



清洁地热 CLEAN GEOTHERMAL
GREEN EARTH

绿色地球

2023年世界地热大会
WORLD GEOTHERMAL CONGRESS 2023

参展商手册

Exhibitor Manual

2023年9月15-17日

中国·北京 BEIJING CHINA

Catalogue

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Part I

Comprehensive Information of the Exhibition

Tips for exhibition

Dear exhibitors:

Welcome to the World Geothermal Congress 2023. The exhibition will be held in China National Convention Center on 15 -17 September, 2023. Please fill out the related forms in this Exhibitor Manual.

The manual consists of four parts, including the exhibition comprehensive information, exhibitor instructions, service guide, booth construction guide. Please be sure to read it carefully and submit the form before the deadline indicated, and submit the original form to the official website.

Please read the provisions of production safety, fire safety and civilized exhibition in this service manual carefully, and please urge the entrusted construction vendors to strictly abide by the above provisions.

The organizers of the 2023 World Geothermal Congress will do their best to provide exhibitors with high-quality services, and assist exhibitors to participate in the exhibition successfully. If the following circumstances occur, the exhibitors will be responsible for:

1. Delay or failure to provide part or all of the service forms;
2. Fails to get part or all of the services if you submit the forms after the deadline date or unpaid surcharge;
3. Delay, compensation and loss caused by failure to comply with the exhibition regulations and relevant laws and regulations;
4. The exhibitors and construction vendors do not submit the materials on time or the materials are inaccurate.

I sincerely wish all te exhibitors participating in this exhibition a complete success.

Exhibition Name: World Geothermal Conference 2023

Construction Time: September 13-14,2023

Exhibition Time: September 15-17,2023

Exhibition Venue: China National Convention Center (No.7, Tianchen East Road, Chaoyang District, Beijing)

Sponsors:

National Geothermal Energy Center and China Energy Research Association

Geothermal Professional Committee

The Geothermal Professional Committee of the Geological Society of China

The Geothermal Development and Management Professional Committee of China Mining Federation

The Geothermal Professional Committee of the Chinese Geophysical Society

Organizer: China Petroleum and Chemical Corporation Limited

Location and Traffic map:



The Olympic Park Station of Metro Line 8 is about 350 meters away from the China National Convention Center, and the Olympic Park Station of Metro Line 15 is about 470 meters away from the Beijing National Convention Center.

Traffic line:

1. Airport to the Venue:

Take the Airport Express Line from the Capital Airport to Sanyuanqiao Station, transfer to Metro Line 10, and then transfer to Metro Line 8 at Beitucheng Station, and walk to the venue from Exit E of Olympic Park Station.

Take the airport line from Daxing Airport, transfer to Line 19 at Caoqiao Station, transfer to Metro Line 10 at Mudanyuan Station, transfer to Metro Line 8 to Exit E of Olympic Park Station. It will take about 70 minutes.

2. The Railway Station to the Venue:

1. Take Metro Line 2 at Beijing Railway Station and transfer to Metro Line 8 at Guloudajie Station to reach Exit E of Olympic Park Station.

2. Take Metro Line 14 at Beijing South Railway Station, transfer to Metro Line 8 Yongdingmen Wai Station to reach Exit E of Olympic Park Station.

3. Take Baishiqiao South Station of Line 6 at Beijing West Railway Station, transfer to Nanluoguxiang Station of Line 8 to Exit E of Olympic Park Station.

3. City traffic:

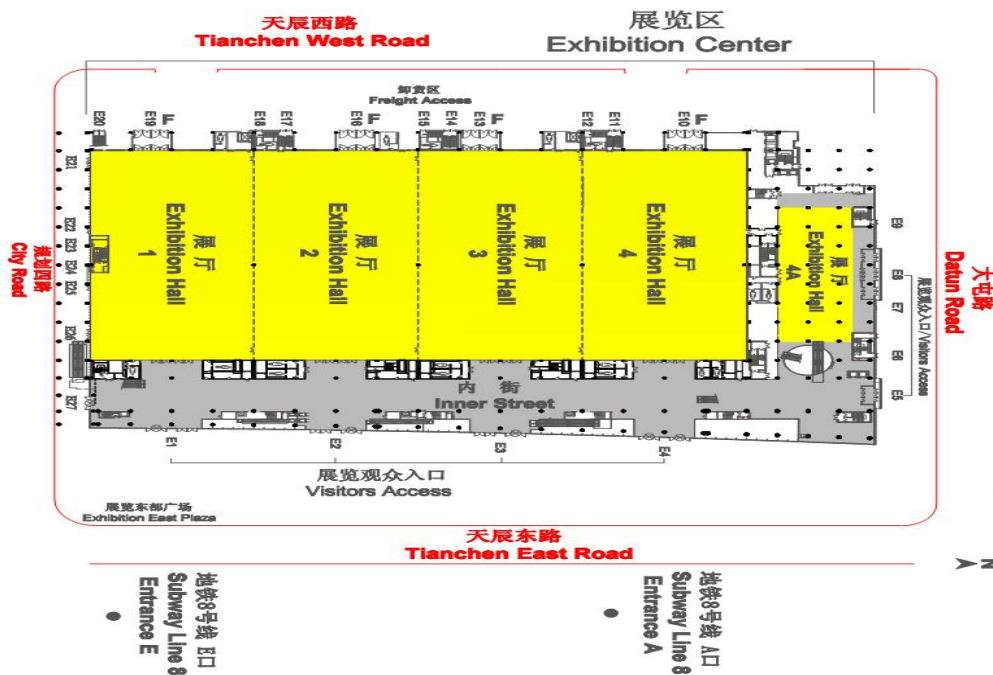
1. Take subway lines 8 and 15 and get off at the Olympic Park Station.

2. Take buses 1,82,83 and 85 to the National Stadium Station.
3. Take the 51 bus to the news center station.
4. Take 484,913, express 110,379,617,628,751,328,630,419 buses to the Institute of Geography of the Chinese Academy of Sciences station.
5. Take buses 751, express 110、 617、 328、 419、 484、 628、 379、 913 to get off at the Wali Nankou Station.

Three-dimensional guild map of the Venue:



Floor Plan of Hall 1-4, China National Convention Center:



Facilities Guide

Banking / credit card system (MasterCard / Visa)	Banking / credit card system (MasterCard / Visa)	
business center	business center	
public security	On-site public security office	
Dining / dining within the conference center	Second floor of the exhibition area	
Shop near the pavilion	ENN Shopping Centre No.9, Hujing East Road, Chaoyang District, Beijing	
Nearby restaurant outside the conference center	Yue Xiuxuan 1st Floor, Intercontinental Beichen Hotel, Building 4, Yard 8, Beichen West Road, Chaoyang District	+86-(0)10-8437 1288
	Mitang Restaurant (Olympic Village Store) Lobby, first floor, Block B, Beichen Century Center, No.8, Beichen West Road, Chaoyang District	+86-(0)10-8437 0183
	Morphine coffee shop 1st Floor, Intercontinental Beichen Hotel, Building 4, Yard 8, Beichen West Road, Chaoyang District	+86-(0)10-8437 1345
	Starbucks (Beichen West Road Store) Block B, Beichen Century Center, No.8, Beichen West Road, Chaoyang District	+86-(0)10-8437 0790
	Bella Vista Chaoyang District Olympic Park Center, Olympic Exhibition International, 1st floor	+86-(0)10- 6527 0008
	A Bowl of Residence (ENN Store) B1, ENN Shopping Center, No.9 Hujing East Road, Chaoyang District (near Bird's Nest)	+86-(0)10-8437 7373

Oriental Dumpling King (New Olympic Store)
Food Court, Floor B1, NN Shopping Center, No.11, +86-(0)10- 8437 7368
Hujing East Road, Chaoyang District

Overall schedule

Booth design approval deadline is August 15,2023

National Convention Center

	Exhibition area	Date	Time
Move-in	Special exhibition area	13, September, 2023	08:30 — 17:00
Move-in	Special exhibition area	14,September, 2023	08:30 —21:00
Exhibitor set up exhibition	Exhibition manager exhibition	14, September, 2023	12:00 — 21:00
Exhibitors report	Special design	13-14,September, 2023	08:30 — 17:00
	Standard booth	13-14,September, 2023	08:30 — 17:00
Exhibition period		Date	Time
Opening time of the exhibition		15-16, September, 2023	09:00 — 17:00
		17 , September, 2023	09:00 — 15:00
Time for exhibitors entering and leaving		15-16, September, 2023	08:30 — 17:30
		17, September, 2023	08:30— 20:00
Move-Out		date	Time
Move-out		17, September, 2023	15:00—24:00

Please note:

1. Exhibitors get the exhibition documents and other materials from the "Exhibition Business Daily Everywhere" between doors E2 and E3 in the east lobby of the exhibition area according to the above schedule.
2. During the exhibition, there will be one registration office for the visitors.
3. All the booth construction and decoration work should be set aside in the public area before 16:00 on September 14th, so that the organizer can arrange the site cleaning, channel carpet laying and safety inspection before the opening ceremony.
4. In order to ensure the move-out of the exhibition safely and orderly on the afternoon of September 17th, the exhibition hall will be cut off at 16:00., and the exhibitors should make corresponding preparations and start to arrange and pack the exhibits after 16:00. The cargo gate will be opened at 16:30, and the construction vendors can enter and exit the exhibition hall after the cargo door is opened.

5. The above exhibition schedule information shall be subject to the date of publication in this manual. In case of any adjustment, the organizer will provide timely update information.

1) .To the exhibitors

Logo, name of the sponsor, trademark and requirements for the use of the logo

Exhibitors can use the logo of the exhibition or the name or trademark of the organizer to carry out publicity activities, but please do not damage the reputation of the exhibition and the organizer, and the organizer has the right to pursue the legal responsibility for the negative impact caused by this.

2) . Exhibitors register

1. Time: Please register according to the schedule in the first part of this manual.

2, Location: Exhibition Business Daily everywhere is located in the east lobby of China National Convention Center, E2, E3 door "Exhibition Business Daily everywhere" to get exhibition documents and other materials.

3. Information as required:

(1) Original or photocopy of the "2023 World Geothermal Congress" exhibition contract with a clear seal.

(2) The original business card of the applicant and the original personal id card.

3) . Use and issuance of certificates

All exhibition activity participants (including exhibition site units, exhibition organizers, exhibitors, service providers, visitors, on-site staff, etc.) must strictly follow the requirements of "information must be checked, identity must be recorded" and so on. The 2023 World Geothermal Congress will implement real-name registration and admission. Applicants should truthfully fill in their personal ID cards, mobile phone number and other information, and get their ID cards and mobile phone number on site.

(I) Certificate classification:

1. Sponsor:

The staff of the organizer will wear documents printed with the word "organizer".

2. Exhibitors:

(1) The exhibitor staff shall wear certificates with the words "exhibitor certificate" (referred to as exhibitor certificate). The exhibitor certificate must be worn during the move-in, exhibition and move-out.

(2) The exhibition will implement the real-name system, and the organizer will register the exhibition certificate. Exhibitors can log on the official website of world Geothermal Congress 2023 <http://www.wgc2023.com> "Exhibitor Center" and click "Exhibitor login" to enter the "Exhibitor Service Online Declaration System" to apply for the exhibition certificate.

(3) After paying all the exhibition fees, the exhibitors can get the documents and materials and go through the relevant registration procedures. For personal use only, please do not lend or sell to others; if lost, immediately report the loss to the registry with personal ID card.

(4) During the exhibition, the exhibitor staff should arrive at the booth 15 minutes before the start of the daily exhibition, and leave the exhibition within half an hour after the end of the daily exhibition.

3. Booth builders:

The exhibition arrangement and construction personnel must wear valid construction certificates (construction certificates) into the exhibition hall for construction. The validity period of the construction certificate is during the exhibition move-in and move out period. The construction certificate shall be applied by the exhibitor for their construction vendors.

4. Exhibition staff:

The relevant staff of the exhibition will wear badges printed with the words "staff".

5. Invited guests:

Invited guests wear "guest card"; special guests wear "VIP card"

6. Visit the audience:

Visitors will wear relevant badges, such as "Exhibition pass", "Guest Permit" and "VIP Certificate", according to their application rights.

(II) Certificate issuance:

Visitors are required to wear relevant badges to enter the Exhibition hall. Audience certificates are real name and valid during the exhibition period (September 15 to September 17). There are several ways for audiences to obtain their certificates as follows:

1. online pre-registration, on-site with the registration of the mobile phone number or printed confirmation code and personal ID card in the registration office special channel to exchange for badges.

2. Go directly to the exhibition site registration office, scan the QR code to fill in the relevant information, and exchange the certificate with the confirmation information and personal ID card.

The organizer recommends all exhibitors to go through the online pre-registration procedures for the invited customers in advance, enter the official website of the exhibition "Exhibitor Center - Certificate Application", upload online or scan the exclusive QR code to register the exhibition certificate and the exhibitor invited guest certificate. After completing the above procedures, the exhibitor can make an appointment in advance to get the relevant badges or get them on the spot during the registration period. Guests invited by the exhibitors can also change the card with their mobile phone number and personal ID card submitted at the time of registration

4. Instructions for Move-in, exhibition, and move-out

(I) Move-in:

1, Exhibitors can designate qualified vendor for their own raw space construction, according to the organizers designated official contractor approved drawings, safety, standard implementation booth construction (disassembly) project, and ensure the safety of the exhibition construction stage and rental area and public areas in good condition, and the area as the responsibility of all damage to repair or compensation.

2. The construction vendors and freight forwarders shall strictly abide by the relevant regulations and regulations of the China National Convention Center, obey the command of the on-site management personnel, and enter the venue in an orderly manner.

(II) open up before one' eyes:

1. Exhibitors shall employ qualified freight forwarder to go through relevant procedures according to the "transportation regulations of exhibits of the China National Convention Center", and enter and unload goods in a safe and orderly manner.
2. Exhibitors shall be responsible for the exhibition effect and keep in order of their booths. In case of an emergency, please cooperate with the organizer to take relevant measures as needed.
3. The exhibitor shall be responsible for the behavior of their staff and service providers; for disputes between exhibitors, service providers and exhibitors and service providers; ensure that the exhibition activities will not hinder, damage or interfere with the organizer, pavilion facilities and other exhibitors.
4. Exhibitors shall no bring dangerous goods, imported goods without the consent of the customs, goods in violation of intellectual property Protection Law, infringement of intellectual property rights, any goods or contraband affecting the normal operation of the organizer or the exhibition into the exhibition or exhibition.
5. Exhibitors shall keep the appearance of the booth and the public areas clean and the roads smooth.

During the exhibition, the exhibitors shall take special safety measures for the patented products and the exhibits of small volume and high value.

Exhibitors' promotion activities and participants must be limited to their booths or exhibition areas, and pay attention to the volume control, exhibitors should control the volume in the booth below 60 decibels. In a product presentation or special performance, the volume is allowed to exceed the upper limit of 5 decibels in a short time. The speakers must be facing towards the inside of the booth. Exhibitors shall submit the on-site product demonstration or performance plan to the organizer two weeks before the exhibition, and follow the coordination opinions of the organizer. When each booth is working, the sound control personnel must be on the post. The company will arrange special personnel to wear equipment for on-site inspection. If the volume of the booth exceeds the regulations for a long time, resulting in other complaints from the booth, repeated occurrence, and confirmed by the organizing unit, the organizing unit reserves the right to stop playing or stop the power supply of the booth. All exhibits shall be on display before the end of the viewing time. Exhibitors do not conduct any advertising activities outside their own booths, such as the distribution of leaflets, samples, magazines, cruising inside and outside the exhibition hall, etc.

(III) Extraction:

1. The Exhibitor shall disassemble the booth, package, transport and dispose of the exhibits within the specified time, and cannot move-out in advance without the written permission of the organizer.
2. In order to ensure the safety and order of the exhibition site , the cargo gate will open at 16:30 on September 17th.
3. When the exhibitors register, the staff will issue the Registration Form of Exhibit items to the exhibitors together with the exhibitor certificate. Please fill in the registration form carefully, and get the release certificate sealed by the organizer at the organizer office after 16:00 on September 17th. Exhibitors shall move out the exhibits with the exhibits release certificate sealed by the organizer.
4. If the exhibition tools, exhibition racks, decorative materials, flowers and trees and other items of the booth builders or service units need to be move out from the exhibition hall, they must apply to the official contractor and go through the relevant procedures.

5. Please move out the exhibits in an orderly manner and pay attention to personal and property safety. To ensure the safety of property, exhibitors should not use unqualified freight forwarder to transport goods.

IV、Regulations on fire fighting, smoking, contraband and hazardous materials

(i) extinguishing and Protection:

1. All exhibitors, their service providers, staff, agents and service personnel shall abide by the Fire Law of the People's Republic of China and the fire safety regulations of Beijing Fire Bureau, the organizer and the China National Convention Center. Exhibitors shall be responsible for all the safety and fire protection of their booths from the beginning of the exhibition to the end of the exhibition. Anyone confronted with a fire, no matter how small, should start a fire alarm. Try to extinguish or control it and evacuate all items nearby.
2. Exhibitors and their booth construct vendor shall accept the inspection of the exhibition organizer, the public security and fire departments, and the Official Constructor on the implementation of the booth public security fire control measures, and accept the punishment and rectify the violations according to the requirements of the public security and fire departments.
3. Exhibitors and their service providers shall comply with the following provisions throughout the exhibition:
 - (1) Do not store or use inflammable, explosive, highly toxic, pressure vessels and radioactive articles in the exhibition hall.
 - (2) Do not use iodine tungsten lamps, high pressure pump lamps, electric iron pipes, electric furnaces and other electric heating appliances in and near the booth.
 - (3) Do not work with open fire in the exhibition hall.
4. Packaging materials or publicity materials shall not be stored behind the booth panel and other special service areas. Fire access both inside and around the pavilion must be kept unimpeded.
5. The following information must be written approval by Beijing Fire Bureau:
 - (1) Demonstrate and operate heating, barbecue oven, heating or open flame appliances, candles, lanterns, torches, welding equipment or other tobacco materials in the exhibition.
 - (2) Demonstrate and operate any electrical, mechanical or chemical appliance that may be identified as dangerous. If you have any doubt, or the appliance may be identified as dangerous, please submit to the relevant department for approval.
 - (3) Toxic or dangerous materials, including: flammable liquids, compressed gases, or hazardous chemicals. Attention must be paid not to block the fire fighting system, air conditioning system, mechanical ventilation outlet, fire safety equipment, water dragon belt cabinet, fire alarm handle, indoor lighting fastening device and monitoring system.
- (2) Smoking:

Smoking is strictly prohibited in the exhibition hall at any time (during the move-in, exhibition and Move-out period).
- (3) Prohibit contraband from entering the exhibition venues and exhibition halls:
 1. Dangerous substance: including (but not limited to) weapons, guns, knives, swords, ammunition, explosives, flammable substances, radioactive substances or other dangerous substances.
 2. Imported articles without customs consent.

3. Articles that violate China's intellectual property rights protection laws and infringe on intellectual property rights.
4. Contains articles and materials that violate national laws and regulations or will cause adverse effects on the exhibition.
5. Crawlers, fish, birds, or other animals.
6. Any items that affect the normal operation of the organizer or are prohibited by the relevant departments.

(4) Hazardous material:

1. Dangerous materials Open flame and temporary gas lighting are prohibited on the exhibition site; explosive, flammable and corrosive dangerous materials are prohibited.
2. Compressed air: According to the relevant provisions of the "Pavilion Safety Regulations" of the Beijing Municipal Public Security Bureau, any compressed air is not allowed to enter the exhibition hall. The ordinance must be strictly enforced.
3. Industrial gas: Any flammable and corrosive gas used for display is prohibited in the exhibition hall.
4. Radioactive materials: it is forbidden to use radioactive materials at any time.
5. Strong light display: it is forbidden to use strong light equipment without external cover at any time.
6. easy to corrosion materials (garbage): at any time

V、Booth cleaning and waste disposal

1. During the Move-in and Move-out period, the packaging, booth construction materials or debris shall not block the passage in the exhibition hall. Booth builders must be responsible for the daily cleaning of the booth every day. Painting and sawing work could not be constructed in the venue.
2. During the exhibition: the exhibition staff will clean the passageway before and after the opening of the exhibition hall every day, but the exhibitors are responsible to keep their booth clean and tidy at any time. At the end of the exhibition, please put the light household garbage in the passage.

VI、Transportation and storage of goods

1. The board boxes, crates, boxes, packaging materials and containers for storing and transporting the exhibits shall not be stored in the exhibition hall. Exhibitors must store these items through the exhibition designated freight forwarder.
2. The organizer reserves the right to remove and dispose of the items left in the exhibition hall. Any costs incurred by storage and disposal will be borne by the Exhibitor.
3. Vehicles (trucks) shall comply with the following provisions:
 - (1) Entering the unloading area during the Move-in and Move-out of the exhibition is not allowed during the exhibition, and trucks are not allowed to enter the exhibition hall;
 - (2) It is not allowed to stay overnight in the exhibition hall, unless allowed by the China National Convention Center;
 - (3) The unloading vehicles shall enter the unloading area from the cargo gate F1-F4 of the China National Convention Center (west side);
 - (4) The unloading vehicles shall not stay in the unloading area for more than 2 hours. Please indicate the booth number and the name of the building unit on the vehicle certificate;

(5) For the vehicles violate the above provisions, the organizer will have the right to deduct the deposit of 1,000 yuan from the vehicle certificate of the party concerned.

4. The designated exhibition exhibits and transportation service provider is Beijing Sinotrans Exhibition Service Co., LTD., contact person: Zhang Xin Tel: (010) 64671724. For transportation services, please fill in the form (see the exhibits transportation guide for details)

VII. Security and security requirements

1. During the Move-in, exhibition and Move-out, the exhibitors and their booth builders shall construct in strict accordance with the relevant provisions of this manual, take good care of the facilities and equipment in the museum, have the responsibility and obligation to eliminate the unsafe risks of their booths, and prevent fire and personal injury and other safety accidents. Exhibitors must wear a safety helmet during the whole exhibition period before entering the exhibition hall. The Official Contractor: Beijing Oriental Hongtai Exhibition Co., Ltd., can provide a helmet rental service;

Contact person: CAI Haxuan Tel. 15010819377

Location: On-site Organizer Office

The exhibits, exhibition equipment, appliances and valuables of the exhibitors and their booth construction vendors shall be kept by special personnel and properly kept to prevent loss and theft and ensure the safety of property during the exhibition. Please take good care of the valuables of their respective booths and personal items, such as laptops, mobile phones, cameras, wallets, credit cards, etc. The above items shall be kept well during the Move-in, or Move-out of the exhibition, and the organizing committee shall not be responsible for the loss of personal items. If found missing, please report to the police office H3-1 of the mezzanine on the second floor of the exhibition area.

3. The organizer remains all the exhibitors that the exhibitors shall have the same legal responsibilities for their own employees, representatives, booth builders and subcontractors. All builders shall purchase public liability insurance and construction personnel insurance before entering the site. The organizing committee suggests the exhibitors to clarify the safety construction responsibility of the construction party when signing the booth construction contract, and check whether the construction party has purchased public liability insurance and construction personnel insurance, so as to protect their own interests. The organizer advises the exhibitors to purchase the public liability insurance, and to purchase the exhibits insurance during the transportation and exhibition of the exhibits and commodities.

4. The exhibitor shall sign the Safety Responsibility Guarantee and bear all the responsibilities for the personal injury and article loss caused by the violation of the relevant provisions of this manual.

IX. Unforeseeable situation

The Sponsor has the final decision on any event beyond the unforeseen those specified in the manual and the exhibition contract.

展品运输指南
SHIPPING GUIDELINE

北京外运会展服务有限公司
Sinotrans Beijing Fair & Events Logistics Co., Ltd.

地址：北京市朝阳区亮马桥路44号海昌大厦

邮编：100125

电话：（010）6467724

E-mai: zhangxin37@sintrans.com

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第二部分

SECTION II

随附表格

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展品运输指南

SHIPPING GUIDELINE

WG 2023展览会主办单位已委托北京外运会展服务有限公司为上述展览会指定的运输总代理之一。请各位尊敬的参展商就有关展品运输和现场进出馆操作服务等相关事宜与北京外运会展服务有限公司联系：

The organizer has appointed Sinotrans Beijing Fairs & Events Logistics Co., Ltd. (SINOTRANS) as the official freight forwarder for the above-mentioned exhibition; exhibitors are therefore requested to consult with SINOTRANS for any matter concerning forwarding of exhibits and on-site move-in & move-out operation. SINOTRANS will be honorably responsible for going through all customs formalities and handling exhibits upon their arrival at Beijing Capital Airport or Tianjin Xingang Seaport.

请联系：

北京外运会展服务有限公司（“北京外运”）

Sinotrans Beijing Fair & Events Logistics Co., Ltd. (SINOTRANS)

北京市朝阳区亮马桥路44号海昌大厦

Haicang Building, No.4 Liangmaqiao Road, Chaoyang District, Beijing, P.R. China

邮编Zip Code: 100125

电话TE: (010) 64671724

联系 CP: 张鑫 先生 Mr. FrankZhang

1. 展品运输方式 Routings

境外展品可通过海运运往天津新港或空运直接运往北京首都国际机场，请按下列要求打印运单：

Exhibits may be transported to above-mentioned exhibition from abroad by sea or by air.

Exhibitors may hand over their exhibits to SINOTRANS in Beijing either

a) through our appointed agents or

b) by making shipping arrangement through your own in-house freight forwarder

Exhibitors must consign all shipments as follows:

1) Direct arrival at Beijing Capital Airport 直接到达北京首都国际机场

on MAWB	
Consignee: Sinotrans Beijing Fair & Events Logistics Co., Ltd. Haicang Building, No.4 Liangmaqiao Road, Chaoyang District, Beijing, 100125, P.R. China PIC : Frank Zhang Tel: (86 10)6462 1380 Mobile: +86-1358180915 Email: zhangxin37@sinorans.com USCI +9111010531806350B	Notify Party: Sinotrans Beijing Fair & Events Logistics Co., Ltd. Haicang Building, No.4 Liangmaqiao Road, Chaoyang District, Beijing, 100125, P.R. China PIC : Frank Zhang Tel: (86 10)6462 1380 Mobile: +86-1358180915 Email: zhangxin37@sinorans.com USCI +9111010531806350B
on HAWB	

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重要提示: 由于海关系统升级, 所有空运货物必须要求有分单数据, 因此请以主单+ 分单形式发货。分单收货人与主单收货人不是一样的。如果不按上述要求发货, 机场将不再直接分拨货物进入我司指定的二级监管仓库, 这将会导致更长的清关时间和更高的机场操作成本。

Important note: Due to the Customs System updating, all air consignments now require HAWB manifest data in the customs system. Therefore, please consign the air consignment under MAWB with back to back HAWB. The consignee on MAWB and HAWB are **not** the same. Otherwise, air consignment under MAWB without HAWB will not be distributed to our appointed airport warehouse, this will take longer time for customs clearance and incur more cost for terminal handling.

2) Direct arrival at Tianjin Xingang Port 直接到达天津新港

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凡空运展品宜采用直达北京的航班。当展品以集装箱 (FCL) 方式发运时, 展商必须在提单上注明运输条款CY/CY。如果展商使用货主自备箱 (S.O.C), 请在海运提单上注明。

For air shipment from broad to Beijing, airlines with direct flights to Beijing are preferable. For full container-load sea shipment, it is essential to specify in B/L the type of movement in destination port is CY/CY, and to indicate S.O.C. on B/L if shippers own container is used.

2. 时间要求 **Deadlines:**

FCL Cargo arrival at ingang Port --- before Sept.,01, 2023

海运整集装箱货物最晚到达天津新港日期---于2023年9月1日前

LCL Cargo arrival atXingang Port --- before August 10, 2023

海运拼箱货物最晚到达天津新港日期---于203年8月10日前

Cargo arrival at Beiing Capital Airport --- before Sept. 01, 2023

空运货物最晚到达北京首都机场日期---于203年9月1日前

Move -In date --- Sept. 13-14, 2023

布展日期---2023年9月13—14日

Move -Out date ---Sept., 17, 2023

撤展日期---2023年9月17日

Ocean bills of lading, Declaration Forms (see attachment) and other shipping documents reaching us --- 15 days before cargo arrival at Xingang Port

海运提单、申报清单（见附件）以及其他海运单据请在货物到达天津新港前15天交予我司。

Airway bills, Declaration Forms (see attachment) for airfreight and other shipping documents reaching us---15 days before cargo arrival at Beijing Capital Airport

空运运单、申报清单（见附件）以及其他空运单据请在货物到达北京首都机场前15天交予我司。

Cargo disposal notification to us ----- before Sept.,15, 2023

货物回程处理方式请于2023年9月15日前告知我公司。

Samples of literatures, souvenirs & CD etc for Customs censoring in China(Books & Magazines can not be imported without the permit issued by General Administration of Press and Publication of the Peoples Republic of China) --- before Sept.,14, 2023

用于海关审查的宣传资料、纪念品及宣传光盘等样品请于2023年9月14日前交予我司。（书籍及杂志等无中华人民共和国新闻出版署出具的进口许可，不得进口。）

Balance dues for inbound and outbound movement reaching our bank account --- before bills of lading of return shipments and /or sold exhibits are released by us.

所有来回程操作费用请于回运货物放单前及留购货物放货前全额付至我司账户。

3. 展品预报表格 Forms:

展品运输情况表（表一）是展商展品物流的汇总表。或许贵公司会有几种不同的展品运输方式，有海运，有空运，有境内自运的展品等等。这个展品运输情况表是为了让我们更清楚地了解您的展品物流，以便我们为您提供更好的服务。请在截止期2023年8月10日之前提交北京外运。

Freight Instruction Orer

Freight Instruction Orer (form 1) is a general form for your overall exhibits logistics. Maybe you will make several shipments through different ways, such as local cargo by truck, overseas cargo by sea, etc. Please submit the complete form no later than August 10, 2023

车辆通行证申请表（表二）是货运车辆通行证以及现场机力的申请表格。任何用卡车自行运送展品的参展商都需要为卡车申请车辆通行证，一车一证，当日有效。同时，如有现场机力组装要求的，请提前填妥此表，于2023年8月22日之前提交北京外运。

Transit Pass & Order

Tansit Pass & Order (orm 2) is an order form for transit pass or assembling & installation of exhibits. Exhibitors,who have domestic cargos transported to exhibition hall by trucks directly, should apply for the transit pass for each truck. If any assembling or installation services are required, form 2 should be submitted to SINOTRANS no later than August 22, 2023 .

展品清单（表三）是境外展品临时进出口海关清关所必不可缺的文件。所有展商均需如实填写清楚，并提交北京外运。展商必须在清单上详细准确地申报每项展品（包括主要部件）的品名、规格、价值及各种申报要素。另外，产品说明书、布展材料、纪念品等现场派发及消耗的物品亦须分别申报，并注明数量和价格。

List of Exhibits

The ist of Exhibits (orm 3) is the most important document for Customs clearance on a temporary import & export basis for exhibits from abroad. Exhibitors must submit this form to us without exception. A detailed description (in printed letter) of each exhibits, including major components、specification、values and intended use , must be accurately declared on this form. Catalogs, display materials, gift and other given-away items must also be specified with exact quantity and value on this document.

4. 申报单据要求 Declaration documents:

报关所需文件及其他程序:

申报清单 (详见表) --- 3份复印件

业发票 --- 1份复印件

装箱单 --- 1份复印件

海运提单 --- 1份原件 1份复印件

空运主运单及分运单 --- 1份复印件

保险单 --- 1份复印件

包装检疫及熏证明

对于木制外包装箱, 包装的各个外包装面必须烙IPPC标识。对于非木制外包装箱, 需提供非木制包装证明原件及复印件。

Documents needed for customs clearance and other procedures:

Declaration Form (see attachment Form 3) --- 3 copies

Commercial invoice --- 1 copy

Packing list --- 1 copy

Ocean bill of lading --- 1 original and 1 copy

Master Airway bill & House Airway bill --- 1 copy

Insurance policy --- 1 copy

Quarantine and/or fumigation certificate:

For wood packing, the PPC (International Plant Protection Convention) Mark should be put/stuck on both sides of the outside package; For non-wood packing, a letter of Declaration of Non-Wood Packing Material should be submitted (1 original and 1 copy)

5. 说明书及宣传资料送审事项 Catalogs and publicity materials – censoring

请展商将所有印刷品及纪念品的样本包括电影片、灯片、录音带、录像带、唱片、照片、地图、说明书和广告等宣传资料等 (一式二份), 连同展品清单一起寄交我司。有关样本将呈交海关进行审查。上述资料必须经海关审查同意后方能在展览会期间使用。书籍及杂志等无中华人民共和国新闻出版署出具的进口许可, 不得进口。宣传光盘进口的数量不得超过200张。在宣传品中, 凡涉及台湾之处, 均不得将该地区视作独立国家或采用类似的提法。礼品和纪念品的数量较多或者价格较高时, 亦有可能需付税。

Exhibitors should send samples of advertising materials including films, lantern slides, recording tapes, records, photos, maps, illustrations, directions and other publicity materials to us together with the List of Exhibits. All these materials will be handed over to the China Customs for inspection in advance. Books and magazines can not be imported without the permit issued by General Administration of Press and Publication of the Peoples Republic of China. The number of CDs can not more than 200 copies. Please note that Republic of China can not be appeared in any advertising materials. Please note that, for given-away items, duties may be levied when the quantity is substantial and/or the value is high.

6. 展会闭幕注意事项 Closing of exhibition

展览会闭幕当天晚上我们会将空包装箱从仓库运至台, 并根据展商要求安排装箱。

展览会结束后, 展商要在展品申报清单上填写展品置方式, 以便向海关申报, 具体有如下处置方式:

a) 售出 b) 捐赠 c) 回运 d) 转关转展 e) 待定

请填写好展品处置申请表并在展览会结束前交给我。在展览会结束后, 根据海关的要求所有的展品都将被运至海关监管仓库, 相关的费用将按照我们的费率收取。

展商必须特别注意海关的如下规定:

A 每个包装内申报的物品必须准确

B 非参加展的物品 (如私人物品, 在中国购买的念品等) 不允许同展品一起办理回运。

C任何在展览会开幕前向海关申报的物品，展商在览会结束后未经向北京海关申报不得私自处理或拿走。否则，对海关的处罚展商自行负责。

We will start to retur empty cases from storage area to stands on the evening of the closing day.

Exhibitors, however, sall start repacking on the next day.

Upon exhibition closin, exhibitors are requested to declare to the customs on the Declaration Form the proper disposal instructions of their exhibits as follows:

a) Sold b) To be returned c) Given away d)) To be transferred e) To be disposed

Please fill out and return the Instructions for Disposal of Exhibits to us before the day of exhibition closing. After the closing of the exhibition, all exhibits should be moved to the customs bonded warehouse due to the requirement of the customs.

Relevant charges will be levied according to our Tariff.

Exhibitors must pay special attention to the following customs regulations:

A. Declaration of contents in each package must be correct.

B. Items (e.g. persona effects, souvenirs bought in China etc.) other than those declared exhibits are absolutely not allowed to be returned together with exhibits.

C. Everything have bee declared to the Customs before the exhibition opening, must not be disposed or taken away by exhibitors without being declared to the Customs after the closing of the exhibition. Otherwise, exhibitors should be responsible for any penalty by the Customs arising thereof.

7.熏蒸要求 Fumigation Requirements

所有来自和/或转运自欧盟国家/地区，韩国，日和美国的货物必须申请以下程序：

Any shipment to be imprted and/or transited from E.U. Countries/Area, Korea, Japan and the USA is requested to arrange the following Handling Procedure:

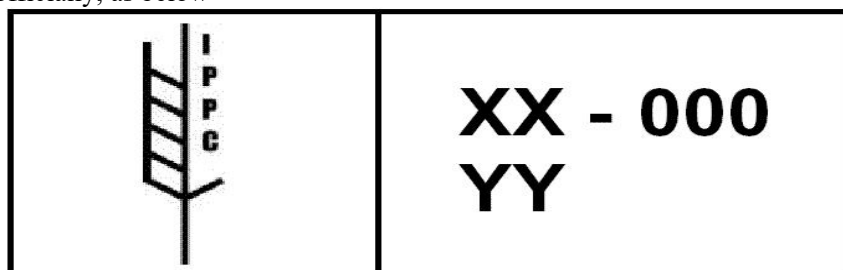
包装材料 Packing Material	欧盟国家 european Union Countris	韩国，日本和北美 Kora; Japan & North Aericia	发证部门 Issuing Dept.
木质 Wod	热处理证明 Certificate of Heat Treatment 烟熏处理证明 Certificate of umigaton	热处理证明 Certiicate of Heat 烟熏理证明 Treatment/Certiicate f Fumigation	国家有关部门 Auhorities of a.m. Countries/USDA
非木质 Non-wood	非木质包装材 料证明 Certificate of Non- wooen Packing Material	非木质包装材料证明 Certificate of Non-wooen Packing Material 非松木包装料证明 Certificate f Non-Confer Packing Material	展品运方/出口方 Shipper/Exporter

备注：以各证书的正本必须随空运单或海运提单寄给我公司，以便提交至中国出入境检验和检疫部门。文件副本必须传真或电子邮件至我公司。

Note: The original cerificate must be attached to the original airway bill or ocean bills of lading and send to SINOTRANS or SINOTRANS for submitting to China Entry & Exit Inspection and Quarantine. The copy of document must be sent by fax or e-mail to SINOTRANS or SINOTRANS.

所有木质包装必须标有 IPPC（国际植物保护公约标识），标识如下：

All the wooden packingof the exhibits from overseas must be marked by IPPC (International Plant Protection Convention) officially, as below



该标识应该包含：The mark should at minimum include the:

IPPC 标识（如上）； IPPC Symbol (as reproduced above);

XX 为 ISO 二字母国家代码（例如 德 = DE）

XX = ISO two letter country code (e.g. Germany = DE)

000 为唯一的生产或处理该木质包装的企业注册码

000 = the unique registration number assigned for the company that manufactured or treated the wood used for the wooden packaging;

YY 为 IPPC 处理方式的缩写（例如：HT 为热处理 MB 为甲基溴处理）。

YY = IPPC abbreviation disclosing the type of treatment (e.g. HT for "Heat treatment" or MB for "Methyl Bromide").

DB 母 DB 代表该木质包装使用了去皮原。

DB = The letters "DB" shall be added to the abbreviation of the approved measure to confirm the use of debarked round wood.

备注：请注意请发运人须提前通知我司有关包装类以便相应的安排进口检验检疫。如果未能及时处理木质包装，由此产生的处罚、责任，以及展品延误清关，均需要展商自行承担。上输液同样适用于非木质包装申明。

Note:

Pls be noted that the exhibitor should inform SINOTRANS or SINOTRANS in advance the sort of packing material so that we could apply for the permit of import to CIQ accordingly. Failure to make the necessary arrangement for the handling of wood, exhibitor should be responsible for the penalties from China Government Authorities and the delay of exhibits delivery to stand on time. The same procedure is also applicable to THE DECLARATION FORM FOR NO WOOD PACKING GOODS

8.手提展品 Hand-carried Exhibits

如有展商将个别小型展品手提入境，请在进入北京境时，向机场海关进行如实申报，并出具相关有效文件，向北京海关说明其用途为展示。如北京海关将其展品扣留，请将相关扣留单证交给北京外运，以便按临时进口展品办理报关、报检及提货事宜，该项工作需要两个工作日。同时，由我们代理报关、报检及提货的手提展品，在出馆时必须交由我们统一办理离境手续，不得擅自带离展馆。

Exhibitors with small items of exhibits can hand-carry them to the Show, they should then declare to Customs at the airport that their hand-carried items are for exhibition purpose. If the hand-carried items are detained by Customs at the airport, exhibitors should hand over the detention receipt and List of exhibits (duly filled) to SINOTRANS or SINOTRANS to arrange the delivery of the goods from the airport. Exhibitors arriving late with hand-carried exhibits should be prepared that the Customs formalities and pick up procedures may take two days. Exhibitors should also be prepared to encounter problems when they intend to hand-carry exhibits out of the exhibition halls and these exhibits should also be returned as a shipment after the show.

9.危险品 Exhibits of a Dangerous Nature

请在向天津新港或北京首都国际机场发运所有的危险品时直接附上危险品证书和空运单或海运提单。单证的复印件必须在航班到达前传真给我们。

Exhibitors need to fill out and send to us a special form for dangerous goods. Such forms will be provided upon request and the completed forms should reach us before shipment is dispatched. There will be surcharge for handling such exhibits.

10.超重和超尺寸展品 Heavy and Oversized Exhibits

展品如有超重或超尺寸展品，请有关展商提前与我联系相关操作手续，并在现场进行监督和指导。如需我司提供铲车、吊机进行展品的组装，请有关展商提前与我司提出书面申请，以便我司及时安排机力、人力。

Exhibitors with heavy or oversized exhibits must be on-site early and direct the operation of unpacking

and positioning heavy exhibits. If a mobile crane or forklift is required for installation of equipment, exhibitors should send their requirements to us in advance. A detailed layout should also be provided to us for better on-site operations.

以上展品的外包装必须坚固,并可反复使用,并在包装上标注明显的操作提示(如 重心位置等)。我司不提供以上展品的外包装材料。

Cases for heavy exhibits should be so constructed that the sides are joint by bolts rather than by nails or screws. This will prevent the case from being damaged during unpacking and will save considerable time, especially during exhibition closing. Please mark the front side of the case clearly to ensure correct positioning. As we will not provide any packing materials for exhibits, exhibitors should ensure that they have adequate and appropriate packing materials for repacking during exhibition closing.

11. 包装说明 Packing of Exhibits

展商在使用展品包装材料时, 请注意以下几点:

Exhibitors shall be responsible for the consequences of improper packing

a) 保护货物免受损伤和雨淋 请注意, 展品可能会被多次置于户外, 包括展区露天存放。展商必须有责任对展品采取一定的防护措施, 以防止损伤和雨淋。

Protection against Damage and Rain

As the exhibits are repeatedly loaded and unloaded during transportation; shocking/bumping will sometimes be inevitable. Moreover, exhibits will be placed outdoors many times, including open-air storage at the exhibition center during show period. Therefore, exhibitors must take necessary precautions against damage and rain, since we cannot assume any responsibility for the damage, especially when the return exhibits are to be packed with used packing materials (the case as well as aluminum foil, plastic covers etc. very often would have been damaged already during unpacking)

b) 外包装 外包装必须坚固, 以防在运输以及装卸过程中受损。我司在此不建议使用纸箱, 因为此类包装不适于反复装卸和重新包装。如果由于外包装不当引起的损伤和索赔, 我公司概不负责。

The Packing Material

The case must be strong enough to avoid damage during transportation as well as unpacking, and in particular, be suitable for repacking after the exhibition. Packing in cartons is not considered suitable for repeated handling, especially for valuable or delicate equipment.

12. 展品的清关手续 Customs Clearance

所有由我司代理报关的展品均属临时进口展品, 其个运输及展示过程都是在北京海关监管下进行的。作为本展会的指定运输商, 我司有权代表海关, 要求展商遵守有关法律、法规, 并履行相应的义务。未经我司同意, 任何展商不得擅自将展品带离展馆。

We will go through Customs formalities for exhibitors. But on some occasions, the presence of exhibitors will be required. As Customs require the official forwarder to be responsible for the control of all exhibits, exhibitors should not allow their exhibits to be taken away from the show ground without prior arrangement with Customs through us.

13. 展品的现场操作 Unpacking and Repacking of Exhibits

我司将根据展商要求, 提供相应的展品进出馆现场作。为了展品的安全, 请展商在进/出馆期间, 派专人协助我司进行现场操作, 给予我司专业的指导和监督, 并提供书面的吊装示意图。由于展商的缺席或误导, 或使用不适合再包装运输的包装箱, 导致展品受损的, 一切后果由展商自行承担。

We will assist exhibitor in physical unpacking and installing of exhibits. Exhibitors, however, must supervise and be responsible for these operations. For this purpose, a responsible representative of the company must be available on-site during the move-in period and provide us the written instruction for installation of machines.

Similarly, during exhibition closing, exhibitors must also supervise the dismantling and repacking of exhibits, especially for delicate or heavy equipment, as these operations will be carried out at exhibitors risk. When exhibits are replaced by used packing materials, the packing is regarded as no longer suitable to protect the equipment against damage/moisture compared with the original. Exhibitors shall therefore bear the responsibility for the consequences arising therefrom.

14. 保险及作业条件 Insurance

我司所收的服务费用中不包含保险费，为维护展商权益，我司提醒展商安排适当的全程保险（包括展览期间）。保险范围应包括我司及其代理的责任事故的保险。展商请备妥保险合同文本或其副本，以备可能在展览现场发现短少，残损时申报检验之用。

Please note that all the charges by our company do not include the premium. To safeguard the rights and interests of the exhibitors, we suggest the exhibitors should arrange a proper round-trip (including exhibition period) all risk insurance for their exhibits. The insurance should cover the responsible accident by our company and our agent. To be used as declaration and inspection when there may occur shortage and damage on site, please prepare the original and copy insurance contract.

请注意，所有由我公司进行的操作均由展商方承担险，我们不提供直接的展品保险。

展商须明确所有运输、上展台及回运的时间和条款并注意保险的有效日期。

Please note that we do not provide the insurance for the exhibits directly. All the risk by our service should be taken by the exhibitors. Each exhibitor should confirm the time and terms of the transportation, delivery and return. Please also note the valid time of the insurance.

15. 包装箱唛头说明 Marking of the Case

所有包装必须显示以下信息：

The following marking must be painted on two sides of each case :

WGC 2023			
Company			
c/o: SINOTRANS			
Net Wt.			kgs
Gross Wt.			kgs
Dimensions	L	x	W xH =
CBM			
Stand No.			

Case No

16.费用支付 Payment

A. Deadlines for payment 付款期限

a. Balance dues for inbound movement reaching our bank account -----prior to the exhibition opening

来程款项到达我司账户时间 -----开展前
b. Balance dues for outbound movement reaching our bank account
----before exhibits leaving Beijing

回程款项到达我司账户时间 -----展品离北京前

Please abide by the above strictly and settle all account before the deadlines, otherwise, we will not arrange the inbound movement and returning shipment accordingly and not be responsible for any consequences arising therefrom. 请严格遵守以上规定并在最后期限之前结清相关费。否则我司将不予相应安排展品的进馆和回程运输，且不负责因此产生的一切后果。

B. Remittance of payment 汇款

Sinotrans Beijing Fairs & Events Logistics Co., Ltd.

北京外运会展服务有限公司

For international remittance, please remit to:

Beneficiary Name: SINOTRANS BEIJING FAIRS AND EVENTS LOGISTICS CO., LTD

Bank Name: BANK OF CHINA, BRANCH BEIJING

Bank Address: NO.1 DONG SAN HUAN, CHAOYANG DISTRICT,
BEIJING, 100020, CHINA

Bank Account Number (USD): 337663392414

Swift Code: BKCH CN BJ 110

Remark or Message:

Charges for WGC 2023, SINOTRANS BEIJING FAIRS AND EVENTS LOGISTICS CO., LTD

国内汇款，请付至：

名称：北京外运会展服务有限公司

银行：中国银行北京兆丰街支行（行号：104100006351）（如搜不到，请汇至中国银行北京雅宝路支行，行号相同，行号：104100006351）

账号：3207 6316 6597

银行地址：北京市朝阳区东三环中路1号环球金融中心一层

备注：“2023年世界地热大会”展品运输费用。

17.营业条款 Conditions of Business

所有我方提供的服务和作业操作均根据我公司的交易条款和约定进行，相关材料请来电索取。

All services provided by SINOTRANS are carried out in accordance with the Conditions of Business of our company.

国际展品运输预报表

截止日期：2023年8月 10日

请将表格交回至： 北京外运会展服务有限公司 联系人：张鑫 电：86-10-6467124 邮箱：hangxin37@sinotras.com	展商信息	
	公司名称：	
	展台号：	展台面积：
	展会负责人：	电子邮箱：
	电话：	传真：

为了协助处理展品，请您提供展品信息。请填写如下：

直接发运：

船名航次（海运） / 航班号（空运）：

出发期：_____ 到达期：_____

提单号（海运） / 空运单号（空运）：_____

包装材料：_____

特殊运输要求（如有）：_____

由我们自己的货运代理运输展品

货运代理商名称：_____

联系人：_____ 子邮件：_____

电话：_____ 传真：_____

国内展品自行安排卡车运输至展馆

国内代表公司：_____

联系人：_____

电话：_____ 传真：_____

签名及日期：
（请保留复印件以备参考）

Freight Instruction Order

Form 1

Deadline: AUG 10, 202

Please return this form to: Sinotrans Beijing Fais & Events Logistics Co., Ltd. Cntact person: Mr. Fank Zhang Tel: 0086-10-64671724Email: zhangxin37@sintrans.com	Exhibitor Information	
	Company:	
	Booth No.	Booth Square:
	Authorized person:	E-Mail:
	Tel:	Fax:

To assist the preparation of the delivery schedule, would you please supply the following information on all exhibits? Please specify:

Shipping cargo directly

Name of vessel and Voy. No.(by sea)/Flight No.(by air): _____

Date of Departure: _____ Date of Arrival: _____

B/L(by sea) / Mawb(by air) No. _____

Packing Material: _____

Special Handling Instruction(if any): _____

Shipping cargo by or own forwarder

Company Name: _____

Contact: _____ Email: _____

Tel: _____ Fax: _____

Domestic Cargo to Exhibition Hall by truck

Domestic Representative Company: _____

Contact: _____

Tel: _____ Fax: _____

Date and Signature

(Please keep a copy for your record)

车辆通行证申请表
截止日期： 2023年8月22日

将表格交回至： 北京外运会展服务有限公司 联系人：张鑫 电：86-10-6467124 邮箱：hangxin37@sinotras.com	展商信息	
	公司名称：	
	展台号：	展台面积：
	展会负责人：	电子邮箱：
	电话：	传真：

1. 根据我们的需求，我们： 参展商； 展台搭建商 需要下列数量通行证：

日期						
通行证数量						

(提前进馆需征得主办单位的书面同意，产生额外的加班费用由展商自行支付)

2. 请将通行证寄往下列地址：

公司名称：		联系人：
地 址：		电 话：

3. 特殊要求：

超大超重展品 (单件10吨以上)	尺寸： 重量：
其他要求：	

4. 设备安装预约

机力类型	数量	预订时间	安装耗时
___吨叉车			
___吨吊机			
人工			

签名及日期： _____ (请保留备份以备参考)

Transit Pass & Order

Form 2

Deadline: AUG.22,
023

Please rtn this form to: Sinotrans Beijing Fais & Events Logistics Co., Ltd. Cntact person: Mr. Fank Zhang Tel: 0086-10-64671724Email: zhangxin37@sintrans.com	Exhibitor Information	
	Company:	
	Booth No.	Booth Square:
	Authorized person:	E-Mail:
	Tel:	Fax:

3. According to our needs, the numbers of the pass is as follows:

exhibitor; contracor

DATE						
Pass Quantity						

(Prio Move-in needs the approval from the organizer and extra cost will occur.)

4. Please mail the pss to the following address:

Company:		CTC Person:
Address:		Tel:

5. Special request for the move-in:

Huge or overweight (over 10Ts per piece) Other request:	Size: Weight:

6. Equipment service for installation:

Equipment	Quantity	Booking Time	Installation Time
Tons Forklift			
Tons Crane			
Labour			

Date and Signatue: _____
(records)

(Please keep a copy for your records)

暂 准 进 口 展 览 品 报 关 清 单

DECLARATION FORM FOR EMPORARY IMPORT EXHIBITS (Form 3)

展览会名称:
NAME OF EXHIBITION:
WGC2023

日期:
DURATION:
2023,9,20-2

地点:
VENUE: NE
W CIEC
BEIJIN

参展公司 EXHIBITOR		国别/地区 COUNTRY/REGION		展馆/展台 HALL/BOOTH NO.		运单号 BL NO. (AWB NO.)			总件 TTL PC		
箱号 CASE NO.	毛重 G.WEIGH	公斤 KGS	净重 .WEI GHT	公斤 KGS	原产 ORIGINAL	长/Lcm	宽/W cm	高/H cm	立方米/M ³	运输代理专用 OFFICIAL USE	
外包装 Packing:	<input type="checkbox"/> 箱Case (<input type="checkbox"/> 金属Metal <input type="checkbox"/> 塑料Plastic <input type="checkbox"/> 木Wood)		<input type="checkbox"/> 卡板Pallet (<input type="checkbox"/> 金属Metal <input type="checkbox"/> 塑料Plastic <input type="checkbox"/> 木Wood)			<input type="checkbox"/> 纸箱Carton		<input type="checkbox"/> 其他 (请注明) Others(Please remark):			
商品代号 H.S.NO.	展品内容规格型号英文 DISCRIPTION OF CONTNTS (IN ENGLISH)		展品内容规格型号 (中文) DISCRIPTION OF CONTNTS (IN CHINESE)			数量 QUAN TITY	单位 UNITS	单价 U.PRICE	总价 CIF TOTA	展品处理方式 EXHBITS DISPOSAL	
制单人 (签字) SIGNATURE:	It i imperative that all exhibits must have H.S. code (harmonized systems code), all machines and equipments must be completed with models and/or serial numbers.					货值总计 : TOTAL:					

EXHIBIT ANDLING TARIFF

海外展品运输操作费率

A. Exhibits by sea 海运展品服务

A-1. inbound movement : 来程服务

a. Services

1. Receipt of cargo at seaport, documentation
2. Transportation of cargo to the designated customs bonded warehouse.
3. Unloading cargo at the show site
4. Assisting exhibitors in unpacking and positioning cargo at stand (excluding assembly of cargo).
5. Removing empty cases and packing materials to the on-site designated storage area.

海运港口抵达货物的港口操作、文件准备、送至北京海关展览品监管库以及展馆装卸、运送展商展台、协助展商对展品拆箱、基本就位（不含组装）并将空箱整理完毕、运至现场规定存储区域。

b. Charges 费用项目

1. Basic handling charge : RMB555.00/CBM
基本操作费: 人民币555.00/立方米

-- Dry container

The minimum chargeable volume for a 20' container is 23 CBM (RMB 12765.00), and for a 40' container is 46 CBM (RMB 25530.00).

-- Flat rack, open top or high cube container

The minimum chargeable volume for a 20' container is 25 CBM (RMB13875.00), and for a 40' container is 50 CBM (RMB 27750.00).

-- Loose cargo

The minimum charge is RMB 3500.00/SHIPMENT.

* If the volumes of cargoes exceed the above mentioned minimum chargeable volumes, the charges will be levied according to the actual volumes of cargoes.

计费标准:

标准箱: 20尺标准箱为23立方米（人民币12765.00），40尺标准箱为46立方米（人民币25530.00）。

框架箱: 开顶箱、高箱: 20尺为25立方米（人民币13875.00），40尺为50立方米（人民币27750.00）。

拼箱: 最低收费按照人民币3500/票计算。

* 如果货物体积超过上述计算标准，则照实际货物体积计算**

2. Seaport handling charge

LCL	The minimum charge is RMB 300.00/CBM MIN. RMB 2000.00/SHIPMENT
20'Dry Container	RMB 3000.00/Container
40'Dry Container	RMB 4500.00/Container
20' OT/HC Container	RMB 4000.00/Container
40' OT/HC Container	RMB 6000.00/Container
港口操作费	拼箱散货 人民币300.00/立方米（最低收费人民币 2000.00/票）
20尺标准集装箱	人民币3000/集装箱
40尺标准集装箱	人民币4500/集装箱
20尺开顶/高集装箱	人民币4000/集装箱
40尺开顶/高集装箱	人民币6000/集装箱

If seaport handling charge exceed above mentioned charge, please pay for extra charge at cost actually besides above charge.

如果海运展品的港口费用超过上述涉及费用，请支付实报实销额外部分的费用

A-2. Outbound movement service and charge by sea is same as inbound.

海运展品回程服务、费用与来程服务、费用同。

B. Exhibits by air 空运展品服务

B-1. inbound movement 来程服务

a. Services

1. Receipt of cargo at Airport, documentation
 2. Transportation of cargo to the designated customs bonded warehouse
 3. Unloading cargo at the show site
 4. Assisting exhibitors in unpacking and positioning cargo at stand (excluding assembly of cargo)
 5. Removing empty cases and packing materials to the on-site designated storage area
- 机场港口抵达货物的港口操作、文件准备、送至北京海关展览品监管库以及展馆装卸、展商展台、协助展商对展品拆箱、基本就位（不含组装）并将空箱整理完毕、运至现场规定存储区域。

b. Charges 费用项目

1. Basic handling charge (to be collected as per chargeable weight appeared on AWB) RMB6.00/kg
The minimum charge is RMB 900.00/shipment
基本操作费（按照航空运单上面显示的计费重量计算） 人民币6.00/公斤（最低人民币900.00/票）
2. Airport handling charge RMB2.50/ kg
The minimum charge is RMB 500.00/shipment
机场港口操作费 人民币2.50/公斤（最低人民币500.00/票）
If airport handling charge exceed above mentioned charge, please pay for extra charge at cost actually besides above charge.
如果空运展品的机场费用超过上述涉及费用，请支付实报实销额外部分的费用

B-2. Outbound movement service and charge by air is same as inbound.

空运展品回程服务、费用与来程服务、费用同。

C. Cargo received at the exhibition site through international exhibitors themselves delivered

国际展商的自运送馆外交货展品

C-1. Inbound movement 来程服务

a. Services

1. Registration and documentation
 2. Receipt of cargo at the exhibition site
 3. Delivering cargo to stand (nearby)
 4. Assisting exhibitors in unpacking and positioning cargo at stand (excluding assembly of cargo)
 5. Removing empty cases and packing materials to the on-site designated storage Area
- 展品的登记和文件准备、馆外卸车、收货、运送至展台、协助展商拆箱并且基本就位（不包含组装）、整理空包装箱并且运送至空箱存储场地保存。

b. Charges 费用项目

1. Charge for moving cargo to exhibitor booth from truck at show site RMB350.00.00/CBM
The minimum chargeable volume is 1 CBM.
馆外卸车、运输到展位 人民币350.00/立方米（最低1立方米计算）

C-2. Outbound movement service and charge is same as inbound.

国际展商自送馆外交货展品回程服务、费用同来程服务、费用相同。

D. Cargo transferred from other exhibitions or other customs bonded warehouse

海关监管下转关、转展类展览品货物

D-1. Inbound movement 来程服务

a. Services

1. Documentation and customs clearance, receipt of cargo at Beijing customs exhibits bonded warehouse

2. Transportation of cargo from the designated customs bonded warehouse to the exhibition site
 3. Unloading cargo at the exhibition site
 4. Delivering cargo to stand (nearby)
 5. Assisting exhibitors in unpacking and positioning cargo at stand (excluding assembly of cargo)
 6. Removing empty cases and packing materials to the on-site designated storage area
- 北京海关展览品监管仓库收货、文件准备、送至展场、装卸、运送展台、基本就位（不含组装）、整理好空箱并且运送至空箱存储场地保存

b. Charges 费用项目

1. Charge for cargo moving to exhibitor booth from Beijing customs exhibits bonded warehouse
RMB500.00/CBM The minimum chargeable volume is 1 CBM.
北京海关展览品监管仓库接货运送至展台 人民币500.00/立方米 最低1立方米计算

2. Long distance bonded transportation charge from Beijing to other city as well as reverse process.
to be negotiated in case of detail request
北京至外地或者外地至北京的长途监管运输：根据具体需求另行商议

D-2. Outbound movement service and charge is same as inbound.

海关监管下的转关、转展类展品回程服务、费用同来程服务、费用相同。

E. Fee for sold and Consumed exhibits

留购及消耗展览品

a. Services

1. Documentation and customs clearance
 2. Assisting exhibitors in repacking and removal cargo from stand (excluding assembly of cargo)
 3. delivery empty cases to booth for repacking
 4. loading on truck for transportation and delivery to customs bonded warehouse
 5. preparation permanent import clearance formalities
- 文件准备以及报关、报检、搬运空箱、协助商装箱、运送展览品出馆至监管仓库、装车、永久进口手续完成

b. Charges

1. Charge for moving cargo out of the exhibition hall and delivery to bonded warehouse:
RMB 500.00/CBM (The minimum chargeable volume is 1 CBM)
留购展览品出馆及运送至海关监管仓库 人民币500.00/立方米 (最低1立方米计算)
2. Permanent import Customs broker handling fee:
RMB1500.00/shipment
永久进口报关手续费 人民币1500.00/每票
3. Contract agent fee: The total value of goods less than USD10000.00 will be charged RMB 1000.00/shipment
如需进口代理费用 人民币1000.00/每票
*此费用限定在留购展品的总价值在10000美元以下**
4. Quarantine declaration service fee: RMB1500.00/shipment
报检服务费 人民币1500.00/每票
5. Quarantine inspection fee: Actual cost payment
法检查验收费 实报实销
6. Customs inspection fee: RMB500.00/shipment
海关查验费 人民币500.00/每票
7. Customs valuation RMB500.00/shipment
永久进口审价费： 人民币500.00/每票

8. Customs duties, VT: 海关关税	Actual cost payment 实报实销
9. commission of paing duty fee: RMB200.00/shipment 代缴关税手续费	人民币200.00/票
10. Transprot fee: 如需长途运输服务	Actual cost payment 实报实销
11. Insurance: 如需保险服务	Actual cost payment 实报实销

F. OTHER CHARGES其他费用项目

- Exhibitor basic service charge : RMB 400.00/exhibitor/consignment (applicable tariff item: A/B/C/D/E)
展商基本服务费: 人民币400.00/每家展商/每票货物 (适用于费率项目 A/B/C/D/E项)
- Clearance customs service charge : 海关报关服务费
RMB 1500.00/SHIPMENT (applicable tariff item : A/D/E)
人民币1500.00/票 (适用于费率项目A/D/E项)
RMB 500.00/shipment (applicable tariff item : B)
人民币500.00/票 (适用于费率项目B项)
- Quarantine declaration service fee : 检疫包装申报服务费
RMB 1500.00/shipment (applicable tariff item : A)
人民币1500.00/票 (适用于费率项目A项)
RMB 500.00/shipment (applicable tariff item : B)
人民币 500.00/票 (适用于费率项目B项)
Quarantine inspection fee : 海关检疫卫生处理检查费 (applicable tariff item : A/B, 适用于费率项目A/B项)
RMB 50.00/PIC. 人民币 50.00/件
RMB 400.00/20'CONT. 人民币 400.00/20尺集装箱
RMB 700.00/40'CONT. 人民币 700.00/40尺集装箱
- Beijing customs exhibits Bonded warehouse handling charge: 北京海关展览品监管仓库出入库操作费
RMB 60.00/CBM /move in and move out MIN. 1CBM (applicable tariff item : A/B/D/E)
人民币60.00/立方米/进库和出库 最低计算1立方米 (适用于费率项目A/B/D/E项)
- Transfer charge f picking up or return empty container: 空集装箱调运或回运港口
RMB 2000.00/20' / RMB 2700.00/40' (applicable tariff item : A)
人民币2000.00/20尺集装箱 / 人民币2700.00/40尺集装箱 (适用于费率项目A项)
- Storage charge 仓储费 (applicable tariff item: A/B/C/D/E)
 - cargo by sea :
storage duration of move-in / showing /move-out : RMB 10.00/CBM/DAY
storage duration of port bonded warehouse/area or exhibits warehouse : RMB 10.00/CBM/DAY
 - cargo by air
storage duration of move-in / showing /move-out : RMB 10.00/100KGS/DAY
storage duration of port bonded warehouse/area or exhibits warehouse : RMB 10.00/100KGS/DAY
 - empty case :
storage duration of move-in / showing /move-out : RMB 10.00/CBM/DAY
 - container storage charge :
RMB 150.00/20'/day & RMB 250.00/40'/day
 - container rental : RMB 3000.00/20container/showing period ; RMB 4000.00/40container/showing period
 - 海运展品仓储费 (适用于费率项目 A/B/C/D/E项)
进出馆期间、展示期间存储展品: 人民币10.00/天/立方米
在口岸的保税库或者展览品监管库的存储展品: 人民币10.00/天/立方米
 - 空运展品仓储费
进出馆期间、展示期间存储展品: 人民币10.00/天/100公斤
在口岸的保税库或者展览品监管库的存储展品: 人民币10.00/天/100公斤
 - 布撤展、开展期间空箱存储: 人民币10.00/天/立方米

d. 集装箱仓储费

人民币150.00/20尺/天 & 人民币250.00/40尺/天

e.空集装箱租用费用：人民币3000.00/20尺集装箱/展期；人民币4000.00/40尺集装箱/展期；

7. ATA Carnet administration fee:

RMB1000.00/ATA Carnet

ATA单证册管理费

人民币1000.00/单证册

8. Charges for hiring manpower and equipment (applicable to repositioning cargo after positioning it at stand or assembling/disassembling cargo at stand at request of overseas forwarding agents or exhibitors)

租用的人力和机力设备（适用于根据展商或其代理要求下，二次就位或者组装展品、拆卸展品服务）

a. manpower 人工租用

单位：每人 / 最低4小时

minimum RMB 200.00/4hours/man

b. forklift 叉车租用

单位：每台 / 最低4小时

800.00/forklift/4hour

3 ton capacity RMB

ur

6 ton capacity RMB1000.00/forklift/4ho

RMB1500.00/forklift/4hour

10 ton capacity

2000.00/forklift/4hour

12 ton capacity RMB

c. mobile crane 吊机租用

单位：每台 / 最低 4 小时

8ton capacity

RMB1000.00/crane/4hour

25 ton capacity

RMB2000.00/crane/4hour

50 ton capacity

RMB2600.00/crane/4hour

70 ton capacity

RMB4000.00/crane/4hour

100 ton capacity

RMB15000.00/crane/8hour

130 ton capacity

RMB17000.00/crane/8hour

minimum 4hours/crane
minimum 4 hours/truck or trailer

Notes:

a) If overtime charge of exhibition hall occur for machine transposition or testing, we will collect such charge from the exhibitor.

b) If the operation time of one hour does not attain one hour after the minimum chargeable time of four hours

mentioned in items a to d, such time will be treated as one hour.

c) The above charges will not be levied if the operations are proposed and carried out by us according to the on-site conditions.

d) The above charge will be subject to and be collected as per the Application Form and List of Hiring Manpower and Equipment submitted and confirmed by exhibitors or their forwarding agents.

提示：

a. 展馆加班费，展商自付或者他们代收b. 租用服务中，最低计算4小时的时间外，超过4小时外不足1小时，我们将按照1小时的标准计算。

c. 进出馆过程中，因为我公司对于现场业的整体安排原因，造成展商租用时间的延长，我们不会向展商收取

多余的租用费用

d. 我们将根据展商或代理提交的租用申请和确认，来安排相应的租用设备，并且根据这些申请和确认要求来收取租用费用

9. Surcharge for late arrival cargo (applicable tariff item : A/B)

a. If cargo arrives beyond our stipulated arrival deadline causing us difficulties in respect of entry procedures, pick-up of cargo, and move-in operation, we will collect a 20% surcharge for such cargo in addition to respective handling charges.

b. The shipping documents for customs clearance and pick-up of cargo should reach us 10 days before cargo arrival at XINGANG Port, Beijing Capital Airport or Beijing rail terminal. Otherwise cargo arriving within our stipulated arrival deadline will be still treated as late arrival cargo.

展品晚到操作附加费：（适用于费率项目 /B项）

a. 展品抵达港口的时间超过我司规定的那间导致我司办理进口清关手续或者提货、进馆操作过程困难，将在基本操作费的基础上加收20%的晚到展附加费。

a. 运输文件交给我司的时间应该是在货物抵达港口前10天，超过这个时间，我司同样按照上述原则办理。

10. Customs formality fee for temporarily loan exhibits

RMB542.00/consignment

临时外借展品手续费：

人民币542.00/每个申请

11. fumigation heat treatment / sample testing

a. Fee for the quarantine treatment of wood packing materials (such as fumigation, disinfection, heat treatment and etc.)

RMB3390.00/case

or treatment

b. Fee for sampling wood packing materials by the Quarantine Authority

RMB1356.00/sampling

经过检疫查验后，不合格标识的包装材料，紧急卫生处理情况；疑似有携带境外微生物的包装检测。

a. 熏蒸处理：

人民币3390.00/每个包装箱

b. 微生物检测抽样：

人民币 1356.00/每个样品

12. Ocean freight, ir freight, rail freight, customs duty/tax and other relevant charges paid by us on exhibitors behalf (to different carriers or the Customs Authority) will be levied as per actual outlays, and 2.5% outlay commission will be added accordingly.

海运运费、空运运费、海关关税以及其他相关费用，如果需要我司代垫，我们将根据代垫费用收取2.50%的代垫手续费。

13. To be paid at cost (If happened)

Exhibits by sea : DO fee, fuel surcharge, THC, flat rack container and LCL unloading/loading), stack charge.

Exhibits by air : /O fee, dispatch in the airport.

实报实销类项目（如果发生即单独收取）

运类：换单费，燃油费，THC，框箱以及拼箱场地拆箱（装箱）费，集装箱港内转栈费

空运类：换单费，分拨费

REMARK: 提示

a. The volme/weight conversion for cargo is 6 CBM = 1000kgs and/or 1 CBM = 167kgs.

体积/重量换算 6立方米 = 1吨 /1立方米 = 167公斤

b. If there is any dispute in regard to chargeable volume or weight, the final chargeable volume or weight and

the collection of carges will be subject to the data re-measured by representatives of SINOTRANS and CIETC, or by relevant Chinese authority.

展品实际体积以最终的我司测量为准或者境权威机构，费用计算也以此为标准。

c. Fees for container detention at XINGANG port, the exhibition site or other storage areas, if not due to our responsibilities, will be levied in accordance with the stipulations of relative shipping agencies in China.

集装箱在新港、展场或者仓库都会影响滞箱，滞箱费实报实销，非我公司原因均会按照船公司的规定办理。

d. Specialized cargo – Hazardous or dangerous cargo will be subject to 100% increase against official tariff.

特殊货物 - 危险品、贵重品、冷冻品等特殊货物的收费标准是本费率的 100%。

e. The invoice issued by us should be settled in accordance with our stipulated time.

烦请按照我司规定的结算时间与我司完成结算。

f. We reserve the right to interpret any wording, terms and charges of this tariff.

我司对上述费率以及内容有解释权。

--- END --

Exhibition hall construction management regulations

(I) General safety regulations

- 1) The personnel of each contractor shall wear uniform clothes, and wear valid construction badges issued by the conference to and from the exhibition hall, and consciously accept the inspection of the relevant personnel.
- 2) The construction personnel shall comply with the regulations of the Construction Service Department of the China National Convention Center on the exhibition construction management, and obey the on-site management of the staff. Construction personnel shall work in the approved time limit and working area, and shall not work in non-working area or non-working hours without approval.
- 3) Construction personnel should consciously take good care of the public facilities inside and outside the exhibition hall, and smoking is prohibited in the exhibition hall.
- 4) The contractor must strictly abide by the safety operation rules. For the dangerous, technical strong work, must hold the operation certificate or through the assessment of qualified personnel to operate independently.
- 5) During the maintenance and operation, they should hold the "Special Operation Certificate" issued by the State Administration of Work Safety, and wear obvious signs, and must wear insulating shoes, gloves and other protective equipment.
- 6) High altitude work personnel should be smart, prohibit barefoot and wear hard soles, high heel, with nails, easy to slip shoes, engaged in high altitude work to fasten the safety belt, that is, wear labor protection equipment as required.
- 7) The organizer, contractors, freight forwarders in the CNCC exhibition hall construction, must strictly implement the law of the People's Republic of China and the provisions of the fire technical specification and the Beijing exhibition, exhibition activities fire safety management interim provisions, the Beijing electrical engineering installation standard, the electrical safety technology and electrical safety specification.
- 8) The exhibition organizer shall guarantee that the car shall not be pulled into the exhibition hall at any time, unless the permission is granted.

(II) Indoor booth construction safety and management regulations

1. Exhibitors and contractors shall prepare for the exhibition in advance; they shall report to the main operation service unit before August 15, 2023 for review, modification and assistance:
 - (1) The layout of the exhibition site and the design of the special booth;
 - (2) Electricity drawing of the exhibition (indicating the total load, the location of the power distribution box, walking mode and line diameter);

(3) The power and energy supply scheduled for the exhibition, such as water, compressed air, etc.

(4) The sound system required for the exhibition.

2. Materials, carpets and displays used for construction and publicity must be non-flammable, and the fire department B1 fire inspection report shall be provided.

3. The use of open flame, inflammable, explosive articles and radioactive, toxic and corrosive articles are prohibited in the exhibition hall of the CNCC.

4. In case of special needs, arc, welded flame, high voltage electrical appliances, neon lights and other products used or displayed in the exhibition hall of the CNCC must be approved by the CNCC in advance, otherwise it shall not be displayed or used.

5. Articles such as flags, models and advertising in the exhibition hall without the consent of the Construction Service Department of the CNCC. Approved hanging of advertisements and publicity materials shall not damage the ground, walls and fences of the exhibition hall of the CNCC .

6. Any on-site construction, facilities, exhibits and booths (shelves) shall not block fire fighting facilities and safe evacuation doors.

7. A certain distance should be kept between the back wall of the booth and the wall of the exhibition hall, and the distance in the CNCC should not be less than 0.6m for maintenance personnel to enter.

8. The width of the passage to the exit, first aid, fire fighting device and fire alarm point shall not be less than 140 cm.

9. Entrance and exit passageways, fire alarm points, fire faucets and other places shall not be covered, blocked or restricted by any decoration, exhibition racks, exhibits or equipment.

10. In order to reduce noise and air pollution, heavy hammer operation is not allowed in the exhibition hall of the CNCC. The decorative materials, water-based paint and adhesives used in the exhibition hall should be environmentally friendly, non-toxic and odor-free.

11. Display boards, exhibition boxes, sand tables, models and charts shall not be made of flammable materials.

12. The filling containers (such as air compressor, gas cylinder, etc.) are not allowed to be stored or used in the exhibition hall of the CNCC

13. It is not allowed to change paint or clean gasoline and alcohol in the exhibition hall of the CNCC.

14. Do not block the safety door, and do not move the fire fighting equipment. The construction booth shall not block the fire fighting facilities in the exhibition hall (any items shall not be placed within 3 meters of the fire fighting facilities), electrical equipment, emergency exit and audience evacuation passage.

15. No exhibit warehouse shall be set up in the exhibition hall of the CNCC, and the abandoned packaging materials in the exhibition hall shall be cleaned out of the exhibition hall in time. Pass ways, entrances and exits shall not be blocked.

16. It is not allowed to use double-sided tape on the ground of the entrance hall and the sequence hall, and no advertisements or publicity materials shall be posted on the walls, rolling shutter doors and other places.

17. The construction of the booth can only start after all the technical drawings and related materials are sent to the Construction Service Department of the National Convention Center and approved.

18. No alteration, installation, addition of the facilities and installations in the exhibition hall (including modification of the electrical devices) is made without written notice from the Construction Service Department of the National Convention Center. Any pins, nails, rivets, screws, adhesives, or such devices that may damage the walls, ceiling, floors, pipes, supports, equipment and furniture may not be used anywhere in the exhibition room.

19. All construction waste or waste materials generated by the construction and demolition of exhibition racks and special installation must be handled by the contractor itself and transported out of the exhibition hall.

20. Without the approval of the Construction Service Department of CNCC, painting is not allowed in the exhibition hall of CNCC. Approved spray paint allows only water-base paint. A spray paint gun driven by an internal combustion engine must be equipped with a fire extinguisher. Additional fuel

must be used in the open air outside the exhibition hall. The unit using the paint is responsible for the total removal of the stains.

21. When using transparent glass board, striking signs should be posted on the glass board to prevent accidents.

22. During the extension period, the construction unit must keep more than two electricians on duty every day, wear obvious signs and stick to the post.

23. All exhibition racks and special installation must be reasonably designed, reinforced and safe.

24. On the first and last day of renting the exhibition hall of the CNCC the contractor must perform the joint inspection attended by the exhibition organizer, the main operation service unit and the National Convention Center. Any damage or loss of facilities in the exhibition hall will be recorded on the joint inspection and acceptance form of the exhibition hall of the CNCC. In case of any damage, the contractor is responsible to pay the repair cost to the exhibition department. The amount of compensation and the cost of repair shall be determined by the CNCC .

25. Use glass material decoration booth, must use toughened glass, to ensure the strength and thickness of the glass (curtain wall glass thickness is not less than 8mm), glass installation method should be reasonable and reliable, the glass must make metal frame or using professional hardware for glass installation, frame and hardware and glass materials to use elastic material cushion, ensure the safety of glass use. Large area of glass materials should be painted with obvious marks to prevent crushing and injuries. If the glass platform is used, the structure support column and wall must be fixed below the platform, and the booth structure shall not be erected directly on the smooth glass surface.

26. The steel structure column shall use non-welded materials with a diameter of more than 100mm, welding the bottom chassis, and welding the upper flange plate to increase the force area of the column to ensure the firmness of the booth structure.

27. The floor width of the main wall of the booth structure should not be less than 120mm to ensure the contact area between the wall and the ground. The large span wall and the steel frame structure should be connected with beams at the top, and the lower part should be connected with column support to ensure the overall stiffness and stability of the booth.

28. The booth with complex structure of the exhibition hall and the booth outside the exhibition hall must provide the booth details and stamped with the relevant qualification design institute review seal and the country Seal and audit report of Grade I registered structural Engineer. From design to construction, the safety of the booth should be fully considered to ensure the firmness of the connection points of the booth and the overall structure of the booth.

29. The booth shall not use a fully enclosed ceiling, the ceiling of the booth shall not block the fire facilities at the top of the exhibition hall, to ensure that the ceiling of the booth shall have at least 50% of the plane open area, to ensure the fire safety of the booth.

30. All structural backboard walls of adjacent booths must be properly decorated.

31. The area of the booth built by the construction unit shall not exceed the leased area, and the projection edge line shall not exceed the leased boundary line. The booth area built by the construction unit should be consistent with the declared area. If the booth exceeds the declared

area, it should be allowed by the exhibition organizer first and then reported to the main operation and service unit.

32. The 24 hours of electricity declared by the booth can not be used as an uninterruptible power supply (UPS).

33. The booth is not allowed to build the second floor.

(III) Relevant regulations on the construction of outdoor display facilities

1. For outdoor construction facilities, the construction unit shall go through the entry construction procedures and sign the "Booth Construction Safety Responsibility Letter" two weeks before entering the site. The construction time regulations and construction procedures are the same as those in the exhibition hall.

2. The limited height of the outdoor construction facilities is 5 meters.

3. The design of the outdoor booth should fully consider the unsafe factors brought by wind, rain and other natural phenomena to the booth, and effective measures should be taken to do a good job of prevention.

4. The span of the outdoor facility structure shall not exceed 6 meters, and the more exceeding 6 meters shall be supported by column support. Large-span wall should be added with steel structure to ensure the strength and stability of the wall.

5. The structure of the outdoor construction facilities should be safe, firm and reliable, and the construction materials should meet the material usage standards of temporary buildings of the relevant national departments, and the selection of materials should be reasonable and solid. It is forbidden to use the buildings, building decoration, railings and walls in the square as fixed booths, and shall not damage the ground and buildings, such as drilling holes and fixing expansion bolts on the ground of the square and buildings.

6. During outdoor constructions, attention should be paid to the protection of the square ground and buildings, and it is forbidden to sprinkle paint, paint and adhesives on the ground and buildings. Open fire operation is prohibited. If open fire operation is required, you must apply for the fire certificate at the pavilion security department, and the construction can be conducted with written consent.

7. Outdoor facilities should be provided with fire fighting equipment, and inspection should be strengthened to ensure the safety of personal and booth.

8. Outdoor construction facilities installation lamps, sockets, distribution boxes and other electrical facilities should be selected waterproof type, electrical equipment should have reliable rain prevention measures and leakage protection measures. No joints are allowed on the ground and protected by crossing the bridge. Metal structure shall be protected by grounding.

(IV) Electrical safety construction regulations

The installation of electrical equipment in the exhibition shall comply with the technical specifications of "Beijing Safety Management Regulations of Large-scale Activities", "Beijing Interim Regulations on Safety Management of Exhibition and Exhibition Activities", "Beijing Electrical Installation Standards" and "Electrical Safety Technology and Electrical Safety Code":

1. Before 15th August, 2023, the designated contractor shall declare the electrical capacities, and the circuit wiring diagram shall clearly reflect the load of each circuit, the direction of the circuit, the specifications of all cables, the position of the main power box, the position of the distribution box and be signed by the construction leader.
2. Before construction, the electrician should read the power distribution system diagram and technical specifications of the exhibition hall of the CNCC in detail.
3. The contractor must modify the electrical construction drawings according to the opinions of the CNCC, and submit three sets of final sample drawings. The final sample drawings must be signed by the person in charge of the designated contractor.
4. The electrical installation must be consistent with the final sample drawing, and any alteration must be subject to the consent of the CNCC. The installation process must be subject to the supervision of the relevant personnel of the CNCC.
5. Installation tests shall be conducted by the Electrical Construction Contractor in the presence of relevant personnel of the CNCC.
6. The cables must be protected, covered and insulated when passing through the booth passage
7. The contractor must ensure that all the conductive metal parts of the exhibits are effectively grounded (not less than 2.5 square mm of multi-core copper wire).
8. When the exhibition is closed every day, the exhibition electrician must cut off the power supply of each main line.
9. The light box in the exhibition area shall have heat dissipation hole, the ballast in the light box shall be treated with heat insulation, the secondary test circuit of the power transformer, such as sand table, model and chart, shall have protection device, and the transformer shall be installed on the non-combustion bracket or platform.
10. Lead through the combustible decorative materials, should use glass wool, asbestos and other non-combustible materials as thermal insulation protection.
11. The power line in the exhibition area should use double insulation sheath copper wire, no overload of electricity.
12. Unlicensed electricians are not allowed to do electrician work in the exhibition area.
13. The national conference center exhibition hall power supply for three phase five line system (A, B, C, N, E is three phase and zero ground), so the user zero, ground to use absolutely separate, three-phase electrical equipment must be four lines (one line for ground), single phase electrical equipment must be three lines (phase, zero, ground), ground to separate, not public or mixed. The ground wire shall not be less than 2.5 mm square meters of soft copper wire.
14. Power supply is 380V / 5,220V / 3,50 Hz.
15. The contractor must install a leakage protection switch at the power supply line of each exhibition area. The leakage current is less than or equal to 30 mA, the capacity is consistent with the actual electricity consumption, and the maximum should not exceed 100A to ensure the safety of electricity and personal safety.

16. The distribution of the three-phase load should be balanced as far as possible when arranging the exhibition.

17. The wires used in the exhibition should be sheath wires or sheath cables, the power lines should be fixed, the various lines laid in the exhibition should be fixed to prevent direct bearing tension, and the crossing channel must be covered with insulating rubber pad. Absolutely prohibited to use wire twist line, plastic twisted rope, etc.

18. 100 watts above high power light and combustible (such as wood or cotton wool) to keep a certain distance. Heat pad, heat heater (such as voltage regulator, control transformer, fluorescent lamp ballast, ceramic tile, etc.).

19. After the construction, the contractor shall lead the lighting power line and power supply line to the designated power distribution cabinet, and get the relevant personnel in the exhibition hall of the CNCC. No contractor shall connect or send power without authorization.

20. When the contractor needs temporary power use during the construction period, it must be designated by the relevant personnel of the CNCC before using it. It is not allowed to connect or send power by itself.

21. Participate in pre-exhibition safety inspection of the public security fire department on time, and correct the unsafe factors proposed by the public security fire department in time.

22. After the exhibition, all temporary power lines shall be dismantled and cleaned on the site. The construction unit shall restore and switch box of the distribution box in the exhibition hall of the CNCC and submit it to the CNCC lights are prohibited in exhibition hall.

(V) Green building and production guide

1. Main body of the booth

(1) Green design

1) Simplified design: abandon the rich and luxurious decoration concept, simplify the space structure of the booth, the volume design of the partition, in the simple pursuit of material texture and color exquisite changes, save materials and workmanship.

2) Circular display design: to display enterprise unique display image recognition system design, and through the design of the standard of the company's special standard and can be used repeatedly exhibition system, achieve a long-term stable repeated implementation in a few years, can create a unified company brand image, and can interpret the connotation of modern green enterprise.

3) Environmental protection materials utilization design: the materials used in the display design must be environmental protection materials, including natural materials, artificial biodegradable materials, recycling and recycled materials purification materials.

4) disassembly exhibition tools design: choose more exhibition tools with strong disassembly, small loading and unloading difficulty and easy transportation.

5) Safety design: all designs shall pass the safety audit of fire protection, structure and electricity consumption of China International Service Fair.

- 6) The design of the structure meets the load strength requirements required by the structural mechanics, to ensure the overall strength, stiffness, stability, reliability of the booth structure and the firmness, safety, applicability and durability of the connection point, no construction safety risks.
- 7) Type selection, layout and structure to facilitate booth production, installation and maintenance, and make the structure stress clear, reduce stress concentration.
- 8) The standard value of the roof live load of the outdoor booth is $0.5 \text{ kN} / \text{m}^2$; for the live load of different structures, $0.2 \text{ kN} / \text{m}^2$ can be based on the standard value according to the specific situation; for the poor roof, when the construction or maintenance load is large, the load will be increased according to the actual situation.
- 9) booth component design in accordance with the mechanical properties of materials, in different environment (temperature, medium, humidity), appropriate according to the material under the external load (stretch, compression, bending, torsion, impact, alternating stress, etc.) when the mechanical characteristics, considering the elastic index, hardness, strength, plasticity, toughness, fatigue performance, fracture toughness.
- 10) Other designs: design units can also refer to bionic design, green landscape design and emotional experience design. Please complete the green design with a high sense of social responsibility and innovative spirit.
- 11) propose a combination scheme of reusable functional modules to realize modular design and assembly.

(2) Green material selection

- 1) The booth building adopts recycled and recyclable, non-toxic and harmless environmental protection materials or recyclable materials, and meets the A or B standards:
 - A. Structure of pure metal profiles: the use of decorative materials is less than 10% of the total amount of construction materials (calculated by volume), and all of them are non-wooden materials, and the recovery rate of construction materials reaches 100%.
 - B. Mixed material structure: the use of wood materials is less than 50% of the total amount of the construction materials (calculated by volume), and the recovery rate of the construction material reaches 100%.
- 2) Light weight, strong stability, small loading and unloading difficulty, easy to transport.
- 3) The utilization rate of energy-saving lamps shall not be less than 80%.
- 4) Special instructions on the single-floor green booth
 - A. Pure metal profile structure: the main structure of the whole booth does not involve a piece of wood material;
 - B. The main structure of mixed material accepts one side of wood material, other surface can be trough plate or PVC display board.
- 5) The wood materials used in the field modular assembled platform plate are not included in 50% of the wood materials.
- 6) The booth accepts metal punching plate, hanging net and other materials.

7) Under the premise of not involving the safety structure, the display case in the booth is suggested to be active (separated from the main structure), and cannot be overlapped and increased. The independent cabinet not in the site construction of the exhibition hall will not be included in 30% of the wood materials.

8) When selecting booth structural substrate (including but not limited to joinery board, density board, decorative panel, etc.) and booth decorative material (including but not limited to fire board, aluminum-plastic board, etc.), the selected wood material formaldehyde release 9mg / 100g; choose paint without formaldehyde, benzene and other volatile organic compounds (VOC); the adhesive used in the construction process must be environmental protection standard.

(3) Green and safe construction and production

1) There is no large area of dust on the construction site, and the dust diffusion is controlled inside the booth; the construction noise is controlled within 75 decibels; the construction site is prohibited from grinding, rolling paint or spray paint, and using cutting machine and electric saw.

2) Adopt general and standardized structure and component modules to reduce the workload of production and installation, so that the construction and demolition are orderly, controllable, convenient, safe and fast.

3) Choose easy packaging, can be assembled or folded, a single small volume of the booth components.

4) Structural components meet the requirements of strength, stability and stiffness in the construction, use, disassembly and transportation, and meet the requirements of fire prevention, pollution prevention and low carbonization.

5) Complete the spraying, welding, cutting and other production processes of component materials before the booth production.

6) The structural columns, beams and internal walls used in the booth. The thickness of fire retardant coating meets the requirements of fire protection, and its internal decoration materials meet the requirements of fire protection performance.

7) The connection between components or components shall be bolted, riveted or combined welding in the factory, without using lead wire, iron wire, steel wire and other binding connection methods.

2. Electrical lighting

(1) Electrical

1) Corresponding to the nature, scale and functional requirements of the environmental protection booth.

2) Reduce the impact of sound, light and electromagnetic pollution on the environment.

3) Adopt energy-saving technology to reduce energy consumption.

4) Power distribution equipment should be marked (marks).

(2) Lighting

1) On the premise of meeting the lighting demand of the booth, use LED light source lamps to avoid energy waste.

- 2) Electrical materials and facilities and equipment shall meet the fire safety requirements.
- 3) The materials adjacent to the booth and the high-temperature lighting lamps should be made of grade A decoration materials.

3. Decorations

- (1) The combustion performance grade of ceiling, wall, ground and partition decorations shall not be lower than B1; the combustion performance grade of fixed furniture, decorative fabrics and other decorations shall not be lower than B2.
- (2) The degradable or recyclable materials should be selected.
- (3) The internal distribution box should be directly installed on the combustion performance grade higher than grade B decoration materials.

4. Function and display effect

- (1) It is appropriate to design the booth functions according to the use situation, nature and process requirements of the booth, and consider its rationality and integrity.
- (2) With the demonstration effect of the environmental protection booth.

5. Green exhibition area is pollution-free

- (1) Light pollution the booth lighting should be reasonably arranged to prevent excessive light radiation from causing adverse effects on people and the environment.
- (2) Noise pollution The exhibition stipulates that the maximum operating volume of the equipment at each booth is 70 dB, exceeding the maximum 10-20 dB in a short time; for the special performance approved by the organizer exceeding 20 dB in a short time, the organizer has the right to stipulate the timely demonstration time according to the special circumstances of the booth.
- (3) Exhaust gas pollution: it is strictly prohibited to discharge all kinds of exhibits or other substances.
- (4) Visual pollution: advocating civilized ecological publicity, and the electronic coverage rate of electronic publicity materials is 100%. The publicity materials of the exhibitors during the exhibition should be mainly publicized through the electronic channels of LED screen, mobile equipment, QR code and other electronic channels, supplemented by the paper version. The distribution amount of the paper version of the publicity materials should be controlled at less than 500 copies per day. Prohibit all kinds of environmental pollution in the human visual embodiment.noxious waste pollution. The pollution-free classification and treatment rate of solid waste in the exhibition area reached 100%.

6. The organizing committee of the World Geothermal Congress shall conduct green construction inspection at the exhibition site, and have the right to put forward rectification requirements for the construction booths that do not meet the green requirements. If the construction party violates the relevant regulations in the actual construction, the constructor shall fully cooperate with the rectification.

(6) Trouble removal

1. Personnel injury accident refers to the personnel injury accident caused by the violation of the safety operation rules by the construction personnel and the transportation personnel. After the accident occurs, it shall timely report to the Construction Service Department of the CNCC

2. The minor injury accident should be led by the host unit and the main operation service unit and investigated in coordination with the security department and the construction service Department of the National Convention Center to find out the cause of the accident, determine the responsibility of the accident and make compensation.

3. The public security and fire control departments shall be responsible for organizing and presiding over the investigation, analysis and handling of the accidents for serious injuries and multiple accidents.

4. The scene of accidents should be strictly protected. If it is necessary to move the site equipment and facilities due to rescue the injured personnel or in order to prevent the accident expansion, the site leaders and the site personnel should be jointly responsible for grasping the site situation, make a mark, write down the data, and draw the site map.

(7) liability and punishment

1. Any construction working in the exhibition hall of the CNCC violates the safety construction regulations. Those dangerous cases with an immediate accident, but fail to take preventive measures and fail to report in time, or conceal or sabotage the scene after the accident, will be transferred to the competent authority for investigation of relevant legal liabilities according to relevant laws, regulations and provisions.

2. The person responsible for the accident shall compensate for the economic losses as appropriate. The Construction Service Department of the CNCC will take the following measures in violation of the safety construction regulations:

(1) Request for correction;

(2) Immediately stop the actions in violation of the regulations;

(3) People or parties violating the regulations are prohibited from entering the exhibition area;

(4) Close the booth that violates the regulations;

(5) Request compensation for damaged equipment or articles;

(6) If the Construction Service Department of the CNCC takes measures according to the above provisions, the claims for the loss and damage caused by the exhibition organizer, the exhibitors or the unit operation service unit will not be accepted.

(8) Venue height limit and channel setting requirements

1. The special installation booth shall not exceed the specified height.

2. Hall 1-4 is 5 meters, and Hall 4A is 3.5 meters.

3. Hall 5-6 is 3.5 m, 2.5 m at the east entrance and 3.5 m; any construction is prohibited under fire shutter, 50 cm clearance shall be kept under the nozzle and smoke facilities, the width of the main channel shall not be less than 5 m, the auxiliary channel shall not be less than 3 m, and the entrance and exit of the fire fighting facilities.

4. The height of the south hall of the first floor of the CNCC is 3 meters, and the sequence hall of the third floor is 3.5 meters. High limit of four floors of the conference area: 3 m in North Hall / viewing platform, 2.5 m in North Hall, 2.5 m in South Hall and 5 m in A / B.

(9) Safety reminder: Please read the provisions on production safety, fire safety and civilized exhibition in this manual and urge the construction units to strictly abide by the above provisions.

(X) Disclaimer

The organizers of the 2023 World Geothermal Congress will try their best to provide exhibitors with high-quality and comprehensive quality services, and assist exhibitors to participate in the exhibition successfully.

II. Construction application and description of the exhibition area

(1) Tips from the Booth design approval hall

Please submit the Booth design approval information to the unit operation service unit before August 15,2023, and call for confirmation. (All kinds of forms to be filled in have been listed in the Schedule of this Service Manual, please read them carefully.)

(2) Construction application and instructions of the exhibition area

1. The main steel beam of Hall 1-4 of the First phase Exhibition Area of the CNCC can provide lifting points, with each point bearing a weight of 400 kg, and the spacing shall not be more than 6 meters;
2. The construction badges shall not be lent to others, and the construction certificate shall be properly disposed of after the activity and shall not be discarded at will. During construction, wear a helmet, carry special work documents;
3. The truck enters the site must apply for a vehicle certificate, each time the vehicle enters the freight yard, should provide a truck certificate within the validity period range, each truck certificate is limited to 2 hours, after the loading and unloading should leave the freight yard, otherwise another one must be submitted, and so on;
4. Water, electricity and compressed air projects in the exhibition should be declared in advance. If on-site declaration, the cost should be increased by 50%;
5. Independent special installation structure shall be declared as electric box separately, and shall not be shared with adjacent booths;
6. Temporary electricity includes the electricity used for installation equipment and advance debugging during construction, and the declared specifications shall be consistent with the specifications of the declared power box;
7. The 24-hour electricity provided by the CNCC cannot be used as uninterruptible power supply; Security and electricians shall be arranged during the closed period;
8. The compressed are source provided by the CNCC is the general compressed air with the outlet pressure of 6-8 kg, and the exhibitor shall install dryers, filters and other adaptation devices according to their own equipment conditions; the pipe diameter of the compressed air provided by the CNCC is 8,10,12,14,16 mm (outer diameter);
9. The water pressure of the water point provided by the National Convention Center is 4kg / cm²; the pipe diameter is 20 mm (inner diameter) and 25 mm (inner diameter). The declared water point shall indicate the purpose, pay attention to protective measures, and special personnel shall be assigned for inspection;
10. Each line in the network shall provide one internal network port; communication and network access materials including main lines and jumpers (excluding hubs and switches) belong to the CNCC;
11. The power of the venue only provides the equipment, machines, LED, lighting and other basic booth electricity need to be declared lighting power;
12. It is recommended to use green and environment-friendly materials to reflect the requirements of low carbon and energy saving;

13. Each booth shall designate a staff member as a safety officer, cooperate with the conference to do the safety work in the area, wear safety armbands, the safety officer shall be familiar with the use of fire extinguishers, train the construction personnel before entering the site, and check whether the fire extinguishers are qualified;

14. During the development period, qualified electricians must be kept on duty on the site. (During the development period, sign in at the office of the main operation unit every morning and evening, each electrician on duty should be on duty at most 2 booths (below 36 square meters), and the personnel on duty should wear the duty construction certificate and valid electrician book);

(III) Application requirements and procedures of construction procedures Declaration requirements

(1) The contractor of the special booth must purchase the liability insurance of the special booth during the whole exhibition and submit the copy of the insurance certificate to the main operation service unit together with the information of the Booth design approval.

(2) The contractor shall conduct the preliminary examination of the application documents online, and after passing the preliminary examination, the printed application materials shall be mailed to the unit operation service unit by express delivery before August 15, 2023.

(3) The units whose application information is not complete will not go through the application formalities and shall be responsible for their own responsibility.

Light construction Procedures for application procedure

- The conference adopts the online Booth design approval system, log in the official website of the 2023 World Geothermal Conference <http://www.wgc2023.com> to register and upload. After the review, the system will send a picture review email to remind the builder to log in the system and check the picture review results. After all the materials are correct, the builder needs to express the Booth design approval office to Beijing Oriental Hongtai Exhibition Co., LTD.
- Two copies of the documents are required by express delivery
- One-inch color photos of the construction worker
- **Business address; OA(Office Address):** 10th floor, Building A, Dongjin International Center, No.18 A, Coking Road, Chaoyang District, Beijing

position	region	contacts	cellphone	postbox
CNCC	Raw space area	Jin Yinchuan	+86 173-0107-7357	dongfanghongtai@vip.163.com
	Standard booth area	Zhang Li	+86 139-1106-3659	dongfanghongtai@vip.163.com

	International exhibitors	CAI Hanxuan	+86 150-1081-9377	dongfanghongtai@vip.163.com
	International exhibitors	CAI Hanxuan	+86 150-1081-9377	dongfanghongtai@vip.163.com

Standard booth management and formalities submission materials

(I) The construction of the standard booth:

1) If the exhibitor does not provide the lintel board before the deadline, the organizer shall take the name of the company in the exhibitor or the name of the signing company in the information provided by the exhibitor. If the information is inconsistent, the organizer shall not bear the corresponding responsibility.

2) It is strictly prohibited to insert metal nails, cutting, painting and drilling on the display board and exhibition AIDS. The display board can not be painted, and its own publicity materials should not be affixed with destructive tape and use glue. If any exhibitor violates the regulations, responsible for all the consequences.

(II) The standard booths provided by the organizer include the following facilities

1) Each standard booth is composed of silver aluminum alloy frame with three panels (two sides and one back). The ordinary booth has three panels. The booth at each corner may only have one side panel, but there is one more lintel panel than other booths.

2) The whole booth is covered with exhibition carpets.

3) The lintel board is engraved with the company name and booth number in Both Chinese and English.

4) The basic configuration of the standard booth is as follows:

Furniture (by booth area)	6 Square meters	9 Square meters	18 Square meters
Enquiries	One	One	Two
Tablet chair	Two	Two	Four
Wastebasket	One	One	Two
50-tile spotlight, located before the backplane	Two cups	Three cups	Four cups
Power 5 amps / 220 volt (5 amp cover, wire, 500 W) socket	One	One	Two

(III) Instructions for standard booths:

1) Please refer to the standard booth configuration and booth design in the exhibitor's manual.

The design and construction of the standard booth shall be built by the designated booth builder of the conference, and white standard aluminum is used, and the door head frame is square aluminum.

2) All exhibitors of standard booths are not allowed to change the structure of the booth or move the booth without authorization.

3) Exhibitors such as the structure of the standard booth (body), power (lighting, socket) position has special requirements, please be sure to clarify in the standard booth lintel board input table, if before the organizers did not receive any structure installation, the convention designated booth builders will according to the standard design diagram, the mobile location will be charged.

4) No items shall be added to the structure of the booth without authorization. Exhibitors are not allowed to install spotlights and fluorescent lights without permission. If there are special lighting needs, they must be handed over to the designated booth builder for installation and connection.

5) The layout and exhibits inside the booth are not allowed to exceed 2.5 meters high, and should not exceed the boundary of your booth (the layout and display mentioned above include: company name, advertising content and company logo).

6) Any kind of nails and fixtures are not allowed to be bound on the enclosure plate, floor and ceiling. The exhibitors shall be responsible for the damage caused by the facilities in their booths.

7). The Exhibitor located at the booth at the corner has the right to open both sides of the booth. If the exhibitor does not specifically notify the organizer, it will be deemed to be open to both sides of the booth at the corner by default.

8). For exhibitors with two or more booths, if you want to keep the partition board between the two booths, please notify the organizer in writing before August 15, 2023. Otherwise, the main contractor will remove the partition plate between the booth and the booth according to the regulations.

9). If the exhibitor has the voltage demand sensitive equipment, it is recommended to install the voltage regulator to control the voltage. If special water temperature and water pressure are required, the exhibitor must provide its own equipment. For the water source and air compressor, the exhibitor is responsible for providing the regulator connected to it.

10). The exhibitors of the standard booth need furniture, AV equipment, lighting, power supply and communication equipment, etc., shall submit the designated contact person specified in the form before August 15, 2023, and pay the full payment. All exhibition tools are leased as the principle, and the specified items must be guaranteed non-destructive. If the exhibitor is dissatisfied with the leased exhibition, he must submit it at least the day before the exhibition and apply for replacement at the unit service. Otherwise, all the items will be deemed to be in good condition.

11). The construction materials and exhibition equipment of all standard booths shall be provided by the unit operation service providers. For the leasing nature, the exhibitors shall take good care of the exhibition boards, exhibition equipment and exhibition hall facilities. It is strictly prohibited to insert metal nails, cutting, painting and drilling on the display board and exhibition AIDS. The display board can not be painted, and its own publicity materials should not be affixed with destructive tape and use glue. If any exhibitor violates the regulations, he / she will be fully responsible for all the consequences arising therefrom.

12). Do not disassemble the exhibition frame and exhibition tools; do not hang heavy objects and picture frames directly against the exhibition board wall; do not connect the exhibition frame to the configuration to prevent the booth collapse.

13). The 220V 5A single socket provided in the booth can only be connected to the TV, computer, mobile phone charger, etc., which is strictly prohibited for machine connection and lighting connection.

14). All containers and storage supplies must be transferred out of the booth before the development and stored in the temporary stacking place of designated empty boxes.

15). During the opening of the exhibition, do not move the exhibits from the booth or exhibition hall without the permission of the organizer. All the booth structures must be removed at 16:30 on September 17,2023.

16). If the exhibitor of the standard booth or the variant standard booth needs special decoration, it shall inform the organizer in written form before August 15,2023, and go through the relevant procedures. After the consent of the organizer, the relevant construction procedures shall be handled, and the requirements of the bare ground construction instructions shall be observed.

17). Do not make holes in the aluminum bracket and enclosure plate of the booth, drill, paint and other in any form of damage, and do not disassemble the structure without permission (please contact the head of the unit builder site office), otherwise it shall be compensated by the relevant exhibitors or booth building unit, and the amount shall be paid according to the price list.

18). Please note that all posted items are only allowed to be paired with Velcro / paper-based double-sided stickers on the panel (sponge stickers are strictly prohibited). Exhibitors must remove the stickers before the completion of the exhibition. If the damaged enclosure or the adhesive cannot be removed, it must pay additional fees according to the price list.

19). Do not stay at the organizer

Wall panel	RMB 500.00/unit	(12.5mht high)
Aluminum beam	RMB 300.00/Mmi	(minmum 0.5m)
Aluminum upright	RMB 500.00/unit	(25mht high)



Please return to the Official contractor:

Contact person for the exhibition area pavilion:

Telephone:

Postbox

Expiry date: August 15,2023

Address

Company Name on the Standard booth fascia board (Exhibitors fill in)

Booth number			
Name of Chinese company			
Name of English company (case sensitive)			
contacts		telephone	
1. The items marked with * must be filled in truthfully, and all the consequences caused by the filling error shall be borne by the construction unit by itself			
2. The unit service provider will make the lintel board in accordance with the standard format.			
English initials capital, English name of limited company			
Will be produced in accordance with international practice Co., Ltd format. If there are special requirements, please notify the unit service provider in writing.			

Exhibitors (seal):

Authorized signature of representative:

contact number:

Date:

Please return to the Official Contractor:

Contact person for the exhibition area pavilion:

Telephone:

Postbox: Expiry date : August 15.2023

address :

Tabulation: Standard booth layout map, return receipt (Exhibitors fill in)

Please accurately mark the opening direction and size of your booth on the following drawings (booth plan), or attach the drawings, such as the location of the electric box, spotlights, power supply, etc. If there is no special need, please indicate it below (please arrange it according to the standard scheme).

Please be sure to complete this form to ensure that the facilities are installed before your pavilion to meet your requirements.

If the organizing committee does not receive this form before the deadline, the installation location of all facilities in the booth will be determined by the organizer, any on-site charges at the expense of the exhibitors.

Proportion 1:50 or 1:100

Back Wall

Heads

Exhibitors (seal):

Authorized signature of representative:

contact number:

Date:

Please return to the Official Contractor:

Contact person for the exhibition area pavilion:

telephone:

Mailbox:

Expiration date : August 15,2023

localization:

Tabulation : Exhibit rental table

Number	Name	Specifications	Price(Yuan/Extension)	Quantity	Sum(RMB)	Remarks
1	High display cabinet	White	750			
2	Low display cabinet	White	450			
3	Consulting table		200			
4	Glass round table		180			
5	Table	1.2 m * 0.6 m * 0.75 m	150			
6	Negotiate tables and chairs	1 table and 4 chairs	350			
7	Calabash chair		80			
8	Bar chair		100			
9	Hotel Chair (banquet chair)		80			
10	Exhibition chair		50			
11	White exhibition single-person sofa		260			
12	White exhibition double sofa		400			
13	50 Inch(With a TV rack)		1200			
14	55 Inch(With a TV rack)		1500			
15	60 Inch(With a TV rack)		1800			
16	65 Inch(With a TV rack)		2000			
17	water dispenser		200			
18	Barrelled water		35			
19	Red tablecloth		35			
20	White tablecloth		35			
21	Fire Extinguisher	4kgABC Dry powder fire extinguisher	80			
22	laminates	1000L * 200W (flat laminate)	100			

23	Storage rack		450			
24	Data frame		150			
25	T-shaped display cabinet	Multi-layerT-type table	400			
26	A meter line		70			
27	KT board background screen		150/m ²			
28	Secondary electric box		300			
Amount in total:						

Comments on a form :

- 1、 All electrical rental orders must be provided and installed by the **official contractor**.
- 2 、 The above offer does not include electricity charges and connection charges.
- 3、 All orders above will result in 30% expedicosts after the deadline (August 15.2023).
- 4、 A 50% expediency fee is charged for all orders received at the exhibition site.
- 5、 Payment for on-site orders are collected directly from the exhibitors by the official contractor.
- 6、 The above contents are some leasing projects. If the exhibitors have other needs, please consult the official contractor.
- 7、 Exhibitors shall keep the rented furniture properly and compensate for any loss.

Leasing contact: Beijing Oriental Hongtai Exhibition Co., LTD

REMARKS:

1. The above contents are part of the leasing projects. If the exhibitors have other needs, please consult the home operating service provider.
2. The Exhibitors should keep the rented furniture properly, and pay the compensation for any loss.

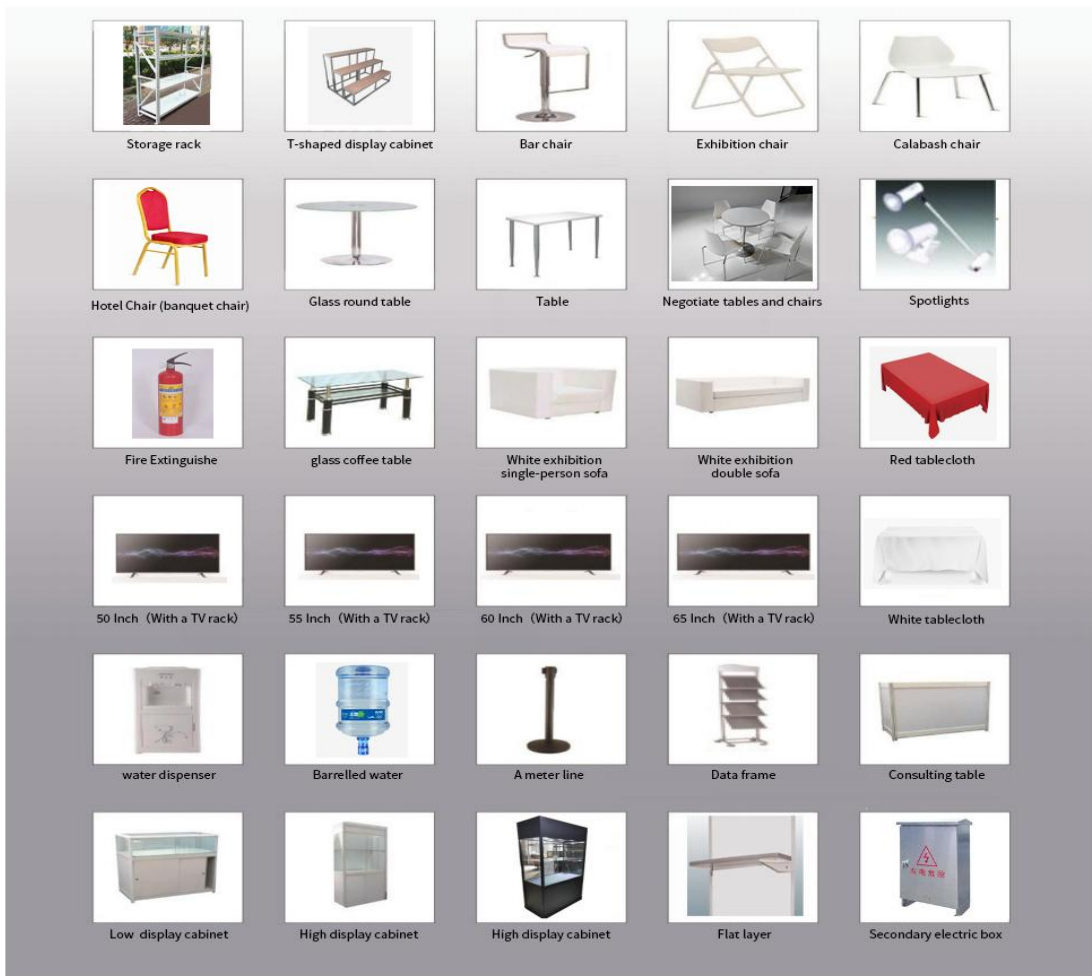


Exhibit rental sample

Telephone: +86 15010819377

Email: m15010819377@163.com

Special installation booth management and construction procedures to submit materials

Online Booth design approval hal deadline :August 15,2023

Number	Name	Remarks
1	Color rendering from above the booth	4 drawings of different angles
2	Booth elevation renderings	3 drawings with different angles
3	size drawing	3 pieces mark the length, width, height and structural size of the booth
4	Booth orientation diagram	Mark the front orientation of the booth in the exhibition area plan
5	Power, water poin, communication facilities and electric box installation diagram	The description, use, electrical load, water point, communication plane distribution map, switch specification and wire diameter size, and distribution box of the exhibition hall should be marked. All wires should be protected by metal hose (including below the platform).
6	Booth building material map and special material samples	All materials used in the booth must be non-flammable (including carpet, wood, decorative materials, etc.), and the fire department B1 fire inspection report should be provided (the museum number and booth number should be marked with a marker on the back of the
7	Instructions for structural stability calculation	The structure drawing of the booth for the hanging booth and the booth outside the pavilion in the booth shall be provided with the audit seal of the relevant qualification design institute and the seal of the national first-class registered structural engineer and the audit report. From design to construction, the safety of the booth should be fully considered to ensure the firmness of the booth and the overall structure of the booth.
8	Schedule 1: Qualification certificate of the construction unit	The business license of the construction entity, the ID card of the legal person and the information of the authorized responsible person shall be affixed with the red official seal
9	Attached table 2: Special installation booth exhibition liability insurance	Accumulated not less than 6 million yuan of large exhibition liability insurance and cover in the insurance policy

10	Attached table 3: Power of attorney o the legal person	Copy of id card of the legal person, id card copy of responsible person on site and contact information of responsible person on site, and stamped with official seal.
11	Schedule 4: Special installation booth construction and construction power of attorney	Exhibitors, construction units handwritten signature, date and stamped with the red official seal
12	Attached table 5: Special installation booth safety responsibility book	Exhibitors, construction units handwritten signature, date and stamped with the red official seal
13	Schedule 6: Special installation booth construction safety management regulations	The construction unit shall handwritten signature, date and red official seal
14	Attached table 7: Construction cloth extension period of fire control safety commitment letter	The construction unit shall handwritten signature, date and red official seal
15	Attached table 8: Special installation booth construction and construction application form	Exhibitors and construction units with red official seal
16	Schedule 9: Copy of the special operation certificate	Electrician and other special work should provide personal ID card and a copy of the electrician with red official seal [submit electrician operation certificate in the State Administration of Work Safety (http://cx.mem.gov.cn/) query screenshot]
17	Schedule 10: Special installation booth construction list	The construction unit should fill in the personnel information truthfully and stamp the red official seal
18	Schedule 11: Application form for construction management project of special installation booth	Certificate, water and electricity application forms
19	Schedule 12: Exhibition hall overtime charge standard and application form	During the construction period, the site shall apply before 13:00 on the same day. If the application delay needs, fill in the Application Form for Construction Delay Service
20	Schedule 13: Network information security responsibility statement	Exhibitors, construction units handwritten signature, date and stamped with the red official seal
21	Schedule 14: Public area electronic screen network security responsibility commitment letter	Clear network security work responsibilities, strictly implement the system of special personnel on duty, improve and improve the network security

		emergency plan
22	Schedule 15: Indoor on-site volume control	Exhibitors, construction units handwritten signature, date and stamped with the red official seal
23	Schedule 16: Booth construction deposit refund confirmation form	The construction unit retained, show the exhibition
24	Schedule 17: Invoice information collection form and deposit refund information form	Please fill in the relevant information accurately, to facilitate the timely access to the invoice, stamped with the red official seal

After the following documents are approved by the online Booth design approval hall, the express documents in duplicate (each copy must be the original fresh seal) to the unit venue to build a service provider.

Note: Please inform their respective units to contact the unit operation service unit before August 15,2023, submit the relevant paper documents and pay the relevant fees; if the application is not completed within the deadline, the fees will be incurred, see the attached table.

Part IV Attached table of Booth design approval office

Form I: Qualification certificate of the official contractor



Note: The exhibition contractors must submit a copy of the business license, the copy of the ID card of the legal person, the copy of the ID card of the responsible person on site and the contact information of the responsible person on site, and stamped with the official seal, and the name of the building unit should be consistent with its business license.

Form II: Special installation booth Exhibition

liability insurance (insurance policy)

Requirement :

To reduce the responsibility of the building booth risk, ensure the safety of the site construction personnel, exhibitors or construction units must buy not less than 6 million large exhibition liability insurance, each booth construction units, exhibitors as common insured, insurance must include construction personnel, exhibitors, exhibits, exhibition sites, etc.

Form III: Power of attorney of the legal person

This letter of authorization is declared: _____

Principal: _____

Address: _____

Legal representative : _____

Name of trustee: _____ **Gender:** _____ **Contact Information:** _____

The unit: _____

Duties: _____ **Certificate of Identification :** _____

This is to entrust he trustee: _____ As the site leader of our company, the company will participate in the booth of the 2023 World Geothermal Congress (booth No.) on behalf of our company: build the project and implement all matters related to this.

All the documents signed by the trustee in the course of handling the above matters are acknowledged by our company. The trustee has no right to reentrustment.

Term of entrustment until the completion of the above matters.

Entrusting Unit (seal):

Legal representative (signature or seal):

Copy of the legal person id card:	Copy of the trustee's ID card:
Portrait face	Portrait face
National emblem face	National emblem face

Form IV: Special installation booth construction and construction power of attorney

Online Booth design approval hall deadline: On August 15,2023	
Information of exhibitors	
Name of organization :	The director of the booth :
Booth number :	Mobile telephone :
Telephone :	Postbox :
Portraiture :	
Information of construction unit	
Name of organization :	Build the person in charge :
Booth number :	Mobile telephone :
Portraiture :	Postbox :
Special installation booth construction and construction power of attorney	
<p>Our company participated in the World Geothermal Conference 2023. The booth design and construction work is handed over to the unit _____ with construction qualification, the person in charge of the unit is _____, mobile phone: _____. During the exhibition, exhibition and withdrawal, our company will send special personnel _____ mobile phone: _____ to strictly manage the construction unit, ensure the safe construction and normal operation of the booth, and strictly abide by the regulations of the exhibition hall, the host unit and the unit operation and service unit. The construction unit passes the inspection and examination as the only construction unit of the booth, and has the qualification to build. After my verification, the registered capital of the business license of the construction unit is _____ million yuan. Pay the construction deposit as required when handling the construction procedures.</p> <p>My company and signing the booth design and construction units have understand the organizer the construction safety management regulations, guarantee on August 15,2023 complete construction declaration formalities and pay related fees, such as construction units in violation of the regulation of construction safety management, my company and signing booth design and construction units is willing to accept punishment and bear all the consequences.</p>	
Signature / seal of the exhibitors :	Signature / seal of the construction company :
Date:	Date:

Form V : Special installation booth safety responsibility book

Online Booth design approval hall deadline: On August 15,2023	
Information of exhibitors	
Name of organization :	The director of the booth:
Booth No:	Mobile telephone:
Mobile phone:	Postbox:
Portraiture:	
Information of construction unit	
Unit name:	Construction director:
Tel.	Mobile phone:
Booth No.	Email:
Special installation booth safety responsibility book	
<p>1).Strictly abide by the Beijing large social activities safety management regulations, the Beijing exhibition, exhibition activities fire safety management interim provisions, the national convention center exhibition construction management regulations, the national convention center safety management regulations, the national convention center construction management norms and other relevant rules and regulations, obey the 2023 world geothermal conference exhibition organizers of construction management and supervision and inspection, ensure the booth and personal safety</p> <p>2).Before construction, the construction qualification shall register and record the construction drawings according to the relevant regulations of the organizer office of the 2023 World Geothermal Congress, and pay the relevant fees.</p> <p>3).The construction unit shall be responsible for the safety and fire prevention of the construction site. The construction unit shall determine a person in charge of the safety of the construction site, who shall be fully responsible for the safety and fire prevention work of the construction site. The booth structure must be firm and safe, the construction materials should be used refractory or flame retardant materials, prohibit the use of elastic cloth and cotton fabric as decorative materials. Each booth shall not be decorated with flammable materials, and the wooden</p>	

structure shall be painted with fireproof paint before entering the site.

4) The structure of the booth is forbidden to be hung and tied on the top of the exhibition hall, pillars and various special pipelines, and all structures should be connected with the main structure of the booth itself. It is forbidden to use the top grid of the exhibition hall as a tool to lift the booth structure.

5) In the exhibition hall, the booth structure diagram of the outdoor booth shall be provided and stamped with the audit seal of the relevant qualification design institute, the seal of the national first-class registered structural engineer and the audit report. From design to construction, the safety of the booth should be fully considered to ensure the firmness of the connection points of the booth and the overall structure of the booth.

6) The booth must be equipped with a qualified fire extinguisher of 1 per 30 square meters and 2 per 50 square meters. In addition, all construction personnel must wear safety helmets during the construction period.

7) The structure of the booth is not allowed to block the fire-fighting facilities, electrical equipment, emergency exits and visitor channels in the exhibition hall. The platform must be set up with a gentle slope to the public channel at the edge of the inland platform of the booth scope to prevent personal injury caused by the drop between the platform and the ground. No exhibition frame, booth, whole platform and all kinds of goods shall be built under the fire shutter door of the exhibition hall. The column of the exhibition hall where the fire shutter door is located shall not be wrapped and covered in any form, so as to ensure the smooth rise and fall of the fire shutter door. The inherent facilities such as the security doors, fire shutter doors, fire hydrants and elevator doors shall not be blocked. A certain distance should be kept between the back wall of the booth and the wall of the exhibition hall, which shall not be less than 60 cm, so for maintenance personnel to enter. The width of the passage to the exit, first aid, fire fighting device and fire alarm point shall not be less than 140 cm. In case of fixed facilities in the venue (such as columns, etc.), the construction unit must measure the actual quantity before construction.

8) During the construction, the construction unit should clean up all kinds of waste materials at any time. The materials for building the booth should be put neatly placed in the booth. It is forbidden to occupy the fire passage, and keep the passage in the museum smooth. It is not allowed to set up a warehouse in the museum, or store booth materials and construction tools in public areas, otherwise, the main operator has the right to take confiscation treatment, and reserves the right to deduct the construction deposit.

IX. The special installation booth shall not exceed the limit height.

1) . The height of 1,2,3 and 4 on the first floor of the National Convention Center is 5 meters, and the height of 4A exhibition hall on the first floor of the National Convention Center is 3.5 meters.

2) . The underground exhibition hall of the first phase of the National Convention Center has a height of 3.5 meters, and the order hall is 3.5 meters (the east entrance) to 2.5 meters; Any construction is prohibited under the fire shutter, and a clearance of 50 cm shall be kept under the sprinkler head and smoke sense, the width of the main channel shall not be less than 5 meters, the auxiliary channel shall not be less than 3 meters, and the main channel shall run through the entrance and exit of the exhibition hall without fire fighting facilities.

3) . The height of the first floor of the south small hall of the National Convention Center is

3 meters, and the height of the three-storey sequence hall is 3.5 meters.

4) . High limit of four floors: 3 m in North Hall / viewing platform, 2.5 m in North Hall, 2.5 m in South Hall and 2.5 m in A / B.

X, Outdoor booth should do a good job of windproof measures to ensure the strength, stiffness, stability and local stability of the booth structure, if there is strong wind and other bad weather makes outdoor temporary facilities safety risks, the construction unit must make an emergency plan in advance to ensure safety.

XI, Use glass material decoration booth, must use toughened glass, to ensure the strength and thickness of the glass (curtain wall glass thickness 8mm), glass installation method should be reasonable and reliable, the glass must make metal frame or use professional hardware for glass installation, frame and hardware and glass materials to use elastic material for cushion, ensure the safety of glass use. Large area of glass material should be painted with obvious marks to prevent crushing and injury. If the glass platform is used, the structural supporting column and wall must be fixed below the platform, and the booth structure shall not be erected directly on the smooth glass surface. Each booth has a span of more than 6m, and has at least one effective support column greater than 10cm in diameter, and the chassis and flange plate should be added.

XII, The selection of booth construction materials should conform to the national departments of the use of temporary buildings and combined with the characteristics of the exhibition reasonable material selection, material selection should meet the national environmental protection requirements.

13) Smoking is prohibited on-site. Flammable and explosive articles shall not be used in the booth construction, open fire operation is prohibited, and construction safety helmet must be worn when entering the museum.

14) Booth construction materials are prohibited to use foam board benzene board wood.

15) The booth is prohibited to use a fully enclosed ceiling, the booth ceiling shall not block the fire facilities at the top of the exhibition hall, to ensure that the booth ceiling has at least 50% of the plane open area, storage room, room, prohibited ceiling, the booth ceiling shall not block the fire facilities on the top of the exhibition hall, to ensure the fire safety of the booth.

16) The booth construction personnel should wear certificates to enter the site for construction, prohibit the occurrence of inconsistent documents and reverse certificate phenomenon, professional and technical personnel must hold the post certificate construction, it is prohibited to eat in the non-dining area of the national convention center.

17) It is prohibited to use neon lights and high-temperature lamps as booth decoration lighting. Various electrical facilities and materials such as lighting lamps shall have national professional safety certification, and should be constructed, installed and used in accordance with the standards of Beijing electrical regulations. Double insulation sheath wire shall be used for electrical connection and installation. Connecting terminals shall be completely closed and covered with insulation box and not exposed.

18) The 24-hour power supply provided by the exhibition cannot be used as an uninterruptible power supply.

19) The construction unit shall not use the fixed facilities such as the distribution box, water source and gas source of the exhibition hall. Outdoor installation of lamps, sockets, switchboards and so on should be selected rain proof type, outdoor electrical equipment should have reliable rain proof measures.

20) After the exhibition begins, the construction unit shall leave the person in charge of site safety and full-time personnel on duty, and deal with the problems in time.

21) If the construction unit has to work at height, it shall arrange personnel with the qualification to work at high altitude, and wear safety helmet and safety belt, using the way of high hanging and low use, and the construction personnel to ensure the safety of construction. The lifting equipment shall be provided by the construction unit, and the safety helmet and safety belt

shall be worn, hanging high and low, and the construction personnel shall be monitored below, prohibiting the construction work of the working platform.

22) Before using the lift car, check whether the lift frame is comfortable up and down, the screws should be firm, the wire rope is not corroded, and the lubrication is good.

23) The construction personnel must be 18 years old to carry out the construction (place). Before climbing the ladder or entering the lifting platform, the operator should wear anti-skid shoes, the upper and lower clothes are tight and neat, and must evaluate the potential danger in the construction area, and the construction operation when confirming that there is no safety danger.

24) The lift car should be placed on the flat ground, when the ground is not normal, the body should be flat, not allowed to use the lift car on the steep slope.

25) The operator should check the safety tools (safety helmet, safety belt, etc.) that must be safe and reliable, and prohibit risky operation .

26) When using the lift car, the stability support must be opened to check the stability of the support to prevent the lift car from sliding.

27) The staff on the top of the lift car must work in the work bucket, and shall not ride on the fence or stand on the fence. No rated load lifting operations beyond the work bucket.

28) Ladder or other high lifting items are not allowed to be placed on the top platform of the lift truck. When the staff lean out to work, they must ensure that their feet are on the ground, otherwise the lift truck should be moved.

29) When lifting truck, keep the specified safe distance from the overhead wire; the face of the personnel responsible for manual lifting should flash on the side of the wire rope to prevent the danger; forbidden to lift the electric car outside in rainy days.

30) The electric lift car should be well grounded, the protective layer of the power line should be complete, and the copper wire shall not be exposed; protective measures should be taken when the power line crosses the road.

31) When transferring tools or materials up and down, the rope should not be lifted by throwing; the workers on the platform should prevent the tools or materials from falling and injuring pedestrians. There must be a guardian under the lift car during the operation, and irrelevant personnel are prohibited to enter the work area.

32) In case of high wind above force 5, it is forbidden to work in the open air.

33) The construction personnel shall evaluate the potential safety risks in the construction area and confirm the safety before the construction operation.

34) During the move-out, the contractors shall remove all the construction materials from the exhibition hall and clean them up, and it is forbidden to pile them up in the booth or the geothermal conference (the outer area of the exhibition hall).

35) The organizing committee reserves the right to impose special restrictions on special circumstances. The office management personnel of the exhibition organizer reserves the right to enter the booth for inspection. The designated contractors shall take full responsibility for all the safety accidents caused, such as casualties, fire and damage to the facilities of the stadium during the move-in, move-out and transportation, and bear all the reputation and economic losses caused to the 2023 World Geothermal Congress.

36) The designated contractor of the raw special must purchase the accident insurance during the construction of the booth. The copy of the insurance certificate affixed with the official seal shall be submitted to the unit operation and service unit.

37) The designated contractor shall carry out the construction in strict accordance with the above requirements and relevant rules and regulations. If there is any violation, the China National Convention Center will deduct the corresponding construction deposit according to the seriousness of the case.

38) The legal person of the construction unit entrusts the authorized person to confirm that

it has carefully read the construction safety responsibility letter and the rules and regulations mentioned above, and ensure strict compliance with the construction and safety during the construction, withdrawal and transportation. The construction unit shall bear all the responsibility for all safety accidents such as personnel injury, fire and related building and facilities damage due to violation of regulations, and have no relationship with the National Convention Center, the exhibition organizer and the main operation and service unit.

The signer has carefully read the Booth Construction Safety Responsibility Letter and guaranteed strict compliance with this provision.

Signature / seal of the exhibitors:	Signature / seal of the construction unit:
Date:	Date:

Form VI: Special installation booth construction safety management regulations

Online Booth design approval hall deadline: On August 15,2023	
Information of construction unit	
Name of organization;	Person in charge of the construction unit:
Booth number:	Mobile telephone :
Telephone:	Postbox:
Special installation booth construction safety management regulations	
<p>According to the relevant national laws and regulations and the Beijing Regulations on the Safety Management of Large-scale Mass Activities, the National Convention Center, as a large-scale conference and exhibition venue, has the obligation to perform the safety management duties entrusted by the law and fully maintain the safety responsibilities of all kinds of equipment and facilities in the venues. In order to implement the Beijing municipal government and organizations at all levels for the requirements of safety production management, combined with the characteristics of the exhibition industry construction activities, and the booth of the construction materials, construction technology, construction progress are different, and each work of each cross complex situation, to standardize the order of the construction site, eliminate all kinds of safety accidents, formulate the national convention center construction safety regulations, and the venue in the construction process of the safety rules notice, at the construction units in the construction process strictly abide by the execution, put an end to all safety accidents.</p> <p>I、 Construction personnel requirements</p> <ol style="list-style-type: none"> 1. Construction personnel must wear a safety helmet, and do the necessary labor protection. 2. Construction personnel must enter the construction site with their own construction certificate. 3. Construction personnel are forbidden to enter the construction site after drinking and in poor health. 4. When the construction personnel climb the ladder above 2 m, there should be special care below. 5. The electrician must hold the certificate and take the necessary insulation protection measures before the construction operation. 6. When working at height, the construction personnel should hold the altitude work certificate before construction. 7. When working at height, construction personnel should wear safety helmet and safety belt and other protective measures, which should be high and low, and safety personnel should be monitored below, and prohibit irrelevant personnel from entering the working area. 	

Area	Goods door size (width x height) (m)
The National Convention Center, Phase I, Hall 1-4	4.5mx4.8m
The National Convention Center, Phase I, Hall 5-6	3.5mx3.8m

II. Construction and construction requirements

1. The plane and effect drawings submitted by the construction unit by the Comprehensive Service Department shall only be used as the preliminary audit before admission, and the actual construction on the site shall prevail. In the actual construction, if there is any violation of relevant safety regulations or safety risks, the construction unit must fully cooperate with the rectification to ensure safety.

2. When the exhibition area enters the site for goods delivery, the first phase of the National Convention Center should enter from the basement ramp on the west side of F1-F4 cargo gate \ (height limit of 2.8m). Only freight elevators are allowed, and passenger sightseeing elevators and escalators are not allowed.

3. When the construction unit enters the goods, it should take protective measures at the gate of the hall to avoid causing damage to the door body.

4. The construction unit shall be equipped with corresponding fire extinguishers, and the construction shall be carried out in strict accordance with the reported booth drawings. The construction area shall not exceed the scope of the booth.5. When encountering the fixed facilities (such as columns, etc.), the construction unit should measure the real size before making planning.

6. All temporary facilities (booths) shall not exceed the limited height of the venue: the height of the booth shall be 5m and the purchase threshold shall be 4.5m.

A. High limit of floor 1 of Phase I of National Convention Center: 5m in Hall 1-4,3.5m in Hall 4A;

B. High limit of the B1 floor of phase I National Convention Center: 3.5m in Hall 5-6,2.5m at the entrance and 3.5m in the sequence hall;

C. The height of the south hall on the first floor of the National Convention Center is 3 meters, and the height of the three-story sequence hall is 3.5 meters. High limit of four floors of the conference area: 3 m in North Hall / viewing platform, 2.5 m in North Hall, 2.5 m in South Hall and 5 m in A / B;7. The construction materials should be selected as environmentally friendly type.

8. The exposed part of the building structure in the public area should be covered by fireproof material.

9. When hanging the flag at the glass fence, it is forbidden to tie the pendant directly on the metal railing, and it must refer to the form below.



10. The construction unit shall complete the production of the booth structure and paint spraying in the factory. The processing and production of the booth structure shall not be implemented on the construction site.

11. When the span of the construction structure booth exceeds 6m, there should be at least one effective support column of 100mm diameter and 5mm wall thickness, and add the flange plate and chassis.

12. During the construction and construction period, all wooden structure booths (back plane, etc.) should be fixed with side panels to ensure their stability and safety, and the side panels can be removed only after the main structure is completed.

13. The glass booth should be decorated with tempered glass thickness not less than 8mm, and obvious safety signs should be affixed in a large area.

14. The main structure shall not be built on the booth glass platform, and the structure and columns shall fall to the ground.

15. The lifting point can only be hung on the I-steel steel beam of the venue. And the contact part of the I-steel steel beam of the venue shall use industrial sling. When the aviation sling is in contact with the main steel beam, the protection measures of the steel beam shall be made. The spacing between the lifting points is greater than 6m, and the bearing capacity of each lifting point shall not exceed 400 kg, and the electric lifting platform shall be used for construction work.

16. The lifting point shall be safe and reliable, and the lifting belt used shall be strong and durable without damage, and its safety shall be guaranteed.

17. In the construction process of construction by the construction unit, the booth construction materials shall not exceed the scope of the booth by 1m, and all kinds of waste items shall be cleaned up at any time to ensure the smooth fire access in the museum.

18. It is forbidden to build temporary warehouses to store booth materials and construction tools, etc.

19. It is strictly prohibited to build temporary facilities such as backplane and advertising space.

20. When building outdoor door head, advertising space and other conference facilities, establish weather forecast and early warning mechanism, fully consider the possible impact of climate change (such as wind, rain and snow and other natural phenomena), and do corresponding protective measures to eliminate safety risks.

21. In case of severe outdoor weather, such as strong wind above level 5, dangerous operation and outdoor loading and unloading should be prohibited, and wind prevention measures should be taken in advance to ensure the safety of personnel and articles.

22. The construction unit shall withdraw the exhibition according to the specified time of the exhibition. Ensure that the power supply of the booth is turned off before the exhibition, and live construction is prohibited

23. During the withdrawal of the exhibition, the main operation service unit should be equipped with corresponding staff to carry out on-site safety guidance, ensure civilized construction, and prohibit non-standard construction behaviors such as the overall pull down of the exhibition booth.

24. When withdrawing the exhibition, the construction unit shall withdraw all the construction materials from the venue and clean them up, and shall not be left in the freight yard and the outer area of the venue.

25. After the withdrawal of the exhibition, the unit operation service unit will apply for the inspection, and leave the venue after the inspection by the venue.

III、 Fire safety requirements

1. Smoking is prohibited, open fire is prohibited in the venue buildings, and inflammable and explosive dangerous goods such as paint, dilute, gasoline and pressure vessels are prohibited.

2. The use of cold fireworks, dry ice machines, rainbow machines and other pressure vessels or stage effects with safety hazards are prohibited in the venue.

3. The width of the main passageway of the exhibition activity should be not less than 5m, and the width of the auxiliary passageway should not be less than 3m. It is forbidden that any unit or individual is allowed to occupy or block the fire evacuation passageway and entrances and exits in any way.

4. All temporary facilities (booth) shall not block the venue safety evacuation door, fire hydrant, fire shutter, power distribution room, toilet and other venue infrastructure.

5. All temporary facilities (booths) shall be equipped with fire extinguishers that pass the annual inspection and are in strict accordance with the regulations of fire safety. During the construction period, each booth shall be equipped with qualified and effective fire extinguishers according to the standard of 30 m² 1 and 50 m² 2 for each booth.

6. All decorative materials for temporary facilities (booths) shall meet the national B1 or above, and it is forbidden to use elastic cloth and cotton fabrics for decoration.

7. All temporary facilities (booth) wooden structures and light boxes should be sprayed with

fireproof paint before entering the site, and the light boxes should be left with heat dissipation holes.

8. All temporary facilities (booth), storage rooms, rooms, etc. are prohibited to use fully enclosed ceiling, should leave at least 50% of the open area.

IV、 Electrical requirement

1. The basic power supply of the venue shall be a three-phase and five-wire system.

2. Lighting fixtures and electrical facilities shall comply with the national safety standards and fire safety requirements, and shall be constructed in accordance with GB 19517-2009 National Safety Technical Specification for Electrical Equipment.

3. Power connection should be operated by professional electrician, and must be certified, non-professional operation.

4. The water and gas used in the booth should keep the operation and maintenance port of the water and gas sent off every day.

5. The booth shall be equipped with secondary electric boxes, complete parts; all electric boxes shall not be placed in storage room and enclosed space, shall be installed in the booth, and not less than 20cm from the ground.

6. The main switch of the booth secondary electric box should have leakage protection and match the declared specifications, and do grounding protection.

7. Double insulation sheath wire shall be used for electrical connection, and the connection terminals shall be completely closed and not exposed.

8. When the wire crosses the ground, it should be protected over the bridge.

9. When the ballast and other electrical components contact with the wood structure, non-combustion materials should be used for heat insulation protection.

10. Safe and effective rain prevention measures should be taken for outdoor installation of lamps, sockets and distribution boxes.

11. During the development period, all construction units should arrange professional electricians on duty, and ensure that the power facilities switches of the booth have been closed before clearing the pavilion every day, and the power supply can be cut off before leaving the field.

12. It is forbidden to use iodine tungsten lamps, high temperature lamps and other high pressure mercury lamps.

13. It is forbidden to use electric irons, electric kettle and other high-power electrical appliances

14. The use of air compressors and gas storage tanks are prohibited during the exhibition. If there is a special demand, it should be declared in advance and placed in the location outside the venue with the permission of the venue to ensure safe use.

15. The 24-hour power supply provided by the venue shall not be used as uninterruptible power supply; if there is 24-hour power demand, it shall be guarded by the duty personnel.

V、 The following matters should be noted when using the lifting equipment:

1. The construction unit shall have professional personnel to operate it when using the elevator. Carefully check the potential danger in the construction area before the operation, and the

construction operation can be started only after the safety is confirmed.

2. Before using the lifting platform, the operator should comprehensively check the machine and equipment to ensure that the lifting frame is freely up and down, the screws are firm, and the wire rope is not corroded and has good lubrication.

3. The lifting platform shall be placed on flat ground and not allowed on steep slopes. When using, the stabilization bracket should be opened to check the stability of the support to prevent the lifting platform from sliding by itself.

4. During construction, the staff on the top of the lifting platform should work in the bucket and take necessary personal protection measures. They shall not ride or stand on the fence, and prohibit the rated load beyond the bucket.

5. Ladders or other pads are not allowed to be placed on the top platform. When the staff lean out to work, they should ensure that their feet are on the ground, otherwise the lifting platform should be moved.

6. When the lifting platform is raised, pay attention to keep the specified safe distance from the overhead wires; the lifting platform staff shall use the throwing tools and materials to lift them, and the staff on the platform shall take safety measures to prevent the tools or materials from falling and injuring others.

7. The electric lifting platform shall be well grounded, the protective layer of the power line shall be complete, and the copper wire shall not be exposed; protective measures shall be taken when the power line crosses the channel.

8. Electric lifting platform is prohibited outside in rainy days.

VI. Construction deposit deduction standard

Any construction units and individuals in violation of the provisions of the national convention center construction safety regulations, refused to perform venue safety management requirements, the national convention center has the right to deduct part or all of the construction deposit, for serious violation of this manual safety regulations refused to obey dissuade units and individuals, the national convention center has the right to make a mandatory withdrawal of processing decision.

1. The construction unit shall carry out the construction in accordance with the safety requirements proposed by the staff of the Booth design approval. If the venue fails to implement the requirements, or if the site inspection fails to rectify the problems, the venue has the right to deduct the construction deposit of 1000-3000 yuan for each item. If serious consequences are caused, the deposit will be deducted.

2. If the construction unit uses RMB 2,000 yuan to deliver construction materials during the evacuation period, the construction deposit of RMB 2,000 yuan will be deducted.

3. If the construction unit fails to provide qualified and effective fire extinguishers as required, the construction deposit shall be deducted as 1,000 yuan.

4. If the construction personnel do not wear a safety helmet and do not listen to the dissuasion, the violators will deduct the construction deposit of 400 yuan / person / time.

5. The construction personnel climb the ladder more than 2 meters (including) above the high

place of work, no guard under the ladder, those who violate the ladder will deduct the construction deposit of 400 yuan / person / time.

6. In violation of the limited construction height of the venue, the construction deposit will be deducted from 1000 yuan-3000 yuan per piece.

7. If the construction unit operates without license or operates by the personnel without license, the violators will deduct the construction deposit of 4000 yuan / place / time.

8. The construction unit occupies the fire channel and does not listen to the dissuasion, and the violators will deduct the construction deposit of 1000 yuan / place / time.

9. The actual opening of the booth electric box of the construction unit is inconsistent with the declared specifications, and the construction deposit is 4000 yuan.

10. The construction unit shall ensure that the venue electric box is clean and tidy, with paint spray brush on the electric box, a deduction of 400 yuan / one.

11. The construction unit shall not remove and disassemble the electric box of the venue without permission. Violation shall deduct the construction deposit of 4000 yuan / place / time.

12. The construction unit must turn off the power supply of the booth before clearing the museum every day before leaving the site. violators will deduct the construction deposit of 1000 yuan / time.

13. If the construction unit illegally uses alcohol, dilute materials, flammable materials, the violators will deduct the construction deposit of 1000 yuan / place / time.

14. If the construction unit illegally uses the grinder to cut metal items to produce sparks, the violators will deduct the construction deposit of 1000 yuan / place / time.

15. Temporary construction facilities (booth) block the venue safety evacuation door, fire hydrant, fire shutter, power distribution room, toilet and other venue infrastructure, deduct the construction deposit of 1000 yuan / place.

16. During the construction period, the wooden structure booth (back plate, etc.) did not fix the side plate or remove the side plate in the middle of the back plate, booth collapse will deduct the construction deposit of 10,000 yuan / time.

17. The construction unit should complete the production of booth structure and paint spraying in the factory, and prohibit the processing and production of booth structure on the construction site. The violators will deduct the construction deposit of 2000 yuan / place / time.

18. The construction unit is strictly prohibited to scrape putty, polish and paint in the museum. Only structural assembly and beauty work can be carried out in the venue. The violators will deduct the construction deposit of 400 yuan / place / time.

19. All temporary facilities (booth), storage rooms, rooms, etc. are strictly prohibited to use the fully enclosed ceiling, violators will deduct the deposit of 4000 yuan / booth.

20. During the construction period, the construction unit will not listen to the venue dissuasion, resulting in the collapse of the booth, door head, back plate and other structures, all the construction deposit will be deducted.

21. During the withdrawal period of the construction unit, the illegal and brutal disassembly, the whole push to or pull down the booth, the violation will deduct the construction deposit of 4000

yuan / place / time.

22. The construction unit shall not leave the booth structure, decoration materials and other wastes in the museum, after the goods yard and around the venue, the violators will be deducted 2000-4000 yuan / time according to the deposit.

23. If the construction unit violates the provisions of this manual and causes the property loss of any party, the violators shall deduct the construction deposit of 20,000 yuan per time, and the compensation for property loss shall be deducted according to the personal and property losses.

24. If the construction unit violates the provisions of this manual and causes personal casualties of either party, the violators shall deduct all the construction deposit and the violators shall be investigated for legal responsibility in accordance with the relevant laws and regulations.

The construction unit shall take full responsibility for all the safety accidents caused by casualties, fire and damage to the venue building facilities in the process of entering the museum construction, removal and transportation, and bear all the reputation and economic losses caused to the National Convention Center.

The construction unit shall carry out the construction in strict accordance with the above requirements and relevant rules and regulations. If there is any violation, the National Convention Center will deduct the corresponding construction deposit according to the seriousness of the case.

Note:

i . Matters not specified in this Agreement shall be implemented in accordance with the relevant norms and regulations of the state and Beijing Municipality.

ii. In case of the safety requirements put forward by the public security, fire protection, safety supervision and other supervision departments, the rectification shall be strictly followed.

iii. The Construction Service Department reserves the right to impose special restrictions on special circumstances.

The legal person of the construction unit of this activity has carefully read the construction safety responsibility letter and the relevant rules and regulations mentioned above, and guaranteed to strictly abide by the relevant safety management regulations, otherwise, the company is willing to bear all legal responsibilities once safety problems occur.

The signer has carefully read this National Convention Center Construction Safety Regulations and guarantees strict compliance with it.

Signature of the legal representative: Signed by the security leader :	(With official seal) Cellphone :
Date: MM/DD/YYYY	

Form VII: Construction cloth extension period of fire control safety commitment letter

(Form return date: August 15,2023)

In order to ensure the fire safety during the exhibition arrangement of the 2023 World Geothermal Conference, the fire safety requirements for the construction and layout exhibition period are hereby informed as follows:

i、Implement the fire control safety responsibility system and various management systems. Exhibitors, site owners and construction units shall further improve the fire control safety responsibility system, clarify the division of fire safety responsibilities and organize the safety training and drills for site personnel, construction personnel and management personnel of all types of work; further improve the grid management system and daily inspection system and inspection system, and strengthen the inspection and control of key parts.

ii、Strict use of construction, decoration materials, must use the fire performance for B1 grade above non-combustible, non-combustible building materials. The materials for the indoor booth shall be selected as non-combustible or non-combustible materials. The construction unit shall report the entry list of the exhibition materials and the material combustion performance test report issued by the relevant national building material testing institution to the unit operation service unit in advance. Using materials such as decorative panels, foundation panels and other materials, the flame retardant treatment should be used for more than three times before entering the field to ensure that the flame retardant standard is met. No use various elastic cloth and cotton fabrics as decorative materials.

iii、Strict electrical line laying and management. The installation of electrical equipment shall be carried out in accordance with the national standards and technical specifications, and the corresponding power load shall be strictly examined and approved and reasonably allocated. The exhibitors shall not privately adjust the electrical equipment or temporarily increase the electrical equipment. The power line shall be protected by double sheath wire and metal pipes. The cables laid on the personnel channel shall be over the bridge and shall not be directly laid under the carpet. Lighting and heating parts shall be insulated with combustible components, and neon lights shall not be used for decorative lighting. Before holding, full load power test should be carried out, and electrical fire testing should be carried out by professional testing institutions and the test report should be issued. The problems found in the testing should be rectified and thoroughly in time. During the exhibition, re-inspection should be carried out regularly to ensure the safety of temporary electricity use. At the same time, the electrical fire alarm system should be installed in the area of temporary wire laying on the activity site.

iv、Ensure that fire fighting equipment and equipment are in good condition and effective. In accordance with the relevant national technical standards and specifications and laws and regulations, the indoor exhibition shall configure fire control equipment, facilities, equipment and intact and effective, shall not block, occupy the existing fire control facilities, evacuation signs and emergency lighting and fire emergency broadcasting system shall meet the fire control technical standards, the safety evacuation shall meet the fire technical standards, the width of the evacuation channel (including the ring channel around the main booth) shall not be less than 3m.

v、 Implement the control measures for on-site construction and exhibition arrangement. In the main building of the venue, fire and electric welding, paint mixing or the use of flammable reagents such as alcohol and dilute materials for cleaning, and the use of high temperature lamps such as iodine tungsten lamps and high-pressure mercury lamps and electric heating appliances such as electric iron, electric teapot and so on are prohibited. Ensure that the fire spacing between the main building is not less than 6m, prohibit illegal operation, arrange special personnel to take care of it, and strictly implement the system requirements of handling the fire certificate. During the construction period, flammable decorative materials should be prevented and combustible materials should be strictly controlled into the site, and packaging and waste should be cleaned in time by special personnel. The electrical lines shall be strictly laid on site, dangerous processes and cross operation are prohibited, and personnel shall be on duty 24 hours at night and during non-construction periods. The structure, shape, light box, sand table and model containing concealed process and electrical line laying process shall be made off-site and assembled on site, and the production process shall meet the requirements of fire fighting technical standards. Heat dissipation holes, grille and inspection port shall be reserved in advance for the concealed construction of large power supply equipment. The size of the inspection port shall not be less than 30cm 30cm, and it shall be easy to open.

vi、 Implement the special installation booth control. Indoor special exhibition panel shall not be built and set up the warehouse, should not affect the use of fire control facilities, and set up the necessary high special display panel saves structure ladder, booth should not use ceiling decoration, for special need must ceiling, should declare in advance, on the premise of guarantee not block fire control facilities, ceiling should leave more than 50% of the open area. The access passage of not less than 0.6m and necessary maintenance doors should be kept between the display frame display board and the inner wall of the building, and should not be used as warehouse and other functions. The outdoor exhibition area should be equipped with enough fire fighting equipment, it is forbidden to block, bury pressure, occupy the outdoor fire hydrant and fire pump adapters, it is forbidden to block, block, lock, lock the necessary safety exits and evacuation channels, and ensure the smooth flow of fire truck passageway.

vii、 Implement the requirements for the building of emergency response teams. The construction party should base on self-prevention and self-rescue, increase the construction of micro fire station, with sufficient personnel, equipment, equipment, 24 hours on duty, to ensure that the first time to deal with emergencies, to provide safety guarantee for the project construction. Regularly organize fire safety drills and fire fighting skills training mainly for micro-fire station personnel. At the same time, we continuously organize security forces to inspect the construction site to find and eliminate all kinds of hidden dangers in time.

Commitment Unit (seal):

Signed by the promisor:

Date: MM/DD/YYYY

Form VIII: Application form for special installation booth construction

Press deadline: August 15,2023

Information of exhibitors

Name of organization	The director of the booth:
Booth number:	Mobile telephone :
Telephone:	Postbox:
Portraiture:	

Information of construction unit

Name of organization	Person in charge of the construction unit:
Booth number:	Mobile telephone :
Telephone:	Postbox:
	Site Security Director:
	Mobile telephone :

base situation (case); fundamental state

Total booth area:	square meter:	long(m):
	Wide (m)	tall (m)
Submission of materials (as attached to this form, with official seal and sewing seal)		
1. Overall overall overall of ings (front and facade)	2.Stand floor plan	
3. Construction structure diagram	4. Material description diagram	
5. section plan; cross-section; cutaway drawing; sectional view	6. Circuit diagram and lamp position diagram (please indicate the lamp type and specification)	
7.Layout diagram and equipment list of fire-fighting facilities	8. Location map of facilities (mark electric box, water source, gas source, network, etc The specific location of application, and indicate the passage and adjacent booth number)	
9. Copy of electrician certificate and screenshot in http://cx.mem.gov.cn/		

remarks:

① The materials submitted by the special installation booth shall be submitted in duplicate to the unit operation service unit for review.

② The drawing size must be marked in Arabic numerals, not only by grid lines; if violated, the drawings will be returned; if the delay is caused, the consequences shall be borne by the exhibitors and the construction company.

Signature / seal of the exhibitors:	Signature / seal of the construction company:
Date: MM/DD/YYYY	Date: MM/DD/YYYY

construction drawings

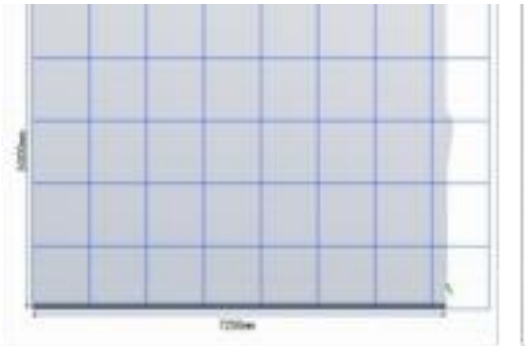
Booth effect drawing standard



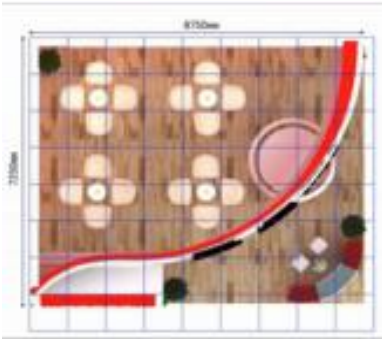
Effect size diagram



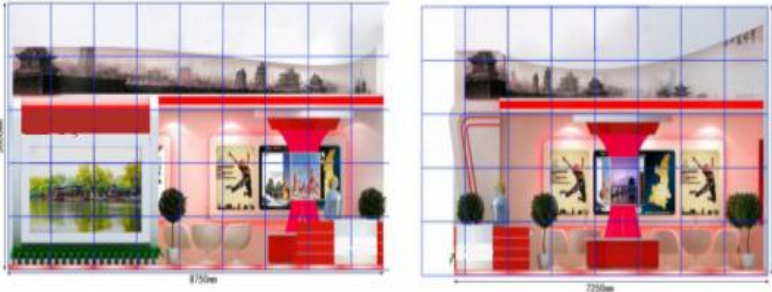
Effect material picture



Elevation Plan

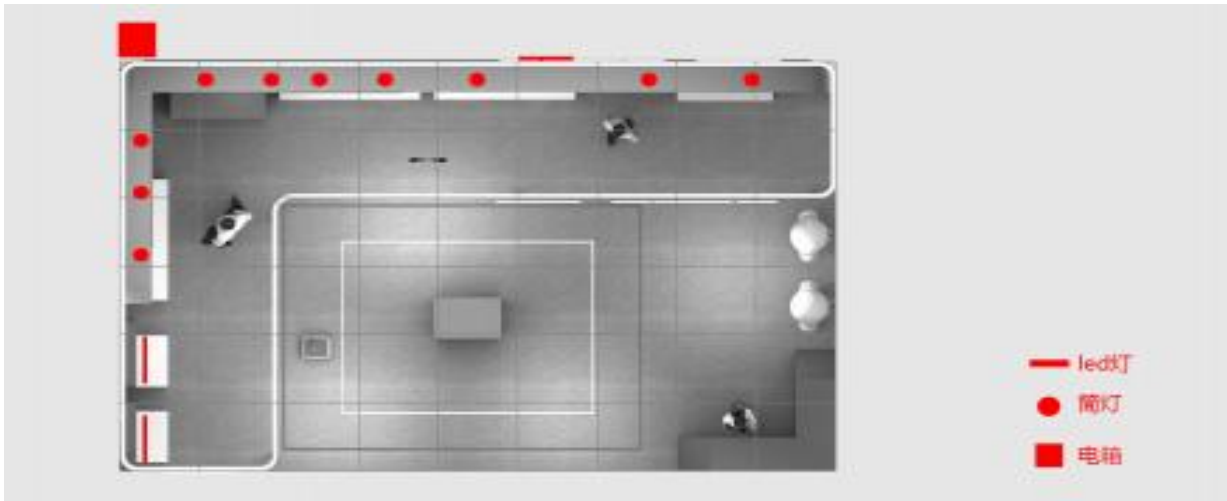


Elevation Plan

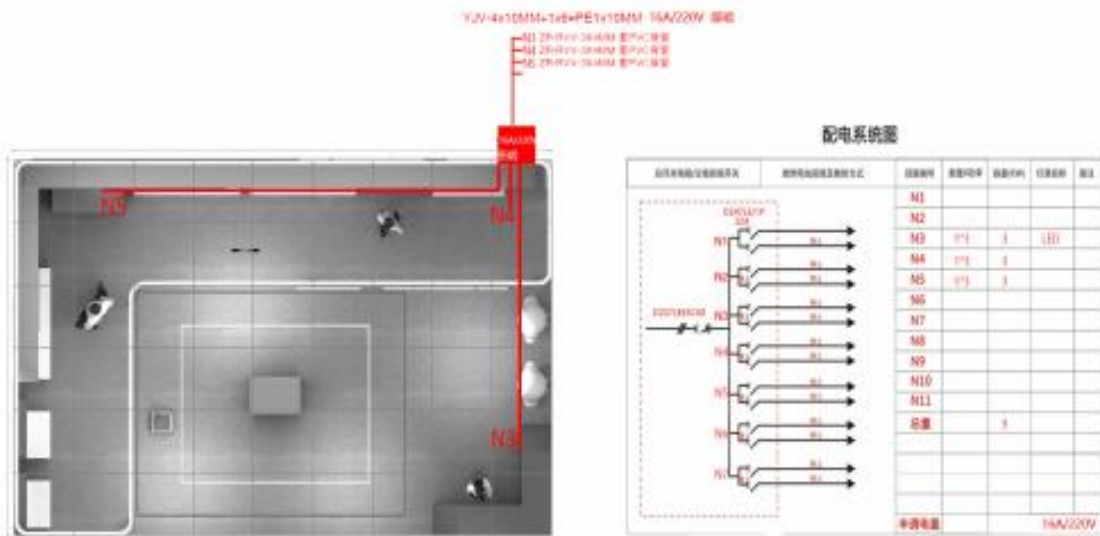


Plane size diagram

circuit diagram (Mark the location of the electric box)



Distribution
system diagram



Booth orientation
diagram



Booth building material map and special material samples

Materials used for construction (including carpet) and publicity must be non-flammable, and special materials must be provided with fire department B1 fire inspection report and related materials samples (the museum number and booth number should be marked with a marker on the back of the sample).

Form IX: Copy of the special operation certificate

Electricians, aerial working personnel



master drawing

master drawing

Query website: <http://cx.mem.gov.cn/>

全国安全生产资格证书查询

最新证书信息

特种作业人员:

姓名	[REDACTED]	初次发证日期	2019-08-01
性别	男	有效期至	2025-08-01
作业类别	电工作业	有效操作日期	2019-08-01
操作项目	高压电工作业	有效操作日期	2020-08-01
发证机关	北京市应急管理局	实际发证日期	
姓名	[REDACTED]	初次发证日期	2019-08-01
性别	男	有效期至	2025-08-01
作业类别	电工作业	有效操作日期	2019-08-01
操作项目	高压电工作业	有效操作日期	2020-08-01
发证机关	北京市应急管理局	实际发证日期	2020-08-01

以上信息仅供参考，如有疑问请与发证机关联系！

[打印表格](#)

Form X : List of special installation booth construction

Note: All special installation booths shall have an evaluation report for any lifting points or structures.

Online Booth design approval hall deadline: August 15,2023

Information of construction unit

Name of organization _____ Person in charge of the construction unit: _____

Booth number: _____ Mobile telephone : _____

Telephone _____ Postbox: _____

Number	Name	Age	Gender	Type of technology	ID No. /Technicalcertificate No.
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					

The personnel at the exhibition stand need to apply for the exhibitor certificate

Form XI: Application form for construction management project of special installation booth

Exhibition name	The World Geothermal Congress 2023				
Construction organization					
On-site person in charge			contact number		
project under	<input type="checkbox"/> Standard booth <input type="checkbox"/> Special booth <input type="checkbox"/> Conference room layout <input type="checkbox"/> public territory				
Construction content			Booth number		
Build area			Construction certificate		
project	quantity	Price	Project	Quantity	Price
administration		35 yuan / square meter / extension period	Construction certificate		38 yuan / time / extension
Hanging point fee		3,750 yuan / point (including hoisting cost)	Truck certificate		75 for car / certificate / time (limited to 2 hours)
Electricity for booth lighting			Domestic water demand and compressed air demand		
Installation project	Quantity	Price / rollover (RMB)	Installation roject	Amount	Price / rollover (RMB)
15A/220V		2100	Compressed air 6 —8KG/ Mpa		2400

15A/380V		3600	Water (water gage: 4kg/ cm ²)		1500
30A/38V		5700	communication		
60A/380V		9300	Installation project	Quantity	Price / rollover (RMB)
100A/380V		12900	local telephone service		1200
Temporary electricity for construction			Live in China		1350
Installation project	Quantity	Price / rollover (RMB)	Live international broadcast		1500
15A/220V		450	network		
15A/380V		750	installation project	Quantity	Price / rollover (RMB)
30A/380V		1200	1M bandwidth		12000
60A/380V		1500	2M bandwidth		18000
100A/380V		2250	5M bandwidth		21000
Power equipment (only for exhibitors)			10M bandwidth		37500
Installation project	Quantity	Price(RMB)	20Mbandwidth		66750
15A/220V		1200	30M bandwidth		87750

15A/380V		2250	50M bandwidth		115500
30A/380V		4500	100M bandwidth		127500
60A/380V		7050	Construction deposit		
100A/380V		10500			
With 24 hours of electricity consumption			project	Booth area	Price / rollover (RMB)
installation project	Quantity	Price / rollover (RMB)	Within 100 square meters		30000
15A/220V		2400	From 101-200 square meters		45000
15A/380V		4500	201-300 square meters		60000
30A/380V		9000	From 300-500 square meters		75000
60A/380V		14100	More than 500 square meters		150000
project name			Amount (yuan)		
Total construction deposit					
Total cost of the Booth design approval					
Signature of the authorized person of the company legal person: contact number:			Official seal of the construction company:		
remarks:					
<p>① The above charges include the power connection fee and electricity fee. Lighting power supply and machine power supply are prohibited from mixed use. The 24-hour power supply cannot be used as an uninterrupted power supply.</p> <p>② All the applied projects are only for leasing purposes and can not be exchanged or transferred. If the order is cancel due to the exhibitors, the fee will not be refunded.</p> <p>③ The power supply f the venue is only provided for the equipment and machines of the exhibitors.</p> <p>④ LED, lighting and other booth basic electricity needs to declare lighting electricity.</p> <p>⑤ After receiving the order from the unit operation service unit, we will give you a notice of payment. The order shall be deemed effective only upon notice of payment and payment before the closing date.</p>					

Form XII: Exhibition hall overtime charge standard and application form

Position	Area	24 hours before / time / hour	After 24 hours / hour / hour
In Congress unit discussion	500 m ² below	RMB 4500	RMB 9000
	501-800 m ²	RMB 5250	RMB 10500
	801 m ² more than	RMB 6000	RMB 12000
Application form for delayed service of the construction unit			
Delay Service Application form (customer connection)			
Exhibition name	The World Geothermal Congress 2023		
Apply for overtime time	MM/DD/YYYY (before 24:00)		
	MM/DD/YYYY (00:00 - 08:00)		
Overtime unit			
Overtime area		Area	
Proposer		Telephone	
Overtime reasons			
Fill the form date			
Signature of confirmation			

Application form for delayed service of the construction unit			
Delay service application form (stub connection)			
Exhibition name			
Apply for overtime	MM/DD/YYYY (before 24:00)		
	MM/DD/YYYY (00:00 - 08:00)		
Overtime unit			
Overtime area		Area	
Proposer		Telephone	
Overtime			

reasons	
Fill the form date	
Signature of confirmation	

Form XIII: Network information security responsibility statement

In order to further clarify the Internet units and individuals should fulfill the security management responsibility, further standardize the Internet behavior, adhere to the rational self-discipline, establish a correct view of the network, and create a healthy, orderly, civilized and harmonious network environment. According to the "Network Security Law", "Computer Information Network International Network Security Protection and Management Measures" and other relevant laws and regulations as well as the relevant provisions of units, all units and individuals who access to the Internet should conscientiously undertake the following responsibilities:

- i** . They shall not use computer networks to endanger state security, divulge state secrets, infringe upon the legitimate interests of enterprises, insult or slander others, spread rumors, or infringe upon the legitimate rights and interests of others.
- ii** . It shall not produce, browse, copy or disseminate such illegal content as obscene, pornography, gambling, violence, terror or abetting crimes.
- iii** . It is strictly prohibited to steal, sell, destroy or release the important information of the country and the conference.
- iv** . Establish an operation authorization management system, not to enter the computer information network or use the computer information network resources without permission.
- v** . Strengthen terminal data security and system account authority management, password shall be modified regularly and kept properly stored, and important information such as password and data shall not be easily leaked to prevent the occurrence of information theft and tampering.
- vi** . Establish a registration system for Internet users, and shall not delete the computer information network functions, modify the configuration, implant Trojan horses, install remote control software or other destructive operations without authorization.
- vii** . Regular anti-virus detection and system patch upgrade, and prohibit the installation of non-legitimate software.
- viii** . Independent personnel are strictly prohibited to contact and use the computers and networks of the unit. Strengthen the use of no line management.
- ix** . Accept the safety supervision, inspection and guidance of the National Convention Center, and shall actively assist the Public Security Bureau in investigating and punishing the illegal and criminal acts of the computer information network through the international network.
- X** . According to the principle of "who is in charge, who is in charge; who is responsible; who is responsible", implement the responsibility of network and information system security, ensure the network information security during the 2023 World Geothermal Congress, do a good job in handling security incidents and assume the corresponding security responsibility.
- Xi** . In case of violations of the relevant provisions of this Responsibility Letter and the relevant national laws and regulations, the party concerned shall directly bear the corresponding legal liabilities.
- Xii** . This Responsibility Letter shall come into force from the date of signature.

Signature of the exhibitor leader:
(Seal)

MM/DD/YYYY

Signature of the had of the builder:
(Seal)

MM/DD/YYYY

Form XIII: Public area electronic screen network security responsibility commitment letter

In order to ensure the safe and stable operation of the electronic screen in the public area of the unit (or individual), and strictly prevent the illegal attack and tampering of the electronic screen, the unit (or individual) hereby promises for the network security of the electronic screen as follows:

i . Clear network security work responsibilities. According to the principle of "who is in charge, who is responsible; who uses, who is responsible", the leader in charge of our unit (or individual) takes the overall responsibility, and the specific responsible department bears the direct responsibility.

ii . We will strictly implement the system of assigning special personnel to be on duty. Our unit (or individual) will strictly implement the 7 X 24 hours on duty system, ensure that the control room and control equipment are guarded in real time, ensure that the equipment after the guard personnel leave, the control room is locked, to ensure the safety of the electronic screen display system in public areas.

iii . We will improve the network security emergency response plans. Our unit (or individual) will formulate and improve the emergency plan of electronic screen network security in public areas, establish and improve the emergency working mechanism, equip emergency personnel, equipped with emergency disposal equipment, to ensure that the first time found, the first time processing, the first time to report to the relevant departments.

iv . Take effective network security protection measures. My unit (or individual) will be combined with the actual, the electronic screen to take off the network, shutdown and other measures, and the control equipment to carry out security inspection, to ensure that the control equipment without Trojan and loopholes, in order to ensure the absolute security of the system.

v . To ensure the security of the electronic screen network. Our unit (or individual) will earnestly implement the network security management requirements and work measures put forward by the relevant departments, and make every effort to ensure that no illegal tampering, malicious interruption and other incidents occur during major events.

Signature of the exhibitor leader:

(Seal)

Signature of the head of the builder:

(Seal)

MM/DD/YYYY

MM/DD/YYYY

Form XV: Indoor field volume control regulations

Exhibitors and builders:

In order to better serve the participating enterprises and visitors, create a good atmosphere for the exhibition and create a harmonious exhibition environment, the geothermal conference will organize specialized personnel to use professional sound measuring equipment to supervise and control the volume of the venue during the exhibition, and the volume of audio equipment in each booth shall not exceed 60 decibels. If violating the above regulations or receiving complaints from other exhibitors and verified by site decibel measurement, the main operator will give a verbal warning; if violating again, the main operator will give a written notice and impose a fine of RMB 500 (failing to pay the fine will be deducted from the construction deposit); the main operator will reject the failure, and the consequences shall be caused by the exhibitors and participating enterprises. To restore power, we shall submit a written guarantee to the main operation unit and pay a fine of 1000 yuan and 200 yuan per connection fee.

To create a good exhibition environment, it requires the joint efforts of all the participating enterprises. Please cooperate with the participating enterprises to abide by it!

Signature of the exhibitor leader:
(Seal)

Signature of the builder:
(Seal)

MM/DD/YYYY

MM/DD/YYYY

Form XVI: Booth construction deposit refund confirmation form

(The construction unit is retained, and the withdrawal)

Name of exhibitors		
Booth number		
Booth area		
Name of construction unit		
Name of the construction leader		
Mobile phone of the construction leader		
Demolition of booth	It's clean up	
	Not cleared	
Note of deposit refund	Return all	
	cross-claim	
Head of on-site signature		

make a
footnote

1. This voucher form must be held when the deposit is returned.
2. After all the construction materials and garbage of the booth are cleaned up, the site must be signed by the site management personnel of the main operation service unit before the deposit can be returned.
3. In case of any safety accident, damage to the exhibition hall facilities, or littering during the whole exhibition period, the corresponding penalty amount will be deducted from the deposit.
4. The construction deposit will be returned successively within 30 working days after the end of the exhibition.
5. When returning the deposit, please send the electronic version of this order, fee details, refund account number, invoice information (special ticket, general ticket) and the contact number (Word version) to the email address of the unit operation service unit.

Form XVII: Invoice information collection form and deposit refund information form

Company name (full name):	
Invoice category (please check it out):	VAT special invoice <input type="checkbox"/> VAT ordinary invoice <input type="checkbox"/>
Taxpayer identification number or unified social credit unified code:	
Company address (consistent with the business license):	
Fixed telephone number (please fill in the area code):	
Name of the opening bank (the full name includes the branch):	
Opening Bank account number:	
Contact person and telephone number of the invoice related to:	
Invoice Mailing address:	

Deposit refund information:

Payee: _____

Bank of deposit : _____

Account opening account: _____

Fill in the form instructions:

To issue a special VAT invoice, all items in the form and the following information should be provided (about two months)

- i . Copy of the business license.
- ii . Relevant documents on the qualification of the regional State Taxation Bureau for "general VAT taxpayer".

To issue a VAT general invoice, you only need to fill in the company name, taxpayer identification number, invoice mailing address and contact telephone number in the form.

Please fill in the form carefully to ensure that it is correct. This form will serve as the basis for issuing the invoice. If the invoice cannot be authenticated due to the failure to provide information in time or the information is incorrect, the issuing company will not bear any responsibility.

Signature of the person in charge:

Company (consistent with the deposit refund information) seal:

Date: