day of the exhibition. The declaration materials submitted after the declaration deadline are considered invalid without final confirmation of the exhibitor's uniform (excluding national statutory holidays and public holidays).
6. The declaration form and the real effect drawing of the exhibition stand should be submitted to the email address of the Exhibition Service Department: sfcs2@ciec.com.cn.

The Declaration Procedures

In order to standardize the order of the exhibition, exhibition equipment, flowers or green plants required for the exhibition can be rented from the venue or provided by oneself. Please declare in advance if you need to bring your own equipment or plants. The specific declaration process is as follows:

Submission

1

1. The declarer must be exhibitors or booth contractors; Exhibitors' exhibits and special customized materials can enter the venue without declaration.
2. Declaration materials must be submitted to sfcs2@ciec.com.cn before 17:00 June 22, (Sundays and holidays excepted), with name of the exhibition as the email title. Overdue declaration mail will not be processed by our company, which may result in the failure to enter in the venue of the materials.
3. Declaration materials: Design sketch with official seal (which shows the location of booth, equipment, flowers and plants) and completely filled Declaration Form for Equipment, Flowers and Plants.

Declaration Form										
Exhibitor Name	Equipment					Flowers & Plants				
	Area	Type	Qty	Remarks	Area	Type	Qty	Remarks	Area	

Stamp with company seal

The declarer must be exhibitors or booth contractors. This form must be filled out by the declarer and signed by the exhibitor. The declaration materials must be submitted to sfcs2@ciec.com.cn before 17:00 June 22, (Sundays and holidays excepted), with name of the exhibition as the email title. Overdue declaration mail will not be processed by our company, which may result in the failure to enter in the venue of the materials. The declaration materials must be: Design sketch with official seal (which shows the location of booth, equipment, flowers and plants) and completely filled Declaration Form for Equipment, Flowers and Plants.



2

Verification

1. We will reply by mail before 17:00 June 26, 2022 to those who have problems with the declaration materials. Companies with faulty declaration materials should submit the required documents before 17:00 June 30, 2022.
2. A declaring entity that has not received an email reply shall be deemed to have passed the declaration.
3. Consultation Hotline: Mr. Wang: 86-16601129959
Mr. Yao: 86-18081351678

3

Ask for Declaration Receipt

1. Please take valid ID card to the official rental service hub, the loading zone of W1-W2 (W side booth) or the loading zone of E1-E2 (E side booth), to collect the declaration receipt from July 4 on.
2. Entrance:
After verification by security personnel on site, you can enter the venue on the basis of the Declaration Receipt and valid certificates.
Thanking you in advance for your support and cooperation!



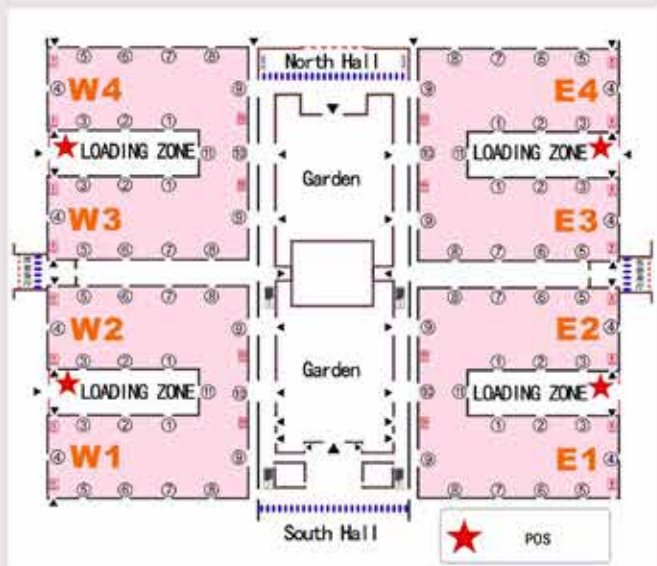
Customer service

































Service phone
 W1W2: 010-80468229
 E1E2: 010-80468230
 Mob: 13691586795/13718950279
 Service supervision: 010-80468237/80468249
 E-mail: sfcs@ciec.com.cn



Service Time
 Exhibition period: 9:00-17:00
 Last day of exhibition: 9:00-21:00
 Development period: 9:00-17:00



CIEC Furniture Rental List

 SFJ0001 360_400_710_930H Bar Stool Price: 70.00	 SFJ0005 460_480_770H Folding Chair Price: 20.00	 SFJ0010 580_600_900H Black Leather Chair Price: 70.00	 SFJ0006 450_400_8000H White Chair Price: 70.00	 SFJ0004 650_550_450_500H Single Sofa Chair Price: 100.00	 SFJ0114 650_550_450_500H Imus Chair Price: 70.00
 SFJ0115 650_550_480_500H Large Imus Chair Price: 100.00	 SFJ0011 550_600_900H Conference chair Price: 100.00	 SFJ0048 450_450_450H Sofa Stoo Price: 80.00	 SFJ0041 730_660_660H Single Seater Sofa Price: 230.00	 SFJ0042 1580_660_660H Two Seater Sofa Price: 360.00	 SFJ0036 550_550_450 Square Tea Table Price: 80.00
 SFJ0016 Glass Surface	 SFJ0014 White Wood surface	 SFJ0021 Square Bar Table Price: 90.00	 SFJ0030 1200_600_750H Folding Table Price: 180.00	 SFJ0033 Table Skirt Price: 90.00	 SFJ0028 Conference Table Price: 1200.00
 SFJ0049-52 45/50/55/60-inch TV Price: 600/800/ 1000/1200	 SFJ0063 Water Dispenser Price: 150.00	 SFJ0065 15A220V Coffee Machine Price: 700.00	 SFJ0060 550_600H_1550H Refrigerator Price: 600.00	 SFJ0054 TV Stand Price: 300	 SFJ0056 42-inch Touch Integrator Price: 2000.00
 SFJ0068 1*round table 4*white chairs Set A Price: 300.00	 SFJ0116 1*table 4*small imus chairs Set B Price: 350.00	 SFJ0117 1*table 3*large imus chairs Set C Price: 350.00	 SFJ0080 Magazine Rack Price: 70	 SFJ0076 Isolation Belt Price: 50.00	 SFJ0102 1000_500_2000 Goods Shelves Price: 300.00

If you have any questions or special needs, please contact us: sfcs@ciec.com.cn

Form 3 Construction Management

***Deadline: June 6, 2022**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact:	Mobile Phone Number:	
Tel:	Fax:	
Email:	Hall No.:	Stand No.:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

Reply at your request
Rental Application

Description	Unit	Unit Price (RMB)		Qty	Total Cost (RMB)
Hall Management fees	sqm.	38			
Work Pass	Person	38			
Move-in/out car pass (limited 2hr)	Car/2hr	70			
Garbage clean fees	sqm	6			
Hang Point fees	Point/50kg	800			
Construction Deposit	Per 100 sqm	≤100 sqm	20,000.00		
		101~200 sqm.	40,000.00		
		≥1000 sqm.	200,000.00		
Total Cost (RMB):					

Notes:

- Pricing for "Hang Point fee" indicated above are means for lease fees only. Any Installation or hanging works is not included. Exhibitor is responsible to arrange their stand hanging installation works.
- Hang point is for hanging banners only. Hanging of booth structure is strictly prohibited, and the hanging items should not connected with the ground structure for support. All hanging items must have official contractor approval before installation.
- The actual quantities of the hang point that require for hang item are subjected to the final decisions on site that determined and calculated by the exhibition hall hanging specialist.

Form 4 Application form for Special Design Booth Contractor

***Deadline: June 6, 2022**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact:	Mobile Phone Number:	
Tel:	Fax:	
Email:	Hall No.:	Stand No.:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

Show Name:	The 22 nd China International Petroleum & Petrochemical Technology and Equipment Exhibition				
*Exhibitor Company Name:		Tel:			
* Contractor Name:		Tel:			
Location:	Hall No:	Stand No:			
* Number of worker:	Electrician:	Carpenter:	Others:		
	Total:				
* Construction Area:	Area:	* Size:	Long:	m	Wide: m
* On-site Manager:	Name:	Cell phone:			
* Security Manager:	Name:	Cell phone:			
* Number of Hang Point:	(each hang point load should less than 50KG.)				
* Materials:					
* Electricity(KW):					
Signature:	Name:	Cell phone:			

Reply at your request
Rental Application

Form 5 Electricity, Water and Compressed Air

***Deadline: June 6, 2022**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact:	Mobile Phone Number:	
Tel:	Fax:	
Email:	Hall No.:	Stand No.:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

Reply at your request
Rental Application

Description	Unit Price (RMB)	Quantity	Amount(RMB)
Electricity for Lighting Use			
15A/220V	1100.00		
20A/220V	1700.00		
30A/220V	2100.00		
40A/220V	3300.00		
50A/220V	3600.00		
60A/220V	4500.00		
Electricity for Machine Use			
Temporary15A/220V (Single Phase Switch Box)	350.00		
15A/220V/24hr(Single Phase Switch Box)	2500.00		
30A/380V/24hr(Three Phase Switch Box)	7000.00		
15A/220V(Single Phase Switch Box)	1500.00		
30A/380V(Three Phase Switch Box)	2700.00		
60A/380V(Three Phase Switch Box)	4700.00		
100A/380V(Three Phase Switch Box)	8000.00		
150A/380V(Three Phase Switch Box)	12000.00		
200A/380V(Three Phase Switch Box)	17000.00		

Form 5 Electricity, Water and Compressed Air

***Deadline: June 6, 2022**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact:	Mobile Phone Number:	
Tel:	Fax:	
Email:	Hall No.:	Stand No.:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

Description	Unite Price (RMB)	Quantity	Amount(RMB)
Water & Compressed Air			
300L/Min,Dia 9mm	2800.00		
600L/Min,Dia 12mm	4000.00		
1000L/Min,Dia 19mm	5500.00		
Water Pipe, Dia 19mm	3000.00		

Notes:

1. The compressed air supplied has an average pressure of 6-8kg. Exhibitor must ensure extra filtration if they want cleaner and drier air by bringing own filtering facility with official contractor approval. Exhibitor to ensure they have their own compressed air joint for connection to hall compressed air pipe
2. Water supplied has an average pressure of 3kg and supplied by standard flexi PVC pipe.
3. Direct dispose of machine waste water is prohibited, exhibitor have to ensure they have recycling facility, other wise it will be no water supply to the stand.

Reply at your request
Rental Application

Form 6 Telephone Line and Internet Access

***Deadline: June 6, 2022**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact:	Mobile Phone Number:	
Tel:	Fax:	
Email:	Hall No.:	Stand No.:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

Reply at your request
Rental Application

Description	Unite Price (RMB)	Qty	Deposit (RMB)	Total Cost (RMB)	Total Deposit (RMB)	Total
Telephone:						
Local telephone line (LDD)	1200.00		0.00			
Domestic telephone line (DDD)	1200.00		500.00			
International telephone line (IDD)	1500.00		3,000.00			
ISDN (Local telephone operation only)	2400.00		0.00			
Total Cost (RMB)						
Internet Services:						
256KB	4500.00		0.00			
512KB	8250.00		0.00			
1MB	12750.00		0.00			
Total Cost (RMB)						

Note: The actual telephone fee will be deducted from the deposit.

Form 7 Declaration of Work Safety and Security (Applicable for Special Design stand only)

***Deadline: June 6, 2022**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact:	Mobile Phone Number:	
Tel:	Fax:	
Email:	Hall No.:	Stand No.:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

1. We have carefully read the Letter of Responsibility for Work Safety and Security, and guarantees to the Organizer, Official Stand Contractor and New China International Exhibition Center, Beijing to strictly abide by per provision.
2. We promise to entrust a contractor with necessary qualifications as our appointed contractor, and strictly abide by the management regulations to carry out safe constructions.
3. We will submit the design sketch of the raw space (indicating the length, width and height, stand number and exhibitor company name) and the rendering of the stand to Beijing GISACA Exhibition Co., Ltd. for filing before June 6, 2022. If the booth design does not meet the requirements, the Official Stand Contractor has the right to request to change the design.
4. We will submit construction drawings to Beijing GISACA Exhibition Co., Ltd., Beijing Zhongzhuang Ronde Expo Co.,Ltd., and Beijing Inseno Exhibition Service Co., Ltd. for approval before June 6, 2022, including renderings, floor plans, elevations, circuit diagrams, electrical box location drawings and construction detail structure drawing (all drawings must indicate size and specification, as well as size and specification of all structural materials, stand number and exhibitor company name). For multi-storied or complex structure stands and outdoor stands, the following documents will be required: a detailed structure drawing of the stand (with a seal of a National First-Class Registered Structural Engineer and a review seal of the Architectural Design Institute the engineer belongs to) and the structure review report, a copy of enterprise business license of the contractor company (with official seal), the Power of Attorney issued by the corporate Legal Representative of the contractor company (with official seal), confirmation receipt of Letter of Responsibility for Work Safety and Security that is signed and sealed by the exhibitor, copies of special types of work and others.
5. The contractor shall be accountable for all safety incidents and ensued consequences caused by violation of construction management regulations, and shall bear all economic losses caused to the Organizer, Official Stand Contractor and the venue.

Confirmation Receipt of Letter of Responsibility for Work Safety and Security

Appointed Contractor Company Name:

Address of the Contractor:

Person in Charge of the Contractor Company: _____ Tel: _____

Mobile: _____

Exhibitor Company Name (stamp): _____ Stand No.: _____

Person in Charge of the Exhibitor Company: _____ Tel: _____

Mobile: _____

Reply at your request
Rental Application

Form 8 Appointment of Raw Space Contractor

***Deadline: June 6, 2022**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact:	Mobile Phone Number:	
Tel:	Fax:	
Email:	Hall No.:	Stand No.:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

Reply at your request
Rental Application

I hereby would like to inform the organizer/official contractor that _____
 _____(contractor name) as my company appointed contractor for the cippe 2022. My booth is of
 size _____(sqm), ie _____ m long by _____ m Wide. I would like to certify the followings:

1. We shall ensure that the booth is built and dismantle in a safe, systematic and organised manner; within the specified period and the appointed contractor has all relevant insurance covered.
2. We have a legally bidding contract with the appointed contractor and to ensure that the stand is built according to the Fire Safety Bureau and the rules & regulation that is set in the manual for cippe2022.
3. Both my company and the appointed contractor have read and fully understand the rules and regulation set by the organizer and the exhibition center. Failure to observe such rules can result in costly alteration on site which will be borne by my company. We will also ensure the appointed contractor will fill up and duly endorsed on form 7 & form 8 as stipulated in the exhibitor manual.
4. We understand that the organizer/official contractor may require amendments or variation of the design layout before approving the same, or may withhold approval at its discretion if the booth structure causes obstruction or pose safety hazards to other exhibitors.
5. The organizer and the official contractor shall not be liable for any damage and/or injury caused by the negligence caused by our company and/or the appointed contractor. The organizer and the official contractor reserved the right to seek compensation from our company if such damage and/or injury happen.

Company Stamp:

Signature:

Date:

Form 9 Declaration of Work Safety and Security - Single Storey (Applicable for Special Design stand only)

***Deadline: June 6, 2022**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact:	Mobile Phone Number:	
Tel:	Fax:	
Email:	Hall No.:	Stand No.:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

According to relevant regulations of Beijing and China International Exhibition Center, to ensure the safety and security of cippe2022, all contractors appointed by exhibitors must sign the Letter of Responsibility below. Please read carefully.

Letter of Responsibility for Work Safety and Security of New China International Exhibition Center

We hereby would like to inform that we are appointed by _____ (Exhibitor Company Name) for the construction management of their stand on cippe2022, and we are fully responsible for the Work Safety and Security of the stand construction.

1. Strictly abide by the *Regulations of Beijing Municipality on Safety Management of Large-Scale Social Activities, Interim Provisions of Beijing Municipality on The Fire Safety Management of Exhibitions and Commodity Fairs, Regulations on Exhibition Construction Management of China International Exhibition Center, Detailed Rules for The Implementation of Regulations on Exhibition Construction Management of China International Exhibition Center, Management Provisions for Water, Electricity, and Compressed Air in Exhibitions of China International Exhibition Center, Punishment Provisions for Exhibition Construction Management of China International Exhibition Center, Regulations on Environmental Protection of Exhibition Construction of China International Exhibition Center* and other relevant rules and regulations. And subject to the construction management, supervision and inspection of China International Exhibition Center to ensure the safety of stand and personnel.
2. Before stand construction, the construction qualification registration and filing, construction drawing approval and other procedures shall be handled in accordance with relevant provisions of China International Exhibition Center and relevant fees shall be paid.
3. The contractor shall be responsible for the safety and fire prevention during the construction, whereby it must appoint a person to be in charge of the on-site safety and be fully responsible for the safety and fire prevention.
4. The structure of stand must be firm and safe, and the construction materials should be flame-retardant or flame-retardant. It is forbidden to use elastic cloth and needle cotton fabric as decorative materials.
5. It is strictly prohibited to hang or bind the stand with the ceiling, columns, fences on the second floor and various special pipes & pipelines of the venue. All stand structures should be connected with its main structure. It is strictly prohibited to use the space truss on the top of the exhibition hall as a tool for hoisting the booth structure.

Reply at your request
Rental Application

Form 9 Declaration of Work Safety and Security - Single Storey (Applicable for Special Design stand only)

***Deadline: June 6, 2022**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact:	Mobile Phone Number:	
Tel:	Fax:	
Email:	Hall No.:	Stand No.:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

- 6. For stands with double stories, complex structures or stands to be built outside the halls, it is necessary to provide detailed structure drawings (with a seal of a National First-Class Registered Structural Engineer and a review seal of the Design Institute the engineer belongs to) and the structure review report. From design to construction, safety and security should be fully considered to ensure the firmness of the connection points of the stand and its overall structure.
- 7. Double storied stands must be equipped with extinguishers that passed annual inspection.
- 8. The stand shall not block any fire-fighting facilities, electrical equipment, emergency exits and visitor passages of the exhibition hall. For a stand with raised floor, gentle slopes leading to the public passages must be set at the edge of the floor within the stand space to prevent personal injury caused by drop between the stand floor and the venue ground. Under the fireproof rolling shutter door inside the venue, no display racks, stands, stand floor or stacking of goods are allowed. The columns where the fireproof rolling shutter doors are located shall not be wrapped or covered in any form to ensure a smooth lifting.
- 9. Special design stands shall not exceed the limited height. The height limit inside the venue is 5m and the outdoor is 4.5m.
- 10. Wind proof measures shall be taken for outdoor stands to ensure the strength, stiffness, stability.
- 11. When decorating the stand with glass materials, tempered glass must be used to ensure the strength and thickness (thickness of curtain wall glass shall not be less than 8mm), and the installation shall be reasonable and reliable. Metal frame or professional hardware must be used. Elastic materials shall be used as cushion between the metal frame or hardware and glass materials. Large area glass materials shall be pasted with obvious signs to prevent crushing and wounding. If a glass floor is used, the supportive column and wall must be fixed below the floor, and the stand shall not be erected directly above the smooth glass surface.
- 12. The construction materials shall comply with the material usage standards of relevant national departments for temporary buildings, and shall be reasonable in combination with the characteristics of the exhibition, and shall meet the national environmental protection requirements as well.
- 13. Smoking is strictly prohibited inside the venue. Inflammable and explosive articles shall not be used in stand construction, and open frame operation is strictly forbidden.
- 14. It is strictly forbidden to use fully enclosed ceiling. The stand ceiling shall not block any fire-fighting facilities on the top of the exhibition hall, and should has at least 50% of the plane open area, so as to ensure the ensure the fire safety..
- 15. On-site construction workers shall wear entrance badges entering the exhibition hall. It is strictly prohibited to have inconsistent badges or badges-trafficking. Professional technicians must hold work permits.

Reply at your request
Rental Application

Form 9 Declaration of Work Safety and Security - Single Storey (Applicable for Special Design stand only)

***Deadline: June 6, 2022**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact:	Mobile Phone Number:	
Tel:	Fax:	
Email:	Hall No.:	Stand No.:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

16. It is forbidden to use neon lights in stands. Lighting fixtures and other electrical facilities and materials shall have national professional safety certification, and shall be constructed, installed and used in accordance with Beijing electrical code standards. Double insulated sheathed wires shall be used for electrical connection and installation, and the connection terminals must be completely closed, not exposed, and covered with insulation box.

17. The 24-hour power supply provided by China International Exhibition Center cannot be used as uninterruptible power supply.

18. Contractors shall not use the distribution box, water source, gas source and other fixed facilities of the venue. Rain proof lamps, sockets, distribution boards, etc. shall be selected for outdoor installation, and reliable rain proof measures shall be taken for outdoor electrical equipment.

19. After the opening of the exhibition, contractors must arrange on-site safety directors and full-time personnel on duty, and deal with problems in time.

20. When dismantling, contractors must withdraw all construction materials from the venue. It is strictly prohibited to stack them in the stand or exhibition center.

21. The contractor office reserves the right to impose special restrictions on special circumstances. Administrators of the contractor office have the right to enter the stand for inspection. All contractors for special design stands must remove the garbage from the venue before the end of the withdrawal on July 8, 2022, and shall not maliciously discard any garbage around the exhibition venue. Otherwise, the Official Stand Contractors have the right to deduct all construction deposits.

22. Contractors shall conduct civilized construction during the move in / move out, and barbaric operation is strictly prohibited. Contractors will be fully responsible for the safety accidents caused thereby.

23. Contractors shall be fully responsible for all safety accidents such as casualties, fire and damage to venue buildings and facilities caused by any violation of the above provisions during the construction, withdrawal and transportation, and shall bear all reputation and economic losses caused to the Organizer, the Official Stand Contractor and New China International Exhibition Center.

I have carefully read the Letter of Responsibility for for Work Safety and Security and guarantee to strictly abide by this provision.

Contractor Company (Stamp):

Signature:

Date:

Mobile:

Reply at your request
Rental Application

Form 10 Declaration of Work Safety and Security - Double Storey (Applicable for Special Design stand only)

*Deadline: June 6, 2022

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact:	Mobile Phone Number:	
Tel:	Fax:	
Email:	Hall No.:	Stand No.:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

According to relevant regulations of Beijing City and China International Exhibition Center, in order to ensure the safety and security of cippe2022, all contractors appointed by exhibitors must sign the Letter of Responsibility below. Please read carefully.

Letter of Responsibility for Work Safety and Security (Double Storey Stand) of New China International Exhibition Center

We hereby would like to inform that we are appointed by _____ (Exhibitor Company Name) for the construction management of Stand _____ (Stand No.) on cippe2022, and we are fully responsible for the Work Safety and Security of the stand construction.

1. Strictly abide by the *Regulations of Beijing Municipality on Safety Management of Large-Scale Social Activities, Interim Provisions of Beijing Municipality on The Fire Safety Management of Exhibitions and Commodity Fairs, Regulations on Exhibition Construction Management of China International Exhibition Center, Detailed Rules for The Implementation of Regulations on Exhibition Construction Management of China International Exhibition Center, Management Provisions for Water, Electricity, and Compressed Air in Exhibitions of China International Exhibition Center, Punishment Provisions for Exhibition Construction Management of China International Exhibition Center, Regulations on Environmental Protection of Exhibition Construction of China International Exhibition Center* and other relevant rules and regulations. And subject to the construction management, supervision and inspection of China International Exhibition Center to ensure the safety of stand and personnel.
2. For double storied stands, it is necessary to provide detailed structure drawings of the stands (with a seal of a National First-Class Registered Structural Engineer and a review seal of the Design Institute the engineer belongs to) and the structure review report. From design to construction, safety and security should be fully considered to ensure the firmness of the connection points of the stand and its overall structure.
3. Carpets shall not be used on the second floor, and fireproof metal decks or other materials meeting Class B1 fire protection requirements shall be used.
4. The double storied stands must be equipped with annually checked-up fire extinguishers, one for every 50 square meters.
5. The stand area of the second floor shall not exceed one third of the first floor, and the stairs are straight stairs, not

Form 10 Declaration of Work Safety and Security - Double Storey (Applicable for Special Design stand only)

***Deadline: June 6, 2022**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact:	Mobile Phone Number:	
Tel:	Fax:	
Email:	Hall No.:	Stand No.:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

spiral stairs.

6. High-power lights shall be avoided for the second-floor, and the roof cannot be sealed.

7. Contractors shall ensure the power safety throughout the exhibition. If the Official Stand Contractors find potential safety hazards or the actual power consumption exceeds the applied consumption, the contractors shall immediately take measures and add additional power box, otherwise the Official Stand Contractors has the right to cut off power supply to the stand.

8. During the period of entry, exhibition and withdrawal, exhibitors and contractors must arrange on-site safety directors and full-time personnel on duty.

9. When dismantling, contractors must withdraw all construction materials from the venue. It is strictly prohibited to stack them in the stand or exhibition center.

10. Contractors shall conduct civilized construction during the move in / move out, and barbaric operation is strictly prohibited. Contractors will be fully responsible for the safety accidents caused thereby.

11. Contractors shall be fully responsible for all safety accidents such as casualties, fire and damage to venue buildings and facilities caused by any violation of the above provisions during the construction, withdrawal and transportation, and shall bear all reputation and economic losses caused to the Organizer, the Official Stand Contractor and New China International Exhibition Center.

I have carefully read the Letter of Responsibility for for Work Safety and Security and guarantee to strictly abide by this provision.

Contractor Company (Stamp):

Signature:

Date:

Mobile:

Reply at your request
Rental Application

Form 11 Exhibition Construction Management Punishment Regulation

***Deadline: June 6, 2022**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact:	Mobile Phone Number:	
Tel:	Fax:	
Email:	Hall No.:	Stand No.:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

Contractors shall be fully responsible for all safety accidents such as casualties, fire and damage to venue buildings and facilities caused by any violation of the relevant provisions during the construction, withdrawal and transportation, and shall bear all reputation and economic losses caused to the Organizer, the Official Stand Contractors and New China International Exhibition Center. The Official Stand Contractors (Beijing GISACA Exhibition Co., Ltd., Beijing Zhongzhuang Ronde Expo Co., Ltd. and Beijing Inseno Exhibition Service Co., Ltd.) will warn, deduct construction deposits, and issue fining announcements in the industry according to the destructive severity.

To ensure Work Safety and Security during the construction, highly strengthen and standardize on-site construction orders, and guarantee the safety of lives and property, so that all unit entering the venue for construction are required to consciously abide by rules and regulations of the exhibition, sign and strictly implement the Letter of Responsibility for Work Safety and Security, and accept the following penalties if violations:

No.	Content	Fines (CNY)
1	For unauthorized access to electricity without written permission, once found, in addition to paying the power connection fee, a fine of more than CNY 5,000 will be imposed.	> CNY 5,000
2	For unauthorized open fire operation in the venue without written permission, the operating equipment will be confiscated and a fine of more than CNY 2,000 shall be imposed.	> CNY 2,000
3	In addition to compensating for the losses caused to the venue, the contractor shall also be fined more than CNY 2,000 for any leakage caused by the equipment or facilities connected to the water source.	> CNY 2,000
4	For stand not built according to the prerecorded drawing, or have major safety hazards, it is required to set up an isolation area immediately, carry out rectification and impose a fine of more than CNY 2,000.	> CNY 2,000
5	For stand blocking fire passages, fire rolling shutter doors, emergency exits, fire-fighting facilities, public passages, power distribution cabinets and cameras etc., it is required demolition and rectification, and a fine of more than CNY 2,000 would be imposed.	> CNY 2,000
6	Those who violate the installation and construction specifications of electrical appliances and engage in electrical constructions without valid certificates shall be required to stop operations immediately and be fined more than CNY 2,000.	> CNY 2,000
7	If the stand construction uses any kinds of combustible textile articles, or the position structure is not painted with fireproof paint, it will be required to rectify immediately, and a fine of more than CNY 2,000 will be imposed.	> CNY 2,000
8	For use of prohibited electrical materials (neon lamp, high-temperature iodine tungsten lamp, high-temperature quartz lamp, parallel wire, twist wire, etc.) or violations of electrical work regulations, shall be required to stop operations immediately and a fine of more than CNY 2,000 shall be imposed.	> CNY 2,000
9	Paint mixing, painting and other acts in violation of Regulations of Beijing Municipality on The Fire Safety Management of Exhibitions and Commodity Fairs, shall be required to stop operation immediately and be fined more than CNY 2,000.	> CNY 2,000
10	If inflammable and explosive materials (thinner and alcohol lamp) are used in construction, the construction shall be stopped and a fine of more than CNY 2,000 shall be imposed.	> CNY 2,000
11	In case of sparks during operation with electric saw, electric planer, electric cutting and other tools, it shall be required to stop immediately and be fined more than CNY 2,000.	> CNY 2,000
12	For dumping of waste oil or other wastes into the ditch of the venue	> CNY 2,000

Reply at your request
Rental Application

Form 11 Exhibition Construction Management Punishment Regulation

***Deadline: June 6, 2022**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact:	Mobile Phone Number:	
Tel:	Fax:	
Email:	Hall No.:	Stand No.:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

No.	Content	Fines (CNY)
13	The structure between the back-to-back stands that is higher than the other booth, but the back is not covered (the shielding cover must be uniformly white to ensure cleanliness and flatness).	> CNY 2,000
14	Stands exceeds the height limit will be required for immediate rectification. Anyone refuses to rectify should be fined.	> CNY 2,000
15	Immediate rectification is required for the stands hanging, binding, nailing or pasting to the ceiling, walls, columns, railings, doors or windows of the venue. And a fine of more than CNY 1,000 shall be imposed.	> CNY 1,000
16	In case of blocking the passages of the venue and obstructing the passage of others during construction, while dissuasion is invalid, a fine of more than CNY 1,000 shall be imposed.	> CNY 1,000
17	In case of ground damage caused by brutal dismantling or transport, it shall be required to correct immediately and be fined more than CNY 1,000.	> CNY 1,000
18	In case of dismantling by selling the booth structure to the purchased individuals or units without permission, the contractor shall be fined more than CNY 1,000.	> CNY 1,000
19	If the construction waste is not cleaned or not checked for acceptance during the dismantling, more than CNY 1,000 will be fined.	> CNY 1,000
20	For contractors not cooperate with the venue and official stand contractors, it shall be fined more than CNY 2,000 depending on the seriousness of the case.	> CNY 2,000
21	If the safety helmet is not worn as required during construction, the contractors shall be fined CNY 300 per person. If no helmet or safety belt is worn for high-altitude operation, and there is no construction personnel monitoring, then such unsafe behaviors will be fined CNY 500 per person.	CNY 300 per person CNY 500 per person
22	To ensure the fire safety, please carry two fire-fighting supplies (fire extinguishers) for every 18 square meters, less than 18 square meters is calculated as 18 square meters, and so on. Those who fail to comply with the requirements will be fined more than CNY 1,000.	> CNY 1,000
23	All lines in the stand must be piped, and those that are not piped will be fined more than CNY 2,000 per line.	> CNY 2,000
24	It is forbidden to use paint, putty powder, mortar, chemical pigment, glue, etc. in large areas in the venue. Once found, CNY 2,000 will be fined for every 18 square meters.	> CNY 2,000

Notes:

- 1. The above fines will be deducted from the construction deposit.**
- 2. For any contractor violates regulations and refuses to carry out rectification after receiving the notice, the official stand contractor has the right to stop its operation at the stand and deduct all the construction deposit.**
- 3. For any contractor has been punished five times in a year, its acquired qualification from any of Beijing GISACA Exhibition Co., Ltd., Beijing Zhongzhuang Ronde Expo Co.,Ltd or Beijing Inseno Exhibition Service Co., Ltd. will be canceled. And will be announced in the industry, and notified to other exhibition organizers and venues.**

Contractor Company (Stamp):
Date:

Signature:
Mobile:

Reply at your request
Rental Application

Freight Forwarding:

- **Official Freight Forwarder:**

BTG International Freight Forwarding (Beijing) Co., Ltd.

Room 1808, Tower C, Fangheng Int'l Center, No.6 Futong East Avenue,
Chaoyang District, Beijing, China, 100102.

Tel: +86 10 8460 1258 / 8460 1067, ext. 23

Attn: Ms. Laura Liu

E-mail: laura.liu@btg.cn

- **CONSIGNEE AND NOTIFY PARTY**

For shipments send to Port of Xingang / Beijing Airport directly, consignee's name on OBL / Master Airway Bill must be:

By sea - BTG International Freight Forwarding (Beijing) Co., Ltd.

Room 1808, Tower C, Fangheng Int'l Center, No.6 Futong East Avenue, Chaoyang District, Beijing, China, 100102.

Tel: +86 10 8460 1258

Attn: Ms. Laura Liu

E-mail: laura.liu@btg.cn

USCI: 9111010566910061XK

By air - (Master Air Waybill) VERY IMPORTANT

Sinotrans Global E-Commerce Logistics Co., Ltd. Beijing Branch.

Add: 2nd Floor, Sinotrans, No.37, Building E03, Comprehensive Bonded Zone, Shunyi District, Beijing, China.

USCI: 91110113MA01DW727J

Tel: +86 10 61407723

Attn: Lou Yun

(House Air Waybill) VERY IMPORTANT

BTG International Freight Forwarding (Beijing) Co., Ltd.

Room 1808, Tower C, Fangheng Int'l Center, No.6 Futong East Avenue, Chaoyang District, Beijing, China, 100102.

Tel: +86 10 8460 1258

Attn: Ms. Laura Liu

USCI: 9111010566910061XK

*There must be MAWB & HAWB for each shipment!

Notify party - BTG International Freight Forwarding (Beijing) Co., Ltd.

Tel: +8610 8460 1258 / 8460 1067

Attn: Ms. Laura Liu

C/O cippe 2022 (July 6-8, 2022)

● **EXHIBITION DOCUMENTS**

a. We strongly recommend issuing ATA Carnet for your exhibition goods. With ATA Carnet, the customs clearance and quarantine will be smooth and quick than without it.

Please pay attention that on the first page of ATA carnet, Column C – INTENDED USE OF GOODS: Must be “EXHIBITION GOODS” or “for Exhibitions and Fairs” in English language.

b. Declaration Form for Temporary Import Exhibits (as attached List of Exhibits - LOE)

c. List of Exhibits are to be completed in English and Chinese. We will help you to arrange Chinese translation if you needed.

d. Full description is required by China customs, e.g. Model Number, Serial Number, Size of Monitor and H.S. Code, etc. must be given on the List of Exhibits.

e. Every individual item, incl. give-aways and brochures, has to be given a value based on CIF and expressed in U.S. Dollar. Do not indicate the phrase “No Commercial Value”.

f. The exhibitors will be fully responsible for the delay and not-cleared which occurred by the incorrect information and did not declare in documents.

g. If you have oversized or dangerous goods, and product of animal or plant, please contact us or our agent in your country to obtain special documentation.

h. BTG or our agent in your country can assist you on any difficulties you may have with documentation.

● **DEADLINES FOR DOCUMENT AND SHIPMENT**

a. (Very Important) List of Exhibits Form	(Very Important) 7 working days before shipment departure from origin
b. (Very Important) OBL / MAWB & HAWB	(Very Important) 3 working days before shipment departure from origin
c. Shipment arrival at Port of Xingang LCL FCL	May 31 st , 2022 June 3 rd , 2022
d. Shipment arrival at Beijing airport	June 15 ^{th-16th} , 2022

● **SHIPMENT PRE-ADVICE**

For Sea shipment, please include the following:

- Name of Vessel/Voyage
- Ocean B/L No.

For Air shipment, please include the following :

- Master Airway Bill No.
- House Airway Bill No.
- Flight No.

● CASE MARKINGS

All packages shall be marked at least both sides as follows:

cippe2022

c/o BTG China

Name of Exhibitor:

Stand Number:

Gross Weight (kg):

Dimensions (cm):

Case Number:

Net Weight (kg):

Country of Origin:

● DOCUMENTATION

For seafreight consignments, the following documents are required.

- 1) 2 originals and 1 copy of Bill of Lading
- 2) 1 copy of List of Exhibits (LOE)
- 3) 1 copy of Packing Material Declaration

For airfreight consignments, the following documents are required.

- 1) 1 copy of Airway Bill
- 2) 1 copy of List of Exhibits (LOE)
- 3) 1 copy of Packing Material Declaration

● PACKING

Exhibitors are advised to provide strong packing cases for the transportation of the exhibits which can withstand unpacking and repacking operations. For main exhibits, we recommend bolted returnable type of cases to be used. This is to avoid unnecessary repair and reconstruction of cases in the event of damages due to handling whilst in transit.

In addition to the above, markings should be shown on the sides of the crates/cases where applicable.

- Label fragile items on all sides.
- "THIS SIDE UP" labels on 2 sides.
- Items, which cannot be stored outside, must be marked on 2 sides with the umbrella symbol.
- Exhibits, that are only allowed to be moved by crane, should be marked clearly with the sign "SLING" .
- CENTER OF GRAVITY, FRONT and BACK signs must be marked clearly.
- Other given markings in conjunction with International Laws must be marked as well (e.g. Dangerous Goods, etc).

● STORAGE OF EMPTY CASES

Empty cases will be stored within the exhibition site if space is available. Your cases will be marked and stored systematically under shelter during the exhibition period in order to facilitate quick and early return for the repacking at the end of the exhibition.

Container detention fee will be levied by shipping lines for containers kept in use for an extended period of time. Free days allowed by shipping lines are usually up to 7 to 10 days after the discharge of containers at the port. Should you require the container to be kept within the exhibition site for storage purposes and subsequent re-export, please inform us whether the container detention fee has been negotiated with the shipping-line.

● CATALOGUES, PUBLICITY MATERIALS AND VIDEO CENSORSHIP

It is stipulated by the Ministry of Foreign Economic Relations and Trade of China that “advertising materials and technical information materials including DVDs, VCDs, films, lantern slides, recording tapes, video tapes, records, photographs, maps, illustrations and other publicity materials, shall be allowed for display or use at the exhibition only after you have presented beforehand the above-mentioned materials to Customs Officers for inspection and approval”.

Therefore, you shall not make use of these materials before censorship. For this purpose, you should send samples of literature (2 copies each) and souvenirs (2 pieces each) to BTG China together with the List of Exhibits (LOE). All these materials will be handed over to China Customs for inspection in advance.

When “Taiwan” is mentioned in the promotional materials, exhibitors should avoid using any expression from which one would misinterpret, that “Taiwan” is in a position equivalent to a country.

● HAND-CARRIED EXHIBITS

Exhibitors are strongly advised not to hand-carry goods for the exhibition as they may be detained by China Customs and considerable time and efforts will be required to clear them out in time for the exhibition. Any risk taken will be at the exhibitor’s responsibility.

● FORMALITIES / INFORMATION FOR SOLD GOODS IN CHINA

- a) Exhibitors are required to submit a copy of the contract, buyer’s company name, address and contact number to BTG China.
- b) After receipt of the above, BTG China will register these information into the customs computer.
- d) Buyer is required to present to customs the sales contract, invoice, packing list, and relevant document or permission for the permanent import declaration, and calculation of duties and taxes.
- e) After duties and taxes have been paid, buyer will be allowed to pick up the goods from the customs bonded warehouse.
- f) For exhibits that are pending sale or awaiting signing of the sales contract, the exhibits will be kept in the customs bonded warehouse. The time allowed is 6 months. After the period of 6 months, the exhibits must either be re-exported or sold.

● INSURANCE

Insurance is not included in our tariff. It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by us, and also ensure that Transport Insurance is arranged for exhibits sold locally.

● ANIMAL AND PLANT QUARANTINE, AND FUMIGATION REQUIREMENTS

For cargoes with wooden packing :

Effective from 01 January 2006, Chinese Quarantine Authority strictly request that all cargoes with wooden packing, from all Countries and regions, must undertake fumigation treatment. Please refer to following details:

Observe scope:

All non-manufactured wood packaging material to be used to carry, pack, pad and support, and reinforce the goods, such as wood case, crate, pallet, frame, pal, wood pole, wedge, sleeper and pad.

Exempted scope:

Those wood composite products after being heated and pressed treatment, such as plywood, particleboard and fibreboard, veneer core, saw dust, wood fibre and particle and other wood materials with its thickness equal or less than 6mm.

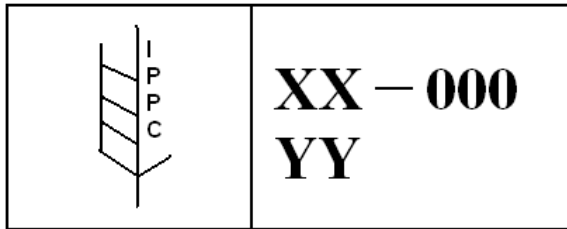
Observe requirement

All import wood packaging materials should be treated by Heat Treatment (HT) or Methyl Bromide (MB) fumigation at the origin, and put the Mark of IPPC (as below) on two opposite sides of the wooden packaging material.

The Mark should contain the valid symbol approved by IPPC, country code, unique number of producer / treatment designated by the National Plant Protection Organization (NPPO) of exporting countries and treatment methods (HT, MB).

If the wood packaging materials without the approved mark or with approved mark being intercepted the alive-harmful pest, the packing materials will be fumigated or the cargoes will be returned to the origin.

Sample of Marking:



Where:
 IPPC - Abbreviation of "International Plant Protection Convention";
 XX - International Standardization Organization (ISO) two letter country code;
 000 - Wood packing producing enterprise code approved by official plant quarantine authorizations in export counties or territories;
 YY - The phytosanitary treatment measures, Methyl Bromide Fumigating - MB, Heat Treatment - HT

● TERMS OF PAYMENT

Payment of the freight charge for inward should be paid before move-in date; the freight charge for outward should be paid before the exhibits return from China.

We will issue the invoice and clearly indicate the Banking details.

BTG International Freight Forwarding (Beijing) Co., Ltd.

Bank Name: Industrial and Commercial Bank of China Beijing XinYuanLi Subbranch

Bank Address: Room 101, 2 Building, No.16 Kunsha Plaze, XinYuanLi, Chaoyang District, Beijing, China

Account No:

USD 0200 204 6190 1160 1583

EUR 0200 204 6190 1160 1610

RMB 0200 204 619 0000 32223

Swift Code: ICBKCN BBJJM

● SEAFREIGHT

a. INWARD MOVEMENT

From arrival Xingang Port to exhibition booth, inclusive of removal empty packing cases to storage place on site.

The handling rate		RMB880.00 per m ³ or 1,000 kg whichever is the greater
Minimum charges	LCL	5 m ³ per consignment (HBL) per exhibitor
	FCL 20'	23 m ³ per GP container, 25 m ³ per OT/HC/FR container
	FCL 40'	46 m ³ per GP container, 50 m ³ per OT/HC/FR container
Consignment service charge		RMB560.00 per consignment per exhibitor
Customs clearance		RMB35.00 per m3 (Min. RMB700.00)
THC at Xingang Seaport		At cost.

b. OUTWARD MOVEMENT

From exhibition booth to FOB vessel at Xingang Port, inclusive of return empty packing cases to the exhibition stand.

The handling rate		RMB880.00 per m ³ or 1,000 kg whichever is the greater
Minimum charges	LCL	5 m ³ per consignment (HBL) per exhibitor
	FCL 20'	23 m ³ per GP container, 25 m ³ per OT/HC/FR container
	FCL 40'	46 m ³ per GP container, 50 m ³ per OT/HC/FR container
Consignment service charge		RMB560.00 per consignment per exhibitor
Customs clearance		RMB35.00 per m3 (Min. RMB700.00)
THC at Xingang Seaport		At cost.

● AIRFREIGHT

a. INWARD MOVEMENT

From arrival Beijing Airport to exhibition booth, inclusive of removal empty packing cases to storage place on site.

The handling rate		RMB8.80 per kg based on actual or volumetric weight whichever is the greater
Airport THC		RMB2.10 per kg
Minimum charges		100kgs per consignment
Consignment service charge		RMB560.00 per consignment per exhibitor
Customs clearance		RMB700.00 per consignment per exhibitor

b. OUTWARD MOVEMENT

From exhibition booth to on-board the aircraft at Beijing Airport, inclusive of return empty packing cases to the exhibition stand.

The handling rate		RMB8.80 per kg based on actual or volumetric weight whichever is the greater
Airport THC		RMB2.10 per kg
Minimum charges		100kgs per consignment
Consignment service charge		RMB560.00 per consignment per exhibitor
Customs clearance		RMB700.00 per consignment per exhibitor

● **ON-SITE HANDLING RATES**

The handling rate	RMB490.00 per m ³ or 1,000 kg whichever is greater
Minimum charges	RMB700.00 per consignment per exhibitor

● **HEAVY-LIFT SURCHARGES**

Exhibits in excess of 3,000 kg per package will be additionally charged as follows.

3,001 - 4,000 kg	RMB325.00 per 1,000 kg
4,001 - 5,000 kg	RMB395.00 per 1,000 kg
5,001 - 6,000 kg	RMB465.00 per 1,000 kg
6,001 - 8,000 kg	RMB605.00 per 1,000 kg

An individual quotation has to be made for exhibits exceeding 8,000 kg per package or dimension exceeding L 5 m * W 2,2 m * H 2,2 m per package as soon as the dimensions and weights are provided.

These additional heavy-lift charges will apply for inward as well as for outward and on-site movements.

● **STORAGE IN CUSTOMS BONDED WAREHOUSE**

Seafreight	FCL 20'	RMB140.00 per container per day
	FCL 40'	RMB280.00 per container per day
	LCL	RMB14.00 per m ³ per day
Airfreight		RMB14.00 per 100kg per day
Warehouse handling		RMB50.00 per m ³ per in&out

● **EMPTY CASES STORAGE**

Empty storage charge	RMB 60.00 per cbm
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● **ANIMAL AND PLANT QUARANTINE CHARGES**

Declaration fee	RMB600.00 per consignment	
Seafreight - FCL	20'	RMB620.00 per container
	40'	RMB900.00 per container
Airfreight / Seafreight – LCL	RMB70.00 per piece	

Quarantine treatment, such as Fumigation, disinfection that may be requested by the Import/Export Quarantine Authority, and the cost will be debited as per outlay.

● **TRANSPORT OF SOLD EXHIBITS FROM EXHIBITION BOOTH TO BONDED WAREHOUSE**

Handling and trucking charge	RMB630,00 per m ³ or 1,000 kg whichever is greater
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Any charges related with permanent import customs clearance for sold, or consumable exhibits will be quoted separately upon request.

● **CUSTOMS FORMALITIES FEE FOR GIVEN-AWAY OR CONSUMED EXHIBITS**

Customs clearance	RMB500.00 per consignment
Documentation of permanent import, if any	RMB1,000.00 per consignment
Import duty & tax, if any	At cost.

● **TRANSLATION OF LIST OF EXHIBITS (LOE)**

Translation fee	RMB50.00 per page (Min. RMB300.00)
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● **RETURN OF EMPTY CONTAINER TO SEA TERMINAL / DELIVERY OF EMPTY CONTAINER FOR STUFFING**

20' container	RMB2,300.00 per container
40' container	RMB3,100.00 per container

● **CONTAINER DETENTION / DEMURRAGE**

As per outlay + 5 % handling charges.

● **GROUNDING / RELOADING OF CONTAINER ON-SITE FOR UNSTUFFING / STUFFING**

20' container	RMB900.00 per Container
40' container	RMB1,360.00 per Container

● **CUSTOMS BOUNDED PERMIT**

Application Fee	RMB1,500.00
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● **HIRE OF LABOUR**

Weekdays	RMB48.00 per hour
Overtime	RMB96.00 per hour
Weekends, Holidays	RMB96.00 per hour

Minimum charge 4 hours per hire

● **HIRE OF FORKLIFT / CRANE**

3-ton forklift	RMB245.00 per hour
5-ton forklift	RMB420.00 per hour
Crane	quoted upon request

Minimum charge 4 hours per hire.

● **REMARKS**

1. For hand-carried item arrival Beijing airport terminal, our handling charges will be as same as our inbound airfreight tariff, plus late arrival surcharges.
2. Volume and weight conversion in airfreight rate is 1:6 measurement / weight.
3. Cargo arrived beyond our deadline, the late arrival surcharge 30% will be added to cover the additional cost, but it is not a guarantee that the late-come exhibits could be delivered to site/ booth before the opening of exhibition.
4. Above rates are based on General Cargoes only. For specialized cargoes, the additional charges will be levied in accordance with actual outlays.
5. All overseas shipments (sea freight or air freight) must be consigned as per our instruction at front page on "FREIGHT PREPAID" basis. Otherwise we will levy 5% commission on the freight which we pay on your behalf to the local carriers.
6. There will a surcharge occurred for incorrect consignee shipment and shipment under house airway bill.
7. Exhibitors shall be responsible for the consequences of improper packing.
8. This tariff is complied on volume or weight basis and has no correlation with the value of exhibits, thus no insurance coverage is included. Insurance coverage is subject to separate quotation.
9. A 6% VAT will be levied based on total amount of invoice.

Exhibition Liability Insurance Service (special booth building)

To reduce the liability risk for the construction of booths and ensure the safety of construction workers on-site, exhibitors or constructors are required to purchase exhibition liability insurance with aggregate limit not less than RMB 6 million, per accident limit not less RMB 3 million, per person limit not less RMB 600,000. The constructor, the exhibitor and the organizer shall be the insured together, then provide the insurance policy to obtain the construction permits.

I Coverage

1. The policy aggregate limit for each special booth is RMB 6 million. The limit per accident is RMB 3 million, and the limit per person is RMB 600,000, including:

1) For the loss of buildings, various fixed equipment, ground and foundation of the rented exhibition venue: the limit per accident is RMB 3 million;

2) For the pension, medical expenses, and other related expenses caused by the bodily injury of the hired Chinese staff: the limit per accident is RMB 3 million, and the limit per person is RMB 600,000.

3) For the pension, medical expenses, and other related expenses caused by the bodily injury of third parties: the limit per accident is RMB 3 million, and the limit per person is RMB 600,000.

The aggregate limit for the above three items is 6 million.

2. Deductible: The deductible per accident is RMB 1,000 for property damage and RMB 500 for bodily injury.

II Insurance Premium

Area	Coverage	Premium (RMB)
9m ² -99m ²	See policy terms	340 per booth
100m ² -199m ²	See policy terms	440 per booth
200m ² -299m ²	See policy terms	460 per booth
300m ² -399m ²	See policy terms	480 per booth
400m ² -499m ²	See policy terms	500 per booth



众展保
Public
Exhibition Insurance

EXHIBITION INSURANCE SERVICE PROVIDER: PEI — Exhibition Insurance Network Platform Service Provider

III. Website: www.zhongzhanbao.com

IV. Wechat Official Account: Scan the QR code.

V. Contact Information:

1. Customer Service Number: 18811616158/18811616518

2. E-mail Address: zhongzhanbao@zhongzhanbao.com



VI. Insurance Process:

1. Where to Insure : Go to the website “www.zhongzhanbao.com” or Follow the Wechat Official Account(Scan the QR code).
2. How to Insure:
 - 1) Using Computer: Go to the website “www.zhongzhanbao.com”, click the Immediate Insurance, fill in the relevant information and follow the instructions.
 - 2) Using Wechat: Scan the QR code, follow the official account, click “insure now” – “Exhibition Liability Insurance”, fill in the relevant information and follow the instructions.
 - 3) After the successful payment of the premium , your E-insurance and E-invoice will be sent to your registered email box.
 - 4) Please provide the insurance policy to obtain the construction permits.

VII. Claim Process

1. Take photos: Take photos of the scene of the accident (reflect the scene situation as comprehensively as possible).
2. Report Case: You are required to report the case by phone within 24 hours since it happened.
3. Please save ALL the relevant documents, including photos of the accident, clarifications and receipts, etc.
4. Submit the claim documents.
5. Insurance Company will do the checking and reimbursement.

Exhibitor Badges, Visitors Tickets and Exhibition Catalogue

● Exhibitor Badges

1. The organizer will provide exhibitors with a certain amount of exhibitor badges for free according to their booths area. Please submit name of attendees on website www.cippe.com.cn.

Booth area (m ²)	9	18	36	54	72	90	108	130	150	175	≥200
Badges (pics)	5	5	10	10	15	15	20	20	25	30	50

2. Please pick up exhibitors badges in the registration hall of the venue. Time: July 4-5, 2022.

3. If exhibitors need more badges, please apply for them on site at the registration counter.

4. Please scan the exhibitors badges while entering in the main gate of the exhibition venue and wear the exhibitors badges at all time during the exhibition (also including the setting up and dismantling periods).

● Visitors Tickets

The organizer will provide exhibitors with a certain amount of visitors tickets for free according to their booths area.

Booth area (m ²)	9/18	54	90	150	200	≥200
Visitors Tickets	200	300	400	500	800	1000

● Exhibition Catalogue

1. The organizer will provide exhibitors with a limited amount of exhibition catalogues for free. Exhibition catalogues will be distributed to exhibitors when they register at the registration counter.

2. The organizer will allocate a user ID with password to every exhibitor (**only limited to those exhibitors not having joined the National Pavilions**). Please log in the “online register system” on www.cippe.com.cn and contact the Official Contractors or the organizer for completing the related information, including Free listing in Show Catalogue, advertisement booking, Application for Admission Tickets, VIP Customer Service, Application for Conferences & Seminar, Headboard in Shell Scheme, Exhibitors Badges, Hotel Reservation, Freight Forwarding, Rental of Electric Apparatus, Rental for Additional Furniture and etc. Please send them to the organizing committee online before the deadline: **June 6, 2022**

3. **Remarks:** **For those exhibitors having joined the National Pavilions**, since most national pavilions change their inner booth numbers frequently and it's very inconvenient for the organizer to unify management. However, in order to ensure all of them can receive complete information and forms, the organizer will send Exhibitors Manual along with the forms for Catalogue Entry, Headboard and Exhibitor Badges to them in time.

Exhibitor Registration/Registration Procedure

● Date of registration

Type of Booth	Date	Time
Raw Space	July 4, 2022	8:30 – 17:30
Standard Booth with Shell Scheme	July 5, 2022	8:30 –21:00

Venue of registration:

South Entrance of the New China International Exhibition Center, Beijing, China

Add: No.88, Yuxiang Road, Tianzhu, Shunyi District, Beijing

Registration Procedure

Please show the original Exhibitor Registration Form issued by the organizer (The form will be sent to exhibitors one month before show opening.).

1. Exhibitors badges pick-up
2. Relevant exhibition materials pick-up

Setting up and Dismantling Schedule

Important Date

Type of Booth and Periods	Date	Time
Setting up for Raw Space	July 4, 2022	8:30 -- 17:30
	July 5, 2022	8:30 -- 21:00
Setting up for Standard Booth with Shell Scheme	July 5, 2022	8:30 -- 21:00
Dismantling	July 8, 2022	14:00 -- 21:00

Remarks:

1. Regulation of working overtime

If any exhibitor or contractor needs to work overtime for setting up, please apply for it at the Onsite Service Center of the exhibition center during 15:30 to 16:30 each day and pay working overtime charges. Please apply for it completely for only once. Re-application will be unacceptable.

2. Security

Please keep your exhibits safe throughout the exhibition and carry your personal valuables. Do not leave your personal property, passport, laptop and etc. in the exhibition hall. If you find any suspects or meet sudden emergencies, please notify the Public Security Office in the exhibition center in time.

On the last day of setting up (i.e., July 5, 2022), the organizer will extend the time for setting up to 20:00pm for exhibitors for free. Please make sure to have someone take care of your valuable exhibits.

3. Public Passage

Please do not occupy the public aisle with your exhibits, displays, empty boxes, etc. after the setting up period.

4. Withdrawing Exhibits

The time for withdrawing exhibits will be 14:00 – 21:00 of July 8, 2022. Exhibitors will be forbidden to withdraw their exhibits before 14:00 of July 8, 2022.

5. Deposit for dismantling

According to the exhibition centers' requirement, exhibitors of raw space must provide a certain amount of risk deposit for the Official Stand Contractor as guarantee of dismantling their stands on the day of dismantling. Please dismantle your stands completely and move all related rubbish out of the exhibition hall. Please show the risk deposit receipt and the Official Stand Contractor will return the risk deposit to you once everything has been certificated after checking.

cippe2022 Hotel Accommodation

Times International Conference & Exhibition Co., Ltd. has been appointed as the only official accommodation reservation agent. To ensure the good accommodation for the exhibitors and visitors during the CIPPE 2022 from 06/Jul. - 08/Jul., while saving the cost, we have reserved rooms in the nearest hotels around the CIEC(NEW) with discounted rates as follows.

HOTEL INFORMATION

Code	Hotel Name	Address	Room Type	Preferential Rate	Internet	Distance to New CIEC
1	Crowne Plaza Beijing International Airport Hotel ★★★★★	No.60 Fuqian 1 Street Tianzhu, Shunyi District, Beijing	Superior Room	RMB 930/N (Breakfast included)	Free	0.8km 10-minute walk
2	Jingli Hotel (Beijing Capital Airport) ★★★★	No.29 Courtyard, Yu'an Road, Beijing	Standard room	RMB 630/N (Breakfast included)	Free	4km 8-minute by taxi
3	ROYARD Hotel (Beijing New International Exhibition capital airport store) ★★★★ (Opened in 2021)	Building 1, courtyard 10, Tianwei 4th Street, Tianzhu Airport Industrial Zone, Beijing	Standard room	RMB 550/N (Breakfast included)	Free	0.9km 12-minute walk
4	Hampton by Hilton Beijing CIEC New Venue ★★★★ (Opened in 2020)	Building 1, No.122 Nanfaxin Street, Beijing	Superior Room	RMB 550/N (Breakfast included)	Free	11km 25-minute by taxi, Nearby the subway station
5	Vienna Classi Hotel(BeiJing New International Exhibition Capital Airport store) ★★★★ (Opened in 2021)	No. 17, Tianzhu Home, Xiaotianzhu 1st Street, Tianzhu Town, Beijing	Standard room	RMB 490/N (Breakfast & shuttle included)	Free	5km 10 minutes' drive
6	CITIC Hotel Beijing Airport ★★★★	No.9 Xiaotianzhu Road, Capital Airport, Beijing	Standard room	RMB 470/N (Breakfast & shuttle included)	Free	5km 10 minutes' drive
7	Ibis Styles Hotel (Beijing Capital Airport) ★★★★	No. 32 Fuqian 1st Street, Beijing	Standard room	RMB 460/N (Breakfast included)	Free	2km 25-minute walk

Code	Hotel Name	Address	Room Type	Preferential Rate	Internet	Distance to New CIEC
8	Golden Phoenix Hotel ★★★★	No.27 Litian Road, Shunyi District, Beijing	Standard room	RMB 450/N (Breakfast & shuttle included)	Free	8km 20 minutes' drive
9	Beijing Konggang Lanwan International Hotel ★★★★	No.22 Tianzhu East Road, Tianzhu Area, Shunyi District, Beijing	Standard room	RMB 400 /N (Breakfast & shuttle included)	Free	2.5km 5 minutes' drive
10	Yifu Hotel (Beijing Beiqijia Future Science Park) ★★★★	Near Dingsi Road (No.2 Yanggezhuang New Village), Beijing	Standard room	RMB 380 /N (Breakfast & shuttle included)	Free	30 minutes' drive

Notes:

- All hotels bookings are subject to availability. To ensure your reservation successful, please send back your reservation form before 24th June.
- As hotel requested, all your cost will be paid in advance by T/T or PayPal once you book.
- Any changes or cancellations are not allowed, your payment will fully guarantee all your rooms and nights.
- If you need other services such as flight ticket, car rental, tourism, translator etc., please feel free to contact us.

Times International Conference & Exhibition Co., Ltd

Contact: Ms. Wang Yan

Tel: 86-10-64462841

Mobile: 86-18612291379

E-mail: times@sdlm.cn

Website: www.sdlm.cn

cippe2022 Hotel Accommodation Hotel Reservation Form

 Reply at your request
Rental Application

Hotel Name(code)	Full name (Same as on Passport)	Check-in Date	Check-out Date	Room Type (King-size or Twin bed)	Remark
	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.				
	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.				
	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.				
	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.				
	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.				
	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.				

If you need other services as follows, please mark at the form and email us in details.

Code	Item	Y/N
1	Staff Service	YES <input type="checkbox"/> NO <input type="checkbox"/>
2	Car Rental Service	YES <input type="checkbox"/> NO <input type="checkbox"/>
3	Conference Service	YES <input type="checkbox"/> NO <input type="checkbox"/>
4	Travel Service	YES <input type="checkbox"/> NO <input type="checkbox"/>

Times International Conference & Exhibition Co., Ltd

Contact: Ms. Wang Yan

Tel: 86-10-64462841

Mobile: 86-18612291379

E-mail: times@sdlm.cn

Website: www.sdlm.cn



Application Form for Technical Seminar

Deadline: June 6, 2022

Please fax or email the complete form to the Organizer—Beijing Zhenwei Exhibition Co., Ltd.
Tel: +86-10-5617 6968 Fax: +86-10-5617 6998 E-mail: cippe@zhenweiexpo.com

Exhibitor information

Company name: _____ Booth Number.: _____

Add: _____

Contact: _____ Tel: _____

Fax: _____ E-mail: _____

All technical seminars need the approval of the organizer. Exhibitors should invite their targeted attendants by themselves and the organizer will provide an active assistance for them. The capacity of the meeting room is 60-80 audiences.

Cost: CNY8,000/hour

The cost is inclusive of rental of a seminar room, microphone, screen, projector and water and etc.

Seminar Topic: _____

Language: _____ Date: _____

Additional Facilities for rental: _____

Abstract: _____

Reply at your request
Rental Application

VIP Customer Service

Deadline: June 6, 2022

Please fax or email the complete form to the Organizer—Beijing Zhenwei Exhibition Co., Ltd.
Tel:+86-10-5617 6941 Fax:+86-10-5617 6998 E-mail: lyy@zhenweiexpo.com

Exhibitor information

Company name: _____ Booth No.: _____

Add: _____

Contact: _____ Tel: _____

Fax: _____ E-mail: _____

VIP Customer Service will be provided for those exhibitors who intend to invite important buyers to visit the show. VIP Customer will be entitled to enjoy the VIP reception , pre-registration and VIP information counter service, etc. The name of the Exhibiting Company will also be listed in the VIP Customer Invitation Letter.

Please fill in the following form if exhibitors would like to invite VIP customers to visit their stands. Please note that this form can be copied.

(1) Name of Customer: _____ Position: _____

Company Name: _____

Company Address: _____

Telephone: _____ E-mail: _____

(2) Name of Customer: _____ Position: _____

Company Name: _____

Company Address: _____

Telephone: _____ E-mail: _____

(3) Name of Customer: _____ Position: _____

Company Name: _____

Company Address: _____

Telephone: _____ E-mail: _____

(4) Name of Customer: _____ Position: _____

Company Name: _____

Company Address: _____

Telephone: _____ E-mail: _____

Reply at your request
Rental Application



Beijing Zhenwei Exhibition Co., Ltd.

Add: Zhenwei Exhibition Building, Building III13, International Enterprise Avenue,
Yard 1, Jinghai 5th Road, Tongzhou District, Beijing

Tel: +86-10-5617 6968 / 5617 6958

Fax: +86-10-5617 6998

E-mail: cippe@zhenweiexpo.com

www.cippe.com.cn/en